

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
August 22, 2019**

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

Members Not in Attendance: None

Guests: Josh DeWeerd, State Public Charter School Commission

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. and introduced Josh DeWeerd, who has been assigned by the State Public Charter School Commission as our School Liaison. This year school liaisons are working to attend charter school board meetings; Josh noted that he is there to offer support in governance, leadership instruction, and other areas, as needed for our site/school.

II. Board Elections

a. Approval of New Governing Board Member Gary Pacarro

- Malcolm Lau welcomed Gary Pacarro who has been nominated as a Governing Board Member of Kapolei Charter School. Gary is the Director of the Hawaii Office, Pacific University.
- **Paula Chang moved to approve the election of Gary Pacarro, Dr. Gloria Niles seconded; all members voted in favor of Gary Pacarro as a Board Member of the Kapolei Charter School Governing Board.**

b. Approval of Paula Chang, Vice Chair and Secretary

- Malcolm Lau noted that Paula Chang has been nominated and has agreed to serve as Vice Chair and Secretary for the Governing Board.
- **Dr. Gloria Niles moved to approve the election of Paula Chang as Vice Chair and Secretary of the Kapolei Charter School Governing Board; Georgette Stevens seconded; all members voted in favor**

c. Annual Declaration: Conflict of Interest and Code of Ethics

- Laura Smith reviewed the distributed Policy No. 101 Conflict of Interest and Principles of Ethical Conduct, which has been reviewed and approved by the Attorney General. Laura noted that the policy requires an Annual Acknowledgment from Board Members to disclose any conflicts, or potential conflicts; which are defined but not limited to any activity, financial interest in, or relationship that may appear to impact a Director's independent judgment to act with total objectivity with regard to the interests of Kapolei Charter School. Additionally, regarding Principles of Ethical Conduct, we ask that members demonstrate the highest standard of ethical and professional conduct at all times in their business activities. Members were asked to complete an Annual Declaration Regarding Conflict of Interest and Principles of Ethical Conduct form, and return the signed copy for our records.

III. Review/Approval of the June 6, 2019 Governing Board Meeting Minutes

- Copies of the June 6, 2019 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the June 6, 2019 Governing Board Meeting Minutes, Gary Pacarro seconded; all members were in favor.**

IV. Review/Approval of the Fiscal Year End June 30, 2019 and July 2019 Financial Statements

- Carol Taira reported that for the 12 months ended June 2019 KCS had revenues of \$731,722, expenses of \$551,318 and a net excess of \$180,405. 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 2019 (new fiscal year), KCS had revenues of \$717,789, expenses of \$68,098, net excess of \$649,691.
- Revenue: In July 2019, KCS received \$717,789 from the Commission for its first installment of the DOE allotment, which is 60% of the annual allotment. The per-pupil amount for 2019/2020 was projected at \$7,882.
- Expenses: Payroll costs for July was \$34,163 for KCS staff. Purchases for new school year \$21,132; mainly for uniforms, tables, and computers
- Update on Audit: N&K CPAs Inc. is performing the audit for KCS; they are the firm that had been approved by the Governing Board. They completed their field work in early August, the Audit Report Draft has been requested for September. N&K will present the Audit Report at the October 24, 2019 Governing Board Meeting.
- **Paula Chang moved to approve the Fiscal Year End June 30, 2019 and July 2019 Financial Statements, Gary Pacarro seconded; all members were in favor.**

V. Approval of Revisions to Policy 301 Student Conduct and Discipline

- Dr. Wanda Villareal reviewed the distributed Policy 301 Student Conduct and Discipline, noting that the AG approved the changes on July 30, 2019. Following best practice guidelines, we have defined three levels of offense, with clear consequences for each level. Because we are a "School of Choice" in extreme situations we can refer a student back to their home school for disciplinary reasons; this allows us to take that extra step if warranted. Steps for this process are clearly outlined; and made known to the parents.
- We also did a project with the incoming 9th Graders, to develop their class creed. This involved having them review the policy and working in small groups, come up with "what they want to live by" for the Freshman Class; what we have seen so far is quite impressive and they will do a presentation on their class creed.
- **Gary Pacarro moved to approve the revisions to Policy No. 301 Student Conduct and Discipline effective for this School Year, Dr. Gloria Niles seconded; all members were in favor.**

