

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
April 5, 2018**

Governing Board Members in Attendance: Paula Chang, Malcolm Lau, Dr. Gloria Niles, *Dr. Judy Oliveira (**via Conference Call*)

Members Not in Attendance: Christina Enoka, Georgette Stevens

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 12:05 p.m.

II. Review/Approval of the January 30, 2018 Governing Board Meeting Minutes

- Copies of the January 30, 2018 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the January 30, 2018 Governing Board Meeting Minutes, Dr. Gloria Niles seconded; all members were in favor.**

III. Review/Approval of 2018 February Financial Statements

- Carol Taira reported that for the 8 months ended February 2018 KCS had revenues of \$376,482, expenses of \$172,307 and a net excess of \$204,175.
- Revenue:
 - In January 2018, KCS received \$62,275 from the Commission for Annual 2017/2018 Impact Aid Disbursement.
 - The remaining 10% DOE allotment \$34,589 will be received in June 2018.
 - Student fees of \$3,128 were collected.
- Expenses:
 - YTD Payroll costs of \$159,937 for KCS staff. Added 2 staff positions in February.
 - Insurance expense of \$2,270 for liability insurance
- **Dr. Gloria Niles moved to approve the 2018 February Financial Statements, Paula Chang seconded; all members were in favor.**

IV. Evaluation System

- Laura Smith noted that after reviewing the Teacher Evaluation System at the last meeting, Board Members as well as teachers had the opportunity to provide input, which has been incorporated into the distributed teacher evaluation system. Once approved, a copy will be submitted to the Charter School Commission and following the outlined protocol, the School Director will provide notice to the teachers and begin the evaluation process.
- The other tool is the School Director Evaluation, which has been covered in previous board meetings as we have been working through its development. This evaluation is done through committee, which will include the Governing Board Chair and someone from the Management Organization. At the beginning of the year we set goals for the Director and at the end of the year an evaluation from the board is provided. For this year, since goals were established for the School Director at the beginning of the year, the committee will work on the initial review and at the next meeting, the Board will have an opportunity to provide their input.
- **Paula Chang moved to approve the Teacher Evaluation System and the School Director Evaluation System, Dr. Gloria Niles seconded; all members were in favor.**

V. Submitting Federal Grant Application for KCS

- Laura Smith reported that the US Department of Education's Office of Innovation and Improvement has a grant in place for Charter Schools across the nation. We are eligible to apply as we are a new (less than 5 years) operational Charter School. It is a 5 year grant, \$200K/annually to help the school with non-budgeted items and increase curriculum capacity. Our application is written to include increased staff, technology support and an outcomes system to evaluate and track year to year outcomes. Also, by year 4 we would be ready to submit a 2nd application for additional Charter School Campus. The application is due next week, and results are expected in September.

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

2018-2018 Enrollment:

- The closing date was 3/16/2018 and acceptance letters was mailed out 3/29/18. A waitlist will be started for the upcoming year. It is possible we will open slots the first week of June.

Student Data System

- Infinite Campus continues to be very challenging however, the support staff has been helpful especially with our trimester schedule. We completed trimester 2 grading and entered trimester 3 classes. The teachers are working on the grade book option.

Hiring Activities

- Office manager/registrar/SSC position is filled.
- We started recruiting for next year's teachers, have added two more positions and replacement for Science teacher who is transferring due to military placement.
- Teachers for next year:
 - English
 - Math
 - Science
 - Ukulele/Language – Part-time
 - Life Coach
- Spoke with Director of Kahoiwai teaching institution for teacher referrals.

- Administrative

- Infinite Campus (IC)
- ECSS System/Goal Book (SPED)
- NWEA – Testing
 - Roster and Proctor training and activities are complete

- Completed the initial testing
 - Will schedule second testing in April
 - Training to develop instruction that is geared to test results TBA
 - Training – Student Services Coordinator (SSC) requirements
 - ECSS – SPED software
 - IC
 - WIDA - ELL
 - Testing – Hawaii State Assessment
 - Charter School Training March 13-15
 - National Charter School Conference – June 17-20, 2018 at Austin, TX
- Assessments, Curriculum, and Resources
 - NWEA – Algebra 1/reading/language (ELA)
 - Creative and innovative instruction
 - Presidents Project/Countries – Develop webpage
 - Science projects
 - Ukulele – Wahi Pana unit plans
 - 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
 - KCS 9th Grade Banquet – Planning at the Kroc Center for May 5, 2018
 - Teachers
 - Teachers are working hard to manage their classrooms and using different strategies.
 - Students
 - Overall we have amazing students
 - Leadership camp for student's opportunity during spring break. We sent 7 students and they all reported that they received valuable leadership skills.
 - They were asked to return in the summer as camp leaders
 - Commission staff commended KCS students and participation

- Financial and Budget:
 - See Financial Statement

VII. Other Business

- None.

Adjournment: Malcolm Lau adjourned the meeting at 12:51 p.m.

Submitted by:

Approved by:



Merle Hayashi
Executive Assistant



Malcolm Lau
Chairman of the Governing Board