

Executive Summary

Nā Kūpuna Mai ka Moku o Ko‘olaupoko (NKMK) was established in 1972. Our group was the first to use Kūpuna to bring the rich knowledge of the elders of Hawai‘i into the Windward District public schools. In 1981, our Kūpuna-based program was adopted into the Hawai‘i Department of Education (HIDOE) school system and expanded statewide. As part of the HIDOE Hawaiian Studies Program, NKMK’s mission is to provide the support and resources needed to implement the goals of Hawaiian education in Hawai‘i’s public schools. Kūpuna - our ancestors, our elders - are the foundation of Hawai‘i’s historical past. It is through them that we learn to build a strong cultural identity and sense of place.

At this time, NKMK has 35 members, 25 of whom are practicing Kūpuna, an executive director, and an administrative assistant. NKMK is prepared to serve 18 public elementary schools in the Ko‘olaupoko District, which ranges from Waiāhole/Waikāne, through Kaneohe, Kalaheo and Kailua to Waimanalo. In addition to classroom teaching, the members of NKMK meet monthly and attend the annual Kūpuna Component conference hosted by HIDOE.

In 44 years of practice, NKMK has generated 40 boxes of documents; housed in different members’ homes and/or in the schools in which we serve. These documents are susceptible to environmental and pest damage as well as to the possibility that they may be discarded. Coupling these risks with desires to centralize storage and increase access to the collection, we are proposing the pilot project, E Ka‘ana Like Aku i ka ‘Ike o Ko Kākou Kūpuna (Sharing the knowledge of our Kūpuna). We intend to archive the paper materials and create an open access digital repository of the Kūpuna documents. This collection will be a resource to currently practicing Kūpuna, future Kūpuna, and historians/scholars of Hawaiian culture. Indirectly, the collection will benefit hundreds of K-6th grade public school students who will receive this information in their Hawaiian Studies programs. If successful, this pilot project can be replicated for other Kūpuna groups. Someday, we also hope to include audio/visual materials of some of the oral tradition that our Kūpuna wish to share publicly.

If funded by The Ulumaika Foundation (TUF), the project will have three phases: selection and organization of materials, assigning metadata to materials, and digitization of the documents. During the first two phases, cultural practitioner Ellie M. Keola will consult and our members will volunteer their time and services. During the digitization phase, students of the University of Hawai‘i at Mānoa (UHM) Education, Hawaiian Studies, and LIS programs will scan, process, and enter metadata into the newly created digital documents. UHM has agreed to house the archived documents, provide access to the digital repository through the UH library system, and perform any data migration that may be required in the future. The total cost of the project is estimated to be \$54,949.00. NKMK will provide \$41,635.00 in funds and in-kind services and requests that TUF fund the remaining \$13,314.00. The project will be completed within the calendar year, ending with a gifting ceremony, honoring all participants in the project and celebrating a job well done.

**The Ulumaika Foundation
Application Cover Sheet**

Title of Project: E Ka' ana Like Aku i ka ' Ike o Ko Kākou Kūpuna
(Sharing the Knowledge of Our Kūpuna)

Total amount requested from TUF: \$13,314.00

Name of supporting organization: Nā Kūpuna Mai ka Moku o Ko' olaupoko
(The Elders From Ko' olaupoko)

DUNS #: 995422188

Years in existence: since 1972 (44 years)

Governing body: 501(c)(3) Non-Profit Organization, 4-member board of directors

Mailing Address: 165 Kaiholu Street, Kailua, HI 96734 **Website:** <http://www.nkmk.org>

Name of Organization's Head Administrator: Angela M. Barr, Executive Director

Name of President of Governing Board: Erica T. Dias

Project Manager: Angela M. Barr

PM Contact information: (808) 266-7835/barra@hawaii.edu

Organizational Background

Annual Operating Budget: \$100,000.00

Mission and brief history of Organization:

Nā Kūpuna Mai ka Moku o Ko' olaupoko (NKMK) was established in 1972 in the Windward District of O' ahu. In 1981, the Kūpuna-based program was adopted into the Hawai' i Department of Education (HIDOE) public school system. As part of the Kūpuna Component of the HIDOE Hawaiian Studies Program, NKMK provides the support and resources needed to implement the goals of Hawaiian education in Hawai' i's public schools. Kūpuna - our ancestors, our elders - are the foundation of Hawai' i's historical past. It is through them that we learn to build a strong cultural identity and sense of place.

