



**STATE OF HAWAII
STATE PUBLIC CHARTER SCHOOL COMMISSION
(‘AHA KULA HO‘ĀMANA)**

PERFORMANCE AND ACCOUNTABILITY COMMITTEE MEETING

**Report of the adjourned portion of committee’s meeting of Thursday August 27,
2015**

**State Public Charter School Commission Office
Remington College Building
1111 Bishop Street Honolulu, Hawaii
Fifth Floor, Suite 516**

ATTENDANCE

Peter Hanohano (Vice Chair)
Catherine Payne (Chair)

EXCUSED

Kalehua Krug
Mitch D’Olier
Jill Baldemor

ALSO PRESENT

Tom Hutton, Commission Executive Director
Danny Vasconcellos, Interim Organizational Performance Manager
Leila Shar, Financial Performance Manager

- I. Action on Connections Public Charter School’s Request to Amend the School’s Admission Policy to Allow for an Enrollment Preference for Educationally Disadvantaged Students

Committee received a presentation by Organizational Performance Manager Danny Vasconcellos on Connections Public Charter School’s request to amend the school’s admission policy to allow for an enrollment preference for educationally disadvantaged students.

Committee Chair Catherine Payne asked clarifying questions.

II. Action on Commission's Financial Monitoring of Ka Waihona o ka Na'auao Public Charter School

Committee received oral testimony from Alvin Parker, Principal of Ka Waihona o ka Na'auao Public Charter School. Written financial monitoring update from Commission's staff and written testimony submitted by Ka Waihona o ka Na'auao Public Charter School is attached here.

Committee Chair Payne asked Parker to submit any outstanding financial information to the Commission.

DAVID Y. IGE
GOVERNOR



CATHERINE PAYNE
CHAIRPERSON

STATE OF HAWAII
STATE PUBLIC CHARTER SCHOOL COMMISSION
(‘AHA KULA HO‘ĀMANA)
1111 Bishop Street, Suite 516, Honolulu, Hawaii 96813
Tel: (808) 586-3775 Fax: (808) 586-3776
<http://www.chartercommission.hawaii.edu>

RECOMMENDATION SHEET

DATE: August 27, 2015

TO: Catherine Payne, Chairperson
Performance and Accountability Committee

FROM: Tom Hutton, Executive Director
State Public Charter School Commission

AGENDA ITEM: Action on Connections Public Charter School's Request to Amend the School's Admission Policy to Allow for an Enrollment Preference for Educationally Disadvantaged Students

I. DESCRIPTION

Recommendation that the Performance and Accountability Committee ("Committee") recommend the State Public Charter School Commission ("Commission") approve the amended admission policy, including the admission application, of Connections Public Charter School ("Connections") to allow for an enrollment preference, through a weighted lottery, for educationally disadvantaged students.

II. POLICY CONTEXT

Admissions and enrollment are among the key distinguishing features of charter schools in Hawaii. Charter schools are schools of choice for families in the state, meaning that students may attend any charter school, regardless of the geographic area that they reside in. As public schools, charter schools are required to accept all applicants and not limit admission based on race, color, ethnicity, national origin, religion, gender, sexual orientation, income level, disability, level of proficiency in the English language, need for special education services, or academic or athletic ability.

A key characteristic of charter school admissions is that charter schools are allowed to limit admissions if the number of applications into the charter school exceeds the capacity of the program, class, grade level, or building. If the number of applications exceeds the charter school's

capacity, then the charter school is required to hold public lotteries for the available spaces and keep wait lists for enrollment.

While capacity issues may require charter schools to limit admissions, another distinguishing factor for charter school admissions is that charters are able to provide enrollment preferences for specific students, such as current students and siblings of already enrolled students, as well as enrollment preferences approved by the Commission. Enrollment preferences for children of school employees and governing board members and preferences through weighted lotteries for students from specific geographic areas have already approved by the Commission.

III. BACKGROUND

Beginning in the late fall of 2014, the Commission began to review and approve the admission policies and procedures, which included reviewing admission applications, of charter schools, as required by the Charter Contract. At its March 12, 2015 general business meeting, the Commission conditionally approved the admission policy of Connections. The approved admission policy is provided in **Exhibit 1** of this submittal. At the governing board's August 24, 2015 meeting, the governing board proposed and approved a request to amend its already approved admissions policy to allow for an enrollment preference for educationally disadvantaged students. A letter from the school governing board, confirming the board's request, is provided in **Exhibit 2** of this submittal.

The State Legislature, in the 2015 regular session, passed Act 114, which amended the governing charter school statute, Chapter 302D, Hawaii Revised Statutes ("HRS"), by allowing for an enrollment preference, through a weighted lottery, for educationally disadvantaged students.

According to the amended statute, educationally disadvantaged students are defined as "students who are economically disadvantaged, students with disabilities, migrant students, limited English proficient students, neglected or delinquent students, and homeless students."

