

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
September 20, 2017**

Governing Board Members in Attendance: Paula Chang, *Christina Enoka, Malcolm Lau, Dr. Judy Oliveira

Members Not in Attendance: Georgette Stevens

Staff in Attendance: Laura Smith; Wanda Villareal, School Director; *Carol Taira, Merle Hayashi
(*via Conference Call)

I. Call to Order

- Malcolm Lau called the meeting to order at 12:08 p.m.

II. Review/Approval of July 12, 2017 Governing Board Meeting Minutes and August 3, 2017 Special Informational Session

- Copies of the July 12, 2017 Governing Board Meeting Minutes and August 3, 2017 Special Informational Session were distributed and reviewed.
- **Paula Chang moved to approve the July 12, 2017 Governing Board Meeting Minutes and August 3, 2017 Special Informational Session, Christina Enoka seconded; all members were in favor.**

III. Review/Approval of July & August 2017 Financial Statements

- Carol Taira reported that for the 2 months ended August 2017 KCS had revenues of \$205,201, expenses of \$35,588 and a net excess of \$169,613.
- Revenue: In July KCS received \$202,133 from the DOE which is 60% of the annual DOE allotment based on 46 enrolled students. The remaining 30% allotment will be received in December and 10% in June 2018. Student fees of \$3,068 were collected. Expenses: Payroll costs of \$29,987 for KCS staff. Currently the financials are reported monthly to the Commission.
- **Paula Chang moved to approve the July & August 2017 Financial Statements, Christina Enoka seconded; all members were in favor.**

IV. Approval of Auditor

- Carol Taira reviewed the distributed Audit Services Fee Proposal noting that proposals for the audit of Kapolei Charter School were solicited and the results are as follows:
 - N & K CPAs, Inc. – fee proposal \$12,500 (net of courtesy discount). N & K CPA has experience with the following charter schools; Kamaile Academy, Kualapu'u School and Waimea Middle School.
 - Wikoff Combs & Co., LLC – fee proposal of \$13,000
 - Kobayashi, Kanetoku, Doi, Lum & Yasuda CPAs LLC – declined to propose
- Carol noted that N&K CPAs, Inc., is the auditor for Goodwill Hawaii; and in addition to offering a favorable fee, they have experience charter school experience which we feel is important. Our recommendation is to accept N & K CPAs, Inc.'s proposal for audit services for fiscal year July 1, 2017 to June 30, 2018.
- **Paula Chang moved to approve the selection N & K CPAs, Inc.'s proposal for audit services for fiscal year July 1, 2017 to June 30, 2018; Christina Enoka seconded; all members were in favor.**

V. KCS Alma Mater

- Malcolm Lau reported that on August 15th, he along with Laura Smith, Katy Chen and Wanda Villareal attending a Music for Life event where Jake Shimabukuro was

conducting a ukulele workshop. This was an opportunity to introduce everyone to Jake and also a chance to share a little bit more about what we do at KCS.

- Jake reiterated his commitment to write the Alma Mater, in fact he mentioned that he already "has the chords in his head!" Both Laura and Wanda commented that Jake was awesome, very personable and welcoming. Malcolm noted that everything is on track, we just need to be a bit patient.

