



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

OFFICE OF THE SUPERINTENDENT

February 20, 2020

TO: The Honorable Dwight Takeno
Chairperson, Human Resources Committee

FROM: Dr. Christina M. Kishimoto
Superintendent

A handwritten signature in blue ink, appearing to read "CK", is placed to the right of the name "Dr. Christina M. Kishimoto".

SUBJECT: **Committee Action on Recommendation Concerning Amendments to the Department of Education's Plan of Organization**

1. **EXECUTIVE SUMMARY**

The action being requested in accordance with [Board Policy 500.2](#), is to change the name of the Office of School Facilities and Support Services (OSFSS) to the Office of Facilities and Operations (OFO).

2. **RECOMMENDATION**

The Department of Education (Department) recommends approval of the name change of the Office of School Facilities and Support Services (OSFSS) to the Office of Facilities and Operations (OFO). Board of Education (Board) approval is needed to enable the Department to proceed with updating the Plan of Organization (Office of Facilities and Operations Organization Chart), see attached.

3. **RECOMMENDED EFFECTIVE DATE**

Upon approval of the Board.

4. **DISCUSSION**

a. Conditions leading to the recommendation:

The renaming of OSFSS to OFO provides improved clarity to the mission of the office and a meaningful shift to a focus on creating a comprehensive means of delivering 21st Century facility services to our school campuses.

This renaming aligns with other major school districts throughout the nation. Many of these school districts incorporate school maintenance and operations, school food services, student transportation, and safety and security as part of school operations.

There has been a long-standing on and off again issue with people confusing the term "Student Support Services" in the Office of Student Support Services (formerly Office of Curriculum and Student Support Services) and the "Support Services" in the OSFSS name. Removing "Support Services" from OSFSS will remedy the issue.

In a July 26, 2019 memorandum, I notified the Board and participating unions of the name change. There will be no changes to the organizational structure or positions within OFO at this time.

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

The Department provides the Hawaii State Department of Budget and Finance an updated copy of the Department's Plan of Organization annually once consulted and conferred with the participating unions.

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

The Department does not anticipate receiving any objections to its proposed name change.

5. **OTHER SUPPLEMENTARY RECOMMENDATIONS**

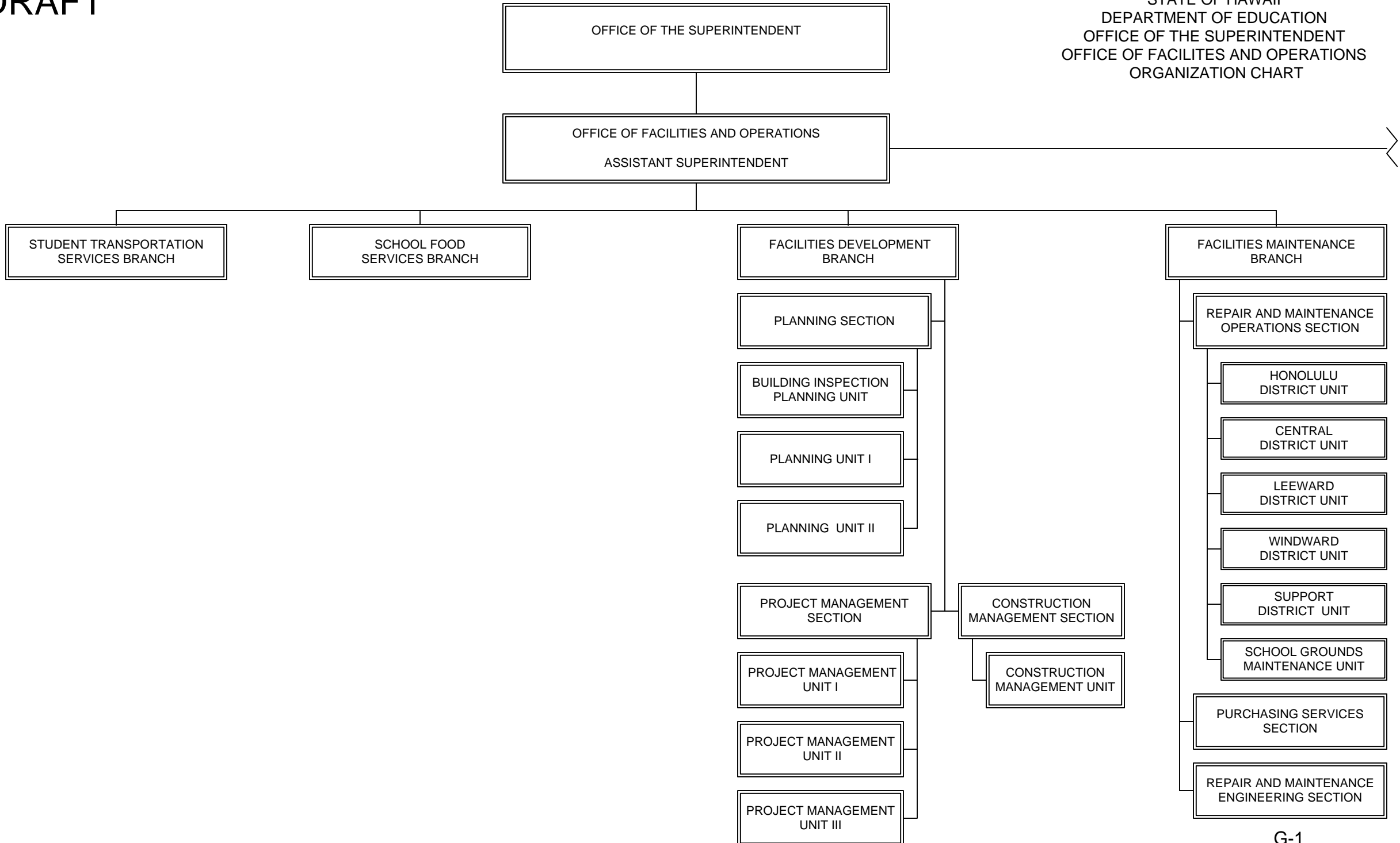
None.

