

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
February 21, 2024**

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

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

Staff Not in Attendance: Katy Chen, Jamie Kahalepuna

I. Call to Order

- Malcolm Lau called the meeting to order at 12:00 pm, held in person at Kapolei Charter School and via zoom.

II. Review/Approval of the December 6, 2023 Governing Board Meeting Minutes

- Copies of the December 6, 2023 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the December 6, 2023 Governing Board Meeting Minutes, Ileana Ruelas seconded; all members were in favor.**

III. Review/Approval of November & December 2023; January 2024 Financial Statements

- Carol Taira reported that for the 7 months ended January 31, 2024 the financial results were:

- Revenues \$ 1,472,300
- Expenses \$ 829,355
- Net excess \$ **642,945**

- Revenue

- December – received \$166,242, 30% per pupil allotment
- December – received \$93,299, ESSER III grant funds
- Nov, Dec and Jan – recorded \$29,703 in interest income.

- Expense

- Payroll costs for 7 months ended 1/31/2024 - \$555,862, 67% of total expenses.
- GIH quarterly management fee recorded Dec 2023, \$28,956.
- Nov, Dec and Jan - consultant fee billed month for 3 months, \$11,623.

- Deferred Revenue

- December – received Title IV funding \$42,889.89 for final year of 3-year grant.

- **Ileana Ruelas moved to approve the November & December 2023; January 2024 Financial Statements, Paula Chang seconded; all members were in favor.**

IV. Spring Commission Site Visit and Update:

- Dr. Villareal reported that the Charter School Commission team was onsite yesterday to conduct their Spring Visit to the School. The focus of this visit was in regards to whether schools are “living” their missions. They will be preparing a report, which will become part of our annual written report that is due at end of every school year.
- The Commission visited every classroom and spent time talking with the students and observing the teachers. They also commented that our students were very comfortable

and open to conversation as they were excited to share about their school. Dr. Villareal shared some photos of the CTE (Career & Technical Education) activities in which students were learning to take medical vital signs; over 50 students received certificates in CPR and AED training. Additionally, we discussed our career and college programming and reflected that our very first graduating class are now Juniors, moving on to Seniors in College. 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. Overall, it was a very good visit.

V. School Enrollment

- Dr. Villareal reported that we are in the active recruitment and enrollment period for the school which began at the beginning of January. We currently have approximately 41 applications for next year. Dr. Villareal noted that her team is conducting in-person open houses with potential students and their families. Our focus is to work towards students/parents completing the enrollment process, which is a rather extensive process.
- Laura Smith commented that next year, KCS would like to change their enrollment period to an earlier date, this would allow KCS to send the acceptance letter out sooner and give parents a longer lead time to complete the required paperwork. KCS will work with the Commission to approve the change to our Enrollment Policy.

VI. Discussion of School Organizational Chart Changes for SY 24-25

- Dr. Villareal reviewed the proposed School Organizational Chart on how KCS is planning to expand the school's leadership team, by expanding the key positions to include the following areas:
 1. Education
 2. Administration
 3. School Operations
- Laura Smith noted that this is necessary as the student base has grown, since we first opened in 2016. We are currently working with the DOE Payroll to have all new titles in place for the start of next school year.
- Laura also reviewed the 5-Year Strategic Plan as the Commission requested an update.
- The first goal "Renewal of the School's Charter School Contract for an additional 5-year period" is completed. The remaining goals are on track, as we continue to build enrollment, find funding for early college credit courses and are focused on expanding our CTE courses. Our graduation rate last year was 91%, and 98% the year before.

VII. Graduation Planning and Board Involvement

- Our Graduation will be held on May 25, at 10:00 am, Tokai University. The school is working the details for the student activities and program. As usual, our board is invited to attend, and be seated in the board section. We will continue wearing black, and Kihei will be provided on the day of Graduation.

VIII. 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 –
 - ELA working weekly testing Units; immediate grades, grades are increasing, and we are seeing more engagement.
 - Math working on a new online/in person curriculum
 - Added Math workshop classes for all juniors in T3; everyone completed practice testing and now working on more focused area to improve.
 - Science – Completed 3 testing units (not seeing huge improvements, will focus on adding more testing units in biology workshop in T3 to focus on testing).
- 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.
- Considering using NWEA/Map Testing – SSC working on best ways to prepare students
 - 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
- Commission 2nd visit 2/20/2024 – Will focus on classroom instruction and curriculum

Title IV Grant - Received \$42,888.89

ESSER Funds – Released rest or maybe last of ESSER funding this month.

Administrative Operations and Personnel

Current Enrollment: 125

- 24 9th graders
 - 32 10th graders
 - 40 11th graders
 - 29 12th graders
- 11 students transferred
- One student took online classes unable to attend in person and reported she got all her credits to graduate
 - 2 Behavioral
 - 3 students moved (Roosevelt/Radford)
 - 2 transferred to Kapolei High School
 - 2 Home School
 - 1 Moved out of State

2024-2025 Enrollment - 34

- Grade 9: 24
- Grade 10: 2
- Grade 11: 6
- Grade 12: 2

Marketing Strategies for next year:

- Larger presences with social media – GEO tracking strategies implemented

- Work with Goodwill marketing team to increase enrollment applications
 - Scheduled 3 open houses and will continue throughout the school year
- Hired our last teacher open position (SS) and he started 2/16/2024.
 - If all teachers returned (verbally confirmed returning) teacher positions will be all filed.
- ClimbHi Partnership – Organized 50 of our students for CPR/1st Aide certification – Possible media attention 2/14/2024. (See media Alert).
 - They want to use some our students to participate in training for all schools

Student Data System:

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

Proposed New Structure- Add 1 new position Asst Administrator

- **School Director**
 - Director of Operations
 - Director of Education
 - Director of Administration

Training

- Staff completed First Aid/CPR train the trainer course.
- Completed Active Shooter training with HPD on 11/07/2023

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 student's 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
 - Health care cohort visited Queens West on 2/13/2024
 - Hospitality will be visiting Koolina Resort sometime in April
 - ClimbHi Partnership allowed us to certify 50 students in CPR/1st Aid
 - Working directly with our hospitality cohort getting 15 students certified in service excellence through Outrigger Hotels this year

Student Progress Report

- Academics
 - 2 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. 6 students completed course with A's
 - 23 Student ENG 100 Spring 2024
 - 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
 - Winterfest – Skating Rink

- Prom – Artistry in March
- Student Council Activities will be planned
- Senior Luau
- Year Book
- Career Expo
- Graduation -
 - Tokai University for graduation – May 25, 2024 at 11:00am

Financial and Budget: See Financial Statements

IX. Other Business

- None.

X. Executive Session

- None.

Adjournment: Malcolm Lau adjourned the meeting at 12:41 p.m.

Submitted by:

Approved by:

Merle Hayashi
Executive Assistant

Malcolm Lau
Chairman of the Governing Board