



**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
August 20, 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, Katy Chen, Carol Taira, Brent Arakaki, Merle Hayashi

I. Call to Order

- Malcolm Lau called the meeting to order at 12:02 pm, held in person at Kapolei Charter School and via zoom. Malcolm also noted that it is the first meeting of the school year, which serves as the annual meeting.

II. Annual Board Election

- Malcolm Lau reported that the following members have agreed to continue serving on the Kapolei Charter School Governing Board, as listed below:
- Regular Member 3-year Term:
 - Germaine Escoto, as both of her children have graduated she is moving from the Parent Representative role to a Regular Member 3-year term.
- Renewing Member Term 2025-2028:
 - Gary Pacarro, Term 3
- Appointment of Board Officers for 2025-2026:
 - Malcolm Lau, Chairman of Board/Secretary
 - Paula Chang, Vice Chair/Treasurer
- **Gary Pacarro moved to approve Germaine Escoto as a 3-year term member, as well as the renewing members and appointment of officers for 2025-2026; Paula Chang 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 21, 2025 Governing Board Meeting Minutes

- Copies of the May 21, 2025 Governing Board Meeting Minutes were distributed and reviewed.
- **Ileana Ruelas moved to approve the May 21, 2025 Governing Board Meeting Minutes; Gary Pacarro seconded; all members were in favor.**

V. Financial Review/Approval

- Carol Taira reported that for the Fiscal Year Ending June 30, 2025 KCS had revenues of \$1,804,909; expenses of \$1,653,533 and a net excess of \$151,376.
- Revenue:
 - May – received 3rd per pupil allotment (10%), \$151,562.

- June – recorded Title IV grant revenue, \$65,000
- Apr, May and Jun – recorded \$23,102 in interest income, YTD \$104,029.
- **Expenses:**
 - Payroll costs for 12 months ended 6/30/2025 - \$1,175,585, 71% of total expenses. For the month of June, a first-time accrual was posted for accumulated sick leave under GASB 101, Compensated Absences, \$218,243. The calculation for the sick leave accrual is being reviewed by N&K auditors and may be subject to adjustment.
 - Apr, May & Jun - consultant fee billed for 3 months \$11,623.
 - Jun – GIH quarterly management fee recorded Jun 2025, \$28,513.
- **Paula Chang moved to approve the Fiscal Year End June 30, 2025 Financial Statements; Germaine Escoto seconded; all members were in favor.**
- **Audit Time Table for Fiscal Year End June 30, 2025**
- Carol noted that N & K CPAs, Inc., will perform the financial audit for the fiscal year July 1, 2024 to June 30, 2025.
- The status of the audit is as follows:
 - Fieldwork started 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.
 - Deadline to submit the audit to the Commission – November 3, 2025.

VI. Review/Approval of Agreement for Shaun Aksionczyk

- Dr. Villareal reviewed the distributed memo regarding KCS's recommendation to approve a consulting agreement with former Director of Education, Shaun Aksionczyk in the amount of \$1,000 per month + GET, for a total of \$12,000 + GET annually. This agreement will assist the school to maintain continuity in services, partnerships and projects this school year.
- Shaun's Services and Activity to Include:
 - Academic & Strategic Support Summary
 - Academic Data Analysis & Reporting
 - Computerized assessment tool project with Bryon
- Use assessments and student work to identify trends.
 - Provide clear, trimester-based summaries to guide instruction and improve student outcomes.
 - Strategic Project Support & Leadership Advising
 - SLO Project
- Partner with the School Director to enhance academic systems and student experiences.
 - Offer insights and hands-on support for high-impact initiatives.
 - Equity & Continuous Improvement
 - July 2025 worked on cell phone initiatives to increase engagement.
- Promote inclusive, data-driven decisions.
 - Help build sustainable systems that support staff and prioritize student growth.
 - External Partnership Management (e.g., ClimbHI)
- Oversee student engagement with career-readiness programs.
 - Coordinate communication, tracking, and staff support for implementation.
 - SPED & 504 Coaching (Advisory Role)
- Guide staff on compliance and documentation for IEP, 504, EAP, and BSP processes.
 - Support onboarding and training without taking on case management duties.
- **Ileana Ruelas moved to approve the Consulting Agreement with Shaun Aksionczyk in the amount of \$1,000 per month + GET, for a total of \$12,000 + GET annually; Gary Pacarro seconded; all members were in favor.**