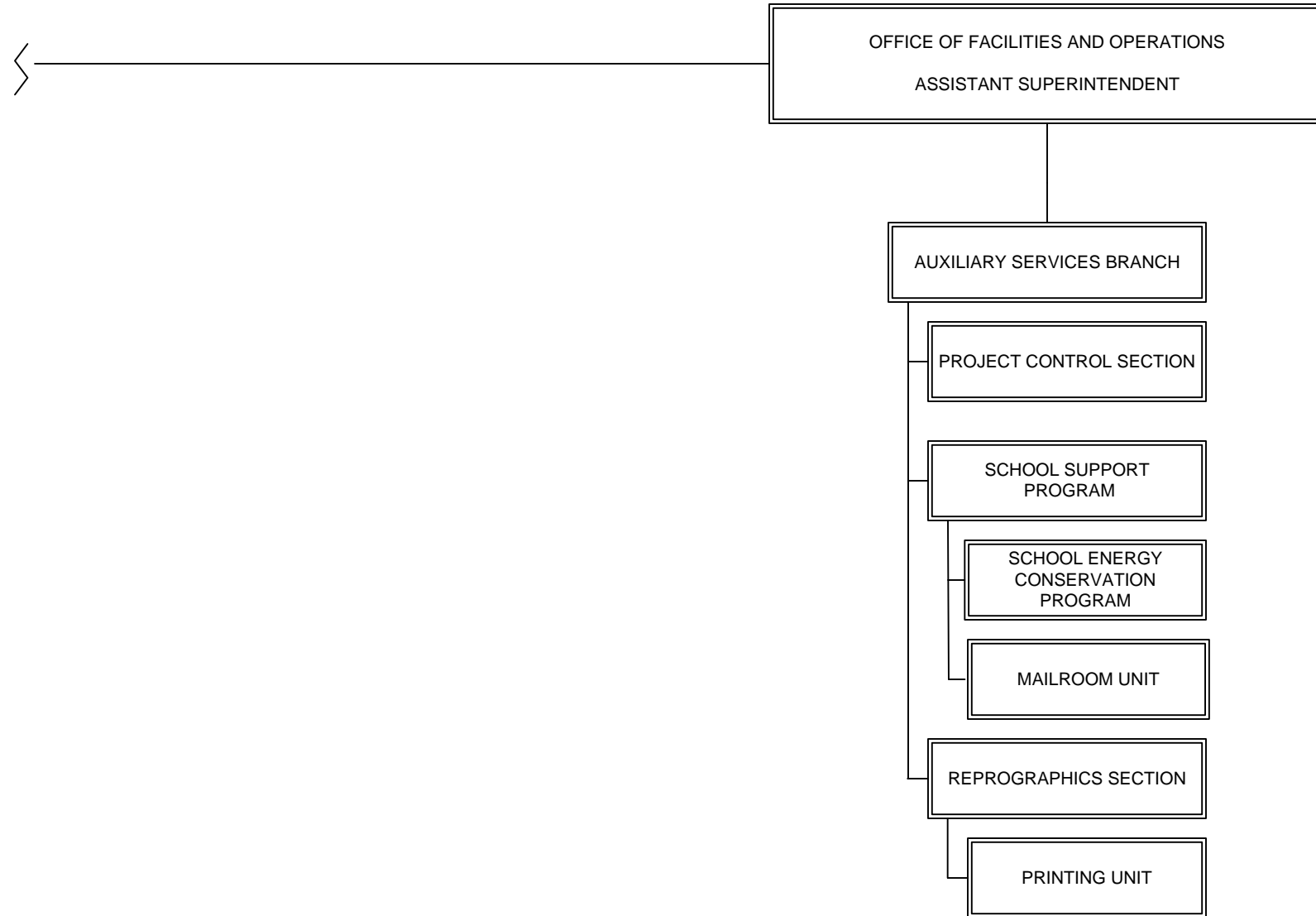
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