



**Kapolei Charter School (KCS)  
Governing Board Meeting Minutes  
February 25, 2021**

**Governing Board Members in Attendance:** Malcolm Lau, Dr. Gloria Niles, Ileana Ruelas, Georgette Stevens

**Members Not in Attendance:** Paula Chang, Gary Pacarro,

**Guest(s):** 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 zoom meeting to order at 12:03 p.m.

**II. Review/Approval of the December 10, 2020 Governing Board Meeting Minutes**

- Copies of the December 10, 2020 Governing Board Meeting Minutes were distributed and reviewed.
- **Dr. Gloria Niles moved to approve the December 10, 2020 Governing Board Meeting Minutes, Ileana Ruelas seconded; all members were in favor.**

**III. Review/Approval of November & December 2020; YTD January 2021 Financial Statements**

- Carol Taira reported that for the 7 months ended January 31, 2021 the financial results were:
  - Revenues \$1,291,918
  - Expenses \$ 533,841
  - Net excess \$ 758,077
- Revenue
  - December received \$402,629 – 30% per pupil allotment.
  - January received \$45,095 – Impact aid allotment.
- Expense
  - Payroll costs for 7 months ended January 31, 2021 - \$387,588 73% of total expenses.
- Other
  - Fixed Asset – capitalized cost of Zone360, UVGI system (13) to filter the air in the classrooms, \$32,225.
- **Ileana Ruelas moved to approve the November & December 2020; YTD January 2021 Financial Statements, Dr. Gloria Niles, seconded; all members were in favor**

**IV. Approval by HSTA of Teacher Evaluation Tool**

- Laura Smith reported that KCS's Teacher Evaluation Tool has been approved for use. As a Charter School we were required to develop our own system which was a lengthy process as teacher's input and approval was needed, before receiving HSTA's approval.
- This will be the first year we able to evaluate our teachers; the process involves classroom observation, which will provide a basis for feedback.
- Dr. Villareal noted that the teachers are comfortable with the tool as they refined and provided input in its development. Staff has discussed the evaluation process, which will be initiated with a self-evaluation phase, before beginning the observation process.

#### V. KCS Reopening Status

- Dr. Villareal reported that we are planning for reopening. Our teachers have been offered the vaccine, and the majority have completed their 2nd dose. We will use the Tier approach, the reopening plan details have been sent to parents, and now that we are in Tier 3 we can move into 1<sup>st</sup> phase of our blended program.
- Initially it will be 1 day a week in-person staggered by grade, with distance learning for remainder. We will need a couple weeks to prep the facility and plan to have "in-person" learning on the 1<sup>st</sup> floor; with vulnerable/SPED students on the 2<sup>nd</sup> floor, 3 days a week.

#### VI. KCS School Graduation Updates

- Graduation is planned for May 23, 2021 at Tokai University. Laura Smith noted that we have been planning for different scenarios, while incorporating the DOE's guidance.
- However now that Tier 3 has opened, we are considering "Plan A" which would use the auditorium for graduation. The auditorium is designed with large French doors along one side, which can be fully opened to create an "outdoor" feel, as the air flows across to the other side which is flanked by windows. Also we have the capacity to seat 150 in the bleacher section; as it is a small graduating class, if each student were allowed 1 to 2 family members, we could socially distance the guests in the bleacher section. Additionally, we have hired an AV company to livestream the graduation, this will allow others to view the ceremony remotely.
- Plan B would be to hold the graduation outside in the courtyard area; Plan C would be a "Drive-thru" graduation – fortunately, Tokai University is perfect location for any of these options. The program for the graduation ceremony is being reviewed, once it is finalized we can share it with the group.
- One of the students' requests is to take a group class photo on graduation day - a fantastic suggestion was to use the bleachers, we could space students out on each level, the staggered effect would allow for a socially distanced group shot!

#### VII. Report by School Director

Dr. Wanda Villareal updated members on the following:

##### Charter School Commission Items:

##### Academic Framework

- We are in the process of preparing for Smarter Balance and the biology testing. The plan is to test at school this year.
- 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 9<sup>th</sup> graders their Google account and working on developing webpages, most are complete.
    - 10<sup>th</sup> and 11<sup>th</sup> grade student Webpages are completed and working on uploading T1/T2 projects.
  - NWEA testing results
    - Testing completed November 9-13, 2020. The next testing is scheduled for the 1<sup>st</sup> week in March 2021

##### Financial Performance Framework

- Submitted monthly financial statements

##### Organizational Performance Framework

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

### **Administrative Operations and Personnel**

#### **Current Enrollment: 168**

- 48 9<sup>th</sup> graders
- 41 10<sup>th</sup> graders
- 43 11<sup>th</sup> graders
- 36 12<sup>th</sup> 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) for 2021-2022 SY
- 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 another 9 hours of distance learning training PD.
- All teacher completed DOE Distance Learning Training. (7 models)
- Suicide Prevent Training completed January 15, 2021.

#### **KCS Reopening Plan**

- Blended approach 2020-2021 school year. We are currently 100% Distance Learning
  - 100% Distance Learning
    - Due to COVID-19 case counts increase, blended model will start when the state moves in to Tier 3.
  - In-person Learning – Vulnerable Students
    - We have about 20 students attending in-person learning;
      - 5-7 students with IEP/504
      - 10-15 students with failing grades
  - 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, social distancing (6ft) signs posted
      - Temp checks and COVID form (do not display symptoms, etc.)
    - Long-Term Concerns
      - Relationship building
        - Students and faculty
- HSTA – Supplemental agreement or MOU
  - We received our MOU and will start evaluation period end of March 2021
    - All 2020-2021 teachers reviewed with approved tool 10/2/2020

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### 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
    - About 30% of our seniors is 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 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 10<sup>th</sup> graders
    - 19 Students (10<sup>th</sup> graders and 1-11<sup>th</sup> 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 11<sup>th</sup> grade student attending English 100 with LCC.
  - 1 Cohort of 10<sup>th</sup> grade students will 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 got straight A's this past trimester
  - 10 students with 2 or more F's (2 transferred)
  - Trimester 2 will end 2/23/2021
- 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)
      - Valenteacher project
    - Peer Tutoring Directory
    - Virtual College and Career Panels (Kumu Ashley also planning to hold some sessions.)
    - Create a school community service opportunity
    - Connect students with other virtual volunteer opportunities or community resources
  - Year Book
    - Undergraduates completed picture taking with Lifetouch
    - Seniors either went to Ace studios or their personal choice.
    - Seniors have their own page for yearbook
    - We will allocate a page for KCS's school board
  - All athletics on hold for now.

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- Graduation
  - Tokai University for graduation venue – date set for May 23, 2021
  - We currently working with Josten.
    - We received most of the students caps and gowns
    - Invitations are completed
    - Need to finalize commencement/ceremony time and schedule of events
      - Committee will meet once/twice a month
    - Board members rental order from Josten for their college regalia was completed.

**Financial and Budget:**

- See Financial Statement

**VIII. Other Business**

- None.

**IX. Executive Session**

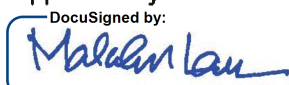
- None.

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

Submitted by:

  
Mene Hayashi  
Executive Assistant

Approved by:

DocuSigned by:  
  
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Malcolm Lau  
Chairman of the Governing Board