

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
December 10, 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 12:00 p.m.

II. Review/Approval of the October 22, 2020 Governing Board Meeting Minutes

- Copies of the October 22, 2020 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the October 22, 2020 Governing Board Meeting Minutes, Georgette Stevens seconded; all members were in favor.**

III. Review/Approval of the October 2020 Financial Statements

- Carol Taira reported for the 4 months ended October 31, 2020, KCS had revenues of \$844,195 and expenses of \$ 314,233, resulting in a net excess of \$ 529,962.
- Revenue
 - No revenue received in October.
- Expense
 - Payroll costs for October 2020, \$64,952.
 - Recruitment fee for 3 teachers, \$9,423.
 - Purchase of 50 chrome books, \$11,629.
- Other
 - Deposit paid \$9,667 towards purchase of Zone360, UVGI system (13 units) to filter the air in the classrooms.
- **Dr. Gloria Niles moved to approve the October 2020 Financial Statements, Gary Pacarro seconded; all members were in favor.**

IV. Review/Approval of N&K Audit Proposal

- Carol Taira noted that for the past 3 years, N&K CPAs, Inc. has performed the audit for KCS and reviewed their fees which reflect an annual increase as an additional grade level was added each year:
- Past fees for each FY:
 - June 30, 2018 - \$12,500 - grade 9 (start-up year of school)
 - June 30, 2019 - \$17,500 - grades 9 and 10
 - June 30, 2020 - \$22,500 - grades 9, 10 and 11
- For the next fiscal year ended June 30, 2021 they are proposing a fee of \$27,500 to audit operations for all four grade levels 9, 10, 11 and 12. As the school adds an additional grade level each year, the financial transactions increase, resulting in more audit testing.
- Carol commented on the implementation of Hawaii Revised Statutes Section 302D-32, where the State law requires the Commission to select independent auditors, for public charter schools to request proposals. The Commission had issued a Request for

Qualifications in April 2020 from prospective auditors, N&K did submit their statement of qualifications. However the Commission has not finalized the selection of auditors for FY ended June 30, 2021. At this time we are recommending accepting N&K CPAs, Inc.'s proposal for audit services, subject to the Commission's finalized list of auditors.

- **Georgette Stevens moved to accept N&K CPAs, Inc.'s proposal of \$27,500 for audit services for fiscal year ended June 30, 2021, subject to the Commission's further action on Section 302D2-32, Gary Pacarro seconded; all members were in favor.**

V. Discussion of possible State Budget Reductions

- Laura Smith reported on the furlough announcement that the Governor made yesterday. Furloughs are scheduled to start on January 1, 2021 but there has been no communication or guidance on how furloughs would be implemented for charter schools. Deputy AG Thomason says it is still his understanding that charter schools can decide to furlough or not, provided they can cover the costs.
- KCS has received 90% of our annual allocation, typically the 10% balance is paid at the end of the year; but we may only receive a small portion of the remaining balance as the budget reduction is 9.23%. Currently we have staff who are employees of KCS, but we also have DOE funded SPED teachers (1.5 salaried position).
- We are looking at various scenarios, but will need more clarification and further discussion to make a determination. For instance: If we decide not to furlough, are we allowed to cover the cost of DOE funded SPED teachers; or are DOE employees required to furlough? Will we be able to absorb the cost, if so for what timeframe? If the entire state furloughs, what is the best decision for charter schools?
- Dr. Villareal noted that we are doing our best to reassure and be transparent with our staff, as we get more clarification from the Commission and the AG's office.

VI. KCS School Graduation and Year Book

- Laura Smith reviewed the 2021 graduation protocols that were negotiated with Tokai University, our site for the May 23, 2021 graduation. There are four options (based on tier levels) that were developed to provide a meaningful celebration for students and their families while adhering to COVID safety guidelines. A more detailed list will be provided to students, however the main differences are as follows:
- Tier 1: Drive-Through Style Graduation (similar to "drive-in" movie) students/families remain in their car, except when student is photographed. School Director passes diploma through window & shares congratulations.
- Tier 2: Two Options
 - Drive-In Style Graduation - students/families remain in their car, except when student walks to receive diploma (contactless pick up) and is photographed.
 - Single Family In-Person Graduation – individual appointment based - student and their family are called into the auditorium at a specified time to graduate, student walks to receive diploma (contactless pick up) and is photographed with family.
- Tier 3 & 4: Outdoor Socially Distanced Graduation – held in outdoor courtyard, social distanced chairs. Ceremony is live on a stage, students called up one row at a time (socially distanced) as student is announced, they walk & receive diploma at a contactless pick-up table. Photo at KCS banner, return to their seat.
- We are inviting all Board Members to attend the graduation ceremony, and (depending on the tier level) be seated on the stage. We will order college regalia for each member.
- Dr. Villareal reported that we have selected our yearbook, and have reached out to families. Seniors will have their own page to design, and we will be using Lifetouch for the undergraduate photos. We are collecting pictures from families, our parent group and will also have a page for the Governing Board. There is definitely a lot of excitement from the students, and we have already sold a quite a few yearbooks.