The statute further defines a weighted lottery as "any lottery that gives additional weight to individual students who are identified as part of a specified set of students but does not reserve or set aside seats for individual students or sets of students."

IV. DECISION MAKING STATEMENT

The Connections' governing board is requesting that the Commission approve its amended admissions policy and application, which would provide: 1) an enrollment preference for educationally disadvantaged students; and 2) an amended application form.

The school's admission policy, which was previously approved conditionally by the Commission, would be amended by primarily adding in the enrollment preference for educationally

disadvantaged students. The school has also amended the language in the policy which significantly clarifies its procedures. The proposed amended policy is provided in **Exhibit 2** of this submittal.

With the addition of the enrollment preference for educationally disadvantaged students, the governing board has determined that the hierarchy of enrollment preferences be:

1. Educationally disadvantaged applicants;
2. Applicant sibling of a currently enrolled student; and
3. Applicant children of an employee of the school.

The proposed admission policy specifies that all students not already attending the school must participate in the lottery which means that the school's enrollment preferences would be provided through a weighted lottery rather than reserving or setting aside seats. The policy further specifies that a maximum of three preferences can be assigned to an applicant, which means that an applicant could be eligible for all three enrollment preferences and would receive "three extra names in the hat" for the admission lottery.

In addition to the amended admission policy, Connections also submitted an amended application form. The amended form, provided in **Exhibit 2** of this submittal, is made up of separate forms for the admission process and the enrollment process, which are available from the school's website. To facilitate the school's enrollment preferences, the admission form includes an optional section which applicants would complete if eligible and interested in the enrollment preferences. The optional section asks families to self-identify whether the student falls into one of the three enrollment preference categories. The remainder of the form asks for standard identifying information and contact information.

Commission staff recommends the Committee recommend that the Commission approve the amended admission policy of Connections which provides an enrollment preference, through a weighted lottery, for educationally disadvantaged students.

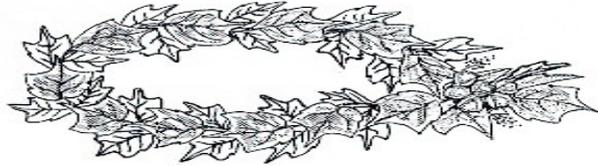
V. RECOMMENDATION

Proposed motion:

Moved that the Committee recommend the Commission approve the amended admission policy, including the admission application, of Connections Public Charter School to provide an enrollment preference, through a weighted lottery, for educationally disadvantaged students.

Exhibit 1

Connections Public Charter School Admissions Policy



'O'ohie pau ka 'ike i ka hālau hō'ohāhi

Connections Public Charter School

A Community, Business & Education Learning 'Ohana

**CONNECTIONS PUBLIC CHARTER SCHOOL
GOVERNING BOARD
ENROLLMENT POLICY**

In accordance with Act 130 or Hawai'i charter school law, effective beginning the 2013-2014 school year, Connections Public Charter School enrollment staff shall enroll students who have submitted enrollment applications, when space is available, by a random selection process.

Enrollment applications are submitted to the main office. When reviewed and determined to be complete, applications are forwarded to administration for acknowledgement signature. All applications are filed by student grade. If there is space in a grade for which there is an applicant, that application may be processed immediately.

Prior to the beginning of the school year, Connections' enrollment staff shall designate three lottery dates. Two weeks prior to those dates, public notice shall be made to notify the community of upcoming lottery selection. Applications submitted by those lottery dates shall be randomly and anonymously selected one by one, by a staff member and a staff witness, creating a "wait list" for that period, which shall be effective until the next lottery date. On the second and third lottery dates of that school year, the process shall be repeated, and a new "wait list" created. (Applications submitted after the lottery date will be added to the end of the "wait list" for that lottery period.) Applicants shall be notified of available spaces throughout that lottery period, according to their placement on the current "wait list".

In accordance with Connections' Vision and Mission Statements, in order to foster a learning environment that encourages participation of 'ohana, preference shall be given to applicants who have a sibling currently enrolled, and to applicants who are children of currently employed staff, according to the date those applications were submitted.

STUDENT APPLICATION FORM	Information Sess.	School Tour	MCK-Vento	Adm Policy
INSTRUCTIONS: To apply please complete Page 1 ONLY	FOR SCHOOL USE ONLY			

STUDENT PERSONAL DATA

Last Name: _____	Birth Date: _____
First Name: _____	Applying for Kindergarten: _____ Or Grade: _____
Middle Initial: _____ Lineage: (Jr, II, III, etc.) _____	<i>Must be 5 yrs. Old by July 31 for Kindergarten entry.</i>
Home Phone: _____ Cellular Number: _____	If accepted for enrollment, parent must provide verification of date of birth.
	Unlisted: Yes _____ No _____

