

**THE THIRTIETH LEGISLATURE**  
**APPLICATION FOR GRANTS**  
**CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual:      Db:   
Namahana Education Foundation                                      Namahana Education Foundation

Amount of State Funds Requested: \$ 214,200

Brief Description of Request (Please attach word document to back of page if extra space is needed):  
Namahana Education Foundation requests GIA grant funding to help develop the first tuition-free public charter middle and high school on the North Shore of Kauai: Namahana School. GIA funds will be used to create Namahana School's rigorous 'āina-based and student-directed curriculum; develop required school policies and procedures as outlined in the Hawai'i Public Charter School Commission's pre-assurances; provide professional development opportunities for the School Leader including trainings, coaching, and school site visits; and fund the school site Environmental Assessment.

Amount of Other Funds Available:  
State: \$ 0  
Federal: \$ 0  
County: \$ 0  
Private/Other: \$ 1,384,707.42

Total amount of State Grants Received in the Past 5 Fiscal Years: \$ \_\_\_\_\_  
Unrestricted Assets: \$ 1,384,707.42

New Service (Presently Does Not Exist):       Existing Service (Presently in Operation):

Type of Business Entity:  
 501(C)(3) Non Profit Corporation  
 Other Non Profit  
 Other

Mailing Address:  
P.O. Box 1353  
City:                                      State:                                      Zip:  
Kilauea                                      HI                                      96754

Contact Person for Matters Involving this Application	
Name: Melanie Parker	Title: Executive Director, Namahana Education Foundation
Email: melanie@namahanafoundation.org	Phone: 808-652-2002

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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Melanie Parker  
Authorized Signature

Melanie Parker Executive Director,  
Name and Title      Namahana Education Foundation

1/19/23  
Date Signed

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

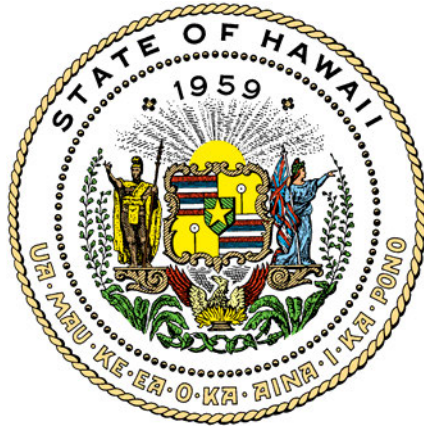
- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

  
AUTHORIZED SIGNATURE

MELANIE PARKER, NAMAHANA EDUCATION  
FOUNDATION EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/19/23  
DATE



## 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

NAMAHANA EDUCATION FOUNDATION

was incorporated under the laws of Hawaii on 08/06/2020 ; 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: December 16, 2022

Acting Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISSED 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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

Namahana Education Foundation

\_\_\_\_\_  
(Typed Name of Individual or Organization)

Melanie Parker  
(Signature)

1/19/23  
(Date)

Melanie Parker  
\_\_\_\_\_  
(Typed Name)

Executive Director, Namahana Education Foundation  
\_\_\_\_\_  
(Title)

### **Statement of Public Purpose**

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

Namahana Education Foundation (NEF) shall use this grant for a public purpose pursuant to Section 42F-102. The public purpose of this grant is to develop curricula and school organizational policies/procedures and complete a school campus site Environmental Assessment for Namahana School, a tuition-free Pre-Opening Hawaii Public Charter School that will serve students in grades 7-12<sup>th</sup> on the North Shore of Kaua'i. Namahana School's mission is to serve the communities of Halele'a and Ko'olau with rigorous 'āina-based education through cultivating relationships with 'āina, kanaka, and ao.

## Application for Grants

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### **I. Certification – Please attach immediately after cover page**

#### **1. 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, 2022.

See attached Certificate of Good Standing.

#### **2. Declaration Statement**

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

See attached Declaration of Statement.

#### **3. Public Purpose**

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

See attached Statement of Public Purpose.

### **II. Background and Summary**

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;**

Namahana Education Foundation (NEF) was incorporated as a nonprofit in 2020 to advance the purposes of Namahana School, the first public tuition-free charter middle and high school on the North Shore of Kaua'i. In June 2022, Namahana School received conditional approval from the Hawai'i State Public Charter School Commission (HSPCSC) to serve 360 students in grades 7-12 and open in the Fall of 2025. NEF raises funds for Namahana School through grant writing, capital campaign fundraising, event organizing, and major donor solicitation. NEF will also be managing the construction of school facilities and leading the

capital campaign to raise funds for construction. To date, NEF has raised more than \$1.3 million for these activities.

