

STATE OF HAWAII
CHARTER SCHOOL REVIEW PANEL
GENERAL MEETING
Thursday, July 10, 2008
10:34 AM to 4:57 PM
BOE Conference Room, Room 404
1390 Miller St., Queen Liliuokalani Building

MINUTES

Attendance

Pualani Akaka
Nina K. Buchanan
Ku Kahakalau
Wendy W. Lagareta
Tom Macdonald
Clemi McLaren, arrival 10:38 am
Alvin Parker – Chairperson, left at 1:00 pm
Ruth Tschumy – Vice Chairperson
Amy Vorderbruegge

Absent

Denise Matsumoto
Bill Paik

Charter School Administrative Office

Reshela Dupuis – Executive Director
Bob Roberts – CFO

Office of the Attorney General

Melissa Chee

I. CALL TO ORDER

Mr. Parker called the meeting to order at 10:34 AM

II. APPROVAL OF MINUTES FOR JUNE 12, 2008

A. Remove arrival times for all three late arrivals because there are not times listed for all three.

B. Section XIV. B. Add, “Mr. Macdonald also suggested that the budget proviso agreement reached in the prior year will be an excellent starting point for legislative action in 2009.”

MOTION

Ms. Kahakalau moved and Ms. Akaka seconded the motion to accept the minutes as amended. The motion passed unanimously.

III. ANNOUNCEMENTS – none

IV. PUBLIC INPUT

- A. Ms. Lynn Fallin, Executive Director of Ho'okako'o Corporation.
1. Testified in writing and in person on agenda item XI and supported Kamaile PCS' proposed amendments to the Detailed Implementation Plan which would include changing its name from Kamaile School to Kamaile Academy, to establish a middle school by adding grades 7 and 8 in 09-10, and to extend the school day. Ms. Fallin testified that the school's parents requested these changes.
 2. Testified in writing and in person on agenda item XIV about applying the assurances process to conversion charter schools. Ms. Fallin pointed out that there are differences between conversion schools and start-up schools and because of these differences conversion schools should be exempt from the same assurances process. The Panel reassured Ms. Fallin that the Panel never had any intention to change the "conversion" status of Kamaile School and that their intention for agenda item XIV is to decide how the Panel's assurances process will apply to conversion schools.
- B. Michelle Bautista – parent and staff at Kamaile School. Testified in person and in writing her support for the school's proposed DIP amendments. Ms. Bautista stated that the changes will allow parents more opportunities to be engaged in the schooling process, and that the extended hours will give students more opportunities to participate in activities.
- C. Ms. Chantelle Bayes – parent volunteer at Kamaile School and a Board Member. Ms. Bayes testified in person and in writing her support for Kamaile School's proposed DIP amendments. She stated that the longer hours will help working parents and allow the students more tutoring and activities.
- D. Ms. Sharlene Corpuz – school volunteer and parent of seven students. Ms. Corpuz testified in writing and in person her support for Kamaile School's proposed DIP amendments. She emphasized the importance of parent involvement and her desire for her children to have the same nurturing supportive environment in middle school. Because parents work until late, the longer hours will provide students with more sporting opportunities and extracurricular activities.

MOTION

Ms. Tschumy moved and Ms. Akaka seconded the motion to temporarily suspend Public Input, to be continued later in the meeting, and to move on to agenda item VII to acknowledge the presence at the meeting of Superintendent Hamamoto. Motion passed unanimously.

