

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
August 23, 2022**

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

Members Not in Attendance: Ileana Ruelas

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 meeting to order at 12:02 pm, held in person at Kapolei Charter School and via zoom.

II. Annual Board Election

- Laura Smith reported that the following members have agreed to continue serving on the Kapolei Charter School Governing Board, the slate is listed below:
- Appointment of Board Officers for 2022-2023
 - Malcolm Lau, Chairman of Board/Secretary
 - Paula Chang, Vice Chair/Treasurer
- Renewing Board Term:
 - Germaine Escoto, Parent Representative 1-year term
 - Gary Pacarro second 3 year term, 2022-2025
- **Gary Pacarro moved to approve the slate of Board Officers and Renewing Board Members; Dr. Gloria Niles 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 19, 2022 Governing Board Meeting Minutes

- Copies of the April 19, 2022 Governing Board Meeting Minutes were distributed and reviewed.
- **Gary Pacarro moved to approve the April 19, 2022 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, 2022 KCS had revenues of \$1,388,703; expenses of \$1,084,571 and a net excess of \$304,132. For July 2022 for the 1 month ended July 31, 2022 (new fiscal year), KCS had revenues of \$918,208; expenses of \$104,295; for a net excess of \$813,913. Carol noted that all financial metrics set up by the Commission were met for FYE June 2022.

- Revenue:
 - May - received \$130,229 – final per pupil allotment from Commission
 - July – received \$918,208 – first per pupil allotment (60%) from Commission.
 - The prospective per pupil allotment for FY 2022-2023 is \$8,745. It is 9% higher than the 2021-2022 per pupil allotment, \$8,032, due to a one-time infusion of funds during the 2022 legislative session.
- Expenses:
 - Payroll cost for 12 months ended June 30, 2022 was \$742,741, or 68% of total expenses.
 - Payroll cost for 1 month ended July 31, 2022 was \$62,528, or 60% of total expenses.
- Other:
 - June 2022 – GIH management fee for quarter recorded \$17,857.
 - July 2022 – Partial audit fee \$12,565; Air conditioning repairs \$17,160.
- **Gary Pacarro moved to approve the Fiscal Year End June 30, 2022 and July 2022 Financial Statements, Germaine Escoto seconded; all members were in favor.**
- Audit Time Table for Fiscal Year End June 30, 2022
- Carol noted that the financial audit for the fiscal year July 1, 2021 to June 30, 2022, will be performed by N & K CPAs, Inc.
- The status of the audit is as follows:
 - Fieldwork scheduled starting August 8, 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

VI. Charter School Contract Renewal Update

- Laura Smith reported that we are in the process of renewal our Charter School Contract (4 year + 1 year extension due to covid); as it is our first contract, we are considered to be a school that is on probation.
- Our initial site visit in May went well, the commission met with staff and our students who talked about their experience at KCS. The next site visit is on September 20, 2022; we will be provided an audit based on our contract requirements and academics, this will indicate if we are in compliance, or if we need to address any areas. We have not seen the results yet; but feel we have met most areas with the exception of academics, math. As we discussed at an earlier Board Meeting, we only had one year of Smarter Balance testing in Grade 11. The testing was done during covid and the scores were much lower than expected; we have retested and scores improved a little, but it is an area that we preparing to address.
- Laura noted that we are considering adding a “virtual or blended learning” option for students as 1) parents have requested this option and 2) to provide an expanded elective course selection. Laura also commented that this would not increase our student enrollment count, as we would expect to maintain the same level. Board members discussed this at length, and agreed that this option is the trend and would be a great addition to the contract. Laura relayed that we will continue to update on the application process, and members will have an opportunity to review/approve the application at the December Board Meeting. In the meantime we are following the timeline below:
 - Nov. 1, 2022 Final application with pre-populated information provided to schools.
 - Nov. 17, 2022 Commission zoom meetings to identify any follow up items needed.
 - Dec. 15, 2022 renewal applications due to commission.
 - January to February 2023 renewal presentation at commission meeting
 - March 2023 decision on renewal application by the commission
 - July 1, 2023 new contract begins