2. The goals and objectives related to the request;

The goal of this grant is to support the opening of Namahana School in Fall of 2025. Our objectives are as follows:

- 1) Develop pre-assurance school policies and procedures as required by the Hawai'i State Public Charter School Commission.
- 2) Develop and test the Namahana School Curriculum Framework and create model curriculum units for middle school grades 7<sup>th</sup> and 8<sup>th</sup>.
- 3) Provide professional development to the Namahana School Leader
- 4) Complete an Environmental Assessment of the Namahana School campus site.

3. The public purpose and need to be served;

Over the last 30 years, the rural North Shore community (Anahola to Hā'ena) has faced continuous and substantial socio-economic stratification—a product of a burgeoning population, lack of affordable housing, increased cost of living, low-wage jobs, and displacement of multi-generational families from their communities. Additionally, the North Shore of Kaua'i lacks any geographically situated public Department of Education (DOE) middle and high school to support its growing population of young working families. Middle and high school students ride the bus as much as two hours per school day or 10 hours per week, between the North Shore and Kapa'a to access the nearest public school, resulting in physical and social impediments to their education and emotional growth. Opportunities for extra-curricular activities are significantly impacted, and parents face challenges trying to participate in their children's school.

Namahana School was modeled to act as a solution to these challenges and aims to be the first geographically sited and uniquely structured public middle and high school to meet the educational needs of the Kaua'i North Shore community. Namahana School's mission is to serve the communities of Halele'a and Ko'olau with rigorous 'āina-based education through cultivating relationships with 'āina, kanaka, and ao. Namahana School will prepare students for professional and personal fulfillment, with skills that empower them to actively contribute to a resilient future on Kaua'i. Namahana's mission is founded and driven by these three community-determined values: Aloha 'Āina (to practice a shared understanding of our kuleana for 'āina), Aloha Kanaka (to respect and mālama our community, our families, and ourselves), and Aloha i ke Ao (to perpetuate pono practices to navigate cultures of the world).

Namahana plans to utilize 'Āina-based Learning ('ĀBL) throughout the school and across the curricula. 'ĀBL is a dynamic approach to education in which

learners can deepen their relationship with the land and its resources, cultivate connections within their communities, and build critical skills that can be applied to real-world issues and meet the needs of the whole community (from student to kūpuna). This experience-based learning style and knowledge-sharing offers students the opportunity to engage in holistic, community-driven solutions that can address 21st century social, economic, and environmental challenges. 'ĀBL will help to instill a sense of kuleana (responsibility) to mālama (care for) place, people, and planet with the flexibility to tailor learning plans to the interests and goals of each student.

Namahana's campus design is unique in that it prioritizes connections with the 'āina and community; our 'āina-based learning model is deeply grounded in real-life experiences with and on the 'āina, in the very places many of our students and families have lived for generations. Namahana students will gain knowledge and skills from community organizations, kūpuna, local businesses, and other local leaders through field studies and internships. Students will also have opportunities to explore their interests, and work on addressing issues that directly affect the communities in which they live. All coursework of Namahana School will be designed to prepare students to successfully enter both college and/or a well-paying career in our community, depending upon the student's personal learning plans and interests. Finally, our 'ĀBL model and assessment practices differ from other place-based models in that students' learning must maintain and mālama (care for) relationships in the community.

4. Describe the target population to be served; and

Namahana School will open in 2025 with 120 students in grades 7th and 8th, phasing in additional grades in the following four years so that Namahana School will be in full operation by Year Five. The completed middle school will serve approximately 120 students and the completed high school will serve approximately 240 students, resulting in a total of 360 students at capacity. Namahana School will primarily serve students in the geographic location of Halele'a and Ko'olau on Kaua'i. We anticipate that the majority of Namahana students will come from Hanalei Elementary School and Kīlauea Elementary School with some possible enrollment coming from local private and homeschool entities. Based on an analysis of the total population from which our students will come, we anticipate these school enrollment percentages: 40% students eligible for the Free and Reduced-priced lunch program (FRL); 8% students receiving Special Education services, and 5% English Language Learners.

5. Describe the geographic coverage.

Namahana School will primarily serve students from the North Shore towns of Hā'ena, Wainiha, Hanalei, Princeville, Kīlauea, Moloa'a, and Anahola.