**Has your institution ever had a preservation or conservation assessment or consultation?
Please explain:**

NKMK has never had a preservation/conservation assessment or consultation. The Kūpuna develop their own lesson plans and network with each other in their District to share resources. They are realizing as they age that they want their native Hawaiian stories and knowledge preserved into perpetuity.

Signature _____ Print name Angela M. Barr Date 4/26/2016
Executive Director

Signature _____ Print name Erica T. Dias Date 4/26/2016
President of the Board

Signature _____ Print name Ellie M. Keola Date 4/26/2016
Cultural Practitioner

PART I. Project Narrative - Scope of Project

1. Describe the topic and the nature of the resources to be preserved under this project and their value as cultural records. State clearly and concisely the intellectual need to which this project responds.

Nā Kūpuna Mai ka Moku o Ko‘olaupoko (NKMK) began as a grassroots kūpuna organization for the sole purpose of native Hawaiian advocacy. Kūpuna were recruited to be mentors in the public school system in the Windward O‘ahu District of Ko‘olaupoko. Our kūpuna program was later adopted by Hawai‘i Department of Education (HIDOE) to further the education of Hawai‘i’s rich indigenous culture, history and stories in the elementary school setting. The indigenous practices, lecture plans, notes, publications and other documented historical materials belonging to NKMK’s kūpuna now fill 40 boxes. These records, considered a treasure-trove for educators, are in danger of being lost due to document deterioration and the passing on of our cherished kūpuna. The kūpuna recognize the instability of the collection, and want to preserve much of the indigenous knowledge of old Hawai‘i into perpetuity. NKMK is passionately pursuing the goal of preserving their documents and creating an open access digital repository; thereby making the collection available to educators, students, and historians/scholars of Hawaiian culture for generations to come.

2. How will the chief humanities consultant and/or cultural practitioners serve on the project?

NKMK’s cultural practitioner, Ellie Keola, is a native Hawaiian historian and education specialist filling the role of project consultant. She will initially advise us during the selection process; helping us preserve the documents that contain the most critical information. After the kūpuna create metadata for their materials, our cultural practitioner will then suggest additional cultural concepts and controlled vocabulary that are relevant and relatable to Hawai‘i’s diverse-thinking population. These terms will enhance the searchability of the files and, therefore, access to the collection.

3. Specifically, how will the audience(s) benefit during and after the completion of this project?

E Ka‘ana Like Aku i ka ‘Ike o Ko Kākou Kūpuna is a pilot project to preserve the knowledge of our aging, native Hawaiian population that is documented and shared in the classrooms. Kūpuna are highly respected and seen as keepers of ancestral knowledge. They are primary sources of historical information, cultural knowledge, life experiences, and the Hawaiian language, of which will be lost forever if it is not captured before they are gone from our physical world. With this in mind, and the urgency of time, NKMK finds this project to be of the utmost importance to digitize so it can be shared for generations to come. As educators, we need this information to be accessible and usable. The relevance of preserving these materials in the digital world is preservation and access. By digitizing these documents, the kūpuna collection will live on in perpetuity.

4. Describe the preservation activities that will be undertaken during the course of the project.

Initially, the paper documents will be organized and rehoused in archival quality folders and storage boxes. Any fasteners that have deteriorated will be removed. Next, a digital consultant will be hired to train the project manager, kūpuna and volunteers on how to scan and digitize the collection. The documents that the kūpuna are willing to share will be scanned, processed, and assigned metadata in native Hawaiian context created by the kūpuna and the cultural specialist.

5. Describe, in detail, the final product or resource that will result from this project.

There is currently no repository containing the historical information that is shared by the kūpuna of NKMK. Because they are aging and passing on by the numbers, they have formed a consensus to digitize some of their knowledge into perpetuity, making it accessible to future generations. After the collection is digitally formatted, both the paper and the digital files will be donated to University of Hawai'i at Mānoa's (UHM) Hawaiian-Pacific Collection (HPC) in Hamilton Library. The E Ka'ana Like Aku i ka 'Ike o Ko Kākou Kūpuna collection will be indexed and searchable by multiple data fields and UHM HPC has agreed to make it accessible to the general public.

