

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
October 22, 2020**

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

Members Not in Attendance: None

Guest: PJ Foehr, 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 zoom meeting to order at 12:01 p.m. and introduced PJ Foehr, Interim Deputy Director, State Public Charter School Commission, who brings 28 years of education experience as a classroom teacher, school administrator and consultant.
- Mr. Foehr also serves as our School Lead, and will be attending KCS Governing Board Meetings to work with our Board, as well as our administrative team to further enhance communication and execute our mission.

II. Election of Ileana Ruelas to the Governing Board

- Malcolm Lau welcomed Ileana Ruelas who has been nominated as a Governing Board Member of Kapolei Charter School. Ileana is the Strategies & Transformation – Regional Project Manager at Kamehameha Schools.
- **Gary Pacarro moved to approve the election of Ileana Ruelas, Georgette Stevens seconded; all members voted in favor of Ileana Ruelas as a Board Member of the Kapolei Charter School Governing Board.**

III. Review/Approval of the FYE June 30, 2020 Audit Report

- Dwayne Takeno, Audit Partner and Christian Hara of N&K CPA's, Inc., presented the audit report for Kapolei Charter School. The full audit was sent to all Board Members and is also available on BoardBookit.
- Christian Hara reviewed the Statement of Financial position, noting that cash represents about 98% of current and other assets; Christian reported that the combination of the State per pupil allocation which increased by \$400, along with the additional grade level added, increased the overall cash position for 2020. Liabilities remain unchanged, however there was a slight increase in accrued vacation and payroll; which was due to the additional teachers hired to accommodate the new grade level and the carryover balances of existing employees. The program grant revenue increase is mainly from the CARES-ESSER funds, which was received in FY2020. Salary and wages makes up a significant portion of instructional expenses; and administration expenses are attributed to the increase in consulting fees from Goodwill Industries of Hawaii and utilities expense.
- N&K CPAs issued an unmodified opinion on the Financial Statements, additionally there were no material weaknesses identified; and in regards to significant deficiencies there are none reported.
- Dwayne Takeno reviewed the Required Communications, noting both N&K's and Management's responsibilities. This year due to COVID, the Governmental Accounting Standards Board (GASB) deferred accounting policies for either a year or 18 months. The School's significant accounting policies are disclosed in Note B to the basic financial statements. No new accounting policies were adopted and the application of existing policies were not changed during the fiscal year ended June 30, 2020. There were no

transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the basic financial statements in the proper period. Dwayne also noted that the audit was performed 100% remotely this year due to COVID, this also contributed to the delay of the completion of the audit.

- **Gary Pacarro moved to approve the FYE June 30, 2020 Audit Report, Dr. Niles seconded; all members were in favor.**

IV. Review/Approval of the August 27, 2020 Governing Board Meeting Minutes

- Copies of the August 27, 2020 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the August 27, 2020 Governing Board Meeting Minutes, Gary Pacarro seconded; all members were in favor.**

V. Review/Approval of the August and September 2020 Financial Statements

- Carol Taira reported that for the month ended September 2020, KCS had revenues of \$844,195 and expenses of \$220,320 resulting in a net excess of \$623,875.
- Revenue in August KCS received \$491,070, the second partial per pupil allotment from DOE. They split the usual 60% of the allotment into 2 payments, July and August.
- Expense payroll costs for August and September 2020 (2 months) - \$109,407.
- **Georgette Stevens moved to approve the August and September 2020 Financial Statements, Paula Chang seconded; all members were in favor.**

VI. Discussion of State Budget Reductions and Impact on KCS

- Laura Smith commented that the discussion regarding budget reductions have been ongoing over the last few months, and we are expecting clarification to be provided over the next few weeks, if there is anything of critical significance, the Governing Board will be advised. Also October 15 was our "true-up" day, we reported an enrollment count of 174, which is great considering COVID and positive for our budget as well.

VII. Revised School Opening Plan

- Laura Smith reported that the DOE has issued additional new guidance this past week, on school reopening. They are aligning with the City and County of Honolulu's Recovery Framework which uses the 7-day daily average case count per 100,000 of the population, with a percent of positive tests as a secondary measure. Both criteria must be met in order to move toward in-person learning, but only case rate criteria needs to be met to move back to a more restrictive learning model.
- To move toward an in-person learning model: Two weeks of data are reviewed before considering transition to a new learning level. To move back to a more restrictive learning model: If the average daily case count for two weeks in a row is at a more restrictive level, schools should move back to that level. Other factors that should be considered in deciding to move away from in-person learning, is an uncontrolled outbreak in a school. This information can be accessed online, and will indicate the appropriate Learning Model (at home, blended, in-person, etc.) Currently it is showing "Blended" for Oahu, however after much discussion, and to be consistent with our area complex, we have made the decision to continue with virtual learning through the end of the year. Dr. Villareal noted that parents also appreciated our consistency with the state, as they many have children attending both a DOE school and KCS. We hope to bring our students back to campus using the plan we developed and presented in August; which would limit the number of students on campus at any given time, as each grade level would attend on different days of the week.