### **III. 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;

**Scope of Work:** In order to meet the pre-opening assurances required by the Hawai'i State Public Charter School Commission for Namahana School, this grant will fund the development of: 1) curricula, 2) school policies and procedures, 3) professional development, and 4) an Environmental Assessment of the school campus site. Model units for curriculum will be developed for the middle school across all subject areas. Of the 40 pre-assurances listed, 22 specifically address the required policies to govern a charter school and will be developed throughout the duration of this grant. Big Picture Learning (see description below) will provide professional development opportunities including, training, coaching, and school site visits to support the Namahana School Leader in executing all the necessary pre-assurances set forth by the charter commission. The fourth area of work includes completing the Environmental Assessment for the school site.

**Tasks:** For each of the four objectives listed above there are specific tasks and outcomes which are listed below:

#### 1) Curriculum Development

- Develop the Namahana Curriculum Framework to guide the creation and evaluation of Namahana School's curriculum.
- Apply and test Namahana Curriculum Framework by using the framework to develop middle school model units for curriculum

#### 2) School Policies and Procedures

- Develop and submit the following Namahana School policies, procedures, and plans to the Charter Commission Attorney general.
  1. Conflict of Interest Policy
  2. Board Governance Procedures
  3. Students with Disabilities
  4. English Language Learners
  5. Financial Management Policies and Procedures
  6. Procurement Policy
  7. Independent Audit
  8. Inventory Policies and Procedures
  9. Applications and Admissions Policies and Procedures
  10. Attendance Policies and Procedures
  11. Student Rights
  12. Information Handling
  13. Student Conduct / Discipline Policy

14. Complaints Procedures
15. Conflict Resolution Policy
16. School Safety Plan
17. Student Health Requirements
18. Crime Reporting Policies and Procedures
19. Employee Rights
20. Personnel Policies
21. Pre-opening Hiring Process
22. School Emergency Closure

3) Professional Development from Big Picture Learning (BPL):

- BPL will provide the Namahana School Leader with a BPL mentor/coach to provide 20 days of coaching and training sessions.
- In addition to curricula and policy development, the BPL mentor will help the Namahana School Leader to adapt BPL relevant materials for Namahana School.
- Travel to the US mainland for site visits to observe and learn from a minimum of four BPL schools, including the MET Providence and Santa Monica Alternative School House and two other BPL school sites chosen from the following list of schools: Lafayette School, North Bay MET, San Diego MET, Nashville Big Picture or Sacramento MET. As Namahana School is currently in the preplanning phases, these school visits will help the Namahana School Leader to observe and inquire about current operating schools utilizing components of the BPL model.

4) Environmental Assessment (EA) of the school site:

- Group 70 International (G70) will conduct an Environmental Assessment of the school site, to ensure that the school site can access financing and qualify for state and federal capital funding for construction.
- The Environmental Assessment will identify potential environmental impacts of the school campus development and analyze a broad set of parameters including biodiversity, environmental justice, wetlands, air and water pollution, traffic, geotechnical risks, public safety issues and hazardous substance issues.
- Namahana Education Foundation will oversee the G70's scope of work and will provide match funding through private funds to cover EA expenses beyond the \$75,000 requested for this grant.

**Roles and Responsibilities:** The following list outlines the roles and responsibilities necessary to achieve the objectives for this grant:

The **Namahana School Leader** will:

- Manage the development of the curriculum framework and curriculum model units
- Coordinate and facilitate meetings with the Namahana School Governing Board's Academic Committee and Curriculum Development Educator Consultants

- Develop model curricular units for Namahana School with Curriculum Development Educator Consultants
- Develop the 22 policies and procedures required by the Hawai'i State Public Charter School Commission.
- Oversee the review process of all policies and procedures with the Namahana School Governing Board and Charter Commission Attorney General
- Participate in Big Picture Learning's Namahana School Leader coaching and training program to support curriculum and school policies development including four site visits to BPL schools.

The **Curriculum Development Education Consultants** will be responsible for:

- Testing the Curriculum Framework
- Developing model units across varied grades for Namahana School

The **Big Picture Learning** will be responsible for:

- Twenty (20) coaching days to facilitate design sessions, trainings sessions, and professional development for the Namahana School Leader. Dr. Andrea Purcell and Dr. Elliot Washor will serve as direct mentors to coach and support the Namahana School Leader in development of education, trainings sessions, and support services.
- Arranging travel to US mainland for four BPL school visits
- Coordinating administrator, staff, advisor, and student observations and discussions

The **Architect** will be responsible for:

- Conducting an Environmental Assessment of the Namahana School campus site.

