

## **DEPARTMENT OF EDUCATION**

<http://doe.k12.hi.us>

### **BOARD OF EDUCATION**

<http://hawaiiboe.net>

The Board of Education (BOE), established under the State Constitution, Article X, section 2, serves as the state educational agency for all public schools, including the State's public charter schools. Under Article X, section 3, and section 302A-1101, HRS, the Board is empowered to formulate statewide educational policy and appoint the Superintendent of Education. The Board appoints the State Librarian pursuant to section 312-2.1, HRS, and the members of the State Public Charter School Commission, pursuant to sections 302A-1101(d) and 302D-3, HRS (see respective descriptions under Public Library System and Attached for Administrative Purposes).

Pursuant to section 302A-121, HRS, the Board consists of nine members who are appointed to three-year terms by the Governor with the advice and consent of the Senate: one member each from the counties of Hawaii, Maui, and Kauai; three members from the City and County of Honolulu; and three at-large members, one of whom the Governor selects as the Chairperson. Members may not serve more than three consecutive three-year terms.

Pursuant to sections 302A-121(d) and 302A-447(b), HRS, the State Student Council selects a nonvoting public high school student representative to the BOE. Pursuant to sections 302A-121(e) and 302A-1101(c), HRS, the BOE invites the senior military commander in Hawaii to appoint a nonvoting military representative to the Board for a two-year term.

## **DEPARTMENT OF EDUCATION**

The Department of Education (DOE), established under sections 26-12 and 302A-1101, HRS, serves as the central support system responsible for: the overall administration of statewide educational policy, interpretation, and development of standards for compliance with state and federal laws; and coordination and preparation of a systemwide budget for the public schools.

### **Public School System**

The Public School System is responsible for all public schools with educational programs and services through grade 12. It also provides programs for students with disabilities or special needs, limited preschool programs, and community/adult education programs. Other programs administered by the Public School System include the After-School Plus (A+) child care

program<sup>1</sup> and summer school programs. It also regulates private trade, vocational, and technical schools but does not regulate or license private K-12 schools.

The Public School System includes more than 250 regular schools and 30-plus public charter schools with a total enrollment of more than 181,000 – one of the ten largest school districts in the country.

The statewide Public School System is organized through state-level offices and seven administrative districts (four on Oahu, and one each for Hawaii, Maui, and Kauai counties). The state-level offices provide the Public School System with administrative, professional, and technical support services, while the district administrative offices, headed by one or more Complex Area Superintendents, are responsible for administering the public schools within their districts and for providing support services to the schools.

### **Office of the Superintendent**

The Superintendent of Education is the chief executive officer of the Public School System, pursuant to section 302A-1111, HRS. The Office of the Superintendent includes the Systems Accountability Office, Communications and Community Affairs Office, Civil Rights Compliance Office, Data Governance Office, Internal Audit Office, and Office of Strategic Reform.

The Superintendent's leadership team consists of a Deputy Superintendent who manages academic/educational programs, a "Senior" Assistant Superintendent for Administrative Affairs who supervises and directs the administrative offices, and an Administrative Assistant. The team also includes six state-level Assistant Superintendents who head the Office of School Facilities and Support Services, Office of Curriculum, Instruction and Student Support, Office of Fiscal Services, Office of Human Resources, Office of Information Technology Services, and Office of Strategic Reform. In addition, the Superintendent, with the approval of the BOE, appoints 15 Complex Area Superintendents (nine on Oahu, three on Hawaii, two on Maui, and one on Kauai) who oversee and support the schools in their respective areas.

### **Office of the Deputy Superintendent**

The Deputy Superintendent assists the Superintendent in executing the Superintendent's duties and responsibilities and is delegated authority to act for the Superintendent. The Deputy Superintendent is responsible for leading, directing, and supervising DOE academic/education programs. This position oversees the 15 Complex Areas, Military Liaison Program, Special Projects, School Communications and Community Outreach Division, and Office of Curriculum, Instruction and Student Support.

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<sup>1</sup> See section 302A-408, HRS, and sections 8-400-1 et seq., Hawaii Administrative Rules (hereafter "HAR").

## **Office of the “Senior” Assistant Superintendent for Administrative Affairs**

The “Senior” Assistant Superintendent supervises, directs, and provides the strategic visioning/leadership for the administrative offices that support DOE. These offices include the Office of School Facilities and Support Services, Office of Fiscal Services, Office of Human Resources, and Office of Information Technology Services.

Descriptions of several of the offices under the Superintendent, Deputy Superintendent, and "Senior" Assistant Superintendent for Administrative Affairs follow:

### **Office of Strategic Reform**

The Office of Strategic Reform (OSR) serves as a catalyst for a performance-based culture and organization and is directed by the Assistant Superintendent for Strategic Reform. The Assistant Superintendent is responsible for project management oversight of strategic initiatives. A key function of OSR is to facilitate the transformation of DOE to a performance- and outcomes-focused organizational culture.

