



**STATE OF HAWAII
BOARD OF EDUCATION**
P.O. BOX 2360
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December 16, 2021

TO: Board of Education

FROM: Catherine Payne
Chairperson, Investigative Committee

AGENDA ITEM: Update on Investigative Committee (a permitted interaction group pursuant to Hawaii Revised Statutes, Section 92-2.5(b)(1)) concerning search for a superintendent: Advisory group responsibilities and selection process, contract with National Association of State Boards of Education, and search timeline

I. BACKGROUND

On June 3, 2021, the Board of Education (“Board”) formed an investigative committee (a permitted interaction group pursuant to Hawaii Revised Statutes Section 92-2.5(b)(1)) tasked with investigating issues related to the search for a superintendent in accordance with the process and timeline approved by the Board (this investigative committee is herein referred to as the “Search Committee”). The Board assigned Board Members Kaimana Barcarse, Lynn Fallin, Kili Namau‘u, and myself to the investigative committee, with me serving as committee chairperson.

On May 20, 2021, the Board adopted a general timeline and process for searching for and selecting a long-term superintendent, provided that the Search Committee may make any revisions necessary to complete its tasks.¹ The process includes public input through various means, including an advisory group consisting of individuals representing key stakeholder groups with significant interest in public education (herein referred to as the “Advisory Group”). On August 19, 2021, the Search Committee provided the Board with an update on the composition of the Advisory Group, which will include the following stakeholder groups:

1. Parents

¹ My memorandum dated April 15, 2021 contains the original timeline and process adopted by the Board, available here:

https://boe.hawaii.gov/Meetings/Notices/Meeting%20Material%20Library/GBM_20210520_Action%20on%20Investigative%20Committee%20on%20Transition%20and%20Search%20Process%20findings%20and%20recommendations.pdf.

2. Teachers
3. School Administrators
4. Community/nonprofits
5. Hawaiian Education
6. Charter Education
7. Early Education
8. Adult Education
9. Higher Education
10. Military
11. Business
12. English Learners
13. Special Education

On October 21, 2021, the Board accepted grant funds from the Harold K.L. Castle Foundation and The Learning Coalition for various services from the National Association of State Boards of Education (“NASBE”), including assistance with the search and selection of a state superintendent.² As a part of the same action, the Board also approved a general timeline for NASBE services, which, in effect amended the May 20, 2021 timeline for the search process so that the Board is scheduled to select a superintendent in May instead of March 2022.

II. UPDATE

Advisory Group responsibilities. The original process adopted by the Board states, “The Advisory Group advises the Search Committee on its recommendation of the final candidate(s) to the Board. Advisory Group members do not vote on the final candidate(s) but provide the Search Committee with advice regarding the selection of the final candidate(s) to present to the Board.” However, the Board also gave the Search Committee broad latitude to “make any revisions [to the search timeline and process] it determines necessary to complete its tasks.” The Search Committee would like the Advisory Group to have a meaningful and robust role starting earlier in the process so that it can help to actually chart the course. The Search Committee has decided that the Advisory Group’s responsibilities will be as described below:

“The Advisory Group will provide advice and feedback to the Search Committee as it develops a recommendation to the Board regarding the Hawaii public education system’s greatest needs, areas of growth, and desired outcomes. The Advisory Group will also provide advice and feedback to the Search Committee as it develops a recommendation to the Board regarding a superintendent job

² See my memorandum dated October 21, 2021, for more information, available here: https://boe.hawaii.gov/Meetings/Notices/Meeting%20Material%20Library/GBM_20211021_Action%20on%20Grant%20and%20NASBE%20Contract.pdf.

description and selection criteria, which will incorporate the necessary traits, skills, and abilities the Search Committee needs to look for in a superintendent to address the needs, leverage areas of growth, and achieve the desired outcomes for Hawaii's public education system. The Advisory Group will not interview candidates, but the Search Committee may request advice and feedback from the Advisory Group while it goes through its process to select finalists to present to the Board. Members of the Advisory Group will serve as conduits between the Search Committee and their representative organizations to assist with the communication of non-confidential information and will advise the Search Committee regarding communication to the public and stakeholder groups. The Advisory Group will communicate with the Search Committee, through written communications, in-person or virtual meetings with the Search Committee, surveys, and focus groups. In addition to meetings or communications specific to significant points in the search process, the Search Committee plans to meet regularly with the Advisory Group to get input on the search process."

Advisory Group selection process. The Search Committee will select members of the Advisory Group through one of two ways. The primary method for selection is by identifying an organization that reasonably and broadly represents the respective stakeholder group and asking that organization to identify a representative to serve on the Advisory Group. If the Search Committee is not able to identify an organization that it believes broadly represents the respective stakeholder group, the Search Committee will identify and select an individual of its choosing.

The Search Committee will ask selecting organizations to consider neighbor island representation, and the Search Committee hopes to have at least one Advisory Group member from each county. The Search Committee will be reaching out to organizations and individuals over the next couple of weeks.

Contract with NASBE. The contract with NASBE is nearly ready to execute. As of this writing, the contract needs only review and approval from the Board's attorney before the Board can execute the contract with NASBE.

Search timeline. This is the search and selection timeline on which the Search Committee is currently operating:

Date	Activity
December 2021— January 2022	Establish foundation for superintendent search (desired traits, skills, and abilities in the superintendent; desired outcomes of state education system)
By February 2022	Establish desired outcomes for the superintendent
By March 2022	Publish superintendent job announcement
By April 2022	Interview superintendent candidates
By May 2022	Board selects superintendent