

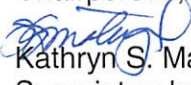


STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

August 16, 2016

TO: The Honorable Brian De Lima
Chairperson, Human Resources Committee

FROM:  Kathryn S. Matayoshi
Superintendent

SUBJECT: **Committee Action on Reorganization of the Office of Curriculum, Instruction and Student Support**

1. RECOMMENDATION

The Department of Education (Department) recommends the Board of Education (Board) approve the pending reorganization of the Office of Curriculum, Instruction, and Student Support (OCISS), as reflected in the proposed Plan of Organization submitted with this memorandum.

2. RECOMMENDED EFFECTIVE DATE

Immediately upon approval.

3. DISCUSSION

a. Conditions leading to the recommendation

OCISS briefed the Board's Human Resources Committee on the pending reorganization at the May 17, 2016 meeting. As noted at that briefing, certain functions are being reorganized to more clearly delineate State Education Agency (SEA)/ Local Education Agency (LEA) functions. Additionally, certain functions are being reorganized to address the need for monitoring federal programs (Special Education-IDEA and Migrant Education—Title 1, Part C). Lastly, reorganizing will improve alignment with the Department's priorities for support to complex areas and schools.

Following the May 17, 2016 meeting, OCISS conducted a final review and analysis of the proposed reorganization, made some revisions, and initiated consultation with the three public employee unions. The union consultation has been completed and implementation of the reorganization is on schedule for November 30, 2016.

The primary changes to the OCISS structure as a result of the reorganization are:

- Establishment of a fourth section to better align with Department priorities and support for complex areas and schools.
- Restructuring sections to allow for better supervision and assistance to staff with a more balanced distribution of employees across each section.
- Realignment of clerical support to more effectively support staff (until such time that additional clerical staff positions can be acquired).
- Establishment of the School Health unit to coordinate the new functions related to policy, school health program assistance and Medicaid reimbursement for skilled nursing, occupational therapy, physical therapy, speech language, and any other service provided to students that the Department is able to be reimbursed for through Medicaid.
- Restructuring Student Support Services to better provide guidance and assistance to meet the needs of all students requiring additional help or services.
- Continue a Special Education section to focus solely on the development of training, guidance, professional development, problem solving, and identification of best practices for complex areas and schools with monitoring and compliance done by the Superintendent's Office.

b. Previous action of the Board and Committee(s) on the same or similar matter.

None.

c. Other policies affected

None.

d. Arguments in support of the recommendation

The OCISS reorganization will ensure better alignment with the Department's priorities; will result in a more supportive reporting structure; will provide more cohesive work units to provide PD, guidance, and support to schools and complex areas; and allow for further development of critical need areas such as English Learners, Special Education, the Arts, and School Health. All of these improvements will assist OCISS in providing increased services to schools and complex areas in support of the Department's achievement of the Strategic Plan's Goal 1 (Student Success) as well as Goal 2 (Staff Success).

e. Arguments against the recommendation

As this reorganization began over two years ago, OCISS staff has waited patiently through the process and long periods of waiting. OCISS staff is anticipating action which will increase their morale and allow them to move forward with their work.

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

Upon implementation of the reorganization, an updated Plan of Organization will be submitted to the Department of Budget & Finance.

- g. Possible reaction of the public, professional organizations, unions, DOE staff and/or others to the recommendations

None anticipated.

- h. Educational implications

The OCISS reorganization will improve the Office's effectiveness and better support schools and complex areas which will ultimately assist in increased student growth and achievement.

- i. Personnel implications

None.

- j. Facilities implications

None.

- k. Financial implications

None.

