

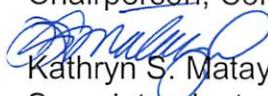


STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

April 19, 2016

TO: The Honorable Grant Chun
Chairperson, Committee on Finance and Infrastructure

FROM: 
Kathryn S. Matayoshi
Superintendent

SUBJECT: **Committee Action on Board Policies 500.1 Organization of the
Department and 500.2 Plan of Organization**

1. RECOMMENDATION

By way of this memo, the Department of Education (Department) is recommending a series of revisions to policies at the April 19, 2016 meeting of the Finance and Infrastructure Committee (FIC).

Original Policy Number	New Policy Number	Policy Title	Proposed Revision(s)
1100-2	500.1	Establishment of the Department	<ul style="list-style-type: none">Minor revisions for consistency in formatting.
1100-4	500.2	Plan of Organization	<ul style="list-style-type: none">Minor revisions for consistency in formatting.

2. RECOMMENDED EFFECTIVE DATE

The Department recommends that the FIC approve and adopt the policies as described in section 1, with immediate effective and compliance dates.

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

See Section 2.

4. DISCUSSION (if different from the effective date)

a. Conditions leading to the recommendation

The Department used a cross-office strategy to review and, where applicable, provide proposed revisions to the policies listed above. The proposed revisions represent attempts to provide additional clarity and/or to bring the policies up to date with current implementation status.

In addition, the Department worked with the Attorney General's office on the proposed revisions from the Permitted Interaction Group.

The original policies establish the Department as the principal executive department in the state and require that the Department maintain a plan of organization.

The Permitted Interaction Group (PIG) revised policy 1100-2 to reflect the new nomenclature for numbering policies. The Department's edits to the policy are to the terms "Board," "Department," and "Governor" to reflect consistency in formatting across the policies.

The PIG revised policy 1100-4 to require that the Department present its plan of organization to the Board for approval. The revisions also include detail on the information that must be included in the plan of organization.

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

The Board has acted on both policies under the same timeline.

- May 12, 2015: both policies administratively referred to the FIC. No testimony was provided.
- May 13, 2015: both policies noticed for action on the May 19, 2015 agenda of FIC and the general board.
- May 19, 2015: both policies deferred for action by FIC. No testimony provided and no relevant discussion notes are present in the posted meeting minutes. The Board did not act on the policies during the general board meeting.

c. Other policies affected

None.

d. Arguments in support of the recommendation

By approving the recommended revisions, the Board will move one step closer to having a full slate of policies, under the new numbering system.

The proposed revisions, if accepted, clarify the Board's role in relation to the Department's plan of organization. Some organizations and individuals will support this increased oversight of the Department.

e. Arguments against the recommendation

Some organizations and individuals may find the policy language in policy 1100-4 too granular for the role of the Board.

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

The Department consulted with the Department of the Attorney General to review the proposed changes for any legal concerns.

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

See section 2.e.

h. Educational implications

There are no educational impacts at this time.

j. Facilities implications

There are no facilities impacts at this time.

k. Financial implications

There are no financial impacts at this time.

5. OTHER SUPPLEMENTARY RECOMMENDATIONS

None.

KSM:TOC:la

Attachments: Policy Exhibit A 1100-2 and 1100-4

c: Office of Strategy, Innovation and Performance

Exhibit A: Policy 500.1 and Policy 500.2 Redlines and Clean Copies

Key for both policies:

Key

Bold and Blue: edits made by the permitted interaction group.

Italics and black: edits proposed by the Department.

Underlines: additional proposed text, beyond what was in the original policy.

~~Strikethrough:~~ proposed deletions, limited to the text that is struck-through and bracketed.

Exhibit A: Policy 500.1 and Policy 500.2 Redlines and Clean Copies

[1100-2]

POLICY 500.1

~~[ESTABLISHMENT]~~ ORGANIZATION OF THE DEPARTMENT

~~[POLICY]~~

~~[There shall be a principal executive department in the state of Hawaii, known as the department of education.]~~

The organization of the [*department*] Department shall be as determined by the [*board*] Board and approved by the [*governor*] Governor in accordance with law.

Approved: 8/70

See: S. 296-2, HRS; Executive order No. 19, 9/20/61; Governor's Administrative Directive No. 12, 1/25/65

Exhibit A: Policy 500.1 and Policy 500.2 Redlines and Clean Copies

POLICY 500.1

ORGANIZATION OF THE DEPARTMENT

The organization of the Department shall be as determined by the Board and approved by the Governor in accordance with law.

Approved: 8/70

See: S. 296-2, HRS; Executive order No. 19, 9/20/61; Governor's Administrative Directive No. 12, 1/25/65

Exhibit A: Policy 500.1 and Policy 500.2 Redlines and Clean Copies

[1100-4]

POLICY 500.2

PLAN OF ORGANIZATION

[POLICY]

The [*department*] *Department* shall [~~maintain~~] present to the Board [~~of Education~~] for its approval a plan of organization outlining the structure and functions of its various offices, which shall include an organizational chart.

Approved: 8/70

Exhibit A: Policy 500.1 and Policy 500.2 Redlines and Clean Copies

POLICY 500.2

PLAN OF ORGANIZATION

The Department shall present to the Board for its approval a plan of organization outlining the structure and functions of its various offices, which shall include an organizational chart.

Approved: 8/70