



**Kapolei Charter School (KCS)  
Annual Governing Board Meeting Minutes  
August 14, 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 12:01 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:
- Parent Representative Renewing for an additional 1-year Term 2024-2025:
- Germaine Escoto, Term 4
- Appointment of Board Officers for 2024-2025:
- Malcolm Lau, Chairman of Board/Secretary
- Paula Chang, Vice Chair/Treasurer
- **Ileana Ruelas moved to approve Germaine Escoto renewal for an additional 1-year term and the appointment of Board Officers for 2024-2025; Dr. Graham-Tutt 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 22, 2024 Governing Board Meeting Minutes**

- Copies of the May 22, 2024 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the May 22, 2024 Governing Board Meeting Minutes; Ileana Ruelas seconded; all members were in favor.**

**V. Financial Review/Approval**

- Carol Taira reported that for the Fiscal Year Ending June 30, 2024 KCS had revenues of \$1,813,583; expenses of \$1,467,297 and a net excess of \$346,286.
- Revenue:
  - May – received 3rd per pupil allotment (10%), \$141,806.
  - June – recognized Title IV funds revenue for funds expended, \$42,889
  - FYI June 2024, YTD interest recorded \$77,660 in interest income

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- Expenses:
  - Payroll costs for 12 months ended 6/30/2024 - \$972,400, 66.3% of total expenses.
  - GIH quarterly management fee recorded June 2024, \$28,202.
  - April, May June - consultant fee billed for 3 months, \$11,623.
- **Ileana Ruelas moved to approve the Fiscal Year End June 30, 2024 Financial Statements; Paula Chang seconded; all members were in favor.**
- Audit Time Table for Fiscal Year End June 30, 2024
- Carol noted that N & K CPAs, Inc., will perform the financial audit for the fiscal year July 1, 2023 to June 30, 2024.
- The status of the audit is as follows:
  - Fieldwork started August 5, 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.
  - Deadline to submit the audit to the Commission – November 1, 2024.

**VI. SPCSC Summer Site Visit**

- Laura Smith reported that prior to this board meeting, the State Public School Commission (5 members) met with the KCS team; the areas reviewed during the Commission’s visit included: the organizational performance framework such as board governance, finance, human resource management and contract requirements. Additionally, the school has submitted its first annual report under the new contract 4.0.
- The Commission will do two visits a year, the summer visit focus is on organization performance and contract requirement and the spring visit is academics.
- It was productive and Wanda’s team was well prepared. Time was spent on board governance, review of board info & training forms, minutes, our curriculum tracker, policies and procedures, etc. Various areas, such as enrollment was discussed. We expect feedback on the visit within the next month.

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

**Charter School Commission Items:**

Academic Framework

- Smarter Balance.

Subject	2023	2024	Increase
ELA	30%	52%	12%
Math	12%	14%	2%
Science	11%	24%	13%

- Strategies
  - Focused interventions
    - Weekly testing in 11<sup>th</sup> grade
    - Immediate response to grade results
    - Environment shift
  - Mindset shift,
  - Use of assessments – Starting 9<sup>th</sup> grade
  - Understand the gap in learning

Financial Performance Framework

- Submitted all required financial statements

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Organizational Performance Framework

- Commission visit 8/14/2024
- Commission 2<sup>nd</sup> visit 2/22/2024 – Went well

Title IV Grant - Received \$65,000

- Facility and Safety
- College courses
- Curriculum – Highlight the 12-week employment curriculum for seniors with partnership with ClimbHi
- Industry certifications

**Administrative Operations and Personnel**

**Current Enrollment: 137**

- 47 9<sup>th</sup> graders
- 23 10<sup>th</sup> graders
- 31 11<sup>th</sup> graders
- 36 12<sup>th</sup> graders

**Marketing Strategies for next year:**

- Larger presences with social media – GEO tracking strategies implemented
  - We still need to hire 1 Admin and 1 EA
- ClimbHi Partnership – 2 of our seniors got train the trainer certificates.
  - Video of students

**Student Data System:**

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

**Hiring Activities**

- Faculty; 2024-2025 SY
  - 7 Teachers (math/science/English/Social Studies/CTE/Electives/Career counseling/SPED 2)
    - SPED department approved .5 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)
  - 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

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**Assessments, Curriculum, and Resources**

- Class of 2025
  - 12-week employment curriculum
  - Several students taking college classes
  - Increased focus on industry certifications
  - Over 90% of students enter career path
  - Over 50% attend college
  - Over 90% are on track to graduate

**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
  - We have 20 students with IEP's and 6 with 504.
- Social – Implemented School Calendar
  - Halloween Activity
  - Turkey Trot – Skating Rink
  - Winterfest – Door Decorating
  - PROM
  - Waterpark outing
- Graduation -
  - Tokai University for graduation – TBA

**Financial and Budget:** See Financial Statements

**VIII. Other Business**

- None

**IX. Executive Session**


- None

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

Submitted by:

  
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Merle Hayashi  
Executive Assistant

Approved by:

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Malcolm Lau  
Chairman of the Governing Board