5. OTHER SUPPLEMENTARY RECOMMENDATIONS

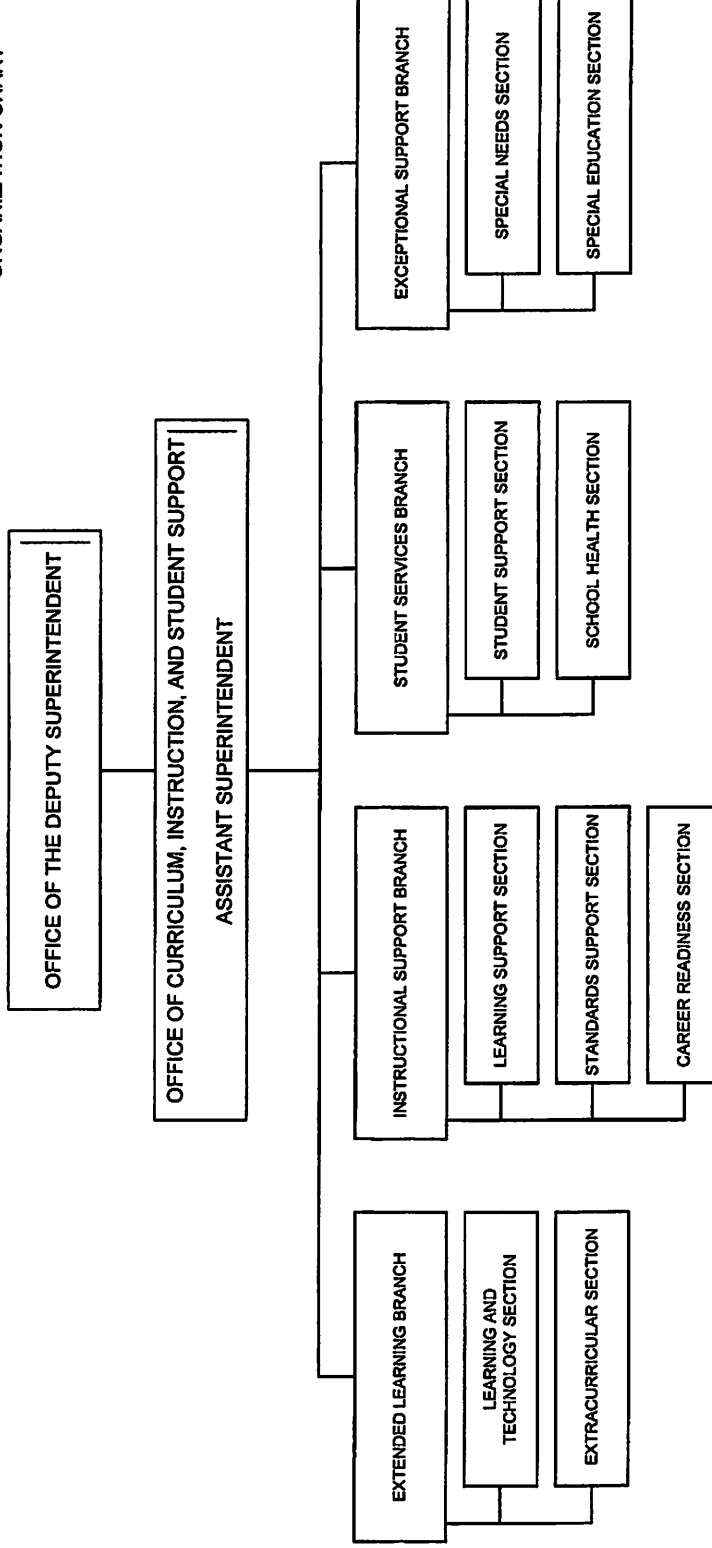
None.

