

## **ADDENDUM #4 TO CONTRACT**

### **FOR THE STATE PUBLIC CHARTER SCHOOL EARLY LEARNING PROGRAM**

#### **I. PURPOSE**

This Addendum #4 to the Public Charter School Contract is effective as of July 1, 2023, through June 30, 2028, unless sooner revoked or terminated in accordance with HRS §302D-18 and as provided herein, is entered into by and between the following State of Hawai'i entities: Hawai'i State Public Charter School Commission (hereafter referred to as the "COMMISSION"), whose mailing address is 1164 Bishop St., Suite 1100, Honolulu, Hawai'i 96813 and the WAI'ALAE ELEMENTARY PUBLIC CHARTER SCHOOL (hereafter referred to as "WAI'ALAE" or "SCHOOL"), whose mailing address is 1045 19th Avenue, Honolulu, Hawai'i 96816. The COMMISSION and WAI'ALAE are collectively referred to as the "Parties." The purpose of Addendum #4 is to implement Act 210, Section 4, SLH 2021 by identifying Chapter 302D-39, Hawaii Revised Statutes (HRS), as the statutory basis for the State Public Charter School Early Learning Program, and establish a framework of collaboration, as well as articulate specific roles and responsibilities agreed upon by the Parties in support of the State in its implementation of the State Public Charter School Early Learning Program. Each agreement regarding the State Public Charter School Early Learning Program between the COMMISSION and WAI'ALAE shall be documented using a contract between the COMMISSION and WAI'ALAE.

#### **II. BACKGROUND**

**WHEREAS**, on [February 22, 2017](#), the Commission entered into a contract with WAI'ALAE to establish a framework of collaboration and to articulate the roles and responsibilities to implement the federally funded U.S. Department of Education's Preschool Development Grant project for School Years 2017-2018, and 2018-2019. Participation in the grant allowed WAI'ALAE to enhance their early childhood development and educational knowledge at the instructional and leadership systemic levels, while providing the start-up funds for infrastructural facility, materials and supplies support allowing WAI'ALAE to implement high-quality preschool classrooms that are aligned with their preschool to grade five classrooms;

**WHEREAS**, on [September 13, 2018](#), the Commission motioned to approve the legislative advocacy positions provided in the [submittal dated September 11, 2018](#). In this submittal, the advocacy positions were proposed to the Commission identifying the highest priority for the upcoming 2019 legislative session, is to obtain permanent state funding to sustain the federal Preschool Development Grant's efforts in the provision to support the continuance of the 18 charter school preschool classrooms across the State. The motion passed unanimously;

**WHEREAS**, on [August 8, 2019](#), the Commission motioned to approve to amend the Exhibit A, Educational Program, of the State Public Charter School Contract, provided in the [submittal dated August 7, 2019](#) for Ka 'Umeke Kā'eo Public Charter School; Kamaile Academy Public Charter School; Ke Kula Niihau O Kekaha Learning Center; Ke Kula 'o Nāwahīokalani'ōpu'u Iki, LPCS; Ke Kula 'o Samuel M. Kamakau, LPCS; Kua o ka Lā New Century Public Charter School; Kualapu'u School: A Public Conversion Charter; Laupāhoehoe Community Public Charter School; Nā Wai Ola Public Charter School; Volcano School of Arts & Sciences; Wai'alaie Elementary Public Charter School to include pre-K in the "Grades Served in the School Year" section for each school's respective charter contract. The motion passed unanimously;

**WHEREAS**, on [October 14, 2019](#), the Commission entered into a contract with the Executive Office on Early Learning (hereafter known as EOEL), to effectuate Hawai'i Revised Statutes (HRS) § 302L-7(a)(1) and Act 276, Sessions Law Hawai'i 2019, and establish a framework of collaboration, as well as articulate specific roles and responsibilities agreed upon by the Parties in support of the State in its implementation of the EOEL Public Prekindergarten Program (hereafter known as MOA EOEL-2019-001) in the charter schools;

**WHEREAS**, on [January 17, 2020](#), the Commission and WAI'ALAE entered into a contract addendum to effectuate Hawai'i Revised Statutes (HRS)§302L-7(a)(1)(as

amended by Act 276) and Act 276, Sessions Law of Hawai'i 2019, to add prekindergarten as a grade level, and to establish a framework of collaboration, as well as articulate specific roles and responsibilities agreed upon by the Parties in support of the State in its implementation of the MOA EOEL-2019-001 in the charter schools;

