

State of Hawaii  
Charter School Review Panel Meeting  
Wednesday, June 20, 2007  
State Capitol, Room #309  
10:00 a.m. – 4:00 p.m.

Minutes

Attendance:

Fred Birkett – Co-Chair  
Nina Buchanan – Co-Chair  
Pualani Akaka (excused)  
Ku Kahakalau (excused)  
Denise Matsumoto  
Manulani Meyer (excused)  
Alvin Parker  
Ardith Renteria

Corinna Cornejo, Charter School Administrative Office  
DeAnn Keo, Charter School Administrative Office  
Traci Satogata, Charter School Administrative Office

Maunalei Love, Charter School Administrative Office  
Bob Roberts, Charter School Administrative Office

Lynn Fallin, Ho'okako'o Corporation

Holly Shikada, Department of the Attorney General  
Melissa Chee, Department of the Attorney General

I. Call to Order

The meeting was called to order at 10:27 a.m. by Co-Chair Ms. Buchanan.

II. Approval of Minutes

Correction to minutes for May 25, 2007 Charter School Review Panel (CSRP) meeting: Add a 'd' to recused on page 4 of the minutes.

Motion to approve the minutes with correction made by Mr. Parker, seconded by Ms. Renteria. Five (5) ayes, no (0) nays and abstentions.

### III. Announcements

#### Public Input:

Public input will be accepted by the CSRП at the beginning of each meeting about a specific agenda item. CSRП members are asked to ask only clarifying questions and conduct the discussion during the specific agenda item. Input will be limited to three (3) minutes. The public can also submit written comments on any topic in advance of the meeting. The reason for this is the time crunch the CSRП faces in getting all its work done.

#### By-laws:

The CSRП does not have by-laws. Per the Attorney General, the CSRП is able to assign members to investigate various items.

The following CSRП members will continue to investigate the following:

Ms. Renteria – CSAO operations

Mr. Birkett – By-laws

Ms. Buchanan – Annual self-evaluation

#### Future Meeting Schedule:

The CSRП needs to establish a meeting date schedule. Co-chair Buchanan requests that each CSRП member designate their preferred meeting days of the month.

#### Website:

Request a digital photo and a short biography for the website.

#### Calibrating:

The CSRП will calibrate the scoring at the June 27<sup>th</sup> meeting. CSRП members will get their copies of the Detailed Implementation Plans (DIPs) and scoring sheets at the end of today's meeting. The CSRП will develop consensus on these applications at the June 27<sup>th</sup> meeting.

### IV. Public Input

Clarify agenda item "Public Input" to reflect "Public Input on Specific Agenda Items."

Representatives from charter school applicants invited to return on June 27<sup>th</sup> to give input on their charter applications.

A letter received from Steve Hiramami, President, Hawai'i Charter School Network. (Attachment A)

V. Discussion/Action CSAO Executive Director Process, Timeline, Announcement and Description

**DRAFT Procedures for Appointment of the Charter School Administrative Office Executive Director (CSAO ED)** (Attachment B) are discussed.

Timeline:

Add National Association of Charter School Authorizers (NACSA) and state charter school associations to the posting list. Consideration should be given to advertising in the Neighbor Islands. Initially, the Neighbor Islands were not included due to advertising costs. There is concern about the cost of the search. Want to be as inclusive as possible in the selection process as this is the CSRP's primary task, as well as review of the Detailed Implementation Plans.

Consider using a head hunter, e.g., New Leaders for New Schools. The newspaper is not necessarily the best avenue to recruit qualified applicants.

Advertise in the Star Bulletin, not in the Advertiser (because of cost) and issue a press release. Maybe add other free notification methods, perhaps Local School Boards, Education Week, grad schools, etc.

Need to consider alternative interviewing procedures (e.g., teleconferencing) for Mainland candidates.

Who will post the listing? This is a concern because the CSRP doesn't have any staff yet.

Move all dates on the DRAFT Procedures for Appointment of the Charter School Administrative Office Executive Director (CSAO ED) back fifteen (15) days. June 15, 2007 will change to July 2, 2007, July 1, 2007 will change to July 16, 2007, August 1, 2007 will change to August 15, 2007, August 10, 2007 will change to August 27, 2007, August 24, 2007 will change to September 10, 2007, and CSRP approval of appointment (August 29, 2007) will change to the first CSRP meeting after September 10, 2007.

The CSRP may need to place this item on the June 27<sup>th</sup> meeting agenda for approval of the hiring process.

Mr. Birkett volunteered to investigate and work on the interview process including developing interview questions.

Solicit Nominations:

It's better to have 5-6 organizations making nominations. "List of all charter schools provided by the CSAO" means solicit nominations from all charter schools. Revise bullet point to read "All charter schools in Hawai'i." All the organizations on the solicitation list will be sent the job posting.

List of Applicants:

Applicants will submit their applications to the Charter School Administrative Office (CSAO), Attention: Search and Screening Committee. The application must include a letter of application, a resume, and contact information for three (3) references.

Recommended Candidates:

Recommendations are due to the CSRP by September 5, 2007.

Appointment:

The CSRP appoints the new Executive Director at the first CSRP meeting after September 10, 2007.

**Meeting recessed at 11:36 a.m. for ten (10) minutes.**

**Meeting reconvened at 11:46 a.m.**

**Motion to go into Executive Session made by Ms. Matsumoto, seconded by Mr. Parker. Five (5) ayes, no (0) nays or abstentions.**

**Meeting reconvened at 1:05 p.m.**

Discussion regarding the **DRAFT Executive Director Position Description** (Attachment C)

Editing note: Capitalize all mentions of Panel, Board of Education, Legislature, etc. Amend the department references to read the Department of Education.

