

House District(s) \_\_\_\_\_

Senate District(s) \_\_\_\_\_

**THE TWENTY-NINTH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: \_\_\_\_\_

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): HAWAII STATE CHARTER SCHOOL COMMISSION

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
Hawaii Public Charter Schools Network

Dbas:

Street Address: Honolulu Office Centers, 1110 Nuuanu Avenue, 2<sup>nd</sup> Floor, Honolulu, HI 96817

Mailing Address: P.O. Box 38101, Honolulu, HI 96837

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name JEANNINE SOUKI

Title Executive Director

Phone # 808-738-6768

Fax # n/a

E-mail  
jeannine@hawaiiarterschools.com

**3. TYPE OF BUSINESS ENTITY:**

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

HAWAII CHARTER SCHOOL GUIDEBOOK

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FISCAL YEAR 2019: \$ 85,000

**8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:**

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ \_\_\_\_\_

T \_\_\_\_\_ VE \_\_\_\_\_

JEANNINE SOUKI, EXECUTIVE DIRECTOR  
NAME & TITLE

01/19/2018  
DATE SIGNED

JAN 19 2018 *JS*  
11:13AM

## Application for Grants

*Please check the box when item/section has been completed. If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. Background and Summary

#### Hawaii Charter School Guidebook

***This is a request for funding to develop and publish a comprehensive Guidebook that will provide Hawaii charter school leaders and staff members easy access to information and resources essential for the successful operation of their school.***

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request.

Please include the following:

1.  A brief description of the applicant's background;  
Hawaii Public Charter Schools Network (HPCSN) was incorporated as a non-profit in the State in 1998 and was established in 2000 as a 501(c)(3), non-profit. HPCSN's mission is to advance effective public education in Hawaii by advocating for, and providing support to, public charter schools. HPCSN provides information, training, access to, and coordination of resources to improve the quality of the programs and operations of charter schools; and, advocates on behalf of charter schools to improve the public and political climate of the charter school sector. 28 of the 36 charter schools in Hawaii are dues-paying members of HPCSN, securing the organization as the leading voice of charter schools in Hawaii.

Jeannine Souki joined the Hawaii Public Charter School Network as its Executive Director in December 2015. With more than 20 years of public policy, management, and advocacy experience in various settings from Honolulu to Washington, D.C, Jeannine is a strong advocate and supporter of public charter schools in Hawaii. During the last overhaul of the public charter school statute in 2012, she worked with various leaders and in the charter school community to inform policy decisions. Jeannine previously served on the governing board of Hawaii Technology Academy.

Jeannine also has extensive experience with Hawaii Grant-in-Aid projects. Most recently, HPCSN was granted funding in 2015 to develop the Fulfilling the Promise Project - an online guide of innovative Hawaii charter school practices - learn more at: [www.hawaiiarterschoolinnovation.com](http://www.hawaiiarterschoolinnovation.com).

2.  The goals and objectives related to the request;

**The Project Goals are:**

- To develop a comprehensive guiding document that will help explain many of the complex rules and regulations that apply to charter schools, aid in improving efficiency, increasing compliance, and reducing frustration and confusion.
- To widely disseminate information contained in the Guide and to alleviate the time and resources the Hawaii State Charter School Commission (or Authorizer) and other State departments currently devote to addressing charter questions one-school-at-a-time.
- To strengthen Hawaii public charter schools.

**The 4 Key Objectives of the Project are:**

**Objective 1: *Develop a Hawaii-specific Guidebook to provide information and guidance for operating charter schools in the state.*** The project will solicit and incorporate input from new and existing charter schools, State departments and agencies, and other state's operation resources in order to identify and define key critical areas to include in the Guide. Gather and coordinate existing information (policies, procedures, forms, tools, etc.)

**Objective 2: *Provide general guidance to information regarding federal and state initiatives, resources, laws and regulations that apply to charter schools.*** The project will conduct in-depth research (locally and nationally) to identify and collect federal and state information applicable to charter schools and as appropriate, information will include best practices and resources as examples for guidance.

**Objective 3: *Identify and establish subject material to provide further training for school leaders and their staff and school governing boards for the improvement of operations and oversight of charter schools.*** Provide general guidance to help inform charters school leaders and governing board members with information on their respective goals and duties in the operation of a charter school. Evaluate and refine the Guidebook incorporating feedback from various stakeholder groups.

**Objective 4: *Statewide dissemination of Guide and establishing framework for period review and updates.*** Develop and disseminate a comprehensive and helpful Hawaii Charter School Guide that can be easily updated to incorporate new requirements and expectations as they occur. Distribute at least 125 printed copies of the Guide to all charter schools and governing boards, appropriate state departments, organizations and policymakers. Make this Guide and any related resources accessible to the general public at the HPCSN website for free download. Utilize social media and email newsletters and messages to inform the public of the availability of the Guide on its website.

3.  The public purpose and need to be served;

The efficient and effective start-up and ongoing operation of a Hawaii Public Charter School is unique in its complexity and challenges. Unlike other states where charters are granted to non-profit or for-profit organizations, charter schools in Hawaii are authorized state agencies born of community groups committed to offering families with innovative, community-centered educational options. Hawaii's charter schools must comply with state and federal laws, collective bargaining, Board of Education and Department of Education requirements, federal program requirements, safety and health regulations and a myriad of other complex issues and topics relating to education, finance, operations and governance. Additionally, unlike traditional DOE schools that have support provided through various administrative levels, Hawaii currently has no centralized support for charter schools.

Because there currently is no state central support to provide operational guidance or technical assistance, there are significant challenges to open and operate a charter school in Hawaii. A steep learning curve is also experienced when there are transitions in leadership, new staff hires, and the on-boarding of volunteer governing board. Imagine taking on the task of opening and operating a charter school in Hawaii without a department to call or a comprehensive resource to turn to? While many other states have operations guidebooks developed by their local charter support organizations, Hawaii currently has no such resource. This results in the following challenges:

- Charter school leaders and staff spend countless hours contacting agencies, departments, and other charter schools for guidance, advice and resources.
- Questions are addressed on a case-by-case, school-by-school basis.
- Information is not always consistent depending on the source.
- Charter schools are often discovered to be "out of compliance" with requirements and regulations that are unknown to them.
- Mistrust and conflict arise when expectations and requirements are unclear.
- Public and political perception is compromised when schools do not operate efficiently and/or effectively.
- Time spent on unraveling operational and legal requirements is time lost on the most critical aspect of charter schools: focusing on students.

Year after year charter school leaders, governing boards, and newly authorized charter schools have urgently requested a Charter School Guidebook and have repeatedly identified this as a critical missing component of charter support in Hawaii. The topic has come up in multiple discussions at HPCSN-sponsored school leaders' meetings and workshops, as school leaders attempt to resolve discrepancies and misinformation regarding foundational requirements and procedures.

The good news is that the work has already begun. HPCSN and the Hawaii State Charter School Commission ("Commission") have collected resources for newly opening schools which will serve as a strong foundation for this work. The Commission Executive Director has offered his support of this request and is committing staff time to partnering with HPCSN on this project.

Other charter-affiliated organizations and subject matter experts have also indicated their support and willingness to participate in the production of this Guide.

4.  Describe the target population to be served; and

The Guide will serve multiple audiences including charter school leaders, staff, and their governing boards, the State Authorizer, and groups interested in starting a charter school. It will also provide clarity to various State agencies and departments, as it will present the full picture of charter school regulations and requirements, shedding light on the comprehensive whole of charter school operation and a visual map of how the pieces fit together.

Ultimately, this Guide will serve students. Efficient and effective charter schools operate smoothly which frees up school personnel to focus more on things that make a difference to teachers and students.

5.  Describe the geographic coverage.

The Guide will serve all public charter schools in the State of Hawaii. This Guide may also serve as a model for other organizations looking to develop a similar resource.

