

**Kapolei Charter School (KCS)  
Governing Board Meeting Minutes  
June 6, 2018**

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

**Members Not in Attendance:** Dr. Judy Oliveira

**Staff in Attendance:** Laura Smith; Wanda Villareal, School Director; Katy Chen, Carol Taira, Merle Hayashi

**I. Call to Order**

- Malcolm Lau called the meeting to order at 12:05 p.m.

**II. Review/Approval of the April 5, 2018 Governing Board Meeting Minutes**

- Copies of the April 5, 2018 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the April 5, 2018 Governing Board Meeting Minutes, Dr. Gloria Niles seconded; all members were in favor.**

**III. Review/Approval of 2018 April Financial Statements**

- Carol Taira reported that for the 10 months ended April 2018 KCS had revenues of \$378,996, YTD expenses of \$231,309, and an YTD net excess of \$147,688. It should be noted that a number of expenses are upcoming for payment, so the net excess will decrease, however we expect to meet all required commission ratios at the end of the school's fiscal year.
- Revenue:
  - The remaining 10% DOE allotment, \$34,589 will be received in June 2018.
  - Receipts collected in May for: 1) \$2,207 for student banquet held in May and 2) \$153 in donations.
- Expenses:
  - YTD Payroll costs of \$210,471 for KCS staff.
  - Annual payroll service from DOE - \$2,436.
- **Christina Enoka moved to approve the 2018 April Financial Statements, Paula Chang seconded; all members were in favor.**

**IV. Review/Approval of Annual Budget**

- Carol Taira reviewed the distributed budget for Year 2, fiscal year July 1, 2018 to June 30, 2019 noting that the total budgeted revenue is \$800,366; total budgeted expense \$656,742 for net excess of \$143,624.
- Carol also commented on the following Major Budget Items: Revenue, per pupil allocation based on 100 students; Salaries expense for 8.5 full-time equivalent positions; Contracted management services provided by GIH; Equipment purchases of 50 computers
- **Paula Chang moved to approve the Budget for FY End June 30, 2019, Christina Enoka seconded; all members were in favor.**

**V. 2017 Audit Schedule**

- Carol Taira reported that N&K CPA's will be performing the audit for KCS; they are the firm that had been approved by the Governing Board earlier this year. N&K will begin their field work late July, and the Audit Report Draft has been requested for late

September, the report will be presented it at the October Governing Board Meeting for Review/Approval. This timeline allows us to meet the audit submission deadline to the Commission, which is November 15, 2018.

**VI. SPCSC Third Quarter Financial Risk Assessment Results**

- Laura Smith reported that at the recent State Public Charter School Commission Meeting, the financial assessment results of each Charter School were reviewed and rated on a scale of 1=low to 5=significant. We were extremely pleased to find that we were one of four schools that received a “1” which is the best rating achievable, regarding our Financial Risk Assessment Results.

**VII. SPCSC Annual School Report**

- Laura Smith noted that with the school year ending, our first annual school report will be due to the Charter School Commission. This will include a number of metrics that have been provided throughout the year regarding student academics and the Academic Performance Framework, which had been approved by the Governing Board and SPCSC. This data will result in a public report that the Charter School Commission issues regarding our performance; however because the format of the report is changing this year, the initial draft is still pending. We will share the report once it becomes available.

**VIII. Report by School Director Wanda Villareal updated members on the following:**

**Charter School Commission Items:**

**Academic Framework**

- While formal testing will not occur in the 11<sup>th</sup> grade, we have opted to use NWEA for periodic testing.
- Value Added Measures
  - Contractual VAM, for Science/ELL/Career projects have all been completed and student work is available for the commission to review.
  - E-portfolio/webpage
    - Student Webpages are completed and all projects for value added measures are uploaded.
  - NWEA testing results
    - We have done 2 testing and based on preliminary findings, the results look good.

**Financial Performance Framework**

- Submitted monthly financial statements

**Organizational Performance Framework**

- Submitted teacher qualification spreadsheet

**Administrative Operations and Personnel**

**2018-2018 Enrollment:**

- The closing date was 3/16/2018 and acceptance letters 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 and now finalizing final grades.

#### **Hiring Activities**

- We started recruiting for next year's teachers and have added two more positions, in addition to the replacement for Science teacher (transferring due to military placement.) We have made conditional offers to 2 teachers.
- Office manager/registrar/SSC position filled.
- Teachers for next year;
  - English
  - Science
  - Math
  - Ukulele/Language – Part-time
  - Life Coach
- Spoke with Director of Kahoiwai teaching institution and he will refer teachers.
- Reached out the Chaminade University and they sent out posting to their students.

#### **Administrative**

- Infinite Campus (IC)
- ECSS System/Goal Book (SPED)
- NWEA – Testing
  - Roster and Proctor training and activities are complete
  - Completed the two testing sessions.
  - 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
- 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
  - Lighting a house made of card board.
  - World History – Olympics learning from all different countries
  - Ukulele – Wahi Pana unit plans and making their own music books
- Bishop Museum donated cases of books for our Hawaiian language and culture curriculum
- Kamehameha offered to work with us and West Oahu on early college admissions

#### **Student Progress Report**

- **Academics**
  - Academically we have notified the few parents whose students may need to repeat a course during the summer. The plan of action is in place to encourage them to complete course work during summer school.
  - Due to our accelerated curriculum, 1 student who joined mid-year may need to repeat 9<sup>th</sup> grade.

- **Social**
  - KCS 9<sup>th</sup> Grade Banquet – at the Kroc Center on May 5, 2018 went well. The students had lots of fun.
  - Water Park event on May 30<sup>th</sup> - end of the year teambuilding activity.
  - Contracted with a photographer to help with an online yearbook this year.

**Financial and Budget:**

- See Financial Statement

**IX. Other Business**

- None.

**X. Executive Session**

The board of directors entered executive session to discuss personnel issues which included the School Director Evaluation.

**Adjournment:** Malcolm Lau adjourned the meeting at 12:59 p.m.

Submitted by:



Merle Hayashi  
Executive Assistant

Approved by:



Malcolm Lau  
Chairman of the Governing Board