KSM:CSM:itk

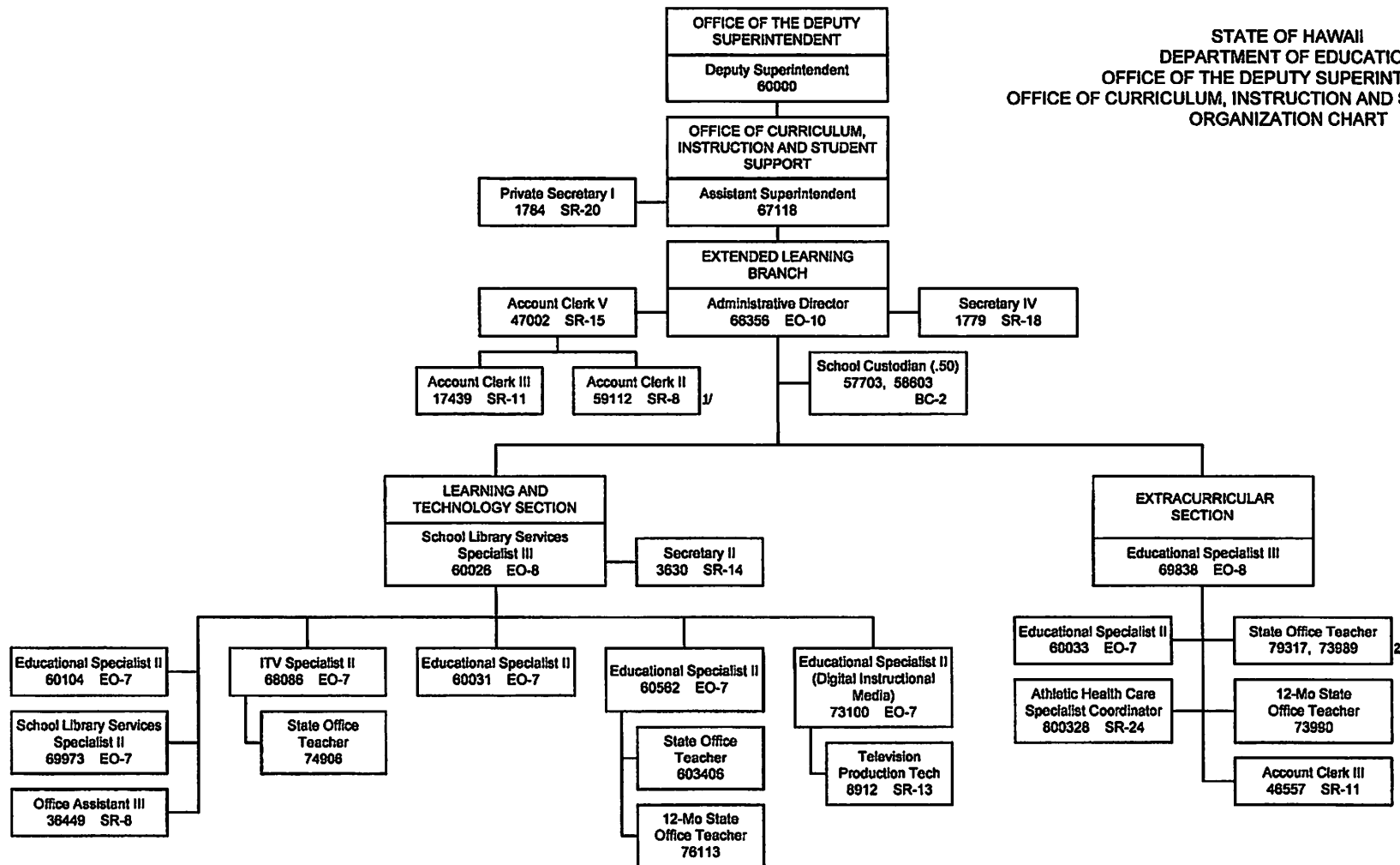
Attachments

- c: Board of Education Members
Office of Curriculum, Instruction and Student Support

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
OFFICE OF CURRICULUM, INSTRUCTION, AND STUDENT SUPPORT
ORGANIZATION CHART



**STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT
ORGANIZATION CHART**



1/ Temporary position, Federal funds
2/ Temporary position, General funds

**Assistant Superintendent
67118**

Educational Director
60023 EO-10

Account Clerk
NP

Office Assistant III
10130, 30748
SR-8

Educational Specialist III
60053 EO-8

Secretary II
11482 SR-14

Educational Specialist II
75399 EO-7

Educational Specialist II
(Title II EES)
602107, 602108
EO-7

State Office
Teacher
72808

**12-Mo State
Office Teacher
74698, 602493**

Educational Specialist II
60037 EO-7

**12-Mo State
Office Teacher
602229**

Educational Specialist II
60039 EO-7

12-MO State
Office Teacher
602228

Office Assistant III
59583 SR-8 1

Educational Specialist II
60081 EO-8

Secretary II
4914 SR-14

**Educational Specialist I
(Health/PE)
60020 EO-7**

Secretary I
58605 SR-12 2/

Health Specialist II
NP EO-7

**Educational Specialist II
(Social Studies)
60025 EO-7**

12-Mo State
Office Teacher
79381

Educational Specialist II
(Science)
60024 EO-7

**12-Mo State
Office Teacher
79380**

**Educational Specialist
(Standards Resource
Development)
73595 EQ-7**

Office Assistant III
802236 SR-8

Educational Specialist
(Fine Arts/World Language)
60032 EO-7

State Office
Teacher
76171 1/

Educational Specialist III
60022 EO-8