Special Conditions:

Amend the first sentence to read "recommendations from the Executive Director Search and Screening Committee."

Minimum Qualifications:

Number #1

The requirement is open to allow as many qualified applicants to qualify as possible.

Number #2

Delete.

Number #3

Amend to read: Minimum three (3) years management experience which demonstrates the following:

Amend a. to "Knowledge of."

Number #6

Amend a. to read "Teaching and/or school administrative experience preferably in charter schools." Move item to be under Desired Qualifications.

Motion to accept the Executive Director's Job Description and Timeline as amended made by Ms. Matsumoto, seconded by Mr. Parker. Five (5) ayes, no (0) nays or abstentions.

Search and Screening Committee (Committee):

This is a Search and Screening Committee. The Committee will consist of five (5) members. The Chair of the Committee will be the appointed CSRP member. The Committee will consist of a representative of each of the following organizations: the CSRP, the Hawai'i Charter School Network, Na Lei Na'auao, Ho'okako'o, and the business community.

Mr. Parker will Chair the Search and Screening Committee.

Letters requesting nominations for the Search and Screening Committee to review will be sent to the various organizations listed on the procedures for appointment and discussed earlier at this meeting on July 2, 2007. The letter will include both the process and the position description.

Ms. Buchanan will create a matrix for the Committee to use to score the Desired Qualifications section.

At least three (3) candidates for the Executive Director position must be submitted by the Search and Screening Committee to the CSRP. The Committee will rank the candidates for Executive Director and give their reasons for their ranking. The CSRP will provide the Committee with a scoring matrix.

An inherent conflict of interest exists with representatives from various organizations serving on the Committee as they may have nominated a candidate. Search and Screening Committee members will sign a Confidentiality statement.

Motion to accept the DRAFT Procedure for Appointment and DRAFT Position Description as amended made by Ms. Matsumoto, seconded by Mr. Parker. Five (5) ayes, no (0) nays and abstentions.

VI. Discussion/Action Panel Staff Timeline, Announcement and Description

Discussion of **DRAFT Position Description Secretary II.** (Attachment D)

The position title may change to more accurately reflect the duties and responsibilities.

Question whether this staff person will be exempt from civil service. The CSAO employees are exempt and excluded.  
The salary will depend on the CSRP's budget.

Change first sentence of third paragraph to say "The Panel holds general business meetings at least once a month."

**Meeting recessed at 2:23 p.m.**

**Meeting reconvened at 2:28 p.m.**

The CSRP decided to take up item VIII. on the agenda, Discussion/Action CSAO Budget for Fiscal Year 2007-2008 out of order because they expected to lose quorum soon.

The following motion was just before the CSRP adjourned: Accept the DRAFT Position Description Secretary II as amended made Ms. Matsumoto, seconded by Mr. Parker. Five (5) ayes, no (0) nays or abstentions.

VII. CSAO Interim Executive Director Report

The CSAO Interim Executive Director submitted her report in writing. (Attachment E)

VIII. Discussion/Action CSAO Budget for Fiscal Year 2007-2008

The CSAO Chief Financial Officer (CFO) Bob Roberts presented the **CSAO 2007-2008 Budget**. (Attachment F)

The CSAO has allocated \$250,000 to the CSRP. Mr. Roberts explained that the items listed under the CSRP's allocation were based on the CSAO's judgment and includes two staff (an office manager and a clerk).

The CSAO has inquired about space to house the CSRP's staff. There is office space available in the same building where the CSAO is located. The rent for the space is approximately \$8,000 per year.

There is concern regarding making short-term decisions that have implications for the longer term.

The CSAO will be requesting funding for salary increases for the current staff and adding two new positions. One of the positions is a financial analyst. These additional positions will be based on the CSAO's strategic plan which is expected to be completed by mid-July.

The CSAO is currently working on a financial management and monitoring system to support the schools.

The CSRP wants to make sure that the CSAO is not shortchanged and the CSRP acts responsibly as guardian. The first priority for the CSRP is review of the DIPs and hiring of the Executive Director and CSRP staff.

The intent of the law was to have the CSAO participate in the discussion and be a part of the entire CSRP process. This can be accomplished without the CSAO being a member of the CSRP. A CSAO representative can be at the CSRP meetings to answer questions. The CSAO Executive Director's report is on the agenda. The CSRP is establishing parameters and guidelines regarding participation by the public, as well as the CSAO.

The CSAO recommends that the CSRP approve the budget as is, with the ability to make revisions at a later date.

Motion to approve the budget with the ability to revise as necessary made by Mr. Birkett, seconded by Mr. Parker. Five (5) ayes, no (0) nays or abstentions.

Mr. Roberts suggested that the CSRP review the CSAO budget quarterly.

Ms. Love mentioned that the CSAO expects to have to pay half the cost to hire an independent accountant to review outstanding balances between the charter schools and the Department of Education (DOE).

Mr. Roberts stated that the CSAO has a concern regarding the per pupil allocation. The funding for SY 2007-08 does not include any money for students at any new charters. The law doesn't give any guidance on how to calculate the per pupil amount for students not included in the May 15<sup>th</sup> enrollment projection. Funding for conversion charters is not a problem; they remain under the Department of Education for a year.

#### IX. Panel Concerns

CSRP members expressed the concerns listed below (prior to the addressing of agenda items VI. through VIII.).

Mr. Birkett is changing jobs and will no longer be eligible to serve on the CSRP in his current seat.

Ms. Renteria mentioned that she currently is not regularly engaged in teaching. She is the Student Services Coordinator (SSC). However, per HSTA, the SSC is considered a teacher. CSRP members are comfortable with Ms. Renteria continuing to serve.

#### X. Adjournment

The meeting was adjourned at 3:20 p.m.