VII. 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) is postponed until 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 November 9-13th, 2020.
 - NWEA went to online testing
 - Worked out well and awaiting students who missed the testing.

Financial Performance Framework

- Submitted monthly financial statements.

Organizational Performance Framework

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

Administrative Operations and Personnel

Current Enrollment: 166 – (6 students transferred)

- 46 9th graders
- 43 10th graders
- 43 11th graders
- 34 12th graders

Student Data System:

- Teachers are using 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 – SPED department approved .5 FTE for EA
- Admin Support: Business Manager, ½ time Admin Asst., ½ Sr. Accountant, ½ IT

Training

- Completed 2-day teacher training; adding 9 hours of distance learning training.
- All teacher completed DOE Distance Learning Training (7 models).
- Next Training (January 4, 2021) – Suicide Prevent Training

KCS Reopening Plan

- Blended approach for next school year, currently we are 100% Distance Learning.
 - HIDOE's Superintendent Dr. Christine Kishimoto announced that the Hawaii State Department of Health (DOH) released a new guidance for schools to use to reopen. Campbell-Kapolei district will continue 100% Distance Learning through December 31, 2020. We decided to continue to follow HIDOE's recommendations and will implement our blended model hopefully in January 2021.
 - 100% Distance Learning
 - Results from Parent/Student Survey sent at the end of October 2020:
 - Overall they support 100% Distance learning - 12% (4) reported a poor experience.
 - Over 50% wanted to continue distance learning.
 - 23% wanted to start blended learning.
 - 21% wanted to start in-person learning.
 - They felt our teachers are readily available to assist when needed.
 - Sent a mid-trimester letter to all parents of students that were failing and offered additional support (teacher lead study hall, additional teacher office hours, 5 days a week Zoom, life coach referrals, and suggestions for learning environment).
 - Final grade were sent November 19th.
 - 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
 - All 2020-2021 teachers reviewed and approved tool 10/2/2020
 - Draft was submitted, HSTA responded with one concern on the evaluation (report grades weekly on IC) recommended to remove, we agreed.

Assessments, Curriculum, and Resources

- Ongoing
 - Our inaugural class has now earned most of their required credits
 - All but 3 students reported that they will attend college.
 - About 60% of our seniors have taken college course.
 - 30% of seniors are currently taking college course outside of KCS.

- Completed MOU for dual college credits. We are maxed out at 20 students for the spring in English 100.
- Senior year will 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 1-11th grader) finished their first class this spring and earned 4 college credits.
 - Offer 10-15 students to take classes in the summer
- NWEA – Algebra/geometry/reading/language (ELA).
 - Completed testing in November 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 with UH-WO in the spring. Still Pending

Student Progress Report

- Academics
 - We have 15 students with IEP's and 7 with 504.
 - 44 students had straight A's this past trimester
 - 10 students with 2 or more F's (2 transferred)
 - Smarter balance test for 2019-2020 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)
 - KCS Zoom concert held last month, it was awesome and fun for students.
 - Peer Tutoring Directory
 - Virtual College and Career Panels.
 - Create a school community service opportunity.
 - Connect students with other virtual volunteer opportunities or community resources.
 - Year Book
 - Undergraduates will take pictures with Lifetouch.
 - Seniors will go through Ace studios or their personal choice.
 - Seniors will have their own page for yearbook (cost is \$50).
 - We will allocate a page for KCS's school board.
 - 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.
 - The order forms were sent to seniors and their families.
 - Following up with students/parents to make sure everyone orders their cap and gowns.
 - Need to finalize commencement/ceremony time and schedule of events.
 - Board members will be able to order college regalia from Josten.

Financial and Budget:

- See Financial Statement

VIII. Other Business

- None

IX. Executive Session

- None

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

Submitted by:

Approved by:

Merle Hayashi
Executive Assistant

Malcolm Lau
Chairman of the Governing Board