



**Kapolei Charter School (KCS)  
Governing Board Meeting Minutes  
December 4, 2024**

**Governing Board Members in Attendance:** Paula Chang, Dr. Camonia Graham-Tutt, Ileana Ruelas

**Members & Staff Not in Attendance:** Germaine Escoto, Malcolm Lau, Gary Pacarro, Katy Chen

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

**I. Call to Order**

- Paula Chang called the meeting to order at 12:05 pm, held in person at Kapolei Charter School and via zoom.

**II. Review/Approval of the October 16, 2024 Governing Board Meeting Minutes**

- Copies of the October 16, 2024 Governing Board Meeting Minutes were distributed and reviewed.
- **Ileana Ruelas moved to approve the October 16, 2024 Governing Board Meeting Minutes, Dr. Camonia Graham-Tutt seconded; all members were in favor.**

**III. Review/Approval of the September and October 2024 Financial Statements**

- Carol Taira provided a recap of the Financial Statements for the periods ended September and October 2024.

	Sept 2024	Oct 2024	FYE Oct 2024 (4 months)
• Revenues	\$ 10,448	\$ 9,558	\$1,013,399
• Expenses	\$ 160,767	104,272	475,781
• Net excess (deficit)	(\$ 150,320)	( \$ 94,714)	\$ 537,618
- Revenue
  - September and October – recorded \$19,411 in interest income.
- Expense
  - Payroll costs for 4 months ended 10/31/2024 - \$314,928, 66% of total expenses.
  - Total N&K audit fee for FYE 6/30/2024 - YTD \$34,524.
  - Sept/Oct - consultant fee billed month for Sept/Oct \$7,748.
- **Ileana Ruelas moved to approve the September and October 2024 Financial Statements, Dr. Camonia Graham-Tutt seconded; all members were in favor.**

**IV. Review/Approval of N&K CPAs, Inc. Audit Proposal for FYE 6/30/2025**

- Carol Taira noted that N&K CPAs, Inc. has performed the audit for the past 7 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
  - Fiscal year ended June 30, 2024 - \$31,400 - grades 9, 10, 11 and 12
- N & K CPAs, Inc. submitted a proposal for the audit for next fiscal year ended June 30, 2025 of \$32,000, (1.9% increase). The fee is also subject to a 5% administrative fee and Hawaii general excise tax. 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, fiscal year ended June 30, 2025.
- **Ileana Ruelas moved to approve N&K CPAs, Inc.'s proposal for audit services for fiscal year ended June 30, 2025, Dr. Camonia Graham-Tutt seconded; all members were in favor.**

**V. Review/Approval of Revised Mission Statement**

- Laura Smith reviewed the 3<sup>rd</sup> draft of the revised Mission Statement:
  - Kapolei Charter School provides customized, meaningful education for students to graduate with both academic success and career certifications and/or early college credits to help create pathways to future educational and career success.
- Laura noted that it incorporates Board Members input and was sent out 2 weeks ago for any additional comments. Three board members responded that they liked the new version and did not have any other changes.
- Today we will hold our final discussion on the revised Mission Statement. Members commented that the changes reflected KCS's intent and was in agreement with the language.
- Laura reported that since not all Board Members are present today; in addition to the formal vote of approval, we are requesting that all Board Members affirm their vote in writing to provide unanimous consent which is allowable as per our Bylaws.
- Once that is completed, we should be able to present the revised Mission Statement to the Commission in January 2025, and follow the process of approval by both the Performance & Accountability, and Full Commission which would likely occur in time for implementation by the new school year, July 1, 2025.
- The following motion was presented: The Board of Directors of Kapolei Charter School proposes the following revised mission statement for approval: Kapolei Charter School provides customized, meaningful education for students to graduate with both academic success and career certifications and/or early college credits to help create pathways to future educational and career success.
- **Ileana Ruelas moved to approve the revised KCS Mission Statement, Dr. Camonia Graham-Tutt seconded; all members present were in favor. Following the vote, written approval was received from all members of the board, including those who had voted in person, providing unanimous consent for the new mission statement.**

**VI. Report by School Director**

- Dr. Wanda Villareal updated members on the following:

**Charter School Commission Items:**

**2023-2024 Annual Contract Review**

- Waiting on final results
- Academic Framework 73 out of 75 points – Meets Requirement
- Financial Performance Framework – Pending Audit results which was submitted prior to review
- Organizational Performance Framework – 41 out of 42 points – Meets Requirement
- 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

Organizational Performance Framework

- Next Commission visit 2/26/2025

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 – Presentation by Jamie K

**Administrative Operations and Personnel**

**Current Enrollment: 134**

- 46 9<sup>th</sup> graders
- 23 10<sup>th</sup> graders
- 31 11<sup>th</sup> graders
- 34 12<sup>th</sup> graders

**Marketing Strategies for next year:**

- Larger presences with social media – Look at what other schools are doing

**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)
    - We lost 2 teachers – Rachel went to pursue environmental science employment and Anthony pursued archaeology employment.
    - **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

**Assessments, Curriculum, and Resources**

- Class of 2025
  - **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
  - Turkey Trot – Skating Rink
  - Winterfest – Door Decorating
  - PROM
  - Waterpark outing
- Graduation -
  - Tokai University for graduation – May 24, 2025

**Financial and Budget:** See Financial Statements

**VII. Other Business**

- None

**VIII. Executive Session**

- None

**Adjournment:** Paula Chang adjourned the meeting at 12:27 pm.

Submitted by:

  
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Merle Hayashi  
Executive Assistant

Approved by:

  
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Paula Chang  
Vice Chair of the Governing Board