

DAVID Y. IGE  
GOVERNOR



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CHAIRPERSON

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

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**PERFORMANCE & ACCOUNTABILITY COMMITTEE**  
**RECOMMENDATION SUBMITTAL**

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DATE OF SUBMITTAL: May 6, 2019

DATE OF MEETING: May 9, 2019

TO: John Kim, Chairperson  
State Public Charter School Commission

FROM: Kalehua Krug, Chairperson  
Performance & Accountability Committee

AGENDA ITEM: V. A. Action on Amendment to Admissions and Enrollment Policies for Hawaii Academy of Arts & Science Public Charter School

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I. DESCRIPTION

State Public Charter School Commission’s (“Commission”) consideration to approve amendments to the admission policies and procedures of Hawaii Academy of Arts & Science Public Charter School (HAAS).

II. POLICY CONTEXT

Section 7.3 of the State Public Charter School Contract (“Charter Contract”) provides:

“The School shall comply with its admission policies and procedures as approved by the Commission. If the number of applicants exceeds the School’s capacity of a program, class, grade level, or building, the School shall select students to enroll using a public lottery that shall be publically noticed; provided that if the School is a conversion charter school serving as the home school for the [Department of Education (DOE)] DOE district, then the School shall follow Section 302D-34(c), HRS. These policies and procedures shall be readily accessible from the School’s website, as described in Section 8.9 of this Charter Contract.”

### III. BACKGROUND

As provided in the current Charter Contract, the Commission is to review and approve the admission and enrollment policies of the charter schools. At its General Business Meeting on September 11, 2014, the Commission first took action regarding this duty by approving in advance an enrollment preference for the children of full-time employees, provided that this preference account for no more than 10% of the total student population. At the same meeting, the Commission determined that admission and enrollment policies or practices that make acceptance of a student contingent on submittal of interviews, tests, essays, past academic performance, and letters of reference will not be approved, consistent with state law.

At its November 13, 2014 General Business Meeting the Commission added to its earlier enrollment preference for children of employees, by approving a similar enrollment preference related to governing board members. The addition however did not change the limit of 10% of the total school population, on the combined preferences.

From November 2014 through June 2015 the Commission reviewed, approved, and, in some instances, required charter schools to amend admission policies and practices, to ensure all charter schools are complying with state law by providing equal access and equity to any public school student who is entitled to attend a department school. Once approved, a charter school's admissions policy and procedures would not need Commission review and approval on a regular basis unless the school revised the policy and procedures. Charter schools would then be required to submit the revised policy for Commission review and approval.

At its March 12, 2015 general business meeting, the Commission approved the admissions policies and practices of HAAS Public Charter School. The approved admission policy is provided as **Exhibit 1**.

A letter from HAAS school's governing board, provided as **Exhibit 2**, conveyed the board's request to revise and update its Admissions Policy. The proposed revised policy is provided as **Exhibit 3**.

At the April 11, 2019 meeting the Performance & Accountability Committee passed a motion to recommend that the full Commission accept the revisions of the admission and enrollment policies for Hawaii Academy of Arts & Sciences Public Charter School. The motion passed unanimously.

### IV. DECISION MAKING STATEMENT

It is important to note the distinction between charter school applications, admissions, and enrollment policies and practices; and the DOE's enrollment process. While DOE schools automatically enroll the students that reside within the geographic area that the DOE school serves,

each of the steps taken by student applicants to gain entrance into a charter school is important: (1) completion of application forms by prospective applicants and their families; (2) application of the school's admissions policy; and then (3) the enrollment process used to enroll, or admit, a student officially.

It is necessary to be cognizant that, up until an applicant has been accepted the application itself, and how the application is processed, evaluated by the school, and reviewed for acceptance; are subject to great scrutiny. What questions a school asks of an applicant during this time can place the school at risk of allegations of illegal discrimination. After an applicant has been formally accepted into a charter school, the level of concern and scrutiny is less, and all of the questions needed to assist the school in providing the best education to that student can be freely asked—but not prior to that time.

HAAS School is seeking approval to admit students for enrollment in the following order:

1. Child of HAAS employee. Not to exceed the 10% of the school's total student population
2. Sibling of currently enrolled students.