## **II. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1.  Describe the scope of work, tasks and responsibilities;

The project will culminate in a comprehensive Guidebook for charter schools, divided by sections, which will include:

- A table of contents linked to individual sections
- A narrative that explains the "what and how" of each component
- Sample policies and procedures
- Tools such as checklists, graphs, and templates
- Links to forms and relevant documents
- Links to legal references
- References to helpful resources including best practice topics
- Presentations and/or videos, where appropriate

The process will include input from, and collaboration with:

- Hawaii State Public Charter School Commission

- Hawaii Department of Education
- Other relevant State agencies and offices (Ethics Commission, School Food Lunch Program, Department of Health, Department of Human Services, Department of Transportation, etc.)
- Charter school leaders, staff, and governing boards
- Other local charter school organizations
- Newly authorized charter school groups
- U.S. Department of Education
- Charter support organizations across the country
- National Association of Charter School Authorizers (NACSA) and the National Alliance for Public Charter Schools (NAPCS), as appropriate

Although once started, the phases will occur concurrently, there are 10 steps to the process:

- Communication, building support and understanding for the project
- Information and resource gathering with input from key stakeholders and subject-matter experts
- Building the Guidebook
- Editing and citation review
- Review and validation of the Guide with major stakeholder groups and subject-matter experts
- Publication design and production
- Online production, search optimization and web hosting
- Launch and dissemination of printed and web-based Guide
- Evaluation of process and additional research
- Solicit feedback and create plan for future revisions

2.  Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Tasks	Responsibilities	Timeline
Communication and Relationship Building	<ul style="list-style-type: none"> <li>• Announce the project to the charter school community</li> <li>• Reach out to other charter support organizations for support, advice, and resources</li> <li>• Communicate the project and timeline with stakeholder groups</li> <li>• Meet with and solicit input from stakeholder groups</li> <li>• Identify and invite key contact people at various agencies and departments, organizations and individuals with expertise on operating public charter school and on</li> </ul>	1 month from project start

	<p>public education and secure their commitments to participate in the project.</p> <ul style="list-style-type: none"> <li>· Stakeholder and invited participants to develop system to develop calendar for researching and collecting information</li> <li>· Establish system of periodically reporting progress to stakeholder groups (ongoing)</li> </ul>	
Research and Collection	<ul style="list-style-type: none"> <li>· Gather and organize existing resources</li> <li>· Attend relevant trainings</li> <li>· Research various rules and regulations and topical areas</li> <li>· Vet procedures with appropriate stakeholder groups</li> <li>· Seek input/advice from topic experts</li> </ul>	2-10 months from project start
Building the Guidebook	<ul style="list-style-type: none"> <li>· Solicit input regarding appropriate platforms for Guidebook</li> <li>· Set up template</li> <li>· Develop table of contents</li> <li>· Develop narrative</li> <li>· Input information</li> <li>· Link references and resources</li> <li>· Review and validate Guide content and references</li> </ul>	2-10 months from project start
Launch		11 months from project start
Evaluate and Revise	<ul style="list-style-type: none"> <li>· Solicit input and revise online Guide as needed and disseminate any updated information.</li> </ul>	12 months from project start

\*Timing on completion of tasks is dependent upon the date the Grant in Aid is released.

3.  Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

The Executive Director will be responsible for monitoring and evaluating administrative operations of the projects to ensure that policies, procedures, staffing and resources are in place and supporting the work of the project.

Methodology of monitoring and evaluation for the administration of this project will include bi-monthly meetings with the project coordinator, researcher, and production team to discuss progress and address any barriers.

The Executive Director and Project Coordinator will convene bi-monthly and as needed monthly meetings to engage collaboration with stakeholder group as revisions occur. Feedback will be solicited and incorporated throughout the process. At the completion of the project, participating stakeholders and a focus group of non-participating stakeholders will be asked to give formal feedback via survey. Questions will focus on both content and format, and results will guide improvement.

4.  List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

A six-month progress review will be scheduled with the HPCSC. Progress will also be reported at the HPCSN Quarterly School Leader's meeting and the Commission. Measures of effectiveness include:

- Survey of HPCSC and appropriate DOE staff to measure if the Guide has reduced the amount of time HPCSC and other agencies and departments spend on answering school questions and information from any school or board audits conducted after its release date.
- Satisfaction survey of charter school leaders, staff and governing board members and collect data on the number of in-school or external training, symposiums or workshops that were conducting using this Guide as a reference tool.
- Report to the expending agency on results of surveys and provide report on whether the effectiveness of the Guide helped clarify expectations, requirements, and regulations for all stakeholder groups.
- All of the products resulting from this project will be available free for download by the public on the HPCSN website.

### **III. Financial**

#### **Budget**

1.  The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
- a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))



2.  The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
21,250	21,250	21,250	21,250	86,000

3.  The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.
4.  The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.
5.  The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.
6.  The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

#### **IV. Experience and Capability**

1.  **Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

HPCSN has the skills, abilities and knowledge necessary to produce this Guide. HPCSN is the only statewide charter support organization providing content information, training and gathering of charter school leaders and their governing boards. HPCSN has been a member of the National Alliance for Public Charter Schools, which receives federal support funding from the U.S. Department of Education to provide training and education on national charter school issues through a series of master classes for state charter support organizations like HPCSN.

HPCSN is widely recognized as an authority on providing relevant data and materials on the operation of charter schools within Hawaii and has established resource networks with charter support organizations throughout the country.

HPCSN convenes quarterly meetings for charter schools which serve as an excellent platform to inform and vet resources provided in the Guide.

**2.  Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

HPCSN will use facilities of the Honolulu Office Center, a co-working space with meeting and conference rooms, and will also collaborate with the Hawaii State Charter School Commission, which also has central meeting space. These spaces will be provided in-kind, and will not impact costs and as such are not reflected in the budget.

**V. Personnel: Project Organization and Staffing****1.  Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Jeannine Souki, M.P.A., has been HPCSN's executive director since December 2015, and will provide administrative direction and oversight for this project. HPCSN is the only statewide charter support organization with the necessary skills abilities and knowledge of, and experience relating to this project. HPCSN is a member of the National Alliance of Public Charter Schools (NAPCS) which provides training and education on national charter school issues through a series of master classes that builds a knowledge base in Hawaii to guide the advancement of the public charter school sector. HPCSN has collected relevant data and materials on the operation of charter schools within Hawaii, other states, and nationally which provide a robust collective of resources to inform and provide assistance on this project. Assisted by NACSA, the NAPCS, HPCSN partnered with legislators and charter school stakeholders to improve Hawaii's charter school law through Act 130 of 2012.

Sue Deuber, M.Ed will serve as a primary consultant and lead researcher on this project. Sue has over 30 years of experience in education, 16 of which have been with the Hawaii charter school community. She served as Principal and CEO of Voyager Public Charter School from 2002-2011 and currently has her own consulting business - Joining Hands Consulting, which specializes in governance training. She has worked closely with HPCSN for the past six years and most recently has helped plan and facilitate the HPCSN Quarterly School Leaders' meetings. Sue knows the charter world from the inside and has developed strong working relationships with charter leaders and the HPCSC. Twenty-one of the 36 Hawaii charter schools have participated in Governing Board training with Sue and she has worked extensively with individual schools on projects ranging from developing school handbooks to leading the development of CEO/teacher evaluation systems. For the 2015 HPCSN Grant-in-Aid - *Fulfilling the Promise*, Sue was project lead, researcher, and writer. She brings enthusiasm, commitment, and expertise to this project.

2.  **Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

The HPCSN Executive Director is currently the single staff person to the organization. There is currently a vacancy for Membership Services and Administrative Manager. The HPCSN Executive Director will have administrative responsibility and supervision over all components of this project. HPCSN Director will oversee all consultant and collaboration work to produce this Guide.

3.  **Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

1. Jeannine Souki, Executive Director (1.0 FTE) \$90,000
2. Vacant, Membership Services and Administrative Manager (1.0 FTE), \$50,000

**VI. Other**

1.  **Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

2.  **Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

3.  **Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section I. of the State Constitution for the relevance of this question.

4.  **Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

After this project is complete, HPCSN will periodically provide updates to the Guide and seek foundation and contract funding to produce additional materials to build up resources for Hawaii's charter school sector.

