

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
June 6, 2019**

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

Members Not in Attendance: Christina Enoka, 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 12:05 p.m.

II. Review/Approval of the April 25, 2019 Governing Board Meeting Minutes

- Copies of the April 25, 2019 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the April 25, 2019 Governing Board Meeting Minutes, Georgette Stevens seconded; all members were in favor.**

III. Review/Approval of 2019 April Financial Statements

- Carol Taira reported that for the month ended April 2019, KCS had no revenue, and expenses of \$43,739, and net deficit, (\$43,739). For the 10 months, YTD revenue of \$659,955, YTD expense of \$425,682, and YTD net excess of \$234,273.
- Expenses:
 - Payroll costs totaling \$36,059 for KCS staff.
 - Travel costs - \$2,039 for attendance at conferences.
- **Dr. Gloria Niles moved to approve the 2019 April Financial Statements, Georgette Stevens seconded; all members were in favor.**

IV. Review/Approval of Annual Budget for FY 2019/2020

- Carol Taira reviewed the distributed budget for Year 3, fiscal year July 1, 2019 to June 30, 2020. The total budgeted revenue is \$1,052,520, total budgeted expense \$901,481, for net excess of \$151,039.
- Carol also commented on the following Major Budget Items:
 - Revenue – per pupil allocation based on 140 students @ \$7,466 is budgeted for \$1,045,240. The Commission will notify KCS of the actual per pupil allocation for 2019/2020 later.
 - Salaries expense for 12.5 full-time equivalent positions – budgeted for \$641,780.
 - Contracted services - \$45,000 for management services provided by GIH.
 - Equipment purchases - \$35,000 for 50 computers @\$700
 - Utilities - \$48,000 for electricity and cleaning service due to increased space for KCS.
- **Paula Chang moved to approve the Budget for FY 2019/2020, Dr. Gloria Niles seconded; all members were in favor.**

V. Audit Time Table for Fiscal Year End June 30, 2019

- Carol Taira reported that the financial audit for the fiscal year, July 1, 2018 to June 30, 2019 will be performed by N & K CPAs, Inc.
- The time table for the audit is as follows:
 - Fieldwork scheduled for early August 2019
 - Audit report draft requested by late September from N & K

- Presentation of Audit Report to the Governing Board at the October 2019 meeting.
- Deadline to submit the audit to the Commission – November 1, 2019

VI. Review of KCS Value Added Measures 2018-2019

- The board discussed the changes and updates to the Value Added Measures which were approved for submission to the SPCSC.
- Dr. Villareal noted that until we begin testing in the 11th grade, we utilize the Value Added Measures as a basis that can be rated at the end of the school year. The Academic Performance Framework focuses on the core classes and students demonstrate progress and growth through the submittal of online portfolio projects that assess their mastery of selected Hawaii Common Core Standards.
- Dr. Villareal commented that there were a number of creative projects over the year, and highlighted the following:
 - Gingerbread Structures based on ancient civilizations such as Egypt, Mayan, or Hawaiian civilizations. Students completed research on their chosen civilization and replicated the shelters with Gingerbread. They calculated perimeter, distance, circumference, and area. Documentation in the form of blueprint, mathematical calculations, and reflection were upload to their webpages.
 - Students participated in a creative and meaningful eight (8) Hawaiian island exploratory activity. Each Hawaiian island has unique features and unique attributes which makes that island different from each other. This unit helped students reflect on their own community which they live in and was able to recognize different attributes. They researched each island and compose a paragraph in the Hawaiian Language with English translation about these attributes. They created a brochure which included a written persuasive argument why the island they picked is better than the others to visit. They developed a three day itinerary in the Hawaiian Language which included the cost of their trip and the activities they will engage in (in the Hawaiian Language with English translation).
- Dr. Villareal reported that one of the most important items is that students are on track for promotion:
 - There were a total of 47 students who finished grade 9 at KCS and all 47 students (100%) will be advancing to grade 10.
 - There were a total of 42 students who finished the school year in grade 10 at KCS and 41 of them (98%) earned at least 11 credit hours and earned promotion to grade 11. One student earned 10.5 credits and will be enrolling in summer school or credit recovery class to earn the .5 credit to advance to grade 11.
- Our promotion rate goal was 90% which we met. Additionally, we have met all other measures as well; the full report is included in the meeting packet and will be submitted to the Commission.

VII. Review Assurance of Compliance Statement

- Laura Smith reviewed the distributed Assurance of Compliance Statement, which on an annual basis is submitted to the Hawaii State Charter School Commission. KCS is in compliance with the laws, rules, regulations, policies, and Charter Contract provisions set forth in the document.