- V. DISCUSSION/ACTION ON HAWAII STATE DEPARTMENT OF EDUCATION (STATE EDUCATION AGENCY) – UPDATE AND REPORT ON 2008 HAWAII STATE ASSESSMENT SPECIFIC TO CHARTER SCHOOLS by Ms. Patricia Hamamoto, the Superintendent of the Department of Education
- A. The Department uses the Hawaii State Assessment to determine whether Hawaii is in compliance with federal education regulations in order to receive federal funds. Federal funds are important to Hawaii's state education system – No Child Left Behind supplies \$200 million in state and federal money for all Title I programs (free and reduced), Title II (\$13 million for Highly Qualified Teachers), money for drug free schools programs, and special education programs. These monies affect 51% of Hawaiian students. The federal government has raised accountability standards; if the standards are not met, then the state is at risk for losing federal funds.
 - B. Ms. Hamamoto showed the flow chart of supervision, technical assistance, and reporting for the state's educational system titled "Roles and Responsibilities in Meeting Federal Program Obligations". The Panel discussed the flow of information on the charter school side of the flow chart.
 - C. State reporting requirements and compliance are two separate issues. The state may have a plan to meet compliance, but having a plan is not the same as meeting compliance.
 - D. Errors were discovered in reporting student records for one charter school during the AYP appeals process.
 - 1. Initial review of enrollment accounts showed that records were inaccurate for 2003-2004. Students who should have been in grade 10 were in grade 9.
 - 2. Retention rates, drop-out rates, promotion rates, and 4-year graduation rates cannot be calculated for a school with inaccurate enrollment records.
 - 3. Difficult to implement an appeals process for a school with inaccurate records. The school may have been able to meet AYP standards, but now it cannot, or it may have a higher sanction.
 - 4. On the aggregate level – Record-keeping methods for all charter school high schools and even all state high schools may now be questioned. It is unclear how pervasive record-keeping problems may be for all schools in the state.
 - 5. The state is concerned about the accuracy for all previous school records. CSAO is working on a process for record-keeping and record-reporting within the parameters of federal and state laws to address problems immediately in order to prevent far-reaching

consequences.

- E. One charter school is in noncompliance with Hawaii State Assessment (HSA) testing requirements for 2007-2008. All schools grades 3-8 and 10 state-wide must give the HSA. School officials were notified and reminded on multiple occasions. Officials from the school attended HSA testing training, but never complied with testing.
 - 1. Noncompliance with HSA testing makes the school in noncompliance with NCLB and with charter school laws.
 - 2. Noncompliance of one school places all state schools in jeopardy of federal sanctions. The federal government may wait to see how Hawaii deals with the noncompliance, or they may place immediate sanctions on the state.
- F. Ms. Kahakalau agreed that accurate record-keeping is important and should be looked into. She also reminded the Panel that 2003-2004 was a difficult year for charter schools because charter school funding was the most inequitable that year and the future of charter school funding was uncertain, there was no funding for special education, and it was the first, second, or third year for start-up schools. Given these circumstances and the lack of support for charter schools in that year, the lack of accurate record-keeping for one year in one school may not represent record-keeping for all schools in all years.
- G. Ms. Tschumy asked Ms. Hamamoto about ways to work cooperatively with the DOE to ensure that these two schools do not bring all Hawaii's schools' records into question. Ms. Hamamoto replied that she is not ready to answer without more input, but that the Panel must decide how it can best work with the DOE, and the state will be willing to work together. They would like to fix the situation before it has a negative federal impact.

MOTION

Ms. Tschumy moved and Ms. Kahakalau seconded the motion to continue the agenda to item X. Discussion/Action on the Department of Accounting and General Services' Request for Procedures Regarding Insurance for New School Sites with Julie Ugalde. The motion passed unanimously.

VI. DISCUSSION/ACTION ON THE DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES' REQUEST FOR PROCEDURES REGARDING INSURANCE FOR NEW SCHOOL SITES. SUGGESTIONS AND INPUT FROM JULIE UGALDE OF THE DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES by Julie Ugalde of DAGS.

- A. Issues with charter schools in the Risk Management Program and the State's insurance policy.
 - 1. The department does not insure private property.

2. Insurance covers liability insurance for automobiles.
 3. Generally the department offers insurance at a better rate than other insurers because the coverage is usually broader for the price.
 4. Coverage amount is determined by the most likely damage costs to all state schools combined that a large storm would create.
 5. Insurance includes damage from a flood or earthquake.
 6. There is a large deductible, which is covered by the program, for replacement cost of damaged items, and as long as the department has money they will pay the deductible as part of the program.
 7. Public schools are not required to provide anything to participate in the program because there are no such requirements from the insuring company and the insurance policy is a public entity policy. The Department of Accounting and General Services presumes that the insured buildings are adequate for its intended use. The department in charge has the responsibility to determine such things. This would include that the buildings meet safety requirements, is an appropriate use of the building, buildings are properly permitted, buildings carry adequate protection, is an appropriate land use, etc. All such things are department level priorities and do not fall under DAGS. It is possible that the insurance will not cover a moral hazard, which is, if there was knowledge that the above were not adequately met but still proceeded with action, the policy may not cover damages.
 8. Some charter schools have opted to join the program, and some charter schools have opted to insure elsewhere, usually based on ownership of the facilities. Charter schools cannot be forced to join the state's insurance program.
 9. Insurance program operates on a reimbursement basis. There are eventualities that allow the department to front a small sum, but generally the program works on a reimbursement basis.
 10. In case of a loss, a school must account for the lost item via an official inventory listing or receipts showing that the items lost are school property rather than personal property.
 11. The department has worked with the CSAO and often refers charter schools to the CSAO to answer questions so that every school contacts the same people and receives the same answer.
- B. Ms. Kahakalau thanked Ms. Ugalde for the department's willingness to work with each individual school and its unique circumstances, and for being easy

