



**Kapolei Charter School (KCS)  
Governing Board Meeting Minutes  
April 9, 2020**

**Governing Board Members in Attendance:** Paula Chang, Gary Pacarro, Malcolm Lau, Dr. Gloria Niles, Dr. Judy Oliveira, Georgette Stevens

**Guests:** Donna Therrien, State Public Charter School Commission

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

**Not in Attendance:** Katy Chen, Staff

**I. Call to Order**

- Malcolm Lau called the Zoom video conferencing meeting to order at 8:00 a.m. and welcomed Donna Therrien, our new School Liaison assigned by the State Public Charter School Commission (SPCSC).
- Malcolm Lau also noted that currently we can meet as a board without being at a physical location as Governor Ige has issued Executive Order No. 20-02, ordering the suspension of the law specified in section 1.c and reads as follows:
  - Sections 302D-12(h)(1) to (5), charter school boards; powers and duties, to the extent necessary to enable the governing board of a charter school to conduct business in person or through remote technology without holding meetings open to the public. The governing boards shall consider reasonable measures to allow public participation consistent with social distancing practices, such as providing notice of meetings, allowing submissions of written testimony on agenda items, live streaming meetings, and posting minutes of meetings online. No governing board deliberation or action shall be invalid, however, if such measures are not taken.
- Today's meeting is a Zoom video conference meeting.

**II. Review/Approval of the February 18, 2020 Governing Board Meeting Minutes**

- Copies of the February 18, 2020 Governing Board Meeting Minutes were distributed and reviewed.
- **Georgette Stevens moved to approve the February 18, 2020 Governing Board Meeting Minutes, Paula Chang seconded; all members were in favor.**

**III. Review/Approval of February Financial Statements**

- Carol Taira reported that for the 8 months ended February 29, 2020 the financial results were as follows: Revenues \$1,003,450; Expenses \$561,950; Net excess \$441,500
- Revenue Carol noted while there were no receipts or revenue in February; in March, we had received the impact aide allocation from the Commission, and we expect the last 10% of per pupil allocation in June.
- Expense Payroll costs YTD February 29, 2020 is \$364,257 for KCS staff, which is 65% of total expenses and typically the largest expense.
- Laura Smith commented that KCS is in the process of adding a grade each year, next year will be the last grade added. Throughout this process, we have carefully monitored our financials, as we must meet certain requirements for our cash reserves, etc. We have been able to meet this year's level and expect to meet next year's requirements of our financial measures as well.
- **Gary Pacarro moved to approve the February 2020 Financial Statements, Georgette Stevens seconded; all members were in favor**

#### IV. COVID-19 Briefing

##### a. Online Enrichment Program

- Dr. Villareal reported that prior to Spring Break faculty began preparations by meeting with students to ensure they had access to electronic equipment and internet, in the event students were not able to return to the campus. Staff attended meetings with the Leeward Superintendent to understand what types of enrichment programs were available, in addition to receiving other support from the DOE. We also purchased two online curriculums, chemistry and biology.
- Early on during the week of March 30, staff spent a couple of days connecting with students to make sure they had everything they needed to work remotely. The first week involved fun and creative enrichment activities, to engage the students and encourage participation. Dr. Villareal noted that she sends out weekly updates to the parents, and meets with teachers regularly.

