

Waikiki Community Preschool
Governing Board Meeting Minutes 9.22.25

PRESENT: Members: Nancy Wallace (Chair), Paddy Kauhane, Kristen Hara, Nicole Altman, Barbara DeBaryshe

Administrative: Caroline Hayashi, Waikiki Community Center

Guest/Public: PJ Foehr, Hawaii State Public Charter School Commission (Commission)

EXCUSED: Lisa Lee

- I. Call to Order – The meeting was called to order at 3:33 p.m.
- II. Approval of Minutes – Not applicable as this was the first meeting of the Governing Board.
- III. Board Chair Update

Chair Nancy Wallace summarized information from the August Charter School Commission conference regarding governing board responsibilities. Board members will receive a link to key documents.

IV. Preschool Director Report

In the Director's absence, Caroline Hayashi provided the following update.

- Enrollment is at 98 students.
- Staffing is nearly complete except for a SPED teacher and one additional Educational Assistant (EA), which is needed to support classroom coverage.
- The board discussed desired components for future Director's Reports such as enrollment, staffing, student progress, and major events.
- Year-end student data will be provided as required by the charter contract.

V. Service Provider Report

WCC provides administrative and operational support under the service provider agreement. Current work includes budgeting and obtaining audit quotes. Regular updates will continue.

VI. Items for Approval

- a. Operating Budget

The board approved the FY 2025–26 operating budget. Motion: Paddy Kauhane. Second: Nicole Altman. Vote: Unanimous.

b. Audit Services

Three quotes are required from Commission-approved firms; one quote is still pending. The board will assist with follow-up. Vote postponed.

VII. Items for Discussion

a. By Laws

The board agreed to develop bylaws. Nicole Altman will prepare a draft.

b. Committees/Board Member Roles

Paddy Kauhane will serve as Treasurer. Barbara DeBaryshe will lead oversight of the Service Provider (WCC), including the required semi-annual and annual meetings.

c. Rules of Conduct/Public Comment

The board intends to allow public comment and set rules of conduct. Nancy Wallace will prepare a draft.

The meeting was adjourned at 5:07 p.m.