

Linda Lingle
Governor

Vanelle Maunalei Love
Interim Executive Director



Charter School Administrative Office

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

Date: September 22, 2008

To: Charter School Review Panel
Alvin Parker, Chair

From: Vanelle Maunalei Love, Interim Executive Director
Charter School Administrative Office

Subject: Interim Executive Director's Report

Aloha Kakou,

The past week and a half have been extremely busy with the CSAO working on its Biennium Budget Request. I have also outlined other items/issues the CSAO is working on.

MEETINGS

- CSAO Staff- The CSAO has a general staff meeting every Tuesday morning, as well as ongoing collective and individual meetings
- Federal Programs Office/DOE/CSAO/SLC (Superintendent's Liaison Committee)-
September 16, 2008
 1. A meeting was held with members of the Superintendent's Liaison Committee, the CSAO, CSRP, and the DOE's Compliance Office to discuss federal grants allocated to the state and how these funds are distributed to schools. This meeting focused on Federal Formula Grants.
 2. We received a template describing Formula Grants and their Program ID's, Program Titles, Award Amounts, Notification, and Funding Periods, etc... (See Attachment A- this is a working document)
 3. It was explained the Feds want one person/group/office to work with in a state. The DOE then turns a federal award number into a Program ID
 4. Regarding NCLB, the Feds have agreed it is acceptable the state have one Consolidated Plan.

5. The majority of funds goes to the LEA...our state is the SEA/LEA so funds go to the DOE
 6. Regarding charter schools- We discussed how to proceed to ensure charter schools receive equitable funding...agreed we need consistency, and the need for some titles to be dealt with uniquely in regards to charters
 7. Regarding federal funded activities- Charter schools need to be part of these and should also be included in trainings... i.e. ELL Training
 8. The vast majority of Title I goes directly to schools
 9. Title II funds go to the DOE then to the CAS (the CSAO is treated as a CAS)...funds for charter schools go to the CSAO to be disbursed to schools...Statewide, 65% of these funds make their way to schools with the balance for state activities that a centralized unit takes responsibility for
 10. Title II funds- within 15 months these funds need to be used or they lapse back
 11. Title III- this is a smaller amount- 2.5 million dollars statewide...these are more difficult for charter schools to receive due to regulations...How will we distribute and monitor these funds?
 12. Safe & Drug Free- The CSAO has received \$32,000 each year since charters first started receiving these funds
 13. We asked if there are funds lapsing that charters could or should have access to? It was stated that all carry over funds have been obligated
 14. Discussion on ways to improve funds to charter schools and how they are determined needs to take place in the future. It was suggested charters/CSAO work directly with program managers to receive equitable funding in the future. The CSAO has started this process with grants the CSAO helps to manage.
 15. Robert Campbell stated he will send information on the status of funds for this year
 16. I asked to have a list of all programs and the titles they come under...Robert Campbell will send a list of these
 17. The next meetings will be between October 6 – 10 with the different program managers...and October 10 for Discretionary Grants
- Governor's Office/CSAO/Finance and Legislative Work Groups
 1. The Finance and Legislative Work Groups met on September 16, 2008 with Nani Medeiros, and Linda Smith of the Governor's Office.
 2. Discussion centered around the upcoming Biennium Budget Request
 3. The CSAO presented various versions for further discussion
 4. The CSAO also called a Tele-Conference on September 23, 2008 with the same work groups.
 5. The outcome is what we are presenting in our Biennium Budget Request- A per pupil amount which follows the formula in Statute 302B-12.
 - Attorney General's Office/CSAO-
 1. The CSAO and Attorney General meets monthly to address issues and concerns.