6. How will the project be evaluated? Describe method(s).

NKMK will invite other kūpuna groups and teachers within HIDOE from other districts outside of Ko'olaupoko to access the resources and provide feedback about the collection (via an online survey). We will ask participants to evaluate factors such as: ease of access, searchability, comprehensiveness of collection, accuracy of content, alignment with Hawaiian studies curriculum, and reproducibility of lessons. With this feedback, NKMK will be able to assess the effectiveness of our efforts and make final adjustments before presenting the collection to UHM's HPC.

PART II. BUDGET

Project Costs	Enter calculations here	Funds requested from TUF	Cost share / match	Total
Salaries & wages Proj. Dir. Angela B. at 10 hrs/week x 520 hrs.	\$17.00/hr x 520 hrs = \$8,840	\$4,420	\$4,420	\$8,840
Admin. Asst. Mele at 5 hrs/week x 260 hrs.	\$12.00/hr x 260 hrs = \$3,120	\$1,560	\$1,560	\$3,120
Fringe at 25%	\$4,420 x 25% fringe \$1,560 x 25% fringe	\$1,105 \$390	\$1,105 \$390	\$2,210 \$780
Volunteers	Volunteers x 2,700 hours x \$12/hr	0	\$32,400	\$32,400
Honoraria Ellie M. Keola, PhD	One Cultural Practitioner (2 days): \$500 x 2 days = \$1,000	\$1,000	0	\$1,000
Contracted Services Digitization Specialist	\$800/day special rate x 1 day = \$800	\$800	0	\$800
Archival Supplies	Archival File Folders, Document Boxes, Mini Spatulas, Polyester Roll, Photocopy Paper + Shipping	\$2,428	0	\$2,428
Materials/Equipment	Flatbed Scanner, External Hard Drive, Adobe Photoshop, Pencils, Notebooks (Free Shipping)	\$936	\$140	\$1,076
Marketing	Volunteers x 10 hours x \$12/hr	0	\$120	\$120
Hospitality Lei & Ceremony	45 lei x \$15 ea = \$675 Ceremony = \$1,500	\$675	\$1,500	\$2,175
TOTALS		\$13,314	\$41,635	\$54,949

BUDGET NARRATIVE

Salaries & Fringe

Project Director Angela and her Administrative Assistant, Mele, will be active in all phases of the project from collections assessment to digitization to evaluation and finalization. All staff and volunteers will assist in completing final adjustments to the project before the finalized project is gifted to UH Mānoa. Angela and Mele will then work together to submit the final report to TUF. NKMK will fund 50% of Angela's and Mele's time on the project, asking TUF to cover the other 50% (i.e. 5 hours per week for Angela and 2.5 hours per week for Mele). As allowed by TUF, fringe benefits for Angela and Mele will be paid at 25%. Fringe benefits include the following: medical and dental insurance, sick leave, paid vacation, and paid holidays.

Volunteers

NKMK's volunteers consist of kūpuna, teachers, family members, librarians, and students from UH. In the first phase/collections assessment portion of the project, NKMK will utilize its 25 kūpuna plus 15 additional volunteers to process paper documents and assign metadata. All volunteers have agreed to work for at least five hours per week during the months of February to April. Our volunteers will complete 2,400 hours of work during this first phase. Five students have agreed to volunteer five hours per week during the months of June to August. Our student

volunteers will complete 300 hours of work during this final phase. A total of 2,700 volunteer hours will be completed during the first two phases of the project.

Honoraria: Cultural Practitioner

Our cultural practitioner, Ellie M. Keola, will spend two full days on the project. Ellie will offer her cultural guidance at the beginning of the collections assessment to ensure that NKMK is following proper cultural protocol with respect to disposal of records and transference of knowledge. Ellie will return for one day after the collections assessment is complete to provide additional metadata as applicable.

Consultants/Contracted & Technical Outside Services

The Archival Digital Specialist will work on the project for one full day; she or he will train all staff and student volunteers on the proper methods for digitizing materials and assigning metadata using Library of Congress preservation methods.

