



**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
April 22, 2021**

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

Members Not in Attendance: Gary Pacarro

Guest: PJ Foehr, State Public Charter School Commission

Staff in Attendance: Dr. Wanda Villareal, School Director; Laura Smith; Katy Chen, Carol Taira, Merle Hayashi

I. Call to Order

- Malcolm Lau called the zoom meeting to order at 12:02 p.m.

II. Student Presentations

- Three KCS seniors shared their experiences and what they were able to achieve during the past 4 years. They expressed appreciation of the teaching staff and their fellow students and the opportunity to earn early college credits; all three have received acceptances and plan to go to college. A couple shared their interest to pursue: Clinical Psychology; and Exercise Sports Science, with a pre-med route.
- There was one additional senior that had planned to speak, however a due to a scheduling conflict had the group share his story instead. When he first started at KCS, an Individualized Education Program (IEP) was designed for him; at that time the idea of going to college did not exist. But through his hard work, and the positive influence from staff, he is no longer an IEP student and will be attending college in the fall!

III. Review/Approval of the February 25, 2021 Governing Board Meeting Minutes

- Copies of the February 25, 2021 Governing Board Meeting Minutes were distributed and reviewed.
- **Georgette Stevens moved to approve the February 25, 2021 Governing Board Meeting Minutes, Dr. Gloria Niles seconded; all members were in favor.**

IV. Review/Approval of February & March 2021 Financial Statements

- Carol Taira reported that for the 9 months ended March 31, 2021 the financial results were:
 - Revenues \$1,303,168
 - Expenses \$ 700,921
 - Net excess \$ 602,247
- Revenue
 - March received \$5,250 – SPED funds allotment.
 - March – recognized \$6,000 in Campbell grant funds used for college course.
- Expense
 - Payroll costs for 9 months ended March 31, 2021 - \$509,519 - 73% of total expenses.
- Other
 - \$6,000 in tuition expense for students for UH Leeward college credits funded by Campbell grant mentioned above.
- **Paula Chang moved to approve the February & March 2021 Financial Statements, Dr. Gloria Niles, seconded; all members were in favor**

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V. Review of the Audit Plan

- Carol Taira reported that the financial audit for the fiscal year July 1, 2020 to June 30, 2021 will be performed by N & K CPAs, Inc.
- The time table for the audit is as follows:
 - Fieldwork scheduled for early August 2021
 - Audit report draft requested by late September from N & K
 - Presentation of Audit Report to the Governing Board at the October 2021 meeting.
 - Deadline to submit the audit to the Commission – November 1, 2021

VI. Review of Annual FY 2021-2022 Budget

- Carol Taira reviewed the distributed budget for Year 5, fiscal year July 1, 2021 to June 30, 2022. The total budgeted revenue is \$1,326,000; total budgeted expense \$1,271,641 for a net excess of \$54,359.
- Carol also commented on the following Major Budget Items:
 - Number of students estimated at 170 for 4 grades.
 - Revenue – The per pupil allocation is based on 170 students @ \$7,800 budgeted for \$1,326,000. The allotment of \$7,800 is an estimate as the Commission has not yet released the amount of the per pupil allocation for 2021/2022.
 - Salaries expense for 20 positions (16 full-time, 4 part-time) budgeted for \$917,340. In addition there are 1.5 FTE SPED positions paid by DOE.
 - Contracted services - \$52,100 for management services provided by GIH.
 - Supplies expense – budget included \$2,500 expenses for health & safety (COVID related). These expenses may be covered by emergency funds by the State.
 - Equipment purchases - \$33,600 (80 chromebooks and 6 laptops)
 - Utilities - \$108,000 for electricity and cleaning service for space occupied by KCS.

VII. Review/Approval of Probationary Credits Policy

- Laura Smith reported that this is a new policy for KCS which provides a process to implement probationary credits for our teachers. Per the HSTA contract; once a teacher has met certain criteria they are eligible to request a onetime incentive payment.
- We worked with the HSTA to insure we are compliant with their contract, as we use trimesters (instead of semesters). KCS is a new school, we are just completing our 4th year so we are very pleased to have one of our teachers eligible to apply for the \$2,500 incentive payment as they have met criteria outlined in the policy.
- **Ileana Ruelas moved to approve the Probationary Credits Policy, Dr. Gloria Niles, seconded; all members were in favor**

VIII. New Charter School Contract Document Update

- Laura Smith reported that KCS's contract renewal is not until 2023, however we continue to follow the development of the new Charter School contract.
- As reported previously, Charter Schools have been working with the Commission on the language and a draft will be reviewed at the May 13 Commission Meeting.

IX. Update on KCS Reopening

- Dr. Villareal reported that with the State moving into Tier 3, KCS began its Blended Model Phase 1 at the end of March. In this model students can choose to attend in-person (1 day a week, based on grade level), or continue with 100% Distance Learning. Our vulnerable students remain unchanged and are continuing with their in-person learning schedules.