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

Outcome	Timeline
1. <b>Curriculum Framework</b>	Develop and Test Curriculum Framework: July 2023 – January 2024
2. <b>Curricular Model Units</b>	Development: June 2023 – September 2023, June 2024– September 2024
3. <b>School Policies and Procedures</b>	33% complete by October 2023 66% complete by January 2024 100% complete by May 2024
4. <b>Professional Development</b>	100% training days completed by December 2023

<b>5. School Site Visits</b>	Two site visits by December 2023 Two site visits by June 2024
<b>6. Environmental Assessment</b>	Environmental Assessment Complete by September 2024

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

Each outcome in this application has multiple layers of review to ensure quality assurance and appropriate evaluation by experts within each field. Outcomes 1 through 5 are managed by the Namahana School Leader. Outcome 6 is managed by the NEF Executive Director. A second layer of oversight is ensured through the Namahana School Governing Board and the Namahana Education Foundation Board. A third layer of evaluation is provided through the Hawai'i State Public Charter School Commission Attorney General. The narrative below details each outcome and the specific layers of evaluation, quality assurance, and improvement.

**Outcomes 1 and 2:** The Curriculum Development Educator Consultants will test the Namahana School Curriculum Framework by using it as a guide to create model middle school units that are aligned with Namahana School's values, mission and vision, and personalized learning model. During this process, the Educator Consultants, School Leader, and Academic Committee will assess the efficacy of the framework as well as the final model units developed. These units will serve as model curriculum for the middle and high school. The Curriculum Framework and Model Units will be reviewed first by the Namahana School Leader, second by the Namahana School Governing Board's Academic Committee, with final approval by the Namahana School Governing Board.

**Outcome 3:** Big Picture Learning will advise the Namahana School Leader on best practices for charter schools for each policy and procedure, based on the charter schools they have helped create across the country. The policies and procedures will be reviewed, edited if necessary, and approved by the relevant board committees and by the full governing board. After final approval, the policies and procedures will be submitted to the Charter Commission Attorney General or the respective Charter Commission Office, as required.

**Outcomes 4 and 5:** Professional development training and coaching dates will be tracked by the Namahana School Leader and reported monthly to the Namahana School Governing Board and the Namahana Education Foundation Executive Director. The objective of professional development is to continually improve the performance of the Namahana School Leader. Similarly, site visits to other high-performing charter schools enables Namahana School to continually improve through best practices. Big Picture Learning school site visits will be documented so observations and resources can be shared with the Namahana

School Board and relevant committees. This ensures multiple layers of quality assurance and will be evidenced by the successful progress on the curricula and school policies.

**Outcomes 6:** The architect services for the Environmental Assessment will be overseen by the Namahana Education Foundation Executive Director and a Facilities Committee composed of the Namahana School Governing Board and Namahana Education Foundation's Facilities Committee members.

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.

Our measures will show progress towards completion of the assigned pre-assurances that must be completed in order for Namahana School to open in Fall 2025. Pre-assurances progress will be seen in the areas of curriculum, policies and procedures, and facilities.

**Measure 1:** The Namahana School Governing Board approves the curriculum framework and model curricular units.

**Measure 2:** The Hawai'i State Public Charter School Commission Attorney General receives 100% of the required pre-assurance policies and procedures listed above.

**Measure 3:** 100% of the 20 training and coaching days are completed and documented.

**Measure 4:** 100% of the four school visits are completed and documented.

**Measure 5:** 100% of the Environmental Assessment is complete and approved by the Facilities Committee and NEF Governing Board.

## **IV. 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 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$75,000	\$24,000	\$40,200	\$75,000	\$214,200

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

State per-pupil funding for charter schools does not cover any pre-opening operating expenses, nor does it provide funding for facilities construction. As a result, communities must seek funds through other contributions and grants for both operational and capital expenses to start a charter school. Namahana Education Foundation (NEF) along with the Kauai North Shore Community Foundation have been raising funds for the past five years to launch Namahana School. Currently, NEF has \$1.3 million in revenue which is budgeted for school pre-opening and operating expenses, capital campaign planning, facilities development, and NEF operating costs. NEF will be the lead organization of the capital campaign to raise funds for facilities construction. The GIA grant will help provide needed pre-opening funds to fill the gap until our timeline allows for us to apply for the following grants, which will become available the year prior to opening:

The Federal Charter School Program (CSP) Grants to Charter School Developers for the Opening of New Charter School. Eligible applicants are developers that have: (a) Applied to an authorized public chartering authority to operate a charter school; and (b) Provided adequate and timely notice to that authority. We plan to submit an application in Fall 2024. Estimated Grant request: \$300,000 over three years.

