

Informational Briefing on 02/17/2010

Update to the Legislature on the Strategic Action Plans Relating to the Kupuna Component of the Hawaiian Studies Program

January 2008 marked the completion of the State Management Audit of the Department of Education's Hawaiian Studies Program. Since then, the Hawaiian Studies Program has been working towards addressing the recommended actions of the State audit via the Department's action plan in response to the State Auditor's recommendations (accepted by the Board of Education in Spring 2008). Most of the actions have been completed by the Hawaiian Studies Program except for the large task items, like the revising and reformatting of the Hawaiian Studies Program curriculum guide. These items are in the developmental stages. Program Reports completed by schools and districts that have received Hawaiian Studies Program funds have been required since school year 2007-2008. These reports have provided the program with information that has helped with improved accountability of program funds and in modifying allocation practices to districts and schools. The report has also assisted the program in monitoring the hiring/contracting of cultural personnel resources (CPR or kupuna/makua) important to achieving the goals of the program.

The attached Summary of Action explains the current status of the Department's actions in relation to the Kupuna component. As with all State Departments, the recent economic situation has caused major budget cuts that have directly affected the program in accomplishing specific action items and ultimately program goals. Despite this major challenge, the Hawaiian Studies Program will continue to provide the necessary support to districts and schools, by working creatively through the system.

Recommendations of the Management Audit of the DOE's Hawaiian Studies Program

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Summary of Action

Recommendations	Department Actions	Status	Comments
<p>1 plans aligned to strategic</p> <p>measurable goals for assessment</p> <p>that for effective use of funds</p>	<ul style="list-style-type: none"> Review & update Strategic Plans 	Completed	<ul style="list-style-type: none"> Strategic Plans for the Hawaiian Studies Program (HSP) have been developed. These plans are being reviewed, updated and revised. Final draft-October 30, 2009 The "Hawaiian Studies Program Five-Year Plan" is part of the Strategic Plan. Key performance indicators (KPI) are included in the allocation notice. These KPI's are used as measurable goals to be achieved with the support of the program funds. The updated KPI's can be viewed in this school year's allocation notice for program id. 16807 (Hawaiian Studies Program).
	<ul style="list-style-type: none"> 5-year plan 	Completed	
	<ul style="list-style-type: none"> Key Performance Indicators 	Completed	
<p>Program administrator to hold</p> <p>responsible for proper use of funds</p>	<ul style="list-style-type: none"> HSP Program/Financial Report Program surveys (CPR, classroom teacher, principal, District Program Surveys) 	Completed	<ul style="list-style-type: none"> HSP is requiring mid-year reports beginning January 2010. See below re: quarterly review of schools expenses. Program Surveys will be distributed with the end-of-the-year HSP report, due in June 2010. A plan for accountability of funds will take effect SY2010-2011 based on information from the Reports for SY2007-08 and SY 2008-2009.

Recommendations of the Management Audit of the DOE's Hawaiian Studies Program

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and procedures for to ensure funds are	<ul style="list-style-type: none"> ▪ Re-evaluate policies & procedures for carryover funds 	In progress	<ul style="list-style-type: none"> ▪ System procedures exists for carryover of funds. ▪ The required Report as listed on the Hawaiian Studies Program allocation notice will enable the Hawaiian Studies Program administrator to better monitor schools that use Hawaiian Studies Program funds. The report will also assist in planning for the allocation of funds in the following school year. Starting SY2009-10, program reports are required at the end of each semester. Quarterly review of schools expenditures is requested from Accounting via DAF447. HSP also works closely with the seven HSP CPR District Coordinators. ▪ Funds may be withheld from schools for the next school year if a report is not submitted or inappropriate use of funds is not corrected.
	<ul style="list-style-type: none"> ▪ Program/Financial Reports 	Completed	
tor has training in databases to	<ul style="list-style-type: none"> ▪ Office of Financial Services will provide training 	Ongoing	<ul style="list-style-type: none"> ▪ Administrator attended training for the Crystal Report in June 2005. ▪ Budget reports that are available to the Administrator, such as, the Crystal Report are helpful but do not reflect current school expenditures. ▪ Accounting reports (DAF447) are requested, quarterly.

