KAPOLEI CHARTER SCHOOL

Kapolei Charter School (KCS)
Governing Board Meeting Minutes
May 20, 2026

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

Guest & Staff in Attendance: Dr. Wela Wahilani; Dr. Wanda Villareal, School Director; Laura Smith; Carol Taira, Brent Arakaki, Casie Bui, Merle Hayashi

Not in Attendance: Gary Pacarro, Katy Chen

I. **Call to Order**
- Malcolm Lau called the meeting to order at 12:08 am held in person at Kapolei Charter School and via zoom.

II. Introduction
- Malcolm Lau incoming Board Member, S. Welaahilani Wāhilani "Wela" he is the Director of Hui Kīpaipai: Early Academic Outreach University of Hawai'i-West O'ahu and is interested in helping Kapolei Charter School build students up to become community leaders and advocates for change.
- Goodwill Hawaii Staff Member Casie Bui, Chief Operating Officer.

III. **Review/Approval of the February 18, 2026 Governing Board Meeting Minutes**
- Copies of the February 18, 2026 Governing Board Meeting Minutes were distributed and reviewed.
- **Ileana Ruelas moved to approve the February 18, 2026 Governing Board Meeting Minutes, Germaine Escoto seconded; all members were in favor.**

IV. **Review/Approval of January, February and March 2026 Financial Statements**
- Carol Taira provided the following recap of Financial Results:

2026	Jan	Feb	Mar	FYE Mar (9 months)
Revenues	$ 68,973	$ 6,999	$ 18,123	$1,627,295
Expenses	$121,003	$114,888	$134,144	$1,129,707
Net excess (deficit)	**($ 52,031)**	**($107,889)**	**($116,022)**	**$ 497,589**

- Revenue
  - Jan – received Impact Aid funds 25-26 $53,056.
  - Mar – recorded Title IV revenue $10,479, funds received in April.
  - Jan to Mar – recorded $22,374 in interest income, YTD $76,541.
- Expense
  - Payroll costs for 9 months ended 03/31/2026 - $732,094, 65% of total expenses.
  - Jan to Mar - consultants fee billed for 3 months, $14,764.
  - Mar – GIH quarterly management fee recorded, $31,646.
- **Paula Chang moved to approve the January, February and March 2026 Financial Statements, Ileana Ruelas, seconded; all members were in favor.**

V. **Review of the Audit Plan**
- Carol Taira reported that the financial audit for the fiscal year, July 1, 2025 to June 30, 2026, will be performed by N & K CPAs, Inc. Engagement principal is Charles Goodin.
- The status of the audit is as follows:
  - Fieldwork scheduled around early August 2026

- Audit report draft requested by late September from N & K
- Presentation of Audit Report by N&K to the Governing Board at the October 21, 2026 meeting.
- Tentative deadline to submit the audit to the Commission – October 31, 2026.

VI. Review/Approval of Annual FY 2026-2027 Budget

- Carol Taira reviewed the distributed budget for Year 10, fiscal year July 1, 2026 to June 30, 2027, is attached. Total budgeted revenue, $1,776,500, total budgeted expense, $1,737,412, for net excess of $39,088.
- Carol commented on the following Major Budget Items:
  - Number of students estimated at 145 for 4 grades.
  - Revenue – The per pupil allocation is based on 145 students @ $11,300 budgeted for $1,638,500. The allotment of $11,300 is an estimate as the Commission has not yet released the amount of the per pupil allocation for 2026/2027. Other revenue is Title IV funding, estimated at $48,000 and interest income, $90,000.
  - Salaries expense for 17 FTE positions (16 full-time, 2 part-time) budgeted for $1,209,871. 70% of budgeted expenses. In addition, there are about 3 FTE SPED positions paid by DOE.
  - Contracted services - $124,000 for management services provided by GIH, $49,500 for consultant services by L. Smith.
  - Kapolei occupancy expenses for space occupied by KCS - utilities - $132,000 for electricity and cleaning service, $25,000 for internet/telecommunication services and $25,000 for building and equipment repairs.
- **Paula Chang moved to approve the Annual FY 2026-2027 Budget, Germaine Escoto, seconded; all members were in favor.**

VII. Spring Site Visit by Commission:

- Laura Smith reported that the Commission completed their school visit and the focus was on the student's academic performance framework. They spent time with the students who were participating in the Service Leadership & Hospitality course and three seniors did their presentation for the Commission. The visit was positive and there were no discrepancies with our contract.

VIII. KCS School Graduation Updates

- Graduation is this Saturday, May 23, 2026 at Tokai University at 10:00 am. The board is invited to attend.

IX. Report by School Director

Dr. Wanda Villareal updated members on the following:

<u>Charter School Commission Items:</u>

2025-2026 Annual Contract Review

- Academic Framework
- Financial Performance Framework
- Organizational Performance Framework

Academic Framework

- Commission visit 3/05/2026
  - Focus on Education/Students
- Student Learning Outcome and Senior Exit Project Presentation
  - Aligning Indicators; Mission/Vision/Values to Academic performance
- The commission was very impressed with our students; They highlight the following:

- Strong team-oriented culture; students consistently supported and guided one another.
- School offers diverse career pathways and innovative instruction despite its industrial location.
- High engagement observed across classrooms (ELA, Math, Senior Projects).
- ELA students analyzed East African Griot stories through discussion and group work.
- Math lesson integrated slope concepts using a virtual escape room.
- Senior project presentations reflected confidence, cultural identity, resilience, and community service.
- Students shared meaningful real-world experiences in hospitality, counseling, and workforce development.
- School emphasizes career pathways, certifications, college readiness, and work-based learning.
- Goal-setting through vision boards and coaching supports long-term student growth.
- Strong sense of community reinforced through daily alma mater and place-based identity

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: 131

- 38 9th graders
- 43 10th graders
- 24 11th graders
- 26 12th graders

2026 Total Applications received 41:

- Grade 9: 30
- Grade 10: 8
- Grade 11: 1
- Grade 12: 2

Marketing Strategies:

- Staff engaged in community outreach activities and visited several schools in Leeward and West Oahu
- Island Radio 98.5 ads running 30 times
- Go Kapolei Magazine half-page ad

- Living 808 segment
- Larger presences with social media – GW team was excellent in supporting
- Filmed a commercial early this month
- Open House – Going well

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
- Mai and I attended Leadership seminars with PSI
  - Life coaches attended 3/20-22/2026
    - Working on putting together curriculum for LC and incorporate some strategies in PSI

Assessments, Curriculum, and Resources

- Class of 2026
  - **Over 100% of students enter career path and on track to graduate**
  - **92% (24 out of 26) will attend Trade School or college**
  - **3% (1 out of 26) Students plan to go military**
  - **3% (1 out of 26) Will work after high school**

Student Progress Report

- Academics
  - We started testing last month
  - Preliminary assessments feel promising.
    - Students are testing a little higher (last year 4th grade level, this year 6th Grade)
    - Bryon did a great job creating an electronic GRADE assessment tool we can compare scores once we complete testing.
    - We have 18 students with IEP's and 7 with 504.
  - 8 Student will enroll in college classes this year (choice of Math or English 100)
  - SLO's tracking tool – teams to address each SLO

- Graduation -
  - Tokai University for graduation – May 23, 2026

Financial and Budget: See Financial Statements

X. Other Business

- Members shared their insights on various topics related to the school.

XI. Executive Session

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

Adjournment: Malcolm Lau adjourned the meeting at 1:10 pm.

Submitted by:

Merle Hayashi
Executive Assistant

Approved by:

Malcolm Lau
Chairman of the Governing Board