

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
December 12, 2019**

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

Members Not in Attendance: Paula Chang, Dr. Judy Oliveira

Guests: None

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 12:04 p.m.

II. Review/Approval of the October 31, 2019 Governing Board Meeting Minutes

- Copies of the October 31, 2019 Governing Board Meeting Minutes were distributed and reviewed.
- **Georgette Stevens moved to approve the October 31, 2019 Governing Board Meeting Minutes, Dr. Gloria Niles seconded; all members were in favor.**

III. Review/Approval of the October 2019 Financial Statements

- Carol Taira reported that for the 4 month ended October 2019 the financial results were revenues of \$717,789; expenses of \$268,779; net excess of \$449,010.
- Carol noted that there was no revenue for October and expenses were comprised of payroll costs \$48,670 for KCS staff; and the facility expenses of \$30,221 for utilities and cleaning, which has increased as they now occupy more building space.
- **Georgette Stevens moved to approve the October 2019 Financial Statements, Dr. Gloria Niles seconded; all members were in favor**

IV. Addition of Grade 12; Student Application Cycle for 2020-2021

- Laura Smith and Dr. Villareal reported that the Student Enrollment forms have been submitted to the State Public Charter School Commission; the application period will begin on January 7, 2020 for the incoming 9th grade class and additional openings for the 10th grade class. We can have 50 students for the incoming 9th grade class, but will accept more; and will also be opening enrollment for approximately five to ten incoming 10th grade students to fill vacant spots. Additionally we will be applying with State Public Charter School Commission to add Grade 12.

V. Charter Schools Network Membership

- Dr. Villareal reported that there has been interest to restart the Charter Schools Network; for the past 2 years the network has not been operating so each Charter School has been on their own. An area where the network has been extremely helpful is with the legislative process, having an advocacy liaison can help to strengthen the position of the group. The Board inquired as to the number of members, currently there are 36 Charter Schools, and in the past most were members. KCS is in the process of rejoining the Network.

VI. Hui 'Ohana Report

- Georgette Stevens reported that a "Thanksgiving Celebration" was held at the school, there were 60 parents who participated in the potluck. It was a great opportunity to meet

other parents and open the lines of communication. Another event has be organized by one of the parents; a “Student Dance” which will be held at the school on December 13th from 5:00 – 8:00 pm. Based on this event Hui ‘Ohana can determine if more social type of activities should be planned; it also provides a fundraising opportunity as a minimal entrance fee will be charged to cover the cost of the refreshments, etc. Georgette also noted that the CPK fundraiser raised over \$500; overall it was relatively easy and yielded a positive response.

- Tokai University Pacific Center, possible location for KCS graduation ceremony in 2021! Per Georgette’s suggestion Laura Smith and Dr. Villareal toured the site and shared some photos and details of the venue. The campus is adjacent to the University of Hawaii – West Oahu campus, and has ample parking. There is a large auditorium available, with seating for 150 guests; their AV includes a sound system and projector. There is a huge lawn area outside of the auditorium, where graduates can meet their family and friends, also there are many wonderful settings for great photos. The cost to use the facility is \$450, which includes the parking as well. We will have to work around Tokai University’s schedule, however we have a large window of approved dates from the DOE, so we should be able to find a date and can place a tentative hold early next year.

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 (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 December

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.
 - They seemed impressed with our process/policies/procedures.

Administrative Operations and Personnel

Enrollment:

- 50 9th graders
- 48 10th Graders
- 36 11th graders (1 student moved to Mainland, 4 to Campbell, 1 student Disciplinary Removal)

Student Data System:

- Teacher training completed for Canvas
- Teachers are moving towards IC (State software) and add google classroom.

Hiring Activities

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

Administrative

- VAM – Draft completed and sent to Commission for review
- IC
 - 1st Trimester Grades
 - Scheduling classes for all grades and changes for T2
- Facility
 - Cleaning
 - Students are hard on our facility. Requested Friday to clean their areas
 - Winter Break maintenance schedule
- HSTA – Supplemental agreement or MOU
 - New Area Director Jonathan Leibowitz
 - Teachers met with new representative
 - Still awaiting a response form HSTA
 - Hopefully the evaluation process will be completed next year.
 - They reported not receiving any tool from us. We are re-forwarding the email to Jeff 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
 - Chapter 19 training earlier this month.

Student Progress Report

- **Academics**
 - We have 12 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
 - Visited Ala Moana Hotel tentative date is 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 will be starting varsity in January 2020
- **Other**
 - Visited Tokai University for graduation venue

Financial and Budget:

- See Financial Statement

VIII. Other Business

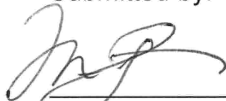
- None

IX. Executive Session

- The Governing Board entered into Executive Session.

Adjournment: Malcolm Lau adjourned the meeting at 12:56 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:



Malcolm Lau
Chairman of the Governing Board