Recommendations of the Management Audit of the DOE's Hawaiian Studies Program

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<p>f textbooks and materials is</p>	<ul style="list-style-type: none"> ▪ Instructional Materials Review (IMR) criteria for Hawaiian Studies textbooks & materials ▪ Criteria for textbook/material selection 	<p>Criteria to be reviewed</p>	<ul style="list-style-type: none"> ▪ Criteria to evaluate textbooks for cultural appropriateness will be used (Kamehameha Schools Press' criteria was also used as a reference). ▪ An Instructional Materials Review Process will be implemented in school year 2010-2011 via a review panel.
<p>Is to justify textbooks not on the lists (BOE</p>	<ul style="list-style-type: none"> ▪ "Request for Review" process to justify acquisitions of textbooks not on recommended list (IMR process) 	<p>Criteria to be reviewed</p>	<ul style="list-style-type: none"> ▪ In the past, the Hawaiian Studies Program (HSP) has been involved in an Instructional Materials Review process in the Instructional Services Branch for Hawaiian Studies related materials/resources through the Social Studies content area. ▪ The Instructional Materials Review (which includes a Request for Review process) will be continued with materials received by the Hawaiian Studies Program for review to be placed on the recommended instructional materials list.

Recommendations of the Management Audit of the DOE's Hawaiian Studies Program

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<p>employment of optimize of the funds</p> <p>gaining resources ly d/lapsed t in- /training t promotion of i at schools</p>	<ul style="list-style-type: none"> ▪ Receive & process Program/Financial Reports and Surveys to reassess the deployment of funds 	<p>Completed</p>	<ul style="list-style-type: none"> ▪ A plan for allocating funds and for the accountability of funds will take effect SY2010-2011 based on information from the Reports for SY2007-08 and SY 2008-2009. Plan to be implemented in SY 2010-2011 (see allocation notice).
<p>location</p> <p>ect priority for g for kupuna s/programs</p>	<ul style="list-style-type: none"> ▪ Distribute and in-service “Ke Kulana Kupuna” which include allocation guidelines for expending HSP funds 	<p>Completed; In-service in progress</p>	<ul style="list-style-type: none"> ▪ Ke Kulana Kupuna section review completed, May 2008. Revisions have been made due to feedback-August 2009 ▪ The document will go through the Department review process for publishing and distribution in SY2010-2011. ▪ Principals & CPR to be provided in-service training sessions in Fall 2010. ▪ The HSP Administrator will work through the OCISS Assistant Superintendent to coordinate presentations on the HSP and Ke Kulana Kupuna to principals through Complex Area Superintendent. Presentation to CPR will take place during 2nd round of visitations (HSP is in 1st round of presenting program info and updates at CPR meetings)
<p>ersight measures strict levels to on guidelines wed to achieve es</p>	<ul style="list-style-type: none"> ▪ Quarterly reports will be generated, analyzed and monitored to ensure that the allocation guidelines are being followed 	<p>Completed; In progress</p>	<ul style="list-style-type: none"> ▪ See item# 4a, above ▪ Plan to be implemented in SY2010-2011. ▪ Accounting report (DAF) will be reviewed quarterly (see item#2c, above).