**5.  Certificate of Good Standing (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2017.

**6.  Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

**7.  Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

**Attachments:**

1. HPCSN Form 990
2. HPCSN Certificate of Good Standing - DCCA
3. Letter of Support from the Executive Director of the Hawaii State Public Charter School Commission
4. Letter of Support from the Executive Director of Ho'okako'o Corporation, a non-profit charter management organization and governing board of three public charter schools in Hawaii
5. Resume – Jeannine Souki, HPCSN Executive Director
6. Resume – Sue Dueber, Joining Hands LLC

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Hawaii Public Charter Schools Network

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	11,000.00			
2. Payroll Taxes & Assessments	918.00			
3. Fringe Benefits	3,282.00			
<b>TOTAL PERSONNEL COST</b>	<b>15,200.00</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	1,400.00			
2. Insurance	310.00			
3. Lease/Rental of Equipment	-			
4. Lease/Rental of Space	-			
5. Training	600.00			
6. Supplies	-			
7. Telecommunication	90.00			
8. Utilities				
9. Project Coordinator/Lead Researcher/Writer	30,363.00			
10. Publication Editor and Citation Review	5,235.00			
11. Publication Design and Production	6,282.00			
12. Research/Evaluation	6,282.00			
13. Photography, Illustration, Artwork	1,047.00			
14. Print publication	2,499.00			
15. Website production, optimization and hosting	5,492.00			
16. Indirect	10,200.00			
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>69,800.00</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>85,000.00</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	\$ 85,000	Jeannine Souki	808-738-6768	
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
(d) Total Private/Other Funds Requested		Jeannine Souki, Executive Director		
<b>TOTAL BUDGET</b>	<b>\$ 85,000</b>	Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Hawaii Public Charter Schools Network

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$90,000.00	12.22%	\$ 11,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>11,000.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Hawaii Public Charter Schools Network

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Hawaii Public Charter Schools Network

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS	N/A					
LAND ACQUISITION	N/A					
DESIGN	N/A					
CONSTRUCTION	N/A					
EQUIPMENT	N/A					
<b>TOTAL:</b>	N/A					
<b>JUSTIFICATION/COMMENTS:</b>						



**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Hawaii Public Charter Schools Network

Contracts Total: 129,200

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	Online guide and featured videos of select charter school innovations and practices (GIA award FY15-16)	7/1/2016-6/30/2017	Hawaii State Charter School Commission	State	64,600
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24	<b>Total</b>				<b>64,600</b>

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
  
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
  
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hawaii Public Charter Schools Network

(Typed Name) \_\_\_\_\_



01/19/18

(Signed)

(Date)

Jeannine Souki

(Typed Name)

Executive Director

(Title)

Form **990**

**Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

**2016**  
Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.  
Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

**A** For the 2016 calendar year, or tax year beginning **07/01/16**, and ending **06/30/17**

- B Check if applicable:
  - Address change
  - Name change
  - Initial return
  - Final return/terminated
  - Amended return
  - Application pending

**C** Name of organization **Hawaii Public Charter Schools Network**  
 Doing business as  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
**P.O. Box 38101**  
 City or town, state or province, country, and ZIP or foreign postal code  
**Honolulu HI 96837**

**D** Employer identification number  
**E** Telephone number  
**808-380-6403**  
**G** Gross receipts **206,081**

**F** Name and address of principal officer  
**Jeannine Souki**  
**c/o PO Box 38101**  
**Honolulu HI 96837**

**H(a)** Is this a group return for subordinates?  Yes  No  
**H(b)** Are all subordinates included?  Yes  No  
 If "No," attach a list (see instructions)

**I** Tax-exempt status  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**J** Website: **http://hawaiicharterschools.org**

**H(c)** Group exemption number ▶

**K** Form of organization:  Corporation  Trust  Association  Other ▶

**L** Year of formation: **1998** **M** State of legal domicile: **HI**

**Part I Summary**

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: To provide a communication link between charter schools throughout the State of Hawaii, a link to charter schools nationally, and internationally.			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3	Number of voting members of the governing body (Part VI, line 1a)	8	
	4	Number of independent voting members of the governing body (Part VI, line 1b)	8	
	5	Total number of individuals employed in calendar year 2016 (Part V, line 2a)	1	
	6	Total number of volunteers (estimate if necessary)	9	
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	0	
7b	Net unrelated business taxable income from Form 990-T, line 34	0		
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year: 70,477	Current Year: 204,239
	9	Program service revenue (Part VIII, line 2g)	3,022	1,301
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)		0
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	85,053	541
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	158,552	206,081
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)		0
	14	Benefits paid to or for members (Part IX, column (A), line 4)		0
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	137,854	150,862
	16a	Professional fundraising fees (Part IX, column (A), line 11e)		0
	16b	Total fundraising expenses (Part IX, column (D), line 25) ▶	22,463	
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	44,983	73,800
Net Assets or Fund Balances	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	182,837	224,662
	19	Revenue less expenses. Subtract line 18 from line 12	-24,285	-18,581
	20	Total assets (Part X, line 16)	Beginning of Current Year: 71,340	End of Year: 52,759
	21	Total liabilities (Part X, line 26)	0	0
	22	Net assets or fund balances. Subtract line 21 from line 20	71,340	52,759

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here** Signature of officer: **Anthony Baldomero** Date: \_\_\_\_\_  
 Type or print name and title: **Treasurer**

**Paid Preparer Use Only** Print/type preparer's name: **Jay Miyaki** Preparer's signature: **Jay Miyaki** Date: **11/14/17** Check  if self-employed PTIN: **P00853901**

Firm's name: **Jay Miyaki, CPA, LLC** Firm's EIN: **26-2451631**  
 Firm's address: **600 Queen St Suite C-4 Honolulu, HI 96813-5113** Phone no: **808-522-1042**

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

For Paperwork Reduction Act Notice, see the separate instructions.

**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

See Schedule O

Public Inspection Copy

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

Yes  No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

Yes  No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ **168,500** including grants of\$ ) (Revenue \$ **1,301** )  
**Membership services to support charter schools and promote partnerships with businesses and organizations for member schools.**

4b (Code: ) (Expenses \$ including grants of\$ ) (Revenue \$ )

4c (Code: ) (Expenses \$ including grants of\$ ) (Revenue \$ )

4d Other program services (Describe in Schedule O.)  
(Expenses \$ including grants of\$ ) (Revenue \$ )

4e Total program service expenses **168,500**

**Part IV Checklist of Required Schedules**

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2	Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4	<b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	X	
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI		X
b	Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c	Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e	Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?		X
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X

Form 990 (2016) **Hawaii Public Charter Schools**  
**Part IV Checklist of Required Schedules (continued)**

		Yes	No
20a	Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 17? If "Yes," complete Schedule I, Parts I and II		X
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a	<b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26	Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If "Yes," complete Schedule L, Part II		X
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
b	A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
c	An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV		X
29	Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III, or IV, and Part V, line 1		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36	<b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note.</b> All Form 990 filers are required to complete Schedule O.	X	

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
<b>1a</b>	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
<b>1b</b>	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
<b>1c</b>	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		
<b>2a</b>	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
<b>2b</b>	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	<input checked="" type="checkbox"/>	
<b>3a</b>	Did the organization have unrelated business gross income of \$1,000 or more during the year?		<input checked="" type="checkbox"/>
<b>3b</b>	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O		
<b>4a</b>	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		<input checked="" type="checkbox"/>
<b>4b</b>	If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5a</b>	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		<input checked="" type="checkbox"/>
<b>5b</b>	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		<input checked="" type="checkbox"/>
<b>5c</b>	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
<b>6a</b>	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		<input checked="" type="checkbox"/>
<b>6b</b>	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
<b>7</b>	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
<b>7a</b>	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		
<b>7b</b>	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
<b>7c</b>	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		
<b>7d</b>	If "Yes," indicate the number of Forms 8282 filed during the year		
<b>7e</b>	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		
<b>7f</b>	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		
<b>7g</b>	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
<b>7h</b>	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
<b>8</b>	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
<b>9</b>	<b>Sponsoring organizations maintaining donor advised funds.</b>		
<b>9a</b>	Did the sponsoring organization make any taxable distributions under section 4966?		
<b>9b</b>	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
<b>10</b>	<b>Section 501(c)(7) organizations.</b> Enter:		
<b>10a</b>	Initiation fees and capital contributions included on Part VIII, line 12		
<b>10b</b>	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
<b>11</b>	<b>Section 501(c)(12) organizations.</b> Enter:		
<b>11a</b>	Gross income from members or shareholders		
<b>11b</b>	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)		
<b>12a</b>	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?		
<b>12b</b>	If "Yes," enter the amount of tax-exempt interest received or accrued during the year		
<b>13</b>	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>13a</b>	Is the organization licensed to issue qualified health plans in more than one state? <b>Note.</b> See the instructions for additional information the organization must report on Schedule O.		
<b>13b</b>	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans		
<b>13c</b>	Enter the amount of reserves on hand		
<b>14a</b>	Did the organization receive any payments for indoor tanning services during the tax year?		<input checked="" type="checkbox"/>
<b>14b</b>	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		

