

**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
June 25, 2020**

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

Members Not in Attendance: Dr. Judy Oliveira

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

I. Call to Order

- Malcolm Lau called the meeting to order at 12:01 pm, held via Zoom Video Conferencing.

II. Review/Approval of the April 9, 2020 Governing Board Meeting Minutes

- Copies of the April 9, 2020 Governing Board Meeting Minutes were distributed and reviewed.
- **Georgette Stevens moved to approve the April 9, 2020 Governing Board Meeting Minutes, Gary Pacarro seconded; all members were in favor.**

III. Financial Report

a) Review/Approval - March, April & May Financial Statements

- Carol Taira reported that for the 11 months ended May 31, 2020 the financial results were as follows: Revenues \$1,180,851; Expenses \$753,918; Net excess \$426,933
- Revenue In March we received \$67,172 in Impact Aid funds; in May we received \$110,229 the last per pupil allotment from DOE (10% of annual allotment)
- Expense Payroll costs YTD is \$502,177 for KCS staff, which is 67% of total expenses and typically the largest expense.
- **Paula Chang moved to approve the March, April & May 2020 Financial Statements, Gary Pacarro seconded; all members were in favor**

b) Review/Approval of Annual Budget for FY 2020/2021

- Carol Taira reviewed the distributed budget for Year 4, fiscal year July 1, 2020 to June 30, 2021. The total budgeted revenue is \$1,505,750; total budgeted expense \$1,322,141 for net excess of \$183,609.
- Carol also commented on the following Major Budget Items:
 - Number of students estimated at 190 due to additional of grade 12.
 - Revenue – Per pupil allocation is based on 190 students at \$7,873; budgeted for \$1,495,870. The allotment for 2019/2020 was used as the Commission has not yet released the amount of the per pupil allocation for 2020/2021.
 - Salaries expense for 19 positions (14 full-time, 5 part-time) – budgeted for \$945,340.
 - Contracted services - \$52,100 for management services provided by GIH.
 - Supplies expense – budget included \$25,000 expenses for health & safety (COVID related). These expenses may be covered by emergency funds by the State.
 - Equipment purchases - \$33,600 (80 Chromebooks and 6 laptops)
 - Utilities - \$108,000 for electricity and cleaning service due to increased space for KCS.
- **Georgette Stevens moved to approve the Budget for FY 2020/2021, Paula Chang seconded; all members were in favor.**

c) 2019 Audit Update

- Carol Taira reported that in April, the Commission issued a request for qualifications from prospective auditors. They are evaluating the responses and will prepare a list of qualified auditors for public charter schools.
- KCS's financial audit for the fiscal year July 1, 2019 to June 30, 2020 was scheduled to be performed by N & K CPAs, Inc.; however it has been delayed, pending the approved auditor's list. Once the Commission provides the list of qualified auditors, we can start the audit process and will be able to meet the deadline to submit the audit to the Commission by November 1, 2020.

IV. Presentation of KCS 2020-2021 School Reopening Plan

- The Board of Education passed a resolution that will allow individual Charter Schools to determine what model of education will best fit their needs in light of COVID-19. Laura Smith noted that we are presenting a "draft" School Reopening Plan for SY 2020-2021, this draft will be finalized once we receive additional information from the DOE on July 1.
- Currently schools are required to follow the Governor's Reopening Plan which uses a matrix to determine the levels of emergency and actions to follow. i.e.: Red "Stay at Home"; Orange "Safer at Home"; Yellow "Act with Care"; Green "Recovery"; Blue "New Normal." Currently the State is at YELLOW – "Act with Care" and schools will reopen at that level. Additionally if conditions change, we have plans in place for each level (Red, Orange, Yellow, Green, and Blue) which is also outlined in our draft plan.
- School Models and Delivery of Instruction: Charter schools have been presented with basic models of instruction that will be allowed by the DOE. From within those modes, a school is allowed to be flexible to choose what type of instruction they will use to create an educational environment that will deliver quality instruction to our students using a variety of in-class learning, blended learning and virtual/online learning. The DOE is planning to reserve a traditional 5-day a week, on campus face to face learning model for elementary and early middle school students. High School students are not offered this traditional model.
- Classroom Environments: Small groups of same students throughout the day. Distance of 3 feet between seats and 6 feet between students facing each other (this is being clarified). Face coverings required outside the classroom. Lunch to be eaten in the classroom.
- Campus Safety: Hand Hygiene - have soap and water, and/or hand sanitizer available for student's frequent use. Stay home if ill protocols (the school has a no touch thermometer for its use).
- Cleaning and Disinfection: Frequent cleaning and disinfection of high touch surfaces. Daily disinfection of classrooms using innovative electrostatic spraying technology, which eliminates germs within the air and on surfaces.
- Laura reviewed the "Act with Care" model, noting that this "draft" is pending additional guidance from the DOE, however once it is finalized the plan will be submitted to the Charter School Commission.
- Dr. Villareal added that establishing the reopening plan has been very challenging for all schools to conform to these levels, and it has taken a lot of work to consider what is best for our students. This is also contingent on the HSTA negotiations and that we need our teachers to be in agreement with the plan, in terms of online learning for credit.
- Governing Board members commented that implementing social distancing requirements for any establishment is extremely challenging, and appreciated the thought and work that went into it this plan.
- Members unanimously consented, that the approach was appropriate; 9th and 10th graders would need more in person learning, verses 11th and 12th graders. However with less "in-person" learning, parents will need to be part of the process to insure juniors and

seniors get the work done while "Distance Learning" at home. Once we are able to move into the Green, Recovery level there will be more latitude and we can have 11th and 12th graders back on campus, but until then we need to get through this period.

