

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
December 6, 2023**

Governing Board Members in Attendance: Paula Chang, Dr. Camonia Graham-Tutt, Malcolm Lau, Gary Pacarro, Ileana Ruelas

Members & Staff Not in Attendance: Germaine Escoto, Jamie Kahalepuna

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 October 18, 2023 Governing Board Meeting Minutes

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

III. Review/Approval of the September and October 2023 Financial Statements

- Carol Taira reported for the 4 months ended October 31, 2023, KCS had revenues of \$1,124,294 and expenses of \$460,744, resulting in a net excess of \$663,550.
- Revenue
 - September – recorded Title IV 22/23 grant funds, \$12,302
 - October – recorded \$2,898 in interest income. New savings account opened in Oct. 2023 as interest rates are up to 5%.
- Expense
 - Payroll costs for 4 months ended 10/31/2023 - \$308,462, 67% of total expenses.
 - Partial N&K audit fee for FYE 6/30/2023- YTD \$20,942.
 - Sept/Oct - consultant fee billed month for Sept/Oct \$7,748.
- **Gary Pacarro moved to approve the September and October 2023 Financial Statements, Paula Chang 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 6 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
 - Fiscal year ended June 30, 2023 - \$30,800 - grades 9, 10, 11 and 12
- N & K CPAs submitted a proposal for the audit for next fiscal year ended June 30, 2024 of \$31,400, (1.95% increase). There may be additional fees for extra time incurred for the implementation of the new GASB 101, Compensated Absences. That amount should be minimal. The assigned audit principal will be Charles Goodin.
- Our recommendation is to accept N & K CPAs, Inc.'s proposal for audit services for fiscal year ended June 30, 2024.

- **Gary Pacarro moved to accept N&K CPAs, Inc.'s proposal for audit services for fiscal year ended June 30, 2024, Paula Chang seconded; all members were in favor.**

V. Review/Approval Board Policy Revisions

- Laura Smith reported that our Complaint Policy was approved by the AG office as part of the school's application package and implemented when KCS started School Operations in 2017. At that time, public charter schools were thought to be required to follow the Hawaii State "Sunshine" Law, however, the State Public Charter School commission received clarification that the "Sunshine" Law does not apply to Public Charter Schools. Additionally, now that the school is operational, and after reviewing our current policy, we recommend some changes.
- Laura reviewed the changes which were distributed to the Board Members and outlined the Due Process Steps as follows:
 - The major change that we are making is to include an additional level of review of the complaint, and to modify the process for the board to receive and review a complaint should it be needed.
 - To that extent, we are changing the Due Process to include:
 - Due Process Step 1: School Operations Director responds to initial complaint.
 - Due Process Step 2: If unresolved, complaint goes to School Director for resolution.
 - Due Process Step 3: If not resolved, complaint may be reviewed by Governing Board, who makes a final determination.
 - We also strengthened the language that all complaints regarding Union based personnel are handled in accordance within the collective bargaining contract.
 - Finally, the school has added an additional policy (not requiring Board approval) to assure that those who interact with the school and our teachers remain civil in their language and behaviors.
- **Paula Chang moved to approve the changes to the KCS Complaint Policy, Gary Pacarro seconded; all members were in favor.**

VI. Report by School Director

- Dr. Wanda Villareal updated members on the following:

Charter School Commission Items:

Academic Framework

- Smarter Balance.
 - HSA testing received.
 - ELA working to teach to test
 - Math working on a new online/in person curriculum
 - Science working to purchase science equipment for experiments
 - 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. Taking each Standard apart and testing individually. Testing weekly and it is going well.
- Considering using NWEA/Map Testing
 - We decided to use the DOE English/math/science assessment tools.

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
- Visit went well; reviewed all contract requirements

Title IV Grant - Received \$42,888.89

ESSER Funds – We continue to submit requests

Administrative Operations and Personnel

Current Enrollment: 129

- 27 9th graders
- 35 10th graders
- 47 11th graders
- 30 12th graders
- 7 students transferred at the end of T1
 - One student unable to attend in person, took online classes and reported she got all her credits to graduate
 - 2 Behavioral
 - 3 students moved (Roosevelt/Radford)
 - 2 transferred to Kapolei High School

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
- Actively recruit for teacher the same as we do for enrollment

Student Data System:

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

Hiring Activities

- Faculty; 2023-2024 SY
 - 9 Teachers
 - Increase EA's to help with teacher call outs.
 - 3 Life Coaches (Support health and safety)
 - 3 Administrators (Director, Asst. Director and Director of Ops)
 - Office Manager/Registrar
 - 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.
 - Working on Active Shooter training with HPD

Assessments, Curriculum, and Resources

- Class of 2023
 - HSA scores which should be coming out shortly
 - 30% ELA (66% SY 2022)
 - 12% Math (14% SY 2022)
 - 11% Science (8% SY 2022)
 - **32% College going**
 - **47% Career and Tech Ed**

- **94% 9th Grade Promotion**
- **91% On-Time Graduation**
- 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

Student Progress Report

- Academics
 - 6 students enrolled for dual-college classes in partnership with Kamehameha Schools and UHCC (Judy). Offering student to achieve Associates in Liberal Arts/Cert in Hawaiian Language/Moolelo
 - 14 Student enrolled in Math 100 at LCC.
 - We have 16 students with IEP's and 6 with 504.
- Social – Implemented School Calendar
 - Turkey Trot – Mahalo Germaine for helping to organize and participate
 - 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

VII. Other Business

- Laura Smith updated members on the Lawsuit.

VIII. Executive Session

- None

Adjournment: Malcolm Lau adjourned the meeting at 12:43 pm.

Submitted by:

Approved by:

Merle Hayashi
Executive Assistant

Malcolm Lau
Chairman of the Governing Board