for charter schools to work with.

MOTION

Ms. Tschumy moved and Ms. Kahakalau seconded the motion to continue the Public Input portion of the agenda. The motion passed unanimously.

IV. PUBLIC INPUT, CONTINUED

- E. Ms. Pua Gomes testified in support of the proposed DIP amendment for Kamaile School. She explained that many parents leave for work at 4 or 5 AM. Parents and volunteer staff often arrive at the school at 6 AM to allow students to shower and get ready for school. Also “before school” volunteers help students with homework. Extending the school-day until 3 PM will allow students to participate in extracurricular activities that their parents cannot provide because many parents do not return from work until 7 or 8 PM. The community is working together through Kamaile School to meet the needs of their predominately Hawaiian community. The intention is to raise-up the education level and education opportunities, and to create a positive impact on the children. For the first time parents are being advocates for their children because they want them to be successful and become future leaders of the school and their community.

Mr. Parker declared a 10 minute break

***The Panel reconvened at 12:05PM.

- F. Mr. Glen Kila and Mr. Clarence DeLude – teachers and community supporters at Kamaile Schools. They testified in support of the proposed DIP amendment for Kamaile School and stated that the school was a component in restoring the Waianae community. They want the children to have more education and opportunities and better health than they did when they were young and living in Waianae.
1. Ms. Akaka questioned the school’s balance between the school doing the parenting instead for the parents versus the school helping parents. Mr. Kila responded that parent volunteers help with feeding and bathing the students, clearly showing that the school is in partnership with parents, rather than the school taking over for parents. Another example of community support is that although 22 teachers decided to leave the school, in one summer the school was able to hire 21 teachers who will be adopted by the community. There are eventual plans to try to change the parenting cycle, but for the present the school and the community want to focus on feeding and helping the children who need help now.
 2. Ms. Kahakalau emphasized that charter schools are not just schools that they are community efforts, and because of this, these integrated schools are successful. Kanu O Ka Aina PCS is now the second largest employer in Waimea on the Big Island. The charter school has economic impact on the area and is changing more than just students’

classroom education.

VII. COMMITTEE REPORTS

A. APPLICATION COMMITTEE – no report

B. ADVOCACY AND LEGISLATIVE LIAISON COMMITTEE – no report

C. CSAO COMMITTEE

1. Recommended Ms. Akaka as committee chairperson and Ms. Buchanan as recorder.
2. Has a final draft for the 6-Month Employee Evaluation after receiving and incorporating input from all appropriate components on the evaluation tool.
3. Proposed timeline: The Panel Assistant will email the draft out to Panel members on July 13, 2008. The committee will receive by email final comments from the Panel on the draft by July 17, 2008. Panel leadership will be named as Evaluators. Panel leadership was asked to name a team of evaluators on July 10. The target day of July 21, 2008, was recommended as the day for the 6-month evaluation. After the conclusion of the 6-month evaluation, the committee will work on the annual evaluation, their next priority.

D. FACT FINDING COMMITTEE – no report

E. FINANCE COMMITTEE

1. Panel approved the 2008-2009 CSRP budget at the last Panel meeting including the additional budget item for substitute teachers for Panel members who are classroom teachers to attend Panel functions. The committee inserted the allocation number and made other revisions and would like to get approval on the revised budget.
2. Bob Roberts on the CSAO budget – Mr. Roberts will distribute the 1st per pupil allocations for the 2008-09 school year to the schools today. CSAO reduced the school's 2% executive administrative fee to 1.85%, per the school's input, which the schools may choose to use to hire a PR firm to represent them. The addition to the CSRP budget item for Panel substitute teacher reimbursements to the schools have come from the CSAO budget. The net impact from all changes is a \$3000 deficit for 2008-2009 CSAO budget which will be made up with reserve funds.