##### b. Enrichment Timeline

- Laura Smith referenced the DOE's memo "Ensure Continuity of Learning in the Event of An Indeterminate School Closure" which KCS agreed to and has implemented "Continuity of Learning" during the school closure period of March 30 - April 30, 2020. Additionally KCS provided a memo to the SPCSC on how we intend to move forward, which includes our plan for grading which is outlined below:
- Grading: For each core course, teachers will utilize competency-based final assessments, portfolios, or projects to assign an end-of-course grade and credit. For non-core courses, each teacher will assign Pass/Fail.
  - Rationale: We believe our teachers can produce meaningful end-of-course assessments. We also believe that students should receive credit for the work they completed prior to, and during COVID-19.
  - Process: We will use our student's current grade (performance before Spring Break) as their grade prior to taking the competency-based final assessments to compute final grade. Students who received below a C grade will be able to utilize this time to turn in any outstanding work prior to Spring Break.
  - Dr. Villareal noted that the teaching staff discussed the grading process at length as many options were considered; and developed the plan together.
- Members also reviewed the letter sent to parents on March 30, which provided the information available at that time regarding the school closure; once we have additional guidance from the DOE we will send an update, as all Charter School are under the DOE for the COVID-19 response.
- Members inquired about the status of the early college classes, Dr. Villareal confirmed those classes are continuing online and going well.

##### c. KCS Value Added Measures

- Laura Smith noted that we are responsible for complying with the Value Added Measures that we had established with the SPCSC, however we will need to seek approval to modify a couple that were specifically tied to work on campus that was planned for the 3<sup>rd</sup> trimester, if we are unable to return on May 1, 2020.

#### V. Enrollment for 2020/2021

- Dr. Villareal reported that despite the COVID situation, her staff has been able to follow the planned timeline for the 2020/2021 enrollment and have received 32 - 9<sup>th</sup> grade applications. Last week all acceptance letters and enrollment packets were sent via email, with a follow up call made. Dr. Villareal notified all incoming student's parents that KCS is processing the enrollments electronically; with the school closure, packets cannot be picked up, etc. This is going well, we already had a few parents complete and return the enrollment packets!

Kapolei Charter School  
Governing Board Meeting Minutes  
April 9, 2020  
Page 3

- Over the last few days, more applications have come in, bringing our current enrollment to 45. We only have 50 spots, so at this pace we expect to be full within the next week or two. We have seen an increase as families are excited and posting on social media that "they were accepted to KCS!" which triggers others to contact us. We also accepted 13 – 10<sup>th</sup> graders, as we have noticed during the year students may leave KCS due to family relocation, etc.

**VI. Report by School Director**

Dr. Wanda Villareal updated members on the following:

**Charter School Commission Items:**

**Academic Framework**

- Due to COVID-19 all Formal testing (occur in 11<sup>th</sup> grade; Math and ELA, and Biology (10<sup>th</sup> grade) will be postponed till further notice
- Value Added Measures
  - Making sure T1 & T2 are complete and may request revisions/cancel for T3 measures
  - E-portfolio/webpage
    - Assigned incoming 9<sup>th</sup> graders their Google account and working on developing webpages
    - 10<sup>th</sup> and 11<sup>th</sup> grade student Webpages are completed and working on uploading T1/T2 projects.
  - NWEA testing results
    - Testing completed February.
      - We have assessment information prior to COVID

**Financial Performance Framework**

- Submitted monthly financial statements

**Organizational Performance Framework**

- Site Visit completed 6/21/2019
  - Best practice strategies used for safety (Calendar) and file organization.

**Administrative Operations and Personnel**

**Current Enrollment:**

- 47 9<sup>th</sup> graders (3 family reasons)
- 47 10<sup>th</sup> Graders (1-move to mainland, 1- home school (18yrs)
- 36 11<sup>th</sup> graders

**2020 Applications**

- 32 (9<sup>th</sup> grade) applications and 13 (10<sup>th</sup> grade)

**Student Data System:**

- Teachers are moving towards IC (State software) and add google classroom.
- No paper grade checks all on line

**Hiring Activities**

- Faculty;
  - 7 Teachers
  - 2 Educational Assistants
  - 2 Life Coaches
  - 1 Administrative Assistant
  - 1 Administrator
- Adding 3 teachers, 1 Life Coach, and admin (VP) next year
- Admin Support: Office Manager, ½ time Admin Asst., ½ Accounting, ½ IT

Kapolei Charter School  
Governing Board Meeting Minutes  
April 9, 2020  
Page 4