- Members asked about Professional Development (PD) for teachers with regards to distance learning, as they are moving from enhanced learning to providing instruction for grades. Dr. Villareal noted that last year we provided PD options as the HSTA had offered training to all Charter School teachers, however our teachers requested additional curriculum which they could tailor for their classes; KCS purchased Chemistry and Biology. We do continue to look into PD opportunities, as we realize that may be part of the collective bargaining process and are expecting that we will have certain requirements to meet.
- Dr. Villareal noted that she meets weekly with teachers to check-in, and credits the school's success to them; the ability for students to earn credits are due to the teacher's consistent communication with the students and their families.

V. Review of Assurance and Compliance Statement

- Laura Smith reviewed the distributed Assurance of Compliance Statement, which on an annual basis is submitted to the Hawaii State Charter School Commission. KCS is in compliance with the laws, rules, regulations, policies, and Charter Contract provisions set forth in the document.

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 (11th grade; Math and ELA, and Biology 10th grade) will be postponed till further notice.
- Value Added Measures
 - Commission reported that they will not collect VAM due to COVID-19.
 - Working on 2020-2021 report (1 teacher did not submit PD plan)
 - E-portfolio/webpage
 - Assigned incoming 9th graders their Google account and working on developing webpages.
 - 10th and 11th 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:

- 45 9th graders (2 student moving Guam, Big Island)
- 46 10th Graders (one at Nanakuli High)
- 36 11th graders

2020 Applications

- 45 (9th grade) applications and 13 (10th grade)

Student Data System:

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

Hiring Activities

- Faculty; 2020-2021 SY
 - 9 Teachers
 - 2 Life Coaches
 - 1 Administrative Assistant
 - 1 Administrator
 - Office Mgr./Registrar
 - SPED Admin/Clerk
 - Admin Support
- Adding 3 teachers (2 for now), 1 Life Coach (Hold), Office Mgr., 2 admin support (SPED) and admin (VP) next year
- Eliminating Educational Assistants
- Admin Support: Business Manager, ½ time Admin Asst., ½ Accounting, ½ IT

Preparation for Remote Learning

- Blended approach for next school year.
 - Immediate concerns
 - Budget Reductions
 - Class schedules - All teachers were positive and supported during these challenging times but may experience push back.
 - Facility Requirements
 - Health and Safety for reopening
 - Cleaning – painting/carpet cleaning
 - Face shields and Social Distancing (3ft – 6ft)
 - Temperature checks and possible COVID form (do not display symptoms, etc.)
 - Long-Term Concerns
 - Relationship building
 - Students and faculty
- IC – Next year's schedule (pending hiring)
- HSTA – Supplemental agreement or MOU
 - New Area Director Jonathan Leibowitz
 - Teachers met with new representative
 - Still waiting for them to respond

Assessments, Curriculum, and Resources

- Completed next year's schedules (pending hiring activities)
 - Our inaugural class has now earned most of their 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.
 - Campbell Family Foundation Grant helped to bring into the school English 100 and Math 103, at no cost to students.

- Partnership with Kamehameha Schools and West Oahu
 - Tuition Free college classes for 10th graders
 - 19 Students (10th graders and 1-11th grader) finished their first class this spring and earned 4 college credits.
- NWEA – Algebra/geometry/reading/language (ELA).
 - Completed testing in February 2020.
- Dual College Courses
 - 1 cohort of 11th grade student attending English 100 with LCC next week.
 - 1 cohort of 11th grade students taking Math100 with LCC in the spring
 - 1 Cohort of 10th grade students will take 1 CTE dual college class with UH-WO in the spring.

Student Progress Report

- **Academics**
 - We have 9 students with IEP's and 3 with 504.
 - We received our 1st biology report (11 graders took test their last trimester of 10th grade). KCS students score higher than State and Complex averages.
 - 11th Graders are preparing for the smarter balance test and practicing for the SAT exams.
 - KCS's plans to address grades for T3 was successful.
 - Letter grade were provided for C's and above, satisfactory or not satisfactory were issued for below C. Also Ukulele and Hawaiian Language was S or U.
 - 2 students did not move to the next grade (one is working this summer and the other is a 2 time repeat, this will be the 3rd)
- **Social**
 - PTA – Hui Ohana
 - Student Council – May look very different next school year
 - Prom was canceled this year for all grades. Refunds were mailed
 - Picture taking (for yearbook and individual) on November 15 was canceled due to COVID.
 - Softball JV girls did well. Varsity was canceled.
- **Graduation**
 - Tokai University for graduation venue – date set for May 23, 2021; either in person or “drive-by” format can be accommodated.

Financial and Budget:

- See Financial Statement

VII. Other Business

- Goodwill Goes Glam At Home Edition, Laura Smith shared that this annual event for Goodwill Hawaii has changed to an online virtual format airing on July 21 at 6:30 pm on KGMB, instead of the traditional in person event at the Blaisdell. Makena Maduli is hosting the show, and two of our past designers Kini Zamora and Anne Namba are coming back to do a couple of design items for us. Jake Shimabukuro is making an appearance as well!

VIII. Executive Session

- Members moved into Executive Session to discuss the following items.
 - Review School Director Evaluation
 - HGEA Temporary Hazard Pay Agreement
 - Update on Legal Matters

Adjournment: Malcolm Lau adjourned the meeting at 12:59 p.m.

Submitted by:

Approved by:

Merle Hayashi
Executive Assistant

Malcolm Lau
Chairman of the Governing Board