



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

OFFICE OF THE SUPERINTENDENT

ANNUAL MEMO

May 26, 2020

TO: Complex Area Superintendents

FROM: Dr. Christina M. Kishimoto
Superintendent

A blue ink signature of Dr. Christina M. Kishimoto.

SUBJECT: **Year-End Duties of Principals and Summer Duties for Athletic Directors, Administrative Services Assistants, Registrars, Librarians, School Administrative Services Assistants, Head Custodians, and Other Personnel in the Schools**

Due to the current COVID-19 pandemic situation, this memo may be subject to change. To ensure that the smooth operation of schools are maintained throughout the summer, Complex Area Superintendents (CAS) are to discuss this memo and the attachments with school administrators. For your convenience, hyperlinks in blue text have been created for memos and forms referenced throughout this document and attachments. You may also view the memos on Lotus Notes Memos and Notices. All Office of Talent Management (OTM) forms can be accessed on the OTM intranet page.

The purpose of this memo is to clarify the roles of the CAS, School Principal, Athletic Director, Administrative Services Assistant, Registrar, Librarian, School Administrative Services Assistant (SASA), Head Custodian, and other classified and Board of Education (BOE) support services personnel in the school during the summer (Attachments A and B). As 12-month employees, principals will continue their managerial responsibilities during the summer.

Clarity and precision in defining roles are required so that SASAs do not perform managerial duties that should be completed by the principal. SASAs and other staff who work during the summer need to understand which matters should be referred to the Athletic Director, Registrar, Librarian, and the district office during the summer months.

The temporary assignment of a SASA into a principal's position is not authorized by the Department of Education (DOE) at any time.

If a principal will be taking extended leave during the summer months, then he/she should make sure that he/she drafts a delegation of authority and sends a copy to the Procurement

and Contracts Branch, and Vendor Payment. Please use the [Memorandum for the Record Delegation of Authority template](#). Review the “[Delegation of Procurement and Contracting Authority for Chapters 103D and 103F, Hawaii Revised Statutes \(“HRS”\)](#)” and “[Authority to Contract](#)” memo dated July 1, 2018.

Schools must adhere to: (1) student information services deadlines; (2) the timely completion of student enrollment activities; (3) deadlines for completion of tasks related to [a] employment notice to casual employees, [b] the posting of Bargaining Unit 01 (BU 01) work schedules and work assignments, [c] the *Volunteer Participation Report of Activities Characteristic of BU 01 Work* (Attachment C), and [d] completing the fiscal year-end processes, including bank reconciliations, closing Student Activity Fund (SAF) accounts, individual federal/state program fiscal and management reports (i.e., Hawaiian Studies Program, Title I, Title III, etc.), leave accounting updates and reconciliation, and conducting fixed asset inventory procedures.

Responsibility and Accountability

1. Each administrator or supervisor is responsible to ensure proper staff coverage to meet deadlines. Meeting these deadlines is an important piece to ensure high standards of accountability and responsibility.
 2. CASs should work with their Principals to address any concerns regarding accumulated vacation that could exceed 90 vacation days by December 31 per Hawaii Government Employees Association Bargaining Unit 06 Agreement, Article 25, A.5. Also refer to the [Qualifying Events for Excess Vacation Payment for Department of Education \(DOE\) Principals](#) memo dated January 25, 2016.
- Employment notice to casual employees should be done no later than **Friday, May 8, 2020**. Schools must do the following:
 1. Notify all casual employees in writing of their probable employment status for the next school term using the [Notification of Employment Status to Employee form \(“DOE OTM 300-012”\)](#) as well as the [Report of Employees Without Reasonable Assurance of Employment form \(“DOE OTM 300-013”\)](#). This requirement does not apply to substitute teachers who obtained the principal’s signature earlier on the [Substitute Teacher Application and Renewal form \(“DOE OTM 600-004”\)](#).

Please note: Encourage all qualified substitute teachers who have not renewed their employment to submit their signed form [DOE OHR 600-004](#) to the school of their choice.

2. Give completed [DOE OTM 300-012](#) and [DOE OTM 300-013](#) to the SASA or designee (if applicable) to allow for the release of employment information during the summer when the school is contacted by the Department of Labor and Industrial Relations (DLIR), Unemployment Insurance Division (UI) about the probable status of an employee.

