



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

August 1, 2019

TO: Human Resources Committee

FROM: Dwight Takeno
Chairperson, Human Resources Committee

AGENDA ITEM: Committee Action on a work plan and timeline to ensure Board policies support the recommendations of the Special Education Task Force's 2018 summative report and the English Learners Task Force's 2018 summative report (HR Strategic Priority 1)

I. BACKGROUND

At its July 18, 2019 general business meeting, the Board of Education ("Board") adopted committee strategic priorities for the 2019-2020 school year. Among the adopted priorities, the Human Resources Committee ("Committee") is to "ensure Board policies under [the Committee's] jurisdiction support the recommendations provided in the Special Education Task Force's 2018 summative report and the English Learners Task Force's 2018 summative report." The following indicators will determine the Committee's success in achieving this priority:

- By February 20, 2020, the Committee will thoroughly review Board Policies 204-1, 204-3, and any other relevant Board policies and generate a comprehensive report that adequately describes any policy changes necessary to support the taskforce recommendations.
- By May 7, 2020, all (100%) taskforce members, who represent key stakeholders for their respective areas, will agree that the recommendations in the Committee's report support the taskforce recommendations.
- By May 7, 2020, the Board will adopt all (100%) policy changes recommended by the Committee.

The Department of Education ("Department") presented the Special Education Task Force and English Learner Task Force findings and recommendations at the Board's May 17,

2018 general business meeting. The recommendations in the Special Education Task Force's summative report¹ relevant to the Committee's jurisdiction include, but are not limited to:

- Designing fundamental professional development for all stakeholders;
- Implementing a professional development system across state offices, complex areas, and schools;
- Providing adequate time for care coordination and preparation;
- Expanding partnerships to support licensing and certification for special education teachers; and
- Expanding mentoring and networking for special education teachers.

The recommendations in the English Learners Task Force's summative report² relevant to the Committee's jurisdiction include, but are not limited to:

- Examining and building state and complex level capacity and expertise to deliver different English learner approaches;
- Recruiting certified TESOL teachers to service English learners;
- Determining professional development pathways for pre-service teachers, Department teachers, and part-time teachers to obtain minimum second language acquisition competencies;
- Supporting the recruitment of qualified/certified teachers and support staff that also meet the needs of distinct populations within the State; and
- Promoting the development of effective teachers and support staff by providing differentiated professional development based on needs and experience.

II. WORK PLAN AND TIMELINE

The strategic priority requires the Committee to review, at a minimum, the following Board policies:

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| Board Policy 204-1 | Teacher Recruitment, Retention, and Employment |
| Board Policy 204-3 | Personnel Development |

After reviewing the aforementioned policies, the Committee is to generate, by February 20, 2020, a report with proposed policy changes to better support the taskforce

¹ The Special Education Task Force's summative report is attached to Superintendent Christina Kishimoto's memorandum dated May 17, 2018, available here: http://boe.hawaii.gov/Meetings/Notices/Meeting%20Material%20Library/GBM_05172018_Presentation%20on%20Findings%20of%20Superintendent%27s%20Sped%20Task%20Force%20and%20Recommendations.pdf.

² The Special Education Task Force's summative report is attached to Superintendent Christina Kishimoto's memorandum dated May 17, 2018, available here: http://boe.hawaii.gov/Meetings/Notices/Meeting%20Material%20Library/GBM_Agenda%20V_05172018_Presentation%20on%20findings%20of%20Superintendent's%20English%20learner%20task%20force.pdf

recommendations. The Committee will provide the proposed policy changes to the members of the taskforces for review and comment. The Committee’s aim is unanimous agreement from all taskforce members, by May 7, 2020, that the proposed policy changes would support the taskforce recommendations. By May 7, 2020, the Committee is to make final policy recommendations to the Board.

To complete this work, I am providing a few options for a work plan and timeline for the Committee’s consideration. When considering a work plan and timeline, note that the Board’s Student Achievement Committee also has a committee strategic priority that has it reviewing Board policies under its jurisdiction support the taskforce recommendations. This Committee may only recommend policy changes to the Board for matters under its jurisdiction. The Student Achievement Committee will need to determine its own work plan and timeline to address its committee strategic priority.

