

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
February 14, 2019**

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; Carol Taira, Katy Chen, Merle Hayashi

I. Call to Order

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

II. Review/Approval of the December 12, 2018 Governing Board Meeting Minutes

- Copies of the December 12, 2018 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the December 12, 2018 Governing Board Meeting Minutes, Christina Enoka seconded; all members were in favor.**

III. Review/Approval of the December 2018 and January 2019 Financial Statements

- Carol Taira reported that for the month ended December 2018, KCS had revenue of \$167,363; expenses of \$51,690 and net excess of \$115,673. For the month ended January 2019, KCS had revenues of \$58,012; expenses of \$35,038 and net excess of \$22,974. For the 7 months the YTD revenue was \$659,143; YTD expense \$292,781 and YTD net excess of \$366,363.
- Revenue in December we received the 2nd DOE allotment (30%), \$167,363. In January we received the annual Impact Aid funds of \$57,888 from the Commission.
- Expenditures Payroll costs totaling \$62,606 for December (\$31,303) and January (\$31,303) for KCS staff. We estimated the payroll for January in order to prepare the financial statements to submit to the Commission, as the detailed payroll information is pending from the DOE. The information delay is due to the DOE transitioning to a web based online system; in December all schools made the change to the new payroll system, when the detailed information becomes available we will reconcile our financial statements and submit the updated financials.
- In December, we recorded \$18,910 as Goodwill Industries of Hawaii, Inc.'s management fee to KCS for the period of July to December 2018; this is for services provided, such as HR, IT, Finance, maintenance, etc. The amount budgeted was \$22,752 for the six month period. In January, we paid \$2,270 in insurance premium for D&O (Directors and Officers) insurance for KCS.
- **Paula Chang moved to approve the December 2018 and January 2019 Financial Statements, Dr. Gloria Niles seconded; all members were in favor**

IV. HSTA Supplemental Contract

- Laura Smith reported that we would like negotiate a Supplemental Contract with the HSTA for our teachers, we have a good teaching staff in place and having an agreement would allow us to perform teacher evaluations. To prepare for this, Laura Smith and Dr. Villareal met with the teachers to get their input on the Evaluation Tool selected. We talked through the process during our first meeting with the HSTA Representative and also prepared a redline copy of the teacher's suggested changes to the evaluation tool that we can provide to the HSTA Representative.

- The next step would be for the HSTA Representative to meet with the teachers to discuss the Evaluation Tool, etc. We hope to have a negotiated contract by the end of the school year, or by the summer.

V. Charter School Commission Strategic Vision Meeting

- Dr. Wanda Villareal reported that the Charter School Commission held an Executive Director Strategy Session on February 11, 2019. Malcom Lau, Laura Smith and Dr. Villareal attended this all-day session, and it was great to connect with other school leaders, governing board chairs, and commission staff.
- Dr. Villareal conveyed that the purpose of the session was to communicate the Strategic Vision of the Charter School Commission, which consisted of the following Strategic Anchors:
 - Meeting family and community educational needs
 - Operating laboratories of innovation
 - Reflecting Hawai'i's values and practices
- The Commission's Strategic Vision
 - Authorize with Aloha
 - Actualize a learning organization and system
 - Amplify Charter School portfolio and practices
- Dr. Villareal noted that there were about 100 people in attendance, and the Commission was very interested in gathering feedback from the group and checking for alignment to facilitate support and future initiatives. Later that afternoon, the attendees worked in groups to tackle various issues, such as legislative items, etc. Malcolm Lau noted that the session was very educational, and that there was a high participation rate by newer schools like KCS, as well as Charter Schools that have been operating for 20+ years; also neighbor island Charter Schools were in attendance as well.

VI. 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/Biology/History
 - E-portfolio/webpage
 - Student Webpages are completed and all projects for value added measures uploaded.
 - NWEA testing results
 - Started 9th grade testing and completed 10th grade testing October 3, 2018
 - Testing scheduled for end of February.
- 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 (2 possible enrollment) and 41 10th graders (1 possible enrollment)

2019-2020 Enrollment

- Received 37 applications
 - Deadline March 11th

Student Data System:

- Infinite Campus continues to be very challenging. Teacher training completed (if School Runner is not up and running by the end of school year; we will use IC).
- Researching School Runner to combine all data systems. Still pending.

Hiring Activities

- Faculty complete;
 - 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
- Next year we will be adding;
 - 3 more teachers (Math, English, Social Studies)
 - Office Manager (Admin support)
 - Assistant School Director

Administrative

- Enrollment 2019-2020
 - Received 36 applications
- Infinite Campus (IC)
- ECSS System/Goal Book (SPED)
- NWEA – Testing
- Staff attending the SPED conference in Seattle next month
- Staff will be attending the National Charter School Conference in June
- HSTA – Supplemental agreement or MOU
 - Met with Area Director Jeff Lang
 - Laura/Goodwill's HR is supporting the process/communication with HSTA
 - Teacher team will be developed
 - Hopefully the evaluation process will be completed this year.

Assessments, Curriculum, and Resources

- NWEA – Algebra/Geometry/Reading/Language (ELA)
- Students who did not take the placement test or placed in English/Math 100 will be taking the test.
- Staff attended training for smarter balance testing for next year and Biology this year.

Student Progress Report

- **Academics**
 - We have 8 students with IEP's and 4 with 504.
 - 19 - 10th graders taking intro to college with LCC
- **Social**
 - PTA/Student Council – Activities
 - ROM-COM Valentine's Event

- Field Trip in April for Community Service for Camp Palehua and UH West Oahu (agriculture activities)
- KCS 10th/9th Grade Banquet – Paradise Cove May 4th
- End of the Year activity - PTA

- **Other**
 - Met with OIA Executive Director Raymond Fujino
 - Going to be starting our first athletic team – Girls Softball
 - Will schedule another meeting with Director to talk about other sports/football in the near future with Malcom Lau and Laura Smith to start our athletic department.

Financial and Budget:

- See Financial Statement

VII. 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