MOTION

Ms. Vorderbruegge moved and Ms. Kahakalau seconded the motion to discuss item XVII Discussion on CSAO 2008-09 Budget as part of the Finance Committee report. The motion passed unanimously.

DISCUSSION ON CHARTER SCHOOL ADMINISTRATIVE OFFICE 2008-09 BUDGET

1. Ms. Kahakalau mentioned that the school's per pupil funding is being cut for next year but the CSAO budget is increased 8% from last year. Mr. Macdonald stated that even with the 8% increase CSAO has a lean budget. Ms. DuPuis added that CSAO staff work load has increased and that there may be a disbursement of the reserve funds to the schools leaving about \$200,000 left in the reserves.
2. Ms. Buchanan noted that the Panel will need to have flexibility to be able to move the budget numbers around to allow the Panel to become more organized and to get Panel work done such as work on the Panel's strategic plan.
3. The Panel stated that it will not vote on the CSAO budget until the schools have had the opportunity to give input to CSAO.

F. ACCOUNTABILITY COMMITTEE

1. Committee is planning to meet starting at 8:30 AM on Thursday July 24.

MOTION

Ms. Tschumy moved and Ms. Kahakalau seconded the motion to continue the meeting with the agenda item Discussion/Action on WOL Monitoring by CSRP. The motion passed unanimously.

VIII. DISCUSSION/ACTION ON WATERS OF LIFE PCS MONITORING BY CHARTER SCHOOL REVIEW PANEL

- A. Waters of Life (WOL) submitted to Bob Roberts of the CSAO their Waters of Life Public Charter School Financial Operation Manual in compliance with Terms of Probations which requested the submittal of a policies and procedures manual. The Panel asked Mr. Roberts to give a report on the manual. Mr. Roberts reported that what was submitted was "OK" but lacked a few components:
 1. Cannot tell from the submitted document what the school's policies are for budgets, travel, administration, etc. and when such policies were adopted and approved by the WOL Local School Board (LSB).
 2. The document should have a date of latest revision.
 3. The policies and procedures manual should have a date of approval by WOL LSB.
 4. Needs an appendix.
 5. Ms. Kahakalau pointed out that the discrepancy between a proper "policy and procedures manual" and the submitted document may be

because school administrators are not clear as to what is required. The Panel discussed that there are many places to find proper sample manuals including other charter schools.

- B. Audit. WOL submitted two names for possible auditors. Mr. Roberts compiled a list of auditors who are qualified to perform the audit, one of whom was also suggested by WOL. The Panel agreed that the CPA must be mutually acceptable.
- C. Proposed timeline for audit. No later than Sept. 15, 2008, WOL should submit to the Panel a full and independent audit of the 2005-2006 and 2006-2007 school years. No later than Oct. 15, 2008, WOL will submit to the Panel an audit done by the same firm for the 2007-2008 school year.

MOTION

Mr. Macdonald moved and Ms. Akaka seconded the motion that WOL use Taketa, Iwata, Hara CPA from the list of auditors for their financial audit. The motion passed unanimously.

- D. The Panel asked that Leadership write a letter to the school detailing the missing components of the policies and procedures manual and inform the school of the Panel's decision regarding which auditor the school should use.

IX. CHARTER SCHOOL ADMINISTRATIVE OFFICE EXECUTIVE DIRECTOR'S REPORT

- A. West Hawaii Exploration Academy PCS won an award which was notably competitive because the school competed against all other state departments. Ms. Buchanan pointed out that although press releases were sent out, only the Advertiser published the recognition and the Panel entered a brief discussion on propensity of the local newspapers to print the bad news of charter schools versus the achievements.
- B. Ms. Tschumy suggested that CSAO create a monthly or quarterly publication that can be forwarded to the Legislation and others, which can be used to highlight such accomplishments. It can also be used to standardize the language used for discussions about charter schools.
- C. US DOE's Charter School Program (CSP) has announced a grant for starting new charter schools. This is not a grant that the CSAO gives out, and the CSAO cannot help with grant writing at this time. The CSP staff will provide technical assistance.
- D. Federal Title 1 audit will cover charter schools.
- E. HI DOE will include charter schools in training for emergency and civil defense planning and preparation.
- F. Castle Foundation and Kamehameha Schools are in negotiations to help with

leadership training for charter school LSBs.

