

**Waikiki Community Preschool  
Governing Board Meeting Minutes 11.17.25**

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

Administrative: Caroline Hayashi, Waikiki Community Center

Guest/Public: None

I. Call to Order – The meeting was called to order at 3:35 p.m.

II. Approval of Minutes – The minutes from September 22, 2025 were approved unanimously. Motion: Paddy Kauhane. Second: Nicole Altman.

III. Board Chair Update

Chair Nancy Wallace advised members that there is now a shared folder on One Drive. The link was sent this past week. It has essential documents discussed at our last meeting as well as the Power Point presentation for Charter School Board best practices.

IV. School Report

The School Director reported that the school remains fully enrolled with a waitlist. Fall assessments were completed using TS Gold, establishing the baseline for student progress. Parent–teacher conferences are scheduled for early December, and the winter program will be held mid-December. The school will be closed December 22–January 5 for winter break.

V. Service Provider Report

WCC reported that, after obtaining three quotes from Commission-approved vendors, CW Associates was selected as the school auditor. The engagement includes in-year consultation.

WCC has also been providing regular food support to school families through its free market, Olive’s Market, in response to increased food and nutrition insecurity among families and seniors.

VI. Items for Approval

a. Code of Conduct

The board reviewed the draft Code of Conduct and discussed public comment time limits. Members agreed the chair should have discretion to extend time when appropriate. A revised draft will be brought back for approval.

b. Bylaws

The board discussed edits to the draft bylaws. Nicole Altman will incorporate revisions, and the board will vote after reviewing the updated version.

VII. Items for Discussion

a. First Quarter Financials

The board reviewed the first quarter financials. Because the school opened in August and incurred only two months of expenses, and because WCC covered certain start-up and early operational costs, the first quarter is currently favorable to budget.

VIII. Adjournment – The meeting was adjourned at 4:30 p.m.

Executive Session: The board entered executive session. No actions were reported.