**WHEREAS**, on [October 19, 2020](#), with the enactment of Act 46, Sessions Law Hawai'i 2020, which granted the Commission the administrative authority over all early learning preschool programs in charter schools, EOEL requested the termination of the MOA EOEL-2019-001 between EOEL and the Commission;

**WHEREAS**, on [January 28, 2021](#), the Commission and WAI'ALAE terminated the prior MOA EOEL-2019-001, and entered into an updated ADDENDUM to effectuate Act 46, Section 3 (amendment of HRS Chapter 302D with three new sections identified as HRS §§ 302D-A, 302D-B and 302D-C), Sessions Law of Hawai'i 2020 to support of the State in its implementation of the State Public Charter School Commission Early Learning Program in the charter schools;

**WHEREAS**, on [July 6, 2021](#), the Governor signed Act 210 Sessions Law Hawai'i 2021 into law which identifies HRS Chapter 302D-39 as the State Public Charter School Early Learning Program;

**WHEREAS**, on [February 9, 2022](#), the Commission and WAI'ALAE entered into a Contract ADDENDUM #2 to participate in the State Public Charter School Early Learning Program. The parties hereto agree to add participation in the early learning program to its existing Charter Contract between the COMMISSION and WAI'ALAE to incorporate the changes set forth in Act 210 Sessions Law Hawai'i 2021. The Time and Performance as identified in the Contract ADDENDUM #2 to participate in the State Public Charter School Early Learning Program is aligned with its charter contract extension which expires 6/30/22;

**WHEREAS**, on [June 28, 2022](#), the COMMISSION and WAI'ALAE entered into Contract Addendum #3 to effectuate Act 210, Section 4, SLH 2021 by identifying Chapter 302D-39, Hawaii Revised Statutes (HRS); and

**WHEREAS**, this Addendum #4, supersedes Addendum #3 in detailing the Parties' participation in the State Public Early Learning Program in alignment with the Charter Contract between the COMMISSION and WAI'ALAE to align with the Charter Contract between the COMMISSION and WAI'ALAE which will terminate on June 30, 2028.

### III. RECITALS

The State Public Charter School Early Learning Program increases opportunities for more families to participate in the early childhood system by expanding access to high-quality early learning that addresses children's physical, cognitive, linguistic, social, and emotional development. The program requires the use of high-quality standards that are linked to children's educational outcomes and prepares children for school and active participation in society through the use of either of the State's two official languages.

For the purposes of the State Public Charter School Early Learning Program in the charter schools, WAI'ALAE shall enroll three- and four-year-old students as determined eligible by State law. The Administrators and Teaching Staff of WAI'ALAE are provided with continual professional learning opportunities in early childhood education, including coaching and mentoring support, by the COMMISSION. The early learning classrooms must be designed to support learning experiences in all domains of development and learning using a comprehensive holistic approach that incorporates social emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies, arts, family engagement, and health and well-being learning objectives through

hands-on learning approaches. Curriculum, instruction, and assessment are designed and implemented to guide, facilitate, and promote meaningful, inquiry-based learning. WAI'ALAE shall provide reports with information as required by the COMMISSION. WAI'ALAE shall contribute to the development of system-wide change by making teaching, classrooms, and school environments responsive to how young children learn best while aligning preschool through third grade program practices.

The Parties, through this Addendum #4, shall ensure developmentally appropriate and effective learning experiences for young children that contribute to lifelong learning, and positive impacts for children as they progress through the subsequent school years. This includes improving the quality of staff interactions with children from the start to the end of the school year. This is evidenced by data obtained through observations using tools to measure effective teacher-child interactions, and the quality of the early learning environment. The formative assessment tools capture the ongoing documentation of students' progress which convey overall child development and learning from the beginning to the end of the school year, and through assessments conducted using the classroom formative assessment tool. The Parties also desire to provide early learning environments that are supportive of, and responsive to, their respective community of families through the engagement of the school administration and teaching staff with families, for the benefit of children's growth and learning.