Check one: <input type="checkbox"/> Homeless <input type="checkbox"/> Not Homeless Residence (if not homeless): Number _____ Street _____ Apt. # _____ City _____ State _____ Zip code _____	Mailing Address: (if different from home address) Number _____ Street _____ Apt. # _____ City _____ State _____ Zip code _____
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PRESCHOOL EXPERIENCE	CURRENT SCHOOL ATTENDING
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Preschool Experience: Yes _____ No _____ If "Yes"-attended: _____ less than 6 months _____ between 6 and 12 months _____ more than 1 year	Name: _____ Current Grade: _____ Year: _____
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CITIZENSHIP

Country of Birth: _____	If Country of Birth is other than US, give year of arrival: _____
US Citizenship: Yes _____ No _____	If not US Citizen, indicate status: Refugee _____ Immigrant _____ Non-Immigrant _____
	Alien Number: _____

PARENT/GUARDIAN CONTACT INFORMATION

Check One: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other (specify) _____	Relation: _____
_____ Last Name _____ First Name _____	_____ Employer's Name _____
_____ Home Phone # _____ Cellular Phone # _____	_____ Work Phone # (include ext.) _____ Email Address _____
_____ Address (if different from student's) _____	
Custody of child: Yes _____ No _____ Child lives with this contact: Yes _____ No _____ If accepted for enrollment, parent must provide documentation of custody status if needed	

Check One: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other (specify) _____	Relation: _____
_____ Last Name _____ First Name _____	_____ Employer's Name _____
_____ Home Phone # _____ Cellular Phone # _____	_____ Work Phone # (include ext.) _____ Email Address _____
_____ Address (if different from student's) _____	
Custody of child: Yes _____ No _____ Child lives with this contact: Yes _____ No _____ If accepted for enrollment, parent must provide documentation of custody status if needed	

SCHOOL SUPPLEMENTARY INFORMATION - Other Children in Family

Name	Age	Name	Age
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

STOP! DO NOT COMPLETE PAGE 2 UNTIL NOTIFIED!

INSTRUCTIONS: To be completed upon acceptance only Charter School's request

School Name: **Connections PCS**

Date Accepted: _____

Notified via: _____

STUDENT ENROLLMENT FORM

Student ID No. _____

Proof of Age _____

Proof of Res. _____

Medical/TB _____

Name _____

Gender: M _____ F _____

FOR SCHOOL USE ONLY

LANGUAGE INFORMATION (For Demographic Purposes Only)

Language Codes: (Select a letter from the list and fill in the blanks below)

_____ Student's First
Acquired Language

_____ Language Most Often
Spoken at Home

_____ Language Most Often
Used by Student

A - English
B - Cantonese
C - Mandarin
D - Ilocano
E - Tagalog

F - Cebuno/Visayan
G - Hawaiian
H - Japanese
I - Korean
J - Samoan

K - Vietnamese
M - Chuukese
N - Pohnpeian
O - Cambodian
P - Chamorro

Q - Fijian
R - Hmong
S - Lao
T - Marshallese
U - Pampango

V - Pangasinan
W - Portugese
X - Spanish
Y - Thai
Z - Tongan

L - Other (Specify): _____

ETHNICITY INFORMATION (For Demographic Purposes Only)

Ethnicity Code: _____ (Select choices from the list below and fill in the blank(s) to the left)

A - American Indian
B - Black
C - Chinese

D - Filipino
E - Hawaiian
F - Part Hawaiian

G - Japanese
H - Korean
I - Portuguese

J - Hispanic
K - Samoan
L - White

M - Other (Specify): _____
N - Indo-Chinese

OTHER INFORMATION

(Person to Notify In Case Of Emergency if First or Second Contact cannot be reached)

Check One: _____ Mr. _____ Mrs. _____ Ms. _____ Other (specify) _____ Relation: _____

_____ Last Name _____ First Name _____ Employer's Name _____

_____ Home Phone # _____ Cellular Phone # _____ Work Phone # (include ext.) _____ Email Address _____

PRIOR SCHOOL ATTENDED

Name: _____

Address: _____

ADDITIONAL INFORMATION

A. Does this student have a current IEP, 504, or related services? Yes _____ No _____
If so, please describe and/or provide documentation.