VII. Review/Approval of Purchase of Security Cameras

- Dr. Villareal reported that earlier in the year, KCS applied for and received a federal grant called Bipartisan Safer Communities Act (BSCA) Stronger Connections Grant in the amount of \$3,874. Due to the limited applications received, the Commission tripled the original request and the total grant awarded was \$11,621.97.
- Due to the increase in grant funding, the purchase of additional security cameras and installation was increased and total purchase is now estimated at \$10,613. The grant will cover the cost of the security cameras, \$6,685, and the installation portion of \$3,928 will be covered by KCS funds. The additional security cameras will increase the level of surveillance around the campus. As the total purchase is slightly above \$10,000; we are requesting board approval
- **Gary Pacarro moved to approve the purchase of additional security cameras and installation estimated at \$10,613; Paula Chang seconded; all members were in favor.**

VIII. Fall SPCSC Visit

- Dr. Villareal reported on the recent Commission visit, highlighting the positive relationship between the Commission and the school. The Commission commented positively on the school's board structure, meeting format, as well as their emergency preparedness with supplies for sheltering in place for 3-5 days. Dr. Villareal also discussed their new cell phone policy, which requires students to place phones in classroom lock boxes during class time.

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

- 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

Financial Performance Framework

- Submitted all required financial statements - Submitted all required documents

Organizational Performance Framework

- Summer Visit on 7/28/2025
 - Strengths; refocus on engagement (cell phone letter), Governing Board meetings (in-person and Zoom options, show proof binders, shelter in place provisions, senior exit interviews, DOO in place to address complaints, and camera systems for safety and security.
 - Areas needed additional evidence; suspected child abuse and neglect policy.
 - Suggestion; ensure financial policies on website are up-to-date.

Title IV Grant – Applied 5/1/2025 still waiting on response.

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

BSCA Grant – Applied 5/1/2025 – Received \$11,622

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- Additional and camera replacement
- Cell phone storage

Administrative Operations and Personnel

Current Enrollment: 128

- 33 9th graders
- 48 10th graders
- 21 11th graders
- 26 12th graders

2025 Total Applications received 121:

- Grade 9: 75
- Grade 10: 20
- Grade 11: 10
- Grade 12: 6

Marketing Strategies:

- Larger presences with social media – GW team was excellent in supporting
- Having a visual presence at KCS with signage
- Social media – ads
- Open House
 - 30 people attended on April
 - Scheduled for another open house May 29th
- **Still fell short of enrollment goals: Location and still people have not heard of our school.**

Hiring Activities

- Faculty; **2025-2026 SY**
 - 7 Teachers (math/science/English/Social Studies/CTE/Electives/Career counseling/SPED 2)
 - Added 2 great addition to our team; Shilo (Social Studies) and Joel (ELA/Electives)
 - **SPED department approved 1.5 FTE for EA next school year**
 - **Used to support IEP students and substitute**
 - **3 Life Coaches (Support health and safety)**
 - **3 Administrators (Director, Director of Admin, 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 (Contract services with Shaun who left for California)
 - Director of Administration

Training

- Staff training prior to school went well.
- Focus on conflict resolution, mission, vision, values, engagement, and our promise
- Completed all safety training
- LC and 2 teachers trained on QBS this summer
- Schedule Leadership Training with HEC for M. Gaspar

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Assessments, Curriculum, and Resources

- Class of 2025
 - **Over 100% of students enter career path and on track to graduate**
 - **82% (28 out of 34) will attend Trade School or college**
 - **23% (8 out of 34) Students plan to go military**
 - **23% (8 out of 34) Students took early college classes**

Student Progress Report

- Academics
 - Preliminary assessments feel promising.
 - Students are testing a little higher (last year 4th grade level, this year 6th Grade)
 - Bryon did an amazing job creating an electronic GRADE assessment tool on his own (we only had paper assessment for DOE and he converted the tool).
 - Better place students in cohorts
 - We have 18 students with IEP's and 7 with 504.
- Social – Implemented School Calendar
 - Kumu Gee and Mailani worked on the events for the entire year.
 - Try to incorporate more fun activities this year.
- Graduation -
 - Tokai University for graduation – TBA

Financial and Budget: See Financial Statements

X. Other Business

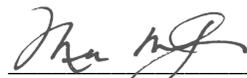
- Gary Pacarro noted that new cell phone policy, is key for engagement and allows for the focus to be on students.
- Gary also mentioned that he will follow up with Dr. Villareal in early September about bringing a leadership program from the Positive Coaching Alliance out of San Francisco to the school. Additionally, he will look for funding within the community to support the Positive Coaching Alliance program.
- Malcolm Lau noted that during this most recent tsunami evacuation notice, the traffic was grid-locked and it took 2-3 hours for many to get home. Fortunately, school was not in session but he asked about KCS's procedure in such an event. Dr. Villareal relayed that KCS has a "One Call system" to inform parents, the alternative is to shelter in place, when a student has not been picked up.

XI. Executive Session

- None

Adjournment: Malcolm Lau adjourned the meeting at 12:46 p.m.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:

DocuSigned by:


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Malcolm Lau
Chairman of the Governing Board