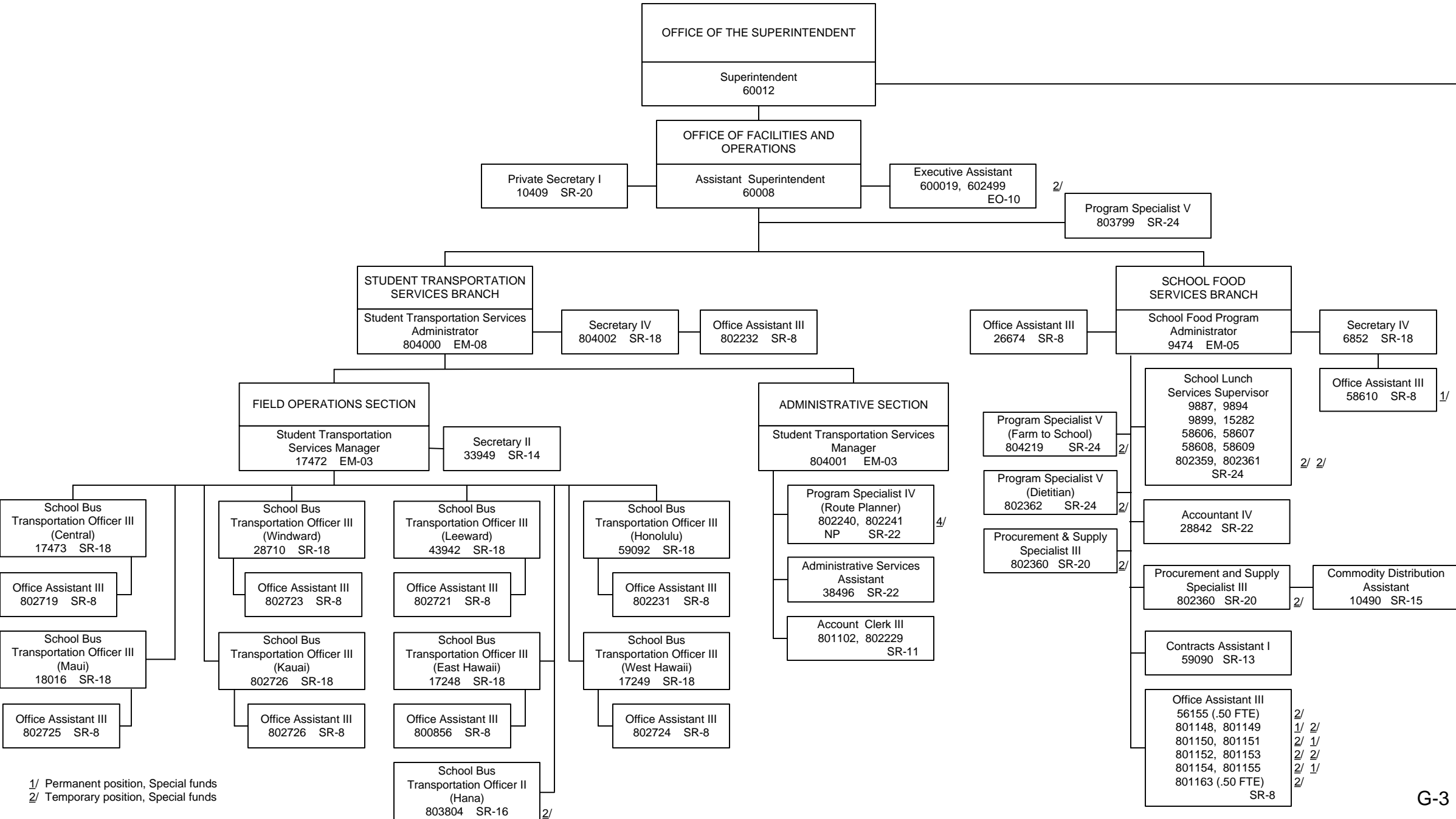
c: Office of Talent Management, Management Support Services Section