B. Does student's father, mother, or guardian work for the Federal Government or work on Federal Property? Yes _____ No _____

C. Is student's father, mother, or guardian a member of the Armed Services, National Guard, or Reserves? Yes _____ No _____

D. Other (specify): _____

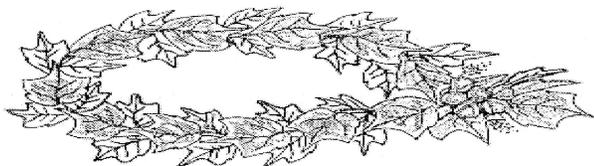
Parent/Legal Guardian Signature: _____

Date: _____

FOR SCHOOL USE ONLY

Exhibit 2

**Connections Public Charter School Request to Amend Admissions Policy
and Proposed Amended Admission Policy and Application**



'A'ole pau ka 'ike i ka hualau hio'okali

Connections Public Charter School

A Community, Business & Education Learning 'Ohana

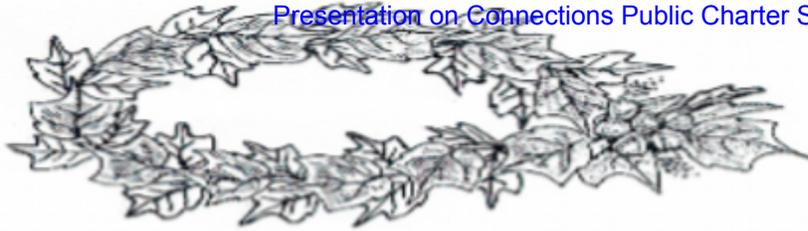
August 25, 2015

To Whom It May Concern:

This letter verifies that Connections' Governing Board met last night, August 24, 2015, and by consensus vote approved a motion to revise its Enrollment Policy as presented to the Hawaii State Charter School Commission's Performance and Accountability Committee.

Sincerely,

Heather J. McDaniel
Secretary/Recorder
Connections Public Charter School Governing Board



'A'ole pau ka 'ike i ka hualau ho'okahi

Connections Public Charter School

A Community, Business & Education Learning 'Ohana

Enrollment Policy

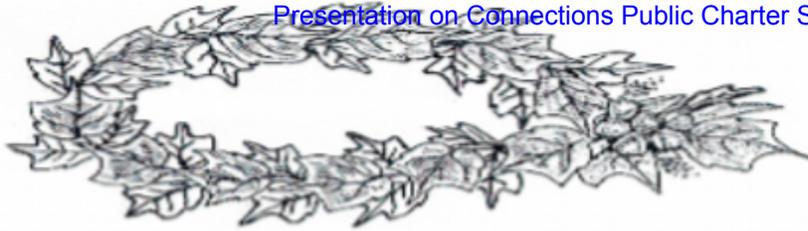
Overview

Connections Public Charter School is committed to enrolling a diverse student population and shall abide by the provisions in Title V, Part B, Subpart 1 of the Elementary and Secondary Education Act of 1965, as amended, Section 5201 – 5211; and Hawaii Revised Statutes (§302D-34) that forbid discrimination on the basis of race, color, ethnicity, national origin, religion, gender, sexual orientation, income level, disability, level of proficiency in the English language, need for special education services, or academic or athletic ability.

The school will admit students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. Connections Public Charter School shall enroll eligible students who submit a timely application unless the number of applications exceeds the capacity of a class, grade level or building. In such cases, all applicants shall have a chance of being admitted through a random selection process and weighted lottery. Enrollment will also follow §302D-34 as amended by ACT 114 (2015) allowing the school to give an enrollment preference through a weighted lottery to educationally disadvantaged students: defined as students who are economically disadvantaged, students with disabilities, migrant students, limited English proficient students, neglected or delinquent students, and homeless students.

Applications will be accepted continuously each year to maintain capacity in each grade level. All applications will be date/time stamped as they are received and filed by grade level. If the number of applications exceeds the capacity of a program, class, grade level, or building, a weighted, random public lottery will be held to determine which applicants are admitted. The number of seats available will be determined by the number of students who recommit minus the capacity. The drawing will continue until every name has been drawn and scheduled for enrollment or placed on a numerical waiting list. Parents will be notified of their child's acceptance. If an accepted applicant decides not to attend the school, the slot will be given to the next applicant on the waiting list.

Enrollment applications are submitted to the school's main office. When reviewed and determined to be complete, applications are forwarded to administration for acknowledgement signature. All applications are filed by student grade. If there is space in a grade for which there is an applicant, that application may be processed immediately. Prior to the beginning of the school year, Connections' enrollment staff shall designate three lottery dates. One week prior to those dates, public notice shall be made to notify the community of upcoming lottery selection. Applications submitted by those lottery dates shall be randomly and anonymously selected one by one, by a staff member and a staff witness, creating a "wait list" for that period,



'A'ole pau ka 'ike i ka hualau ho'okahi

Connections Public Charter School

A Community, Business & Education Learning 'Ohana

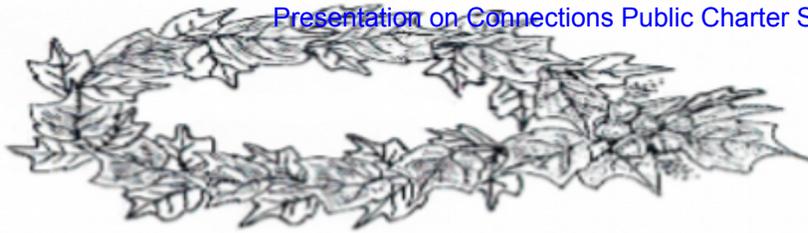
which shall be effective until the next lottery date. On the second and third lottery dates of that school year, the process shall be repeated, and a new "wait list" created (Applications submitted after the lottery date will be added to the end of the "wait list" for that lottery period). Applicants shall be notified of available spaces throughout that lottery period, according to their placement on the current "wait list".

