

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
August 27, 2020**

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

Members Not in Attendance: 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 12:01 pm, held via Zoom Video Conferencing.

II. Review/Approval of the June 25, 2020 Governing Board Meeting Minutes

- Copies of the June 25, 2020 Governing Board Meeting Minutes were distributed and reviewed.
- **Gary Pacarro moved to approve the June 25, 2020 Governing Board Meeting Minutes, Dr. Gloria Niles seconded; all members were in favor.**

III. Review/Approval of Bylaws Amendment on Board Terms

- Malcolm Lau reviewed the recommended change to the bylaws that will align the position for our parent representative, with their student's enrollment at KCS. The change is to elect the parent representative for an annual term, or to conclude when their student is no longer enrolled at KCS. This allows for a parent representative space on our board that aligns to their student's enrollment in the school. This change has been reviewed by our bylaws attorney Doug Smith of Damon Key Leong Kupchak Hastert; and in accordance with our bylaws, was distributed to all board members 5-days in advance of the vote.
- **Dr. Gloria Niles moved to approve the amendment to the Bylaws Board Term for a parent or legal guardian representative, to hold office for a term of one (1) year, Paula Chang seconded; all members were in favor.**

IV. Annual Board Elections

- Renewal of Board Terms and Appointment of Board Officers this meeting serves as our annual meeting of Kapolei Charter School. Malcolm Lau reviewed the distributed ballot for the coming year, the proposed members to renew service for an additional three-year term include Paula Chang, Dr. Gloria Niles and Malcolm Lau; and for an additional one-year term as our parent representative, Georgette Stevens. For board leadership, we are proposing to retain our current officers, Malcolm Lau as Chair and Treasurer; and Paula Chang as Vice Chair and Secretary.
- **Georgette Stevens moved to approve the election of current Directors to additional terms and the appointment of the Board Officers; Gary Pacarro seconded, all members voted in favor.**

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

- Malcolm Lau reviewed the distributed Policy No. 101 Conflict of Interest and Principles of Ethical Conduct, noting that the policy requires an Annual Acknowledgment from Board Members to disclose any conflicts, or potential conflicts. 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 the Annual Declaration Regarding Conflict of Interest and Principles of Ethical Conduct form, and return a signed copy for our records.

VI. Financial Review/Approval

- Carol Taira reported that for the Fiscal Year Ending June 30, 2020 KCS had revenues of \$1,204,898; expenses of \$822,660 and a net excess of \$382,238. This is subject to audit adjustments; however we are on track to meet all the metrics from the Commission.
- July 2020 Financial Statements for the 1 month ended July 2020 (new fiscal year), KCS had revenues of \$353,125; expenses of \$68,484; for a net excess of \$284,641.
- Revenue: In June we received \$24,047 in CAREs-ESSER funds. In July, KCS received \$350,765 for the first partial per pupil allotment from the DOE; Carol noted that the amount remitted was less than the usual 60% of the allotment. Also \$2,360 was received from the Commission for Supplemental Collective Bargaining Funds FY 19-20.
- Expenses: Payroll costs as of 6/30/2020 YTD is \$557,890 for KCS staff, which is 68% of total expenses. Payroll costs for July 2020 (1 month) is \$40,893.
- The budget for the current fiscal year 2020/2021 has not been inputted on the financials yet, as the Commission has not yet finalized their budget and the per pupil allotment.
- 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 began their field work (virtually) this month, and the Audit Report Draft has been requested for September. N&K will present the Audit Report at the October 22, 2020 Governing Board Meeting.
- Deadline to submit the audit to the Commission is November 1, 2020
- **Dr. Gloria Niles moved to approve the Fiscal Year End June 30, 2020 and July 2020 Financial Statements, Georgette Stevens seconded; all members were in favor.**

VII. Update on KCS 2020-2021 School Reopening & COVID-19

- Dr. Wanda Villareal reported that KCS was ready to start their blended learning model with 9th & 10th graders coming to campus, but based on the orders from the Governor and Superintendent for 100% distance learning, they moved to the "Safer at Home" (orange level) learning model. Staff met with the parents of special needs students to determine what level of support they required during this period. Also because teachers had conducted "getting to know you" activities (1 week earlier) with their students on line for extra credit, none of our students had to come to campus for training, which limited any chance of exposure. Right now KCS is at 100% distance learning and recently it was confirmed that this will extend through the 1st quarter, October 2.
- Laura Smith reported that in response to discussions with the State Public Charter School Commission (SPCSC) KCS developed a COVID-19 Incident Response Protocol, which outlines the steps to be taken should a staff member or student report "exposure to a confirmed case"; or report that they have tested "confirmed positive". The protocol covers the following areas: Student Actions; Personnel Actions; Campus Notifications; Campus Cleaning; and External Notifications. For example, if there is a reported "exposure" they would be asked to leave the campus, participate from home and could return upon proof of a negative test; or after 14 days of isolation. Additional steps for campus notification and cleaning are outlined, as well as external notifications. Should someone test "confirmed positive" those steps are outlined and we are required to notify the SPCSC, and work with the DOH Contract tracing program as requested.

