

DAVID Y. IGE
GOVERNOR



CATHERINE PAYNE
CHAIRPERSON

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

December 20, 2021

VIA EMAIL (rpeters@hanahauoli.org)

Bob Peters, Chair
Early Learning Board
2759 South King Street, C-8
Honolulu, Hawaii 96826

Re: Invitation to select a representative to serve on the Advisory Group to the Board of Education's Search Committee

Dear Chair Peters:

As you may know, the Board of Education (the "Board") is undergoing a search for a new state superintendent for the Department of Education. The Board established a committee (the "Search Committee") to oversee the search and recommend finalists to the Board. As part of the search process, the Search Committee is putting together a group of key community stakeholders to provide advice and feedback to the Search Committee (the "Advisory Group"). This letter is inviting the **Early Learning Board** to select an individual to primarily represent the **early education** stakeholder group on the Advisory Group.

Advisory Group responsibilities. The Advisory Group will provide advice and feedback to the Search Committee as it develops a recommendation to the Board regarding the Hawaii public education system's greatest needs, areas of growth, and desired outcomes. The Advisory Group will also provide advice and feedback to the Search Committee as it develops a recommendation to the Board regarding a superintendent job description and selection criteria. The job description and selection criteria will need

to incorporate the necessary traits, skills, and abilities the Search Committee needs to look for in a superintendent to address the needs of, leverage areas of growth in, and achieve the desired outcomes for Hawaii’s public education system.

The Advisory Group will not interview candidates, but the Search Committee may request advice and feedback from the Advisory Group while it goes through its process to select finalists to present to the Board. Members of the Advisory Group will serve as conduits between the Search Committee and their representative organizations to assist with the communication of non-confidential information and will advise the Search Committee regarding communication to the public and stakeholder groups. The Advisory Group will communicate with the Search Committee through written communications, in-person or virtual meetings with the Search Committee, surveys, and focus groups. In addition to meetings or communications specific to significant points in the search process, the Search Committee plans to meet regularly with the Advisory Group to get input on the search process.

Search timeline. The Search Committee is currently operating on the following timeline:

December 2021—January 2022	Establish foundation for superintendent search (desired traits, skills, and abilities in the superintendent; desired outcomes of state education system)
By February 2022	Establish desired outcomes for the superintendent
By March 2022	Publish superintendent job announcement
By April 2022	Interview superintendent candidates
By May 2022	Board selects superintendent

It is difficult to project the amount of time the Search Committee will ask Advisory Group members to dedicate to the search process, but the Search Committee would like to engage meaningfully with the Advisory Group throughout the process. This includes regular check-ins, and it could require several hours of Advisory Group activities during some weeks.

Considerations for selection of representative. It is important that whomever your organization select as a representative be able to maintain a high degree of discretion and confidentiality, as the Advisory Group may have access to non-public information. All members of the Advisory Group will need to sign a non-disclosure agreement before participating.

While each of the stakeholder groups have their own dedicated representative, the Search Committee would still like redundancy to achieve the broadest representation as possible within a small group. Therefore, please consider selecting a representative who identifies with other stakeholder groups in addition to yours. The Advisory Group consists of the following stakeholder groups (in no particular order):

1. Parents
2. Teachers
3. School Administrators
4. Community/nonprofits
5. Hawaiian Education
6. Charter Education
7. Early Education
8. Adult Education
9. Higher Education
10. Military
11. Business
12. English Learners
13. Special Education

In addition to the stakeholder groups, the Search Committee would also like to ensure that each county has representation on the Advisory Group. Therefore, while not required, please consider selecting a representative who resides on a neighbor island or identifying an alternate who resides on a neighbor island who could replace your selection in the event the Advisory Group is missing representation from the respective county.

Selecting a representative. As an important partner in public education, we hope that your organization elects to participate in this significant process. Once your organization has selected an individual, please provide the following information regarding the representative (and any alternates, if applicable) to BOE.Hawaii@boe.hawaii.gov:

- Title (e.g., Ms., Mr., Dr., etc.);
- First and last name;
- Position in the organization;
- Primary stakeholder group;
- Other stakeholder groups;
- Island of residence;

- Email address; and
- Phone number.

We would appreciate it if your organization could confirm its participation and provide us your selection and the above information by **December 27, 2021**, if possible. If your organization needs more time to come to a decision, please let us know as soon as possible and provide a projected date that you could provide us with your selection.

Thank you for your dedication to public education and your consideration of participating in this critically important process.

Sincerely,

A handwritten signature in black ink that reads "Catherine Payne". The signature is written in a cursive style with a large, sweeping flourish at the end.

Catherine Payne
Chairperson, Board of Education and Search Committee

cc: Kaimana Barcarse, Member, Board of Education and Search Committee
Lynn Fallin, Member, Board of Education and Search Committee
Kili Namau'u, Member, Board of Education and Search Committee
Alison Kunishige, Executive Director, Board of Education