Supplies/Materials/Equipment

Preserving and digitizing paper documents requires special processes and equipment. As such, NKMK is seeking funding for one high-resolution flatbed scanner (Epson DS-6500 @ \$764). NKMK will employ Adobe Photoshop software to process our digital files (\$20/month from June to Dec.; full cost covered by NKMK). The preservation copies will be saved to an external hard drive; we are requesting 4 TB (WD USB 3.0 @ \$116) due to the large size of the preservation copy files. In addition to digitizing the paper documents, we are preserving the paper documents themselves. Supplies needed for proper storage of the paper documents are as follows: 2,000 archival file folders (\$582), 40 archival document boxes (\$530), 4 mini spatulas (\$42), 1 roll of archival polyester (\$71), 10 reams archival photocopy paper (\$203), and shipping is estimated to cost \$1,000. These archival supplies are necessary to prolong the life of the paper documents and prevent acids from reaching and damaging the paper. The mini spatulas and polyester film will aid in the removal of paperclips, staples, and other fasteners. The archival photocopy paper will be used to make two photocopies of the original paper documents, most of which are either damaged or not on archival paper; one copy is for preservation and the second is for use. The preservation copies will be housed in file folders then placed into document boxes. Additional supplies will be used for note taking (48 pencils for \$8 and 48 notebooks for \$48).

Marketing

Teachers and family members have offered to volunteer their time and talents to promoting our project via word-of-mouth and social media. The teachers will post information about the project via the DOE's Lotus notes. DOE teachers and kūpuna will also post updates and fliers about our project to their classroom and school bulletin boards. UH Mānoa's library website will post periodic updates, beginning with a notice introducing the new and upcoming kūpuna resource, and continuing with updates as the project nears completion. Our project will also utilize word-of-mouth and social media to call on volunteers and market the dedication ceremony.

Hospitality

NKMK would like to thank and honor its kūpuna and volunteers for their time and efforts in this project. Therefore, we are inviting all 25 kūpuna and 20 volunteers to the dedication ceremony being held at UH; each kūpuna and volunteer will receive lei. NKMK to cover cost of ceremony.

Appendix _____

State of Hawaii

501c3

Proof of Non-Profit Status

Appendix _____

Dun & Bradstreet
D-U-N-S

Name of Organization _____

DUNS # 995422188

Location of this business _____

ANGELA BARR
184 South Kainalu Drive, Kailua, HI 96734 | 813-727-7056 | barra@hawaii.edu

EDUCATION

University of Hawaii, Mānoa, HI Masters in Library and Information Science	1995-1997
Eastern Michigan University, Ypsilanti, MI Secondary Teacher Certificate	1995-1996
University of Michigan, Ann Arbor, MI B.S. Honors in Biology	1990-1994

PROFESSIONAL EXPERIENCE

- **Executive Director Nā Kūpuna O Ko' olau Poko (NKKP) 2005 – present**
 - Serves as liaison between NKKP and DOE
 - Supports NKKP by aligning curriculum and standards
 - Writes grant for materials and program funding and additional training for NKKP members
 - Maintains relationships with local groups and businesses to foster community involvement
 - Actively recruits new members to NKKP
- **School Librarian, Kainalu Elementary School 1995 – 2005**
 - Participated in collection management activities including the selection, de-selection, and promotion print and digital collections
 - Served as subject liaison to faculty, providing user instruction and research support
 - Served as a practicing teacher of information literacy for students and staff
 - Created, developed, and implemented online learning objects to include but not limited to: interactive tutorials, presentations, and websites
 - Wrote for grants on an annual basis (recipient of over \$7000 in grant awards for various projects at Kainalu Elementary School)

REFERENCES

- Mrs. Sheri Sunabe, 808-266-7835, Principal of Kainalu Elementary School
- Mrs. Marie Willweber, 808-266-7835, colleague at Kainalu Elementary School
- Additional references available upon request

Ellie Keola, PhD
P.O. Box 964
‘Aiea, Hawai‘i 96701
mobile: (808) 387-4527 home: (808) 484-9839
email: ekeola@hawaii.edu

Work Experience

University of Hawai‘i at Mānoa, Honolulu, Hawai‘i

- Lecturer at the Center for Hawaiian Studies, August 2015 – present
- Create curriculum, teach 2 Hawaiian Studies 107 Hawai‘i to Center of the Pacific course, assess students, and collaborate with colleagues

