



**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
February 22, 2022**

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

Members Not in Attendance: Gary Pacarro

Guest(s): None

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

I. Call to Order

- Malcolm Lau called the zoom meeting to order at 12:01 p.m.

II. Review/Approval of the December 9, 2021 Governing Board Meeting Minutes

- Copies of the December 9, 2021 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the December 9, 2021 Governing Board Meeting Minutes, Dr. Gloria Niles seconded; all members were in favor.**

III. Review/Approval of November & December 2021; January 2022 Financial Statements

- Carol Taira reported that for the 7 months ended January 31, 2022 the financial results were:
 - Revenues \$ 1,184,021
 - Expenses \$ 586,760
 - Net excess \$ **597,261**
- Revenue
 - December – received \$331,950 – 30% per pupil allotment
 - January – received \$250 – SPED allotment
- Expense
 - Payroll costs for 7 months ended January 31, 2022 - \$410,614, 70% of total expenses.
 - \$16,161 – GIH quarterly management fee recorded Dec 2022
 - \$10,995 – Consultant fee for quarter recorded Jan 2022
- **Ileana Ruelas moved to approve the November & December 2021; January 2022 Financial Statements, Dr. Gloria Niles seconded; all members were in favor.**

IV. Title IV-A Federal Funding discussion

- Laura Smith reported on the Title IV-A Funding, this is a competitive process so we were pleased to receive this award, as it will help to fund the early college credit courses we have been offering, along with some other items.
- The awarded is \$42,888 per year, expected for 3-years. Kapolei Charter School will enhance our students (Grade 9-12) educational experience by providing dual credit courses offered on campus through a cohort. This will lead to students attaining early college credits, which will help to launch their post-secondary school transition and help them to build confidence that they can succeed in college.

- Allowable uses for Title IV-A funds fall within the in specific ways:
 1. Well Rounded Education: (at least 20% of funds)
 - a. Purpose is to providing students with a well-rounded education (e.g., college and career counseling, STEM, music and arts, civics, IB/AP, computer science)
 - b. KCS: Will provide college level courses for college credit to 20 students annually in English 100 and Math 123. Additional early college courses may be possible.
 2. Safe and healthy School (at least 20% of funds)
 - a. Purpose is to support safe and healthy students (e.g., comprehensive school mental health, drug and violence prevention, training on trauma-informed practices, health and physical education)
 - b. KCS: Will allocate funds to a .40 FTE new position of Safety and Health Specialist for KCS. Focus will be on both health (COVID protocols) and Student Safety (on-campus incidents)
 3. Technology to support WRE and SHS (only up to 15%)
 - a. Purpose is to promote the use of technology (e.g., professional development, blended and personalized learning, and devices).
 - b. KCS: Will increase the number of staff accessing technology training to enhance their online class teaching methods.

The first year funds already distributed.

V. Updated Management Agreement Language

- Laura Smith reported that initially Goodwill Hawaii procured and maintained the insurance coverage for Kapolei Charter School, but now it is time to remove that clause in our Management Agreement, as we will obtain our own coverage.
- Members reviewed the language provided from the insurance company in “Section (k) Insurance” on the distributed “redline” copy of the Management Agreement.
- **Ileana Ruelas moved to approve the updated Management Agreement language in Section (k) Insurance, Paula Chang seconded; all members were in favor.**

VI. Report by School Director

- Dr. Villareal reported that today was our first day of “in-person” learning for the school and shared some photos. It was exciting to see our students walking into the building and overall the day went very smoothly.
- Marketing update to increase enrollment: We have a new brochure that features our own students. We also created a video for Facebook ads, etc. - we filmed students and our school counselor talking about KCS. Later this week we will host a live “virtual” open house.

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 completed in November and scheduled again for April. Scores for incoming 9th grade and 10th grade scores are also very low.
- We are working with teachers to compare curriculum with HSA testing and identifying gaps in learning.
- 41 Seniors (Took test last year)
 - 23 students took college courses – 18 did not
 - English 100 (17 student taking class now)
 - **29 students successfully met** the requirements to take the class
 - 11 students did not take the test
 - 1 student did not (IEP)
 - Math 100 (14 students took class in the fall 2021)
 - **25 students successfully met** the requirements to take the class
 - 15 students did not take the test
 - 1 student did not (IEP)
 - College
 - 19 University (UH Manoa/Grand Canyon/SUtah/Portland/UNLV)
 - 8 Community College
 - 5 Workforce - Wants start own Business
 - 8 Undecided

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.

Title IV Grant (Big MAHALO to Laura for securing this grant)

- Received \$42,888.89
 - College course
 - Health and Safety supports

Administrative Operations and Personnel

Current Enrollment: 160

- 43 9th graders
- 37 10th graders
- 37 11th graders
- 40 12th graders

Applications - Received 35 application

- 25 9th graders
- 6 10th graders
- 3 11th graders
- 1 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
- Refreshed brochure

Student Data System:

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

Hiring Activities

- Faculty; 2021-2022 SY
 - 10 Teachers
 - 3 Life Coaches (Support health and safety)
 - 2 Administrators (Director and Asst. Director)
 - Office Manager - Filled
 - Registrar – Filled by Teacher
 - Admin (SASA Filled by Office Manager)
 - 2 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
 - PD Day this month Hiking and SPED/504 Training; Protocol with Kumu Hema
 - Back to in-person learning training
 - COVID Protocols
 - Health and Safety Processes
 - Life Coach presentations
 - Technology
- Suicide Prevention Training Completed January 15, 2022
- 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 move to virtual learning until trimester 3 due to increase in COVID cases. We will open and transition to in-person learning for T3 starting February 22, 2022.

- We are able to conduct our own testing through DOH sponsored organization called Color
 - We will be offering weekly testing to our students
- 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
 - 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
- 14 students enrolled in Math100
- 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
- NWEA – Algebra/geometry/reading/language (ELA).
 - Next testing second week in April

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.
 - Student's caps and gowns/Invitations/Diplomas are complete and sent to 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

VII. Graduation Update

- Laura Smith shared the diplomas and invitations with Board Members and commented that we are ordering yearbooks for all members. Laura also noted that as we reviewed the graduation from last year and decided to make a change since the temperature can be warm. Instead of Board Members wearing the full regalia with the Kihei over their clothing, we will have all members dressed in black with the Kihei only, however we may continue having the Board Chair in full regalia. Students of course will be in full cap and gown.
- Once the final Covid orders are available, we will get the details for graduation out to everyone.

VIII. Other Business

- None.

IX. Executive Session

- Members entered Executive Session.


Adjournment: Malcolm Lau adjourned the meeting at 12:39 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:



Malcolm Lau
Chairman of the Governing Board