

**Kapolei Charter School (KCS)  
Governing Board Meeting Minutes  
August 19, 2021**

**Governing Board Members in Attendance:** Paula Chang, Germaine Escoto, Gary Pacarro, Malcolm Lau, Ileana Ruelas

**Members Not in Attendance:** Dr. Gloria Niles

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

**I. Call to Order**

- Malcolm Lau called the meeting to order at 12:01 pm, held via Zoom Video Conferencing.

**II. Annual Board Election**

- Approval of Parent Representative Malcolm Lau reported that Germaine Escoto has been nominated to serve a one year term as a Governing Board Member of the Kapolei Charter School. Germaine has been asked to serve as a Parent Representative as she has two sons enrolled at KCS.
- **Paula Chang moved to approve the election of Germaine Escoto, Ileana Ruelas seconded; all members voted in favor of Germaine Escoto as a Board Member of the Kapolei Charter School Governing Board.**
- Appointment of Board Officers for 2021-2022 Laura Smith noted that per the bylaws any two or more offices may be held by the same person, which has worked well as we are a smaller board. Malcolm Lau has been serving as Chair and Treasurer; and Paula Chang as Vice Chair and Secretary. However based on best practices, we are making the recommendation for Malcolm Lau to remain as Chair, but to change his secondary role to Secretary; and for Paula Chang to remain as Vice Chair, with her secondary role as Treasurer.
- **Ileana Ruelas moved to approve the appointment of the Board Officers with the changes to their secondary role as stated; Gary Pacarro seconded, all members voted in favor.**

**III. 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.

**IV. Review/Approval of the April 22, 2021 Governing Board Meeting Minutes**

- Copies of the April 22, 2021 Governing Board Meeting Minutes were distributed and reviewed.
- **Ileana Ruelas moved to approve the April 22, 2021 Governing Board Meeting Minutes, Paula Chang seconded; all members were in favor.**

**V. Financial Review/Approval**

- Carol Taira reported that for the Fiscal Year Ending June 30, 2021 KCS had revenues of \$1,557,912; expenses of \$965,287 and a net excess of \$592,625. For July 2021 for the

1 month ended July 2021 (new fiscal year), KCS had revenues of \$845,343; expenses of \$76,821; for a net excess of \$768,522. Carol noted that all financial metrics set up by the Commission were met.

- Revenue:
  - April \$128,873 received for additional CARES ESSER funding.
  - May \$125,276 received for the final per pupil allotment from the Commission.
  - July \$839,095 received for the first per pupil allotment from the Commission. Per pupil allotment was originally \$7,786. It was subject to a 5% withholding which dropped it to \$7,397 for school year 21/22.
- Expenses:
  - Payroll costs for 12 months ended June 30, 2021; \$702,173 or 73% of total expenses.
  - Payroll cost for 1 month ended July 31, 2021; \$57,856 or 75% of total expenses.
- Other:
  - June 2021 – GIH management fee for quarter recorded, \$17,746.
  - July 2021 – Consultant fee for quarter recorded, \$10,995.
- **Gary Pacarro moved to approve the Fiscal Year End June 30, 2021 and July 2021 Financial Statements, Ileana Ruelas seconded; all members were in favor.**
- Annual Budget for Fiscal Year End June 30, 2022
- Carol reported that the budget for Year 5, fiscal year July 1, 2021 to June 30, 2022 was approved at the April 2021 board meeting. The Commission issued a letter dated July 19, 2021 to announce the prospective per pupil allotment for FY 2021-2022 would be \$7,397. Based on guidance and instructions from the Department of Budget and Finance, the 1st Per Pupil allotment was subject to a 5% withholding (\$7,786 less 5%). Depending on the State of Hawaii budget situation, the 5% withholding could be released later. Total approved budgeted revenue \$1,326,000 was based on 170 students at \$7,800 (estimated per pupil allotment). The reduction in revenue based on the decreased per pupil allotment of \$7,397 x 170 students is \$1,257,490 a reduction of \$68,510. The expenses of KCS will be reviewed to determine how to absorb the decrease in projected revenue.
- Audit Time Table for Fiscal Year End June 30, 2021
- Carol noted that the financial audit for the fiscal year July 1, 2020 to June 30, 2021, will be performed by N & K CPAs, Inc. The Commission issued a letter dated July 14, 2021 notifying the charter schools that 4 auditors were approved and N& K CPAs, Inc. was one of the approved auditors.
- The time table for the audit is as follows:
  - Fieldwork scheduled starting August 23, 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
- Management Agreement with KCS and Goodwill Hawaii Laura Smith noted that the agreement is in place through 2022, which had matched the original Charter School contract end date but was extended to 2023 due to COVID. So next year we will ask to extend the Management Agreement to be co-terminus with the Charter School contract. The Management Agreement provides KCS with a number of support services from Goodwill Hawaii, such as Accounting, Human Resources, IT, Marketing, Health & Safety and Facilities.

## VI. Recap and Discussion of KCS Graduation

- Laura Smith shared photos to highlight KCS's first Graduation Ceremony on May 23, 2021 at Tokai University, along with a video of Jake Shimabukuro working with students to perform the alma mater on the ukulele. Malcolm Lau commented that the alma mater

was a multi-year project, Jake developed multiple arrangements and it is fantastic to have an original piece that students can play on the ukulele.