- G. The Administrator's Meeting on July 15 will be held at the Plaza Best Western airport hotel as a continuation meeting to continue discussion on topics such as MOA's, CSAO budget, reserve funds, advocacy campaign, green schools and future meetings.

X. DISCUSSION/ACTION ON PROPOSED DETAILED IMPLEMENTATION PLAN CHANGES SUBMITTED BY KAMAILE PCS

The Panel entertained a discussion with Mr. DeLude and Mr. Kila of Kamaile School.

- A. The proposed changes are: Name change from Kamaile PCS to Kamaile Academy, addition of grades 7 and 8 to make a middle school, addition of a day of school, and extending the school day hours starting in the 2009-2010 school year.
- B. Projected growth. Ms. Buchanan questioned the projected enrollment and method for adding additional grades. She suggested a managed growth by adding first one grade and then the next year adding another. Mr. DeLude reported that for 2009-2010 there are a projected 720 students K-6 and 795 students K-8. The project a maximum of 100-120 students in seventh and eighth grades.
- C. Managed growth. Mr. Macdonald questioned the school's response if the Panel approves the addition of a seventh grade, but only conditionally approves the addition of an eighth grade in the following year. Mr. DeLude restated that the Waianae community is ready for a middle school and that students and parents want the commitment of an eighth grade. Adding curriculum for both grades is easier if they are added simultaneously, and teachers are more willing to adopt the new middle school if both grades are approved. There are also additional monies available to the school if it has an entire middle school. This area has a large number of homeless and homeless projects; the student numbers are increasing because of incoming homeless, and the school must be able to meet the changing needs. Also, a supportive middle school is critical to prevent student drop outs.
- D. Future funding. Ms. Kahakalau pointed out that the number of additional students is equivalent to chartering a new school and questioned the availability of funds. Ms Lagareta explained that the Panel believes that the proposal is worthwhile and community-based, but that the Panel must consider the impact of the additional students on the entire charter school community. She also recognized the positive aspect of the school bringing the proposal to the Panel more than a year in advance. Also, Kamaile PCS is working with unions for flexible hour contracts, which teachers prefer. Mr. Macdonald clarified that when the most recent charter school was approved, there was a legislative agreement for per pupil allotment and per pupil facilities. The budget changed after the Panel approved the new charter school.

- E. Mr. DeLude responded to Ms. Vorderbruegge's concern that the proposed budget includes an increase in teachers' wages for increased hours. They have been and are continuing to seek outside funding.
- F. Ms. Buchanan asked about revisions to Kamaile School's original DIP. The Panel approved the original DIP but pointed out areas for improvement.
 - 1. RTI (response to intervention) program for flexible reading and math grouping and the weekly monitoring of students' reading and math. Because the system is now in place, the school no longer needs the provider.
 - 2. Kamaile School partnered with the union human resource program at Waianae High School to adopt the BERC program for teaching and learning to support teachers. There is a teacher-mentor for 20 teachers with weekly support.
 - 3. Mr. DeLude stated that all these programs will be in place before they add seventh and eighth grades. Early results from last year's RTI model have been promising: Illiteracy rate dropped from 70-80% to 40% in one year's efforts.
 - 4. Teachers. Kamaile School works with Teach for America for teachers. At first they were getting displaced teachers, but now the teachers want to teach at Kamaile School. The school is paying for teachers to come and learn about the local culture.

MOTION

Ms. Lagareta moved, and Ms. Kahakalau seconded the motion to approve Kamaile School's proposed DIP amendment change. Ms. Akaka recused herself from the vote. Ms. Lagareta, Ms. Buchanan, Ms. Tschumy, Ms. McLaren, Ms. Vorderbruegge, Ms. Kahakalau, and Mr. Macdonald were in favor of the motion. The motion passed with seven ayes and one recusal.

MOTION

Ms. Tschumy moved and Ms. Kahakalau seconded the motion to continue to item XIV, Discussion/Action on Complaint from 24th St Waters of Life (WOL) satellite school. The motion passed unanimously.