VIII. Report by School Director

- Dr. Wanda Villareal updated members on the following:

Charter School Commission Items:

Academic Framework

- Due to COVID-19 all formal testing (Math and ELA, and Biology) has been canceled.
- Value Added Measures
 - Commission reported they will not collect VAM due to COVID-19.
 - However as KCS met its project goals and measures, we submitted the 2019-2020 report; some of the highlights include:
 - 32 students (23% of our student population) received college credits.
 - 98% of 9th graders moving to 10th grade (we continue to work with remaining 9th grader's family).
 - 100% of 10th graders moving to 11th grade.
 - 100% of 11th graders moving to 12th grade.
 - 100% of our teachers, completed their professional development plans.
- E-portfolio/webpage
 - Assigned incoming 9th graders their Google account and working on developing webpages.
 - 10th and 11th grade student webpages are completed; uploading T1/T2 projects.
- NWEA testing results
 - Testing completed in February.
 - We had the assessment information prior to COVID.
 - NWEA went to online testing, we are working on that format.

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:

- 45 9th graders (2 more student enrollments are pending)
- 50 10th graders (1 more student enrollment is pending)
- 46 11th graders (1 more student enrollment is pending)
- 37 12th graders (Piloting 1 student)

Student Data System:

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

Hiring Activities

- Faculty; 2020-2021 SY
 - 10 Teachers
 - 2 Life Coaches
 - 2 Administrators
- On Hold - 1 Life Coach, Office Mgr., 2 admin support (decided to replace with another teacher) and admin (VP) until January 2021.
- Eliminated Educational Assistants.
- Admin Support: Business Manager, ½ time Admin Asst., ½ Accounting, ½ IT

Training

- Completed 2-day teacher training.
- All teachers completed DOE Distance Learning Training (7 models.)

Preparation for Remote Learning

- Blended approach for next school year. We are currently at 100% Distance Learning.
 - Due to the increasing number of COVID-19 cases on Oahu; the Governor and the Superintendent made the decision for all public schools on Oahu, including Oahu Charter Schools, go to 100% Distance Learning until September 11th. In our reopening plan which indicates KCS's Model Chart, we have moved from the YELLOW to the ORANGE model (Safer at Home) for at least for the next 3 weeks.
 - Immediate concerns
 - Budget Reductions – the last per pupil allocation (2021) may be in jeopardy of cuts.
 - Class schedules – Working really well. All teachers were positive.
 - Facility Requirements
 - Health and Safety for reopening.
 - Cleaning
 - Sanitation stations, face shields and social distancing (6ft) signs posted.
 - Temperature checks and possible COVID form (do not display symptoms, etc.)
 - Long-Term Concerns
 - Relationship building
 - Students and faculty
- IC – Going well
- HSTA – Supplemental agreement or MOU
 - New Area Director Jonathan Leibowitz
 - Teachers met with new representative
 - Still waiting for them to respond

Assessments, Curriculum, and Resources

- Completed next year's schedules
 - Our inaugural class has now earned most of their required credits.
 - Completed MOU for dual college credits (total of 9 college credits by the end of this year, considering scholarships for Industry Certification).
 - Students 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.
 - Campbell Family Foundation Grant helped to bring into the school English 100 and Math 103, at no cost to students.
- Partnership with Kamehameha Schools and West Oahu
 - Tuition Free college classes for 10th graders.
 - 19 Students finished their first class this spring and earned 4 college credits.
- NWEA – Algebra/geometry/reading/language (ELA). Working on the online process
 - Completed testing in February 2020.
- Dual College Courses
 - 1 cohort of 11th grade student attending English 100 with LCC next week.
 - 1 Cohort of 10th grade students will be taking 1 CTE dual college class with UH West Oahu in the spring. *Pending*

Student Progress Report

- **Academics**
 - We have 15 students with IEP's and 7 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.
 - Smarter balance test for 2019-2020 was cancelled. They will not have to take the test.
 - The first two weeks of distance learning has been good.
- **Social**
 - PTA – Hui Ohana (on hold during COVID-19)
 - Student Council – Kumu Chablis working with students to brainstorm ideas on what student council will look like this year. Some ideas include:
 - Virtual Social Gatherings via Zoom (ex. Open Mic, Concert, Kanikapila Session).
 - Peer Tutoring Directory.
 - Virtual College and Career Panels (Kumu Ashley was also planning to hold some of these sessions).
 - Create a school community service opportunity.
 - Connect students with other virtual volunteer opportunities or community resources.
 - Picture taking (still working on this with current vendor).
 - All athletics on hold for now.
- **Graduation**
 - Tokai University for graduation venue – date set for May 23, 2021
 - We currently working with Josten (vendor for caps, gowns, invitations, etc.)
 - Completed the order to create our stamps that go on the graduation cards.
 - Looking at samples for graduation items for order.

Financial and Budget:

- See Financial Statement

IX. Other Business

- Malcolm Lau recognized and thanked Dr. Oliveira, Vice Chancellor for Student Affairs, previously at UH West Oahu; currently at Windward Community College. She completed 3 years of service as a Governing Board Member at the end of July.

X. Executive Session

- The Governing Board entered into Executive Session to review the School Director's Evaluation.

Adjournment: Malcolm Lau adjourned the meeting at 12:45 p.m.

Submitted by:

Approved by:

Merle Hayashi
Executive Assistant

Malcolm Lau
Chairman of the Governing Board