#### **IV. TERMS**

##### **A. SCHOOL RESPONSIBILITIES**

WAI'ALAE shall be accountable for:

- (1) Annual Progress. Making annual progress toward the implementation of a high-quality early learning program, which aligns preschool through third grade based on evidence of early child development and education,

including developmentally appropriate practices, within the school and community;

- (2) Academic School Year. Operating the State Public Charter School Early Learning Program in the charter school based on the SCHOOL's academic year schedule, aligned with the full-day kindergarten classroom hours and schedule of each SCHOOL (per new section identified as HRS § 302D-39);
- (3) No Cost. Offering the State Public Charter School Early Learning Program in the charter school at no cost to families;
- (4) Eligibility Verification. Ensuring that all families submit verification of child's age;
- (5) Enrollment. Enrolling in the prekindergarten class a maximum of twenty (20) children (per new section identified as HRS § 302D-39) who are three- or four- years old on or before July 31 of the school year, as aligned with the DOE kindergarten age entry requirements (per new section identified as HRS § 302D-39). Enrollment shall be voluntary (per new section identified as HRS § 302D-39).

The classroom designated for implementation of the State Public Charter School Early Learning Program in WAI'ALAE shall be used solely for the purposes of the State Public Charter School Early Learning Program during its hours of operation;

- (6) Individuals with Disabilities Education Act – Eligible Children. Including children with disabilities based on individualized education program (IEP) placement and based on enrollment pursuant to the application process for families for the State Public Charter School Early Learning Program and Section III.A.5, provided that the application of this principle does not anticipate or permit imposing caps or quotas on the number of children with disabilities in a program or not individualizing services for children with disabilities under the Individuals with Disabilities Education Act of 2004 (20 U.S.C. §§ 1400-1409, 1411-1419, 1431-1444, 1450-1482)(“Policy Statement on Inclusion of Children with Disabilities in Early Childhood

Programs,” U.S. Department of Health and Human Services & U.S. Department of Education, September 14, 2015).

WAI'ALAE shall adhere to the requirements of the Hawai'i Department of Education related to special education. WAI'ALAE shall continue to work with DOE regarding funding for costs associated with the provision of special education services to children.

WAI'ALAE shall collaborate with the Hawai'i Department of Education to coordinate services for children with disabilities who are placed in the classroom offered through the State Public Charter School Early Learning Program in the charter schools. WAI'ALAE shall appoint a Special Education (“SPED”) Contact Person for the purpose of collaborating to coordinate services for special education children who require placement in a general education setting through their IEPs;

- (7) Funding Requirements. Adhering to specifications set by the COMMISSION for funding provided to WAI'ALAE for the purposes of the State Public Charter School Early Learning Program in the charter schools. Funding shall not supplant funding provided to the SCHOOL pursuant to HRS § 302D-28;
- (8) Curriculum, Instruction, Assessment, and Professional Learning. WAI'ALAE shall adhere to the standards for curriculum design and implementation, instructional and assessment practices, and professional learning support as determined by the Commission. The Commission shall work with WAI'ALAE in the areas of curriculum, instruction, assessment, and professional learning support as provided in this ADDENDUM;
- (9) Health and Safety Standards. Adhering to health and safety standards for a preschool classroom that are aligned with Department of Human Services group child care licensing standards;
- (10) Staffing Requirements and Qualifications. WAI'ALAE shall hire one (1) full-time prekindergarten Teacher and one (1) full-time prekindergarten Educational Assistant for each prekindergarten classroom. Teacher(s) and

Educational Assistant(s) shall meet the following qualifications for the positions in which they are hired:

- a. Teachers. Meet licensing requirements for public school teachers pursuant to HRS § 302A-805 and section 8-54-1.1, Hawai'i Administrative Rules (HAR), and meet Hawai'i Teacher Standards Board (HTSB) licensing requirements for a prekindergarten teacher which include coursework in early childhood education, or is enrolled in a State-approved teacher education program and working toward satisfying the HTSB licensing requirements (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39);
  - b. Educational Assistants. Have a current Child Development Associate (CDA) Credential™, coursework for a certificate that meets the requirements for CDA Credential™ preparation, or is enrolled in and working toward completing a program that prepares the individual to obtain the CDA Credential™ (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39);
  - c. WAI'ALAE shall provide this information to the COMMISSION with identifiable information relating to the license and credentials of the Teaching Staff;
- (11) Background Checks. Ensuring that employees undergo criminal history record checks pursuant to HRS § 302D-33 before working with children;
- (12) Teaching Staff Requirements on Campus.
- a. Ensuring that the Teaching Staff hired provide direct services solely to children enrolled in the State Public Charter School Early Learning Program in the charter schools, and shall be provided time for co-planning and team meetings regarding child learning, instructional practices, and other aspects of the SCHOOL's implementation of the State Public Charter School Early Learning Program in the charter schools (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39); and



