

Kualapu'u School LOCAL ADVISORY PANEL CHARTER

***Adopted by Ho`okako`o Corporation on July 6, 2007
Amended January 7, 2008***

This Local Advisory Panel Charter is adopted on July 6, 2007 by the Board of Directors (the "Board") of Ho`okako`o Corporation ("HC"), pursuant to Article IV, Section 4 of the Amended and Restated Bylaws of HC.

I. Purpose and Powers

Kualapu'u School is a "new century conversion charter school" operated by HC as a qualified "nonprofit organization" within the meaning of HRS Section 302A-1191. HC's Board of Directors functions as the "local school board" of Kualapu'u School pursuant to and within the meaning of HRS Section 302A-1191(b) (1). HRS Section 302A-1191(b) (1) provides that HC may appoint "advisory panels of community representatives for each school managed by the organization, with whom the organization may consult; provided that these panels shall not have governing authority over the school and shall serve only in an advisory capacity to the nonprofit organization."

The purpose of this Charter is to create an advisory panel for Kualapu'u School, and to set forth the roles and responsibility of such Kualapu'u School Local Advisory Panel (the "LAP"). As required by Hawaii law, the LAP is an advisory body and has no power or authority to act on behalf of HC, Kualapu'u School, the Department of Education or the State of Hawaii.

II. Composition

The LAP shall consist of not less than eleven (11) members appointed by the Board of Directors of HC and who are representative of the Kualapu'u School community and consistent with any requirements relating thereto in HC's Bylaws. Terms of LAP members shall be staggered as listed in the LAP Bylaws. A single term shall not exceed two years. Members may serve three terms. The Executive Director of HC or such person's designee and the Principal/CEEO shall be ex-officio voting members of the LAP. Vacancies on the LAP and a vacancy of the LAP chair shall be filled by a majority vote of the Board of Directors of HC at the next meeting of the Board following the occurrence of the vacancy. HC shall appoint LAP members based on expertise needed by the School. The Board may remove any member of the LAP at any time by majority vote with or without cause and with or without notice to the person being so removed.

III. Meetings

The LAP shall meet not less than quarterly and more often as the LAP or the Board of Directors of HC deems necessary. Special meetings may be called by the Chairperson of the LAP, the Executive Director of HC or the HC Board. Meetings may be conducted by conference telephone call and/or video conference, if necessary. Procedures for conducting conference telephone and/or video conference meetings shall be included in the Bylaws or operating procedures. Meetings shall be conducted in compliance with any and all state law requirements which may be applicable to the LAP. The LAP shall make available notices, agendas and approved minutes to the local school board office and posted in the school office and website, not less than six calendar days prior to the public meetings. The LAP shall provide all agendas and approved minutes to the local school board office no less than six calendar days prior to the public meetings. All agendas and minutes will also be posted in the school office and on the school's website following the same timeline. In the case of an emergency, notices may be waived by the local school board or its designee, the Executive Director of HC.

At least a majority of the members of the LAP and a representative of all role groups minus one role group, and not including student representatives, the administrator and the

Ho`okāko`o representative who serve as ex-officio voting members, shall constitute a quorum for the transaction of activities and conducting meetings. Student members shall not be required to be present during school holidays and vacations for purposes of quorum. The LAP shall maintain written minutes of its meetings, which shall be provided regularly to the Executive Director of HC and the Principal/CEEO.

IV. Duties and Responsibilities

The LAP shall advise the HC Board of Directors on the subjects described below in Section IV. A and take the actions described in Section IV. B.

A. Advisory Role

- Provide advice on the development of the Detailed Implementation Plan (“DIP”)
- Provide advice on recommended DIP amendments.
- Provide input and seek parent and community input for the Systems and Organizational Audit (“SOA”).
- Participate in the development of and provide advice on the School Strategic Plan (“SP”).
- Review and recommend updates to the SP annually.
- Provide quarterly updates of SP implementation.
- Review and provide advice on the school budget development annually.
- Review and provide advice to the school on budget and financial statements quarterly.
- Review and provide advice regarding school outcomes and performance, including measures of success such as the school dashboard.
- Provide advice on changes in policies that are barriers to improved student achievement.
- Provide advice about school, parent and community concerns.
- Advise and participate in recruitment and recommendations for hiring and evaluation of Principal/CEEO.