The Kamehameha Schools, Honolulu, Hawai‘i

- Hawaiian History Teacher, June – July 2015
 - Created curriculum, teach economics from a Native Hawaiian perspective
- Kulia I Ka Pono Summer Teacher, 2008 and 2009.
 - Created Hawaiian- and ‘aina-based curriculum Native Hawaiian students
 - Taught oli, hula, and worked in the Punalu‘u lo‘i and Kahana fishpond
- Ipukukui Intercession Teacher, Oct. 2008 and March 2009.
 - Created Hawaiian-based, ‘aina based curriculum with & for Native Hawaiians to 11 year old students

Educational Information

Ph.D. University of Hawai‘i-Mānoa, Honolulu. Dissertation title: *E Ho‘i i Ka Piko: Native Hawaiian educators’ discourse on Hawaiian education*, May 2013.

M.A. University of Hawai‘i-Mānoa, Honolulu. Education-Curriculum Studies, December 2000.

P.D. University of Hawai‘i-Mānoa, Honolulu, Education-Secondary Social Studies, December 1994.

B.A. University of Hawai‘i-Mānoa, Honolulu. History, December 1992.

Publications/Presentations

- Presented at the UH-Mānoa LIS Colloquium on “Native Ontologies” on March 9, 2016.
- “E Ho‘i i Ka Piko: Native Hawaiian Educators’ Discourse on Hawaiian Education” at the Native Hawaiian Education Association (NHEA) conference held at University of Hawai‘i West O‘ahu Campus on March 28, 2014

Professional Development

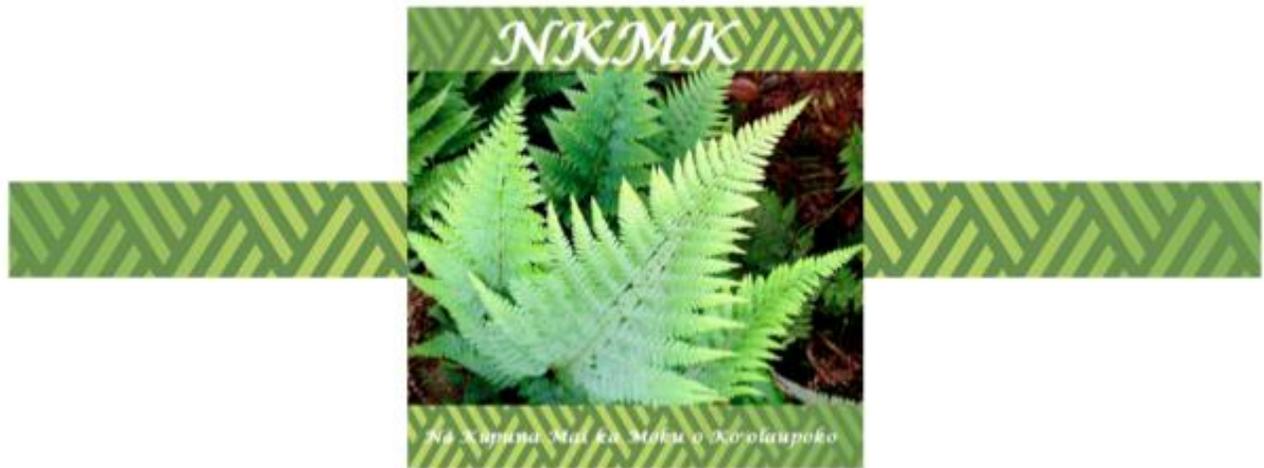
- State of Hawai‘i Teaching License, expires July 2015
- Minor in Hawaiian Language, University of Hawai‘i-Mānoa, 1994

References

- Dr. Lilikala Kame‘eleihiwa
 - Center for Hawaiian Studies (UH-Mania)2645 Dole Street, Honolulu, HI 96822 (808) 956-0555
- Glenn Matsuwaka/Social Studies Department Chairperson Farrington High School
 - 1564 North King Street, Honolulu, HI 96817 (808) 832-3600 mats262@gmail.com

Maile Alau/Executive Director of Hawai‘i Maoli

- 91-1270 Kino‘iki Street, Kapolei, HI 96707 (808) 394-0050 maile@hawaiimaoli.org



Nā Kūpuna Mai ka Moku o Koʻolaupoko Governing Board Members

Erica T. Dias, President

Kuʻuleilani Reyes, PhD, Vice President

Elizabeth K. Awana, Secretary

Jason J. Kealoha, Treasurer