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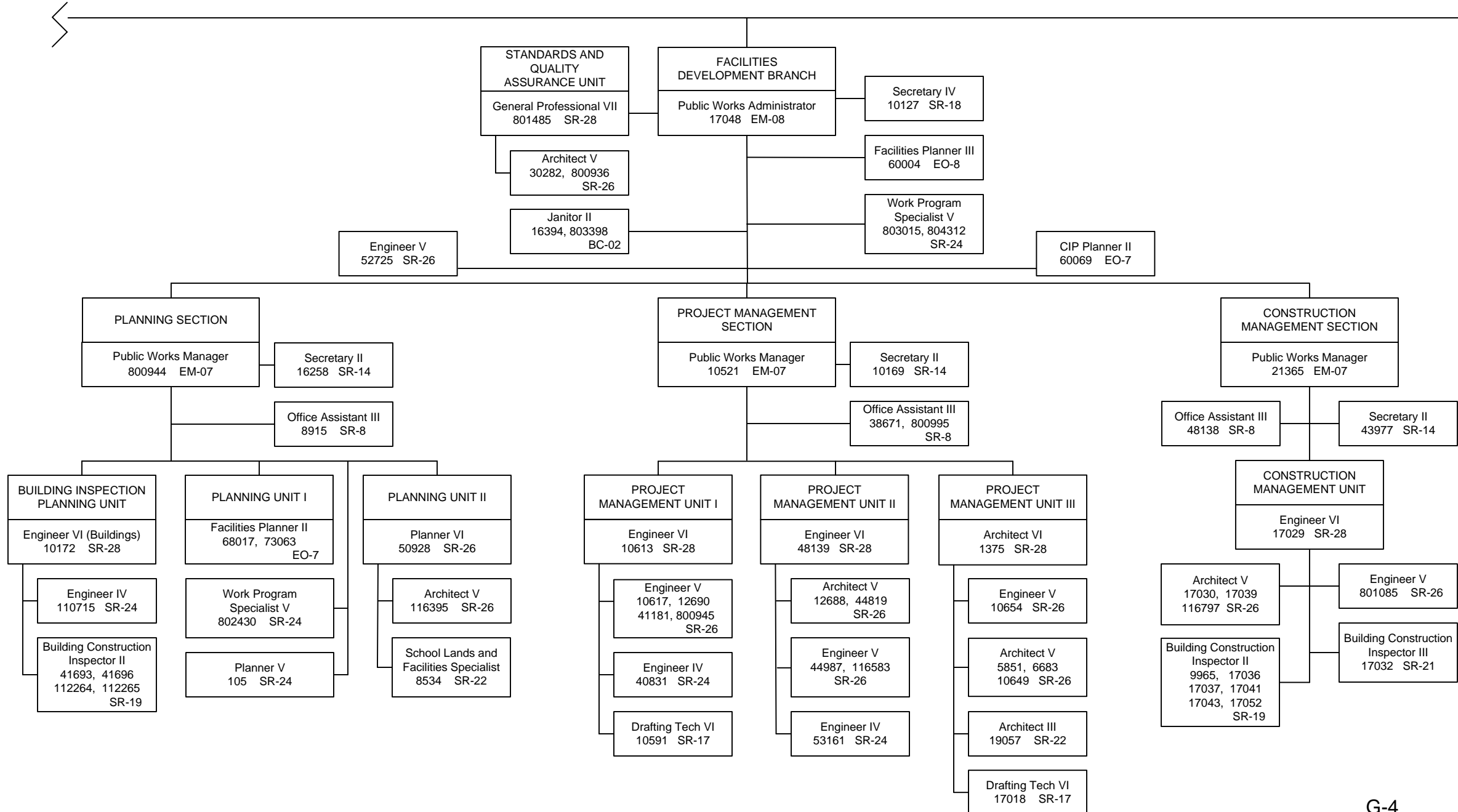
STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF FACILITIES AND OPERATIONS
ORGANIZATION CHART