- b. Include Teaching Staff in school meetings and activities to promote alignment between all grade levels, programs, and settings (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39);
- (13) Professional Learning, and Coaching and Mentoring. Participating in all professional learning sessions or relevant meetings, including as follows:
- a. Teachers and designated Administrators shall attend two (2) joint professional learning sessions throughout the school year that are delivered by the COMMISSION;
  - b. Teachers shall attend additional professional learning sessions as required by the COMMISSION throughout the school year that are delivered by the COMMISSION;
  - c. Designated Administrators shall attend additional professional learning sessions throughout the school year that are delivered by the COMMISSION;
  - d. Teaching Staff shall participate in ongoing coaching and mentoring sessions throughout the school year with the COMMISSION's Early Learning Instructional Coaches;
  - e. Teaching Staff and Administrators may also attend other relevant professional learning sessions and meetings that are delivered or sponsored by the COMMISSION; provided that WAI'ALAE has funding available to cover the associated costs, including substitute teachers and neighbor island travel. COMMISSION staff may also attend these sessions; and
  - f. If a SCHOOL wishes to include other SCHOOL staff in these professional learning sessions and meetings to promote P-3 alignment between grade levels, programs, and settings (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39), WAI'ALAE shall use its own funds to cover the associated costs; provided the COMMISSION gives approval for sessions and meetings;

(14) WAI'ALAE Early Learning Classroom Obligations.

- a. Implement a Developmentally Appropriate Program. Ensuring the implementation of a developmentally appropriate program aligned with the Hawai'i Early Learning and Development Standards (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39) with learning environments that are healthy and safe, promotes high-quality interactions between adults and children, embeds inquiry-based approaches, and promotes higher-order thinking skills;
- b. Utilize a Child-centered Curriculum. Implements a child-centered approach to planning and instruction that applies: 1) evidence-based knowledge from curriculum areas (including social-emotional learning) and maintains the intellectual integrity from the specific curriculum areas, 2) conceptual organizers that make content meaningful and accessible for the children in the program, 3) child development knowledge, and 4) research-based development and learning curricula;
- c. Formative Assessment Practices. Uses ongoing individual child assessment data that inform ongoing instructional planning and implementation relating to all areas of child development and learning, including cognitive, linguistic, social, and emotional approaches to learning and health and physical development (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39), with the classroom assessment tool as approved by the COMMISSION to report on children's development/progress over three reporting periods, based on the schedule required by the COMMISSION. The teaching staff shall use the results of each formative assessment checkpoint period to develop a report that shall be used for the purposes of parent-teacher conferences;
- d. Observations of Teacher-Child Interactions. Ensures that staff participate in observations conducted using a tool to measure effective teacher-child interactions (Act 210, Section 4, SLH 2021 per new

section identified as HRS § 302D-39) conducted by a certified observer who is employed, designated and/or contracted by the COMMISSION at least two times per school year – once in Fall, and once in the Spring – and that teaching staff use the feedback provided to improve teacher-child interactions. Observations shall not be used for the purposes of teacher evaluation (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39);