### **Office of Curriculum, Instruction and Student Support**

The Office of Curriculum, Instruction and Student Support is a flexible organization that supports systemwide accountability, systems requirements, standards-based curriculum, instruction, and student support. This includes primary responsibility for coordination and implementation of DOE’s initiatives to meet the requirements for state and federal mandates. The Office is under the direction of the Assistant Superintendent, and its responsibilities are performed by the Student Support Branch and Curriculum and Instruction Branch.

### **Office of School Facilities and Support Services**

The Office of School Facilities and Support Services exercises technical staff oversight of the operations, construction, and maintenance of facilities, food services, and transportation support for the Public School System. It develops and implements administrative rules, publishes operational guidelines, and provides related in-service training, monitoring, and technical assistance to schools to ensure that the support is being provided in accordance with laws, policies, and accepted principles of management. The Office’s oversight of support services is exercised in collaboration with the Complex Area Superintendent of the respective school complex.

## **Office of Fiscal Services**

The Office of Fiscal Services manages DOE's accounting, budget, and procurement activities and systems to serve the needs of the schools, complex areas, and state central office. The Office is responsible for: developing and implementing long- and short-term financial activities; leading DOE's accounting, budgeting, and procurement operations; and providing timely, accurate, and user-friendly information and reports, with guidelines/procedures for completion of documents that are clear and aligned with DOE's goals and objectives.

## **Office of Human Resources**

The Office of Human Resources (OHR) administers a comprehensive personnel program for certificated, classified, and casual employees of the Public School System within the framework of established laws, policies, and accepted principles of personnel management. OHR develops and implements administrative rules; publishes operational guidelines; and provides centralized employment and personnel administration services to schools and district and state administrative offices to ensure that support is being provided efficiently and effectively. OHR collaborates with state and district administrative offices to provide comprehensive services. OHR provides staff to state and district administrative offices in personnel areas that include but are not limited to recruitment, labor relations and contract administration, employee relations and services, and criminal history records checks.

## **Office of Information Technology Services**

The Office of Information Technology Services (OITS) exercises technical oversight of information and telecommunication systems and facilities. It services the Public School System and DOE-wide operations to ensure that information technology and telecommunications support are being provided efficiently, effectively, and in accordance with laws, policies, and accepted principles of management. The scope of OITS' technical oversight includes voice, data, video, information systems infrastructure, and support services for schools, Complex Areas, and state administrative offices. Support services to schools are exercised in collaboration with the Complex Area Superintendent.

## **Administrative District Offices (Complex Areas)**

Seven administrative district offices provide support and oversee the regular public schools. The district offices house one or more Complex Area Superintendents, 15 in all, who are each responsible for two to four school complexes. A school complex includes a high school and all of the elementary and middle/intermediate schools that feed into it. Complex Area Superintendents serve as direct supervisors for their respective school principals.

The seven administrative districts and the 15 complex area groups are:

- Honolulu--Kaimuki/McKinley/Roosevelt, and Farrington/Kaiser/Kalani
- Central Oahu--Leilehua/Mililani/Waialua, and Aiea/Moanalua/Radford
- Leeward Oahu--Nanakuli/Waianae, Pearl City/Waipahu, and Campbell/Kapolei
- Windward Oahu--Castle/Kahuku, and Kailua/Kalaheo
- Hawaii--Hilo/Waiakea, Kau/Keaau/Pahoa, and Honokaa/Kealakehe/Kohala/Konawaena
- Maui--Baldwin/Kekaulike/Maui, and Hana/Lahainaluna/Lanai/Molokai
- Kauai--Kapaa/Kauai/Waimea

## **Public Library System**

<http://librarieshawaii.org>

The management of the Public Library System is under the BOE, pursuant to section 312-1, HRS.

### **State Librarian**

The State Librarian is appointed by the BOE, under section 312-2.1, HRS, and is responsible for all public and public-and-school libraries in the State. The System operates 50 public libraries: 24 on Oahu, 12 on Hawaii, six on Maui, six on Kauai, and one each on Molokai and Lanai.

The System includes the Hawaii State Library and Library for the Blind and Physically Handicapped; Public Libraries Branch; Administrative Services Branch that handles administrative matters and capital improvement projects; Human Resources Branch that provides personnel services; Electronic Services Support Section that manages automation services and the System's network; Technical Services Support Section that purchases, catalogs, and processes new acquisitions; Library Development Services Section that provides grant writing, program coordination, and promotional support for system libraries; and Logistical Support Services that provides centralized mail, deliveries, and supplies.

## **ADVISORY BODIES**

### **Advisory Council for Adult and Community Education**

The BOE appoints an Advisory Council for Adult and Community Education composed of 15 or more representatives of industry, labor, civic organizations, and education, pursuant to section 302A-434, HRS. Appointments are for two-year terms with reappointments optional but not to exceed a total of six years on the Council.