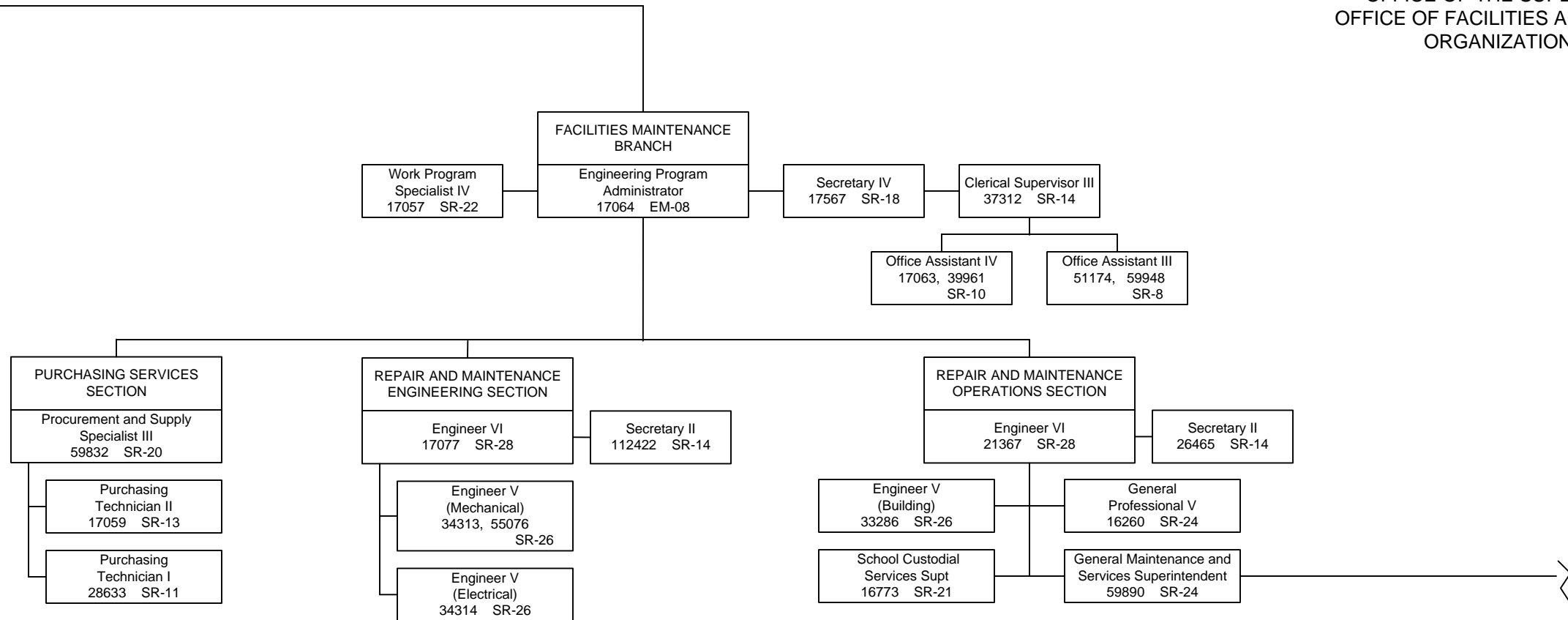


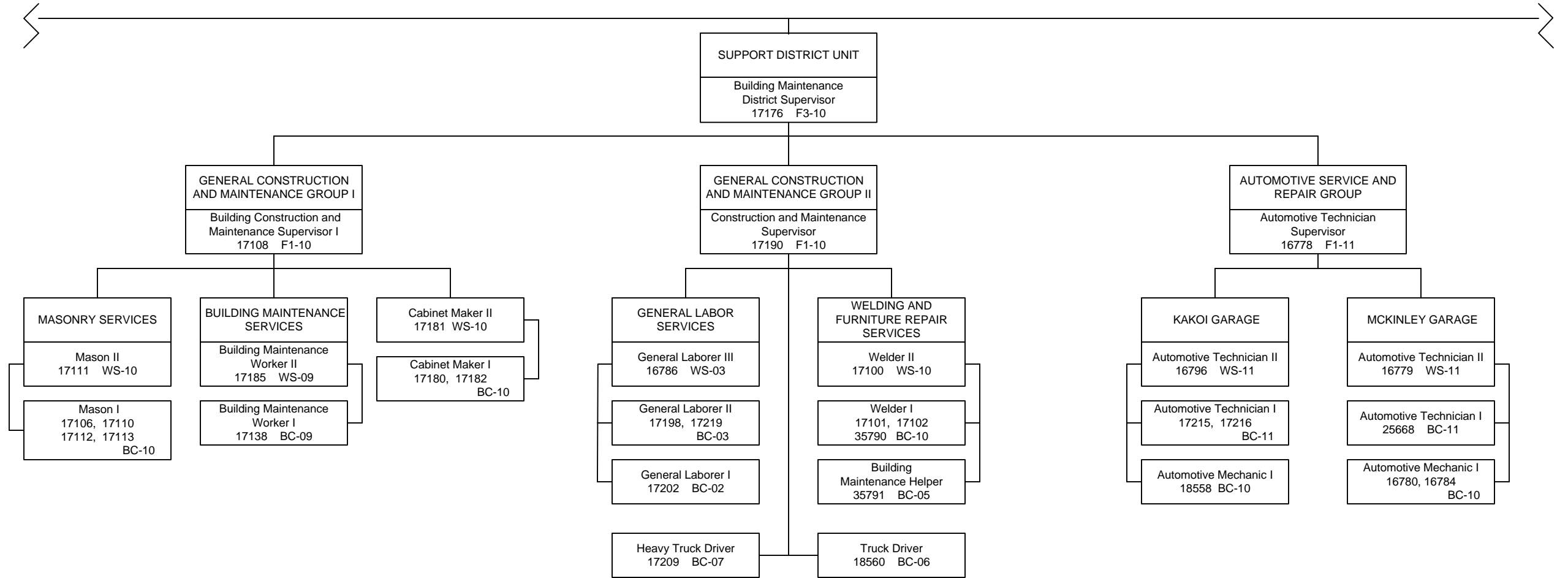
1/ Permanent position, Special funds
 2/ Temporary position, Special funds