NewSchools Venture Fund Innovative Public School Grant supports new innovative public schools that enroll students within PK-12 on a full-time basis and are eligible to receive public funding. Provides on average a one-year grant of \$215,000 to support a team’s planning year (12-14 months prior to opening a new school). Each team is also eligible to receive additional funding to support the school’s first three years of operation. We anticipate an application due date of January 2024.

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.

N/A

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 2024 for program funding.

Namahana Education Foundation has not received any federal, state or county government contracts or grants.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

Namahana Education Foundation currently has a balance of \$1,384,707.42 in unrestricted revenue as of December 31, 2022. These funds will be used to cover Namahana School's pre-opening expenses, Namahana School facilities development and permitting expenses, Capital Campaign planning expenses, and Namahana Education Foundation operating expenses.

## **V. 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.

In 2022, Namahana School went through the Hawai'i State Public Charter School Commission's in-depth application process for new charter schools, submitting a written application that outlined all levels of operations for the school, participating in clarification and capacity interviews with the state's evaluation teams, and presenting at a public hearing. In June 2022, the Hawaii Charter Commission unanimously approved Namahana School to become a Pre-Opening School---one of only two applicants granted approval out of an original 12 submissions from 2020. Namahana School has a highly capable and experienced governing board consisting of school administrators, educators, former nonprofit directors, attorneys, and current and former corporate managers. Namahana School's institutional foundation, Namahana Education Foundation (NEF), has established a strong track record of fundraising and project management, having raised over \$1.3 million for the school and managed multiple contracts for the school. NEF's board and staff bring extensive skills and experience in educational fundraising, financing, impact investing, community development, marketing, nonprofit programming and organizational development, and real estate. See more detail on staff qualifications under Section IV.

## **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.

Namahana School's facilities will be located on 8 acres of land on the Wai Koa Plantation in Kīlauea, Kaua'i. The Porter Revocable Trust generously donated the use of the land through a 99-year renewable lease, for the purpose of building a public charter school. In September of 2020, following the publication of a competitive Request for Proposals, Group 70 International (G70) was brought on to develop a space program for the school, conduct a site and infrastructure feasibility analysis, complete preliminary design and master plan, and develop a construction budget. G70 completed the conceptual design in September 2022. In our next phase, Namahana Education Foundation (NEF) will work with G70 to complete the permit set design and design documents for final pricing and construction. Currently, NEF is supporting the entitlement application process and will be submitting a Special Use Permit in January 2024. Upon approval of the Use and Special permits and completion of the construction document, the building permit application will be submitted.

Construction of the facility will be phased over a 5-year period. Phase 1 will include temporary classroom facilities to immediately house our 7th and 8th grade classes. Temporary facilities will consist of portable structures that can be put into place in a very short period of time to ensure use by opening day. In each of the subsequent phases, we will build out permanent classrooms for the next two grades along with associated administrative buildings, maker's spaces, and common areas such as the resource center and food service space. The site infrastructure, circulation, and buildings will be designed to meet ADA requirements and all applicable building and zoning regulations adopted by the County of Kaua'i, State of Hawai'i, Hawai'i Department of Education, Hawai'i Department of Health, and any other agency with jurisdiction. As a part of this grant request, G70 will conduct an Environmental Assessment (EA) of the Namahana School campus site which will assess potential environmental impacts of the school campus development. An EA will allow Namahana Education Foundation to access financing and apply for federal and state capital funding for the construction of Namahana school's facilities.

## **VI. 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.



Dr. Kapua Chandler, the Namahana School Leader, will manage the curriculum development process, coordinate the Curriculum Development Educator Consultants, participate in BPL's professional development training sessions, and oversee the completion of the Charter Commission's pre-assurances. NEF will provide fiscal sponsorship and administrative services to meet all grant contract progress and expense reporting and invoicing requirements. NEF's Executive Director, Melanie Parker, will manage the architect's contract deliverables and support the Chief Administrative Officer, who will be providing administrative services for the grant. The Curriculum Development Educator Consultants, Paulette Adams and Jonathan Kissida, will test the 7<sup>th</sup> and 8<sup>th</sup> grade Curriculum Framework and develop the model middle school units. The school's governing board will provide oversight and support to Dr. Chandler by reviewing and approving curricula and school policies and procedures developed as a part of this grant. The NEF board will provide support and oversight to Melanie Parker in her role as Executive Director, and the NEF and Namahana School Governing Board's facilities committees, chaired by Namahana School Governing Board member and current Kaua'i County Director of Housing, Adam Roversi, will provide oversight to the Environmental Assessment.

