

## **DEPARTMENT OF EDUCATION**

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

The Department of Education (DOE), established under Hawaii Revised Statutes section 26-12 and specifically provided for in chapter 302A, manages the statewide systems of public schools and public libraries. Both systems are under the policy-setting authority of the Board of Education and are administered separately.

### **Board of Education**

The Board of Education, established under the State Constitution, Article X, section 2, formulates policy and manages the public school and public library systems through its appointed executive officers, the Superintendent of Education and the State Librarian.

The Board consists of thirteen members elected to four-year terms pursuant to sections 13-1 and 13-5, Hawaii Revised Statutes, and one nonvoting student member appointed for a one-year term by the Hawaii State Student Council, pursuant to the State Constitution, Article X, section 2. While ten of the elected members are from the City and County of Honolulu, and one each are from the counties of Hawaii, Maui, and Kauai, each Board member has statewide responsibility.

The Board serves as the state educational agency for all public schools, including the State's public charter schools.

### **PUBLIC SCHOOL SYSTEM**

The Public School System (usually referred to as the Department of Education, although technically the DOE also includes the Hawaii State Library System) is responsible for all regular public schools with educational programs and services in grades Junior Kindergarten through 12. It provides limited preschool programs, community/adult education programs, and other programs for students with disabilities or special needs. Other programs administered by the Public School System include the A+ afterschool childcare program and summer school programs. It also regulates private trade, vocational, and technical schools (but does not regulate or license private K-12 schools).

As of fall 2007, the Hawaii Public School System included 255 regular schools, two special schools, and 28 public charter schools, with a total enrollment of more than 178,000--one of the ten largest school districts in the country.

Under policies established by the Board of Education, the Superintendent is designated as the chief executive officer of the Public School System, pursuant to section 302A-1111, Hawaii Revised Statutes. The Superintendent appoints a leadership team composed of the Deputy Superintendent; an Executive Assistant; five 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; and Office of Information Technology Services); and fifteen 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.

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, headed by the Superintendent and Assistant Superintendents, 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 Office of the Superintendent includes the Superintendent, Deputy Superintendent, Executive Assistant, and several offices, including: (1) Systems Accountability Office, which provides departmental planning and analysis, evaluation, test development and assessment, and administration services to monitor compliance with applicable federal and state laws, policies, and procedures, Board policies, and administrative rules; (2) Communications Office, which provides communications services to the Board, Department, and schools, and coordinates dissemination of information to the media and public; (3) Civil Rights Compliance Office, which ensures compliance with federal and state civil rights laws, develops and maintains administrative rules, and coordinates all litigation; (4) Program Support and Development, which provides leadership and technical guidance in assigned projects, such as implementation of Act 51 -- the Reinventing Education Act of 2004. The Superintendent's Office also includes an office to develop Business-Education Partnerships, a Public Charter Schools Office that ensures delivery to charter schools of services for which the Department is responsible, and the Community Children's Council Office that partners with parents and organizations to ensure services to benefit children with special needs.

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

The Office of School Facilities and Support Services provides business and logistical support services and programs for the operations and capital improvement program needs of the System. It includes the Facilities Development Branch, the Facilities Maintenance Branch, the Facilities Support Branch (including safety, custodial, and landscaping services), the Auxiliary Services Branch (including mail, graphics, and printing services), the School Food Services Branch, and Student Transportation Services Branch.

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

The Office of Curriculum, Instruction and Student Support provides services in planning, developing, implementing, and evaluating policies, programs, and procedural guidelines relating to instruction and educational support services to the public schools, including special education and adult community schools. It includes the Advanced Technology Research Branch, Instructional Services Branch, School and Community Leadership Branch, Student Support Services Branch, and Teleschool Branch. Curriculum specialists assist the complexes and schools in developing successful practices that enhance student literacy and learning. The Office's responsibilities include all regular programs of instruction as well as services for disabled and gifted students, those with limited English proficiency, and students requiring compensatory education.

## **Office of Fiscal Services**

The Office of Fiscal Services is headed by an Assistant Superintendent who also serves as the System's Chief Financial Officer. The Office includes the Administrative Services Branch (including accounting, payroll, and school support services), the Budget Branch (including budget preparation and budget execution sections), the Procurement & Contracts Branch, and the Internal Audit section that provides services to examine and evaluate the System's internal controls.