The lottery will use weighted preferences for students whose application form indicates that they are educationally disadvantaged (students with disabilities, migrant students, limited English proficient students, neglected or delinquent students, and homeless students). In accordance with Connections' Vision and Mission to foster a learning environment that encourages participation of 'ohana, preference shall also be given to applicants who have a sibling currently enrolled, and to applicants who are children of currently employed staff, according to the date those applications were submitted.

Lottery Rules and Procedures

Rules: General

1. For the purposes of these rules, the following terms are defined below:
 - Lottery is for new students only. Students currently enrolled in the school will maintain their enrollment status and DO NOT participate in the lottery.
 - All references to dates are defined to mean the CLOSE OF BUSINESS on the date indicated.
 - Lottery refers to the process whereby all eligible applicants are assigned a random number and sorted, by grade, in order of the randomly assigned number.
2. All applicants (students not already attending school, including siblings of those already attending) participate in the lottery irrespective of preference status.
3. Only applications received prior to the end of the enrollment deadline are eligible to participate in the lottery.
4. All applicants offered a seat shall be required to affirmatively respond to an offer for acceptance within the designated time. Those not responding (excludes declines) will be moved to a pool for the subsequent lottery.
5. A lottery shall be conducted by the school to include all grades in which the number of applicants exceeds the number of expected seats available. If the number of applicants is less than the number of seats anticipated to be available, no public lottery shall be conducted for that grade.



'A'ole pau ka 'ike i ka hualau ho'okahi

Connections Public Charter School

A Community, Business & Education Learning `Ohana

6. **ALL** offers of registration shall be made in the order of the lottery results.

Rules: Preferences

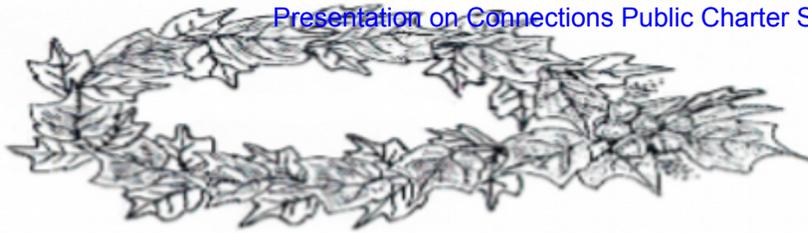
1. All preference categories shall be published prior to the lottery being conducted.
2. All applicants entitled to receive an initial placement preference shall be identified **PRIOR** to the lottery.
3. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.
4. All preferences shall be considered in the following hierarchy with a maximum of three (3) preferences assigned to any applicant:
 - Educationally disadvantaged applicant.
 - Applicant sibling of a currently enrolled student.
 - Applicant children of an employee of the school.
5. Siblings who are applying for the first time will receive preference only if their siblings are currently enrolled in the school.

Process:

Applications will be made available online through the school's website, and in paper form at the school's main office. Upon submission of an application the information is reviewed and weighted preference(s) assigned if applicable. Age requirements for kindergarten are verified. At each phase of the admission process the appropriate correspondence will be generated and communicated to each applicant family. The data will be monitored to determine the need for a lottery and wait lists. If there is an over subscription for any grade level a lottery will be conducted.

All accepted applicants will be provided with access to registration requirements. Documentation required by the school is collected for review and verification. The following items are generally required for all students:

- Authorization for request of cumulative folder
- Social security card (optional)
- Birth certificate
- Report card, transcript
- Current immunization/medical history



'A'ole pau ka 'ike i ka hualau ho'okahi

Connections Public Charter School

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Procedure:

Once all current students are registered and classes have been assigned, maximum class size will be determined in accordance with applicable collective bargaining agreements. Applications are accepted on an ongoing basis and maintained on a waiting list. Communication with prospective students' families is generated as appropriate.

Prior to the School's opening, staff may host informative meetings. These meetings will not only focus on informing the community about Connections Public Charter School, but more specifically the meeting will provide direction for parents/guardians interested in enrolling their child(ren). Parents will be notified of acceptance to the school or assigned a lottery number (and applicable preferences) in the event that applications exceed capacity. If capacity is not reached, subsequent applications will be accepted and ordered based on the date the application was received and the preferences extended to the applicant. As seats become available, they will be offered to applicants according to this established order, until capacity is reached.

Each applicant selected in the lottery will be notified. Families will have an opportunity to affirm their plans for their child(ren)'s attendance at the school, by either accepting or declining the offer. If the applicant's family fails to respond, in either the affirmative or the negative, the offered seat will be rescinded and offered to the next applicant on the waiting list.

