



**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
February 22, 2023**

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

Members Not in Attendance: Germaine Escoto

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 12:09 p.m.

II. Review/Approval of the December 6, 2022 Governing Board Meeting Minutes

- Copies of the December 6, 2022 Governing Board Meeting Minutes were distributed and reviewed.
- **Gary Pacarro moved to approve the December 6, 2022 Governing Board Meeting Minutes, Ileana Ruelas seconded; all members were in favor.**

III. Review/Approval of November & December 2022; January 2023 Financial Statements

- Carol Taira reported that for the 7 months ended January 31, 2022 the financial results were:
 - Revenues \$ 1,423,174
 - Expenses \$ 794,035
 - Net excess \$ **629,139**
- Revenue
 - December – received \$395,862 – 30% per pupil allotment
 - Nov, Dec and Jan – received total \$12,735 – SPED allotments
- Expense
 - Payroll costs for 7 months ended January 31, 2023 - \$485,451, or 61% of total expenses.
 - \$25,392 – GIH quarterly management fee recorded Dec 2022
 - \$11,623 – Total consultant fee (3 months) recorded Nov, Dec and Jan.
- **Gary Pacarro moved to approve the November & December 2022; January 2023 Financial Statements, Dr. Gloria Niles seconded; all members were in favor.**

IV. Update on Charter School Renewal

- Malcolm Lau congratulated the team on the successful renewal, he relayed that the Commission approved our contract, with no exceptions – this is a testament of the hard work and support by staff, students and board members.
- Dr. Villareal reported that the Charter School renewal took months of preparation time and thanked Laura Smith for her insights and assistance; she also noted that there was a lot of support from staff and the commission as well.
- Laura Smith commented that the questions during the Commission meeting lead to very productive discussions in areas, such as our academic scores. She also noted that having Malcolm Lau, Board Chair present during the meeting showed to the Commission that our Governing Board has a high level of engagement.

- A video presentation was prepared for the Commission to share KCS's mission, as the school was founded in 2016 by Goodwill Hawaii, to instill the power of work through various career paths for our students. The video highlighted students, their stories and their backgrounds.

V. Discuss Contract 4.0

- Laura Smith reported that with the charter school renewal starting on July 1, 2023 we will begin using a difference contract format called Contract 4.0. She also noted that while KCS was approved with no conditions, we were asked that the Frameworks team keep track of our math/science progress going forward.

There are three frameworks at the center of the contract:

- Academic Performance Framework (APF)
- Organizational Framework
- Financial Framework

There were no changes (from Contract 3.0) to the Organizational and Financial frameworks, but there are significant changes are to the Academic Performance Framework. This will allow for consistency throughout the 5-year period.

- **Academic Performance Framework (APF) Indicator 1**
 - Mission Aligned initiative (maximum 30 points)
 - 1 (A) The school is implementing its mission and vision based on its mission statement (maximum 20 points)
 - School to self-report by providing the mission statement, educational goals, rubrics, and disaggregated data as documentation on how the school has developed and implemented its model based on its mission statement.
 - 1 (B) Narrative, 1,000 word limit (maximum 10 points)
 - Share what you have done, relating to the criteria specified.
- **Academic Performance Framework (APF) Indicator 2**
 - Strive HI (required by statute)
 - Uses State proficiency level as the benchmark; prior to this, benchmarks were arbitrarily set. Benchmarking against the State proficiency levels gives consistency across the portfolio and provides authentic discussion.
- **Academic Performance Framework (APF) Indicator 3**
 - OPTIONAL – How do you fare in comparison
 - IMPORTANT: Choose complex area, entire complex, or charter schools as a complex.
- **Academic Performance Framework (APF) Indicator 4**
 - Site Relevant Measures
 - OPTIONAL
 - School site based measures can be included to exemplify the unique work being done at your school
 - Minimum 2 data points
 - Disaggregate for divisions
 - Narrative analysis

VI. Review of Management Agreement

- Laura Smith reported that our management agreement with Goodwill Hawaii expires on June 30, 2023 and will need to be renewed. We will formally do that at our next board meeting, however there are a few items we are looking at bringing in house now that the school has the budget, such as admin work, some health & safety, and HR duties.

VII. Graduation Planning and Board Involvement

- Laura Smith reported that the start time for the graduation ceremony is 10:00 am on Saturday, May 20, 2023; the students and their families requested a morning ceremony instead of the afternoon. It will be the same type of program as last year; and we expect to receive the official letter from the DOE confirming the protocols for an in-person graduation.
- At the last meeting the Board had discussed doing something for/or with the students for graduation, one of the ideas was to host a lunch the week before which we could cater. It could also be something planned for the “day” of graduation, such as a small gift from the Board. We will touch-base with those who expressed interest and report to the group at the next meeting.

VIII. Report by School Director

Dr. Wanda Villareal updated members on the following:

Charter School Commission Items:

KCS's Renewal Activities

- We were renewed for another 5 years!

Academic Framework

- Smarter Balance.
 - HSA testing will start in April 2023
 - 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
- We addressed two incidents at the renewal meeting.
- 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 9th graders
- 44 10th graders
- 36 11th graders
- 35 12th graders

Enrollment 2023-2024

- 25 applications (17- 9th Graders)
- Open House scheduled for February 22-23

Marketing Strategies for next year:

- Sent out a mailer this month.
- Larger presence with social media – Instagram
- Working 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; 2023-2024 SY
 - 10 Teachers - We lost 2 teachers – Social Studies/Math
 - Increase EAs to help with teacher call outs.
 - 3 Life Coaches (Support health and safety)
 - We lost our health and safety/Life coach person and are currently recruiting
 - 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 student have enrolled in college courses the fall after graduation.
 - Start taking a deeper dive at industry certifications this year.
 - Hospitality opportunity
 - Changing our CTE program to include 2 tracks; Hospitality and Health Care
 - 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
 - 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 2023.

Financial and Budget: See Financial Statement

IX. Other Business

- None.

X. Executive Session

- Members entered Executive Session.


Adjournment: Malcolm Lau adjourned the meeting at 12:48 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:



Malcolm Lau
Chairman of the Governing Board