VII. Facilities Update

- Air Conditioner Compressor Replacement since April we have had issues with the cooling of the second floor and have made repairs to the unit, but the real issue is that the two compressors have failed, so the cooling capacity is only 50%. Since KCS leases this space from GIH and is the sole tenant of the second floor, we have agreed to share the cost of replacement.
- GIH is seeking bids for the two compressors, however since the expected cost is around \$400,000; GIH and KCS propose to share the cost 50/50, with GIH making the purchase (as building owner) and billing KCS monthly at approximately \$4,000 - \$5,000/month, until our share is fully paid, approximately 4-5 years. KCS is currently able to include this into its regular budget.
- GIH and KCS will enter into a separate agreement for payments, and will revise the lease agreement for use of the building to extend the current lease period to be co-terminus with the AC Compressor payment agreement. The compressors need to be shipped, and will take approximately 12 weeks from order to installation. Approximate completion date is December 2022.

VIII. Report by School Director Dr. Wanda Villareal updated members on the following:

Charter School Commission Items:

KCS's Renewal Activities

- Meeting with Commission May 23rd for an initial site visit went extremely well
- PJ visited school on the 1st day of school
- Commission will be back Sept 20th for another site visit (Contract Renewal)

Academic Framework

- Smarter Balance
 - NWEA testing in Trimester 1
 - HSA prep will start October 2022
 - E-portfolio/webpage
 - New students are developing their webpages
- We will continue to work with teachers to compare curriculum with HSA testing and identifying gaps in learning.

Financial Performance Framework

- Submitted monthly financial statements

Organizational Performance Framework

- Site Visit completed May 2022
- VAM Projects completed and sent

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

- Received \$42,888.89
- ESSER Funds

Administrative Operations and Personnel

Current Enrollment: 160

- 45 9th graders
- 44 10th graders
- 36 11th graders
- 35 12th graders

Marketing Strategies for next year:

- Larger presences with social media – Instagram
- Open house on March 22 was a huge success
 - About 30 attended

- In-person orientation
- Dream House added 9th Grade right next to us

Student Data System:

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

Hiring Activities

- Faculty; **2022-2023 SY**
 - **10 Teachers**
 - **3 Life Coaches (Support health and safety)**
 - **2 Administrators (Director and Asst. Director)**
 - **Office Manager - Filled**
 - Registrar – Filled by Office Mgr.
 - Admin - Receptionist
 - 3 Educational Assistants
 - SPED department approved 3 FTE for EA next school year
- Executive Admin Support: ½ time Business Manager and Sr. Accountant

Training

- On-boarding Teacher Planning/Training
 - Strategic Planning
 - **School wide Goal**
 - KCS will utilize/demonstrate a framework using HĀ (Nā Hopena A'o -BREATH – Belonging, responsibility. Excellence, Aloha. Total Well-Being
 - Hawaii); to include nurturing cultural values to address;
 - Relationships
 - Student Behavior
 - Communication
 - **Mission/Vision**
 - Create a Career Month
 - Each teacher will invite 2-3 guest speakers for careers in their subjects
 - Utilize Climb High partnership for career mentors
 - Ensure a career other than college is identified students PTP
 - **#1 Choice for staff**
 - Sense of belonging through supporting each other
 - Bonding activities
 - Trust through open, honest, and transparent communication
 - Teacher Schedules and Employee Handbook
 - PD Plans/Curriculum Tracker/Syllabus
 - Back to in-person learning training
 - Admin
 - Health and Safety Processes
 - Life Coach presentations
 - Technology
- Curriculum maps and ongoing meetings to review and adjust as needed curriculum

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)

Student Progress Report

- Academics
 - We have 19 students with IEP's and 6 with 504.
- Social
 - Prom scheduled for April
 - Student Council Activities will be planned
 - Senior party
 - Year Book
- Graduation -
 - Tokai University for graduation venue

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 12:55 p.m.

Submitted by:

Approved by:

Merle Hayashi
Executive Assistant

Malcolm Lau
Chairman of the Governing Board