**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body, and Management**

	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year. If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
1b Enter the number of voting members included in line 1a, above, who are independent		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		<input checked="" type="checkbox"/>
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		<input checked="" type="checkbox"/>
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	<input checked="" type="checkbox"/>	
5 Did the organization become aware during the year of a significant diversion of the organization's assets?		<input checked="" type="checkbox"/>
6 Did the organization have members or stockholders?	<input checked="" type="checkbox"/>	
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		<input checked="" type="checkbox"/>
7b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		<input checked="" type="checkbox"/>
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body?	<input checked="" type="checkbox"/>	
b Each committee with authority to act on behalf of the governing body?	<input checked="" type="checkbox"/>	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		<input checked="" type="checkbox"/>

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?		<input checked="" type="checkbox"/>
10b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?		<input checked="" type="checkbox"/>
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	<input checked="" type="checkbox"/>	
12b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?		<input checked="" type="checkbox"/>
12c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes" describe in Schedule O how this was done		<input checked="" type="checkbox"/>
13 Did the organization have a written whistleblower policy?	<input checked="" type="checkbox"/>	
14 Did the organization have a written document retention and destruction policy?		<input checked="" type="checkbox"/>
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official		<input checked="" type="checkbox"/>
b Other officers or key employees of the organization		<input checked="" type="checkbox"/>
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		<input checked="" type="checkbox"/>
16b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

**Section C. Disclosure**

- 17 List the states with which a copy of this Form 990 is required to be filed **HI**
- 18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
 Own website  Another's website  Upon request  Other (explain in Schedule O)
- 19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20 State the name, address, and telephone number of the person who possesses the organization's books and records: **▶**

**Jeannine Souki** P.O. Box 38101  
**Honolulu**

**HI 96837 808-380-6403**



**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
  - List all of the organization's current key employees, if any. See instructions for definition of "key employee."
  - List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
  - List all of the organization's former officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
  - List all of the organization's former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Daniel Caluya President to 7/2016	1.00 0.00	X		X				0	0	0
(2) Patricia Brandt Vice President	1.00 0.00	X		X				0	0	0
(3) Shannon Cleary President	1.00 0.00	X		X				0	0	0
(4) Anthony Baldomero Treasurer	1.00 0.00	X		X				0	0	0
(5) James Dixon Secretary	1.00 0.00	X		X				0	0	0
(6) Dennis Hokama Director	1.00 0.00	X						0	0	0
(7) Usha Kotner Director	1.00 0.00	X						0	0	0
(8) Steve Hirakami Dir since 11/2016	1.00 0.00	X						0	0	0
(9) Brad Russell Dir since 11/2016	1.00 0.00	X						0	0	0
(10) Jeannine Souki Executive Director	40.00 0.00			X				70,681	0	0
(11)										

Form 990 (2016) **Hawaii Public Charter Schools**

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)**

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
<b>1b Sub-total</b>							<b>70,681</b>			
<b>c Total from continuation sheets to Part VII, Section A</b>										
<b>d Total (add lines 1b and 1c)</b>							<b>70,681</b>			

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

	Yes	No
<b>3</b> Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		<b>X</b>
<b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual		<b>X</b>
<b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		<b>X</b>

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
<b>Contributions, Gifts, Grants, and Other Similar Amounts</b>	<b>1a</b> Federated campaigns	<b>1a</b>				
	<b>b</b> Membership dues	<b>1b</b> 106,725				
	<b>c</b> Fundraising events	<b>1c</b>				
	<b>d</b> Related organizations	<b>1d</b>				
	<b>e</b> Government grants (contributions)	<b>1e</b>				
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above	<b>1f</b> 97,514				
	<b>g</b> Noncash contributions included in lines 1a-1f: \$					
	<b>h Total.</b> Add lines 1a-1f		204,239			
<b>Program Service Revenue</b>	<b>2a</b> Product income	Busn. Code 900099	729	729		
	<b>b</b> Event sponsorship	900099	500	500		
	<b>c</b> Leaders meeting	900099	70	70		
	<b>d</b> Member service fees		2	2		
	<b>e</b>					
	<b>f</b> All other program service revenue					
	<b>g Total.</b> Add lines 2a-2f		1,301			
<b>Other Revenue</b>	<b>3</b> Investment income (including dividends, interest, and other similar amounts)					
	<b>4</b> Income from investment of tax-exempt bond proceeds					
	<b>5</b> Royalties					
	<b>6a</b> Gross rents	(i) Real				
		(ii) Personal				
	<b>b</b> Less: rental exps.					
	<b>c</b> Rental inc. or (loss)					
	<b>d</b> Net rental income or (loss)					
	<b>7a</b> Gross amount from sales of assets other than inventory	(i) Securities				
		(ii) Other				
	<b>b</b> Less: cost or other basis & sales exps.					
	<b>c</b> Gain or (loss)					
	<b>d</b> Net gain or (loss)					
	<b>8a</b> Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	<b>a</b>				
		<b>b</b> Less: direct expenses	<b>b</b>			
<b>c</b> Net income or (loss) from fundraising events						
<b>9a</b> Gross income from gaming activities. See Part IV, line 19	<b>a</b>					
	<b>b</b> Less: direct expenses	<b>b</b>				
	<b>c</b> Net income or (loss) from gaming activities					
<b>10a</b> Gross sales of inventory, less returns and allowances	<b>a</b>					
	<b>b</b> Less: cost of goods sold	<b>b</b>				
	<b>c</b> Net income or (loss) from sales of inventory					
<b>Miscellaneous Revenue</b>		<b>Busn. Code</b>				
<b>11a</b> Reimbursement of past expense	900099	541	541			
<b>b</b>						
<b>c</b>						
<b>d</b> All other revenue						
<b>e Total.</b> Add lines 11a-11d		541				
<b>12 Total revenue.</b> See instructions.		206,081	1,842	0	0	

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	86,222	64,667	12,934	8,621
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	57,303	42,978	8,596	5,729
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes	7,337	5,503	1,101	733
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	2,506	1,880	376	250
d Lobbying				
e Professional fundraising services. See Part IV, line 7				
f Investment management fees				
g Other (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	45,466	34,100	6,819	4,547
12 Advertising and promotion				
13 Office expenses	1,687	1,266	252	169
14 Information technology	3,131	2,348	470	313
15 Royalties				
16 Occupancy	735	551	110	74
17 Travel	11,664	8,748	1,750	1,166
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	2,320	1,740	348	232
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	2,035	1,526	305	204
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Other Expenses	4,256	3,193	638	425
b				
c				
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	224,662	168,500	33,699	22,463
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year	(B) End of year
Assets	1 Cash—non-interest bearing	71,340	52,759
	2 Savings and temporary cash investments		
	3 Pledges and grants receivable, net		
	4 Accounts receivable, net		
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		
	7 Notes and loans receivable, net		
	8 Inventories for sale or use		
	9 Prepaid expenses and deferred charges		
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a	
	b Less: accumulated depreciation	10b	10c
	11 Investments—publicly traded securities		
	12 Investments—other securities. See Part IV, line 11		
	13 Investments—program-related. See Part IV, line 11		
	14 Intangible assets		
	15 Other assets. See Part IV, line 11		
16 <b>Total assets.</b> Add lines 1 through 15 (must equal line 34)	71,340	52,759	
Liabilities	17 Accounts payable and accrued expenses		
	18 Grants payable		
	19 Deferred revenue		
	20 Tax-exempt bond liabilities		
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		
	23 Secured mortgages and notes payable to unrelated third parties		
	24 Unsecured notes and loans payable to unrelated third parties		
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		
	26 <b>Total liabilities.</b> Add lines 17 through 25	0	0
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.		
	27 Unrestricted net assets	71,340	52,759
	28 Temporarily restricted net assets		
	29 Permanently restricted net assets		
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.		
	30 Capital stock or trust principal, or current funds		
	31 Paid-in or capital surplus, or land, building, or equipment fund		
	32 Retained earnings, endowment, accumulated income, or other funds		
33 <b>Total net assets or fund balances</b>	71,340	52,759	
34 <b>Total liabilities and net assets/fund balances</b>	71,340	52,759	

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	206,081
2	Total expenses (must equal Part IX, column (A), line 25)	2	224,662
3	Revenue less expenses (Subtract line 2 from line 1)	3	-18,581
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	71,340
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	52,759

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

**Public Charity Status and Public Support**

OMB No. 1545-0047

**2016**

**Open to Public Inspection**

Department of the Treasury  
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

Name of the organization

**Hawaii Public Charter Schools Network**

Employer identification number

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is. (For lines 1 through 12, check only one box.)