The revised policy reduces the school's enrollment preferences to only two. Additionally, both of these are already approved, either because they meet one of the enrollment preferences approved in advance by the Commission, or they are statutorily allowed under HRS §302D-34 of the charter school law. Regarding the preference for "Child of HAAS employee" it is important to note that individuals receiving a paycheck from HAAS, and also, individuals serving as governing board members, are both included in the definition of a "HAAS employee". That is, children of governing board members will be included in the school's first enrollment preference. Also, although not included in the list of enrollment priorities, the revised policy allows an automatic re-enrollment of current students, and states that current students will not be subject to the lottery. This too is a statutorily allowed enrollment preference under HRS §302D-34.

The proposed new policy eliminates suspect wording, regarding any special education needs the applicant may have, from the current policy and brings the policy into compliance to ensure that all students are treated fairly in the applications process. Lastly the policy is shortened and simplified.

**Performance & Accountability Committee's Recommendation:**

**Move to accept the revisions of the admission and enrollment policies for Hawaii Academy of Arts & Sciences Public Charter School.**

**Exhibit 1**

**Currently Approved Admission Policy for HAAS Public Charter School**

# HAAS Lottery Process

1. Reenrollment Surveys distributed out the 1<sup>st</sup> week in February. Need to be back to Registrar by the 2<sup>nd</sup> Friday in February.
2. Opening of Lottery Pool from February 1<sup>st</sup>-28<sup>th</sup>. Student Interest Form completed and returned to main office.
3. Student Interest form will be reviewed and verified in SSES by Registrar. A copy of the form for any SPED designated students will be forwarded to the SSC for further information.
4. Lottery pull first Friday of March. Lottery pull is done by a Governing Board member and witnessed by the Administrator and Registrar. All Student Interest forms are filed by grade in order of pull.
5. Any Student Interest Forms received after March 1<sup>st</sup> are filed by grade and in chronological order **after** those with an assigned Lottery Number.
6. If a student's status is disclosed or discovered, a current IEP/MP will be requested from the parent. When the document is received, the document will be submitted to the either the SSC or appropriate SPED Teacher (whichever is available) for review to ensure our ability to provide addressed services.
7. Filling of openings (for 'Ohana teachers)
  - a. Parents will be called in order of Lottery selection for the appropriate grade level.
  - b. If Lottery selection has been exhausted then begin calling students in chronological order.
8. Notification
  - a. Only selected students will be notified by April 30<sup>th</sup>.
  - b. Campus
    - i. Registrar will notify parents/guardian if the student has been drawn for an empty slot.
  - c. 'Ohana
    - i. Program teacher will notify parents/guardian of selection and schedule an initial meeting if the teacher sees it as necessary.
9. Enrollment
  - a. Current IEP or MP (for SPED) within 2 weeks of notification of possible entry. Actual enrollment will be determined by SSC.
  - b. SSC will confer on appropriate placement with Campus or 'Ohana Directors.
  - c. Enrollment packets and supporting documents are due June 30<sup>th</sup>.
    - i. Birth Certificate
    - ii. Health (Form 14 & TB)
    - iii. Release for previous school
    - iv. Transcripts (gr. 7-12 only)
    - v. Last report card (elementary)
    - vi. Standardized test scores (if available)
  - d. If completed enrollment documentation is not received by June 30<sup>th</sup>, the empty slot will be filled by the next student in line.
  - e. Parents notified after June 30<sup>th</sup> will have 1 week from date of notification to turn in completed Enrollment Packet and support documents.
10. Priority
  - a. Children of HAAS Employees.
  - b. Siblings of currently enrolled students.
  - c. Distance student in good standing. (Student does not lose Distance seat during process.)
  - d. Returning students who left the school year prior to the lottery year and are in good standing (no failing grades or disciplinary issues at time of exit).
  - e. Administration will make the final determination if priority status is disputed.

**Exhibit 2**

**Governing Board's Request to Revise HAAS Public Charter School's Admission  
Policy**



**HAWAII ACADEMY  
OF ARTS & SCIENCE**  
Public Charter School

April 8, 2019

Charter School Commission  
1111 Bishop St #516  
Honolulu, HI 96813

Re: HAAS Lottery Policy Updates

Dear Commissioners,

Our Governing Board has made changes to our Lottery Policy. These changes were made to open our lottery window earlier and to add definitions to terms used within the policy. At this time we are submitted this Policy for your review and approval.