- Safe and Drug Free Funds and Programs available-
 1. A meeting at the Lieutenant Governor's Office looked at an At Risk Middle School Program funded by TANF. These funds are restricted by the legislature and would most likely only include one charter school.
 2. Another meeting with Department of Defense discussed DOD's About Face Program. This is an after school curriculum directed at teaching citizenship, self esteem, etc. The DOD is interested in selling this curriculum to our schools. We have asked for more information.
 3. Discussions in the past have focused on assuring funding is adequate enough to have an impact. If only \$1000 or less is available to each school, will schools be able to magnify results and address the parameters of the program.
 4. The CSAO is working on distribution of these funds and is asking this be on the agenda of the next Panel meeting.
 5. We have heard these funds may be decreased in the future.

- Legislative Coordinator's Mtg.
 1. The Legislature has Coordinator's Meetings each year which start before session and continue throughout. The CSAO has been invited to participate in these.
 2. The first meeting of this session was held on September 17, 2008. The Governor's Office detailed its requests for the upcoming session...emphasis was placed on the upcoming budgetary shortfall

- Planning for Restructuring
 1. The CSAO met with members of Hakipu'u Learning Center's Administrative Team on September 22, 2008 to start the discussion on HLC's Plan for Restructuring
 2. Waimea Middle School is in the process of developing their plan. The CSAO is expecting to have a status update by the beginning of October.
 3. We have requested meetings with Halau Lokahi and Waters Of Life.

- School Food Services and Nutritional Lunch Program Office-
 1. The CSAO met with SFS on September 23, 2008 to discuss ways to streamline and simplify the process of data collection from charter schools.
 2. Another meeting is scheduled for October 2, 2008 with SFS, DOE, and CSAO

BIENNIUM BUDGET REQUEST

- The CSAO has held a series of meetings to discuss its Biennium Budget Request. Included in these meetings were representatives from the Finance and Legislative Working Groups, the Panel, and the Governor's Office.
- As a result of these meetings and discussions, we bring the Biennium Budget Request, and other Scenarios for the Panel to review, discuss, and either approve or offer recommendations for amendments.
- Budget and Finance (B & F) notified the CSAO on September 11, 2008, that the CSAO Biennium Budget Request must be received by B & F on October 10, 2008. The CSAO has been working on the request after discussions explained above and is bringing this

request to the Panel at its September 25, 2008 meeting for action. The CSAO has asked that the CSAO Biennium Budget Request be on the agenda at the BOE's Budget Committee Meeting on October 6, 2008. It will then go to the BOE's General Business Meeting on October 9, 2008 for approval.

- I have spoken with Linda Smith of the Governor's Office in length and have explained our position of not being able to take any additional cuts due to already having received substantial cuts this current school year, including inadequate funding for the three new charter schools that were approved. The Governor's Office has expressed their support and understanding.
- This request is submitted as stated in the current CS Law- 302B-12. As part of our request, the CSAO has included Debt Service. We have requested and received statistics from our schools offering documentation and justification for the inclusion of debt service in our request.
- Additionally, we are also asking for an Apportionment in the form of a CIP Request.
- I am very concerned as we are hearing that debt service and CIP will most likely not be funded. Because every state department has been advised to cut their budget, we will have to be clear with our justification of not submitting a budget showing these cuts. I ask that the Panel discuss the CSAO Biennium Budget Request with the CSAO at the September 25, 2008 meeting.
- The CSAO Biennium Budget Request is submitted as a part of this report. The CSAO Fiscal Department is working on finalizing this request and will submit it on September 24, 2008.

CSAO FINANCE DEPARTMENT AND CSAO AUDIT

- The CSAO Fiscal Department has closed FY 2007-08 and will submit a report at the next Panel meeting.
- We have submitted the signed Engagement Letters to Carbonnero, CPA for the FY 2006-07 CSAO Audit Review and Audit for FY 2007-08.

TITLE II

- Corinna Cornejo has included a power point to clarify the roles and responsibilities of the different people/groups involved in funding, oversight and accountability regarding NCLB compliance.
- This Plan follows the State's Plan. I understand the importance of compliance and accountability, but would like to see more discussion take place in regards to the roles and responsibilities of the CSAO and CSRP. This includes accountability measures, the grant process and disbursement.