Option 1: Department provides significant supports and Committee directs and reviews. The Committee would task the Department with reviewing Board policies, determining how existing policies support or do not support the taskforce recommendations, and recommending new or amended policies to better support the taskforce recommendations. The Committee would oversee the Department’s work and provide direction as necessary. The Committee would review any recommendations from the Department and determine the proposed policy changes to incorporate into the Committee’s report.

| Date | Activity |
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| August 1, 2019 Committee Meeting | Committee tasks the Department with: <ul style="list-style-type: none"> • Reviewing all Board policies with special attention to the policies referenced in this memorandum; • Determining and explaining to the Committee how existing policies support or do not support Special Education Task Force and English Learner Task Force recommendations; and • Recommending to the Committee new or amended Board policies to better support the taskforce recommendations. |
| August-September, 2019 | The Superintendent assigns the appropriate Department personnel, and the Department begins identifying and reviewing all Board policies and any other policies, rules, regulations, or guidelines that affect or could affect implementation of the taskforce recommendations. |
| September 19, 2019 Committee Meeting | The Department presents a list of identified Board policies it will review and a timeline for making recommendations to the Committee. The Department also presents a list of other policies, rules, regulations, or guidelines that affect or could affect implementation of the taskforce recommendations and whether the Board has jurisdiction over them. |
| November 21, 2019 Committee Meeting | Possible update or recommendation from the Department, depending on its timeline. |

| Date | Activity |
|--|--|
| January 16, 2020 Committee Meeting | The Department presents its final recommendations to the Committee for consideration. The Committee decides on the recommendations to include in its report. |
| February 20, 2020 Committee Meeting | The Committee adopts a report with proposed policy changes to support the taskforce recommendations and provides it to the members of the taskforces for review and comment. |
| April 16, 2020 Committee Meeting | The Committee considers comments from the taskforce members and, if necessary, revises its report and recommendations. |
| May 7, 2020 Committee Meeting | The Board considers the Committee's report and acts on its recommendations. |

Option 2: Committee works as a whole and Department supports. During its meetings, the Committee would review Board policies, determine how existing policies support or do not support the taskforce recommendations, and determine any new or amended policies to better support the taskforce recommendations. The Committee could ask the Department for advice and information.

| Date | Activity |
|---|--|
| August 1, 2019 Committee Meeting | The Committee tasks all of its members to review the Board policies and come prepared for discussion at the next Committee meeting. |
| September 19, 2019 Committee Meeting | The Committee discusses and identifies the Board policies relevant for review. The Committee tasks all of its members to review the policies for discussion at the next meeting and determine if any new policies are necessary. The Committee tasks the Department with providing any information or expertise necessary for the Committee's discussions. |
| November 21, 2019 Committee Meeting | The Committee reviews and discusses Board policies in its predetermined order. The Committee develops any policy changes as necessary, including identifying and discussing new policies, if necessary. The Committee tasks the Department with providing any information or expertise necessary for the Committee's decisions on January 16, 2020. |
| January 16, 2020 Committee Meeting | The Committee reviews its policy discussions and decides on the recommendations to include in its report. |
| February 20, 2020 Committee Meeting | The Committee adopts a report with proposed policy changes to support the taskforce recommendations and provides it to the members of the taskforces for review and comment. |
| April 16, 2020 Committee Meeting | The Committee considers comments from the taskforce members and, if necessary, revises its report and recommendations. |

| Date | Activity |
|----------------------------------|---|
| May 7, 2020 Committee Meeting | The Board considers the Committee's report and acts on its recommendations. |

Option 3: Committee members divide work and Department supports. The Committee would task its members with reviewing Board policies, determining how existing policies support or do not support the taskforce recommendations, and recommending new or amended policies to better support the taskforce recommendations. Committee members could seek direction from the Committee, as necessary, and ask the Department for advice and information. The Committee would review any recommendations from its members and determine the proposed policy changes to incorporate into the Committee's report.

| Date | Activity |
|---|--|
| August 1, 2019 Committee Meeting | The Committee tasks all of its members to review the Board policies and come prepared for discussion at the next Committee meeting. |
| September 19, 2019 Committee Meeting | The Committee discusses and identifies the Board policies relevant for review. The Committee tasks specific Committee members to review and make recommendations on specific policies. The Committee determines a timeline for receiving Committee member recommendations. The Committee tasks the Department with providing any information or expertise necessary for the Committee's discussions. |
| November 7, 2019 Committee Meeting | Possible recommendations from Committee members, depending on timeline. The Committee tasks the Department with providing any information or expertise necessary for the Committee's decisions on February 6, 2020. |
| January 16, 2020 Committee Meeting | The Committee receives its final recommendations, reviews all recommendations, and decides on the recommendations to include in its report. |
| February 20, 2020 Committee Meeting | The Committee adopts a report with proposed policy changes to support the taskforce recommendations and provides it to the members of the taskforces for review and comment. |
| April 16, 2020 Committee Meeting | The Committee considers comments from the taskforce members and, if necessary, revises its report and recommendations. |
| May 7, 2020 Committee Meeting | The Board considers the Committee's report and acts on its recommendations. |

III. RECOMMENDATION

I recommend that the Committee select one of the options for a work plan and timeline described in this memorandum or develop and approve a different work plan and timeline.