



DRAFT

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
August 23, 2023**

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

Members Not in Attendance: Ileana Ruelas

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 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, as listed below:
- Current Directors Renewing for an additional 3-year Boar Term 2023-2026:
 - Malcolm Lau, Term 3
 - Paula Chang, Term 3
 - Ileana Ruelas, Term 2
- **Gary Pacarro moved to approve Board Members renewal of an additional 3-year term 2023-2026; Dr. Gloria Niles seconded, all members voted in favor.**
- Parent Representative Renewing for an additional 1-year Term 2023-2024:
 - Germaine Escoto, Term 3
- **Paula Chang moved to approve Parent Representative, Germaine Escoto renewal of an additional 1-year term 2023-2024; Gary Pacarro seconded, all members voted in favor.**
- Appointment of Board Officers for 2023-2024
 - Malcolm Lau, Chairman of Board/Secretary
 - Paula Chang, Vice Chair/Treasurer
- **Gary Pacarro moved to approve the appointment of Board Officers; Dr. Gloria Niles seconded, all members voted in favor.**
- Laura Smith thanked Dr. Gloria Niles for her 6 years of service on the Kapolei Charter School Governing Board from 2017 – 2023. Dr. Niles has accepted a new position with the University of Hawaii as their Director of Online Learning and has recommended a New Prospective Member, **Dr. Camonia Graham-Tutt**, who currently serves as the interim Associate Vice Chancellor for Academic Affairs at the University of Hawaii-West Oahu. Dr. Graham-Tutt is a Certified Health Education Specialist, qualified to assess, design and implement sustainable community health education programs to vulnerable communities. Dr. Villareal relayed that previous Board Member, Dr. Oliveira (who originally recommended Dr. Niles to us), commented that Dr. Graham-Tutt would be a great candidate to serve on the KCS Board.
- **Gary Pacarro moved to approve the election of New Board Member Dr. Graham-Tutt to a 3-year term 2023-2026; Paula Chang 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 May 18, 2023 Governing Board Meeting Minutes

- Copies of the May 18, 2023 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the May 18, 2023 Governing Board Meeting Minutes, Gary Pacarro seconded; all members were in favor.**

V. Financial Review/Approval

- Carol Taira reported that for the Fiscal Year Ending June 30, 2023 KCS had revenues of \$1,731,022; expenses of \$1,350,914 and a net excess of \$380,108. For the one month ended July 31, 2023 (new fiscal year), KCS had revenues of \$1,109,094; expenses of \$64,968; for a net excess of \$1,044,126.
- Revenue:
 - June – received \$146,108 final per pupil allotment (10%), recorded Title IV grant funds, \$16,924 and ESSER grant, \$82,296
 - July – received \$1,109,094 - 1st per pupil allotment (60%) from Commission
- Expenses:
 - Payroll costs for 12 months ended June 30, 2023 - \$813,456, 60% of total expenses.
 - Payroll costs for 1 month¹ ended July 31, 2023 - \$58,264, 90% of total expenses.
 - June 2023 -GIH quarterly management fee recorded - \$25,259, Consultant
 - Total consultant fee billed monthly \$3,874, recorded April through July 2023.
- **Gary Pacarro moved to approve the Fiscal Year End June 30, 2023 and July 2023 Financial Statements, Gary Pacarro seconded; all members were in favor.**
- Audit Time Table for Fiscal Year End June 30, 2023
- Carol noted that N & K CPAs, Inc., will perform the financial audit for the fiscal year July 1, 2022 to June 30, 2023.
- The status of the audit is as follows:
 - Fieldwork started 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.
 - Deadline to submit the audit to the Commission – November 1, 2023.

VI. Title IV-A Progress Report

- Laura Smith noted that the Title IV-A is a competitive funding source and currently we are in the last year of a 3-year funding cycle. Laura shared the commission's report card for the year with the Governing Board and updated members on how the funding is used.
- Laura also noted that one area discussed during our meeting, was that the Board should work to increase its Board Performance Measure from the level of "Practicing" to "Ingrained".
 - Practicing: This is defined as school-wide learning outcomes aligned to the mission & vision of the school. There is a balance between the learning outcomes, growth measures and the performance targets.