- 1  A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2  A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990 or 990-EZ).)
- 3  A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4  A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state.
- 5  An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6  A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8  A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9  An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land grant college of agriculture (see instructions). Enter the name, city, and state of the college or university.
- 10  An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 11  An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 12  An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
  - a  **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete Part IV, Sections A and B.
  - b  **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete Part IV, Sections A and C.
  - c  **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete Part IV, Sections A, D, and E.
  - d  **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete Part IV, Sections A and D, and Part V.
  - e  Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
  - f Enter the number of supported organizations
  - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
<b>Total</b>						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2016

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**  
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	158,262	147,380	141,288	154,415	204,239	805,584
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	158,262	147,380	141,288	154,415	204,239	805,584
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						199,146
6 Public support. Subtract line 5 from line 4.						606,438

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
7 Amounts from line 4	158,262	147,380	141,288	154,415	204,239	805,584
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	32,565	48,259			541	81,365
11 Total support. Add lines 7 through 10						886,949
12 Gross receipts from related activities, etc. (see instructions)					12	1,842

13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f))	14	68.37%
15 Public support percentage from 2015 Schedule A, Part II, line 14	15	54.80%

16a 33 1/3% support test—2016. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization

b 33 1/3% support test—2015. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization

17a 10%-facts-and-circumstances test—2016. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization

b 10%-facts-and-circumstances test—2015. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization

18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions



**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2015 Schedule A, Part III, line 15	16	%

**Section D. Computation of Investment Income Percentage**

17 Investment income percentage for 2016 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2015 Schedule A, Part III, line 17	18	%

- 19a **33 1/3% support tests—2016.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ▶
- b **33 1/3% support tests—2015.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ▶
- 20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI.		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI.		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI.		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI.		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

**Part IV Supporting Organizations (continued)**

		Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?		
a	A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b	A family member of a person described in (a) above?		
c	A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.		

**Section B. Type I Supporting Organizations**

		Yes	No
1	Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated supervised, or controlled the supporting organization.		

**Section C. Type II Supporting Organizations**

		Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

**Section D. All Type III Supporting Organizations**

		Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3	By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

**Section E. Type III Functionally-Integrated Supporting Organizations**

1	Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions)		
a	<input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b	<input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c	<input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions)		
2	Activities Test. Answer (a) and (b) below.		
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		
b	Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
3	Parent of Supported Organizations. Answer (a) and (b) below.		
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6 and 7 from line 4).	8	
Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI).		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	
Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 <b>Total annual distributions.</b> Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2016 from Section C, line 6	
10 Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2016	(iii) Distributable Amount for 2016
1 Distributable amount for 2016 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2016 (reasonable cause required-explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2016:			
a			
b			
c From 2013			
d From 2014			
e From 2015			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2016 distributable amount			
i Carryover from 2011 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2016 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2016 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2016, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6 Remaining underdistributions for 2016 Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 Excess distributions carryover to 2017. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a			
b Excess from 2013			
c Excess from 2014			
d Excess from 2015			
e Excess from 2016			



**Part VI Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

**Part II, Line 10 - Other Income Detail**

Member service fees	\$	30,184
Contract revenue	\$	16,100
Conference fees	\$	34,540
Other	\$	541

Schedule B  
(Form 990, 990-EZ,  
or 990-PF)  
Department of the Treasury  
Internal Revenue Service

### Schedule of Contributors

OMB No 1545-0047

2016

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.

▶ Information about Schedule B (Form 990, 990-EZ, or 990-PF) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

Name of the organization

Hawaii Public Charter Schools  
Network

Employer identification number

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)( 3 ) (enter number) organization

4947(a)(1) nonexempt charitable trust not treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

#### General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor, Complete Parts I and II. See instructions for determining a contributor's total contributions.

#### Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3 % support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000 or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h, or (ii) Form 990-EZ, line 1. Complete Parts I and II

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ 5

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF)

Name of organization **Hawaii Public Charter Schools** Employer identification number [REDACTED]

**Part I Contributors** (See instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1		\$ 106,725	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2		\$ 40,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3		\$ 5,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4		\$ 51,914	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)



**SCHEDULE C**  
**(Form 990 or 990-EZ)**

**Political Campaign and Lobbying Activities**

OMB No. 1545-0047

**2016**

**Open to Public Inspection**

For Organizations Exempt From Income Tax Under section 501(c) and section 527

Department of the Treasury  
Internal Revenue Service

▶ **Complete** if the organization is described below. ▶ **Attach** to Form 990 or Form 990-EZ.  
▶ **Information** about Schedule C (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

If the organization answered "Yes" on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then

- Section 501(c)(3) organizations. Complete Parts I-A and B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations. Complete Parts I-A and C below. Do not complete Part I-B.
- Section 527 organizations. Complete Part I-A only.

If the organization answered "Yes," on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

If the organization answered "Yes," on Form 990, Part IV, line 5 (Proxy Tax) (see separate instructions) or Form 990-EZ, Part V, line 35c (Proxy Tax) (see separate instructions), then

- Section 501(c)(4), (5), or (6) organizations. Complete Part III.

Name of organization **Hawaii Public Charter Schools Network**

Employer identification number

**Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.**

- 1 Provide a description of the organization's direct and indirect political campaign activities in Part IV. (see instructions for definition of "political campaign activities")
- 2 Political campaign activity expenditures (see instructions) ▶ \$
- 3 Volunteer hours for political campaign activities (see instructions)

**Part I-B Complete if the organization is exempt under section 501(c)(3).**

- 1 Enter the amount of any excise tax incurred by the organization under section 4955 ▶ \$
- 2 Enter the amount of any excise tax incurred by organization managers under section 4955 ▶ \$
- 3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year?  Yes  No
- 4a Was a correction made?  Yes  No
- b If "Yes," describe in Part IV.

**Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).**

- 1 Enter the amount directly expended by the filing organization for section 527 exempt function activities ▶ \$
- 2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities ▶ \$
- 3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL, line 17b ▶ \$
- 4 Did the filing organization file Form 1120-POL for this year?  Yes  No
- 5 Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's funds. If none enter -0-	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0-
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

**Part II-A Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).**

- A** Check  if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures)  
**B** Check  if the filing organization checked box A and "limited control" provisions apply.

**Limits on Lobbying Expenditures**  
 (The term "expenditures" means amounts paid or incurred.)

	(a) Filing organization's totals	(b) Affiliated group totals												
1a Total lobbying expenditures to influence public opinion (grass roots lobbying)														
b Total lobbying expenditures to influence a legislative body (direct lobbying)														
c Total lobbying expenditures (add lines 1a and 1b)														
d Other exempt purpose expenditures														
e Total exempt purpose expenditures (add lines 1c and 1d)														
f Lobbying nontaxable amount. Enter the amount from the following table in both columns.														
<table border="1"> <thead> <tr> <th>If the amount on line 1e, column (a) or (b) is:</th> <th>The lobbying nontaxable amount is:</th> </tr> </thead> <tbody> <tr> <td>Not over \$500,000</td> <td>20% of the amount on line 1e.</td> </tr> <tr> <td>Over \$500,000 but not over \$1,000,000</td> <td>\$100,000 plus 15% of the excess over \$500,000.</td> </tr> <tr> <td>Over \$1,000,000 but not over \$1,500,000</td> <td>\$175,000 plus 10% of the excess over \$1,000,000.</td> </tr> <tr> <td>Over \$1,500,000 but not over \$17,000,000</td> <td>\$225,000 plus 5% of the excess over \$1,500,000.</td> </tr> <tr> <td>Over \$17,000,000</td> <td>\$1,000,000.</td> </tr> </tbody> </table>			If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:	Not over \$500,000	20% of the amount on line 1e.	Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.	Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.	Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.	Over \$17,000,000	\$1,000,000.
If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:													
Not over \$500,000	20% of the amount on line 1e.													
Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.													
Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.													
Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.													
Over \$17,000,000	\$1,000,000.													
g Grassroots nontaxable amount (enter 25% of line 1f)														
h Subtract line 1g from line 1a. If zero or less, enter -0-														
i Subtract line 1f from line 1c. If zero or less, enter -0-														
j If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year?		<input type="checkbox"/> Yes <input type="checkbox"/> No												

**4-Year Averaging Period Under section 501(h)**

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the separate instructions for lines 2a through 2f.)

