

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
October 25, 2022**

Governing Board Members in Attendance: Paula Chang, Germaine Escoto, Malcolm Lau, Gary Pacarro, 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 12:02 pm, held in person at Kapolei Charter School and via zoom.

II. Review/Approval of the FYE June 30, 2022 Audit Report

- Dwayne Takeno, Audit Partner and Christian Hara of N&K CPA's, Inc., presented the audit report for Kapolei Charter School, the full draft audit was sent to all Board Members.
- Christian Hara reviewed the Condensed Statements of Net Position, noting that the increase in total assets is \$365,000 primarily due to an increase in cash. Current liabilities also increased about \$52,000 due to increases in accounts payable. The State per pupil allocation decreased, as enrollments were lower than the previous year. Administration expenses rose, due to salary and wage increases, along with other professional fees.
- Summary of Auditor's Results: N&K CPAs issued an unmodified opinion on the Financial Statements. They are also required to report on the school's internal control over financial reporting and identified a material weakness, however in regards to significant deficiencies there are none reported.
- Dwayne Takeno reviewed the Required Communications, noting that N&K communicated the Auditor's responsibilities in a letter dated April 18, 2022. In 2022 the School adopted Statement No. 87, Leases. Management has determined that this statement does not have a material impact on the School's financial statements. N&K noted that there were no transactions entered into by the School during the year that lacked authoritative guidance or consensus. All significant transactions have been recognized in the basic financial statements in the proper period.
- N&K evaluated the key factors and assumptions Management used to develop the estimate in "compensated absences" and determined it reasonable in relation to the basic financial statements taken as a whole. Additionally no significant difficulties were encountered with management in performing and completing the audit. Material misstatements detected as a result of audit procedures was corrected by management. The adjustments were to record grants receivable and revenue and accounts payable and related expenses as of June 30, 2022.
- Next year there will be two GASB statements that are effective, neither appears to be significant to KCS, one relates to Public-Private and Public-Public Partnerships and the other pertains to subscription-based IT software.
- **Paula Chang moved to approve the FYE June 30, 2022 Audit Report, Ileana Ruelas seconded; all members were in favor.**

III. Review/Approval of the August 23, 2022 Governing Board Meeting Minutes

- Copies of the August 23, 2022 Governing Board Meeting Minutes were distributed and reviewed.
- **Gary Pacarro moved to approve the August 23, 2022 Governing Board Meeting Minutes, Germaine Escoto seconded; all members were in favor.**

IV. Review/Approval of the August and September 2022 Financial Statements

- Carol Taira reported that for the month ended September 2022, KCS had revenues of \$947,481 and expenses of \$392,868 resulting in a net excess of \$554,613.
- Revenues Title IV grant revenue \$26,635, recognized in August and September.
- Expenses
 - Payroll costs for 3 months ended September 30, 2022 was \$211,380 or 54% of total expenses.
 - GIH management fee for quarter recorded, \$24,398 in September.
 - IT purchased chrome books for students and surface tablets for staff, \$54,000 expensed in August and September. The ESSER grant covered the costs.
 - UH-Leeward tuition for college credit classes \$20,700 expensed in September, majority of expense covered by the Title IV grant.
- **Paula Chang moved to approve the August and September 2022 Financial Statements, Gary Pacarro seconded; all members were in favor.**

V. Charter School Contract Renewal

- Laura Smith reported that the second visit by the Charter School Commission in September went well. They observed classes, spoke with teachers and students, additionally the students prepared a fantastic presentation for the Commission Members.
- The general areas that we need to address are:
 - (DAG) approved executed lease, we are working with the AG's office and our attorney on the language.
 - School is adhering to State Ethics Code. Distributing Board Member Information Form today to all Governing Board Members to complete and return.
 - Admission & Applications adhere to Statute – Wanda/staff have updated our packets.
 - Ensure school hires licensed teachers – this is our standard practice.
 - Review school safety and security plans & ensure internal crisis plans are not publicly accessible.
- We are monitoring the process and expect to have the required documents ready for the application submission due December 15, 2022.

VI. New Facility Lease and AC Update

- Laura Smith outlined the changes to the lease:
 - Change the Rentable square feet to 9,780. The original lease was 5,500 SF but as the school has grown, it now occupies more space.
 - Air conditioning compressors, KCS and GIH have agreed to prorate the cost of 50% on the two A/C Compressors (\$349,630) over a 120-month period at \$1,456.79. To document this, instead of a Memorandum of Agreement (MOA), which can be considered a loan document, KCS and GIH will execute a Memorandum of Understanding (MOU) to bill as a monthly utility cost.
- The new lease amendment will be for a 5-year period, with the option to extend an additional 5-years, this will satisfy GIH's need to have us as tenants for 10 years.

VII. 2023 Graduation, confirmed May 20, 2023 Tokai University

- Laura Smith relayed that we have a request in to Tokai University to change the time for our Graduation from 1:00 pm to 10:00 am. This is based on the preference of School staff, seniors and their parents.

- Another request was to change our April meeting to the week of Graduation, so Board Members can be involved in the graduation preparations. Members talked about having students prepare a capstone presentation of their experience at KCS, which also teaches them “ownership” in the process of graduating. Other ideas for possible collaborations were discussed as well.

VIII. Report by School Director

- Dr. Villareal updated members on the following:

Charter School Commission Items:

KCS's Renewal Activities

- 2nd visit with Commission on September 20th went extremely well
 - Recommend changes on our application form

Academic Framework

- Smarter Balance.
 - 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 September 20
- VAM Projects completed and sent

Title IV Grant - Received \$42,888.89

- ESSER Funds – Submitted our first request

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

- Conducted our 1st PD Day Activities 9/30/22 – Teachers was able to 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
 - Mrs. Ige was our guest speaker
 - 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 – We had our very first school wide potluck activity and it was a huge success it brought faculty and students together for a fun day
 - Trust through open, honest, and transparent communication
- Conducted our first safety meeting this year that iced parent input.

Assessments, Curriculum, and Resources

- Class of 2023
 - Waiting on HSA scores which should be coming out shortly
 - We have about 50% either have taken or will be taking college courses.
 - Start taking a deeper dive at industry certifications this year.
 - CPR/First Aid training provided at KCS

Student Progress Report

- Academics
 - We have 19 students with IEP's and 6 with 504.
- Social
 - School wide Potluck
 - Thanksgiving Potluck
 - Prom scheduled for April
 - Student Council Activities will be planned
 - Senior party
 - Year Book
- Graduation
 - Tokai University for graduation on May 20.

Financial and Budget: See Financial Statement

IX. Other Business

- Members discussed alternative fundraising ideas, beside the more traditional options. This could be a way to raise funds for Project Grad, etc.

X. Executive Session

- None.

Adjournment: Malcolm Lau adjourned the meeting at 12:50 p.m.

Submitted by:

Approved by:

Merle Hayashi
Executive Assistant

Malcolm Lau
Chairman of the Governing Board