- Ingrained: This is defined as the Board understand and is articulate about the school's learning outcomes and performance targets for this funding.
- **Laura noted that today's training slides, will assist in this process and shared with the board the following:**
- **What the funding seeks for KCS** Title IV-A Funding is a three-year Funding Cycle that requires a school to have a Comprehensive Academic Plan (CAP) which covers our 1) Vision: Kapolei Charter School provides students with an alternative learning environment to assist them in earning their HS diploma and to prepare students for a smooth transition into their post-secondary education or career. 2) Mission: Kapolei Charter School's mission is to interrupt generational poverty by providing customized, meaningful, and alternative educational opportunities to students who may not respond well to a traditional educational system. 3) Grant Performance Goals we have three specific that we answer to for this funding:
 - Well Rounded Education (WRE): Increase Number of students enrolled in dual credit courses.
 - Safe, Healthy Students (SHS): Add/Reallocate staff to serve as a dedicated Health and Safety Specialist.
 - Effective Use of Technology (EUT): Increase number of staff attending training regarding technology tools and integration.
- **Outcomes - In our first two years of funding this is how we met these goals**
 - WRE: Courses were provided to students through Leeward Community College. These courses included Math 100, Speech 151 (Personal and Public Speech) ISS 115 (Self-Development) and English 100. Students choosing a career track were enrolled in ClimbHi Service Excellence Certificate Series, which allowed students to earn a Certificate from Cornell University and ClimbHI.
 - SHS: The school hired a part-time safety specialist, who worked on enhancing safety for the school. This included adding 49 cameras and developing safety protocols that were included in a new schools' Life Coach and Safety Handbook.
 - EUT: While originally the funds were planned to be used to enhance teachers comfort level in using technology to teach, this goal expanded to the real world need to include additional hardware (Chromebooks) for our students, in addition to assist our teachers with technology.
- **Discussion and Next Steps:**
 - The Board noted they appreciated the slides to keep them informed of the program, and felt that this has been an excellent use of funding, keeping the school aligned with its mission, value and vision. They feel that this type of training will help them to reach the level of "Ingrained."
 - The next Grant Funding Cycle was discussed: We are in our last year of funding (\$42K annually). Next 3-year cycle of grants is expected to release in October, due in December.
 - School hopes to be successful with competitive funding to continue the program for another 3-years.

VII. Marketing Efforts Discussion

- Laura Smith relayed that in the Civil lawsuit filed by parents of the three students vaping on a field trip four years ago, the AG filed a motion for summary judgment which was granted; and the Plaintiffs then requested a reconsideration of the motion which was denied.
- This past week the AG filed an amended motion, which was granted to charge the Plaintiffs the sum of \$7,200.00 to compensate the AG's office for the work done on our case. At this point, our case is finished, but we are in a 30-day appeal period. The AG's

office is planning a joint press release, however with the Maui wild fires that has been delayed.

- Dr. Villareal thanked the Board for their support, as this case was filed four years ago. There was a lot of media surrounding this and Malcolm, Wanda, Katy and Laura consulted with an attorney about actions we could take. Unfortunately, even though a statement is false, once it appears in a court document, it is public information and can be quoted, so there is little that can be done, with the exception to counter any media attacks. We were unable to do this while the case was active.
- Dr. Villareal expressed she had a lot of support from colleagues who provided positive encouragement.
- There was board discussion about how this affected the school in tangible ways, and from a School perspective, we think our enrollment has been affected. We had 46 students who applied and after the news stories, only 29 finished their application. This is the first time since we started, that we have seen such low enrollment.
- Laura Smith reported that we have consulted with Alan Tang, CEO of Olomana Loomis ISC, as their firm handles crisis communication, and strategies to move forward. He had planned to attend our meeting, but is involved with Maui wild fires today. However, we are in the process of working with him to develop a plan to rebuild our reputation and get some positive media out regarding the school and Dr. Villareal.
- Dr. Villareal commented that Justine Hura, the attorney assigned to her case was extraordinary. The board reviewed a letter of appreciation on behalf of the school, for Ms. Hura and her supervisor to acknowledge Justine's high level of care and service; we really cannot thank her enough.

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

Charter School Commission Items:

Academic Framework

- Smarter Balance.
 - HSA testing should get results later this year
 - 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.
- Considering using NWEA/Map Testing

Financial Performance Framework

- Submitted all required financial statements

Organizational Performance Framework

- VAM Projects completed and sent for SY ending 2023
- Commission 1st visit 8/22/2023
 - Review contract
 - Build positive communication

Title IV Grant - Received \$42,888.89

ESSER Funds – We continue to submit requests

Administrative Operations and Personnel

Current Enrollment: 141

- 29 9th graders
- 35 10th graders
- 47 11th graders
- 30 12th graders

Marketing Strategies for next year:

- Larger presences with social media
- Work with Goodwill marketing team to increase enrollment applications
- Working with outside marketing company to improve or get out positive media

Student Data System:

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

Hiring Activities

- Faculty; 2023-2024 SY
 - 9 Teachers
 - Increase EAs to help with teacher call outs.
 - 3 Life Coaches (Support health and safety)
 - 2 Administrators (Director and Asst. Director)
 - Office Manager/Registrar
 - Admin - Receptionist
 - 4 Educational Assistants
 - SPED department approved 3 FTE for EA next school year
- Executive Admin Support: ½ time Business Manager and Sr. Accountant
- Director of Operations

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 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/Health care

Student Progress Report

- Academics
 - 15 students enrolled for dual-college classes in partnership with Kamehameha Schools and UHCC. Offering student to achieve Associates in Liberal Arts/Cert in Hawaiian Language/Moolelo
 - We have 16 students with IEP's and 6 with 504.
- Social – Implemented School Calendar
 - Prom
 - Student Council Activities will be planned
 - Senior Luau
 - Year Book
 - Big Island Huakai
 - Career Expo
- Graduation -
 - Tokai University for graduation

Financial and Budget: See Financial Statements

IX. Other Business

- Gary Pacarro talked about a possible learning opportunity for students, and that they may be able to support the Maui Relief Efforts, through community service.

X. Executive Session

- None

Adjournment: Malcolm Lau adjourned the meeting at 12:58 p.m.

Submitted by:

Approved by:

Merle Hayashi
Executive Assistant

Malcolm Lau
Chairman of the Governing Board