

**Kapolei Charter School (KCS)  
Governing Board Meeting Minutes  
April 19, 2022**

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

**Not in Attendance:** Paula Chang, Member; Katy Chen, Staff

**Guest(s):** None

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

**I. Call to Order**

- Malcolm Lau called the meeting to order at 12:01 p.m. held in person at Kapolei Charter School and via zoom.

**II. Review/Approval of the February 22, 2022 Governing Board Meeting Minutes**

- Copies of the February 22, 2022 Governing Board Meeting Minutes were distributed and reviewed.
- **Dr. Gloria Niles moved to approve the February 22, 2022 Governing Board Meeting Minutes, Gary Pacarro seconded; all members were in favor.**

**III. Review/Approval of February 2022 Financial Statements**

- Carol Taira reported that for the 8 months ended February 28, 2022 the financial results were:
  - Revenues \$1,241,625
  - Expenses \$ 665,198
  - Net excess \$ 576,427
- Revenue
  - In February KCS received \$57,604 in Impact Aid Funds SY 21/22
- Expense
  - Payroll costs for 8 months ended February 28, 2022 - \$473,636, 71% of total expenses.
- Other
  - In February, KCS received Title IV grant funds of \$42,888.89, recorded as deferred revenue on the balance sheet until the funds are expended.
- **Gary Pacarro moved to approve the February 2022 Financial Statements, Dr. Gloria Niles, seconded; all members were in favor**

**IV. Review of the Audit Plan**

- Carol Taira reported that the financial audit for the fiscal year, July 1, 2021 to June 30, 2022 will be performed by N & K CPAs, Inc.
- The time table for the audit is as follows:
  - Fieldwork scheduled for early August 2022
  - Audit report draft requested by late September from N & K
  - Presentation of Audit Report to the Governing Board at the October 2022 meeting.
  - Deadline to submit the audit to the Commission – November 1, 2022.

**V. Review/Approval of Annual FY 2022-2023 Budget**

- Carol Taira reviewed the distributed budget for Year 6, fiscal year July 1, 2022 to June 30, 2023. The total budgeted revenue, \$1,366,500, total budgeted expense, \$1,317,936, for net excess of \$48,564.
- Carol also commented on the following Major Budget Items:
  - Number of students estimated at 165 for 4 grades.
  - Revenue – The per pupil allocation is based on 165 students @ \$8,100 budgeted for \$1,336,500. The allotment of \$8,100 is an estimate as the Commission has not yet released the amount of the per pupil allocation for 2022/2023. Other revenue is Federal grant Title IV funding, estimated at \$30,000.
  - Salaries expense for 16.5 positions (16 full-time, 1 part-time) budgeted for \$953,935. 72% of budgeted expenses. In addition there are 4.0 FTE SPED positions paid by DOE.
  - Contracted services - \$62,000 for management services provided by GIH, \$43,980 for consultant services by L. Smith.
  - Supplies expense – budget included \$500 expenses for health & safety (COVID related).
  - Equipment purchases - \$13,800 (30 chromebooks and 3 laptops).
  - Utilities - \$84,000 for electricity and cleaning service for space occupied by KCS.

**VI. Renewal of Charter School Contract**

- Laura Smith reported that we are preparing for the renewal of our Charter School Contract and there are a number of steps involved. The first step is the initial site visit by SPCSC team on May 23, 2022; it is expected to be all day and Malcolm Lau, Board Chair will be interviewed by the Commission Framework Team.
- We have prepared a draft document answering a series of questions regarding our school's progress; specifically addressing how we have met the terms stated within the contract. We will submit a final version to both Malcolm and the commission in advance of the site visit.
- Overall, we are on track; the only pressure point is the testing scores that we reported on previously. We are in the process of testing our 11<sup>th</sup> grade students again and expect to have the results before the site visit. Our staff has really worked on this with the students, and we are hoping the scores improve. However, everyone does understand that it is the first time using this testing, and with 2 years of covid, distance learning has had its challenges.
- Dr. Villareal commented that we are excited about the Commission's site visit and plan to invite our students and faculty to highlight and celebrate our school.

