



**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
February 18, 2020**

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

Members Not in Attendance: Dr. Gloria Niles, Dr. Judy Oliveira

Staff in Attendance: Laura Smith; Dr. Wanda Villareal, School Director; Carol Taira, Katy Chen

I. Call to Order

- Malcolm Lau called the meeting to order at 12:03 p.m.

II. Review/Approval of the December 18, 2019 Governing Board Meeting Minutes

- Copies of the December 18, 2019 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the December 18, 2019 Governing Board Meeting Minutes, Gary Pacarro seconded; all members were in favor.**

III. Review/Approval of YTD January 2020 Financial Statements

- Carol Taira reported that for the 7 months ended January 31, 2020 the financial results were:

• Revenues	\$1,003,450
• Expenses	\$ 492,826
• Net excess	\$ 610,624
- Revenue in December we received \$273,000, 30% per pupil distribution from the Commission. The YTD per pupil distribution is \$991,238. KCS recognized \$12,000 in grant revenue from Campbell for the College Start program, representing payment for 2 classes (Math and English) at Leeward Community College.
- Expense Payroll costs YTD January 31, 2020; \$315,339 for KCS staff, this is 64% of total expenses. Facility expenses for utilities and cleaning expense have increased proportionately as KCS's prorated share has been adjusted as they occupy more building space. The YTD facility expenses are \$55,207. Payment to Leeward Community College \$12,000 for 2 classes for the College Start program.
- Carol noted that KCS is recruiting for 3 additional teachers and 1 replacement administrative staff; if they are hired before the school year ends, it will be expensed to the current school year.
- **Paula Chang moved to approve the YTD January 2020 Financial Statements, Gary Pacarro,, seconded; all members were in favor**

IV. Hui 'Ohana Report

- Georgette Stevens reported that Hui 'Ohana, the parent organization has new board members and that she will be serving as past President; they are also working on bank signature cards.
- Hui 'Ohana is planning for the upcoming Senior Class, and will have a number of fundraisers both small scale and larger ones. The past CPK fundraiser raised over \$500.

V. 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
 - Completed 2019-2020 measures
 - 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 February

Financial Performance Framework

- Submitted monthly financial statements

Organizational Performance Framework

- Site Visit completed 6/21/2019
 - Best practice strategies used for safety (Calendar) and file organization.

Administrative Operations and Personnel

Current Enrollment:

- 50 9th graders
- 47 10th Graders
- 36 11th graders

Note: Counts remain solid, we have not lost any students during this semester!

2020 Applications

- 24 (9th grade) applications and 3 (10th grade)

Student Data System:

- Teachers are moving towards IC (State software) and add google classroom.
- No paper grade checks all on line

Hiring Activities

- Faculty;
 - **7 Teachers**
 - **2 Educational Assistants**
 - **2 Life Coaches**
 - **1 Administrative Assistant**
 - **1 Administrator**
- Adding 3 teachers and an admin next year

Administrative

- VAM – Draft completed and sent to Commission for review
- IC - T2 ending soon, scheduling classes for all grades and changes for T3
- Facility
 - Cleaning - Students are hard on our facility. This is a constant maintenance issue, as we try to keep up with the students. During the winter and summer break, we will plan for a more “intensive” maintenance of the facility
 - Teachers decided to try having their own classrooms – organizing rooms for faculty

- HSTA – Supplemental agreement or MOU – Note: the vote has been scheduled to approve our evaluation tool however none of the teaching staff is a current member; so we are not able to vote on that issue.
 - New Area Director Jonathan Leibowitz
 - Teachers met with new representative
 - Received response and trying to schedule meeting for vote on the tool.
 - Hopefully the evaluation process will be completed next year.
- Vaping – Working on robust policy and procedure.
 - Applied and received grant for bathroom sensors (40% off)
 - To include medal detection

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 scholarships for Industry Certification)
 - 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.
- Finalized partnership with Kamehameha Schools and West Oahu
 - Tuition Free college classes for 10th graders
 - 2 CTE Natural Science and English 100
 - Students (10th graders) started their first class this spring.
- 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 Math100 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
 - Chapter 19 training earlier this month.

Student Progress Report

- **Academics**
 - We have 10 students with IEP's and 5 with 504.
 - 17 students got straight A's
 - 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
 - Prom this year for all grades
 - Ala Moana Hotel on April 4th
 - Next year; 9/10 banquet 11/12 prom
 - Picture taking (For yearbook and individual) November 15th.
 - Life Touch was excellent

- Possible prom pictures as well
- Softball JV girls did well. They started varsity in January 2020
- **Other**
 - Visited Tokai University for graduation venue – date set for May 23, 2021

Financial and Budget:

- See Financial Statement

VI. Other Business

- None.

VII. Executive Session

- Members moved into Executive Session.

Adjournment: Malcolm Lau adjourned the meeting at 1:04 p.m.

Submitted by:

Approved by:

Laura Smith
President/CEO, Goodwill Industries of Hawaii

Malcolm Lau
Chairman of the Governing Board