Secretary II
11947 SR-14

**Educational Specialist
(Career & Tech Ed)
60054 EO-7**

**Educational Specialist
(STEM)
73056 EO-7**

**Educational Specialist
(AP & Gifted/Talented
60080 EO-7**

ROTC Instructor
69232

Storekeeper I
34064 SR-11

ROTC Instructor
73150, 73393
73439

Educational Specialist
79886 EO-7

Educational Specialist
79887, 79889
EO-7

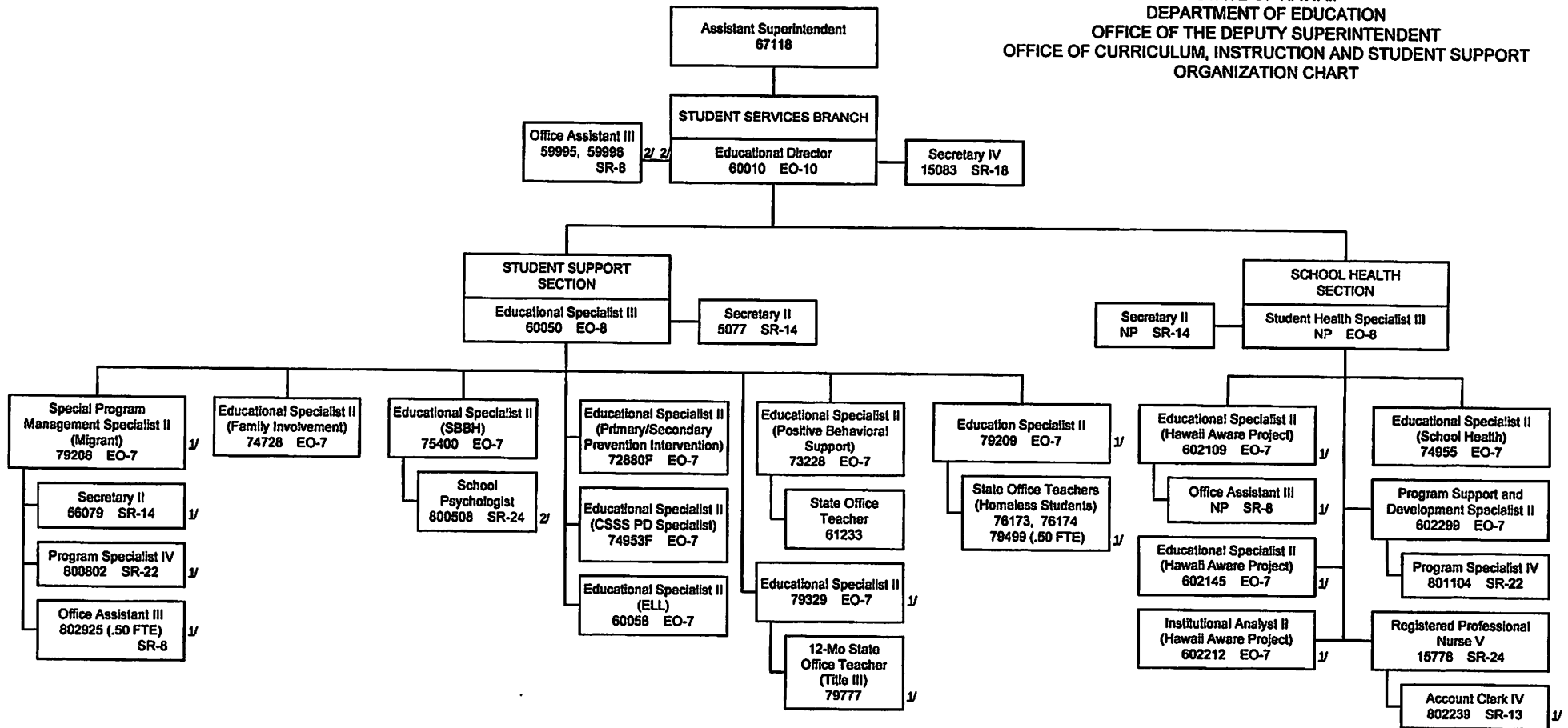
State Office Teacher
79755, 79801
79802

Educational Specialist
(Gear Up)
79264 EO-7

Secretary I
802821 SR-12

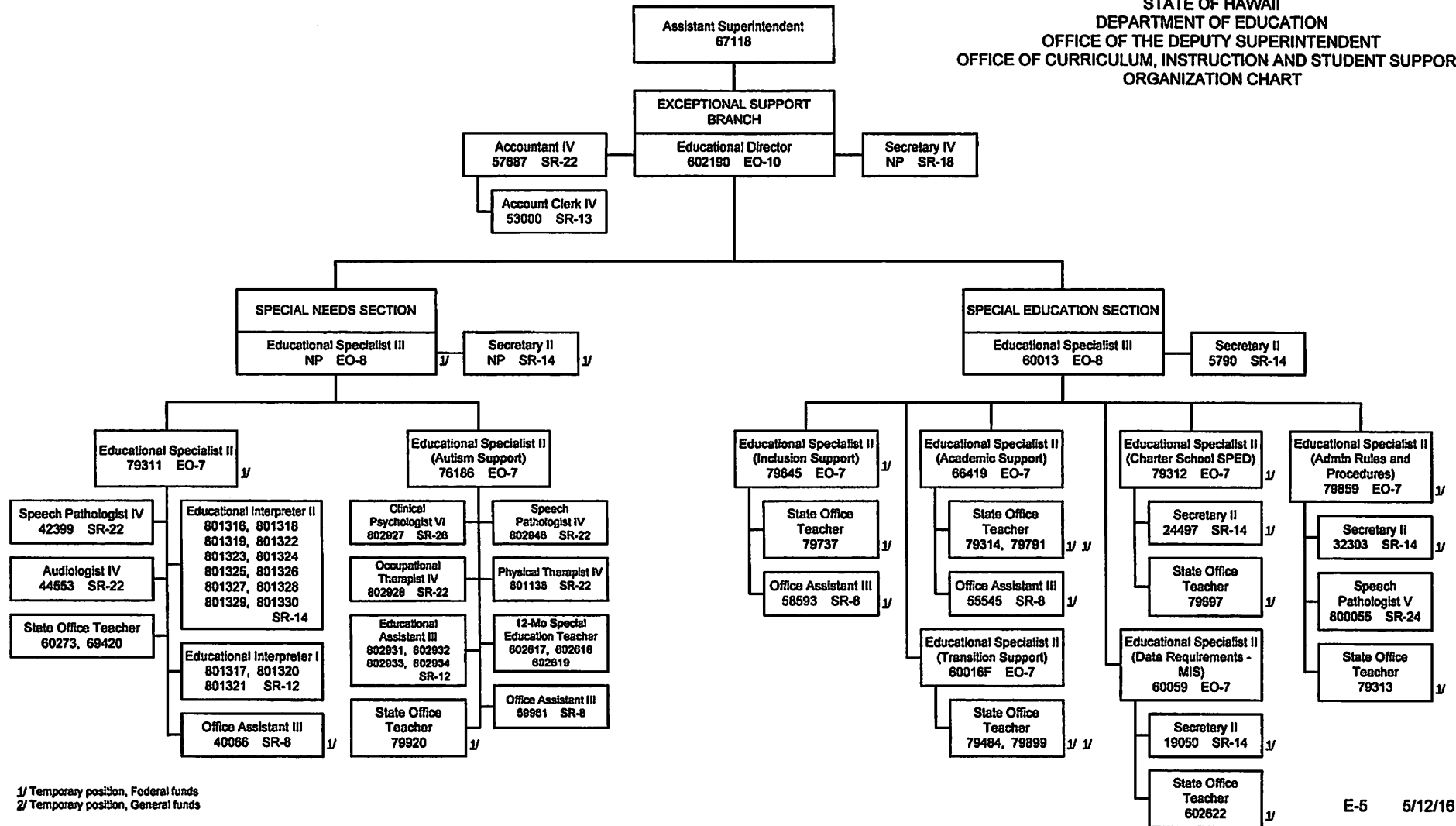
E-3 5/12/16

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT
ORGANIZATION CHART



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HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

May 17, 2016

TO: The Honorable Brian De Lima
Chairperson, Human Resources Committee

FROM: 
Kathryn S. Matayoshi
Superintendent

SUBJECT: **Update on Reorganization of the Department of Education's Office of Curriculum, Instruction and Student Support**

1. DESCRIPTION

The Office of Curriculum, Instruction and Student Support (OCISS) plans to reorganize certain functions to increase efficiencies and reflect new functions.

2. UPDATE

Following this update, OCISS will consult with the unions, and, upon completion, implement the reorganization.