A school representative will be available via phone conference for any questions you may have regarding this matter. Mahalo for your time.

Sincerely,

Aumoana Kanakaole-Lato  
GB Clerk/Treasurer

**Hawaii Academy of Arts and Science PCS  
Governing Board  
Minutes**

**Scheduled Date:** January 28, 2019

**Start Time:** 4:33pm

**Location:** Main Campus

**Attending:** Steve Hirakami, Anthony Bartholomew, Laura Rasgado, Petra Wiesenbauer, JD Wacker, Steve Schaefle, Pano Kastler-Karides, Aumoana Kanakaole-Lato, Cyndie Greenlaw, Michael Dodge

**Ex- O:** Terri York, Gail Clarke

**Absent:** David Cole, Jill Raznov

**Guests:** Shelby Smith

**Recorder:** Kalamaula Kuahiwinui

1. Call to Order
2. Statements from Guests (3-minute limit per person)
  - a. Shelby Smith introduction- looking for input from board for projects to put in place
3. New Business:
  - a. Procurement Policy: Revision to Procurement policy. **Motion by Terri York to approve the changes to the procurement policy as printed including in number 6 Sole Source Procurement. Second by Steve Schaefle. Approved by all present.**
  - b. Authorized Signatures for Banking: New signature card to update authorized signatures on FHB account to include Steve A. Hirakami, Terri York, Aumoana Kanakaole-Lato, and Keahi Kaheiki. **Motion by Steve Hirakami to approve the changes to the authorized signatures on FHB account. Second by Tony Bartholomew. Approved by all present.**
  - c. After School Program Opportunities: Providing enrichment opportunities to HAAS for after school between 3-5pm. **Tabled**
  - d. School wide Ho`ike: Suggested entire school staff to attend. To be discussed in Leadership.
4. Old Business:
5. Administration Report: Position of Business Manager offered and accepted by candidate to start February 4, 2019. Thanks to Jenna Way for assisting during transition. Mid- year audit upcoming in February 2019. Staff changes in maintenance department.
6. Committee and Program Reports
  - a. Personnel Committee Report
  - b. Board Development Committee
  - c. Finance Committee: Will be requesting detailed reports from new Business Manager. Need to start looking at budget for 2019/20. Grant reviews frequently. Title II has been awarded.
  - d. Program Reports
    - i. Title I: School Year 18/19 in process. CNA for Year 19/20 in process.
    - ii. Title II: Awarded
    - iii. National School Lunch Program
  - e. Lottery information/communication Committee
    - i. Lottery Policy: Commission returned policy with suggested changes printed. Removing Legacy from policy. **Motion by Tony Bartholomew to approve HAAS Lottery Policy on document named "Commission Changes dated 20190115". Second by Cyndie Greenlaw. Approved by all present.**



- f. Wellness Committee: HAAS has been awarded Blue Zone status. Will celebrate Blue Zone at Tropical Living Festival on April 13, 2019.
  - g. Strategic Planning Committee: ASC has entered contract with Shelby to facilitate strategic planning.
7. Stakeholder Announcements
- a. Student: Car wash prom fundraiser was successful. Talent show upcoming on campus February 16, 2019.
  - b. Parent: Mentor for student whom mentioned would like more hands on curriculum for PTP. Several Legislative bills would like awareness on. Spelling Bee held at HAAS this past weekend.
  - c. Community: Scholars Feast at Sacred Heart on February 9, 2019 - funds scholarships to Pahoia Schools.
  - d. Faculty: ACT on February 20, 2019.
  - e. Staff:
8. Review and approve 1/28/19 minutes. **Motion by Tony Bartholomew to approve minutes. Second by Petra Wiesenbauer. Approved by all present.**
9. Next meeting: 2/25/19
10. Adjournment

**Hawaii Academy of Arts and Science PCS  
Governing Board  
Minutes**

**Date:** November 19, 2018

**Start Time:** 4:30 pm

**Location:** Main Campus

**Attending:** Anthony Bartholomew, Steve Hiramami, Laura Rasgado, Cyndie Greenlaw, Petra Wiesenbauer, Michael Dodge, JD Wacker, Steve Schaeffle, Aumoana Kanakaole-Lato, Jill Raznov, Pano Kastler-Karides

