

**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.