Should the applicant's family decide to accept the offered seat, additional required registration paperwork will need to be completed.

School Name: **CONNECTIONS PUBLIC CHARTER SCHOOL** Date application received: _____

STUDENT APPLICATION FORM
INSTRUCTIONS: To apply please complete Page 1 ONLY

Information Sess. School Tour MCK-Vento Adm Policy

FOR SCHOOL USE ONLY

STUDENT PERSONAL DATA

Last Name: _____ Birth Date: _____
 First Name: _____ **Applying for Kindergarten:** _____ **Or Grade:** _____
Must be 5 yrs. Old by July 31 for Kindergarten entry.
 Middle Initial: _____ Lineage: (Jr, II, III, etc.) _____ **If accepted for enrollment, parent must provide verification of date of birth.**
 Home Phone: _____ Cellular Number: _____ Unlisted: Yes _____ No _____

Residence: _____ Number Street Apt. # _____ City State Zip code	Mailing Address: (if different from home address) _____ Number Street Apt. # _____ City State Zip code
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ADDITIONAL INFORMATION – PLEASE CHECK ALL THAT APPLY
(OPTIONAL – used to determine status for weighted lottery)

- Student is educationally disadvantaged (economically disadvantaged, has a disability, migrant, limited English proficiency, neglected, delinquent, and/or homeless).
- Student is a sibling of a currently enrolled student.
- Student is a child of an employee of Connections Public Charter School.

PARENT/GUARDIAN CONTACT INFORMATION

Check One: _____ Mr. _____ Mrs. _____ Ms. _____ Other (specify) _____ Relation: _____

_____ _____ _____
 Last Name First Name Employer's Name

_____ _____ _____ _____
 Home Phone # Cellular Phone # Work Phone # (include ext.) Email Address

_____ _____
 Address (if different from student's) Custody of child: Yes _____ No _____ Child lives with this contact: Yes _____ No _____
If accepted for enrollment, parent must provide documentation of custody status if needed

Check One: _____ Mr. _____ Mrs. _____ Ms. _____ Other (specify) _____ Relation: _____

_____ _____ _____
 Last Name First Name Employer's Name

_____ _____ _____ _____
 Home Phone # Cellular Phone # Work Phone # (include ext.) Email Address

_____ _____
 Address (if different from student's) Custody of child: Yes _____ No _____ Child lives with this contact: Yes _____ No _____
If accepted for enrollment, parent must provide documentation of custody status if needed

STOP!
DO NOT COMPLETE PAGE 2 UNTIL NOTIFIED

INSTRUCTIONS: To be completed upon acceptance only

Presents form on Connections Public Charter School's request

School Name: **Connections PCS**

Date Accepted: _____

Notified via: _____

STUDENT ENROLLMENT FORM

Student ID No. _____

Proof of Age _____

Proof of Res. _____

Medical/TB _____

Name _____

Gender: M _____ F _____

FOR SCHOOL USE ONLY

CITIZENSHIP

Country of Birth: _____

If Country of Birth is other than US, give year of arrival: _____

US Citizenship: Yes _____ No _____

If not US Citizen, indicate status: Refugee _____ Immigrant _____ Non-Immigrant _____
Alien Number: _____

LANGUAGE INFORMATION (For Demographic Purposes Only)

Language Codes: (Select a letter from the list and fill in the blanks below)

_____ Student's First
Acquired Language

_____ Language Most Often
Spoken at Home

_____ Language Most Often
Used by Student

A - English

F - Cebuno/Visayan

K - Vietnamese

Q - Fijian

V - Pangasinan

L - Other (Specify): _____

B - Cantonese

G - Hawaiian

M - Chuukese

R - Hmong

W - Portugese

C - Mandarin

H - Japanese

N - Pohnpeian

S - Lao

X - Spanish

D - Ilocano

I - Korean

O - Cambodian

T - Marshallese

Y - Thai

E - Tagalog

J - Samoan

P - Chamorro

U - Pampango

Z - Tongan

ETHNICITY INFORMATION (For Demographic Purposes Only)

Ethnicity Code(s): _____ (Select choices from the list below and fill in the blank(s) to the left)

A - American Indian

D - Filipino

G - Japanese

J - Hispanic

M - Other (Specify): _____

B - Black

E - Hawaiian

H - Korean

K - Samoan

N - Indo-Chinese

C - Chinese

F - Part Hawaiian

I - Portuguese

L - White

SCHOOL SUPPLEMENTARY INFORMATION - Other Children in Family

1. Name _____ Age _____

3. Name _____ Age _____

2. Name _____ Age _____

4. Name _____ Age _____

OTHER INFORMATION

(Person to Notify In Case Of Emergency if First or Second Contact cannot be reached)