**Administrative**

- VAM – Working on 2020 completed report
- IC – Drafting next year's schedule
- Facility
  - Cleaning - Students are hard on our facility.
  - Teachers decided to try having their own classrooms – organizing rooms for faculty
- HSTA – Supplemental agreement or MOU
  - New Area Director Jonathan Leibowitz
    - Teachers met with new representative
    - Received response and trying to schedule meeting for vote on the tool.
    - Hopefully the evaluation process will be completed next year.
- Vaping – Working on robust policy and procedure.
  - Applied and received grant for bathroom sensors (40% off)
  - To include metal detection
  - Waiting on AG's office to approve policy

**Assessments, Curriculum, and Resources**

- Working on next year's courses
  - Our inaugural class has now earned 17 out of their 24 required credits
  - Completed MOU for dual college credits (total of 9 college credits by the end of this year, considering scholarships for Industry Certification)
  - They will complete all required credits to graduate by the first trimester of their senior year). Senior year will be focused on college/employment/military activities along with senior project and community service projects.
  - Received grant from Campbell Family Foundation to bring into the school English 100 and Math 103, at no cost to students for SY 19-20.
- Partnership with Kamehameha Schools and West Oahu
  - Tuition Free college classes for 10th graders
    - 2 CTE Natural Science and English 100
    - Students (10<sup>th</sup> graders) started their first class this spring.
    - We got information that our students are engaged and participating in remote learning.
- NWEA – Algebra/geometry/reading/language (ELA).
  - Completed testing in February 2020.
- Dual College Courses
  - 1 cohort of 11<sup>th</sup> grade student attending English 100 with LCC next week.
  - 1 cohort of 11<sup>th</sup> grade students taking Math100 with LCC in the spring
  - 1 Cohort of 10<sup>th</sup> grade students will be taking 1 CTE dual college class w/UH-WO in the spring

**Student Progress Report**

- Academics
  - We have 9 students with IEP's and 3 with 504.
  - We received our 1<sup>st</sup> biology report (11 graders took test their last trimester of 10<sup>th</sup> grade). KCS students score higher than State and Complex averages.
  - 11<sup>th</sup> Graders are preparing for the smarter balance test and practicing for the SAT exams.
- Remote Learning
  - We were prepared to go virtual prior to spring break in anticipation of school closure.

Kapolei Charter School  
Governing Board Meeting Minutes  
April 9, 2020  
Page 5

- All students reported the have internet and electronic to complete work at home
- Teachers reviewed google classroom with all students as the format they will be using
- Teachers also introduced Zoom for student check-ins
- All teachers were positive and supported during these challenging times
  - Met with them individually
  - We have bi-weekly meetings
  - Reported they have resources to complete virtual teaching
- KCS's plan to address grades
  - Use grades prior to spring break and teacher assessment project/test/etc. to develop a letter grade. Non-core classes will have a pass/fail grade, which will not affect their GPA.
- **Social**
  - PTA – Hui Ohana: Note – Georgette Stevens reported that there may be a change to the Hui Ohana Officers.
  - Student Council
    - Prom was canceled this year for all grades
      - Ala Moana Hotel on April 4<sup>th</sup>
    - Next year; 9/10 banquet 11/12 prom
  - Picture taking (For yearbook and individual) November 15.
    - Life Touch was excellent
    - Possible prom pictures as well
  - Softball JV girls did well. They started varsity in January 2020
- **Other**
  - Visited Tokai University for graduation venue – date set for May 23, 2021

**Financial and Budget:**

- See Financial Statement

**VII. Other Business**

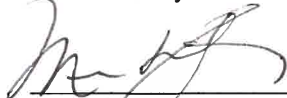
- None.

**VIII. Executive Session**

- Members moved into Executive Session.

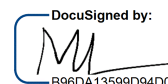
**Adjournment:** Malcolm Lau adjourned the meeting at 9:08 a.m.

Submitted by:



Merle Hayashi  
Executive Assistant

Approved by:

DocuSigned by:  


Malcolm Lau  
Chairman of the Governing Board