#### **Staff Qualifications:**

- Dr. Kapua Chandler, Namahana School Leader, brings a wealth of knowledge, history, and talent to the position. Born and raised in Kīlauea, Kapua is a kupa'āina and lineal descendant of Ko'olau and Halele'a. In 2018, Kapua led a community engagement process to create a north shore charter school, which led to the development of Namahana School's values, mission, vision, and educational model. For the past three years, Dr. Chandler has been providing high level leadership, facilitating key partnerships, working closely with 'āina-based educators, the governing board, and Big Picture Learning to develop a school model that is reflective of and responsive to the community. She completed her Ph.D. program from UCLA in Higher Education and Organizational Change and holds two master's degrees, in Higher Education and Organizational Change (M.A. from UCLA) and Educational Administration (M.Ed. from UH Mānoa). Her Bachelor's of Science is in Computer Science and Mathematics. Her research focuses on fostering success for Native Hawaiian and rural students, more specifically, how leadership and 'āina-based education impacts rural communities. She has dedicated her research to address access to higher education for Kaua'i's North Shore students. It has always been her intention to return home to Kaua'i to assist Kaua'i youth with access to higher education. On Kaua'i, she collaborated with the Kaua'i Community College to understand the issues of accessing higher education, reviewing data and holding focus groups to understand local patterns of access for the rural North Shore community.
- Melanie Parker, Namahana Education Foundation's Executive Director, will provide oversight for the school's architectural services grant deliverables and

manage the GIA grant administrative requirements. Melanie brings 20 years of nonprofit and Farm to School experience spanning a variety of environmental/ecoliteracy nonprofits and public school programs. She managed a \$1.9 million USDA-funded nutrition education program for 14 schools in the Berkeley Unified School District, which included staff management and training, curriculum development, and oversight of all contract deliverables and reporting requirements. Melanie also brings extensive organizational development skills from her time working as a nonprofit organizational development consultant.

- Sarah Wright, Namahana Education Foundation's Chief Administrative Officer will be providing administrative support for the GIA grant. Sarah brings a decade of managerial experience in administrative and operational development to Namahana Education Foundation. She recently served as Operations Manager at Common Ground in Kīlauea. Most recently, as program director, she led Common Ground Incubator – a business development program for early-stage food entrepreneurs on Kaua'i. Previously, Sarah worked for Wai Koa Plantation and the Porter Trust as its executive assistant and operations manager. In 2013, Sarah joined the founding team at Pu'ukumu School in Kīlauea where she worked as an administrator until 2015.
- Paulette Adams currently teaches 6<sup>th</sup> grade science and math at the local Hanalei Elementary School. She is highly qualified in secondary math education. She has undergraduate degree in Biological Sciences with a focus in Biochemistry, and a Masters in Secondary Science Education from Southeastern Louisiana University. For the past two years, Paulette has been a part of the Hanalei School team that worked collaboratively with math teachers from each elementary school across the island to vigorously vet new potential math curricula by scoring the various potential curricula with a rubric to compare their strengths and weaknesses. Prior to her time at Hanalei School, Paulette taught 9<sup>th</sup> grade Physical Science and developed science curriculum and taught 4<sup>th</sup> – 7<sup>th</sup> grade. She also taught 7<sup>th</sup> and 8<sup>th</sup> grade science at Pu'ukumu School in Kilauea (a private school that has since closed). Paulette will be serving as a Curriculum Development Consultant for Namahana School and will develop model units for grades 7<sup>th</sup> and 8<sup>th</sup> and test the middle school Curriculum Framework.
- Jonathan Kissida teaches 6th grade science/agriscience, and English Language Arts at Kīlauea Elementary School, the other feeder school for Namahana School. He has a master's degree in Elementary Education with a specialization in Montessori from Chaminade University in Honolulu, HI. Over his 20-year career, he has had the opportunity to teach in all three school sectors: private, charter, and public. Jonathan worked as the Instructional Coach at Pu'ukumu School, developing and integrating middle school curriculum with the core content and elective teachers using inquiry focused backward design principles to integrate across grade levels and subjects areas, and as the grade 7-11 ELA teacher. In 2020-21, Jonathan collaborated with Ming Wei Koh, PhD Center for Getting Things Started, Executive Director/Ecoliteracy Educator, and Dr. Lori