- To insure student's continued learning and safety earlier this year we have invested in chrome books and internet access for virtual learning; and in terms of our facilities along with our cleaning protocols, we purchased an electrostatic sprayer to disinfect our classrooms. Additionally we are looking at an upper air ultraviolet germicidal irradiation system, called Zone 360. This system has been proven to work and can disinfect a room quickly, it is ceiling mounted and designed for 500 - 1,000 sq. feet rooms. The overall cost is substantial, but it will help to protect our students and staff. The cost is \$3,000 per unit and we have decided to purchase one for each classroom; delivery is expected in December to be installed before January.
- Dr. Villareal commented that the students are doing well with distance learning and a unique aspect is that all classes are "teacher led" vs. an online curriculum; teachers are instructing so the experience is almost like coming to school. Teachers are also closely monitoring student's grade for the 1st trimester, so by early November we will be able to access the success our distance learning model, and make any adjustment as needed.

VIII. Preparation for Charter School Contract Renewal

- Laura Smith reported that at the State Public Charter School Commission meeting last week, the commission discussed and approved a motion to extend charter school contracts that are 5-years long by one additional year. For KCS this means our contract which ends in 2022, has been extended to 2023. The purpose of this extension is to compensate for limited data during this year's COVID-19 closure. Data is reported annually through HI-STRIVE and is used as a measure for our charter school contract progress measures. With testing cancelled, HI-Strive data for SY 19-20 will not be able to be used as a measure, so the determination was made to extend our contract to 2023.
- This will require a formal extension to our contract and may include some condition adjustments, as well as new or additional performance measures, which will provide alternate ways to measure a charter schools performance when HI-Strive data is not available. Proposals will be made by the commission and charter schools will be allowed to provide feedback on the new measures. Ultimately, we may need to renegotiate various provisions of our contract. The commission's time line is to complete this for approval by the commission in January 2021. We will keep you updated on the progress as we plan to actively engage in the feedback process prior to the renegotiation of our contract.

IX. Class of 2021 Graduation

- Laura Smith noted that last year we reserved the auditorium at Tokai University for our 2021 Graduation, however in light of COVID we are also looking at alternative events, such as a "Drive-in Graduation" where all families come in their own vehicles for the ceremony. When it is time to hand out diplomas, each car drives up to the stage and the student can then get out and walk to receive their diploma, take photos, etc.
- Dr. Villareal reviewed the selections made for the Graduation Robe and Sash; the Cap & Gown will be white, the Cap Tassel is royal blue and the Stole is royal blue with white printing. The announcements will state, "The Class of 2021" along with the KCS logo. We plan to contract with Josten, so after January there will be a school site on their website for students to purchase announcements, cap and gowns, etc. We are working on the program, details for the yearbook, and graduation photos, etc., however the date for the Graduation Ceremony is set for May 23, 2021.

X. 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 to occur in 11th grade; Math and ELA, and Biology (10th grade) will be postponed till further notice.
- Value Added Measures
 - Commission reported that they will not collect VAM due to COVID-19
 - Submitted 2019-2020 Report
 - Submitted 2020-2020 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 working on uploading T1/T2 projects.
- NWEA testing results
 - Testing completed February.
 - We have 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:

- 48 9th graders
- 47 10th graders
- 43 11th graders
- 34 12th graders

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) till January 2021
- Eliminated Educational Assistants
- Admin Support: Business Manager, ½ time Admin Asst., ½ Sr. Accountant, ½ IT

Training

- Completed 2-day teacher training – Adding another 9 hours of distance learning training - PD
- All teacher completed DOE Distance Learning Training. (7 models)

Preparation for Remote Learning

- Blended approach for next school year. We are currently 100% Distance Learning
 - HIDOE's Superintendent Dr. Christine Kishimoto announced the Hawaii State Department of Health (DOH) released new guidance that schools will be using to reopen schools. Campbell-Kapolei district will continue 100% Distance Learning through the end of the year (December 2020). We decided to continue to follow HIDOE's recommendations and monitor/implement our blended model hopefully in January 2021.
 - 100% Distance Learning
 - What's unique is our 100% distance learning is teacher lead and not through an online curriculum.
 - Teachers reported that learning is going well.
 - They are experiencing the same progress/percentages as if we were in-person learning with regard to students who are doing well and students who are not.
 - Communication has been excellent with teachers and students/parents.
 - Sent home a mid-trimester letter to all parents who students were failing and offered additional supports (teacher lead study hall, additional teacher office hours, 5 days a week Zoom, life coach referrals, and suggestions for learning environment).
 - Grade checks on IC available 10/2/2020.
 - Parents have been supportive with our decisions.
 - 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
 - Possible temperature checks and 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
 - All 2020-2021 teachers reviewed and approved tool 10/2/2020 and will be re-submitting.

Assessments, Curriculum, and Resources

- Ongoing
 - Our inaugural class has now earned most of their required credits
 - Completed MOU for dual college credits (total of 7 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.

- 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 (10th graders and one 11th grader) 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 this spring.
 - 1 Cohort of 10th grade students to take 1 CTE dual college class w/UH-WO 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 tests their last trimester of 10th grade). KCS students scored higher than State and Complex averages.
 - Smarter balance test for 2019-2020 was cancelled. They will not have to take the test.
- **Social**
 - PTA – Hui Ohana
 - 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, which we will support.)
 - 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 Gregg from Josten.
 - Completed the order to create our stamps that go on the graduation cards.
 - Final stage for graduation items for order.

Financial and Budget:

- See Financial Statement

XI. Executive Session

- None

Adjournment: Malcolm Lau adjourned the meeting at 1:09 p.m.

Submitted by:

Approved by:

Merle Hayashi
Executive Assistant

Malcolm Lau
Chairman of the Governing Board