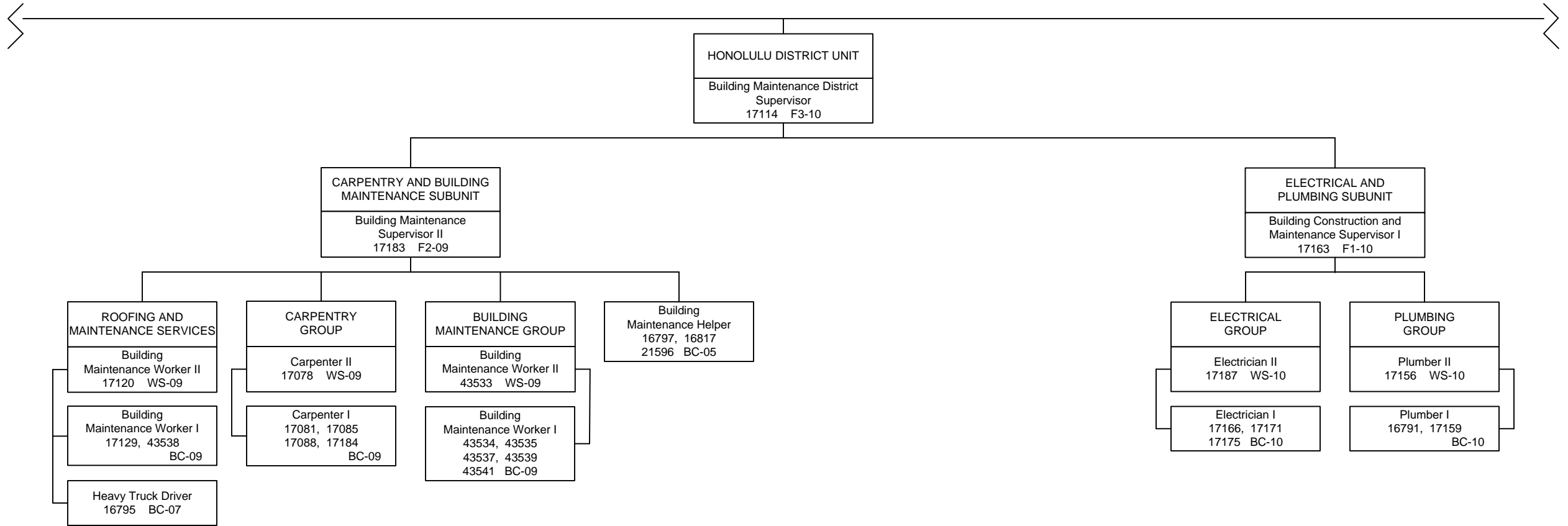


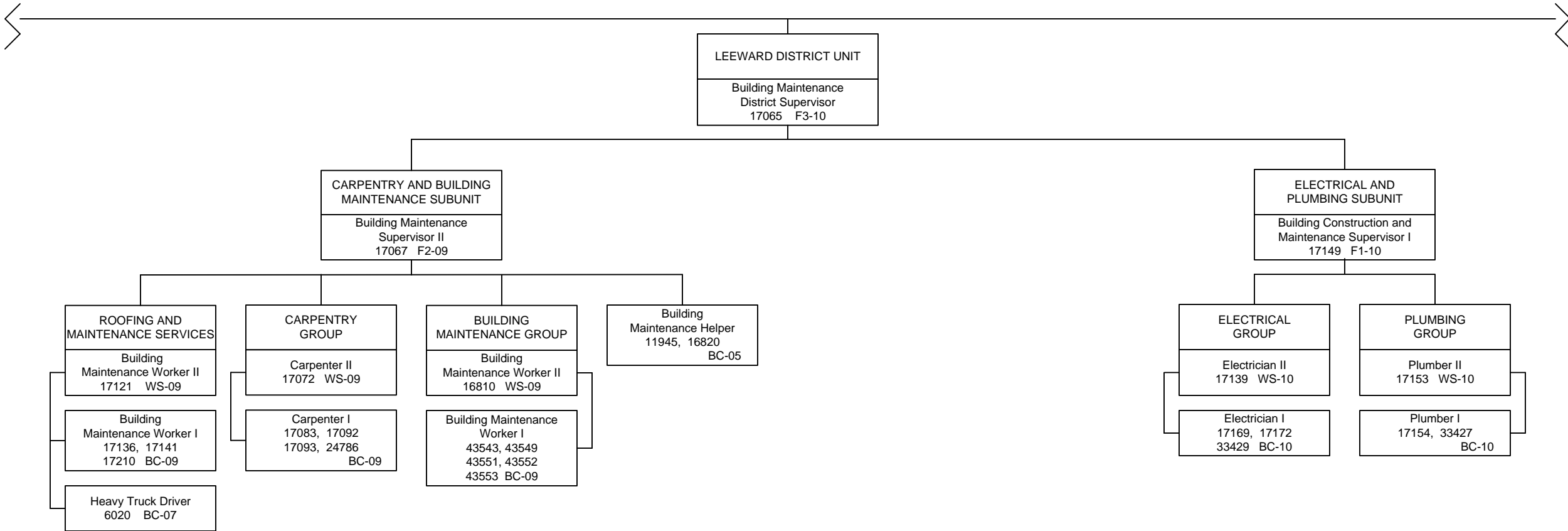
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