

Special Meeting

July 24,2023

Written Testimony: SUSAN A. PCOLA-DAVIS

Action Item VI. B.

RESOLUTION OF THE BOARD OF EDUCATION RECOGNIZING REGINA PASCUA FOR HER SERVICE

WHEREAS, Ms. Pascua dedicated over 12 years of her career **LIFE** to the Department of Education (“Department”) of which over 11 were as the private secretary **Executive Office Manager** to the chairperson of the Board of Education (“Board”); **(SEE BELOW)**

WHEREAS, Ms. Pascua served as private secretary to every chairperson of the Board since an amendment to the Hawaii State Constitution changed the Board to an appointed school board in 2011;

WHEREAS, Ms. Pascua was one of the first members of the staff of the appointed Board and helped to set up many of the protocols, practices, and procedures the Board and its staff have used over the years;

WHEREAS, Ms. Pascua used her many years of executive secretary experience in the private sector to instill a high level of professionalism and customer service in the Board’s support office;

WHEREAS, Ms. Pascua’s other personal contributions to the Board include building and sustaining invaluable relationships within and beyond the Department; supporting Board members throughout the COVID-19 pandemic; and demonstrating, elevating, and grounding those around her in aloha and other Native Hawaiian values; now, therefore,

BE IT RESOLVED that the State of Hawaii Board of Education hereby extends its heartfelt appreciation to REGINA PASCUA for her dedication and meaningful, significant contributions to the education of Hawaii’s children with a spirit of aloha.

Several things need to be realized:

1. Dedicated over 12 years of her career REPLACE career with LIFE to the DOE.
2. Which over 11 as private secretary REPLACE with EXECUTIVE OFFICE MANAGER
3. **SPIRIT OF ALOHA** for everyone. This needs to permeate this Board and new members. When demonstrating the Spirit of Aloha remember Gina with aloha.
- 4.

This is what Gina REALLY did!!

Executive Office Manager

The role of an executive office manager is one that requires a great deal of responsibility and attention to detail. They are responsible for overseeing the day-to-day operations of their office's administrative support staff.

Executive office managers typically have a wide range of responsibilities, which can include:

- Monitoring office operations to ensure an efficient functioning office
- Planning meetings and events
- Developing long-term business relationships and creating long-term customer relationships
- Providing leadership
- Handling administrative tasks such as scheduling meetings and events, answering phones, and maintaining filing systems
- Managing records related to Board policies, procedures, and operations
- Preparing reports

Executive Office Manager Skills

Executive office managers need the following skills in order to be successful:

- **Communication:** Communication is the act of conveying information through verbal or nonverbal means. Executive office managers must be able to communicate effectively with their team members, the public and others. This requires the ability to listen, ask questions and respond to inquiries. It also requires the ability to convey information in a way that is easy to understand.
- **Leadership:** Executive office managers often have strong leadership skills, as they often oversee a team. Leadership skills can help you motivate your team, encourage professional development and inspire your team to achieve Board goals.
- **Organization:** Organization is the ability to plan and execute tasks in a logical order. Executive office managers often have to manage multiple projects at once, so organization is a crucial skill for this position. Organization skills can also help you to prioritize tasks and delegate them to other employees.
- **Time management:** Time management is the ability to plan and execute tasks within a specific time frame. Executive office managers often have many responsibilities, so time management is an important skill for them to have. This is because they may be responsible for ensuring that all staff are punctual, that meetings start on time and that deadlines are met.

Private Secretary

These secretaries, who are hired by an **individual** or his company, work exclusively for the individual and perform a variety of tasks to help that person manage business and private life.

Private secretaries must handle multiple tasks with precision and must develop a good rapport with the individual. This includes understanding the individual's preferences and interests. Private secretary work also requires strong organizational and communication skills.

Scheduling Duties

A private secretary often handles their clients' schedules. The secretary must set appointments for meetings, business trips, interviews and vacations. Private secretary jobs use calendar-based planners to manage schedules.

Private secretaries often communicate with others to confirm or cancel meetings and other scheduled events. Private secretaries must adapt to ever-changing schedules and must prioritize to make sure the most important meetings are planned and organized with care.

Clerical Duties

Private secretaries type letters, send emails, record meeting minutes, write reports, prepare presentations and paperwork for meetings and answer phone calls.

Private secretaries must possess strong writing and typing skills. The ability to write and type quickly and accurately is a vital necessity for any private secretary. While fielding calls and inquiries from visitors, private secretaries serve as gatekeepers deciding who gets access.

Liaison Duties

Private secretaries serve as liaisons. These secretaries send and respond to mail and email and receive and make and receive calls to relay important information.

This resolution was proposed and approved by the Board at its July 24, 2023, Special Meeting.

_____ Warren
Haruki, Chairperson Shanty Asher Bill Arakaki

_____ Kaimana
Barcarse Kahele Dukelow Ken Kuraya

_____ Makana McClellan Lauren Moriarty