VI. Review of 2019-20 Value Added Measures (VAM)

- Dr. Wanda Villareal noted that after the 11th graders become seniors, we will be able to use Smarter Balance Testing to measure the success of our school; versus the Value Added Measures. As part of our contract we were asked to develop Value Added Measure learning projects to measure pre-learning and post-learning, since testing would not occur until grade 11.
- Dr. Villareal reported that for Grade 11 we will be drafting three more tasks. Trimester 1 will be a Native Hawaiian VAM, which combines English, Science and Language. Trimesters 2 and 3 will be a Sociology and Psychology VAM.
- Each student has a webpage where they upload their projects; and this past June we reported that all measures were met. Members asked if the webpage would be in lieu of a senior capstone; Dr. Villareal commented that in addition to the webpage, students are

developing professional binders (letters to colleges, resumes, etc.) and their webpage can be used as a CV for college. We will look share a webpage at our next meeting.

VII. Discussion of SPCSC Site Visit, June 2019

- Dr. Wanda Villareal reported that the State Public Charter School Commission did a compliance visit on June 28, 2019. Their Organizational Performance Team came to the school and initially had conversations with us about our processes and our policies with regards to the organizational performance indicators. They also reviewed a number of items, including our safety plan; files; policies; etc.
- Overall the comments we received were very positive; in fact they noted that we are following best practices with how we manage our paperwork and the privacy of our files. While our understanding is that there is “no notice of concern” we are awaiting the final written outcome report from the Commission.

VIII. 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)
- Value Added Measures
 - Reviewing all projects/lessons
 - E-portfolio/webpage
 - Assigned incoming 9th graders their Google account and working on developing webpages
 - 10th and 11th grade student Webpages are completed and all projects for value added measures uploaded.
 - NWEA testing results
 - Testing started this month for 9th graders

Financial Performance Framework

- Submitted monthly financial statements

Organizational Performance Framework

- Site Visit completed 6/21/2019
 - Best practice strategies used for safety and file organization.
 - They seemed impressed with our process/policies/procedures.

Administrative Operations and Personnel

Enrollment:

- 50 9th graders (2 in progress)
- 50 10th Graders
- 42 11th graders

Student Data System:

- Infinite Campus continues to be challenging; difficulties with registering all students. Teacher training completed (instead of school runner we are piloting Canvas this year). We have 6 month trial period to see if IC can be incorporated.

Hiring Activities

- Faculty;
 - 7 Teachers
 - 2 Educational Assistants
 - 2 Life Coaches (1 waiting for DOE Process)

- 1 Administrative Assistant
- 1 Administrator

Administrative

- Enrolling and registering students
 - VAM
 - Facility
 - Policies
 - Immunization
- IC
 - Enroll New Students
 - Registering
 - Scheduling classes for all grades
- Facility
 - Cleaning/painting
 - New Classrooms
 - Room Assignment
 - Re-organize Rooms
- Attended National Charter School Conference in June
 - Khan Academy
 - Code.org
 - Risk Management
- HSTA – Supplemental agreement or MOU
 - Area Director Jeff Lang no longer at HSTA
 - Teacher team followed up with HSTA
 - Awaiting a response from 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 (total of 9 college credits by the end of this 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.
- Finalizing partnership with Kamehameha Schools and West Oahu
 - Tuition Free college classes for 10th graders
 - 2 CTE Natural Science and English 100
- 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 11th grade student attending English 100 with LCC next week
 - 1 cohort of 11th grade students taking Math103 with LCC in the spring
 - 1 Cohort of 10th grade students will be taking 1 CTE dual college class, UH-WO in the spring
- Attended training for smarter balance testing for next year and Biology this year.
 - Biology test (DOE) completed in May.

Student Progress Report

- **Academics**

- We have 13 students with IEP's and 5 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 was repeat)

- **Social**
 - PTA
 - Student Council
 - Looking at Prom this year for all grades
 - Next year; 9/10 banquet 11/12 prom

- **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
 - College is unable to develop the proposed schedule from Andria/Marisco
 - Currently still working on it.

Financial and Budget:

- See Financial Statement

IX. Other Business

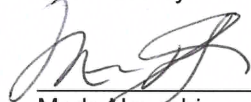
- Georgette Stevens provided an update on Hui Ohana, the next event is the Thanksgiving Potluck for the students. Hui Ohana is a parent organization to assist with student activities; Georgette did note that since Hui Ohana is not affiliated with the PTA, when they begin establishing events like "Project Grad" for each grade level, they will develop their own event name as they coordinate and structure activities for the event.

X. Executive Session

- The Governing Board entered into Executive Session.

Adjournment: Malcolm Lau adjourned the meeting at 12:44 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:



Malcolm Lau
Chairman of the Governing Board