

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
May 21, 2025**

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

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

Not in Attendance: Katy Chen

I. Call to Order

- Malcolm Lau called the meeting to order at 11:59 am held in person at Kapolei Charter School and via zoom.

II. Review/Approval of the February 19, 2025 Governing Board Meeting Minutes

- Copies of the February 19, 2025 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the February 19, 2025 Governing Board Meeting Minutes, Germaine Escoto seconded; all members were in favor.**

III. Review/Approval of January, February and March 2025 Financial Statements

- Carol Taira reported that for the 9 months ended March 31, 2025 the financial results were:
 - Revenues \$ 1,561,326
 - Expenses \$ 1,035,444
 - Net excess \$ 525,882
- Revenue
 - March – Collective bargaining adjustment for BU5 - \$54,969
 - Jan, Feb and Mar – recorded \$24,612 in interest income, YTD \$80,927.
- Expense
 - Payroll costs for 9 months ended 3/31/2025 - \$689,144, 67% of total expenses.
 - Jan, Feb & Mar - consultant fee billed for 3 months \$11,623.
 - Mar – GIH quarterly management fee recorded Mar 2025, \$30,842.
 - Mar – GIH corrected error in electricity allocated expense, credit \$19,000 for 2024/2025.
- **Paula Chang moved to approve the January, February and March 2025 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, 2024 to June 30, 2025, will be performed by N & K CPAs, Inc. Engagement principal is Charles Goodin and Engagement senior is Hana Murphy.
- The status of the audit is as follows:
 - Fieldwork scheduled around early August 2025
 - Audit report draft requested by late September from N & K
 - Presentation of Audit Report by N&K to the Governing Board at the October 15, 2025 meeting.
 - Tentative deadline to submit the audit to the Commission – October 31, 2025.

V. Review/Approval of Annual FY 2025-2026 Budget

- Carol Taira reviewed the distributed budget for Year 9, fiscal year July 1, 2025 to June 30, 2026. Total budgeted revenue, \$1,755,800, total budgeted expense, \$1,692,053, for net excess of \$63,747.
- Carol commented on the following Major Budget Items:
 - Number of students estimated at 145 for 4 grades.
 - Revenue – The per pupil allocation is based on 145 students @ \$11,000 budgeted for \$1,595,000. The allotment of \$11,000 is an estimate as the Commission has not yet released the amount of the per pupil allocation for 2025/2026. Other revenue is Title IV funding, estimated at \$64,800 and interest income, \$96,000.
 - Salaries expense for 18 FTE positions (17 full-time, 2 part-time) budgeted for \$1,179,132. 70% of budgeted expenses. In addition, there are 2.5 FTE SPED positions paid by DOE.
 - Contracted services - \$116,000 for management services provided by GIH, \$49,500 for consultant services by L. Smith.
 - Utilities - \$132,000 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 2025-2026 Budget, Gary Pacarro, seconded; all members were in favor.**

VI. Review/Approval of Administrative Staff Payroll

- Laura Smith reported that back in June 2024, HGEA completed a settlement agreement for bargaining units 2, 3, 4, 9, 13 and 14 to receive Temporary Hazard Pay for eligible employees designated to perform essential functions during the COVID-19 pandemic. Employees eligible for Tier 1 received a lump sum of \$20,000 and employees eligible for Tier 2 received \$10,000. Charter school employees were included in this agreement and funding provided by the State of Hawaii.
- Recently, DOE settled on a MOA between the State of Hawaii and HGEA, Bargaining Unit 06 to provide a Retention Payment for qualifying employees in the amount of \$12,000 for employees employed with five (5) or more years, and \$8,000 for employees employed for under five (5) years.
- The funding would be absorbed by the DOE. This agreement did not include any employees of Charter Schools in BU 06.
- KCS has 2 employees in Bargaining Unit 06, School Director and Assistant Director, who have been employed by KCS over 7 years. They worked continuously during the COVID-19 pandemic to ensure that the KCS students had access to education.
- Therefore, we are requesting approving for a one-time loyalty payment of \$12,000 for both the School Director and Assistant Director. This one-time loyalty payment will not be integrated into the annual base salary for them. The funding for these payments will be absorbed by funds of KCS. The recommendation is to approve payment through payroll of a one-time loyalty payment for current members of Bargaining Unit 06 in the amount of \$12,000 each.
- **Gary Pacarro moved to approve the payment through payroll of a one-time loyalty payment for current members of Bargaining Unit 06 in the amount of \$12,000 each, Paula Chang, seconded; all members were in favor.**

