



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 304.1, E Komo Mai**

1. RECOMMENDATION

The Department of Education (Department) is recommending revisions to Board Policy 304.1, E Komo Mai, noticed on the Hawaii State Board of Education (Board) agenda for February 2, 2016, though no action was taken. 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
1110-8	304.1	E Komo Mai	<ul style="list-style-type: none">Minor edits for formatting and consistency in reference to the Department and the Board.Include rationale language at the end of the policy for consistency with other Board approved policies.	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 (if different from the effective date)

a. Conditions leading to the recommendation

The original policy requires that all Board and Department employees view themselves as public servants and, as such, are respectful and courteous in their interactions with members of the public.

The Permitted Interaction Group (PIG) revised the policy to reflect the new nomenclature for numbering policies and streamlined the policy to remove the introductory language. The PIG also removed volunteers from the original policy language.

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. In addition, the Department added a rationale section, using language drawn from the original introductory paragraph, to maintain consistency with the formatting of the other PIG policy changes.

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 304.1 as shown in the submittal dated March 17, 2015. There was no public testimony and no discussion. 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 Finance and Infrastructure Committee, provide additional formatting revisions, and add a brief rationale at the end of the policy to maintain consistency across the policies. The proposed revisions from the Department do not make substantive changes to the March 17, 2015 version of the policy recommended for adoption by the Finance and Infrastructure Committee and do not impact schools.

e. Arguments against the recommendation

The policy asks that Board and Department employees behave in a manner that is respectful and courteous. A possible argument against the recommendation could be that the policy is unnecessary, as respect and courtesy are part of general professionalism.

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 304.1 with Proposed Additional Department Changes for February 16, 2016 GBM
Exhibit B – FIC Approved Policy 304.1 from March 17, 2015 FIC Meeting
Exhibit C – Clean Copy of Policy 304.1 Incorporating Proposed Additional Department Changes to FIC Approved Policy from March 17, 2015 FIC Meeting

c: Office of Strategy, Innovation and Performance

[~~1110-8~~]

POLICY 304.1

E KOMO MAI

[~~AI~~] Board [~~of Education~~] and Department [~~of Education~~] employees shall endeavor to treat members of the public with respect and in a courteous and responsive manner.

Rationale: The Department's direct clients are the parents and children of our State. As Board and Department employees interface frequently with the public, interactions that are respectful, courteous, and responsive will foster positive relationships with the people the Board and the Department serves.

Approved: 7/25/96

Key

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

POLICY 304.1

E KOMO MAI

~~[PUBLIC SERVICE & USER FRIENDLY SCHOOLS]~~

~~[POLICY]~~

~~[The Hawaii State Department of Education is supported by public funds to serve the educational needs of the people of Hawaii. Its direct customers are the parents and the children of our State. It indirectly serves all the citizens of Hawaii]~~

All ~~[members of the]~~ Board of Education and ~~[all employees and volunteers in the]~~ Department of Education **employees shall endeavor to [view themselves as public servants and endeavor to]** treat members of the public **with respect and** in a courteous and responsive manner.

~~[The Superintendent of Education shall undertake to make all schools and Department of Education programs "user friendly" through the use of departmental communications, training, and positive incentives.]~~

Approved: 7/25/96

Key

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

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