KSM:CSM:itk

Attachment

c: Board of Education Members
Office of Curriculum, Instruction and Student Support

Update on Reorganization of the Department of Education's Office of Curriculum Instruction and Student Support (OCISS)

Presentation to the BOE Human Resources Committee
by C. Suzanne Mulcahy, Assistant Superintendent
May 17, 2016

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HawaiiPublicSchools.org

OCISS



Purpose of OCISS Reorganization

- Improved alignment with the Department priorities for support to complex areas and schools
- More clearly delineate SEA/LEA functions
 - Monitoring and compliance versus program assistance
 - Developing state plan versus implementing the state plan
- Address the need for monitoring federal programs (Special Education (IDEA), Migrant Education (Title 1, Part C))

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Adjustments to May 2014 Proposal

- Meeting with OCISS staff in March 2016 – as a group and by section
- Amended proposal based on feedback from OCISS staff at the meeting, through a comment site, via email, informal comments, formal comments through their unions, over the past year
- Improved alignment to support Department initiatives
- Realigning for better clerical support and collaboration with other offices is critical
- Adjusted positions to provide support versus requesting additional positions.

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OCISS



Together We Can

- Listen to OCISS staff
- Work collaboratively to better organize OCISS
- Maintain or reduce positions
- Support programs, schools, and students

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May 2016 Proposal

- Preserve the Special Education section to provide support to complex areas and schools for improved services to students
 - Professional development, creating solutions, program development, etc.
 - Monitoring and compliance done by Superintendent's Office
- Create a Health section to coordinate the new functions related to policy, school health, Medicaid reimbursement

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Adjustments to May 2014 Proposal

- Maintain Homeless Concerns Office
- Maintain and develop English Language Learner/ Title III group for stronger support to schools and our students
- Ensure sections have proper supervision in order to coach and support employees for improved outcomes

