

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
January 30, 2018**

Governing Board Members in Attendance: Paula Chang, *Christina Enoka, Malcolm Lau, Dr. Gloria Niles, Georgette Stevens (**via Conference Call*)

Members Not in Attendance: Dr. Judy Oliveira

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

I. Call to Order

- Malcolm Lau called the meeting to order at 12:02 p.m. and welcomed Dr. Gloria Niles, Assistant Professor in Special Education at UH West Oahu to the Kapolei Charter School Governing Board.

II. Review/Approval of the September 20, 2017 Governing Board Meeting Minutes and November 29, 2017 Consent in Lieu of Meeting Minutes

- Copies of the September 20, 2017 Governing Board Meeting Minutes and November 29, 2017 Consent in Lieu of Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the September 20, 2017 Governing Board Meeting Minutes and November 29, 2017 Consent in Lieu of Meeting Minutes, Dr. Gloria Niles seconded; all members were in favor.**

III. Review/Approval of 2017 Fourth Quarter Financial Statements

- Carol Taira reported that for the 6 months ended December 2017 KCS had revenues of \$314,207, expenses of \$128,438 and a net excess of \$185,769.
- Revenue: In November KCS received \$108,946 from the DOE which is 30% of the annual DOE allotment. The remaining 10% allotment will be received in June 2018. Student fees of \$3,128 were collected.
- Expenses: YTD Payroll costs of \$121,104 for KCS staff.
- Other Notes: We were notified by the Charter School Commission that KCS has an additional allotment of \$62,275 for "Impact Aide Disbursement" which is disbursed to charter schools on an annual basis. We may use some of this funding for school summer maintenance and equipment needs.
- **Paula Chang moved to approve the 2017 Fourth Quarter Financial Statements, Georgette Stevens seconded; all members were in favor.**

IV. Review School Value Added Measure for Commission (Dec. 9th Meeting)

- Laura Smith reviewed the distributed Academic Performance Framework which outlines the various measures we need to meet on an annual basis. Also new and added this year is the "Value Added Measure" which is unique to each Charter School. We have been working with the Commission to develop this since the school's opening this past August. Most schools have one or two Value Added Measures, we have a more extensive set. As a new High School starting with a 9th grade class, the Value Added Measure will provide a basis that can be rated at the end of the first year, as we continue to phase in the additional grades in the subsequent years.
- KCS's Value Added Measure is to create, on an annual basis a school-level portfolio that provides an assessment of the school's fulfillment of its mission and vision. The portfolio will contain the following elements:
 1. Student electronic portfolios

2. Career path exposure aligned to the school's mission of graduating students with post-secondary certification and/or community college credits.
 3. Monitored to ensure each student is on track for promotion one grade level for each year of enrollment.
 4. Personalized professional development and learning plans for teachers.
- The handout details the criteria, action steps for implementation, measurable outcomes, evidence of completion and the due dates. This also becomes part of our contact and at the end of the year, we will be required to report on all of our measures.

V. School Director Evaluation System Discussion

- Laura Smith noted that we will use our own teacher evaluations for the HSTA teaching staff, however we still need to develop the School Director's evaluation system.
- Today we are reviewing the proposed School Director Evaluation tool had been included in our Charter School Proposal, and was approved when the application was submitted; however since then we have made a few revisions and would like to have Board Members review the evaluation tool and provide their input on any changes or suggestions. We are targeting March/April to finalize the evaluation tool with the Commission.
- This evaluation tool will be for implementation in Year 2, as it requires goals to be set at the beginning of the year. Since we are in the middle of first year, the School Director's Evaluation will be handled through the Board; and in discussing this with our Board Chair we will prepare memo at the end of the year to summarize and evaluate the School Director's performance.

VI. Report by School Director

Wanda Villareal updated members on the following:

- Charter School Commission Items
 - Academic Framework
 - Formal testing will occur in 11th grade
 - Value Added Measures
 - Science/ELL/Career projects to be uploaded to webpage
 - E-portfolio/webpage
 - NWEA testing results
 - Financial Performance Framework
 - Submitted monthly financial statements
 - Organizational Performance Framework
 - Submitted teacher qualification spreadsheet, all teachers are licensed.

- Administrative Operations and Personnel

- Enrollment:

- We currently have 44 students, with 3 possible admissions; 1 from Kapolei HS, Waipahu HS, and Waianae HS.
 - Enrollment is opened for next year and are receiving applications.

- Student Data System

- Infinite Campus is very challenging and we are working diligently towards learning the data system. We completed trimester 1 grading, and scheduled trimester 2 classes. The teachers are working on the grade book option.

- Hiring Activities

- All staff are hired for the first year.
 - Office manager/registrar/SSC position filled.

- Teaching Staff for the first year;
 - English/Social Studies/Sped
 - Science/Math
 - PE/Health
 - Ukulele/Language
 - Life Coach
- Administrative
 - Infinite Campus (IC)
 - ECSS System
 - Goal Book (SPED)
 - NWEA – Testing
 - Roster and Proctor training and activities are complete
 - Completed the initial testing
 - Training – Student Services Coordinator (SSC) requirements
 - ECSS – SPED software
 - IC
 - WIDA - ELL
 - Testing – Hawaii State Assessment
- Assessments, Curriculum, and Resources
 - NWEA – Algebra 1/reading/language (ELA)
 - Creative and innovative instruction
 - Presidents Project – Develop webpage
 - Science projects
 - Ukulele – Wahi Pana unit plans
 - Ukulele performance
 - Great things are happening in ukulele.
 - Performance
 - Reflections
 - Nice way to end the day
 - Education summit conference
 - Positive/Progressive
 - No homework
 - No text books
 - Career and tech
 - Classroom structure
 - Right blend of teacher/technology
 - Life coaching
 - Challenge
 - Research and use apps
 - Instead of teach, challenge students to learn (creativity/inquisitive/relevance)
 - Teaching to standards will not provide students with the right skills to thrive. (ex. Novels verses instructional manuals)
- Student Progress Report:
 - Academics
 - We have 3 students with IEP and one with 504
 - Academically we have students who are struggling mostly in Math and Science.

- Students moving into 10th grade History and English in 3rd trimester.
- Social
 - With the discharge of 2 students, the school has calmed down
 - Positive parent relationships
- Teachers
 - Teachers are working hard to manage their classrooms and using different strategies. The two students who were disruptive, transferred to different schools.
- Students
 - Overall we have amazing students
 - Leadership camp for student's opportunity during spring break
- Financial and Budget:
 - See Financial Statement

VII. Other Business

- None.

Adjournment: Malcolm Lau adjourned the meeting at 12:52 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:



Malcolm Lau
Chairman of the Governing Board