

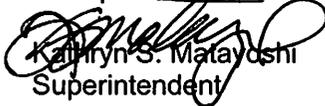


STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

June 21, 2016

TO: The Honorable Lance Mizumoto  
Chairperson, Board of Education

FROM:   
Kathryn S. Matayoshi  
Superintendent

SUBJECT: **Board Action on the following Board policies:**

(1400-7, 1400-9, 1400-10, 1400-11, 1400-12, 1400-14, 1400-15, 1400-16 and 1500-1)

1. RECOMMENDATION

The Department of Education (Department) recommends deletion of the following policies.

Policy Number	Policy Title	Exhibit
1400-7	Establishment of the Office of Instructional Services	A
1400-9	Establishment of the Office of Personnel Services	B
1400-10	Establishment of the Office of School Facilities and Support Services	C
1400-11	Establishment of the Office of Fiscal Services	D
1400-12	Function of the Office of Instructional Services	E
1400-14	Functions of the Office of Personnel Services	F
1400-15	Functions of the Office of School Facilities and Support Services	G
1400-16	Functions of the Office of Fiscal Services	H
1500-1	Offices of the District Superintendents Organization Chart	I

2. RECOMMENDED EFFECTIVE DATE

The Department recommends that the Board delete the policies as described in section 1.0, with immediate effective and compliance dates.

3. RECOMMENDED COMPLIANCE DATE (if different from the effective date)  
See section 2.0.

4. DISCUSSION (if different from the effective date)

a. Conditions leading to the recommendation:

The Department used a cross-office strategy to review and provide the recommendation for deletion of the policies noticed in section 1.0.

The 1400 series of policies establishes and defines the functionality of the offices within the Department. Similar Policies in the 1400 series that are relative to libraries (Policy 1400-8, Establishment of the Office of Library Services and Policy 1400-13, Functions of the Office of Library Services) were repealed in April 2007. Some of these policies no longer reflect the current organization of the Department.

Policy 1500-1, Office of the District Superintendents Organization Chart, establishes a general guide for organization of districts. The policy consists of an outline of an organizational chart that was established in 1970, with no policy language. This organizational chart no longer reflects the current organization of the Department.

In April 2016, the Board approved Policy 500.1, Organization of the Department (Exhibit J), which requires the Board to determine the organization of the Department, and Policy 500.2, Plan of Organization (Exhibit K), which requires the Department to present a plan of organization, including an organizational chart, to the Board for its approval.

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

The Board has not acted on these policies during the policy audit process.

c. Other policies affected:

No other policies are affected by these policies. However, Policy 500.1 and Policy 500.2 contain related language.

d. Arguments in support of the recommendation:

Deletion of the policies listed in section 1.0 would streamline the number of overall policies by removing redundancy and would bring the policy portfolio into alignment with current structure and practice.

The 1400 series of policies establishes and defines the offices within the Department. The office titles and functions do not reflect the current approved organizational structure of the Department. The content of these policies is also redundant to policies 500.1 and 500.2 (both approved April 19, 2016) that deal with the content requirements, submission, and approval of the Department's plan for organization. In particular, Policy 500.2 specifically requires the Department to present the Board with a plan of organization that outlines the "structure and function of its various offices."

Policy 1500-1 refers to the organizational structure of districts. However, the Hawaii State Legislature replaced districts with complex areas in the 2004 restructuring of the education system via passage of Act 51: the Reinventing Education Act of 2004. Board Policy 500.9 (approved October 6, 2015) establishes the complex areas. Taken together, these factors support deletion of policy 1500-1 as an unnecessary and out of date policy.

e. Arguments against the recommendation:

Those opposing the proposed recommendation may favor maintaining strict requirements on the function and title of each individual office within the Department. This would result in redundant policies and could potentially place constraints on future reorganization.

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

No other agencies or departments were involved in the development of these proposed revisions.

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

See section 4.e.

h. Educational implications:

There are no educational impacts at this time.

i. Facilities implications:

There are no facilities impacts at this time.

j. Financial implications:

There are no financial impacts at this time.