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OCISS

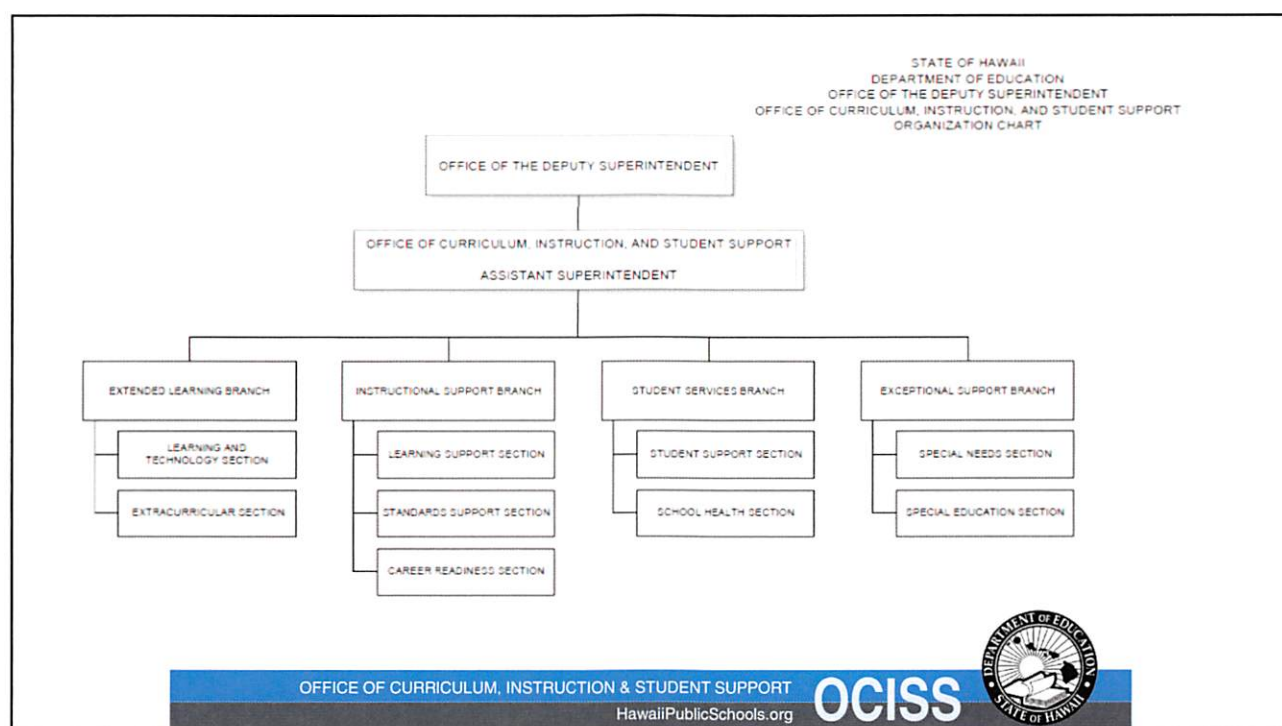
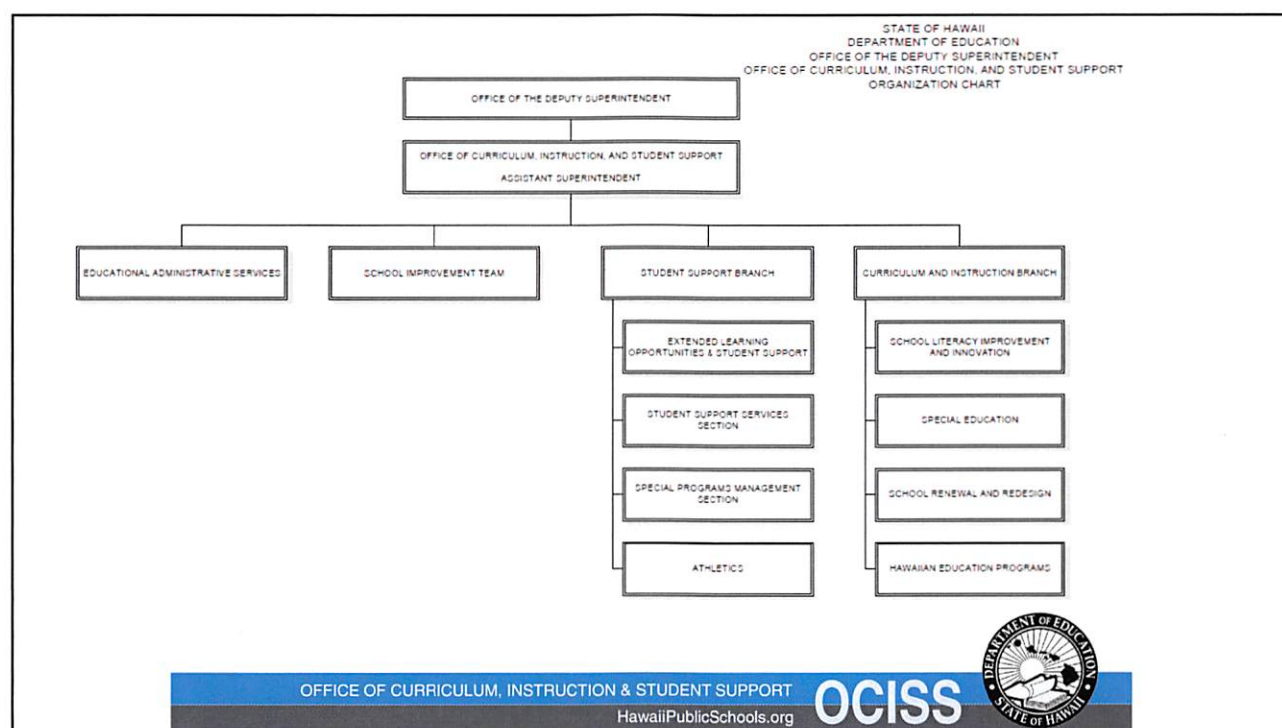


OCISS Reorganization Iterations

Year	Branches	Total Staffmembers
SY 06-07	5 Branches 6 Directors 16 Sections	Total Staff: 420
SY 12-13	2 Branches 2 Directors 9 Sections	Total Staff: 215
May 2014 Proposal	3 Branches 3 Directors 6 Sections	Total Staff: 159
May 2016 Proposal	4 Branches 4 Directors 9 Sections	Total Staff: 159*

*temporary positions created - 18

Office/Branch/Unit	From-To	Positions
Office of Hawaiian Education	From OCISS to Supt	- 13
School Transformation Branch	From OCISS to Deputy	- 12
Community Engagement	From OCISS to Supt	- 2
Office of Human Resources	From OHR to OCISS	+1
Tele-School	From OCISS to Communications	- 8
Office of Fiscal Services	From OFS to OCISS	+2
Special Projects Office	From OCISS to SPO	- 2



What's next?

- Complete the consult and confer process with the unions.

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