- Employees filing for unemployment insurance:
 1. In the first weeks of June, many casual employees (claimants) will go to the DLIR, UI and file for unemployment benefits. Claimants can initiate this process on-line.
 2. In mid to late June, a DLIR, UI claims examiner may call or write to your school to inquire whether the claimant has reasonable assurance.
 3. The principal/designee is the spokesperson and has the authority to release information written on the [DOE OTM 300-012](#) and [DOE OTM 300-013](#) forms to the claims examiner. If no one in the school can provide the requested information to DLIR, UI in a timely manner, DLIR, UI will rely on the claimants' statements.
 4. Your assistance is needed to provide timely responses and appropriate information to DLIR, UI when you are contacted to lessen the possibility of unwarranted payouts. Thus, completing [DOE OTM 300-012](#) and [DOE OTM 300-013](#) forms are critical in helping the DOE to manage unemployment benefit costs.
 5. If the school administrator gives reasonable assurance of employment, but the job does not materialize, former employees will not be penalized. The claimant may receive retroactive unemployment payments covering the summer period when benefits have been denied, as well as benefits continuing into the school year. As indicated in HRS §383-29(b) (2), the law provides for the possibility of payment of retroactive unemployment benefits, if:
 - a. the work offered is subsequently withdrawn; and
 - b. the employee submits timely claim certifications for the weeks prior to the withdrawn offer.

For example, schools that do not give reasonable assurance because they report they will re-interview all casual employees at the start of the new term, may be charged accordingly for unemployment charges incurred due to such practices.

Should you have further questions regarding unemployment insurance, contact Maile Horikawa at (808) 441-8348.

- Schools must also adhere to the requirements of the [Posting of Unit 01 Work Schedules, Work Assignments, and Temporary Assignment Seniority Lists](#) memo dated April 8, 2020.

Questions regarding this may be directed to the appropriate Personnel Regional Officer (PRO).

- The *Volunteer Participation Report for Activities Characteristic of Bargaining Unit 01 (BU 01) Work* form must be completed at the close of the semester and submitted to the appropriate PRO.

As you are aware, this report implements an agreement with the United Public Workers (UPW) relative to the services provided to schools by students, parents, and community organizations, such as setting up and breaking down chairs for commencement exercises, painting playground equipment, painting over graffiti, etc. Principals are to complete the second semester report as soon as possible after the close of the semester, but no later than **Friday, June 26, 2020**, and submit it to the appropriate PRO who will review, batch, and forward the report to the UPW Headquarters, 1426 North School Street, Honolulu, Hawaii 96817, by **Wednesday, July 8, 2020**.

- Principals must ensure that the “Annual Internal Audit Checklist FY2017-18” is reviewed, signed, and submitted by the respective due dates. This checklist is updated and posted annually during the month of July on “DOE Memos and Notices.”
- Principals must verify with their timekeeper that all leave balance records for school employees are up to date and must report to the CAS and Complex Area Business Manager any outstanding issues no later than **Friday, July 10, 2020**.
- Student Activity Fund (SAF) accounts have year-end closing requirements. Year-end rollover requires a number of tasks to be completed. Refer to [SAF Standard Practice documents](#), from the SAF SP Table of Contents, select *SP 1920: Annual Rollover*.
- For schools that have insufficient staff to segregate duties for cash control measures to prevent theft or misappropriation of funds, documentation of internal compensating controls is required on the SAF Administrator’s Checklist, Form SAF-IC1. If applicable, principals should ensure that the SAF Administrator’s Checklist is completed and on file. Refer to [SAF Standard Practice documents](#), from the SAF SP Table of Contents, select *SP 1904: Administrator’s Checklist, Internal Controls*.
- Fixed asset inventory records must be updated by **Tuesday, June 30, 2020**. Schools and offices should: (1) perform a physical inventory during March – June, 2020 (2) clear the hold file—new inventory items should be logged, tagged with an official State of Hawaii decal, then updated in FMS Hold File to move inventory item to Property File, (3) Transfer items in temporary location codes (8888 and 9999) to a proper location code, and (4) update all inventory records in FMS by Friday, June 30, 2020. To ensure posting as of June 30, 2020, inventory forms FA2A, FA2B, FA3, FA3a, FA4, FA6, FA8, and E9 must be received by the Accounting Section - Inventory Unit by **Friday, May 29, 2020**.
- The June 30, 2019 *Fixed Asset Inventory – School Level* Report (DAFMZ514) will be sent to School Principals and Office Administrators in late July 2020. A “Certification of Inventory” will be on the last page of the report. This certification must be signed and returned to the Accounting Section - Inventory Unit by **Friday, August 14, 2020**.
- All other fiscal requirements shall be completed, as necessary, for fiscal year-end close and reporting. Please refer to the memo dated February 28, 2020, subject: [Fiscal Processing Schedule & Deadlines March 2020 – March 2021](#) (also known as the *Year-End Close Memo*), for more information.

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Unless specified above, the procedures, forms, and due dates for the completion of tasks are determined by each CAS. Complex areas may adapt the implementation plan to improve the efficiency of the summer operations of the schools.

Should you have any questions, please contact Labor Relations Section at (808) 441-8422.

CMK:pl
Attachments

c: Deputy Superintendent
Assistant Superintendents
Complex Area Business Managers
Hawaii Government Employees Association
Hawaii State Teachers Association
United Public Workers
OTM-Directors and Personnel Regional Officers