Lobbying Expenditures During 4-Year Averaging Period					
Calendar year (or fiscal year beginning in)	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) Total
2a Lobbying nontaxable amount					
b Lobbying ceiling amount (150% of line 2a, column(e))					
c Total lobbying expenditures					
d Grassroots nontaxable amount					
e Grassroots ceiling amount (150% of line 2d, column (e))					
f Grassroots lobbying expenditures					

**Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).**

For each "Yes," response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity.

	(a)		(b)
	Yes	No	Amount
1 During the year, did the filing organization attempt to influence foreign, national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:			
a Volunteers?	X		
b Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?	X		
c Media advertisements?		X	
d Mailings to members, legislators, or the public?	X		107
e Publications, or published or broadcast statements?		X	
f Grants to other organizations for lobbying purposes?		X	
g Direct contact with legislators, their staffs, government officials, or a legislative body?		X	
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?		X	
i Other activities?	X		19
j Total. Add lines 1c through 1i			126
2a Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?		X	
b If "Yes," enter the amount of any tax incurred under section 4912			
c If "Yes," enter the amount of any tax incurred by organization managers under section 4912			
d If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

**Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).**

	Yes	No
1 Were substantially all (90% or more) dues received nondeductible by members?	1	
2 Did the organization make only in-house lobbying expenditures of \$2,000 or less?	2	
3 Did the organization agree to carry over lobbying and political campaign activity expenditures from the prior year?	3	

**Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No," OR (b) Part III-A, line 3, is answered "Yes."**

1 Dues, assessments and similar amounts from members	1	
2 Section 162(e) nondeductible lobbying and political expenditures (do not include amounts of political expenses for which the section 527(f) tax was paid).		
a Current year	2a	
b Carryover from last year	2b	
c Total	2c	
3 Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues	3	
4 If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year?	4	
5 Taxable amount of lobbying and political expenditures (see instructions)	5	

**Part IV Supplemental Information**

Provide the descriptions required for Part I-A, line 1; Part I-B, line 4; Part I-C, line 5; Part II-A (affiliated group list), Part II-A, lines 1 and 2 (see instructions); and Part II-B, line 1. Also, complete this part for any additional information.

**Schedule C, Part II-B, Line 1**

HPCSN advocates and supports quality public charter schools in Hawaii. HPCSN does not engage in political activities and does not endorse the views of any political candidates or affiliated parties. Volunteer Boardmembers and the Executive Director meet with State and elected officials to discuss issues affecting Charter Schools in Hawaii.

**Part IV Supplemental Information** *(continued)*

Public Inspection Copy

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public Inspection

Name of the organization

Hawaii Public Charter Schools Network

Employer identification number

[Redacted]

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property... [Yes/No], 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes...

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements held by the organization (check all that apply), 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year. a Total number of conservation easements, b Total acreage restricted by conservation easements, c Number of conservation easements on a certified historic structure included in (a), d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register, 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year, 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? [Yes/No], 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? [Yes/No], 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: S. Rows include: 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items. b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X, 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items: a Revenue included on Form 990, Part VIII, line 1, b Assets included in Form 990, Part X.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)**

- 3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply).
- a  Public exhibition
  - b  Scholarly research
  - c  Preservation for future generations
  - d  Loan or exchange programs
  - e  Other
- 4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No
- b If "Yes," explain the arrangement in Part XIII and complete the following table:
- |    | Amount |
|----|--------|
| 1c |        |
| 1d |        |
| 1e |        |
| 1f |        |
- c Beginning balance  
d Additions during the year  
e Distributions during the year  
f Ending balance
- 2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes  No
- b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII  Yes  No

**Part V Endowment Funds.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a Board designated or quasi-endowment %
  - b Permanent endowment %
  - c Temporarily restricted endowment %
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- |                             | Yes | No |
|-----------------------------|-----|----|
| (i) unrelated organizations |     |    |
| (ii) related organizations  |     |    |
- b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?  Yes  No

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other				

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c) ▶

**Part VII Investments—Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category <small>(including name of security)</small>	(b) Book value	(c) Method of valuation <small>Cost or end-of-year market value</small>
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
<b>Total.</b> <i>(Column (b) must equal Form 990, Part X, col. (B) line 12.)</i> ▶		

**Part VIII Investments—Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation <small>Cost or end-of-year market value</small>
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> <i>(Column (b) must equal Form 990, Part X, col. (B) line 13.)</i> ▶		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> <i>(Column (b) must equal Form 990, Part X, col. (B) line 15.)</i> ▶	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value	
(1) Federal income taxes		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> <i>(Column (b) must equal Form 990, Part X, col. (B) line 25.)</i> ▶		

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

<b>1</b>	Total revenue, gains, and other support per audited financial statements	<b>1</b>	<b>211,058</b>
<b>2</b>	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
<b>a</b>	Net unrealized gains (losses) on investments	<b>2a</b>	
<b>b</b>	Donated services and use of facilities	<b>2b</b>	<b>4,977</b>
<b>c</b>	Recoveries of prior year grants	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII.)	<b>2d</b>	
<b>e</b>	Add lines 2a through 2d	<b>2e</b>	<b>4,977</b>
<b>3</b>	Subtract line 2e from line 1	<b>3</b>	<b>206,081</b>
<b>4</b>	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII.)	<b>4b</b>	
<b>c</b>	Add lines 4a and 4b	<b>4c</b>	
<b>5</b>	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	<b>5</b>	<b>206,081</b>

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

<b>1</b>	Total expenses and losses per audited financial statements	<b>1</b>	<b>229,639</b>
<b>2</b>	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
<b>a</b>	Donated services and use of facilities	<b>2a</b>	<b>4,977</b>
<b>b</b>	Prior year adjustments	<b>2b</b>	
<b>c</b>	Other losses	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII.)	<b>2d</b>	
<b>e</b>	Add lines 2a through 2d	<b>2e</b>	<b>4,977</b>
<b>3</b>	Subtract line 2e from line 1	<b>3</b>	<b>224,662</b>
<b>4</b>	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII.)	<b>4b</b>	
<b>c</b>	Add lines 4a and 4b	<b>4c</b>	
<b>5</b>	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	<b>5</b>	<b>224,662</b>

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.



# Public Inspection Copy

**SCHEDULE O**  
(Form 990 or 990-EZ)**Supplemental Information to Form 990 or 990-EZ**

OMB No. 1545-0047

**2016****Open to Public Inspection**Department of the Treasury  
Internal Revenue Service

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

Information about Schedule O (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).Name of the organization **Hawaii Public Charter Schools Network**

Employer identification number

**Form 990 - Organization's Mission**

Through lokahi for our children and community, the purpose of The Network shall be to enable, support, and unify charter schools and the charter school system in the State of Hawaii. The activities of The Network shall include linking charter schools in the State of Hawaii to each other and to the charter efforts in other states, providing information and services to schools and individuals interested in establishing or improving the performance of charter schools in Hawaii, promoting and conducting research on educational reform, serving as a "vendor" for services needed by charter schools, and promoting partnerships with businesses and organizations for both the Network and its member schools.

**Form 990, Part VI, Line 4 - Significant Changes to Organizational Documents**

The Network's bylaws were amended on February 2017. Changes included clarifying membership and elections of the board of directors; resignation or removal of non-active board members; terms and role of the Executive Council and other updates for style and consistency.

**Form 990, Part VI, Line 6 - Classes of Members or Stockholders**

The Network has five categories of membership: (1) Charter Schools; (2) Individual members; (3) Associate members; (4) Organizationa/Institutional members; and (5) Corporate sponsor/partner members.

**Form 990, Part VI, Line 11b - Organization's Process to Review Form 990**

Name of the organization

Employer identification number

Hawaii Public Charter Schools

[REDACTED]

Finance committee reviews and approves tax return before it is filed with the Internal Revenue Service.

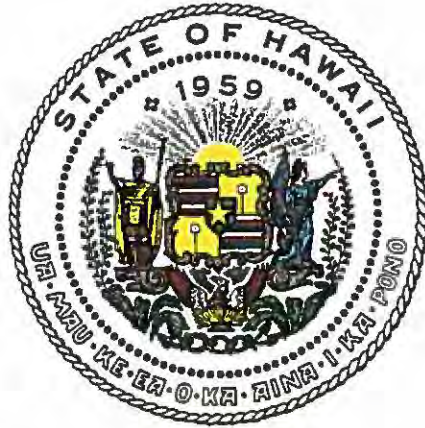
Public Inspection Copy

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation  
Governing documents are provided upon request.

