

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
October 31, 2019**

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

Members Not in Attendance: Dr. Judy Oliveira

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.

II. Review/Approval of the FYE June 30, 2019 Audit Report

- Carol Taira introduced Dwayne Takeno, Audit Partner and Ian Horie of N&K CPA's, Inc., who were present to review the audit report for Kapolei Charter School. The full audit was sent to all Board Members and is also available on BoardBookit.
- Ian Horie reviewed the Statement of Financial position, noting that the total liabilities and net position is \$369,000. The Condensed Statement of Activities shows revenue from the State per Pupil allocation and Program Grants. The majority of expenses were related to salary and wages; the change in net position was \$194,000.
- N&K CPAs issued an unmodified opinion on the Financial Statements. In regard to significant deficiencies, there are none reported.
- In review of the Internal Control over Financial Reporting, Dwayne Takeno noted that this is the 2nd year of auditing for KCS; and Charter Schools use Governmental Accounting Standards Board (GASB) which present some differences from FASB (Financial Accounting Standards Board) we are used to. While there is improvement over last year; there was one finding regarding the recording of a \$25,000 grant award for KCS that Goodwill Hawaii received on behalf of the donor for KCS. Carol Taira shared Management's response to the Internal Control Finding: "Management agrees with the finding and recommendation. In the prior year, Management did develop and implemented a policy to ensure that transactions are recorded properly. Management will exercise greater care and tracking to ensure that non-routine transactions are properly recorded on the financial statements."
- Ian reviewed the Required Communications and Carol Taira reviewed the timeline for the submittal of the audit to the Commission.
- **Georgette Stevens moved to approve the FYE June 30, 2019 Audit Report, Gary Pacarro seconded; all members were in favor.**

III. Executive Session to Discuss Personnel Matters

- The Governing Board entered into Executive Session.

IV. Review/Approval of Revised Policy 103: Complaint Procedures

- Copies of Policy 103, Complaint Procedures showing the changes and modifications were distributed and reviewed.
- **Georgette Stevens moved to approve Revised Complaints Procedures, Policy No. 103, Gary Pacarro seconded; all members were in favor.**

V. Review/Approval of the August 22, 2019 Governing Board Meeting Minutes

- Copies of the August 22, 2019 Governing Board Meeting Minutes were distributed and reviewed.
- **Georgette Stevens moved to approve the August 22, 2019 Governing Board Meeting Minutes, Gary Pacarro seconded; all members were in favor.**

VI. Review/Approval of the August and September 2019 Financial Statements

- Carol Taira reported that for the month ended September 2019, KCS had revenues of \$717,786 and expenses of \$199,892 resulting in a net excess of \$517,897.
- Expenses - Major Expenses
 - Payroll costs for August, \$41,706, Sept \$46,300 for KCS staff. Amounts are higher due to additional new staff hired for the school year and addition of grade 11.
 - Consultant fee for the quarter end Sept 2019 to Goodwill Hawaii, \$15,759.
- **Gary Pacarro moved to approve the August and September 2019 Financial Statements, Georgette Stevens seconded; all members were in favor.**

VII. Report on field trip to Mauna Kea and UH Manoa SOEST Open House

- Dr. Wanda Villareal reported on the Big Island huaka'i which was organized by KCS's Science Teacher; the location itself was the perfect environment for this area of study. Students were required to write an essay on why they wanted to participate. The group consisted of 9th, 10th and 11th grade students; and based on this excursion staff saw the potential for "future leaders" emerging from this experience. Dr. Villareal shared photos and a video where students played ukulele, sang and danced hula; it was an emotional experience and the people gathered there were very touched by their offering.
- The freshmen class visited UH Manoa SOEST (School of Ocean and Earth Science and Technology) Open House to learn about science and STEM. Students experienced a number of fun activities, while learning about electric currents, solutions to mitigate flash floods; hurricane formation/forecasting; as well as learning about different marine animal bones and fossils.

VIII. Hui 'Ohana Upcoming Fundraising Activities

- Georgette Stevens reported that the current fundraising activities are to support Project Grad for every grade level, so the proceeds will be allocated accordingly. The next fundraiser is "Pizza with a Purpose" at the Kapolei California Pizza Kitchen; when the distributed flyer is presented on the dates listed, CPK will donate 20% of the customer's bill, (with no additional cost to the diner) to KCS. Another fundraiser that is popular on the mainland, is an electronic gift card purchase for retailers such as Amazon, Safeway or Walmart where a percentage of the purchase is donated to the organization; we are also looking into the option for "gift cards" as well. Georgette also noted that each grade level will conduct their own fundraisers; and that discussions for the 11th grade's Project Grad has been ongoing as different ideas are researched.

IX. 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 is scheduled for December

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
- 36 11th graders (1 student moved to Mainland, 4 to Campbell, 1 student Disciplinary Removal)

Student Data System:

- Teacher training completed (instead of School Runner we are piloting Canvas this year). They allowed us to try it out for 6 months which should give us enough time to see if Infinite Campus (IC) can be incorporated.

Hiring Activities

- Faculty;
 - 7 Teachers
 - 2 Educational Assistants
 - 2 Life Coaches
 - 1 Administrative Assistant
 - 1 Administrator

Administrative

- Enrolling and registering students
- VAM – Draft completed and sent to Commission for review
- IC
 - Enrolled all Students
 - Scheduling classes for all grades
- Facility
 - Cleaning
 - Students are hard on our facility. Requested Friday to clean their areas
- 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.
 - They reported not receiving any tool from us. We are re-forwarding the email sent to Mr. Lang over to them.

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, considering another class in the fall of their senior year)
 - They will complete all required credits to graduate by the first trimester of their senior 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 have the opportunity to take 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 w/ 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 12 students with IEP's and 5 with 504.
 - We received our 1st biology report (11 graders took test their last trimester of 10th grade). KCS students score higher than State and Complex averages.
 - 11th Graders are preparing for the smarter balance test and practicing for the SAT exams.
- **Social**
 - PTA – Hui Ohana
 - Student Council
 - Looking at Prom this year for all grades
 - Next year; 9/10 banquet 11/12 prom
 - Picture taking (yearbook and individual) November 15th.
 - Softball JV girls did well. They will be starting varsity in January 2020
- **Other**
 - Potential Partnership with Kamehameha Schools
 - Summer Classes was extended to next year (Summer 2022)
 - Tuition for UH-West Oahu Intro college courses

Financial and Budget:

- See Financial Statement

X. Other Business – Governing for Greatness Workshop

- Malcolm Lau shared the distributed handout “12 Responsibilities of Charter School Boards” from the Governing for Greatness Workshop that he attended, along with Dr. Villareal and Laura Smith. Malcolm noted that the workshop's facilitator, Dr. Brian Carpenter wrote a book titled “Governing for Greatness” which goes into more detail on

these points, and pamphlets are available for anyone that is interested. Malcolm also commented that the various trainings provided by the Charter School Commission encourages discussion, and helps us to find solutions to some of the challenges we face as a new Charter School.

Adjournment: Malcolm Lau adjourned the meeting at 12:59 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:



Malcolm Lau
Chairman of the Governing Board