

**Agenda Item V.A, Committee Action on the following Board of Education (“Board”) policies: 400.2, Policies and Policy-Setting; 400.3, Implementation of Board of Education Policy; and 400.6, Involvement of School Advisory Councils, Library Advisory Commission and Hawaii Stat Student Council**

Finance and Infrastructure Committee  
May 17, 2016

At the Board of Education’s (“Board”) November 18, 2015 General Business Meeting, the Board’s Policy Audit Permitted Interaction Group (“Policy Audit PIG”) submitted a report to the Board regarding its recommendations regarding its audit of the Board’s policies.<sup>1</sup> The Finance and Infrastructure Committee (“Committee”) will consider the recommendations made by the Policy Audit PIG for the following policies:

Old Policy #	New Policy #	Policies	Attachments
<a href="#">1200-1.3/1200-1.6</a>	<a href="#">400.2</a>	Policies and Policy-Setting	<b>Exhibit A</b> – Policy Audit PIG recommendations <b>Exhibit B</b> – Clean copy
<a href="#">2050</a>	<a href="#">400.3</a>	Implementation of Board of Education Policy	<b>Exhibit C</b> – Policy Audit PIG recommendations <b>Exhibit D</b> – Clean copy
<a href="#">1200-1.7</a>	<a href="#">400.6</a>	Involvement of School Advisory Councils, Library Advisory Commission and Hawaii State Student Council	<b>Exhibit F</b> – Policy Audit PIG recommendations <b>Exhibit G</b> – Clean copy

In addition, the Department of Education provided comments for the Committee’s consideration on Board Policy 400.3. The comments are attached as **Exhibit E**.

<sup>1</sup> The report is available at: <http://www.hawaiiboe.net/Meetings/Notices/Documents/11-18-2014%20GBM/POLICY%20PIG%20REPORT3.pdf>.

**Exhibit A**  
**Policy Audit PIG recommendations on Board Policy 400.2**

**1200-1.3 /1200-1.6**

**POLICY 400.2**

**POLICIES AND POLICY-SETTING**

Definition. Hawaii educational policies are directives established by the Board of Education to guide the operation of the school system and the public library system. Policies specify what the desired ends are and may be supplemented by reasons as to "why" and "to what extent." Policies broadly indicate the desired results and are narrow enough in scope to provide clear guidance. The administration, guided by policies, establishes rules and/or implementing regulations to set clear directions for the department and public library system.

Standards for Policy-Setting. All Board policies shall:

1. be explicitly identified as such;
2. be developed for school and/or public library systems operations which need direction and guidance;
3. be capable of implementation and evaluation;
4. be limited to a single topic;
5. be relevant to current and future departmental and public library operations; and
6. be written clearly and concisely so that they may be interpreted without difficulty.

Policy Initiation. Board policies may be initiated by Board members and by the Superintendent and State Librarian, through recommendations to the Board. The Superintendent/State Librarian shall be responsible for informing the Board of policies and changes to existing policies which they believe may be necessary.

Sequence of Policy Development

1. Issue Statement

Any issue brought to the attention of the Board shall be referred by the Board Chairperson to an appropriate standing committee for action. A standing committee shall handle any issue brought to it.

2. Issue Evaluation

Upon agreement by a standing committee that further action on an issue is warranted, it shall study it to develop a common core of knowledge such as (a) the current status of the issue in the State, (b) what research says about the issue, and (c) what other States are doing or have done regarding the issue.

### 3. Data Gathering

While the standing committee is expanding its knowledge about the issue, the Superintendent, State Librarian and/or Board staff shall gather data the committee needs to formulate its views and policy parameters such as, how many and which students or library patrons the policy will affect and what resources are needed and available for implementation.

### 4. Public Engagement

The general and education or public library communities shall be engaged meaningfully and comprehensively about the need and purpose of the policy. The information obtained shall be used in developing the policy. The political climate pertinent to the policy shall be evaluated by communicating with the governor and key legislators.

### 5. Drafting Policy

The committee shall guide the development of the policy, beginning with a statement that reflects the Board's intent. The Superintendent and/or State Librarian shall be told of the elements of policy language that should be included in the policy. Board staff may coordinate the work. The committee must be notified of any additional elements which should be included in the policy before a draft is brought to the Board.

### 6. Additional Engagement

After committee approval, the draft shall be sent for consult and confer to the appropriate unions. The draft may also be taken to key constituents and policy partners for further review.

### 7. Policy Approval

The committee shall approve the policy draft and recommend its approval to the Board. The final language in the policy must be adopted by the Board.

### 8. Implementation and Oversight

~~The Superintendent or State Librarian is responsible for the implementation of the Board's policy. They shall gather data about the status of the policy implementation as well as its impact on students and library customers.~~

The Board of Education shall establish matrices and targets to monitor the implementation of board policies, standards and programs by the Department of Education, Charter Schools and the Hawaii State Public Library System.

9. Board staff shall keep track of the inventory of policies. Each standing committee shall be responsible for the timely review and evaluation of policies which it developed and recommended to the Board for adoption. The Superintendent or State Librarian shall render appropriate assistance.

Policy Compliance. The Superintendent/State Librarian shall be responsible for assuring that all department/library actions are consistent with Board policy.

Approved: 9/16/95; Amended: 9/21/00

**Exhibit B**  
**Clean copy of Board Policy 400.2**

**POLICY 400.2**

**POLICIES AND POLICY-SETTING**

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**Exhibit C**

**Policy Audit PIG recommendations on Board Policy 400.3**

**2050**

**POLICY 400.3**

**IMPLEMENTATION OF BOARD OF EDUCATION POLICY**

**POLICY**

The Board of Education (Board) recognizes that effective implementation of Board policy rests in large part on a sound implementation plan.