Check One: _____ Mr. _____ Mrs. _____ Ms. _____ Other (specify) _____ Relation: _____

_____ Last Name _____ First Name _____ Employer's Name _____

_____ Home Phone # _____ Cellular Phone # _____ Work Phone # (include ext.) _____ Email Address _____

Does student's father, mother, or guardian work for the Federal Government or work on Federal Property? Yes _____ No _____

Is student's father, mother, or guardian a member of the Armed Services, National Guard, or Reserves? Yes _____ No _____

PRESCHOOL EXPERIENCE

Preschool Experience: _____ less than 6 months _____ between 6 and 12 months _____ more than 1 year

CURRENT SCHOOL ATTENDING

Name: _____ Address: _____ City: _____ State: _____

Current Grade: _____ Teacher: _____

SIGNATURES

Parent/Legal Guardian Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____

DAVID Y. IGE
GOVERNOR



CATHERINE PAYNE
CHAIRPERSON

STATE OF HAWAII
STATE PUBLIC CHARTER SCHOOL COMMISSION
('AHA KULA HO'ĀMANA)

1111 Bishop Street, Suite 516, Honolulu, Hawaii 96813
Tel: (808) 586-3775 Fax: (808) 586-3776

INFORMATIONAL SUBMITTAL

DATE: August 27, 2015

TO: Catherine Payne, Chairperson Performance and Accountability Committee

FROM: Tom Hutton, Executive Director

AGENDA ITEM: Action on Commission's Financial Monitoring of Ka Waihona o ka Na'auao Public Charter School

I. DESCRIPTION

Action or update on Commission's financial monitoring of Ka Waihona o ka Na'auao Public Charter School ("Ka Waihona").

II. AUTHORITY

Pursuant to Hawaii Revised Statutes ("HRS") §302D--17(a), "An authorizer shall continually monitor the performance and legal compliance of the public charter school it oversees, including collecting and analyzing data to support ongoing evaluation according to the charter contract. Every authorizer shall have the authority to conduct or require oversight activities that enable the authorizer to fulfill its responsibilities under this chapter, including conducting appropriate inquiries and investigations, so long as those activities are consistent with the intent of this chapter and adhere to the terms of the charter contract."

Section 12.1 of the State Public School Charter Contract provides that "the Commission continually monitor the performance and legal compliance of the School. The Commission shall have the authority to conduct or require oversight activities that enable the Commission to fulfill its responsibilities under Ch. 302D, HRS, including conducting appropriate inquiries and investigations, so long as those activities are consistent with the intent of Ch. 302D, HRS, and adhere to the terms of this Contract."

III. BACKGROUND

At the April 9, 2015 General Business meeting, an overview of the schools' financial performance as of the second quarter was presented to the Commission. As a result of its low days cash on hand measure, the Commission required Ka Waihona submit information monthly, starting with March, 2015, regarding the status of the school's finances, grants, fundraising and reserve until such time the Commission deems such additional financial monitoring no longer necessary.

At the August 13, 2015 General Business meeting, Ka Waihona's principal, Alvin Parker, asked the Commission to reconsider the need for monthly financial monitoring of the school. He stated the school had paid off the funds drawn down from the line of credit with a bank during FY 2015 and had closed this line of credit earlier this month.

The Commission expressed concern with the pay-down of the \$200,000 drawn from its line of credit using FY16 funds, especially since Ka Waihona's FY16 budget was a break-even one.

IV. PRESENTATION

Commission staff has reviewed the July 31, 2015 financial reports submitted by the school. The financial statements will be made available to the Commissioners for their further review, if desired. Highlights of the information include:

1. Days Cash on Hand: 203 days as of July 31, 2015

The primary concern raised by staff was based on this indicator. This indicator is favorable due to the statutory requirement that 60% of a charter school's annual allocation be provided by July 20. This 60% allocation represents approximately 219 calendar days. At the end of July, Ka Waihona should have at least 188 days of cash (219 days less 31 days for July), which it does. Unfortunately, the large cash infusion to schools during the first month of operations does not provide a fair picture of a school's sustainability through the rest of the year.

2. Cash balance as of July 31, 2015: \$2,088,458

The school's cash balance as of July 31 is robust as a result of the statutory funding schedule for charter schools described above. Based on projected enrollment of 639 students at \$6,520 per student, the first funding allocation to Ka Waihona was almost \$2.5 million.

The Commission staff requested a monthly cash flow forecast for the remainder of the fiscal year to provide assurance that the school would be able to sustain its operations despite the paying down closing out of the line of credit. As of this writing, this information has not been received.

V. RECOMMENDATION

None recommended at this time, pending receipt of cash flow forecast.

