

**Kapolei Charter School (KCS)  
Governing Board Meeting Minutes  
December 6, 2022**

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

**Members Not in Attendance:** Malcolm Lau (business commitment)

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

**I. Call to Order**

- Vice Chair, Paula Chang called the meeting to order at 12:02 p.m.

**II. Review/Approval of the October 25, 2022 Governing Board Meeting Minutes**

- Copies of the October 25, 2022 Governing Board Meeting Minutes were distributed and reviewed.
- **Ileana Ruelas moved to approve the October 25, 2022 Governing Board Meeting Minutes, Gary Pacarro seconded; all members were in favor.**

**III. Review/Approval of the October 2022 Financial Statements**

- Carol Taira reported for the 4 months ended October 31, 2022, KCS had revenues of \$1,000,914 and expenses of \$481,891, resulting in a net excess of \$519,023.
- Revenue
  - ESSER III grant revenue recognized in October, \$53,099. Total reimbursement received, \$82,884 and \$29,785 was recognized as revenue in FY 21/22.
- Expense
  - Payroll costs for 4 months ended October 2022 - \$281,437, 58% of total expenses.
- Other
  - Title IV grant funding for FY 22/23 received, \$42,889, recorded as deferred revenue, funds are expended.
- **Gary Pacarro moved to approve the October 2022 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 N&K CPAs, Inc. has performed the audit for the past 5 years of operations for Kapolei Charter School.
- 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
  - Fiscal year ended June 30, 2022 - \$29,000 - grades 9, 10, 11 and 12
- N & K CPAs submitted a proposal for the audit for next fiscal year ended June 30, 2023 of \$30,800, (6.2% increase). The audit principal (formerly the partner) will be changing from Dwayne Takeno. N&K will confirm who the new audit principal will be early 2023. Our recommendation is to accept N & K CPAs, Inc.'s proposal for audit services for fiscal year ended June 30, 2023.
- **Gary Pacarro moved to accept N&K CPAs, Inc.'s proposal for audit services for fiscal year ended June 30, 2023, Dr. Gloria Niles seconded; all members were in favor.**

**V. Review/Approval to purchase additional Surveillance Cameras**

- Dr. Villareal reported that there are some “blind spots” with the current surveillance system and to ensure student safety, KCS would like to purchase additional security cameras for the school. We obtained several bids and have selected a provider to install 17 additional cameras and upgrade our DVR system, the cost is \$15,718. ESSER funds would be used for the purchase, but as it is over \$10,000 we are asking for board approval of the purchase.
- **Ileana Ruelas moved to approve purchase of additional Surveillance Cameras, Gary Pacarro seconded; all members were in favor.**

**VI. Review/Approval of KCS Facility Lease**

- Laura Smith reported that we have completed negotiations with Goodwill Hawaii and have had the Attorney General review our proposed amendments. He stated that we are unable to enter into a lease for more than 60 months, so he assisted in restructuring our proposed amendment into two separate amendments to the current lease.
  - Amendment No. 1 will increase the space we are leasing from 5,400 SF to 9,780 SF to accommodate additional students. The lease amendment will begin December 1, 2022 going through June 30, 2023.
  - Amendment No. 2 is the required five-year extension of our lease to align with our charter school contract renewal. This will be effective July 1, 2023 to June 30, 2028. This amendment includes the additional square footage approved in Amendment 1, and includes one additional 60 month (five-year option period) from July 1, 2028 through June 30, 2033.
- Goodwill Hawaii signed the amendments as lessor, and Deputy Attorney General, Gregg Ushiroda, next approved and signed both of the lease amendments. Once the Board has approved the amendments today, Dr. Villareal will sign to execute the agreements, which will be notarized.
- The finalized lease amendment will be included in our Charter School Application Renewal package to be submitted, December 15, 2022.
- **Ileana Ruelas moved to approve Amendment No. 1 and Amendment No. 2 of the Lease Agreement, Gary Pacarro seconded; all members were in favor.**

**VII. Charter School Contract Renewal**

- Laura Smith addressed the following two items for Board approval today.
  - **Review/Approval of Board Resolution to Authorize Signatory**
  - Laura reviewed the resolution authorizing Malcolm Lau, KCS Governing Board Chair to complete, provide all evidence of performance and data, to sign, date, and deliver the Charter Renewal Application on behalf of the Board; this is part of the renewal application.
  - **Ileana Ruelas moved to approve the Board Resolution Authorizing Malcolm Lau as Signatory on behalf of the KCS Governing Board, Gary Pacarro seconded; all members were in favor.**
  - **Review/Approval Charter School Renewal Application Package**
  - Laura Smith reviewed the Charter School Renewal application package, which is due to the Charter School Commission on December 15, 2022. Laura noted that in addition to the narrative, we provided a 5-year budget, academic information, our policies and other documents such as the board member info forms everyone completed. Laura updated members on the status on the entire application as follows:
    - Application is completed, completing final edits.
    - Attachment A - Lease Amendments - complete and signed by AG.
    - Attachment B – Five-Year Budget Workbook – completed

- Attachment C – Board Member Information Forms (thanks to everyone for getting your original forms back to us!)
- Attachment D – Board Resolution Authorizing Malcolm Lau as Signatory (approved)
- Final Renewal Meeting with the Charter School Commission - Friday, December 9
- Submit Application - December 15
- Presentation to Charter School Commission - January (date to be determined)
- Commission Recommendation and Decision – likely by February 2023
- **Ileana Ruelas moved to approve the Charter School Renewal Application Package, Dr. Gloria Niles seconded; all members were in favor.**

**VIII. Review of DOE Required Teacher Salary Compression Adjustments**

- Laura Smith reported that the HSTA completed its collective bargaining to provide teacher salary compression adjustments, based on their salary scales. KCS has completed the salary adjustments of one-step for each teacher; and Dr. Villareal confirmed that teachers have “happily” received their increases. Laura noted that as this falls under the HSTA contract, board approval is not required for the increases and the amounts are within our budget.

**IX. Report by School Director**

- Dr. Wanda Villareal updated members on the following:

**Charter School Commission Items:**

KCS’s Renewal Activities

- Currently working on the renewal contract for your review
- Laura and Wand to present data

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

- Met all requirements for renewal
- Submitted monthly financial statements

Organizational Performance Framework

- Met all requirements for renewal
- 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 9<sup>th</sup> graders
- 44 10<sup>th</sup> graders
- 36 11<sup>th</sup> graders
- 35 12<sup>th</sup> graders

**Marketing Strategies for next year:**

- Larger presences with social media – Instagram
- Work with Goodwill marketing team to increase enrollment applications

**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**

- Staff completed or will complete First Aid/CPR train the trainer course.
  - They will train our staff as well as our students

**Assessments, Curriculum, and Resources**

- Class of 2023
  - HSA scores which should be coming out shortly
    - 66% ELA (38% SY 2021)
    - 14% Math (5% SY 2021)
    - 8% Science (22% SY 2021; 39% SY2019)
  - Over 50% of our students enrolled in college courses the fall after graduation.
  - 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
  - Schoolwide Potluck
  - Thanksgiving Potluck
    - Huge success; lots of food and MAHALO to Germaine for supporting
  - 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

**X. Other Business**

- None

**XI. Executive Session**

- Members entered Executive Session.

**Adjournment:** Paula Chang adjourned the meeting at 12:38 p.m.

Submitted by:

Approved by:

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Merle Hayashi  
Executive Assistant

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Paula Chang  
Vice Chair of the Governing Board