

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
December 12, 2018**

Governing Board Members in Attendance: Paula Chang, Christina Enoka, Malcolm Lau, Georgette Stevens

Members Not in Attendance: Dr. Gloria Niles, Dr. Judy Oliveira

Staff in Attendance: Laura Smith; Dr. Wanda Villareal, School Director; Carol Taira, Merle Hayashi

I. Call to Order

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

II. Review/Approval of the October 31, 2018 Governing Board Meeting Minutes

- Copies of the October 31, 2018 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the October 31, 2018 Governing Board Meeting Minutes, Georgette Stevens seconded; all members were in favor.**

III. Review/Approval of the October and November 2018 Financial Statements

- Carol Taira reported that for the month ended October 2018 KCS had no revenue, and expenses of \$43,432. For the month ended Nov 2018, KCS had revenues of \$870, expenses of \$35,258, net deficit of (\$34,388).
- Major Expenditures: Payroll costs totaling \$63,170 for October (\$31,372) and November (\$31,798) for KCS staff.
- The 2nd per pupil allocation was deposited in the checking account in December, \$167,363 (30%).
- **Georgette Stevens moved to approve the October and November 2018 Financial Statements, Paula Chang seconded; all members were in favor**

IV. Review/Approval of Auditor for 2019 & 2020

- Carol Taira reviewed the distributed Audit Services Fee Proposal, noting that N&K CPAs, Inc., performed the audit for the 1st year of operations for Kapolei Charter School, July 1, 2017 to June 30, 2018.
- N & K CPAs submitted a proposal for the next 2 fiscal years which reflects the increase of students each year as an additional grade level will be added in 2019 and in 2020; this will increase the financial transactions and require more audit testing.
- Our recommendation is to accept N & K CPAs, Inc.'s proposal for audit services for fiscal years ended June 30, 2019 and June 30, 2020.
- **Christina Enoka moved to approve N & K CPAs, Inc.'s proposal for audit services for fiscal years ended June 30, 2019 and June 30, 2020, Paula Chang seconded; all members were in favor.**

a. Review of Policy on Periodic Review Procedures

- Laura Smith commented that during the audit presentation by N&K CPAs at the last board meeting, their recommendation was for management to develop and implement policies to ensure that periodic review procedures are performed in accordance with accounting standards prescribed by GASB. In response we have reviewed and aligned our Accounting Manual to include this procedure, the change is highlighted in the distributed meeting packets. We are also relaying this information to the State Public Charter School Commission.

V. PTA and KCS Open House on December 10, 2018

- Georgette Stevens and Dr. Wanda Villareal reported that the turn out for the Open House was tremendous; due to the huge response it was held outdoors to accommodate the 200+ people in attendance. The Open House provided an opportunity for both the students and parents to share in the many accomplishments achieved to date. The Student Council took a larger role in the organization of the event, while the PTA provided students some assistance with the spaghetti dinner and the bake sale, however it was the Student Council that led the evening, giving them an opportunity to further develop their leadership skills. Wanda also noted that students have been quite active in taking on leadership projects, one student led a Food Drive; another student a Toy Drive; and a third student led a Donation Drive for the Goodwill Store.
- Wanda shared some photos, which showed smiling students dressed up and getting ready to sign and perform with their ukuleles for the large crowd of parents and family members in the audience. Georgette commented that this was a great family event, and something like this done on a smaller scale could be a model for a "Winter Fest." Members commented that these type of events help to build the "culture of the school" and establish its annual traditions.
- Laura Smith commented that last week the KCS students opened the program for the Honolulu Career and Learning Center Blessing and Groundbreaking event on December 4. Our very talented students sang Hawai'i Pono'i while playing the ukulele, their performance was well received by everyone in attendance. Laura share photos of the students, and Kahu Kekoa conducting the Blessing/Maile Lei Ceremony.

VI. Addition of Grade 11; Student Application Cycle for 2019-2020

- Laura Smith reviewed the distributed Student Enrollment and Timeline memo, noting that we will be actively pursuing an enrollment of 80 students for the 2019-2020 incoming 9th grade class. The application material will be available on KCS's website starting January 2, 2019. We will also open enrollment for approximately five to ten incoming 10th grade students to fill vacant spots. Additionally we will be applying to add Grade 11; the application is due to the State Public Charter School Commission by March 11, 2019.
- Facility Planning: To provide additional space for KCS, we would like to relocate the Goodwill staff on this floor to another location; if we are unable to obtain a reasonable lease, we can reconfigure the existing space to accommodate the additional students however by the next year (Grade 12) we will need more space. The maintenance team is also reviewing the work that will need to be done over the summer break. We are anticipating 160 – 165 students with the addition of Grade 11, with an additional 80 students the following year.

VII. 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
 - Completed 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 and completed 10th grade testing October 3, 2018
 - Testing scheduled for 12/19-21/2018

Financial Performance Framework

- Submitted monthly financial statements

Organizational Performance Framework

- Reviewing teacher qualification spreadsheet

Administrative Operations and Personnel

2018-2018 Enrollment:

- We have 44 - 9th graders and 41 - 10th graders

Student Data System:

- Infinite Campus continues to be very challenging. Teacher training to be conducted 1/7/2019.
- Researching School Runner to combine all data systems. Still pending.

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 – English/SPED
 - 1 – Educational Assistant
 - 1 – Hawaiian Lang/ELA 9th Grade/Ukulele
 - 1 – Life Coach

Administrative

- Infinite Campus (IC)
- ECSS System/Goal Book (SPED)
 - 2 staff went through IEP training
 - Completed 3 IEP's developed processes for goal books
- NWEA – Testing
 - Roster and Proctor training and activities are complete
 - Completed the two testing sessions.
 - School Runner

Assessments, Curriculum, and Resources

- NWEA – Algebra/geometry/reading/language (ELA)
- Completed ELA curriculum
- January 7th – Teacher training Infinite Campus and teacher evaluation tool

Student Progress Report

- **Academics**
 - We have 8 students with IEP's and 4 with 504.
 - 17-20 10th graders taking intro to college with LCC.
 - Graduating student early.

- **Social**
 - Open House – Successful huge turnout
 - PTA/Student Council – Activities
 - KCS 10th/9th Grade Banquet – Considering other locations, in addition to Kroc Center for some time in May 2019

- **Students**
 - Overall we have good students.
 - Next year – Lot of requests for enrollment.

Financial and Budget:

- See Financial Statement

VIII. 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