XI. DISCUSSION/ACTION ON COMPLAINT FROM 24TH ST WATERS OF LIFE (WOL) SATELLITE SCHOOL

- A. Michelle Aquino testified to the 24th St. WOL satellite school's problems with WOL.
 - 1. WOL gave them a two-year commitment and less than one year later they have discontinued the agreement. The school was on educational field trips for over one month, and then closed early for the summer. Thirty-eight days before the next school year will start the school was told that the facilities were not going to be re-opened, there

- is no alternate site, and that the staff will not be hired for the new school year.
2. Ms. Aquino asked WOL LSB to honor their contract but received no response. The satellite school has been run by the director rather than the LSB.
 3. Some students have been placed in other schools, but there are 44 students remaining who have no school to attend this year.
 4. WOL cancelled the arrangement with the 24th Street school and intends those students to attend a WOL campus (Seaview Performing Arts Center for Education) 55 minutes away.
 5. Funding. The funding check that WOL is about to receive from the CSAO includes money for the 24th Street satellite campus' 44 students. She questioned the projected enrollment figures of WOL, saying that without the satellite schools students WOL's enrollment is low.
- B. Ms. Aquino stated that the school joined WOL because at the time there were excellent LSB members. They left the LSB this year. She asked the Panel to help the school find administrative support because the 24th Street school matches the WOL charter better than any of the original WOL campuses do and because there is already funding allotted to these children in WOL's projected enrollment. Even if it were possible, the 24th Street school does not want to continue to associate with WOL.
- C. Ms. Buchanan pointed out that WOL's Detailed Implementation Plan (DIP) was not amended to include the satellite schools when WOL took on those sites. The Panel cannot grant another charter because it has no charter to give and no funds for a school.
- D. Ms. Kahakalau suggested that the teachers and parents can use local family and friends to contact LSB members about the gross violations of their contract with WOL and perhaps even legal violations.
- E. Ms. DuPuis informed the Panel that the CSAO is constrained by law from withholding from WOL a check for 50% of their latest enrollment projections. The actual enrollment will not be confirmed until Oct. 15, 2008.

MOTION

Mr. Macdonald moved and Ms. Akaka seconded the motion that the Panel meet in executive session to consult with legal council about the Panel's powers and duties concerning WOL satellite school. The motion passed unanimously.

***The Panel met in Executive Session for consulting with Attorney General on duties and responsibilities as a Panel from 2:40 PM to 3:02 PM. ***

- F. Panel decision: The Panel stated that after deliberation and much consideration of the situation that it cannot help Ms. Aquino and the satellite school because the law doesn't provide the Panel any purview in this situation.

They continued that the equipment belongs to the state, and WOL is a state agency, so the equipment belongs to WOL, not to the students who have been using it, who had made it, or for whom it was originally bought for. The Panel could only suggest 3 possible courses of action: (1) Force WOL to honor their commitment for another year through legal action (2) Meet with DOE Superintendent Pat Hamamoto to determine whether the school can meet at the nearest DOE public school and receive credits from DOE as a school within a school or (3) Re-open negotiations with HAAS PCS to see if that school would be willing to take the additional students as their school may fit also with HAAS PCS' DIP.

The Panel stated that it greatly sympathizes with Ms. Aquino, the students, and the situation, but in reviewing the law several times there is nothing in the law that helps the Panel to take action regarding WOL's position or to intervene in negotiations with another charter school. The Panel ended by stating that it had no position on HAAS' decision with regards to the satellite school that has approached them. The Panel is sympathetic but unable to act.

- G. Panel decision: WOL projected enrollment is based on the satellite schools that were never officially added to their DIP. The projected enrollment includes the 44 students who Ms. Aquino testified will no longer be at the school. The Panel will meet with the Attorney General's office to determine their legal abilities to withhold money from WOL based on questionable projected enrollment.

MOTION

Ms. Buchanan moved and Mr. Macdonald seconded to the motion that the office shall temporarily withhold the first installment of funds for the 2008-09 school year from Waters of Life pending the decision from the Attorney General's Office on the legality of withholding funds in accordance with HRS §302B-8(f). Funds will be withheld no later than July 19, 2008, at which time the CSAO is required by HRS §302B-12(C) to provide funds for fifty percent of the most recent projected student enrollment for the upcoming school year. The motion passed unanimously.

MOTION

Ms. Buchanan moved and Ms. Kahakalau seconded the motion that the complaint regarding WOL's accurate projected enrollment figure be referred to the fact-finding committee to verify enrollment with the school by student identification number and to report back to the Panel. Motion passed unanimously.

