Kapolei Charter School (KCS)
Annual Governing Board Meeting Minutes
August 19, 2026

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

Members not in Attendance: Gary Pacarro, Ileana Ruelas, S. Welaahilani Wāhilani III

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. Malcolm also noted that it is the first meeting of the school year, which serves as the annual meeting.

II. Annual Board Election

- Regular Member 3-year Term 2026-2029:
  - S. Welaahilani Wāhilani III
- Renewing Member Term 2026-2029:
  - Paula Chang, Term 4
  - Malcolm Lau, Term 4
  - Ileana Ruelas, Term 3
- Appointment of Board Officers for 2026-2027:
  - Malcolm Lau, Chair/Secretary
  - Paula Chang, Vice Chair/Treasurer
- **Paula Chang moved to approve the Board Slate of Regular and Renewing Members and the Appointment of Officers as listed above; Germaine Escoto 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 20, 2026 Governing Board Meeting Minutes

- Copies of the May 20, 2026 Governing Board Meeting Minutes were distributed and reviewed.
- **Paula Chang moved to approve the May 20, 2026 Governing Board Meeting Minutes; Germaine Escoto seconded; all members were in favor.**

V. Financial Review/Approval

- Carol Taira reported on the Fiscal Year Ending June 30, 2026
- **Recap of Financial Results:**

	Apr 2026	May 2026	Jun 2026	FYE Jun 2026 (12 mos.)
Revenues	$ 8,071	$ 168,128	$ 42,068	$1,845,563
Expenses	$ 107,547	$ 112,938	$142,124	$1,492,316
Net excess (deficit)	($ 99,476)	$ 55,190	($100,056)	$ 353,247

- **Comments on Financial Statements**
  - REVENUE
    - May – received 3rd and final per pupil funding $158,293.
    - June – recorded Title IV revenue $27,622.
    - Apr to Jun – recorded $21,500 in interest income, YTD $98,041.
  - EXPENSE
    - Payroll costs for 12 months ended 06/30/2026 - $967,147, 65% of total expenses.
    - Apr to June - consultants fee billed for 3 months, $14,764.
    - Jun – GIH quarterly management fee recorded, $32,268.
- Carol noted that the financials are subject to year-end and/or audit adjustments.
- **Paula Chang moved to approve the Fiscal Year End June 30, 2026 Financial Statements; Germaine Escoto seconded; all members were in favor.**

VI. Audit Time Table for Fiscal Year End June 30, 2026

- Carol reported that N & K CPAs, Inc., will perform the financial audit for the fiscal year, July 1, 2025 to June 30, 2026. The engagement principal is Charles Goodin.
- The status of the audit is as follows:
  - Fieldwork is currently being performed.
  - 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.
  - Deadline to submit the audit to the Commission – November 2, 2026.

VII. Title IVA Funding

- Laura Smith reported that this year the Commission opened up funding to additional schools, and determined that funds would be split evenly between the schools. KCS received $20,000, which is a reduced amount due to funds being split between more schools. Staff attended the kick-off meeting with the commission last week, there is an increased emphasis and caution in meeting federal requirements, as Hawaii expects to be audited this year. The school plans to continue to use funds for Early College Credits/Vocational Certifications, behavioral health projects, and curriculum purchases focusing on Math and Science.

VIII. Summer Commission Visit

- Dr. Villareal reported on the recent Commission visit, noting a number of strengths were indicated by the commission staff – following is a summary:
- Strengths:
  - The school updated its accounting procedures and adopted a Fixed Asset Policy.

- The school described its student monitoring procedures, including the use of campus cameras and a staff communication system (GroupMe chat).
- The school has proactively written a Title IX Policy and Procedure.
- School leadership discussed its succession planning efforts and organizational structure.

- There were no deficiencies noted, however the following were suggested:
  - Section 15.7: The school shared that the teacher team had revised its teacher evaluation tool and the Commission recommended that the school ensure the evaluation process is consistent with the HSTA Master Agreement or pursue an approved supplemental agreement, if applicable. School is working on this, but believes that the current supplemental agreement is sufficient as it was just a small change.
  - With new Title IX requirements in place, the commission suggested posting a standardized complaint form or template letter on the school's website.
  - Work on creating a Title IX Team on campus that can train your learning community.
  - Adding a Title IX statement on the landing page of your website.
  - School is working on these additional requirements.

IX. Report by School Director

Dr. Wanda Villareal updated members on the following:

Charter School Commission Items:

2025-2026 Annual Contract Review

- Academic Framework
  - Working on updating all curriculum trackers for subjects offered at KCS.
  - Hired exciting new teachers. Building a bench of quality teachers
- Financial Performance Framework
  - Submitted all required financial statements - Submitted all required documents
- Organizational Performance Framework
  - Complete show proof binder to ensure all contract requirements are met.
  - No concerns at this time

Organizational/Financial Performance Framework Commission Visit

- Summer Visit on 7/2/2026
  - Strengths:
    - The school updated its accounting procedures and adopted a Fixed Asset Policy.
    - The school described its student monitoring procedures, including the use of campus cameras and a staff communication system (GroupMe chat).
    - The school has proactively written a Title IX Policy and Procedure.
    - School leadership discussed its succession planning efforts and organizational structure.
  - SUGGESTIONS:
  - Section 15.7: The school shared that the teacher team has revised its teacher evaluation tool. Ensure the evaluation process is consistent with the HSTA Master Agreement or pursue an approved supplemental agreement, if applicable.
    - Consider posting a standardized complaint form or template letter on the school's website to support consistency in the submission of general and Title IX complaints under your new Policy 513.
    - Work on creating a Title IX Team on campus that can train your learning community.
    - Add a Title IX statement on the landing page of your website.

        - Continue developing a formal evaluation tool for non-teaching staff to support consistent employee performance evaluations.

Title IV Grant – Received $20,000

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

Administrative Operations and Personnel

Current Enrollment: 138

- 39 9th graders
- 35 10th graders
- 40 11th graders
- 24 12th graders

Marketing Strategies:

- What we learned is that people still do not know we are here and transportation or location of our school is the main reason why students leave.
- Strategies last year included:
    - 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
- We need to focus on the two areas and find other opportunities to market our school

Hiring Activities

- Faculty; **2025-2026 SY**
    - 8 Teachers (math/science/English/Social Studies/CTE/Electives/Career counseling/SPED 2)
        - Added 3 great addition to our team; Daniel (Math-Lost Byron to another charter school near where he lives), Omar (Social Studies; Shiloh moved to SPED but also on maternity leave for 3 months) and Melissa (Science)
        - **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

Leadership 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 – Revamping role and responsibilities

Training

- Staff training prior to the start of school went well – Completed all staff facility and safety training, mission aligned training, and activities focusing on SLO's.

- Mailani Gaspar and Dr. Villareal attended the Hawaii Charter Conference.

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 tested all incoming students on the first day of school.
  - Purchased interactive math and testing science curriculum to support teacher instruction
- Graduation -
  - Tokai University for graduation – TBA

Financial and Budget: See Financial Statements

- Members discussed the math testing scores and asked if there was data available from other schools. Staff will look into this and report back.

X. Other Business

- None

XI. Executive Session

- Members convened an executive session; non-key staff was excused.

Adjournment: Malcolm Lau adjourned the meeting at 12:32 p.m.

Submitted by:

Merle Hayashi
Executive Assistant

Approved by:

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Malcolm Lau
Chairman of the Governing Board