

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
May 22, 2024**

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

Members Not in Attendance: Gary Pacarro

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 21, 2024 Governing Board Meeting Minutes

- Copies of the February 21, 2024 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the February 21, 2024 Governing Board Meeting Minutes, Germaine Escoto seconded; all members were in favor.**

III. Review/Approval of February and March 2024 Financial Statements

- Carol Taira reported that for the 9 months ended March 31, 2024 the financial results were:
 - Revenues \$ 1,603,101
 - Expenses \$ 1,089,152
 - Net excess \$ 513,949
- Revenue
 - March – received \$108,083, balance of ESSER III grant funds
 - March- received \$50,711, Impact Aid funds
 - Feb & March – recorded \$19,272 in interest income
- Expense
 - Payroll costs for 9 months ended 3/31/2024 - \$729,267, 67% of total expenses.
 - GIH quarterly management fee recorded March 2024, \$27,324.
 - Feb and March - consultant fee billed month for 2 months, \$7,749.
- **Paula Chang moved to approve the February and March 2024 Financial Statements, Ileana Ruelas, 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, 2023 to June 30, 2024, will be performed by N&K CPAs, Inc. The engagement principal is Charles Goodin and the engagement senior is Hana Murphy.
- The status of the audit is as follows:
 - Fieldwork scheduled for August 2024
 - Audit report draft requested by late September from N&K
 - Presentation of Audit Report by N&K to the Governing Board at the October 16, 2024 meeting.
 - Tentative deadline to submit the audit to the Commission – November 1, 2024.

V. Review/Approval of Annual FY 2024-2025 Budget

- Carol Taira reviewed the distributed budget for Year 8, fiscal year July 1, 2024 to June 30, 2025. Total budgeted revenue, \$1,559,000, total budgeted expense, \$1,507,201, for net excess of \$51,799.
- Carol commented on the following Major Budget Items:
 - Number of students estimated at 140 for 4 grades.
 - Revenue – The per pupil allocation is based on 140 students @ \$10,000 budgeted for \$1,400,000. The allotment of \$10,000 is an estimate as the Commission has not yet released the amount of the per pupil allocation for 2024/2025. Other revenue is Title IV funding, estimated at \$45,000 and interest income, \$114,000.
 - Salaries expense for 16 FTE positions (15 full-time, 2 part-time) budgeted for \$1,038,020. 69% of budgeted expenses. In addition there are 4.5 FTE SPED positions paid by DOE.
 - Contracted services - \$114,000 for management services provided by GIH, \$49,500 for consultant services by L. Smith.
 - Utilities - \$108,000 for electricity and cleaning service for space occupied by KCS and \$26,640 for internet/telecommunication services.
- **Paula Chang moved to approve the Annual FY 2024-2025 Budget, Ileana Ruelas, seconded; all members were in favor.**

VI. KCS Board Member Ethics Training Requirement

- Laura Smith reported that the legislature passed a requirement for all Charter School Board Members (in addition to State Employees) to participate in State Ethics Training. Act 165, became effective on January 1, 2023 and the long awaited required online training module is now available for charter school board members.
- The training is through a self-directed online module and is approximately 30 minutes. Upon completion, you will receive a Certificate of Completion, the initial training is required this year and then will reoccur every 4-years.

VII. Summer Commission Visit Scheduled for August 14

- Laura Smith reported that we are finishing the first year of our new Charter School Contract on June 30, 2024. There are new reporting requirements and metrics set that we need to meet. The Commission visits the school, twice a year and this upcoming visit on August 14 will focus on our Organizational framework, Board Governance, Administrative and Financial performance and will also interview our Board Chair.

VIII. KCS School Graduation Updates

- Graduation is this Saturday, May 25, 2024 at Tokai University at 10:00 a.m. This year, we are have a Keynote speaker, Andria Tupola, District 1 City Council member and big supporter of KCS.