VIII. Early College Credit Discussion

- Laura Smith reported on a partnering opportunity that would allow KCS students to earn early college credits, at no charge. It would be two general education college courses, 1) Intro to College – 1 credit; 2) Food Sustainability – 3 credits.
- We would become a school site for the Early College Credit courses, and are in discussion to reach an agreement for next spring.

IX. Summer School Discussion

- Laura Smith reported that we are also discussing a Summer Session School concept; the idea is to have a campus on the West side and KCS is being considered as a site to hold the Summer Sessions.
- We are interested, and would like to have further discussion in forming a joint collaboration that would allow for KCS students to have the option of attending Summer School. This would be a great addition, if we are able to make the September deadline.

X. Addition of New Board members

- Laura Smith noted that we need to bring on at least one more member, and that we may look to add one additional board member. Discussion was held on potential candidates. 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.

XI. 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 (Math and ELA)
 - Completed Biology Test (Results varied bell curve)
- Value Added Measures
 - Completed all projects and uploaded to student webpages
 - 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 56 applications for incoming 9th graders – Sent letters of acceptance
 - 47 completed enrollment
- Received 4 applications for 10th grade – Sent letters of acceptance
 - 3 completed packets and will take 3 off the waitlist.
 - 2 students not returning and 1 possible
 - 2 going to Waianae High School (transportation/sports)
 - 1 possible – waiting on Kamehameha School
- Not enrolling any for 11th grade – Students are too far ahead in credits/academics
 - May lose 2 students – Family thinking about moving to Seattle and another moving to Florida

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;
 - 1 Science/History
 - 1 Science/PE/Health
 - Vacant (Interviews scheduled 6/4) - Math
 - 1 Math, advisory
 - 1 English/Social Studies
 - 1 English/Social Studies
 - 1 Hawaiian Lang/ELA 9th Grade/Ukulele
 - 1 SPED
 - 1 Educational Assistant
 - 1 Life Coach
 - Vacant - Office Manager (Admin support)
 - Assistant School Director (current staff - Looking to fill that position mid-year)
 - Letter from board with the recommendation and salary information

Administrative

- Working hard to complete all the end of year reports
 - VAM
 - Facility
 - Policies
 - Immunization
 - ETC.
 - Grades
- IC
 - Enroll New Students
 - Registering
 - Scheduling classes for all grades
- Facility
 - Cleaning/painting
 - New Classrooms
 - Room Assignment
 - Re-organize Rooms
- Enrollment 2019-2020
 - Schedule Orientation
 - NWEA Testing
- Mailani and I will be attending the National Charter School Conference in June
- GII Spring Learning Event
 - Leadership presentation
 - Networking for postsecondary credentialing
- HSTA – Supplemental agreement or MOU
 - Area Director Jeff Lang no longer at HSTA
 - Teacher team followed up with HSTA
 - Awaiting a response form HSTA
 - Hopefully the evaluation process will be completed next year.

Assessments, Curriculum, and Resources

- Scheduled next year's courses
 - Our inaugural class has now earned 17 out of their 24 required credits
 - Completed MOU for 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.
 - Received grant from Campbell Family Foundation to bring into the school English 100 and Math 103, at no cost to students for SY 19-20.
- 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
- Mailani attended training for smarter balance testing for next year and Biology this year.
 - Biology test (DOE) in completed in May.

Student Progress Report

- **Academics**
 - We have 8 students with IEP's and 4 with 504.
 - 19 - 10th graders completed IS 103 Introduction to College with LCC
 - They did very well and all passed the class
 - Each student earned 3 college credits and 1 high school credit
 - Instructor was impressed with our students
 - We have one student (10th Grade that may repeat)
- **Social**
 - PTA/Student Council – Activities
 - Will look at restructuring
 - KCS 10th/9th Grade Banquet – Paradise Cove May 4th
 - Went well; students had fun
- **Other**
 - Potential Partnership with Kamehameha Schools
 - Summer Classes
 - Tuition for UH- West Oahu Intro college courses
 - Partnerships with Andria Tupola, Marisco LTD, and Orange Coast College (Largest marine and commercial dry-dock. (Machinist, welding, and sand blasting)
 - Industry Certification for machinist
 - Pilot 5 students

Financial and Budget:

- See Financial Statement

XII. Other Business

- None.

XIII. 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 12:58 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:



Malcolm Lau
Chairman of the Governing Board