- e. Observations of the Early Childhood Learning Environment. Ensures that staff participate in observations using a tool to measure the effectiveness of the early learning environment conducted by a certified observer who is employed, designated and/or contracted by the COMMISSION at least two times per school year – once in the Fall, and once in the Spring – and that staff use the feedback provided to improve the quality of the learning environment. Observations shall not be used for the purposes of teacher evaluation;
  - f. Communication with Families. In partnership with the COMMISSION, implement culturally and linguistically responsive outreach and communication efforts to enroll isolated or hard-to-reach families and engage families in their children's education (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39). Families shall have the opportunity to contribute to the progress of their child's learning through parent-teacher conferences which shall be held following each checkpoint period and other ongoing communication opportunities;
- (15) Early Learning System. Work in partnership with the COMMISSION, WAI'ALAE shall promote the development of a cohesive, comprehensive, and sustainable P-3 early learning system, to the extent possible, by:
- a. Collaborating with early childhood development and learning providers in the community to promote alignment between prekindergarten and elementary programs and to support children and their families in making successful transitions from prekindergarten into kindergarten,

including children from other community-provided early learning programs such as:

- i. Center-based program providers;
  - ii. Family child care providers;
  - iii. Family-child interaction learning program providers; and/or
  - iv. Home-based instruction program providers; and
- b. Collaborating with early intervention programs (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302);
- (16) Surveys and Evaluations. Participate, as requested, in an annual survey as well as evaluations conducted by the COMMISSION. WAI'ALAE shall share the results of the surveys and evaluations with the COMMISSION and work with the COMMISSION to evaluate services provided and make any improvements to the implementation of the State Public Charter School Early Learning Program and charter school based on these results (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39);
- (17) Data and Reporting. Providing data and reports to the COMMISSION related to the following in a timely manner and in the format specified by the COMMISSION (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39):
- a. Assessments conducted using an early childhood assessment tool. Reporting shall be completed for each child enrolled based on checkpoint due dates established by the COMMISSION;
  - b. Observations conducted using an evidence-based tool to measure effective teacher-child interactions at least two times per school year – September-November, and March-May; This information shall be shared aggregately in the annual report to the Legislature regarding State-funded prekindergarten programs as required by Act 210, SLH 2021;
  - c. A written plan for the next three years to promote, within WAI'ALAE and community, alignment of and transitions between grade levels,

programs, and settings from prekindergarten through the third grade to ensure developmentally appropriate learning experiences as defined by the field of early childhood. This plan shall be submitted and updated annually by end of each school year that the State Public Charter School Early Learning Program is offered in the SCHOOL, sharing the progress made toward this plan. The plan shall be jointly developed with the COMMISSION (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39);

- d. For evaluating the efficacy of and making any improvements to the State Public Charter School Early Learning Program in the charter schools; All reports shall be reviewed by WAI'ALAE and the COMMISSION for accuracy and completeness; and

(18) Funding. The COMMISSION shall provide funding to WAI'ALAE as appropriated by the Legislature for the purpose of implementing the State Public Charter School Early Learning Program classroom. These funds shall be provided to WAI'ALAE for:

- a. Personnel costs equivalent to one (1) full-time prekindergarten Teacher and one (1) full-time prekindergarten Educational Assistant for each classroom; and
- b. Operations and maintenance costs, which shall include:
  - Administrative costs and the costs of items, materials, and equipment to implement a high-quality early learning experience in the State Public Charter School Early Learning Program in the charter school;
  - Unless otherwise specified in Section III.A.13, the costs of substitute teachers and neighbor island travel for Teaching Staff and designated Administrators to attend professional learning sessions or relevant meetings that are delivered by the COMMISSION (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39), and approved by the SCHOOL

Administrator; and

- Leasing and/or rental of facilities associated with the implementation of the State Public Charter School Early Learning Program in the SCHOOL. Costs, relating to the maintenance of such facilities, that are of \$30,000 and higher shall be subject to approval by the COMMISSION;

(19) Recordkeeping. Maintaining accurate recordkeeping of all purchases where State Public Charter School Early Learning Program funds are utilized. WAI'ALAE shall send all fiscal reports to the COMMISSION as requested by the COMMISSION; and

(20) Termination of School Participation in Program. In the event that WAI'ALAE fails or is not able to comply with and fulfill the responsibilities and requirements of its contract or any renewal terms with the COMMISSION relevant to its participation in the State Public Charter School Early Learning Program, such failure or inability may result in the termination of the school's participation in this program;

(21)

If WAI'ALAE decides to terminate that contract or any renewal term, WAI'ALAE shall inform the COMMISSION as soon as it is known, when this decision has been made. Upon termination of the contract, WAI'ALAE shall collect and return to the COMMISSION any unspent funds allocated to the SCHOOL, and any items purchased using State Public Charter School Early Learning Program funds shall be returned to the COMMISSION.

