

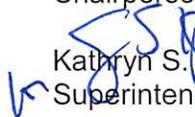


STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

February 16, 2016

TO: The Honorable Lance A. Mizumoto  
Chairperson, Board of Education

FROM:  Kathryn S. Matayoshi  
Superintendent

SUBJECT: **Board Action on Finance and Infrastructure Committee Recommendation Concerning Board Policy 301.3, Use of School Buildings, Facilities, and Grounds**

1. RECOMMENDATION

The Department of Education (Department) is recommending revisions to Board Policy 301.3, Use of School Buildings, Facilities, and Grounds, noticed on the Hawaii State Board of Education (Board) agenda for February 2, 2016. The Finance and Infrastructure Committee noticed the policies during the March 17, 2015 meeting. The Department's proposed revisions are summarized in the table below and provided in greater detail in the attached exhibits.

Old Policy Number	New Policy Number	Policy Title	Proposed Revisions to FIC Approved Policy	Exhibit
6500	301.3	Use of School Buildings, Facilities, and Grounds	<ul style="list-style-type: none"> <li>Minor edits for formatting and consistency with other Board approved policies.</li> <li>One edit to replace reference to Standards of Practice with reference to guidelines.</li> </ul>	A, C

2. RECOMMENDED EFFECTIVE DATE

The Department recommends that the Board adopt the policy as described in section 1.0 with immediate effective and compliance dates, as the policy revisions do not have a change in impact on current school, complex area, or state office activities.

3. RECOMMENDED COMPLIANCE DATE (if different from the effective date)

See Section 2.0.

4. DISCUSSION

a. Conditions leading to the recommendation

The original policy requires that all school buildings, facilities, and ground be open for “general recreational purposes” so long as those purposes and activities do not interfere with the school’s ability to conduct its usual activities. The policy also directs state office and complex area staff to use existing school facilities for office space, so long as schools are able to conduct their usual activities.

The Permitted Interaction Group (PIG) revised the policy to reflect the new nomenclature for numbering policies.

The Department used a cross-office review strategy to review and provide proposed revisions to the policy listed in section 1.0. The proposed Department revisions accept the recommendations from the PIG and provide additional changes to maintain consistency in language and format across the policies.

Specifically, the Department is recommending replacing reference to “Standards of Practice” with “guidelines.” This edit gives the Department flexibility to address the use of school building, facilities, and grounds using a variety of options, as opposed to Standards of Practice as the only allowable mechanism.

b. Previous action of the Board on the same or similar matter

On March 17, 2015, the Finance and Infrastructure Committee took action to approve the recommendation to the Board to adopt policy 301.3 as shown in the submittal dated March 17, 2015. There was no public testimony. In discussion, Committee Chairperson De Lima asked if Department had any recommendations to modify the language. None were given. There has been no other action since then.

c. Other policies affected

No other policies are affected by the proposed revisions.

d. Arguments in support of the recommendation

The proposed revisions accept the edits from the PIG and provide some additional formatting revisions and rewording to maintain consistency across the policies. The proposed revisions from the Department do not make substantive changes to the version of the policy dated March 17, 2015 that was recommended for adoption by the Finance and Infrastructure Committee and do not impact schools.

e. Arguments against the recommendation

Potential arguments against this recommendation could include requests for the policy to further on behalf of public groups interested in using school facilities and/or requests for the policy to give schools additional explicit leverage to remove state offices from school facilities. The Department is not fielding significant concerns in these areas and, therefore, does not anticipate that these arguments against the recommendation are sufficient to delay adoption of the new policy.

- f. Other agencies or departments of the State of Hawaii involved in the action

There are no other agencies or departments of the State of Hawaii that are involved in this action.

- g. Possible reaction of the public, professional organizations, unions, DOE staff and/or others to the recommendation

Possible reactions and implications are addressed in section 4.e.

- h. Educational implications

The proposed revisions provide consistency, but do not make substantive changes to the content of the policies.

- i. Personnel implications

There are no identified personnel implications, at this time.

- j. Facilities implications

There are no identified facilities implications, at this time.

- k. Financial implications

There are no identified financial implications, at this time.

## 5. OTHER SUPPLEMENTARY RECOMMENDATIONS

No supplemental recommendations at this time.

KSM:KO:kp

Attachment: Exhibit A – FIC Approved Policy 301.3 with Proposed Additional Department Changes for February 16, 2016 GBM  
Exhibit B – FIC Approved Policy 301.3 from March 17, 2015 FIC Meeting  
Exhibit C – Clean Copy of Policy 301.3 Incorporating Proposed Additional Department Changes to FIC Approved Policy from March 17, 2015 FIC Meeting

c: Office of Strategy, Innovation and Performance  
Office of School Facilities and Support Services

[6500]

### POLICY 301.3

#### **USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS**

All public school buildings, facilities, and grounds shall be made available for general recreational purposes and for public and community group meetings whenever these activities do not interfere with the normal and usual activities of the school and its pupils as provided by law.

To avoid the necessity of renting office space, the Department shall use school buildings and facilities for state and complex area offices where such use does not interfere with school-level uses. To minimize relocation expense, state and complex area offices should be moved out of a school only if the growth in the school's enrollment of students or new programs needs requires the school's use of the state/complex area's office space on the campus.

~~[This program shall be governed by the guidelines set forth in Standards of Practice of the Office of School Facilities and Support Services.]~~

**The Department shall develop guidelines to govern the use of public school buildings, facilities, and grounds.**

[Also see: Rule 6, Relating to the Use of the School Buildings, Facilities and Grounds]

Approved: 1/71; Revised: 12/07, 10/08

#### **Key**

**Bold and Green:** Edits to the FIC approved policy recommended by the Department

**POLICY 301.3**

**USE OF SCHOOL BUILDINGS, FACILITIES AND GROUNDS**

**[POLICY]**

All public school buildings, facilities, and grounds shall be made available for general recreational purposes and for public and community group meetings whenever these activities do not interfere with the normal and usual activities of the school and its pupils as provided by law.

To avoid the necessity of renting office space, the Department shall use school buildings and facilities for state and complex area offices where such use does not interfere with school-level uses. To minimize relocation expense, state and complex area offices should be moved out of a school only if the growth in the school's enrollment of students or new programs needs requires the school's use of the state/complex area's office space on the campus.

This program shall be governed by the guidelines set forth in Standards of Practice of the Office of School Facilities and Support Services.

[Also see: Rule 6, Relating to the Use of the School Buildings, Facilities and Grounds]

Approved: 1/71; Revised: 12/07, 10/08

**Key**

**Bold and Blue:** Edits to the original policy 6500 made by the permitted interaction group that were approved by FIC and recommended for GBM approval. See clean FIC approved copy below.

### **POLICY 301.3**

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The Department shall develop guidelines to govern the use of public school buildings, facilities, and grounds.

[Also see: Rule 6, Relating to the Use of the School Buildings, Facilities and Grounds]

Approved: 1/71; Revised: 12/07, 10/08