

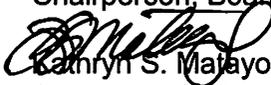


STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

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 Renumbering and Reformatting Board Policies**

1. RECOMMENDATION

The Department recommends that the Board amend all Board policies by replacing the decimals with dashes in the policy numbers. The table below provides examples of the recommended change.

Current Numbering Schema	Proposed Numbering Schema (Example)
106.1	106-1
106.10	106-10

In addition, the Department recommends renumbering two policies, as shown in the table below.

Current Policy Number	Proposed Policy Number	Policy Title
104.1	102-15	Graduation and Related
106.5	101-15	Focus on Students

2. RECOMMENDED EFFECTIVE DATE

The Department recommends that the Board reformat the numbering schema for all policies, as described in section 1.0, with immediate effective and compliance dates.

In addition, the Department recommends that the Board renumber policies 104.1 and 106.5, 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 recommendations to the policy revisions suggested by the Permitted Interaction Group (PIG), as part of the policy audit process. During the review process, Department staff noted potential challenges with the proposed numbering schema. The use of a period, as opposed to a dash, results in potential confusion when referencing policies. For example, numbers 101.1 and 101.10 would technically be the same, when using a period.

The final report from the PIG included a new organizational structure for the full portfolio of policies. This new structure defines two types of policies: “ends policies” that “envision the outcomes the Board is seeking for the educational system” and “means policies” that describe how to achieve or maintain those outcomes.

The Department worked with the chair and vice-chair of the Student Achievement Committee (SAC) to review and develop recommendations for the ends policies in the 100 series through 106 series of means policies. Based on the review and revision process, the Department has identified three means policies for renumbering to move to a new series.

Policy 104.1: As part of the review and revision of the ends policies, on June 2, 2017 the Department recommended to the Board Student Achievement Committee that Policy E-104 be deleted. Policy 104.1 was the only means policy in the 104 series, so we are recommending renumbering of this single policy as 102-15 since E-102, Academic Mastery and Assessment, is related.

Policy 106.5: The Department recommends moving Policy 106.5 from the 106 series to the 101 series and renumbering the policy to 101-15. The current ends policy that 106.5 falls under (E-106) focuses on supports for effective learning, with means policies such as: School Calendar, Class Size, Admission and Attendance, and Dress Code and School Uniforms. These means policies generally define supports for effective learning environments. Policy 106.5 defines the General Learner Outcomes, making the E-101 ends policy, Whole Student Development, a better fit.

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

There is no previous action on these recommendations.

c. Other policies affected:

No other policies are affected by this policy.

d. Arguments in support of the recommendation:

The Department proposes the use of a dash instead of a period to provide additional clarity to the policies and ensures accuracy in referencing policies. For example, 101-1 and 101-10 are considered separate values, when using a dash.

The proposed renumbering for policies 104.1 and 106.5 better align the means policies to more appropriate ends policies. This provides clarity and supports the new organizational structure.

e. Arguments against the recommendation:

Those opposing the proposed recommendation may favor maintaining the current numbering schema to honor the hard work that went into the policy audit process. The Department also honors this work and wants to ensure that the resulting product is as clear and accurate as possible.

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, Department 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

c: Office of Strategy, Innovation, and Performance
Office of Curriculum, Instruction, and Student Support