Form 990, Part IX, Line 11g - Other Fees for Services

Description

	Program Service	Mgt & General	Fundraising
Member support	\$ 34,100	\$ 6,819	\$ 4,547



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

**HAWAII PUBLIC CHARTER SCHOOLS NETWORK**

was incorporated under the laws of Hawaii on 06/05/1998 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 17, 2018

Director of Commerce and Consumer Affairs



DAVID Y. IGE  
GOVERNOR



CATHERINE PAYNE  
CHAIRPERSON

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

January 18, 2018

VIA E-MAIL

Letter in support of: HPCSN's 2018 GIA Request

Submitted By: Sione Thompson - Executive Director Hawaii State Public Charter School Commission.

Date: January 18, 2018

Aloha,


The Commission supports the efforts in developing resources and support that aid Charter Schools with their mission, goals, reporting requirements, and compliance with their charter contract including all applicable laws and regulations.

I have spoken with leadership at HPCSN regarding this project and strongly believe that this Guidebook would be extremely helpful not only to charter schools and groups interested in starting a charter school, but also to those serving and interfacing with the charter school community. A comprehensive resource that provides guidance and easy access to information and resources will aid in the efficient and effective operation of our charter schools.

The Commission will work closely with all interested parties to assist in the development of a guidance document. We appreciate HPCSN efforts in developing this for charters in the state of Hawaii.

Respectfully,

Sione Thompson

  
Executive Director



# Ho'okako'o Corporation

## Letter of Support for Hawai'i Public Charter School Network's 2018 Grant-In-Aid Request

**Board of Directors**

**Joseph Uno, Chair**  
*President,*  
*J. Uno & Associates, Inc.*

**Kumau Pineda-Akiona, Vice**  
*Chair*  
*Attorney at Law*

**Nancy Barry, Secretary**  
*President, Board of Directors,*  
*Ho'ala Foundation for*  
*Education*

**Barbara Kalipi**  
*Senior Advisor,*  
*Liliuokalani Trust*

**Lea Kaipoleimanu Ka'awaloa**  
*Internal Auditor,*  
*The Queen's Health Systems*

**Paul I. Nakayama, Ph.D.**  
*Founder,*  
*Jason Associates Corporation*

**Blake Parsons**  
*Executive Director,*  
*Sheet Metal Contractors of*  
*Hawai'i*

**Robert Peters**  
*Former Head of School,*  
*Hanalei School*

**Malle Taualli, PhD**  
*Assistant Professor,*  
*Office of Public Health Studies,*  
*University of Hawaii*

**Robert Witt**  
*Former Executive Director,*  
*Hawai'i Association of*  
*Independent Schools*

**David Y. Gibson**  
*Executive Director*  
*Ho'okako'o Corporation*

This letter is submitted in support of Hawai'i Public Charter School Network's (HPCSN) 2018 Grant-In-Aid request for funding to develop and publish a Hawaii Charter School Guidebook.

My organization, Ho'okako'o Corporation, is a non-profit charter school management organization and governing board of three public charter schools in Hawai'i collectively serving over 1,500 children in Pre-K through 12th grade.

I strongly believe that this Guidebook is a necessity and would be extremely helpful not only to charter schools and groups interested in starting a charter school, but also to those serving and interfacing with the charter school community. A single comprehensive resource that provides guidance and easy access to information and resources will aid in the efficient and effective operations of our schools.

I have spoken with HPCSN leadership regarding this project and I believe HPCSN has the capacity, the relationships, and the experience needed to effectively deliver on this project. We look forward to collaborating with them in their efforts.

Please feel free to contact me at (808) 983-3830, ext. 103 or [dgibson@hookakoo.org](mailto:dgibson@hookakoo.org) if you have any questions.

Sincerely,



**David Y. Gibson**  
**Executive Director**

January 18, 2018

**Jeannine Aguon Souki**  
Email: jeannine@hawaiiarterschools.com  
Mobile: 808-203-7713

Highly resourceful director and government affairs professional with significant public policy experience at the federal, state, county and municipal levels. 18+ years leadership and service on volunteer boards and associations, including several national, state and non-profit organizations. Excellent communication and negotiation skills. Capability to develop and deliver on a broad range of public policy issues and program goals. Effective in organizing and building support among constituencies.

## **PROFESSIONAL EXPERIENCE**

### **HAWAII PUBLIC CHARTER SCHOOLS NETWORK**

**Honolulu, HI 96813**

*12/2015 – Present*

*Executive Director*

- Managing staff and operations of a member-driven, non-profit organization that advocates for and works to build student-centered, innovative learning practices and school success among a diverse group of charter schools in Hawaii.
- Overseeing, development and provision of learning workshops and training for established and aspiring charter school leaders and governing boards to build their capacity and continuous improvement.
- Engaging charter school stakeholders and community with legislators and policymakers on laws, regulation and administrative policies affecting public education in Hawaii.
- Information hub and linker of professional school and staff development, student activities and fiscal support opportunities for charter schools.
- Securing and executing grants and funding to support the mission and vision of the network.

### **PROA PACIFIC, LLC**

**Honolulu, HI 96837**

*2/2015 – 2/2017*

*Founder/Managing Partner*

- Advising clients on community development, political and government affairs matters.
- Developing strategy, advocacy and public education campaigns to achieve client goals.
- Representing and advocating on behalf of client matters before local and state governments.
- Organizing and guiding coalitions (including public sector, business, and non-profits and community groups) to work in collaboration on shared strategies to advance client initiatives.
- Collaborating with leaders and community stakeholders to make informed decisions on public policy.
- Advising clients and pro-bono clients on government grant opportunities and lobbying to successfully secure several grants on their behalf.

### **PULAMA LANAI**

**733 Bishop Street, Suite 2000, Honolulu, HI 96813**

*9/2013 – 1/2015*

*Director of Community Development*

- Working with a team to develop programs and strategies to expand health care, improve education and support local business and non-profits to build vibrant and sustainable island community.
- Establishing and executing an effective employee wellness program, developing a healthcare vision and goals, including an expansion of health services and the establishment of Lanai's first full-service pharmacy.
- Engaging with higher education and lower education partners to stimulate and build capacity to improve the student achievement for k-12 and to support college, career and technical education pathways for Lanai residents.
- Negotiating and executing commercial property lease agreements for the establishment of community support services and independently owned businesses on Lanai.

**WATANABE ING, LLLP**

**999 Bishop Street, 23<sup>rd</sup> Floor, Honolulu, HI 96813**

*Public Affairs Associate Director*

11/2011-8/2013

*Government Relations and Public Affairs Advisor*

1/2007 – 9/2011

- Advising senior corporate and government clients on wide ranging issues related to transportation, education, taxes, land use, and other public and private sector interests.
- Developing and implementing public policy strategies to pursue client goals before congressional, state, and county officials, including analysis, drafting legislation, white papers and testimony and working with various stakeholder groups to build support.
- Cultivating and maintaining relationships with legislative and administrative branches, affiliate groups and stakeholders.
- Recruiting, hiring and training staff.

**SEATTLE CITY COUNCILMEMBER JEAN GODDEN**

**Seattle City Council**

**City Hall, Floor 2, 600 Fourth Avenue, Seattle, WA 98124-4025**

*Senior Policy Advisor*

1/2004 – 1/2007

- Researching and writing legislation, committee reports, briefing papers, articles and speeches on issues including energy, technology, education, health, transportation, the arts, the environment and land use policies.
- Advancing and testifying on budget and/or policy objectives before the city council.
- Leading teams, including managing an annual performance-based legislative and community planning group that set and executed effective strategies to meet established goals.
- Liaising with community organizations, stakeholder groups and outreach to constituents.
- Recruiting, training and overseeing staff and college interns working on research projects, legislation, constituent correspondence and website content.

