

Kapolei Charter School (KCS)
Governing Board Meeting Minutes
February 18, 2026

Governing Board Members in Attendance: Paula Chang, Germaine Escoto, Malcolm Lau, Ileana Ruelas

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

Not in Attendance: Gary Pacarro, Katy Chen

I. Call to Order

- Malcolm Lau called the meeting to order at 12:00 pm, held in person at Kapolei Charter School and via zoom.

II. Review/Approval of the December 3, 2025 Governing Board Meeting Minutes

- Copies of the December 3, 2025 Governing Board Meeting Minutes were distributed and reviewed.
- Paula Chang moved to approve the December 3, 2025 Governing Board Meeting Minutes; Ileana Ruelas seconded; all members were in favor.**

III. Review/Approval of November & December 2025 Financial Statements

- Carol Taira reported on the Periods Ended November and December 2025 with the following recap and comments of Financial Results:

	Nov 2025	Dec 2025	FYE Dec 2025 (6 months)
Revenues	\$ 37,841	\$246,686	\$1,533,201
Expenses	\$ 97,454	\$147,166	\$759,671
Net excess (deficit)	(\$59,613)	\$99,521	\$773,530

- Revenue
 - Dec - received 2nd pupil allotment (30%) - \$225,441.
 - Dec – recorded partial Title IV funds, \$13,167.
 - Nov and Dec – recorded \$16,274 in interest income, YTD \$54,167.
- Expense
 - Payroll costs for 6 months ended 12/31/2025 - \$494,011, 65% of total expenses.
 - Nov and Dec - consultants fee billed for 2 months, \$10,890.
 - Dec – GIH quarterly management fee recorded, \$32,668.
- Ileana Ruelas moved to approve the November & December 2025 Financial Statements; Paula Chang seconded; all members were in favor.**

IV. Spring SPCSC Visit:

- Laura Smith reported that the State Public Charter School Commission visits twice a year, during the Fall and Spring. This visit is scheduled for March 5, 2026 and will focus on student learning, with commission staff visiting classrooms at various times to observe and meet students and to discuss our learning strategies with teachers and administrators.

V. Report by School Director

- To launch a new marketing initiative for Kapolei Charter School, a 30-second commercial highlighting KCS's unique features, such as lower student-to-teacher ratios and life

coaches was shared. The commercial has been distributed across various platforms, including Spectrum and is already generating positive feedback from staff and the community. The school is also leveraging social media to increase visibility and engage potential students and their families with a fun Facebook video of KCS staff saying “which high school they graduate from?” KCS plans to continue generating more content.

Charter School Commission Items:

2025-2026 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 – Received \$55,000

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

Administrative Operations and Personnel Current Enrollment: 136

- 39 9th graders
- 46 10th graders
- 26 11th graders
- 25 12th graders

2026 Total Applications received 12:

- Grade 9: 9
- Grade 10: 2
- Grade 11:
- Grade 12:

Marketing Strategies:

- Larger presences with social media – GW team was excellent in supporting
- Filmed a commercial early this month
- Social media – What school did you graduate from
 - Project in the next month to use that concept and interview students
 - What do like about your school, etc.
- Open House – 15 people 2/10/2026
- We will be visiting all middle schools in our area
- 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)
 - Lost science teacher in January (hired her replacement)
 - **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 in January went well – Completed mission aligned training and activities focusing on SLO's.
- Completed all safety training
- LC and 2 teachers trained on QBS this summer
- Leadership Training with HEC for M. Gaspar completed.
- Mai and I attended Leadership seminars with PSI
 - It was amazing
 - Registered our life coaches and EA - 3/20-22/2026
 - Working on putting together curriculum for LC and incorporate some strategies in PSI

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.
 - 9-10 Student will enroll in college classes this year (choice of Math or English 100)
 - SLO's tracking tool – teams to address each SLO
- 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

VI. Other Business

- None.

VII. Executive Session

- Members moved into Executive Session.

Adjournment: Malcolm Lau adjourned the meeting at 12:31 p.m.

Submitted by:

Approved by:

Merle Hayashi
Executive Assistant

Malcolm Lau
Chairman of the Governing Board