5. OTHER SUPPLEMENTARY RECOMMENDATIONS

None

KSM:TOC:SS:kp

Attachments: Exhibit A: Policy 1400-7, Establishment of the Office of Instructional Services  
Exhibit B: Policy 1400-9, Establishment of the Office of Personnel Services  
Exhibit C: Policy 1400-10, Establishment of the Office of School Facilities and Support Services  
Exhibit D: Policy 1400-11, Establishment of the Office of Fiscal Services  
Exhibit E: Policy 1400-12, Functions of the Office of Instructional Services  
Exhibit F: Policy 1400-14, Functions of the Office of Personnel Services  
Exhibit G: Policy 1400-15, Functions of the Office of School Facilities and Support Services  
Exhibit H: Policy 1400-16, Functions of the Office of Fiscal Services  
Exhibit I: Policy 1500-1, Offices of the District Superintendents Organization Chart  
Exhibit J: Policy 500.1, Organization of the Department  
Exhibit K: Policy 500.2, Plan of Organization

c: Office of Strategy, Innovation and Performance  
Office of Human Resources

**Exhibit A: Policy 1400-7 – Original Policy**

**1400-7**

**ESTABLISHMENT OF THE  
OFFICE OF INSTRUCTIONAL SERVICES**

**POLICY**

There shall be an office of instructional services headed by an assistant superintendent for instructional services.

Approved: 8/70

See: State of Hawaii: Plan of Organization, 9/69

**Exhibit B: Policy 1400-9 – Original Policy**

**1400-9**

**ESTABLISHMENT OF THE  
OFFICE OF PERSONNEL SERVICES**

**POLICY**

There shall be an office of personnel services headed by an assistant superintendent for personnel services.

Approved: 8/70

See: State of Hawaii, Plan of Organization, 9/69

**Exhibit C: Policy 1400-10 – Original Policy**

**1400-10**

**ESTABLISHMENT OF THE  
OFFICE OF SCHOOL FACILITIES AND SUPPORT SERVICES**

**POLICY**

There shall be an office of school facilities and support services headed by an assistant superintendent for school facilities and support services.

Approved: 8/70

Revised: 12/07

See: State of Hawaii, Plan of Organization, 9/69

**Exhibit D: Policy 1400-11 – Original Policy**

**1400-11**

**ESTABLISHMENT OF THE  
OFFICE OF FISCAL SERVICES**

**POLICY**

There shall be an office of fiscal services led by an assistant superintendent, who will also serve as the Department of Education's chief financial officer (CFO).

Approved: 12/07

## **Exhibit E: Policy 1400-12 – Original Policy**

**1400-12**

### **FUNCTION OF THE OFFICE OF INSTRUCTIONAL SERVICES**

#### **POLICY**

The major functions of the office of instructional services shall be to provide curricula and instructional services such as general education, special education and programs, curriculum development and technology.

Approved: 8/70

See: State of Hawaii, Plan of Organization, 9/69

## **Exhibit F: Policy 1400-14 – Original Policy**

**1400-14**

### **FUNCTIONS OF THE OFFICE OF PERSONNEL SERVICES**

#### **POLICY**

The major functions of the office of personnel services shall be to provide the department with recruitment, employment, personnel relations, welfare, benefits, career management, and career development services for all employees in the department.

Approved: 8/70

See: State of Hawaii, Plan of Organization, 9/69

## **Exhibit G: Policy 1400-15 – Original Policy**

**1400-15**

### **FUNCTIONS OF THE OFFICE OF SCHOOL FACILITIES AND SUPPORT SERVICES**

#### **POLICY**

The major functions of the office of school facilities and support services shall be to provide facilities and other support services and assistance to the department, such as the planning, design, construction and maintenance of facilities and grounds, housing, student transportation, and school meal services.

Approved: 8/70; Revised: 12/07

See: State of Hawaii, Plan of Organization, 9/69

## **Exhibit H: Policy 1400-16 – Original Policy**

**1400-16**

### **FUNCTIONS OF THE OFFICE OF FISCAL SERVICES**

#### **POLICY**

The major functions of the office of fiscal services (OFS) shall be to provide the department fiscal guidance and assistance in processing and reporting financial transactions and records; preparing, evaluating and executing budgets; procuring goods and services; and maintaining internal controls.