Recommendations of the Management Audit of the DOE's Hawaiian Studies Program

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<p>ight and and r HSP funds carried</p> <p>that funds are erted from t services justified e periodic s of litures by s</p>	<ul style="list-style-type: none"> Quarterly reports will be generated, analyzed and monitored to ensure that the allocation guidelines are being followed 	<p>In progress</p>	<ul style="list-style-type: none"> See item# 4a, above. Reports received are used in monitoring/revising "controls and guidelines."
<p>ted outcomes formance he services of</p> <p>for measuring plishments equivalency ool programs t CPR/kupuna</p>	<ul style="list-style-type: none"> Ke Kulana Kupuna delineates the HSP's purpose, roles and expectations of the CPR, teachers and principal 	<p>Completed</p>	<ul style="list-style-type: none"> Ke Kulana Kupuna (the pre-service orientation for Cultural Personal Resource or CPR) provides expectations for the roles and responsibilities at all levels (state, district, school). Program surveys must be submitted with the Hawaiian Studies Program/Financial Report. Outcomes are stated clearly in memos and announcements for HSP state office trainings and services for all CPR. Evaluations are required and collected from all participants who attend State HSP in-service training sessions. A summary report of the evaluations collected is also required and submitted to the administrator and the ISB director. District HSP CPR Coordinators also require evaluations for their district "kupuna" meetings, workshops, in-service training sessions, etc.) There are also key performance indicators (KPI) that are included in the allocation notices. These KPI's are used as measurable goals to be achieved with the support of the program funds (see item# 4b, above). BOE Policy 2104 includes the development of a statewide assessment tool for HSP.
<ul style="list-style-type: none"> Criteria checklist based on allocation notice and Ke Kulana Kupuna 	<p>Completed</p>		

Recommendations of the Management Audit of the DOE's Hawaiian Studies Program

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<p>Is receiving services to alternative use to achieve outcomes</p>	<ul style="list-style-type: none"> Process to assess and evaluate equivalent outcomes for alternative funding (non-kupuna) 	<p>Completed</p>	<ul style="list-style-type: none"> See Ke Kulana Kupuna, page 8. See Allocation Notice Guidelines, "Selection of Cultural Personnel Resource." Principals of schools contracting alternative services must submit their program plans as well as the reason CPR/kupuna were not hired, in writing, to the administrator
<p>ing kupuna to carry training of some by district,</p>	<ul style="list-style-type: none"> Develop a process to pay CPR/kupuna to attend mandatory trainings Work with districts to ensure participation 	<p>In development</p>	<ul style="list-style-type: none"> Most Districts compensate the CPR for attending District meetings. In recent CPR district meetings, HSP found compensation was not a major issue. Consideration should also be given to the fact that because the HSP administrator is not the kupuna's immediate supervisor, the administrator may not be able to require CPR to attend meetings by the State office. Also, kupuna are currently considered part-time teachers at the top of that pay rate scale. CPR are allowed to work not more than 17 hours per week.
<p>lishing a pro- for addressing culturally instructional</p>	<ul style="list-style-type: none"> "Request for Review" process to justify acquisitions of textbooks not on recommended list (IMR process) 	<p>Instructional Materials Review to be implemented in school year 2010-2011</p>	<ul style="list-style-type: none"> HSP has provided in-service training sessions in the past on identifying culturally appropriate and relevant material for classroom teachers and for CPR. For the past three years, HSP resource teachers led literacy/place-based training sessions called Mookalaleo Palapala in which culturally appropriate selected texts/materials were presented and copies provided for each DOE kupuna participant to take back with them for use at their schools. "Ohina Waiwai" is a primary source project especially for the secondary level teacher. A Hawaiian Studies conference was held on March 04, 2008 for classroom teachers who teach Hawaiian culture and history (grades 4, 7 and 9) featuring culturally appropriate and standards-based material. The State office will continue to provide resource lists and materials/resources for Hawaiian studies/history teachers at the schools level. Kamehameha Schools Press' criteria was also used as a reference

Recommendations of the Management Audit of the DOE's Hawaiian Studies Program

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<p>nned revision riculum ent with the 1 the 2000 n plan</p>	<ul style="list-style-type: none"> Currently reviewing and revising the HSP program guide draft 	<p>In 3rd draft</p>	<ul style="list-style-type: none"> 2nd draft completed (2005) The HSP educational specialist completed the review in September 2009 Final draft by December 2009 ready for Department review.
	<ul style="list-style-type: none"> Alignment of curriculum guides to standards-based 	<p>In progress</p>	<ul style="list-style-type: none"> HSP is in the planning stages for the updating, revising, and aligning the existing HSP curriculum guides to the Hawaii Content and Performance Standards III. HSP is also reviewing previously developed and published documents for the HSP as well as the five-year plan. Prototype for curriculum guides, June 2010.