

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
December 9, 2021**

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

Members Not in Attendance: None

Guest: PJ Foehr, State Public Charter School Commission

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 zoom meeting to order at 12:02 p.m.

II. Review/Approval of the October 28, 2021 Governing Board Meeting Minutes

- Copies of the October 28, 2021 Governing Board Meeting Minutes were distributed and reviewed.
- **Ileana Ruelas moved to approve the October 28, 2021 Governing Board Meeting Minutes, Gary Pacarro seconded; all members were in favor.**

III. Review/Approval of the October 2021 Financial Statements

- Carol Taira reported for the 4 months ended October 31, 2021, KCS had revenues of \$851,343 and expenses of \$ 341,153, resulting in a net excess of \$ 510,190.
- Revenue
 - \$6,000 - grant revenue through Goodwill Hawaii from the Campbell Foundation grant. This grant funds the UH Leeward college classes. This grant is complete and has funded 4 UH Leeward classes.
- Expense
 - Payroll costs for month of October 31, 2021 - \$56,006, YTD \$229,167- 67% of total expenses.
- Other
 - \$6,000 – Specific Assistance – tuition to UH Leeward for Math 100 Fall class.
 - \$10,995 – Consultant fee for quarter recorded.
- **Paula Chang moved to approve the October 2021 Financial Statements, Dr. Gloria Niles seconded; all members were in favor.**

IV. Review/Approval of N&K Audit Proposal for SY2022

- Carol Taira noted that for the past 4 years, N&K CPAs, Inc. has performed the audit for Kapolei Charter School and reviewed their past fees, which reflect annual increase for the additional grade levels.
- Audit fee for past years:
 - Fiscal year ended June 30, 2018 - \$12,500 - grade 9 (start-up year of school)
 - Fiscal year ended June 30, 2019 - \$17,500 - grades 9 and 10
 - Fiscal year ended June 30, 2020 - \$22,500 - grades 9, 10 and 11
 - Fiscal year ended June 30, 2021 - \$27,500 - grades 9, 10, 11 and 12

- N & K CPAs submitted a proposal for the audit for next fiscal year ended June 30, 2022 of \$29,000, (5% increase). Our recommendation is to accept N & K CPAs, Inc.'s proposal for audit services for fiscal year ended June 30, 2022.
- **Ileana Ruelas moved to accept N&K CPAs, Inc.'s proposal of \$29,000 for audit services for fiscal year ended June 30, 2022, Dr. Gloria Niles seconded; all members were in favor.**

V. Strive HI data scores

- Laura Smith reported on the 2020-21 Strive HI School Performance Results, noting that KCS staff has discussed these results at length, as they were much lower than the NWEA testing from previous years.
- Strive HI School Performance Results were:
 - How are students performing in each subject
 - Language Arts 38%; Math 5%; Science 22%
 - How many students are prepare for transition section:
 - 98% of 9th graders were promoted to 10th grade on-time
 - 83% completed a Career & Technical Education program by 12th grade
- Dr. Villareal has had several meetings with teachers to review how the curriculum is being applied and they also identified some of the areas that relate to the curriculum maps and what we are doing. We understand that covid has impacted students' learning, and staff is trying to understand how to "close the gaps" as student's focus may not be as strong during this period. Additionally this is the first time the school has been tested.
- Dr. Villareal noted that 90% of our students tested to English and Math 100 when they graduated last year, and the stats are similar for this year, but the Strive HI scores are not reflecting that, so staff will spend some time to do an extensive look on how to improve for next year. Board members discussed this at length, commenting that there may be other testing factors impacting the scoring. Dr. Villareal noted that 100% of our students tested, verses 60% testing at other schools, however it is important that we continue to review and have conversations with our teachers to keep them accountable as it is important that our students get what they need to be successful. So we see the benefit of this testing and will be working on improving our scores.