VI. Value Added School Measure (Online Student Portfolios)

- Malcolm Lau commented that the Commission approved our proposed measures for the 1st year; noting that because KCS is starting with a freshman only class, the measures will not be available until 2020 as standardized testing starts in the junior year. Laura Smith and Wanda Villareal will be reviewing what we will be using for our measures.
- Laura reviewed the distributed Charter School Commission handout, noting that there are a number of Student Academic Outcomes that are standard, thus KCS will not have any targets until 2021, they are 1) Academic Proficiency; 2) Academic Growth; 4) Achievement Gap.
- For 3) College and Career Readiness, we identified our graduation rate as 80% in 2021 and 85% in 2022. We factored in our higher % of Special Education Students (SPED); in most schools the SPED population is less than 10%, at KCS it is almost 20%.
- For 5) Optional Student Academic Outcome Measure, because we will not have standardized testing initially, we agreed to use an external vendor that works with Charter Schools on this type of testing. We are reviewing their material and anticipate a 1st assessment in the 2nd trimester, which will give us an initial baseline to set a target for 2018. At the next Board Meeting we can share a presentation from NWEA (vendor).
- Value Added School Measure: this is the first year that all schools are being asked to develop this measure. This could be a process improvement measure for the school, an increase of skill level, etc. However since we are a new school the Commission suggested that in addition to the standardized test scores, it would be beneficial to see students meeting some of the common core standards.
- A suggestion was to have each student develop an on-line portfolio, this would give them an on-line presence of the work they have done. We would then select some of the projects that are tied to the common core standards. For example a student is working in science group hydroponics project to grow food/vegetables. Part of the project may be to write a budget and provide an analysis, this could be tied to the Math common core standard. It could also be tied the English core standard by having to write a persuasive argument to receive grant support for project materials; and of course there is the Science aspect of the project.
- Members commented that many parents select charter schools because of its unique, innovative environment; thus finding the right balance between a "charter" and a "traditional" school is an important consideration. Members also inquired if the "Value Added Goal" would change with each incoming 9th grade class, Laura Smith commented that we need to check on that and will report back later. Goals are due November 30, once drafts are developed, we will send it out to the group for review/feedback.

VII. Report by the proposed Head of School Wanda Villareal updated members on the following:

- Charter School Commission Items
 - Academic Framework
 - Formal testing will occur in 11th grade
 - In process of purchasing assessment tools and will test students 3-4 times a year
 - E-portfolio/webpage
 - Financial Performance Framework
 - Monthly Financial Statements have been submitted.

Organizational Performance Framework

- All teaching staff is licensed and qualifications have been submitted.
- Administrative Operations and Personnel
 - Enrollment Census: We currently have 47 students.
 - Initially 49 students were enrolled; one student's family is in the military and was transferred out of state, the other decided to go to Campbell High School.
- Student Data System
 - Utilizing Infinite Campus and working diligently towards learning the data system. We enrolled all students in infinite campus and completed course schedules. The teachers are working on the grade book option.
- Hiring Activities
 - All staff hired for the first year; positions filled as follows:
 - Office manager/registrar
 - Teachers for the first year
 - English/Social Studies
 - Science/Advisory
 - SPED/Math/PE
 - Substitute teacher/Life Coach
- Administrative
 - Parent/Student Handbook in final stages.
 - Infinite Campus
 - ECSS System
 - Goal Book (SPED)
 - Tracking DOE documents
 - Beginning year documents
 - Federal impact aid
 - Parent notified and forms
 - FERPA
 - Tripod – Commission survey
 - Federal Aid surveys
- Assessments, Curriculum, and Resources
 - Provided teachers with curriculum maps for subjects they are teaching.
 - KCS received free algebra 1 and 2 text books.
 - Researching possible source for History and English books.
- Student Progress Report:
 - Academics
 - We have five students with IEP and one with 504
 - The initial progress reports submitted 9/12/217.
 - Academically we have students who are struggling mostly in Math and Science.
 - Social
 - Within the month we have had to deal with plagiarism, fighting, weapons, friendships, relationships, etc.
 - Positive parent relationships

- Teachers
 - Teachers are getting better at classroom management and working through students who are disruptive.
- Students
 - Overall we have amazing students
- Financial and Budget:
 - See Financial Statement

VIII. Other Business

- Board Meeting Schedule Members reviewed the proposed meeting calendar for 2018, meetings would occur on the third Wednesday of the month, unless there is a school holiday or other conflict.
- Annual Conflict of Interest, Summary of Responses A summary of Governing Board Members responses were distributed for review.
- Bids to build wall in back of school Laura Smith reported that we are in the process of getting bids to build a wall in the back of the property to further enclose the campus.
- Evaluation System for School Director Laura Smith is reviewing evaluation systems for the School Administrator, and should anyone have any suggestions on a system, to please forward it to her for review.
- Discussion of New Governing Board Members Dr. Judy Oliveira had proposed two prospective candidates to the Board, staff will meet with the candidates to gauge their interest and report back to the group.

Adjournment: Malcolm Lau adjourned the meeting at 12:54 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:



Malcolm Lau
Chairman of the Governing Board