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- In anticipation of students returning to campus, KCS had invested in UV lights for the classrooms and other equipment to enhance the health and safety of everyone. Additionally, we wanted to make sure that the teachers felt safe and used their feedback in establishing our COVID guidelines. Overall, things are going well and we have done our best to go above and beyond regarding our safety protocols.
- Dr. Villareal did comment that the majority of students still prefer 100% Distance Learning, so it may be a while before we see more students on campus. She also noted that the classrooms are "Teacher led instruction" so for those distance learning, it is as if those students were in class.

X. KCS School Graduation Updates

- Our first graduation is planned for May 23, 2021 at Tokai University, since we have a small class we will be able to use their auditorium for the ceremony. It is large enough to socially distance and one side is a wall of glass doors that opens completely to the outside, providing great ventilation.
- In-person attendance is limited to 2 guests per student. Many parents have asked if additional guests can view the ceremony from the outside courtyard, however we wanted to remain respectful of the DOE guidelines, so instead we have hired a company to livestream the graduation for families and friends to watch from their homes, etc.
- We were very fortunate to have Jake Shimabukuro compose the music for our Alma Mater, and he will be visiting KCS to work with some our students, this will be a very inspirational, and exciting part of their experience. Per the guidelines, group signing is not allowed that day so we are pre-taping the students playing the ukulele and signing the Alma Mater.
- Dr. Villareal reviewed the Kihei & Lei Ceremony – this is a Native Hawaiian cultural practice that honors the student in their achievement of gaining the knowledge from their studies to take the next step in their journey (career/life). Traditionally the kihei is presented by their teachers, however we will be asking the parents to tie the kihei, which each student has stamped themselves.

XI. 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 the last week of April and the first week of May.
- Value Added Measures
 - Commission reported that they will not collect VAM due to COVID-19
 - E-portfolio/webpage
 - Assigned incoming 9th graders their Google account and webpages most are complete
 - 10th and 11th grade student Webpages are completed and working on uploading T1/T2 projects.
 - NWEA testing results
 - Testing completed 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 and file organization.

Administrative Operations and Personnel

Current Enrollment: 168

- 48 9th graders
- 41 10th graders
- 43 11th graders
- 36 12th graders

2021-2022 SY Enrollment

- Received 35 application so far this year.
- We did not have to complete a lottery or a waitlist this year.

Student Data System:

- Teachers are using IC (State software); adding google classroom and zoom.

Hiring Activities

- Faculty; 2020-2021 SY
 - 10 Teachers
 - 2 Life Coaches
 - 2 Administrators
- Next 2021-2022 school year will be adding
 - Life Coach
 - Office Manager
 - Registrar
 - Admin (SASA)
 - Assistant Director (VP)
 - Educational Assistants
 - SPED department approved .75 FTE for EA next school year
- Executive Admin Support: ½ time Business Manager and Sr. Accountant.

Training

- Completed 2-day teacher training; adding another 9 hours distance learning training - PD
- All teacher completed DOE Distance Learning Training. (7 models)
- Suicide Prevent Training Completed January 15, 2021
- COVID Protocols and Process for Re-opening training complete March 2021

KCS Reopening Plan

State moved in to Tier 3; KCS decided to start Blended Model-Phase 1 end of March 2021.

- Students can choose to come or stay 100% Distance Learning
 - Students come one day a week (9th Grade Tuesday, 10th Grade Wednesday, 11th Grade Thursday)
 - Majority of students are choosing 100% Distance Learning
 - In-person Learning – Vulnerable Students
 - We about 20 students attend in-person learning;
 - 5-7 students with IEP/504
 - 10-15 students with failing grades
 - Immediate concerns
 - Budget Reductions – The last per pupil allocation may be in jeopardy of cuts.
 - Last Commission meeting reported that last distribution may be held.
 - Class schedules – Working really well. All teachers were positive.
 - Facility Requirements –

- Health and Safety for reopening
- Cleaning
- Sanitation stations, social distancing (6ft) signs posted
- Temperature checks and COVID form (not displaying 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 and approved tool 10/2/2020

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 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 March 2021.
- Dual College Courses
 - 1 cohort of 11th grade student attending English 100 with LCC.
 - 1 Cohort of 10th grade students will be taking 1 CTE dual college class w/UH-WO in the spring. Still Pending

Student Progress Report

- Academics
 - We have 15 students with IEP's and 7 with 504.
 - 14 students with 2 or more F's (8%)
 - 45 students with straight A's (27%)
 - Trimester 2 ended 2/23/2021
- Social
 - PTA – Hui Ohana
 - Student Council
 - Virtual Social Gatherings
 - Campaign to honor seniors
 - Create a summer school community service opportunity
 - Surprise Senior Inspiration project
 - Year Book
 - Undergraduates completed picture taking with Lifetouch

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- 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
- KCS's varsity softball team may play for a short season.
- Graduation
 - Tokai University for graduation venue – date set for May 23, 2021
 - We currently working with Gregg from Josten.
 - We received all 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
 - We ordered board members rentals from Josten for their college regalia.

Financial and Budget:

- See Financial Statement

XII. Other Business

- None.

Adjournment: Malcolm Lau adjourned the meeting at 1:06 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:

DocuSigned by:



Malcolm Lau

Chairman of the Governing Board