IX. Goodwill Goes GLAM, KCS Table

- Katy Chen provided updates on Goodwill Hawaii's annual fundraising event, Goodwill Goes GLAM on July 18, 2024. This year we have Crystal Pancipanci producing the GLAM! Fashion show, she is a celebrity stylist and has a huge online following. Chef Keaka Lee, owner of Kapa Hale is preparing the Gala dinner. Laura Smith noted that KCS has a table for the dinner and all Board Members are invited.

X. Report by School Director

Dr. Wanda Villareal updated members on the following:

Charter School Commission Items:

Academic Framework

- Smarter Balance.
 - HSA testing – We are having fun with testing. Changed student’s mindset, provided rewards if they beat last year’s score, complex, or state scores. Put up posters and sent newsletter letting parents know and what to do. I also walked in their testing rooms and encouraged them to do their best and make us proud.
 - 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 – Will visit booth at Charter Conference this year
 - We decided to use the DOE English/math/science assessment tools.

Financial Performance Framework

- Submitted all required financial statements

Organizational Performance Framework

- Commission 1st visit 8/22/2023
 - Review contract
 - Build positive communication
 - Visit went well; reviewed all contract requirements
- Commission 2nd visit 2/22/2024 – Went well
- Next visit August 2024

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

2024-2025 Enrollment

- Grade 9:
 - 61 – total acceptance letters (1st list and 2nd list)
 - 13 declined - 6 Waitlist
- Grade 10
 - 5 - total acceptance letters (1st list and 2nd list)
 - 2 declined - 1 Waitlist
- Grade 11
 - 13 - total acceptance letters (1st list and 2nd list)
 - 2 – declined

- Grade 12:
 - 6 - total acceptance letters (1st list and 2nd list)
 - 1 - declined

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.
 - 3 teachers not returning
- ClimbHi Partnership – Organized 50 of our students for CPR/1st Aide certification – Student were able to pay it forward and went to Manoa Elementary and help students get certified

Student Data System:

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

Hiring Activities

- Faculty; **2023-2024 SY**
 - 9 Teachers (math/science/English/Social Studies/CTE/Electives/Career counseling/SPED 2)
 - **SPED department approved 3 FTE for EA next school year**
 - **Used to support IEP students and substitute**
 - **3 Life Coaches (Support health and safety)**
 - **3 Administrators (Director, Asst. Director and Director of Ops)**
 - **Office Manager/Registrar**
 - Admin - Receptionist
- Executive Admin Support: ½ time Business Manager and Sr. Accountant

Proposed New Structure- For school year 2025-2026

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

Training

- Preparing for all safety training to get completed this month

Assessments, Curriculum, and Resources

- Class of 2024
 - HSA scores are
 - 30% ELA (66% SY 2022)
 - 12% Math (14% SY 2022)
 - 11% Science (8% SY 2022)
 - 32% College going – 41% (14 students will be enrolling in 4-year college or community college: Grand Canyon, UNLV, 2-UNV – Reno, UH Manoa)
 - 24% Career and Tech Ed 100% CTE - 8 students will be entering trade school (electrician, plumbing, automotive, 2-cosmetology, 2-CDL)
 - 4 students will be joining the military
 - 3 students will be entering the workforce (GH, Chick-fil-A, gym)
 - 94% 9th Grade Promotion
 - 91% On-Time Graduation

- Over 50% of our student is enrolled in college courses the fall after graduation.
- 45% (13 students) took college courses and has an early start.
- 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 Outrigger Hotels Waikiki
 - 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
 - 6 Student ENG 100 Spring 2024 all completed.
 - We have 13 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
 - Waterpark outing
 - La Maika'i
- Graduation
 - Tokai University for graduation – May 25, 2024 at 11:00am

Financial and Budget: See Financial Statements

XI. Other Business

- Lawsuit, we will be providing a follow up response to the plaintiff opening statement.

XII. Executive Session

- None

Adjournment: Malcolm Lau adjourned the meeting at 12:38 p.m.

Submitted by:

Approved by:

Merle Hayashi
Executive Assistant

Malcolm Lau
Chairman of the Governing Board