

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
August 15, 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; Dr. Wanda Villareal, School Director; Katy Chen, Carol Taira, Merle Hayashi

I. Call to Order

- Malcolm Lau called the meeting to order at 12:01 p.m.

II. Board Recognition: Dr. Wanda Villareal

- The Governing Board congratulated Dr. Wanda Villareal, who successfully completed her Doctorate of Management in Organizational Leadership. Malcolm Lau noted that Dr. Villareal accomplished this goal while focused on the opening of Kapolei Charter School this past year; as we move into our second year we recognize her strong leadership and look forward to the school's continued growth.

III. Review of Board Officer and Director Terms

- Malcolm Lau noted that this meeting is our first Governing Board meeting for the 2018/19 board year. Our board year follows the school or fiscal year of July 1 – June 30.
- Per our Bylaws; election of officers, new directors, or renewal of terms are the first item of business at this annual meeting, however as we are entering our second year as a board, all current Governing Board Members are now starting their 2nd year of a 3 year term which runs from July 1, 2017 – June 30, 2020. There are no renewals to consider for this term period.
- Additionally for continuity the bylaws specify that the initial officers shall be elected for a term of two years, and thereafter elected annually. Therefore Board Officers will be continue their second year of service and are as follows: Malcolm Lau, Chairman of the Board and Treasurer; Christina Enoka, Vice Chair and Secretary.

IV. Review/Approval of the June 6, 2018 Governing Board Meeting Minutes

- Copies of the June 6, 2018 Governing Board Meeting Minutes were distributed and reviewed.
- **Georgette Stevens moved to approve the June 6, 2018 Governing Board Meeting Minutes, Dr. Gloria Niles seconded; all members were in favor.**

V. Review/Approval of the Fiscal Year End June 30, 2018 and July 2018 Financial Statements

- Carol Taira reported that for the 12 months ended June 2018 KCS had revenues of \$415,772, expenses of \$302,209 and a net excess of \$113,563. This is still subject to audit adjustments, however we are on track to meet all the metrics from the Commission.
- For the 1 month ended July 2018 (new fiscal year), KCS had revenues of \$430,763, expenses of \$43,867, net excess of \$386,896. 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:
 - In July 2018, KCS received \$430,171 from the Commission for its first installment of the DOE allotment, which is 60% of the annual allotment. Per pupil amount for 2018/2019 was projected at \$7,476.81.

- Expenses:
 - YTD July Payroll costs \$24,500 for KCS staff.
 - Purchases for new school year; 1) T-shirts, \$5,844, 2) tables and white boards, \$8,324
- Members asked about fundraising for the school, noting that parents have expressed an interest to be involved and help, they have also brought up the idea doing a Project Grad. Fundraising could be specific, such as Project Grad for the Class of 2021; or it may be an annual fundraiser for the school, which could help to raise the profile of KCS in the community and be a revenue opportunity as well. Staff was open to supporting this and wanted to clarify the level of parent's involvement. Would this be something driven by the School/Board, or require a more formal organization, i.e.: PTA/PTSA. Members agreed that once we determine the types of fundraising activities needed; and gain some insight into the parent's interest, that would help to guide further discussion on this topic.
- **Georgette Stevens moved to approve the Fiscal Year End June 30, 2018 and July 2018 Financial Statements, Paula Chang seconded; all members were in favor.**

VI. Annual Declaration Regarding Conflict of Interest and Code of Ethics

- Laura Smith reviewed the distributed Annual Declaration Regarding Conflict of Interest and Principles of Ethical Conduct form and accompanying policy; noting that Governing Board Members are required on an annual basis to declare and sign an Annual Declaration Regarding Conflict of Interest and Principles of Ethical Conduct form.

VII. Review/Approval of KCS Media Relations Policy

- Laura Smith noted that school representatives (i.e. staff, board members, etc.) may on occasion be contacted by the media. This policy provides a guideline to insure we maintain a positive relationship with our media partners and outlines the designated spokespersons for organization, as well as procedures for handling any media request.
- **Georgette Stevens moved to approve the Media Relations Policy No. 107 with typos corrected, Dr. Gloria Niles seconded; all members were in favor.**

VIII. KCS Employee Handbook

- Laura Smith reported that we are in the final stages of drafting the KCS Employee Handbook, it is available for any Board Member to review. Once we complete our last changes, it will be sent to our attorney for final review. The approved copy will be distributed to all Employees; an acknowledgement page is included for staff to sign and return for our records.

IX. Report by School Director

Dr. Wanda Villareal updated members on the following:

Charter School Commission Items:

Academic Framework

- Formal testing will occur in 11th grade
- Value Added Measures
 - Developing new goals for this year. Math/History
 - E-portfolio/webpage
 - Student Webpages are completed and all projects for value added measures uploaded.
 - NWEA testing results
 - Started 9th grade testing this week

Financial Performance Framework

- Submitted monthly financial statements

Organizational Performance Framework

- Reviewing teacher qualification spreadsheet

Administrative Operations and Personnel

2018-2018 Enrollment:

- We have 45 - 9th graders and 43 - 10th graders

Student Data System:

- Infinite Campus continues to be very challenging. Staff is working through the difficulties of enrolling students this year. We are the only school using a Trimester schedule.

Hiring Activities

- Office manager/registrar/SSC position filled, this individual will also be teaching 9th grade history.
- Teachers for next year;
 - 1 - Science/History
 - 1 - Science/PE/Health
 - 1 - Science/Math – Not Returning but substituting for 2 months
 - 1 - Math
 - 1 – Hawaiian Lang/ELA 9th Grade/Ukulele
 - 1 – Life Coach
 - Filled by School Director – ELA 10th Grade
- Still looking for a SPED/ELA teacher

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
 - School Runner

Assessments, Curriculum, and Resources

- NWEA – Algebra 1/reading/language(ELA)
- Currently Writing ELA curriculum

Student Progress Report

- **Academics**
 - We have 9 students with IEP and 5 with 504.
 - Academically we have students who are struggling mostly in Math. We had 3 students that failed math (1 took it in the summer and the other 2 will take it next summer or repeat with us).
 - We had 2 students who did not pass 9th grade ELA and HIST. Parents were contacted and a plan of action in place to go to summer school.
 - 1 student repeat 9th grade, this student joined us mid-year.
- **Social**
 - KCS 10th/9th Grade Banquet – At the Kroc Center for some time in May 2019
- **Students**
 - Overall we have good students.
 - Leadership camp for 10th graders went well.

Financial and Budget:

- See Financial Statement

X. Other Business

- None.

Adjournment: Malcolm Lau adjourned the meeting at 1:04 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:



Malcolm Lau
Chairman of the Governing Board