VI. KCS Contract Renewal Process Update & Management Agreement

- Laura Smith reviewed the Charter Contract Extension Timeline, our current contract has been extended 1 year due to covid and is in place until June 30, 2023. The timeline outlines the renewal application process for a new contact to begin July 1, 2023.
- Our Management Agreement between KCS & GIH will expire on March 31, 2022, this agreement provides KCS with a number of support services from Goodwill Hawaii, such as Accounting, Human Resources, IT, Marketing, Health & Safety and Facilities. We recommend extending the agreement for a 15 month period, to end on June 30, 2023 to be co-terminus with Charter School Contract.
- **Ileana Ruelas moved to renew the Management Agreement for a 15 month period, to end on June 30, 2023, Paula Chang seconded; all members were in favor.**

VII. 2022 KCS Graduation Plans and Discussion

- Laura Smith reported that we have secured Tokai University again, the date is set for May 28, 2022. We have 41 seniors graduating, so a slightly larger class than last year. One of the requirements Tokai had was that we follow the covid protocols in place. At that time the C&C order required attendees to be vaccinated, and there was no option for a negative covid test, this was the same at all other venues. When we relayed this to the parents, many were understandably upset as their student would not be able to

participate as they were not vaccinated. However since then, a new order was issued which allows for a negative covid test, so the parents are now satisfied.

- Board Members Ileana Ruelas and Germaine Escoto volunteered to lead zoom lei making classes for the students to help with graduation prep.

VIII. Report by School Director

- Dr. Wanda Villareal updated members on the following:

Charter School Commission Items:

Academic Framework

- We received our scores for Smarter Balance. As anticipated scores were very low.
 - Commission reported that they will not collect or use SY 2020-2021
 - Complete SY 2021-2022 VAM Proposal
- E-portfolio/webpage
 - Assigned incoming 9th graders their Google account and webpages
 - All other students are completed
- NWEA testing results
 - Testing was completed in November. Scores for incoming 9th and also 10th grade scores are also very low.
- We are working with teachers to compare curriculum with HAS testing and identifying gaps in learning.

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: 160

- 43 9th graders
- 38 10th graders
- 38 11th graders
- 41 12th graders

Marketing Strategies for next year:

- Complete student interview video's for Facebook digital marketing ads
- Work on a Virtual Tour (30 Questions) project
- Refresh brochure

Student Data System:

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

Hiring Activities

- Faculty; **2021-2022 SY**
 - **10 Teachers**
 - **2 Life Coaches**
 - **2 Administrators (Director and Asst. Director)**
 - **Office Manager - Filled**
 - Registrar – Filled by Teacher (SSC Role)
 - Admin (SASA Filled by Office Manager)
 - Educational Assistants – Need to recruit EA's
 - 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
 - PD Day this month Hiking and SPED/504 Training; Protocol with Kumu Hema
- Suicide Prevention Training Completed January 15, 2021
- COVID Protocols and Process for Re-opening – Blended Model – Phase 1
- Curriculum maps and ongoing meetings to review and adjust as needed curriculum

KCS Reopening Plan

Decided to re-open with Blended Model – Phase 1 (due to increase in COVID cases). COVID cases are decreasing; we considered opening 5 days a week for IEP/504/Vulnerable students, but families reported they prefer the Tues-Thurs (COVID concerns). Plan to move to Blended Model – Phase 2 in January when students return from break.

- We had 3 student and 1 staff with positive COVID test.
 - Resulted in no close contact or community spread at our school.
- We are able to conduct our own testing through DOH sponsored organization called Color
- Continue Teacher-Led Zoom Class when not in-person
 - Students come one day a week (9th Grade Tue., 10th Grade Wed., 11th Grade Thur.)
 - In-person Learning – Vulnerable Students
 - We have about 20 students attend in-person learning
 - Immediate concerns
 - Enrollment
 - Parents are choosing either 100% online learning or 100% in-person
 - Lower test scores
 - 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

Assessments, Curriculum, and Resources

- NCAA Registration
 - We are approved and registered
- Ongoing
 - More than 50% of the class of 2022 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
- NWEA – Algebra/geometry/reading/language (ELA).

- Results for August 2021
- **Next testing second week in November**

Student Progress Report

- **Academics**
 - We have 15 students with IEP's and 7 with 504.
- **Social**
 - PTA – Hui Ohana (?)
 - Student Council see Student Webpage
 - Senior Holiday Party
 - Holiday Door Decoration contest
 - Year Book
 - We decided to not have a softball team
- **Graduation**
 - Tokai University for graduation venue on May 28, 2022
 - Josten has been great
 - Confirmed announcement information
 - Students' caps and gowns/Invitations/Diplomas are complete and sent families.
 - 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

- None

Adjournment: Malcolm Lau adjourned the meeting at 1:05 p.m.

Submitted by:

Approved by:

Merle Hayashi
Executive Assistant

Malcolm Lau
Chairman of the Governing Board