DAVID Y. IGE
GOVERNOR



CATHERINE PAYNE
CHAIRPERSON

STATE OF HAWAII
STATE PUBLIC CHARTER SCHOOL COMMISSION
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INFORMATIONAL SUBMITTAL

DATE: July 9, 2015
TO: Catherine Payne, Chairperson Performance and Accountability Committee
FROM: Tom Hutton, Executive Director
AGENDA ITEM: Presentation of Ka Waihona o ka Na'auao Public Charter School's May 2015 Monthly Report for Commission's Financial Monitoring

I. DESCRIPTION

Review of the financial reports of Ka Waihona o ka Na'auao Public Charter School ("Ka Waihona") for the month ended May 31, 2015.

II. BACKGROUND

At the April 9, 2015 General Business meeting, an overview of the schools' financial performance as of the second quarter was presented to the Commission. As a result of its low days cash on hand measure, the Commission voted to require Ka Waihona to submit information monthly, starting with March, 2015, regarding the status of the school's finances, grants, fundraising and reserve until such time the Commission deems such additional financial monitoring no longer necessary.

III. PRESENTATION

Commission staff has reviewed the May 31, 2015 financial reports submitted by the school. The financial statements will be made available to the Commissioners for their further review, if desired. Highlights of the information include:

1. Days Cash on Hand: 11.2 days as of May 31, 2015

The primary concern raised by staff continues to be this indicator. At the end of March, the school had approximately 24 days cash on hand. At the end of May, the school had approximately 11 days cash on hand. The school had \$462,870 in Accounts Receivable at the

end of May and was provided all per pupil allocations for this school year. In addition, the school was expecting to receive funds from OHA (\$157,000) and Ho'olako Like (\$394,214).

As of this writing, receipt of grants from Kamehameha Schools and OHA has not been confirmed. Assuming the amounts due to the school are received by the school within this fiscal year, the school should cover its expenses through the end of June, and the first pay day in the new fiscal year of July 5.

2. Cash balance as of May 31, 2015: \$183,194

The school's cash balance decreased approximately \$78,529 from \$261,723 at the end of April. All schools received the annual per pupil allocations for this fiscal year by May 15. As of this writing, it has not been confirmed that the school received Kamehameha Schools or Office of Hawaiian Affairs grant funds.

The school has a line of credit with a bank for a total of \$300,000. The school has drawn down \$200,000 from this line and plans to pay this amount off on July 20, 2015. Staff will be working with the school to close out this line of credit.

IV. RECOMMENDATION

None; for informational purposes only.

DAVID Y. IGE
GOVERNOR



CATHERINE PAYNE
CHAIRPERSON

STATE OF HAWAII
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INFORMATIONAL SUBMITTAL

DATE: April 23, 2015

TO: Catherine Payne, Chairperson Performance and Accountability Committee

FROM: Tom Hutton, Executive Director

AGENDA ITEM: Presentation of Ka Waihona o ka Na'auao Public Charter School's March 2015 Monthly Report for Commission's Financial Monitoring

I. DESCRIPTION

Review of the financial reports of Ka Waihona o ka Na'auao Public Charter School ("Ka Waihona") for the month ended March 31, 2015.

II. BACKGROUND

At the April 9, 2015 General Business meeting, an overview of the schools' financial performance as of the second quarter was presented to the Commission. As a result of its low days cash on hand measure, the Commission voted to require Ka Waihona to submit information monthly, starting with March, 2015, regarding the status of the school's finances, grants, fundraising and reserve until such time the Commission deems such additional financial monitoring no longer necessary.

III. PRESENTATION

Commission staff has reviewed the March 31, 2015 financial reports submitted by the school. The financial statements will be made available to the Commissioners for their further review, if desired. Highlights of the information include:

1. **Days Cash on Hand: 24.13 days**

The primary concern raised by staff was this indicator. At the end of December, the days cash on hand for this school was 42.48 days. At the end of March, the school has approximately 24 days cash on hand. The school has \$237,172 in Accounts Receivable and expects to receive \$213,000 by the end of this month. In addition, the school is expecting to receive funds from

OHA (\$157,000), Ho'olako Like (\$394,214), its third per pupil allocation (\$404,161) and Title I Funds (\$122,888). These amounts are not included in Accounts Receivable. While these expected funds are significant, totaling \$1,291,263, this equates to approximately 80 days cash on hand using the average daily expenses of \$16,072, based on year to date expenses of \$4,399,996 through the end of March. Assuming the amount due to the school is received by the school within this fiscal year, the school should cover its expenses through the end of June, and the first pay day in the new fiscal year of July 5.

2. Cash balance as of March 31, 2015: \$387,889.72

The school's cash balance decreased approximately \$319,400 from \$707,320 at the end of December, and \$185,805 from \$573,695 at the end of February. The school recorded approximately \$884,000 in receipts for the first quarter of this calendar year. Hopefully, the school will continue to receive other income in addition to the grants and funding identified earlier to sustain its operations and fund the first payroll in July, 2015.

IV. RECOMMENDATION

None; for informational purposes only.