VII. Report on Federal Funding

- Charter Schools must apply for Title IVA Funding every year, compared to the previous 3-year cycle. Funding dollars will be divided per pupil by how many schools apply and the funding level is determined by June or July. On behalf of KCS, Dr. Villareal applied for

two types of federal funding this year. 1) Title IVA funding which provides funds for learning opportunities, safe healthy schools, and technology. 2) funding for business construction services (BCS); which KCS was awarded 11,600 dollars for enhancing the security cameras and phone pouches for students; current data shows that engagement levels increase, when cell phones are stored away.

VIII. KCS School Graduation Updates

- Graduation is this Saturday, May 24, 2025 at Tokai University at 10:00 am. The board is invited to attend. This year, students selected Kumu Hema as their Keynote speaker.

IX. Report by School Director

Dr. Wanda Villareal updated members on the following:

Charter School Commission Items:

2024-2025 Annual Contract Review

- Academic Framework
- Financial Performance Framework
- Organizational Performance Framework

Academic Framework

- Next Commission visit 2/26/2025
 - Focus on Education/Students
- Student Learning Outcome and Senior Exit Project Presentation
 - Aligning Indicators; Mission/Vision/Values to Academic performance
 - Dr. Villareal noted that there were 34 student presentations and later we will share a video of one them.

Financial Performance Framework

- Submitted all required financial statements - Submitted all required documents

Organizational Performance Framework

- Visit in the summer - scheduled for 7/28/2025

Title IV Grant – Applied 5/1/2025

- Facility and Safety
- College courses
- Curriculum – Focus on Math and Science
- Industry certifications –

BSCA Grant – Applied 5/1/2025

- Additional and camera replacement
- Cell phone storage

Administrative Operations and Personnel

Current Enrollment: 134

- 46 9th graders
- 23 10th graders
- 31 11th graders
- 34 12th graders

2025 Enrollment and Applications

Total Applications:

- Grade 9: 50
- Grade 10: 12
- Grade 11: 8
- Grade 12: 4

Marketing Strategies:

- Larger presences with social media – GW team was excellent in supporting
- Having a visual presence at KCS with signage
- Social Media – ads

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 teacher – One went to pursue environmental science employment and another is pursuing archeology 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 – on hold
 - Director of Administration

Training

- Preparing for all safety training to get completed this month
- Leadership Training with HEC for Mai

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
 - 6 students took early college class in the Fall earning 48 credits.
 - We have 18 students with IEP's and 6 with 504.
- Social – Implemented School Calendar
 - Winterfest – Was fun had it here at KCS
 - PROM – Ala Moana Hotel was great
 - Waterpark outing
- Graduation -
 - Tokai University for graduation – May 24, 2025

Financial and Budget: See Financial Statements

Senior Exit Project Presentation: Dr. Villareal shared a video of one student's presentation, noting that all 34 senior presentations were great and provided good info about KCS. One "common theme" was that by the 12th grade, students experienced a sense of camaraderie, of belonging to "One Ohana" at KCS. Board members commented on how articulate and composed students were in their presentation and suggested using video clips at an "open house" or looking into PBS, as they feature different schools throughout Hawaii.

X. Other Business

- A member commented about cell phone use, noting that this year their coaching team instituted a "no cell phones on the court" policy, as it takes the student's focus away and makes the job harder for the coaching team. It is a choice, keep your phone in your locker for 90 minutes, or choose not to play.
- Also, the Metropolitan Rotary Club of Honolulu is developing a scholarship with HCC, it requires an application for full or part time students to assist with tuition, or any tools/implements that are needed. So, for the upcoming graduating class, the recommendation is to find out what kind of financial aid may be available for extra assistance at their school.

XI. Executive Session

- None

Adjournment: Malcolm Lau adjourned the meeting at 12:55 pm.

Submitted by:

Approved by:

Merle Hayashi
Executive Assistant

Malcolm Lau
Chairman of the Governing Board