**Ex- O:** Terri York

**Absent:** David Cole

**Guests:** None

**Recorder:** Kalamaula Kuahiwinui

1. Call to Order
2. Statements from Guests (3 minute limit per person)
3. New Business: None
4. Old Business:
5. Administration Report: Steve and Terri attended Leadership Summit, 673 students at October 15 count date, first year ever that HAAS did a review and not an audit.
6. Committee and Program Reports
  - a. Personnel Committee Report: None
  - b. Board Development Committee: None
  - c. Finance Committee: Review Finance Meeting Minutes
    - i. **Motion by Aumoana to approve Boy Scout After School Program. Second by Tony. Approved by all present.**
    - ii. **Motion by Aumoana to approve Draft Budget. Second by Steve Schaeffle. Approved by all present.**
    - iii. **Motion by Aumoana to approve Qtr. 1 Financials. Second by Tony. Approved by all present.**Reviewed Financial Review Report. Policy review for Vacation Payout-tabled.
  - d. Program Reports
    - i. Title I: Ongoing Training
    - ii. Title II: Still seeking timeline and amounts
    - iii. National School Lunch Program: None
  - e. **Lottery information/communication Committee**  
**Lottery Process- Legacy: Motion by Jill to approve Lottery Policy. Second by Cyndie. Approved by all present.**
  - f. Wellness Committee
    - i. Blue Zones Project: Have been approved to become Blue Zone. **Motion by Terri to approve Blue Zones Project. Second by Tony. Approved by all present.**

- g. Strategic Planning Committee: Committee to have meeting next week.
- 7. Stakeholder Announcements
  - a. Student: Winter Formal upcoming
  - b. Parent:
    - i. Legislative Strategic Planning: Well attended meeting on Oct. 22.  
Reviewed outcome of meeting. Next meeting TBD.
  - c. Community: Successful Art is Life Festival- Mahalo to HAAS from ASC
  - d. Faculty: Tripod Survey sent out Nov. 19, 2018. SQS Survey to be sent out Jan.
  - e. Staff: None
- 8. Review and approve 11/19/18 minutes. **Motion by Tony to approve Minutes. Second by JD. Approved by all present.**
- 9. Next meeting: 12/17/18
- 10. Adjournment

**Exhibit 3**

**Proposed Admission Policy for HAAS Public Charter School**

# HAAS LOTTERY POLICY

APPROVED BY GOVERNING BOARD 01/28/2019

1. The Hawaii Academy of Arts and Science, Public Charter School lottery is January 1st to February 28th. Student Interest Form completed online or returned to main office.
2. Lottery pull first Friday of March and is open to the public. Lottery pull is done by a Governing Board member and witnessed by the Administrator and Registrar. All Student Interest forms are filed by grade in order of pull.
3. Any Student Interest Forms received after March 1st are placed by grade level and in chronological order on the lottery list after those with an assigned Lottery Number.
4. Filling of openings
  - a. Parents will be called in order of Lottery selection for the appropriate grade level.
  - b. If Lottery selection has been exhausted then begin calling students in chronological order.
5. Notification for any open seats may begin the day after the lottery pull is completed.
6. Enrollment packets and supporting documents must be submitted by the due date assigned at the time of acceptance.
7. Priority
  - a. Child of HAAS Employee. Not to exceed 10% of the school's total student population
  - b. Sibling of currently enrolled students.
  - c. Administration will make the final determination if priority status is disputed.
8. Definitions
  - a. Child: Biological child, adopted child, stepchild, guardianship of child living in same household of current HAAS employee.
  - b. HAAS Employee: Currently receiving a paycheck from HAAS and are full time status or serving as a Governing Board Member at the time of the lottery pull.
  - c. Sibling: Having the same Mother, Father, Step Parent or Guardian of a currently enrolled student and living in the same household. Court documents and/or proof of residence must be submitted upon request to verify priority status. Power of Attorney does not qualify for legal guardianship.
  - d. Currently Enrolled Student: Any student enrolled at HAAS on the date of lottery pull.
  - *Court documents and/or proof of residence must be submitted upon request to verify priority status. Power of Attorney does not qualify for legal guardianship.*
  - *Current students are automatically re-enrolled and not subject to this Lottery Policy*