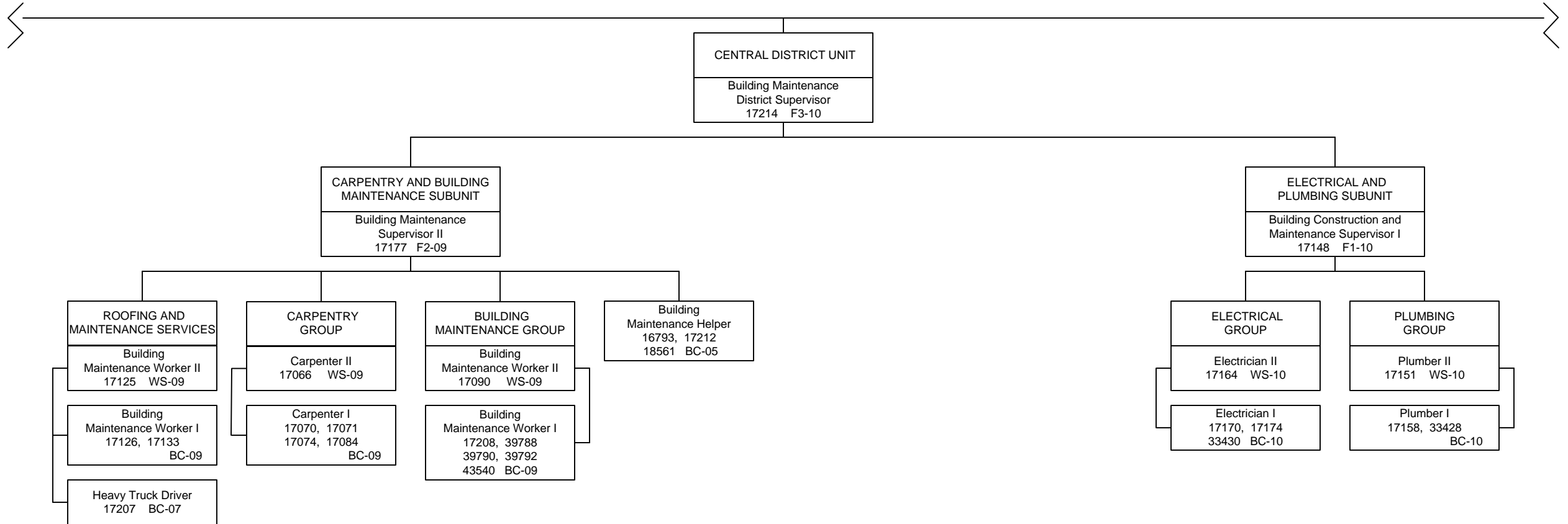
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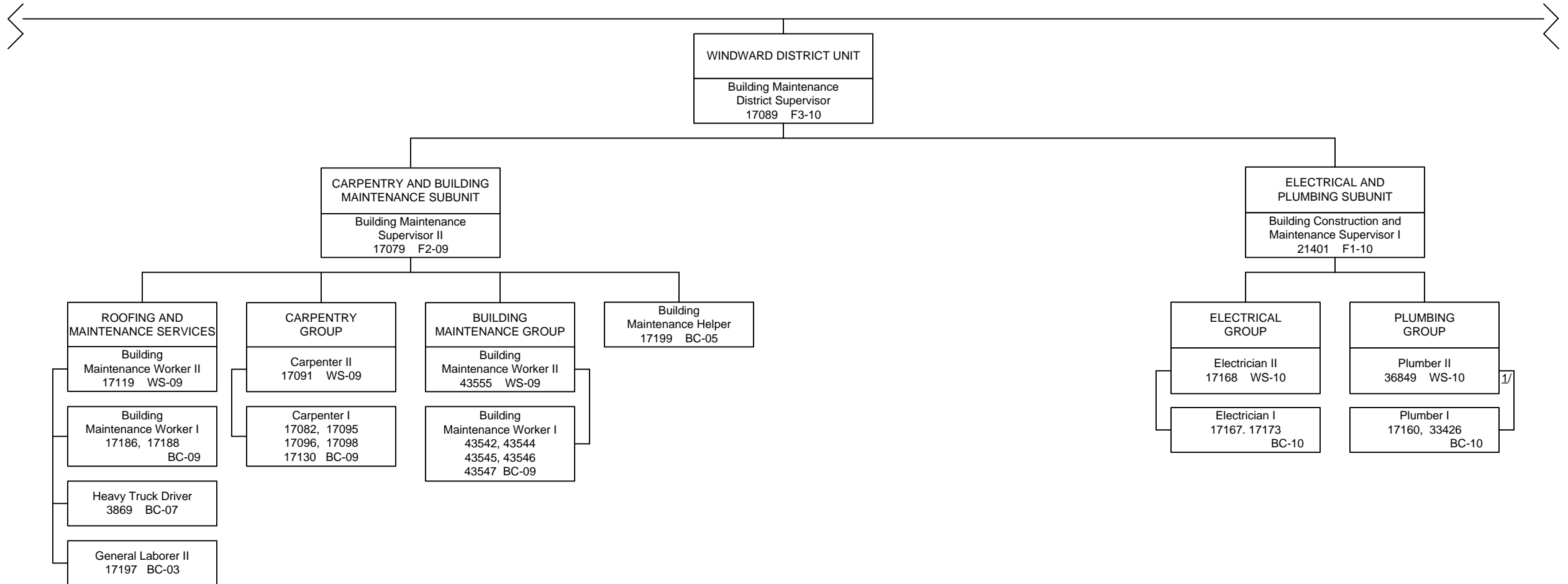




