



**Kapolei Charter School (KCS)
Governing Board Meeting Minutes
December 3, 2025**

Governing Board 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 12:01 pm, held in person at Kapolei Charter School and via zoom.

II. Review/Approval of the October 15, 2025 Governing Board Meeting Minutes

- Copies of the October 15, 2025 Governing Board Meeting Minutes were distributed and reviewed.
- Ileana Ruelas moved to approve the October 15, 2025 Governing Board Meeting Minutes, Paula Chang seconded; all members were in favor.**

III. Review/Approval of the September and October 2025 Financial Statements

- Carol Taira provided a recap of the Financial Statements for the periods ended September and October 2025.

	Sept 2025	Oct 2025	FYE Oct 2025 (4 months)
Revenues	\$ 10,618	\$ 9,466	\$1,248,674
Expenses	\$ 143,895	\$ 105,134	\$ 515,051
Net excess (deficit)	(\$ 133,277)	(\$ 95,669)	\$ 733,623

- Revenue
 - September and October – recorded \$19,230 in interest income.
- Expense
 - Payroll costs for 4 months ended 10/31/2025 - \$340,350; 66% of total expenses.
 - Total N&K audit fee for FYE 6/30/2025 - YTD \$35,853.
 - Sept/Oct - consultant fee billed month for Sept/Oct \$9,843.
- Gary Pacarro moved to approve the September and October 2025 Financial Statements, Paula Chang seconded; all members were in favor.**

IV. Review/Approval of N&K CPAs, Inc. Audit Proposal for FYE 2026 and 2027

- Carol Taira noted that N & K CPAs, Inc. performed the audit for the past 8 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
 - Fiscal year ended June 30, 2025 - \$32,000 - grades 9, 10, 11 and 12
- N & K CPAs submitted a proposal for the audits for the next fiscal year ending June 30, 2026 of \$33,000, (3% increase) and fiscal year ending June 30, 2027 of \$34,000 (3% increase). The fee is also subject to a 7% administrative fee and Hawaii general excise tax. The assigned audit principal will be Charles Goodin.

- Our recommendation is to accept N & K CPAs, Inc.'s proposal for audit services, fiscal years ending June 30, 2026 and June 30, 2027.
- **Gary Pacarro moved to approve N&K CPAs, Inc.'s proposal for audit services for fiscal years ending June 30, 2026 and June 30, 2027, Germaine Escoto seconded; all members were in favor.**

V. Report by School Director

- Dr. Wanda Villareal updated members on the following:

Charter School Commission Items:

2025-2026 Annual Contract Review

- Academic Framework
- Financial Performance Framework
- Organizational Performance Framework

Academic Framework

- Commission visit in February 2026
 - 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. Complete
 - Suggestion; ensure financial policies on website are up-to-date. Completed

Title IV Grant – Applied 5/1/2025 – Received \$55,000

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

BSCA Grant – Received \$11,622

- Additional and camera replacement
- Cell phone storage
- Emergency Supplies
- Cell Phone Survey results/pictures

Administrative Operations and Personnel

Current Enrollment: 132

- 39 9th graders
- 44 10th graders
- 25 11th graders
- 24 12th graders

Marketing Strategies:

- Continue to work with Marketing team to enhance enrollment
- Put together a KCS team to support unconventional strategies

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
- Really excited about our current team – See survey results by HEC.

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. Schedule to do another mission aligned training in January 2026
- Focus on mission, vision, values, engagement, and our promise
- Completed all safety training
- LC and 2 teachers trained on QBS this summer
- Mailani G. completed leadership training with HEC

Assessments, Curriculum, and Resources

- Class of 2026 – See Tracking tool sample
 - **Percentage of students enter career path and on track to graduate**
 - **Attend Trade School or college**
 - **Students plan to go military**
 - **Students took early college classes**

Student Progress Report

- Academics – T1 Grades
 - 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.
 - 13 students received letters of acceptance to GCU
 - Some students will be traveling with staff to visit school
- Student Engagement
 - To improve student engagement and campus safety, our school implemented two key initiatives:
 - Cell phone storage boxes at school entrances and expanded

- Security camera coverage.
- The phone boxes have successfully eliminated classroom device usage, reducing distractions and cyberbullying while encouraging face-to-face interaction and academic focus. Staff report 100% satisfaction, noting improved motivation and smoother transitions between classes.
- In addition, the installation of new safety cameras has enhanced real-time monitoring across campus, allowing staff to oversee key areas without needing to physically patrol. This has led to faster response times and a safer environment for students and staff.
- Social – Implemented School Calendar
 - Kumu Gee and Mailani worked on the events for the entire year
 - Thanksgiving activity
 - Try to incorporate more fun activities this year.
- Graduation -
 - Tokai University for graduation – Propose 5/23/2026

Financial and Budget: See Financial Statements

VI. Other Business

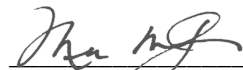
- Malcolm Lau reported that all board members are required to complete the State Ethics training every four years, as the school needs to report 100% compliance, and asked those who have not yet completed this yet, that Laura Smith will send an email with the link later today. The training is a 25-minute PowerPoint presentation with a quiz embedded, after which each individual is issued a certificate that is logged with the State as having completed the training.
- Dr. Camonia Graham-Tutt advised members that she has accepted a new position which requires her to move to the mainland. She is formally resigning from the KCS Governing Board.

VII. Executive Session

- **Paula Chang moved to enter Executive Session, Ileana Ruelas seconded; all members were in favor.**

Adjournment: Malcolm Lau adjourned the meeting at 12:26 pm.

Submitted by:



Merle Hayashi
Executive Assistant

Approved by:

DocuSigned by:


319DDEA3F2F4482...
Malcolm Lau
Governing Board Chair