**U.S. CONGRESSMAN ROBERT A. UNDERWOOD (D-GUAM)**

**Congressional Asian Pacific American Caucus Chairman**

**U.S. House of Representatives**

**2428 Rayburn House Office Building, Washington, D.C. 20515**

*Senior Legislative Assistant*

2/2002 – 1/2003

*Congressional Asian Pacific American Caucus Liaison*

10/1999 – 1/2003

- Managing staff to plan and organize congressional hearings, forums, briefings and policy meetings.
- Overseeing the Congressional Asian Pacific American Caucus, a 36-member bipartisan, bicameral caucus that works to advance federal policies to close gaps on minority racial and ethnic disparities, relating to health, education, social services, and immigration and naturalization. Engage with Congressional Black, Hispanic and Native American caucuses on common goals.
- Organizing the first National Summit on the Status of Higher Education for Pacific Islanders and Southeast Asians in Washington, D.C. in May 2001, which brought together Members of Congress, Pacific Islander and Asian scholars, and non-governmental organizations in a national conversation to address barriers to education. Among the outcomes from this summit were a report of the collective findings discussed at the Summit, which later led to the inclusion of Asian American and Pacific Islander students in the Gates Millennium Scholars program, (Gates initially excluded AAPIs in its first year of operation citing flawed data refuted in the Summit) and the founding of a national Asian & Pacific Islander Scholarship Fund.
- Researched and drafted original legislation establishing Asian Pacific American Serving Institutions program (Public Law 111-140), that provides for federal designation of universities and colleges serving AAPI students to access federal resources for minority-serving institutions provide by the Higher Education Act.
- Securing provisions in the No Child Left Behind Act of 2001 (Public Law 107-110) to increase authorization for federal education funds in U.S. Insular areas.
- Securing a federal regulatory change for a 35 percent increase in Medicare reimbursement and establish a cost of living adjustment for home health agencies in Guam.



- Leading the development and negotiation of terms for increased allocations for U.S. territories in a U.S. House Majority Package to reauthorize the Temporary Assistance for Needy Families Act.
- Advocating for and securing the inclusion of AAPIs in the Minority Health and Health Disparities Research and Education Act of 2000 (Public Law 106-525)
- Organizing conversations with federal, regional, and local governments and agencies to secure \$3 million in federal funds for the resettlement of more than 1,000 Burmese asylum seekers from Guam into communities in the United States while simultaneously securing an amendment to the Guam-Only Visa Waiver Act to delist Myanmar as a qualifying country.
- Organizing an annual conference for Guam college students to gain perspective of federal operations and career opportunities in Washington, D.C.
- Researching and drafting legislation, oral and written communications including speeches, letters, articles, and reports.

#### **COUNCILMEMBER JON C. YOSHIMURA**

**Honolulu City Council**

**530 S. King Street, Room 202, Honolulu, Hawaii 96813**

*Legislative Analyst and Communication Specialist*

*3/1996 – 9/1999*

- Providing policy guidance on committee matters.
- Advancing several capital improvement and beautification projects within Council District VI, covering Downtown Honolulu and Chinatown.
- Managing communication, establish and maintained contacts with media, elected officials, business and civic leaders, including members of various neighborhood boards.

#### **AMERICAN RED CROSS**

**Hawaii State Chapter, 4155 Diamond Head Road, Honolulu, HI 96816-4417**

*Public Affairs Coordinator*

*1/1995 – 1/1996*

- Producing and managing communication and public relations strategies and collateral materials (brochures, letters, advertisements) for local fund-raising campaigns.
- Working with staff, board members, community leaders and volunteers to coordinate activities.
- Providing information to media on disaster relief activities, including coordination for a multi-media public service campaign.

#### **EDUCATION**

- Master's degree in Public Administration, Daniel J. Evans School of Public Policy and Governance, University of Washington (Seattle, WA)
- Bachelor's degree in Journalism and Communications, University of Hawaii at Manoa (Honolulu, HI)

#### **MEMBERSHIPS AND ACTIVITIES**

- YWCA Oahu Board Member and Advocacy Committee Chair, 2013 – present
- City & County of Honolulu Real Property Tax Board of Appeals, 2015 - present
- Federal Child Care Board – Rainbow School Honolulu, 2015
- Hawaii Technology Academy Charter School Governing Board, 2014 -2015
- Good Beginnings Alliance Board, 2014 – 2015
- Boys and Girls Club of Hawaii, Alliance Board, 2007-2012
- Pacific Islander Women's Association Board, 2004-2007 (Seattle, WA)
- Precinct Committee Officer, 43<sup>rd</sup> Legislative District, Washington State, 2003-2007 (Seattle, WA)
- National Asian Pacific American Women's Forum, National Board, 2003-2004 (Seattle, WA)
- Congressional Asian Pacific American Staff Association President, 2001-2002; Vice-President, 2000; and Membership Committee Chairperson, 1999 (Washington, D.C.)
- Waikiki Yacht Club Canoe Team, 1997-1999; and Na Wahine O Ke Kai Finisher, 1999
- Honolulu Marathon Finisher, 1998

## Susan Lee Deuber, M.Ed

*\*Leadership \*Integrity \*Commitment \*Excellence*

"Sue's broad range of expertise in the education sector makes her an invaluable resource. In addition to being incredibly knowledgeable, she is thorough, thoughtful, humble, and flexible. She will work with you to meet your organizations' specific needs and she's not satisfied unless you are!"

Buffy Cushman-Patz, School Leader, SEEQS

- 
- Thirty years of experience in education and a lifetime commitment to growing and learning
  - A Hawaii charter school champion since 2001
  - A proven track record of excellence with Schools and Boards in Hawaii

### Career Experience:

January, 2012 – present

- **Joining Hands Consulting, Owner**
  - Specializing in Hawaii charter schools: work includes governance training, special projects, meeting event/planning and facilitation, leadership mentoring, grant writing, School Leader/Teacher evaluation, writing and editing.
  - 2017 - Project Lead/Researcher/Writer for Fulfilling the Promise: Innovative Practices of Hawaii Charter Schools.

July, 2011 – December, 2011

- **Program and Development Manager, Voyager Public Charter School:** At the Board's request, remained on faculty to facilitate leadership and new site transition. Responsible for Principal mentorship, Board and parent training, updating of policy and procedure manuals, establishing Alumni Organization, assistance with developing and launching capital campaign, developing business partners, public relations, fund development, and site management.

June, 2002 – June, 2011

- **Principal and CEO, Voyager Public Charter School:** Day-to-day management and leadership of one of the State's most successful charter schools.
  - Expanded the program from 130 students K-5 to 250 students K-8

- Expanded the staff from 14 to over 32 employees.
- Served as instructional leader: Teacher training, support and evaluation, curriculum oversight, established a Baldrige committee and an Arts integration Team
- Personnel management
- Community relations: Member of Kaka'ako Improvement Association, developed a strong partnership with Honolulu Theater for Youth, applied for and was granted a Kennedy Center Partner-in-Education
- Legislative advocacy
- Grant writing and fund development
- Assisted with establishing a non-profit organization to support the school

July, 1998 – March, 2002

- **Administrator, Child and Family Services:** Developed and managed educational programs for at-risk youth and children with autism spectrum disorder. Was responsible for the daily management of 2 day treatment school programs and an after-school enrichment program.
  - Responsibilities included program and curriculum development; financial management; teacher and parent training; community relations; and coordination with various state agencies, schools, and service providers.
  - Was chosen to serve Accreditation Team and Ethics Committee.

September, 1993 – June, 1998

- **Principal/Classroom Teacher, Seagull Elementary:** Taught 5<sup>th</sup> -7<sup>th</sup> grade (1993 – 1995) and K -1 (1995 – 1998) while managing a K-6 school. Responsibilities included program and curriculum development; financial management; teacher and parent training.

#### Education:

- **Master's Degree of Education, University of Cincinnati, 1982**
- **Bachelor's Degree in Psychology and Sociology, Wittenberg University, 1979**

**Other Related Experience:**

- **Federal Grant Writing Team (2015)** a contributing grant writer for the recently awarded \$14 million USDOE federal pre-school grant
- **NACSA (2015) – Consultant:** Served on evaluation committee for Hawaii charter school applicants
- **Quality Education Associates (2014-2015) Consultant:** Assisted with online curriculum development
- **Bakashana (2009 – present), Co-Founder; Board Chair:** Non-profit organization that serves women in Zambia, Africa
- **Voyager Local School Board (2002 – 2016), Member**
- **Voyager School Foundation (2003 – 2011), Vice President:** Worked closely with President to oversee all aspects of private non-profit. Responsibilities included fund development, property oversight, community relations, and marketing.
- **Global Services Corp (summer, 2003), Volunteer Program Director:** Developed and managed Aids Awareness /Health Education Program for 150 high school students in Arusha, Tanzania.
- **Seagull Schools Board of Directors, Member (1986 - 1988)**
- **Interagency Autism Council, Member (2001 -2002)**
- **Family Aid Council (1979-1980), Founder:** Established private non-profit to provide transportation of victims of domestic violence to nearby shelters. Developed advisory board, sought grants to fund the program, and coordinated with shelters.

*\*References available upon request.*