What is Project Waipuna?
Project Waipuna is designed to expand the supply of teachers trained to instruct students learning English and to improve the capacity of the University of Hawaii to better prepare educational personnel who serve these students. The project is conducted by the University of Hawaii, College of Education in cooperation with the Hawaii Department of Education (Campbell, Waianae, and Waipahu Complexes) and University of Hawaii-West Oahu. It is funded for five years by the U.S. Department of Education, Office of English Language Acquisition. The project is scheduled to end on September 29, 2007.

Whom does Project Waipuna serve?
The project primarily targets three groups:
1. licensed teachers in the Campbell, Waianae, and Waipahu Complexes,
2. part-time teachers who work with ESL students in the Leeward District, and
3. school-home assistants statewide.

As a part-time teacher, how does my participating in project-supported activities affect my hours/pay at my school?
Project Waipuna provides stipends to part-time teachers in the ESLL Program in the Leeward District for the time spent at some professional development activities. (Note: The money you receive is considered reportable for tax purposes.) Because the project’s funds are not from the DOE, they do not affect the allotted PTT hours; they do not replace your student contact time. If you attend training during a time you would normally be working with students, you can work with your school to make up the student contact time.

Can Project Waipuna pay for my tuition, books, or registration costs?
Yes. Project Waipuna can provide stipends to individuals in the three targeted groups mentioned earlier for tuition, books, or registration for pre-approved courses offered by the University of Hawaii and DOE and other professional development activities (e.g. workshops) that help improve the person’s ability to work with English language learners and/or lead to becoming a licensed teacher. You will need to pay for your tuition, books, & registration, and will be reimbursed upon successful completion of the course (keep your receipts)!

Why does Project Waipuna provide stipends for these costs instead of paying the vendors directly?
University of Hawaii policies prevent the project from directly paying the sponsoring organization for these costs and prohibit the project from reimbursing a school that covers these costs for its employees.

Are my stipends tax-free?
Probably not. Unless you are admitted into a degree program at the University of Hawaii, the university considers the stipends as reportable income. If you receive more than $600 in stipends in a calendar year, the university will send you a 1099 for tax purposes.

Revised: 03/14/06.
If I attend a workshop/course during the school day, can Project Waipuna pay for my sub?  
No. Project Waipuna cannot pay for substitute teachers.

How do I know if Project Waipuna will reimburse me for a specific course or workshop?  
Contact Lillian Segal, Project Waipuna’s coordinator, at waipuna@hawaii.edu or 956-2739. The project also puts together a professional development packet each semester that has this information. [Note: To determine if a course or workshop is eligible for reimbursement, the project consults the DOE’s IAPS (Identification, Assessment, Programming System for Students in the ESLL Program) handbook and the Leeward District ESLL Program.]

What if I see a course or workshop that isn’t covered by Project Waipuna but that I think would be useful in teaching ESL students?  
Please email information about the event to Margo Torigoe, the Leeward District ESLL Program Coordinator, at Margo_Torigoe/LEEDO/HIDOE@notes.k12.hi.us. Ms. Torigoe will work with Project Waipuna staff to determine if the event will be covered. If the project can provide stipends for the event costs, she will email your principal.

What if I would like a course or any other professional development activity specifically arranged for our school?  
Your principal should contact Ms. Torigoe at the Leeward District ESLL Program to put in the request.

What do I need to do in order to get the stipend?  
You'll need to turn in the following to the project:  
1. receipt(s) showing payment for the course or workshop,  
2. receipt(s) showing payment for required textbook(s) if any,  
3. grade report showing successful completion of the course, and  
4. original WH-1 form (a University of Hawaii form) for tax purposes.  
   If you are a U.S. citizen, you only need to submit this form once.  
   If you are not a U.S. citizen, you will need to submit this form annually.  
5. note stating your school and title/position.

How do I find out more about Project Waipuna?  
You can visit the project’s website at www.hawaii.edu/wccc/waipuna, send email to waipuna@hawaii.edu, call 956-2739, or fax to 956-3374.