- XII. DISCUSSION/ACTION ON ACCEPTANCE OF ASSURANCES – KONA PACIFIC PCS, HAWAII TECHNOLOGY ACADEMY, KAWAIKINI NEW CENTURY PCS

- A. Hawaii Technology Academy, Kona Pacific Academy, and Kawaikini New Century PCS received letters of authorization to start their charter schools based on Panel's visiting team that assurances have been adequately given. Hawaii Technology Academy was present at the meeting and received their letter personally.
- B. Ms. Kahakalau reported that her site visit with Ms. McLaren to Kawaikini School was smooth and the school did an excellent job in creating a folder of assurances. The binder was given to the Panel Assistant to be used as a model template by schools giving assurances in the future.

**** 5 minute break. Meeting resumes at 3:28 PM ****

XIII. DISCUSSION/ACTION ON APPLYING ASSURANCES PROCESS TO CONVERSION CHARTER SCHOOLS

MOTION

Ms. Buchanan moved and Ms. Kahakalau seconded the motion to refer this agenda item to the accountability committee. The motion passed unanimously.

XIV. DISCUSSION/ACTION ON COMPLAINT REGARDING KA WAIHONA LOCAL SCHOOL BOARD

- A. The Panel tasked Maunalei Love, a neutral third party, to look into complaints against the Ka Waihona LSB: whether the LSB elections were free and fair and whether the Principal is acting as the head of the LSB.
- B. Ms. Love reported her findings on the complaints.
 - 1. LSB meets quarterly, committees meet monthly and report back to the LSB.
 - 2. The school is a good school, and the Board members were passionate and wanted to function in the appropriate manner.
 - 3. Minutes were taking up to six months to post because they had not been approved by the LSB.
 - 4. Completion of the policies and procedures manual was taking too long.
 - 5. PTSA was started within past year, but there are no policies in place for input on electing leadership to the LSB.
 - 6. No standard procedure for notification by LSB to constituents regarding elections so that voting is more involved.
 - 7. No LSB elections since 04-05.
 - 8. The LSB terms are not staggered.

C. Ms. Love reported her suggestions for the LSB.

1. The LSB should meet more often in order to function more efficiently.
2. Minutes should be posted sooner.
3. Need standard procedures for notification to constituents.
4. It should be determined how the PTSA can play a more active role in making nominations for the LSB parent component.
5. Re-address LSB policy of term limits. Recommend new elections annually.
6. Specific election recommendations for LSB. Two LSB members from each constituency, with one of them up for election each year and two consecutive term limits. If the LSB decides to staggered terms, then this will help insure that there is no possibility of a completely new LSB each year.
7. The policy of a limited number of names on LSB election ballot should be re-addressed as well as the practice of choosing which names are placed on the ballot. Recommendation not to use this practice.
8. Attendees at the LSB meetings be allowed to speak.
9. General training for all LSBs.

D. Ms. Love suggested to the Panel that the Ka Waihona LSB report back to the Panel how they will address the concerns, although the LSB has already adopted some of her recommendations.

MOTION

Ms. Lagareta moved and Ms. Kahakalau seconded the motion to accept the report as written and to send it to the Ka Waihona LSB and Mr. Philhower. The motion passed unanimously.

XV. ****EXECUTIVE SESSION WITH THE ATTORNEY GENERAL**

- A. The Panel consulted with the attorney general on personnel matters and invited Ms. Love to join them.

XVI. **REVIEW/DISCUSSION/ACTION ON DRAFT, INSTRUMENT AND PROCESS, FOR 6 MONTH EMPLOYEE EVALUATION OF CHARTER SCHOOL ADMINISTRATIVE OFFICE EXECUTIVE DIRECTOR POSITION**

- A. The Panel agreed to follow the timeline outlined under the CSAO committee's report.

XVII. DISCUSSION/ACTION ON THE ELECTION OF CSRP LEADERSHIP FOR JULY 2008 THROUGH JUNE 2009 – did not discuss due to time constraints

XVIII. DISCUSSION ON FUTURE AGENDA ITEMS

A. Accountability Committee discussion/action item on Self-Evaluation Reports - feedback letters to the schools.

XIX. ADJOURNMENT

MOTION

Ms. Lagareta moved and Mr. Macdonald seconded the motion to adjourn the meeting at 4:57PM. Motion passed unanimously.