Andersen, Assistant Specialist, University of Hawai'i at Mānoa, Curriculum Research & Development Group Project Director, and 4 other teachers to develop the first edition of the FEAST (Food Experiences for Agriculture Science Training) Grade 3-5 Workbook, which has been distributed to students and teachers across the Hawaiian Islands and Guam. Currently, he is assisting Ming Wei Koh and Lori Anderson with the HDOE PDE3 course by examining how the FEAST Grade 3 - 5 resources are being used and adapted by teachers and revising the FEAST Grade 3 - 5 resources for the second edition. Jonathan will serve as a Curriculum Development Consultant for Namahana School and develop model units for 7<sup>th</sup> and 8<sup>th</sup> grade and test the middle school Curriculum Framework.

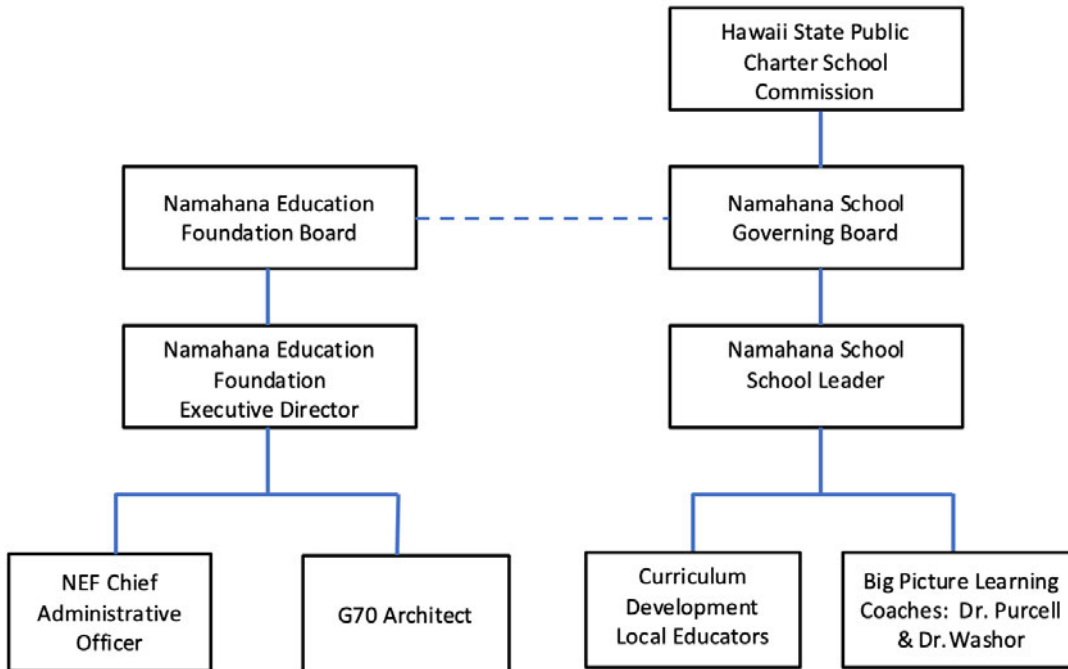
**Big Picture Learning (BPL)** will provide staff development and training for Dr. Kapua Chandler. Established in 1995, BPL is an international non-profit network of 80+ schools in the US and more than 100 internationally. Known globally for their student-centered educational philosophy, BPL offers a wide variety of services to schools including staff development and coaching, and school model development. Dr. Kapua Chandler will work with the following BPL coaches:

