

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
April 25, 2019**

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

Members Not in Attendance: Christina Enoka, Dr. Gloria Niles, 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 12:08 p.m.

II. Review/Approval of the February 14, 2019 Governing Board Meeting Minutes

- Copies of the February 14, 2019 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the February 14, 2019 Governing Board Meeting Minutes, Georgette Stevens seconded; all members were in favor.**

III. Review/Approval of the February and March 2019 Financial Statements

- Carol Taira reported that for the month ended February 2019, KCS had revenue of \$52; expenses of \$40,492 and net deficit of (\$40,440). For the month ended March 2019, KCS had revenues of \$760; expenses of \$48,671 and net deficit of (\$47,911). For the 9 months the YTD revenue was \$659,955; YTD expense \$381,943 and YTD net excess of \$278,012.
- Expenditures Payroll costs totaling \$62,956 (Feb \$31,536 and March \$31,420) for KCS staff. March we recorded \$9,435 as Goodwill Industries of Hawaii, Inc.'s management fee to KCS for Jan to March 2019.
- **Paula Chang moved to approve the February and March 2019 Financial Statements, Georgette Stevens seconded; all members were in favor**

IV. Review/Approval of Policy No. 205 Educational Assistance Benefit Policy and HR-02 Application for Educational Assistance Benefit Form

- Laura Smith reviewed the distributed Policy No. 205 and HR-02 Form for Educational Assistance. The intent is to encourage staff development, and offer employees an educational assistance benefit for employer-approved study and training. Use of this benefit is restricted for approved courses of study to be determined by the School Director. Educational assistance awards would be made based on the coursework or degree and its perceived value up to a maximum of \$2,500 per calendar year per person. In some circumstances, the maximum amount may be waived at the discretion of the School Director.
- To protect KCS and in order to receive the benefit, the employee signs the HR-02 Application for Educational Assistance Benefit, which constitutes an agreement to reimburse KCS for the amount of the benefit under the following circumstances: The employee voluntarily terminates his/her employment within one year of completion of the program or training. Or if KCS terminates their employment within one year of completion of the program or training.
- Laura noted that we have two KCS employees currently who are pursuing advanced teaching credentials. We anticipate that once this policy is in place, both will submit an application to request this benefit. Members discussed this policy and felt that it was a good policy to have in place to support staff who would like to develop and take on more

responsibilities; also as we start the interview process for additional teachers it would be great to have internal candidates as part of the pool.

- **Georgette Stevens moved to approve Policy No. 205 Educational Assistance Benefit Policy and the HR-02 Application for Educational Assistance Benefit Form, Paula Chang seconded; all members were in favor**

V. STRIVE HI School Performance Report

- Laura Smith reviewed the distributed STRIVE HI annual report, this is the first report for Kapolei Charter School. This is a public report that is issued for all schools (Charter and Public) within the state and is used as an accountability form to the community.
- How do people use this information? Different sectors would use this information, for instance a realtor might provide it to clients planning to move to the area, etc.
- The data is derived from different sources; the “student performing” area is based on testing scores, that section will be populated next year when our first Grade 11 student’s scores are available. We showed that 98% of our 9th graders are promoted to the 10th grade on-time, and attendance from the infinite campus reporting.
- In the section of “How do students feel about their school?” it showed 39%, which seemed low based on our own feedback. This data is from an annual student perception survey sent to parents, and as it is confidential, we do not have access to participation rate which may have affected the outcome. Members suggested looking at other school’s report to gain some insight and comparison data.

VI. Discuss HB 622 regarding Charter Schools

- Laura Smith reported on HB 622, which is currently in conference committee. There have been some changes made to this Bill, and the current conference draft has removed the following two provisions:
 - 1) If there are any investigation at the school, payments would be stopped (removed).
 - 2) Establishing a State own Bank for all Charter School funds (removed).
- The other two remaining provisions are:
 - Conflict of Interest, initially stated that the amount of time an individual would “not” serve was reduced from 4 years to 3 years.
 - Authorizer is responsible for selection of the Auditor
- As this affects Charter Schools, we are watching this very closely and will update members, later this week or early next week.

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/Biology/History
 - E-portfolio/webpage
 - Student Webpages are completed and all projects for value added measures uploaded.
 - NWEA testing results
 - Testing completed March 2019

Financial Performance Framework

- Submitted monthly financial statements

Organizational Performance Framework

- Reviewing teacher qualification spreadsheet

Administrative Operations and Personnel

Enrollment:

2018-2019

- 47 9th graders
- 42 10th graders

2019-2020 Enrollment

- Received 59 applications for incoming 9th graders – Sent letters of acceptance
- Received 4 applications for 10th grade – Sent letters of acceptance
- Not enrolling any for 11th grade – Students are too far ahead in credits/academics

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)
 - 2 applications – for SS and ELA
 - Office Manager (Admin support)
 - Assistant School Director (current staff may fulfill that position mid-year)
 - Letter from board with the recommendation and salary information

Administrative

- Enrollment 2019-2020
 - Received 60 applications
- Infinite Campus (IC)
- ECSS System/Goal Book (SPED)
- NWEA – Testing
- Mailani attending the SPED conference in Seattle next month
 - Extremely helpful information
 - Head to SPED department next year
- Staff will be attending the National Charter School Conference in June
- Dr. Villareal to attend the Goodwill Industries International Spring Learning Event
 - Dr. Villareal will do a Leadership presentation at the conference
 - Networking for postsecondary credentialing
 - Goodwill has the best opportunities for industry certification
 - Sharing best practices
- HSTA – Supplemental agreement or MOU

- Laura Smith and Dr. Villareal met with Area Director Jeff Lang
 - Teacher team developed
 - Teacher team met over the spring break
 - Awaiting a response form HSTA
 - HSTA will submit to his supervisor
 - Once approved, Jeff Lang will meet with teacher team to finalize
 - Preference is that the evaluation process is completed this year.

Assessments, Curriculum, and Resources

- Scheduled next year's courses
 - Our inaugural class earned 17 out of their 24 required credits
 - 19 students will have dual college credits (1 this year and 2 next year)
 - They will complete all required credits to graduate at the end of their 11th grade year. Senior year will be focused on college/employment/military activities along with senior project and community service projects.
- 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.
 - 1 cohort of student attending English 100 with LCC in the fall
 - 1 cohort of students taking Math103 with LCC in the spring
- Staff attended training for smarter balance testing for next year and Biology this year.
 - Biology test (DOE) in May.

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
 - Field Trip in April for Community Service for Camp Palehua and UH West Oahu (agriculture activities) was a huge success
 - KCS 10th/9th Grade Banquet – Paradise Cove May 4th
 - End of the Year activity - PTA
- **Other**
 - Performance at the Ukulele Bash in Kapolei organized by Andrea Tupla 4/12/2019.

Financial and Budget:

- See Financial Statement

VIII. Recruitment of New Board Members

- Laura Smith noted that at the end of the school year, we look at our Board make up and determine if we need to consider bringing on new members. At the end of this school year, Christina Enoka will be resigning from the KCS Board, she has accepted a new position and will be spending more time on Hawaii Island.
- Discussion was held on new board members. Once we have a list, we will perform our due diligence, and discuss their interest to serve and go over the requirements of serving on our board. Elections would be held during summer or at our annual meeting.

IX. Other Business

- None.

Adjournment: Malcolm Lau adjourned the meeting at 1:03 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:



Malcolm Lau
Chairman of the Governing Board