## **B. COMMISSION RESPONSIBILITIES - OTHER**

Other Provisions. In addition to the other responsibilities stated in this ADDENDUM, the COMMISSION shall:

(1) Personnel.

At a minimum:

- a. Hire an early learning instructional coach and/or early learning specialist to provide direct and effective support to WAI'ALAE in their implementation of the State Public Charter School Early Learning Program in the charter schools;
  - b. Hire an early learning program director to directly oversee the State Public Charter School Early Learning Program in the charter schools and its role and contribution to the early childhood and charter school system.
- (2) Other Support. In addition to the forms of support required by this ADDENDUM, the COMMISSION shall provide other program planning and implementation support to WAI'ALAE necessary to incorporate the high-quality standards developed pursuant to Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39);
- (3) Monitoring and Review. Monitor the SCHOOL'S implementation of the State Public Charter School Early Learning Program. In addition to meetings between the ADDENDUM Administrators as needed, the COMMISSION shall meet at least biannually with WAI'ALAE to discuss implementation of the State Public Charter School Early Learning Program at the SCHOOL, and co-plan any improvements;
- (4) Feedback. Use Teaching Staff and Administrator feedback on quality of professional learning to improve delivery and support to the SCHOOL;
- (5) Funding. Allocate funding to WAI'ALAE as provided for by Act 210, SLH 2021, per new section identified as HRS § 302D-39, for the purposes of the State Public Charter School Early Learning Program. The COMMISSION shall reimburse the SCHOOL for all budgeted allowable costs and expenses incurred by the SCHOOL's participation in the State Public Charter School Early Learning Program contingent upon the availability of funding;
- Any items purchased using State Public Charter School Early Learning

Program funds shall be inventoried by the SCHOOL and considered to be the property of the COMMISSION;

The SCHOOL shall reimburse the COMMISSION for costs associated with the use of the classroom assessment tool required by the COMMISSION to report on children's development/progress. This obligation shall survive termination or expiration of this Addendum;

- (6) Remaining Funds. All funds allocated to the SCHOOL pursuant to Act 210, SLH 2021 per new section identified as HRS § 302D-39, for the purposes of the State Public Charter School Early Learning Program, that are unencumbered by June 30 of each school year shall be returned to the COMMISSION. This obligation shall survive termination or expiration of this Addendum;
- (7) Budget and Expenditure Reports. WAI'ALAE shall submit a budget breakdown of its portion of the total funding provided by the COMMISSION for the purposes of implementing the State Public Charter School Early Learning Program in the charter schools on a quarterly basis, with the due dates determined by the COMMISSION. These obligations shall survive the termination or expiration of this ADDENDUM. The COMMISSION may work with WAI'ALAE to evaluate services provided and make any improvements to the implementation of the State Public Charter School Early Learning Program in the charter schools based on these reports (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39);  
and
- (8) Termination of School Participation in Program. In the event that WAI'ALAE is not able to comply and fulfill the responsibilities and requirements of its contract or any renewal term with the COMMISSION relevant to its participation in the State Public Charter School Early Learning Program, the COMMISSION shall issue a notice of noncompliance, and take action in accordance with the provisions of this Addendum and any applicable law.



If WAI'ALAE decides to terminate this contract or any renewal term, WAI'ALAE shall inform the COMMISSION. The COMMISSION shall confirm WAI'ALAE's decision in writing, and coordinate plans with the school to remove all equipment and supplies.

### **C. JOINT RESPONSIBILITIES**

The Parties agree to the following terms:

- A. Coordination. The COMMISSION and WAI'ALAE shall coordinate in the areas of cross-sector and comprehensive service efforts, professional learning, and workforce and leadership development;
- B. Program Evaluation. The COMMISSION shall work with WAI'ALAE to evaluate services provided and make any improvements to the implementation of the State Public Charter School Early Learning Program in the charter schools based on these reports (Act 210, Section 4, SLH 2021 per new section identified as HRS § 302D-39.
- C. Contact Persons. The COMMISSION and WAI'ALAE shall each appoint a key contact person ("Contact Person"), as indicated in Section IV.N of this ADDENDUM, who shall be an administrator or individual who has decision-making authority;
- D. Non-compliance with ADDENDUM.
  1. If the COMMISSION determines that WAI'ALAE is not complying with the terms of this ADDENDUM, the COMMISSION shall notify WAI'ALAE in writing of its deficiencies;
  2. WAI'ALAE shall respond within thirty (30) days of receipt of the written notification and submit a plan of action in writing; and
  3. WAI'ALAE shall have ninety (90) days to rectify the deficiencies.