- Dr. Andrea Purcell has over 20 years of experience as a teacher, principal and school coach. She taught multiple disciplinary curricula in a mixed-aged setting to students in grades 6-8 at Santa Monica Alternative School House. In Los Angeles, Dr. Purcell served as the Principal of Para Los Niños Charter school and the Principal of New Village Girls Academy, a Big Picture Learning charter school. Dr. Purcell has a PhD in Education Psychology from University of Hawaii at Manoa, a Multiple Subject Teaching Credential in Elementary Education and Teaching from the University of California Santa Cruz and a BA in American Literature from University of California, Santa Cruz.
- Dr. Elliot Washor, co-founder of Big Picture Learning provides coaching and technical assistance. Dr. Washor has been involved in school reform for more than 30 years as a teacher, principal, administrator, video producer, and writer. He was the co-founder of The Met Center in Providence, RI. His work has spanned across school design, pedagogy, learning environments, and education reform and is supporting others doing similar work throughout the world. Dr. Washor's interests lie in the field of how schools can connect with communities to understand tacit and disciplinary learning both in and outside of school. Dr. Washor is deeply committed to imagining Big Picture Learning as a 'do-think-do' organization, and persistently pushes the boundaries of its design in order to continually innovate practice and influence in the world of education. At Thayer High School in Winchester, N.H. Dr. Washor's professional development programs won an "Innovations in State and Local Government Award" from the Ford Foundation and the Kennedy School of Government at Harvard University. He has been selected as an educator to watch in Rhode Island and has recently been selected as one of the Daring Dozen – the Twelve Most Daring Educators in the World by the George Lucas Educational Foundation.

**Group70 International (G70)** is Hawai'i's largest multidisciplinary design firm with extensive educational design experience, having designed more than 1 million square feet of K-12 educational facilities in Hawai'i and around the Pacific Rim. The G70 team includes architects, civil, mechanical, electrical and structural engineers and cultural practitioners. G70 provided architectural services to Namahana School to develop the preliminary design, including, a site analysis, infrastructure feasibility analysis, and construction budget.

## 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.



## 3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Executive Director, Namahana Education Foundation: \$110,000

School Leader, Namahana School: \$100,000

Chief Administrative Officer, Namahana Education Foundation: \$80,000.

## **VII. Other**

### **1. Litigation**

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

No pending litigation, N/A.

### **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.

N/A

### **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 1, of the State Constitution](#) for the relevance of this question.

N/A

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

NEF will continue to raise funds to support the Namahana School's pre-opening expenses beyond the GIA grant period. In addition to the current funds raised by NEF, the Kauai North Shore Community Foundation (KNSCF) received a \$2.08 million grant from a private donor for operating expenses for the charter school, payable at \$150,000 per year over 14 years. NEF entered into an MOU with KNSCF to receive annual disbursements of \$150,000 to fund operating costs for Namahana School. These funds will be used to supplement the cost of school staffing beyond what the GIA grant will cover including the School Leader and any future curriculum development needs for the school. Once Namahana School is operational, the school will receive its state per-pupil funding starting in July 2025 from the Hawai'i State Charter School Commission to cover school operational costs.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Namahana Education Foundation

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	94,200			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>94,200</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Staff Development - Big Picture Learning	35,000			
10. Curriculum Development Educator Consultants	10,000			
11. Architectural Services - Environ. Assessment	75,000			
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>120,000</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>214,200</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	214,200	Melanie Parker	808-652-2002	
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		<i>Melanie Parker</i> <span style="float: right;">1/19/23</span>		
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>214,200</b>	Melanie Parker, Namahana Education Foundation Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: Namahana Education Foundation

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Namahana School - School Leader	1.00	\$100,000.00	75.00%	\$ 75,000.00
Sarah Wright - NEF Chief Administrative Officer	1.00	\$80,000.00	24.00%	\$ 19,200.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>94,200.00</b>
<b>JUSTIFICATION/COMMENTS:</b> The Namahana School Leader will be leading the curriculum development process and completing Namahana School's pre-opening assurances outlined in the GIA scope of work. The Namahana Education Foundation (NEF) Chief Administrative Officer will be providing the GIA grant project administration as outlined in the scope of work.				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant:     Namahana Education Foundation    

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b> No equipment or motor vehicles are being requested				



## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Namahana Education Foundation

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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS	n/a	n/a	n/a	n/a	n/a	n/a
LAND ACQUISITION	n/a	n/a	n/a	n/a	n/a	n/a
DESIGN	n/a	n/a	n/a	n/a	n/a	n/a
CONSTRUCTION	n/a	n/a	n/a	n/a	n/a	n/a
EQUIPMENT	n/a	n/a	n/a	n/a	n/a	n/a
<b>TOTAL:</b>	n/a	n/a	n/a	n/a	n/a	n/a
<b>JUSTIFICATION/COMMENTS</b> No capital funds are being requested						

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

Applicant: Namahana Education Foundation

Contracts Total: -

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	NONE				
2					
3					
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