- Board members agreed that the venue was great, Laura noted that we have a tentative date of May 22, 2022; however Tokai will not be able to confirm that date until November.
- Everyone agreed the Kihei and Lei ceremony with the parents was beautiful, Dr. Villareal commented that because of COVID instead of the traditional ceremony with "kumu" we involved the parents and they loved it, so in the future we would like continue this new tradition. Other feedback included playing music before the ceremony; and when feasible being able to sing the alma mater as a group; acknowledging students that were awarded scholarships as an accolade to their hard work/achievement; and extending the time for valedictorian(s) speeches.
- Laura Smith noted that the time was limited due to the livestream which was 55 minutes; so we focused on what was important for each student, which was to have "their moment accepting their diploma" given enough time, however next year we will look to increase the time of the livestream. It was very popular, as we had only 32 students "walking" yet there were over 1,200 views.

#### VII. Update on KCS 2021-2022 Reopening

- Next Steps in Reopening Plan Dr. Villareal and Laura Smith noted that in light of the case counts, KCS made the decision to open the school year using a blended model, instead of full in-person learning. Initially we were concerned that our approach might be too conservative, but with the recent news reports of schools shifting to distance learning, our parents have expressed positive feedback that the blended model is a good compromise.
- Currently students are on campus 1 day a week, and vulnerable students are able to attend more days as needed. Every 2 weeks the parents are updated on the steps we are taking, and the plan moving forward. Based on last year, we feel that our teacher led instruction model works well in the virtual setting, however we did make one change; students (in-person or virtually) must follow the bell schedule, this helps to keep them on track. Germaine Escoto commented that there is good communication from teachers, and that she appreciates the steps taken regarding safety, such as the mandatory temperature checks, social distancing, mask wearing requirements, etc.
- COVID-19 Testing Policy Laura Smith reported that KCS staff are State Employees and required to be vaccinated or provide a negative COVID test every Friday based on the Governor's Emergency Proclamation, effective August 16, 2021. KCS has developed a policy, the first step is that each employee must complete an Attestation Form regarding their status. Laura reviewed a chart that outlines the steps, essentially until one is fully vaccinated, a negative COVID test is required each week. Failure to comply may result in termination, so we are working with our staff on testing options available. This Executive Order is in effect through October 24, 2021.
- Members asked if there was a similar policy for students, Laura responded that we are waiting for guidance from the AG's office, so there is not a policy in place at this time.

#### VIII. Report by School Director

- Dr. Wanda Villareal updated members on the following:  
**Charter School Commission Items:**
  - Academic Framework
    - We are awaiting our scores for Smarter Balance and the biology testing.
      - Commission reported that they will not collect SY 2020-2021
      - Complete SY 2021-2022 VAM Proposal
    - E-portfolio/webpage
      - Assigned incoming 9<sup>th</sup> graders their Google account and webpages

- All other students are completed
  - NWEA testing results
    - Testing is scheduled for August 17th
- 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: 165 (2 Pending)**

- 44 9<sup>th</sup> graders
- 39 10<sup>th</sup> graders
- 40 11<sup>th</sup> graders
- 42 12<sup>th</sup> graders

#### **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
  - Office Manager
  - Registrar – Filled by Teacher (SSC Role)
  - Admin (SASA)
  - Assistant Director (VP) Filled
  - Educational Assistants
    - SPED department approved 2 FTE for EA next school year
- Executive Admin Support: ½ time Business Manager and Sr. Accountant.

#### **Training**

- On-boarding Teacher Planning/Training
  - Teacher Schedules
  - Employee Handbook
  - PD Plans/Curriculum Tracker/Syllabus
- Suicide Prevention Training Completed January 15, 2021
- COVID Protocols and Process for Re-opening – Blended Model – Phase 1

#### **KCS Reopening Plan**

Decided to re-open with Blended Model – Phase 1 (Due to increase in COVID cases)

- Students must follow bell-schedule
- Teacher-Led Zoom Class when not in-person
  - Students come one day a week (9<sup>th</sup> Grade Tuesday, 10<sup>th</sup> Grade Wednesday, 11<sup>th</sup> Grade Thursday)
  - In-person Learning – Vulnerable Students
    - We about 20 students attend in-person learning;
  - Immediate concerns
    - Enrollment

- Parents are choosing either 100% online learning or 100% in-person
- Class schedules – Working really well. All teachers were positive.
- Facility Requirements –
  - Health and Safety for reopening
  - Cleaning
  - Sanitation stations, social/hand distancing
  - Temperature checks
- 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 complete self-evaluations

#### **Assessments, Curriculum, and Resources**

- Ongoing
  - Our class of 2022 more than 50% have already taken college courses.
  - **Completed MOU for dual college credits. 20 students enrolled (3 dropped) and all 17 students passed English 100**
  - Campbell Family Foundation Grant helped to bring into the school English 100 and Math 103, at no cost to students. Grant will be ending this SY
- Partnership with Kamehameha Schools and West Oahu – Funding is in question
  - 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).
  - Scheduled for August 2021.

#### **Student Progress Report**

- **Academics**
  - We have 15 students with IEP's and 7 with 504.
- **Social**
  - PTA – Hui Ohana
  - Student Council
  - Surprise Senior Inspiration project
  - Year Book
  - KCS's softball will only have a varsity team
- **Graduation - Kumu Hema and Kumu Ashley did an amazing job**
  - Tokai University for graduation venue – date unknown at this time
  - Josten has been great.
    - Students caps and gowns/Invitations/Diplomas
    - Need to finalize commencement/ceremony time and schedule of events
    - Continue with board members rental order from Josten for their college regalia for next year.

**Financial and Budget:** See Financial Statement

#### **IX. Other Business**

- None

**X. Executive Session**

- The Governing Board entered into Executive Session.

**Adjournment:** Malcolm Lau adjourned the meeting at 1:02 p.m.

Submitted by:

Approved by:

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Merle Hayashi  
Executive Assistant

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Malcolm Lau  
Chairman of the Governing Board