### **V. GENERAL TERMS**

## **A. DURATION**

This Addendum #4 shall be effective on the date of the last signature affixed hereto, and terminates on June 30, 2028, unless the Charter Contract between the Parties is extended and the Addendum #4 is extended pursuant to Section V.B of this Addendum #4, or unless sooner revoked or terminated in accordance with HRS §302D-18.

## **B. Addendum #4 EXTENSION**

This Addendum #4 may be extended for the term of its charter contract provided that funding is available,

- (1) Upon mutual written agreement of the parties;
- (2) Prior to expiration;
- (3) Under the same terms and conditions of the original agreement or as negotiated between WAI'ALAE and the COMMISSION; and
- (4) Provided that the Charter Contract between the Parties as identified herein – has been extended beyond the current termination date of June 30, 2028.

## **C. PERFORMANCE PERIOD**

WAI'ALAE shall fulfill its responsibilities and obligations pursuant to Addendum #4 within the time limits specified in Section V.A and V.B of this Addendum #4, which are the maximum timeframes allowed.

## **D. DISPUTE RESOLUTION**

Disputes Between the COMMISSION and WAI'ALAE. In the event there is a dispute between the COMMISSION and WAI'ALAE, the COMMISSION Executive Director and WAI'ALAE'S Director shall work to resolve the dispute within 60 business days. If the COMMISSION Executive Director and

WAI'ALAE Director cannot resolve the dispute, the WAI'ALAE Board Chair or Chair's designee, and the COMMISSION Chair or Chair's designee, together with the COMMISSION Executive Director and the WAI'ALAE Director or designee, shall work together to reach a resolution.

#### **E. Addendum #4 TERMINATION**

Upon termination of this Addendum #4 or any renewal term by either WAI'ALAE or the COMMISSION, all unspent funds and items purchased with funds provided through the State Public Charter School Early Learning Program shall be returned to the COMMISSION.

#### **F. MODIFICATIONS**

This Addendum #4 may be amended or modified only by mutual agreement in writing and signed by each of the Parties involved, including approval as to form by the Department of the Attorney General. The updated Addendum #4 shall be provided to WAI'ALAE and the COMMISSION upon execution to the COMMISSION'S Executive Director and WAI'ALAE'S Director/Principal and Governing Board Chairperson.

#### **G. ENTIRE AGREEMENT**

This is the entire agreement between the COMMISSION and WAI'ALAE. This Addendum #4 with respect to its subject matter supersedes any previous and contemporaneous written or oral representations, statements, negotiations, or agreements.

#### **H. SEVERABILITY**

If any provision of this Addendum #4 is held to be illegal, invalid, or unenforceable, that provision shall be fully severable. The remainder of this Addendum #4 shall remain in full force and effect, unaffected by the severance, provided that the severed provision(s) are not material to the overall purpose

and operation of this Addendum #4.

#### **I. WAIVER**

A waiver by any Party to this Addendum #4 of any breach of any provision of this Addendum #4, or warranty of representation set forth herein shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right under this Addendum #4 shall not operate as a waiver of the right to enforce Addendum #4.

#### **J. EXECUTION**

Each person signing this Addendum #4 on behalf of the Parties represents that he or she has the authority to sign on behalf of and to bind such Party.

#### **K. ASSIGNMENT**

The rights, duties, or obligations under this Addendum #4 are not assignable.

#### **L. EXECUTION IN COUNTERPARTS**

This Addendum #4 may be executed in counterparts. Each counterpart when so executed shall be deemed to be an original. All counterparts when taken together shall constitute the same Addendum #4. Facsimile and/or scanned signatures transmitted by electronic mail shall be deemed originals.