**VII. KCS School Graduation Updates**

- Graduation is Saturday, May 28, 2022 at Tokai University. Laura Smith reported this year's ceremony will be similar to last year. We are looking at the DOE guidelines and blending that with Tokai, who has lifted all of their covid restrictions.
- All parents will be able to attend; and we will livestream the graduation program again this year for those not able to be there in person. Tokai has opened their changing rooms for students this year; it will be nice for them to have a place to get ready before the ceremony.
- We have 40 students graduating and asking board members to participate if they are able. This year instead of the full cap and gown, we would like the board to dress in black and wear a Kihei made by the students.
- Dr. Villareal commented that we will ask our graduates to stay in their "Ohana bubble" when they move to the lawn area, and will allow leis within their own families. We want to

remain as safe as possible, while honoring some of the more traditional aspects of our culture.

**VIII. Report by School Director**

Dr. Wanda Villareal updated members on the following:

**Charter School Commission Items:**

**KCS Renewal Activities**

- Meeting with Commission May 23<sup>rd</sup> for an initial site visit
- Laura Smith and Dr. Villareal will review necessary documents needed for renewal

**Academic Framework**

- Smarter Balance
  - Students completed testing with NWEA
  - Started HSA April 12, 2022
    - Complete SY 2021-2022 VAM Proposal
  - E-portfolio/webpage
    - Students are completed
  - NWEA testing results
    - Testing this week for April. Scores for incoming 9<sup>th</sup> and also 10<sup>th</sup> grade scores are also very low.
- We are working with teachers to compare curriculum with HSA 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.

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

- Received \$42,888.89
  - First report due end of April

**Administrative Operations and Personnel**

**Current Enrollment: 160**

- 43 9<sup>th</sup> graders
- 37 10<sup>th</sup> graders
- 37 11<sup>th</sup> graders
- 40 12<sup>th</sup> graders

**Applications - Received 55 application**

- 40 9<sup>th</sup> graders
- 7 10<sup>th</sup> graders
- 7 11<sup>th</sup> graders
- 1 12<sup>th</sup> graders

**Marketing Strategies for next year:**

- Completed student interview videos for Facebook digital marketing ads consider another ad in May 2022
- Completed Virtual Tour project.
  - Open house on March 22 was a huge success
  - About 30 attended
  - Will schedule another open house in May if needed
  - Next week we are meeting with students from Kawaihona PCS

### **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 (SSC Role)
  - 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**

- Preparing for next year's 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
- Curriculum maps and ongoing meetings to review and adjust curriculum as needed.

### **KCS Reopening Plan**

We are open for 100% in-person learning

- We still conduct our own COVID testing through DOH sponsored organization called Color
  - We are offering weekly testing to our students
- Immediate concerns
  - Enrollment – Going well and will likely fill the 9<sup>th</sup> and 10<sup>th</sup> grade slots
    - 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
      - Student Behaviors
      - Relationship building
        - Students and faculty

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

- Class of 2022
  - More than 50% have already taken college courses.
    - KCS students earned 36 college credits in the Fall 2021.

- 35/40 Seniors have indicated that they will be attending college in the Fall (87.5%). Others are going straight into military or workforce).
- Have earned \$375,000 + in scholarships
- 3 students received a scholarship through Kalaeloa Partners and were able to take running start courses through LCC.
- 9 students completed Math 100 (1 student failed and the rest had A's or B's)
- NWEA – Algebra/geometry/reading/language (ELA).
  - **Prep testing completed in April**

**Student Progress Report**

- Academics
  - We have 15 students with IEP's and 7 with 504.
- Social
  - Prom scheduled for April 30th
  - Student Council they will be talking to students from Kawaihona PCS
  - Senior party
  - Year Book
- Graduation -
  - Tokai University for graduation venue on May 28, 2022
  - Confirmed announcement information.
    - Students caps and gowns/Invitations/Diplomas are complete and sent families
    - Need to finalize commencement/ceremony time and schedule of events
    - Board members will wear black with kihei
      - Bring last year's one to graduation
      - Order a new one
      - Kumu Hema will tie the day of graduation if need.

**Financial and Budget:** See Financial Statement

**IX. Executive Session**

- Members entered Executive Session.

**Adjournment:** Malcolm Lau adjourned the meeting at 12:46 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