## **Early Learning Advisory Board**

The Early Learning Advisory Board, established under section 302L-1.6, HRS, consists of the following voting members who are appointed by the Governor with the advice and consent of the Senate: (1) a representative of center-based program providers, or designee; (2) a representative of family child care program providers; (3) a representative of family-child interaction learning program providers; (4) a representative of philanthropic organizations that support early learning, or designee; (5) a representative from a Head Start provider agency; (6) a representative from the Hawaii Early Intervention Coordinating Council; (7) a parent representative; (8) a representative from the Hawaii chapter of the American Academy of Pediatrics; (9) a representative of home-visiting program providers; (10) a representative of Hawaiian medium early learning providers; and (11) two representatives of the Hawaii Council of Mayors or designees. Members in categories (1) through (11) serve two- or three-year terms. The Superintendent of Education, Director of Human Services, Director of Health, and President of the University of Hawaii serve as ex officio, voting members. The Board invites the Director of the Hawaii Head Start state collaboration office, Chief Executive Officer of Kamehameha Schools, and Executive Director of the Hawaii Association of Independent Schools, or designees, to serve as voting members.

The Advisory Board is responsible for: advising the Executive Office on Early Learning (Office), established under section 302L-1.5, HRS, on how best to meet the educational needs of children, from prenatal care to entry into kindergarten; providing recommendations to the Office on improving the quality, availability, and coordination of early childhood care and education programs; promoting collaboration across agencies and stakeholders serving young children; and being an independent voice for children's health, safety, development, and learning.

## **Library Advisory Commissions**

In each county, pursuant to section 26-12, HRS, the BOE may establish, specify the membership number and quorum requirements for, appoint members to, and disestablish a Library Advisory Commission, which sits in an advisory capacity to the BOE on matters relating to public library services in its respective county.

[Note: Library Advisory Commissions are currently inactive.]

## **Teacher Education Coordinating Committee**

The Teacher Education Coordinating Committee (TECC), established under section 304A-1202, HRS, is an advisory committee composed of the Superintendent of Education and the Dean of the College of Education of the University of Hawaii, who serve in alternate years as Chairperson; a representative from each accredited teacher education unit in Hawaii; a representative from the Hawaii Teacher Standards Board; and others appointed by the Superintendent and Dean, provided that the Dean appoints at least two members from the University who are not within the College of Education. TECC covers matters of common

interest to the Department of Education and institutions of higher learning in Hawaii, including the development of strong teacher training programs, and submits to the Legislature an annual report on its activities and may include recommendations for legislative consideration.

## **ATTACHED FOR ADMINISTRATIVE PURPOSES**

### **State Public Charter School Commission**

The State Public Charter School Commission, established under section 302D-3, HRS, has statewide chartering jurisdiction and authority. Its mission is to authorize high-quality public charter schools throughout the State. The Commission consists of nine members who are appointed by the BOE and tasked with authorizing public charter schools that serve the unique and diverse needs of public school students. The Chair of the Commission is designated by the members for each school year beginning July 1 or whenever there is a vacancy. In appointing members, the BOE considers the combination of abilities, breadth of experiences, and characteristics of the Commission, including but not limited to reflecting the diversity of the student population, geographical representation, and a broad representation of education-related stakeholders.

**Charter School Administrative Office.** The Charter School Administrative Office, established under Act 130, SLH 2012, section 3, was repealed July 1, 2013, pursuant to Act 130, SLH 2012, section 23.

### **Educational Officer Classification/Compensation Appeals Board**

The Educational Officer Classification/Compensation Appeals Board, established under section 302A-620, HRS, consists of three members: one member is appointed by the BOE, one by the exclusive bargaining unit representing educational officers, and the third by the Governor and serves as the Chairperson. The Board sits as an appellate body on matters of classification/compensation of educational officers. It hears pricing appeals and completes the final adjustment to the classification/compensation plan by the first Wednesday of December of all even-numbered years. Following submission to and approval by the Legislature, the classification/compensation plan is effective as of July 1 of each odd-numbered year.

### **Hawaii Teacher Standards Board**

The Hawaii Teacher Standards Board (HTSB), established under section 302A-801, HRS, consists of fifteen members, including not fewer than six licensed teachers regularly engaged in teaching, three educational officers, Chairperson of the BOE or designee, Superintendent of Education or designee, a representative of independent schools, Dean of the University of Hawaii College of Education or designee from the member institutions of the Teacher Education Coordinating Committee, and two members of the public. To the extent possible, HTSB membership reflects representation of elementary and secondary school

personnel from all islands. Appointed members do not serve more than three consecutive three-year terms. The Chairperson is designated by the members.

HTSB establishes licensing standards for public school teachers and issues, renews, revokes, and reinstates licenses. It establishes licensing fees to pay for its operational expenses; approves teacher preparation programs; establishes policies and procedures for alternative pathways to teaching; and participates in efforts related to teacher quality, professional development, and promotion of high teacher standards. Under section 302A-702, HRS, HTSB also develops, implements, and administers a National Board Certification support program.



# DEPARTMENT OF EDUCATION

