



**DRAFT**

**Kapolei Charter School (KCS)  
Governing Board Meeting Minutes  
May 18, 2023**

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

**Guest(s):** None

**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 12:03 p.m. held in person at Kapolei Charter School and via zoom.

**II. Review/Approval of the February 22, 2023 Governing Board Meeting Minutes**

- Copies of the February 22, 2023 Governing Board Meeting Minutes were distributed and reviewed.
- **Dr. Gloria Niles moved to approve the February 22, 2023 Governing Board Meeting Minutes, Gary Pacarro seconded; all members were in favor.**

**III. Review/Approval of February and March 2023 Financial Statements**

- Carol Taira reported that for the 9 months ended March 31, 2023 the financial results were:
  - Revenues \$ 1,484,675
  - Expenses \$ 1,033,448
  - Net excess \$ 451,227
- Revenue
  - In February, KCS received Impact aid funds of \$48,396.
- Expense
  - Payroll costs for 9 months ended March 31, 2023 - \$615,517, 60% of total expenses.
  - GIH quarterly management fee recorded Mar 2023 - \$24,764
  - Total consultant fee \$7,748 (\$3,874 for 2 months) recorded Feb and March
- **Gary Pacarro moved to approve the February and March 2023 Financial Statements, Paula Chang, 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, 2022 to June 30, 2023, will be performed by N&K CPAs, Inc. There will be a change in engagement principal from Dwayne Takeno to Chad Funasaki, the Engagement manager remains as Christian Hara.
- The status of the audit is as follows:
  - Fieldwork scheduled for August 7, 2023
  - Audit report draft requested by late September from N&K
  - Presentation of Audit Report by N&K to the Governing Board at the October 18, 2023 meeting.
  - Tentative deadline to submit the audit to the Commission – November 1, 2023.

**V. Review/Approval of Annual FY 2023-2024 Budget**

- Carol Taira reviewed the distributed budget for Year 7, fiscal year July 1, 2023 to June 30, 2024. The total budgeted revenue \$1,497,000, total budgeted expense \$1,488,511, for net excess of \$8,489.
- Carol also commented on the following Major Budget Items:
  - Number of students estimated at 160 for 4 grades.
  - Revenue – The per pupil allocation is based on 160 students @ \$8,700 budgeted for \$1,392,000. The allotment of \$8,100 is an estimate as the Commission has not yet released the amount of the per pupil allocation for 2023/2024. Other revenue is Federal grant ESSER and Title IV funding, estimated at \$105,000.
  - Salaries expense for 19 FTE positions (18 full-time, 2 part-time) budgeted for \$1,094,090. 73% of budgeted expenses. In addition there are 4.5 FTE SPED positions paid by DOE.
  - Contracted services - \$93,000 for management services provided by GIH, \$49,500 for consultant services by L. Smith.
  - Equipment purchases - \$13,800 (30 chromebooks and 3 laptops)
  - Utilities - \$84,000 for electricity and cleaning service for space occupied by KCS.
- **Gary Pacarro moved to approve the Annual FY 2023-2024 Budget, Paula Chang, seconded; all members were in favor.**

**VI. Review/Approval Renewal of Management Agreement**

- Laura Smith reported that previously we extended the 5-year Management Agreement between Goodwill Hawaii and Kapolei Charter School for an additional 1-year, ending on June 30, 2023 to be co-terminus with our Charter School Contract. During that time we have made some minor updates to satisfy insurance requirements, but overall the agreement has worked well, and both parties have agreed to extend the agreement for another 5-years ending June 30, 2028, at the same terms.
- **Gary Pacarro moved to approve the Renewal of the Management Agreement at the same terms for 5-years ending June 30, 2028, Paula Chang, seconded; all members were in favor.**

**VII. New Charter School Contract, July 1, 2023**

- Laura Smith reported that we have received a draft of our new Charter School Contract, effective July 1, 2023, ending on June 30, 2028.
- KCS will be measured in the following areas:
  - Academic Performance
  - Financial Performance
  - Board Performance
- The AG has reviewed the contract, there was a minor typo and once that is corrected, Malcolm Lau, Board Chair will sign the contract.
- The Commission will be visiting all Charter Schools twice a year; we have scheduled our site visit for August 22, 2023, the day before our next Board Meeting so we can report back on the visit.

**VIII. KCS School Graduation Updates**

- Graduation is this Saturday, May 20, 2023 at Tokai University. Dr. Villareal reported this year's ceremony is all set and the students are very excited!
- Many of the students have already obtained early college credits and will be going on to college both here and on the mainland. Some of the career fields are nursing, culinary, performing arts, cosmetology and forensic science. We also have students who will enter the military, or trades such as electrical, carpentry and plumbing.

**IX. Report by School Director**

Dr. Wanda Villareal updated members on the following:

**Charter School Commission Items:**

**KCS's Renewal Activities**

- Laura is working with the commission to identify contract requirements
- New Contract is ready and reviewed by the AG assigned to the school prior to having Mal sign it.
- Next Site Visit for the School is scheduled August 22. Commission will visit regularly twice a year.
- New interim Executive Director for Charter School Commission is PJ Foehr. We will be assigned a new liaison shortly.

**Academic Framework**

- Smarter Balance.
  - HSA testing 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
- There were 2 incidents we addressed 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: 145**

- 36 9<sup>th</sup> graders
- 41 10<sup>th</sup> graders
- 35 11<sup>th</sup> graders
- 33 12<sup>th</sup> graders

**Enrollment 2023-2024**

- 51 applications (33- 9<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; 2023-2024 SY
  - 10 Teachers - We lost 2 teachers – Social Studies/Math
    - Increase EA's to help with teacher call outs.
  - 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 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.
    - Hospitality opportunity
    - Changing our CTE program to include 2 tracks; Hospitality/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
  - Prom
    - Was a huge success
    - Students had lots of fun
    - Staff was amazing
  - Student Council Activities will be planned
  - Senior Luau April 21 here at KCS
  - Year Book
  - Big Island Huakai Hawaiian Language – 10 Students
  - Career Expo – 10-12<sup>th</sup> grader attended 4/12/2023
- Graduation -
  - Tokai University for graduation on May 20<sup>th</sup>.

**Financial and Budget:** See Financial Statement

## **X. Executive Session**

- Members entered Executive Session.

**Adjournment:** Malcolm Lau adjourned the meeting at 12:39 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