HSA RESULTS

- HSA results are now available. All schools have been notified with explanations for downloading the results.

MEMORANDUM OF AGREEMENT for DOE SYSTEMIC SERVICES Between the CSAO and each charter school

- Bob Roberts and I will be meeting with Sean Murakami on September 24, 2008 to go over the MOA Draft for DOE Systemic Services. This MOA is in the formative stage with discussions previously taking place with Dr. Reshela DuPuis of the CSAO, Bob Roberts, and the DOE.
- The MOA also needs to include recommendations and approval from charter schools before it is signed.

SEA TRAININGS- CS INCLUDED?

- Discussions need to take place to ensure charter schools are included in DOE trainings that are associated with SEA responsibilities.
- If training is funded through federal funds, there should be no question that charter schools be included in trainings.
- The question comes up when trainings are paid for with state funds or both.
- A directive is needed from the Superintendent.

WATERS OF LIFE

- Waters Of Life Charter School has requested assistance from the CSAO with the WOLPCS Terms Of Probation set by the CSRP. The request for support first arrived at the CSAO on August 21, 2008 by e-mail and August 25, 2008 by Certified Letter.
- I am concerned that all but one of the dates of the Terms of Probation has passed.
- See Attachment B- CSAO Response to WOLPCS Request for Assistance.

CSAO WEB SITE

- The CSAO is in the process of setting up a website through the State Department's Information and Communications Services Division (ICSD) to redesign and develop the HCSAO website. There will be no charge for this service. A website that is efficient, inclusive with applicable links, and ease of reference is an important tool and well overdue.

COMMUNICATIONS- NEWSLETTERS

- The CSAO will again be offering a newsletter to our charter school community. These will be sent to the Governor's office, state offices/ agencies, the legislature, DOE, as well as the Panel and charter schools.

VOG COMMITTEE

- On September 22, 2008, the House Special Committee on Vog Effects held its final meeting to follow up on information received from the series of fact-finding meetings held in June and July. Volcano Charter School sent in testimony explaining its proactive measures to ensure safety for its students and community.
- See Attachment C

NACSA CONFERENCE

- A reminder that the NACSA Conference will be held on October 27-28, 2008 in Indianapolis, Indiana.
- It is important that some of the members of the Panel attend this valuable conference for Charter School Authorizers.

CSAO DECEMBER ADMINISTRATOR'S OR PROFESSIONAL DEVELOPMENT CONFERENCE

- We will be polling the schools via a survey as to whether they would like to have an Administrator's Conference or collective form of professional development.
- There has been mixed feedback as to how to offer professional development support.

HAPA ASSESSMENT

- We have not received the HAPA results yet. We have asked for them to be sent to the CSAO.

NEXT PANEL MEETING ON BIG ISLAND- WOULD YOU LIKE TO HAVE A SCHOOL PRESENTATION?

- The next Panel meeting will be held on the Big Island. Do you want the CSAO to assist with either a school site visit or a presentation by one of the schools in that area?

SITE VISITS- KONA PACIFIC, INNOVATIONS, WHEA

- The CSAO visited Kona Pacific, Innovations, and WHEA on September 12, 2008.
- Bully Soares assisted Kona Pacific with technical support. I felt it was important to also visit the site and Tracy Okubo came along to assist with communications and positive stories of our schools for PR support.

LEGISLATION

- The Legislative Working Group met along with the Finance Working Group on September 16, 2008.
- The majority of the time was spent on the Biennium Budget Request, however, it was agreed that a PR Campaign is greatly needed to assist with sending a positive message out to the greater community.
- We have been hearing that the state has a budget deficit of one billion dollars. The Governor's Office has asked that every department submit a budget reflective of cuts from one to twenty percent. We have also heard that it is not likely charter schools will receive debt service, CIP or other facilities funds and that our budget submittal will most likely receive further cuts. It is paramount that we are able to justify our case with strong supportive data.

Mahalo nui loa,

Maunalei Love