## **Office of Human Resources**

The Office of Human Resources administers a comprehensive employment and industrial relations program. It includes the Personnel Management Branch, Personnel Assistance Branch, and Personnel Development Branch, as well as Personnel Regional Offices located in each administrative district. The Office handles matters pertaining to collective bargaining and negotiation; administers employment contracts; processes employee grievance and arbitration cases; promotes equal employment opportunity and affirmative action; administers the classification and compensation plan for certificated personnel (teachers and educational officers); administers the employee benefits and welfare program; plans and administers career development programs; certifies public school administrators; and provides related services.

## **Office of Information Technology Services**

The Office of Information Technology Services provides voice, data, and video information systems infrastructure and support services for the public schools and state and district administrative offices. It includes the Information Resource Management Branch, Information System Services Branch, and Network Support Services Branch. The Office provides leadership and direction for planning and supporting the effective use and management of information resources. It also develops and maintains information and data processing systems for systemwide financial management, human resources management, and student

information; conducts data management and statistical research; and provides consulting for business process streamlining and communications/collaboration systems.

### **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, fifteen 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. The complex area superintendents, who are appointed by the Superintendent and confirmed by the Board of Education, serve as the direct supervisors for their respective school principals.

The seven administrative districts and the fifteen complex area groups they include are:

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

## **PUBLIC LIBRARY SYSTEM**

The management of the Public Library System is under the Board of Education, pursuant to section 312-1, Hawaii Revised Statutes.

### **State Librarian**

The State Librarian, under section 312-2.1, Hawaii Revised Statutes, is appointed by the Board of Education and is responsible for all public and public-and-school libraries in the State. The System operates fifty-one public libraries, including twenty-four on Oahu, thirteen on Hawaii, six on Maui, six on Kauai, and one each on Molokai and Lanai.

Following major reorganization in 1995 and 1996, the System includes the Hawaii State Library and the Library for the Blind and Physically Handicapped; a Public Libraries Branch, which replaced library district offices in overseeing the forty-nine branch libraries; the Administrative Services Branch, which handles administrative matters and CIP projects; the Human Resources Branch, which provides personnel services; the Electronic Services Support Section, which manages automation services and the System's network; the Technical Services Support Section, which purchases and catalogs new acquisitions and processes many new titles; the Library Development Services Section, which provides grant writing, program coordination,

and promotional support for system libraries; and Logistical Support Services, which provides centralized mail, deliveries, and supplies.

## **ADVISORY BODIES**

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

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

### **Library Advisory Commissions**

Pursuant to section 26-12, Hawaii Revised Statutes, the Board of Education may establish, specify the membership number and quorum requirements for, appoint members to, and disestablish a Library Advisory Commission, in each county, which sits in an advisory capacity to the Board 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 is established under section 304A-1202, Hawaii Revised Statutes, to cover matters of common interest to the Department of Education and institutions of higher learning in Hawaii. The membership of the Committee includes the Superintendent of Education and the Dean of the College of Education of the University of Hawaii, who serve in alternate years as Chairperson of the Committee. The members include a representative of each accredited teacher training institution in Hawaii, and others appointed by the Superintendent and Dean. The Committee submits an annual report to the Legislature, which may include recommendations for legislative consideration.

## **ATTACHED FOR ADMINISTRATIVE PURPOSES**

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

The Educational Officer Classification/Compensation Appeals Board, established under section 302A-620, Hawaii Revised Statutes, is composed of three members. One member is

appointed by the Board of Education, one member by the exclusive bargaining unit representing educational officers, and the third member is appointed by the Governor and serves as Chairperson. The Board sits as an appellate body on matters of classification/compensation of educational officers. The Board 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, established under section 302A-801, Hawaii Revised Statutes, consists of thirteen members, including not fewer than six licensed public school teachers, and one private school teacher (all of whom are regularly engaged in teaching), three educational officers, the Chairperson of the Board of Education or the Chairperson's designee, the Superintendent or the Superintendent's designee, and the Dean of the University of Hawaii College of Education or the Dean's designee from the member institutions of the Teacher Education Coordinating Committee. To the extent possible, the Board membership reflects representation of elementary and secondary school personnel from all islands.

The Board establishes teacher licensing standards for public school teachers and issues, renews, revokes, reinstates, and/or denies licenses. It establishes licensing fees to pay for operational expenses of the Board. The Board also sets performance standards for Hawaii teacher preparation programs and conducts State Approval of Teacher Education, administers the National Board Certification candidate support program, and participates in efforts related to teacher quality.

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