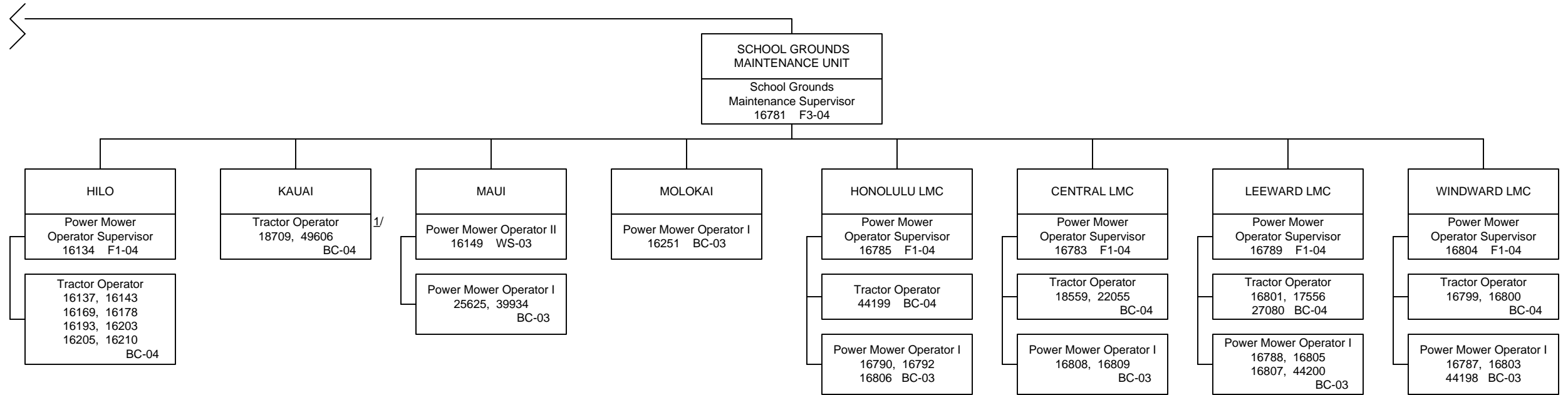




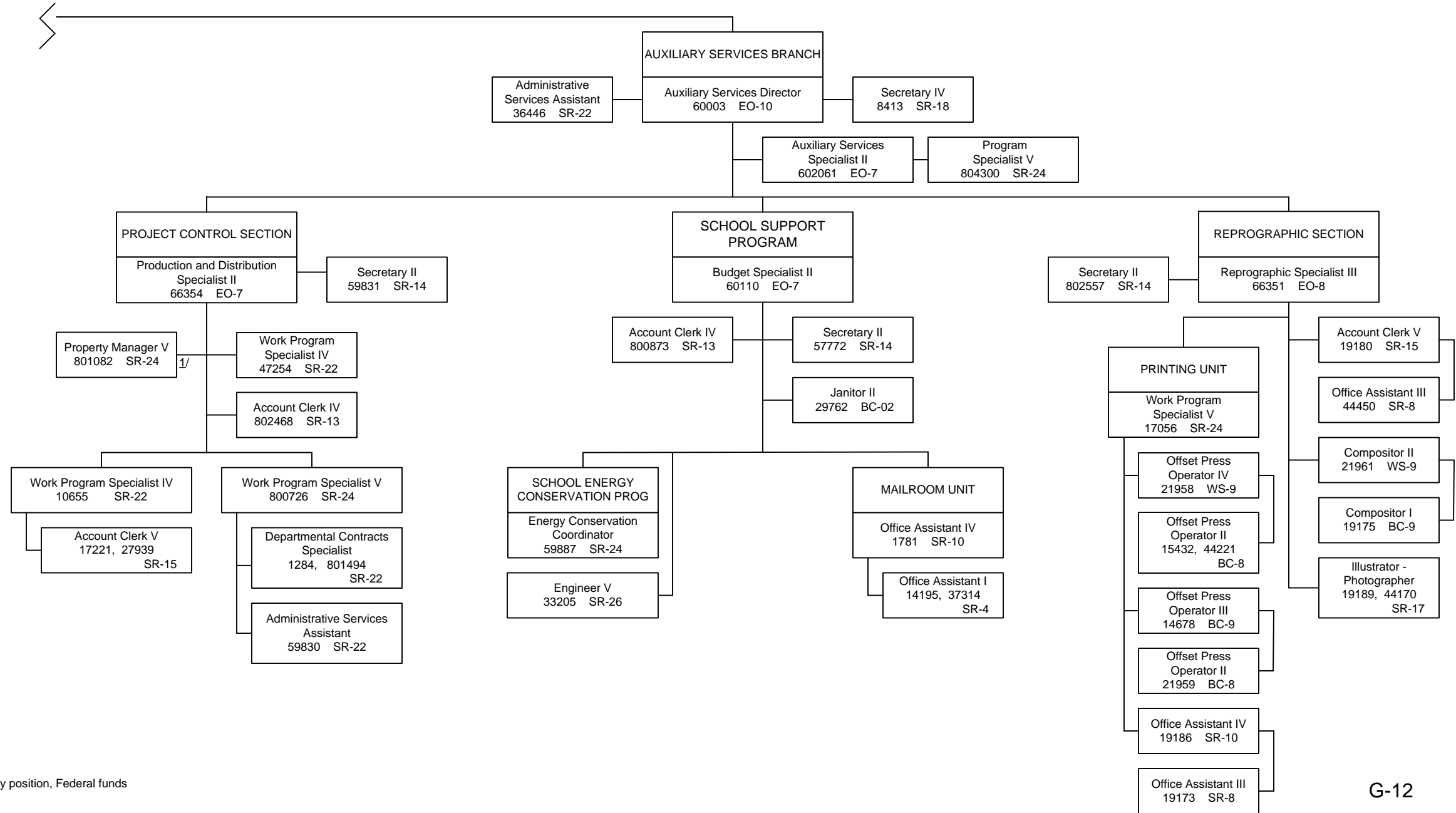




1/ Temporary position, General Funds



1/ Positions receive administrative supervision by Business Management Officer I – 800812 (Kapaa/Kauai/Waimea Complex Area)



1/ Temporary position, Federal funds