#### **M. CONTRACT ADMINISTRATOR**

For purposes of this Contract, the persons identified below, or his/her duly authorized representatives or successors in office, is designated the Contract Administrator (CA) for his/her respective party. Notwithstanding the responsibilities set forth in this section, any coordination of services falling outside those articulated above shall remain with COMMISSION.

(5) COMMISSION:

The CA for the COMMISSION shall be the COMMISSION Interim Executive Director, who may be contacted as follows:

PJ Foehr

Mailing Address: 1164 Bishop Street, Suite 1100, Honolulu, Hawai'i  
96813

Phone: (808) 586-3775 / Fax: (808) 586-3776

Email: [PJ.Foehr@spcsc.hawaii.gov](mailto:PJ.Foehr@spcsc.hawaii.gov)

The COMMISSION CA shall be responsible for:

- The terms, conditions, quantities, specifications, scope of services, other Addendum #4 terms, and all decisions relating to Addendum #4;
- Monitoring and evaluating the work of WAI'ALAE, assuring the services or goods are delivered as required in Addendum #4, and allocating funds as specified in this Addendum #4; and
- Notifying the Contact Persons, as appropriate, in the event of change in the scope of work or any other Addendum #4 terms in Addendum #4.

(6) WAI'ALAE ELEMENTARY PUBLIC CHARTER SCHOOL:

WAI'ALAE'S CA shall be the charter school's Governing Board Chairperson, who may be contacted as follows:

Troy Ballard

Mailing Address: 1045 19th Avenue, Honolulu, Hawai'i 96816

Phone: (808) 733-4880 / Fax: (808) 733-4886

Email: [board@waialae.edu](mailto:board@waialae.edu)

The WAI'ALAE CA shall be responsible for:

- The terms, conditions, quantities, specifications, scope of services, other

- Addendum #4 terms, and all decisions relating to the Addendum #4;
- Ensuring that WAI'ALAE signs a contract to participate in the State Public Charter School Early Learning Program comply with the provisions of the Addendum #4; and
  - Notifying the Contact Persons, as appropriate, in the event of change in the scope of work or any other Addendum #4 terms in the Addendum #4.

## **N. CONTACT PERSONS**

### **(1) COMMISSION:**

Contact Person. The Addendum #4 Administrator for the COMMISSION has designated the person identified below as the COMMISSION's Contact Person for this Addendum #4. As such, this Contact Person should be the initial contact for the COMMISSION on all matters related to this Addendum #4. The Contact Person can be contacted as follows:

Deanne Goya, Early Learning Program Director  
Mailing Address: 1164 Bishop Street, Suite 1100  
Phone: (808) 586-5227 / Fax: (808) 586-3776  
Email: [Deanne.Goya@spcsc.hawaii.gov](mailto:Deanne.Goya@spcsc.hawaii.gov)

### **(2) WAI'ALAE ELEMENTARY PUBLIC CHARTER SCHOOL:**

Contact Person. The Addendum #4 Administrator for WAI'ALAE has designated the person identified below as the WAI'ALAE'S Contact Person for this Addendum #4. As such, this Contact Person should be the initial contact for the WAI'ALAE on all matters related to this Addendum #4. The Contact Person can be contacted as follows:

Jodie Cheff, Assistant Head of School  
Mailing Address: 1045 19th Avenue, Honolulu, Hawai'i 96816  
Phone: (808) 733-4880 / Fax: (808) 733-4886  
Email: [jcheff@waialae.edu](mailto:jcheff@waialae.edu)

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**SIGNATURES**

**HAWAI'I STATE PUBLIC CHARTER SCHOOL COMMISSION**

  
\_\_\_\_\_  
PJ Foehr, Interim Executive Director

11/15/23  
\_\_\_\_\_  
Date

APPROVED AS TO FORM

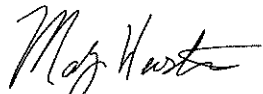
By:  
  
\_\_\_\_\_  
Deputy Attorney General

September 7, 2023  
\_\_\_\_\_  
Date

**WAI'ALAE ELEMENTARY PUBLIC CHARTER SCHOOL**

  
\_\_\_\_\_  
Troy Ballard, Governing Board Chairperson

10/20/2023  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mary Wenstrom, Chief Educational Officer

10/20/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Deputy Attorney General

10/20/2023  
\_\_\_\_\_  
Date