Unless otherwise specified by the Board, the Department of Education (Department) shall have up to 45 days from the date the Board adopts a new Board policy or proposed amendment(s) to an existing Board policy, to submit an implementation plan to the appropriate Board committee.

In developing the implementation plan, the Department must consider, including but not limited to, the following:

- Measures of effectiveness of the policy objective(s);
- Timeframes for implementation of the proposed Board policy or proposed amendments to the existing Board policy;
- Proposed guidelines;
- A communication plan;
- A training plan;
- A resource support plan;
- A monitoring and reporting plan; and
- A program review plan.

The Department shall have guidelines in place prior to schools implementing Board policies.

Any exceptions to ~~Board Policy 2050~~[this policy](#) shall be approved by the Board.

Approved: 02/21/08

Exhibit D  
Clean copy of Board Policy 400.3

**POLICY 400.3**

**IMPLEMENTATION OF BOARD OF EDUCATION POLICY**

The Board of Education (Board) recognizes that effective implementation of Board policy rests in large part on a sound implementation plan.

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- A training plan;
- A resource support plan;
- A monitoring and reporting plan; and
- A program review plan.

The Department shall have guidelines in place prior to schools implementing Board policies.

Any exceptions to this policy shall be approved by the Board.

**Exhibit E**

**Department of Education's comments on Board Policy 400.3**



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

OFFICE OF THE SUPERINTENDENT

May 17, 2016

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

FROM:   
Kathryn S. Matayoshi  
Superintendent

SUBJECT: **Department of Education Comments on Proposed Policy 400.3,  
Implementation of Board of Education Policy**

The Department of Education (Department) provides comments on proposed policy 400.3.

The original policy (policy 2050) and Board's Permitted Interaction Group (PIG) proposed policy specify a 45 day time limit to submit an implementation plan to the appropriate Board committee from the date the Board adopts a new policy or amends an existing policy.

The Department requests that the Board of Education (Board) requests that the policy be amended to change the time limit to 90 days and provide the opportunity for the Board committee or committee chair to extend the timeline:

Paragraph 2:

[Unless otherwise specified by the Board, t] The Department of Education (Department) shall have up to [45] 90 days from the date the Board adopts a new Board policy or proposed amendment(s) to an existing Board policy, to submit an implementation plan to the appropriate Board committee. The deadline for an implementation plan may also be extended upon approval of the relevant Board committee or committee chair.

Sound implementation planning requires consideration of the full range of impacts from stakeholder, system, school, and classroom perspectives that are critical to supporting and ensuring quality implementation of policy with fidelity. For example, changes to policy could impact items such as the academic plan template or process; report card design; data collection and reporting requirements; and program design. Expanding and allowing for more flexibility in the implementation plan timeline gives the Department sufficient time to consult with stakeholders and plan for the full range of implementation impacts.

The Honorable Grant Chun, Chairperson  
May 17, 2016  
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The Department also recommends revising the proposed policy language, for consistency in formatting, by replacing "Board of Education" with "Board" and "Department of Education" with "Department" and adding a rationale statement.

Attached is a version of Policy 400.3 which incorporates the changes recommended by the Department.

TOC:SS:kp

Attachment: Board Policy 400.3 with recommended changes

c: Office of Strategy, Innovation, and Performance

POLICY 400.3

**IMPLEMENTATION OF BOARD OF EDUCATION POLICY**

*[The Board of Education (Board) recognizes that effective implementation of Board policy rests in large part on a sound implementation plan.]*

Unless otherwise specified by the Board, the Department [*of Education (Department)*] shall have up to [45] 90 days from the date the Board adopts a new Board policy or proposed amendment(s) to an existing Board policy, to submit an implementation plan to the appropriate Board committee. The deadline for an implementation plan may also be extended upon approval of the relevant Board committee or committee chair.

In developing the implementation plan, the Department must consider, including but not limited to, the following:

- Measures of effectiveness of the policy objective(s);
- Timeframes for implementation of the proposed Board policy or proposed amendments to the existing Board policy;
- Proposed guidelines;
- A communication plan;
- A training plan;
- A resource support plan;
- A monitoring and reporting plan; and
- A program review plan.

The Department shall have guidelines in place prior to schools implementing Board policies.

Any exceptions to [board] this policy shall be approved by the Board.

Rationale: The Board recognizes that effective implementation of Board policy rests in large part on a sound implementation plan.

Approved: 02/21/08

**Exhibit F**

Policy Audit PIG recommendations on Board Policy 400.6

**1200-1.7**

**POLICY 400.6**

**INVOLVEMENT OF SCHOOL ADVISORY COUNCILS, LIBRARY ADVISORY  
COMMISSION AND HAWAII STATE STUDENT COUNCIL**

**POLICY**

The Board and its Standing Committees shall, upon request, in so far as possible involve the School Advisory Community Councils, the Library Advisory Commissions, the State Librarian and /or the Hawaii State Student Council in the process of policy-setting by providing adequate notification and time for deliberation to these entities of proposed policies on which the Board and Standing Committees have scheduled action.

Approved: 9/16/95

**Exhibit G**

Clean copy of Board Policy 400.6

**POLICY 400.6**

**INVOLVEMENT OF SCHOOL ADVISORY COUNCILS, LIBRARY ADVISORY  
COMMISSION AND HAWAII STATE STUDENT COUNCIL**

The Board and its Standing Committees shall, upon request, involve the School Community Councils, the State Librarian and/or the Hawaii State Student Council in the process of policy-setting by providing adequate notification and time for deliberation to these entities of proposed policies on which the Board and Standing Committees have scheduled action.