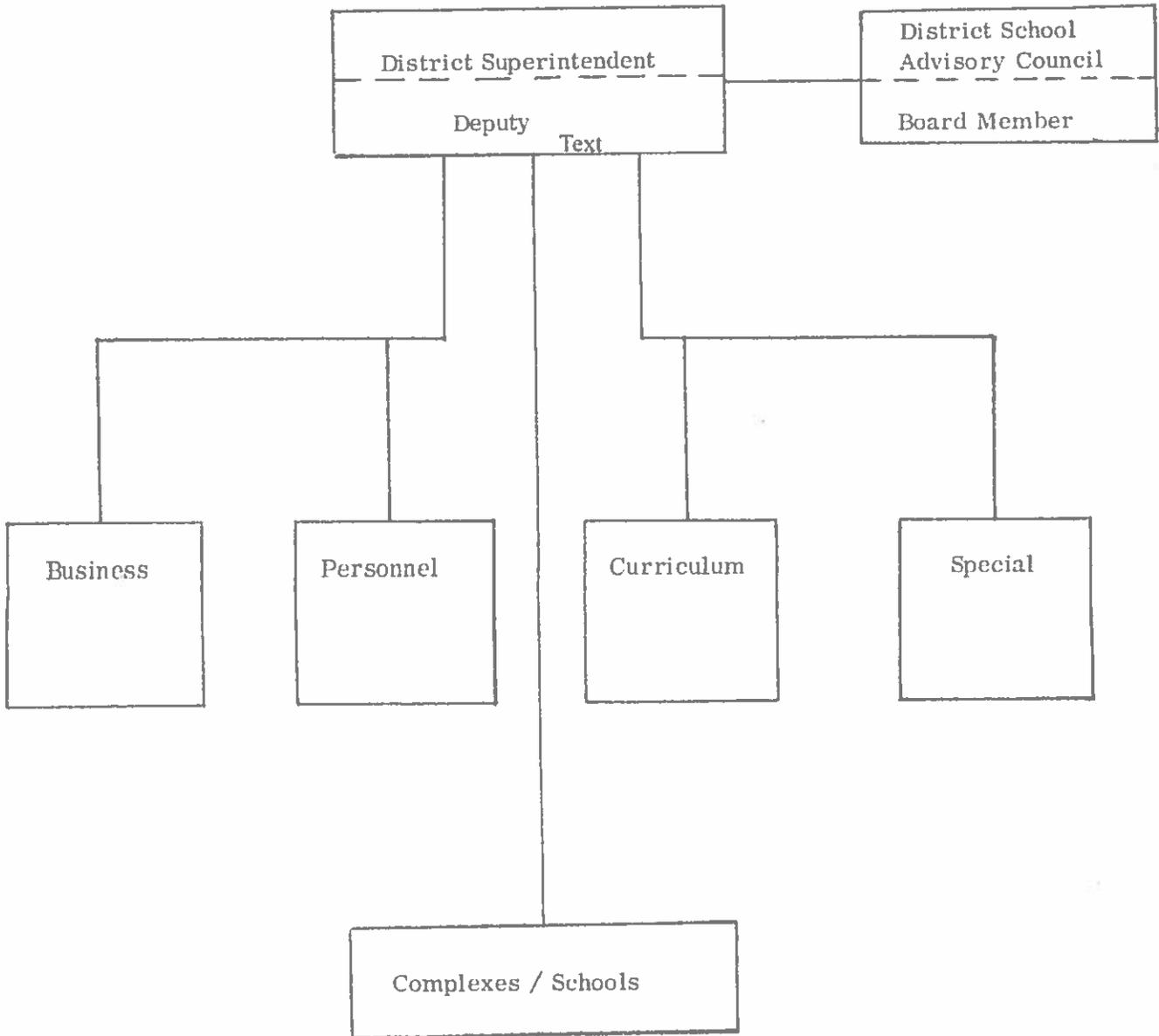
The OFS includes the Administrative Services Branch (including accounting, vendor payment, payroll, inventory, and school support services), the Budget Branch (including budget preparation and budget execution), the Procurement and Contracts Branch, and the Office of the Internal Auditor.

Approved: 12/07

OFFICES OF THE DISTRICT SUPERINTENDENTS

ORGANIZATION CHART

The following is a general guide for the organization of districts:



Adopted: 8/70

## **Exhibit J: Policy 500.1, Organization of the Department**

### **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: 04/19/2016]

*Former policy 1100-2 history: approved: 08/1970; see: S. 296-2, HRS; Executive Order No. 19, 09/20/1961; Governor's Administrative Directive No. 12, 01/25/1965*

## **Exhibit K: Policy 500.2, Plan of Organization**

### **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 office, which shall include an organizational chart.

[Approved: 04/19/2016]

*Former policy 1100-4 history: approved: 08/1970*