B. Actions

- Serve as a communication link between the school, parents, HC and the community.
- Advocate, support and work to increase parental awareness and involvement in student school life.

- Activate support for the School by parents and the community.
- To avoid personal liability, LAP members shall report all school personnel matters or concerns to the Principal/CEEO who shall be responsible for follow up including informing the HC Board. If any LAP member is dissatisfied with the Principal's/CEEO's actions or feels uncomfortable reporting the matter to the principal/CEEO, he/she will bring the issue to the HC Board.
- The LAP Chair and Principal/CEEO shall meet regularly to plan and prepare for LAP business, attend annual training organized by HC for the LAP Chair and Principal/CEEO and attend together at least one HC Board of Directors meeting every school year to report on plans for the year and progress made in parent and community involvement.
- Work closely with the Principal/CEEO and Executive Director of HC regarding School matters such as increasing parent involvement and community support.
- Hold annual retreat of LAP members before or at the start of the school year to review the performance of the LAP in the past year, develop plans and measures of performance for new school year, review Bylaws and meeting procedures and calendar.
- Hold annual training for members of the LAP on roles and responsibilities.
- Develop and adopt Bylaws consistent with this Charter subject to the approval of the HC Board of Directors.
- Utilize a conflict of interest policy to appropriately manage conflicts of interest consistent with HC's Conflict of Interest Policy and best practices.
- Use best practices when conducting meetings in accordance with charter school sunshine law.
- Maintain the confidentiality of discussions, records, and all information, until such time disclosure is appropriate.
- Hold regularly scheduled meetings and with a quorum in attendance.
- Hold school community meeting to share School annual report.
- Recruit and recommend members to the HC Board of Directors of relevant committee thereof to serve on the LAP including key stakeholders and individuals with specialized expertise such as accounting and finance, legal, and facilities.

- May participate in committees convened by HC and the School in areas such as planning, collective bargaining, school leadership recruitment and evaluation and policy.
- Participate in the development of a network of conversion charter schools.
- The LAP Chair may serve on HC master contract collective bargaining team if so requested by HC.
- LAP members may serve on site based school level negotiation team if so requested by HC.
- Provide nominations of LAP members and LAP Chair to the Principal/CEEO for consideration for appointment by the HC Board. Nominees include parent and community members with specialized expertise such as accounting and finance, legal, facilities that support the School and can help the School implement the strategic plan.

V. LAP Self-Evaluation

The LAP shall annually review its performance and this LAP Charter, and shall submit to the Board of HC an annual report setting forth the results of the review and any recommended changes to the LAP and/or its Charter. In conducting said review, the LAP may:

- Evaluate the adequacy and scope of this LAP Charter.
- Assess the performance of the LAP by considering relevant outcomes of plans and performance including: (i) actions in IV. B; (ii) the adequacy, appropriateness and quality of the information and recommendations presented by the LAP to the Board of HC; (iii) the manner in which matters brought to the Board of HC were discussed or debated; (iv) the number of meetings in which quorum was achieved by the LAP; (v) whether the number and length of the LAP meetings were adequate to complete its work in a thorough and thoughtful manner; (vi) whether the LAP's composition enables the LAP to fulfill its responsibilities and duties; (vii) when the LAP held the annual retreat and developed plan and procedures, updated By Laws and Conflict of Interest policy and calendar and held training for members; and (viii) if the LAP fulfilled the LAP charter terms and conditions including meeting the charter sunshine law.

The LAP shall also perform such additional activities, and consider such other matters, within the scope of its responsibilities, as the Board of HC deems necessary or appropriate.

Nothing contained in this Charter is intended to create, or should be construed as creating, any responsibility or liability of the members of the LAP, except to the extent otherwise provided under applicable state and federal law.