

REQUEST TO ACCESS A GOVERNMENT RECORD

DATE: September 15, 2022

TO: State of Hawai'i Department of Education

FROM: Vanessa Ott
Name or Alias email: MsVOtt@gmail.com USPS: 2825 S. King St., #2901
Contact Information phone: 808-854-1018 Honolulu, HI 96826

Although you are not required to provide any personal information, you should provide enough information to allow the agency to contact you about this request. The processing of this request may be stopped if the agency is unable to contact you. Therefore, please provide any information that will allow the agency to contact you (name or alias, telephone or fax number, mailing address, e-mail address, etc.).

I WOULD LIKE THE FOLLOWING GOVERNMENT RECORD:

SEE [ATTACHMENT.](#) and [Waiver of Fees in the Public Interest.](#)

I WOULD LIKE: (please check one or more of the options below)

- To inspect the government record.**
- A copy of the government record:** (Please check one of the options below.) See the back of this page for information about fees that you may be required to pay for agency services to process your record request. Note: Copying and transmission charges may also apply to certain options.
- Pick up at agency (**date and time**): _____
- Mail *I request the requested information be delivered to my email address in an electronic format whereby text or data can be copied (i.e., not pictures of text embedded in a PDF) if the record exists in such format.*
- Fax (toll free and only if available)
- Other, if available (please specify): _____
- If the agency maintains the records in a form other than paper, please advise in which format you would prefer to have the record.
- Electronic Audio Other (please specify): _____
to: msvott@gmail.com
- Check this box if you are attaching a request for waiver of fees in the public interest (see waiver information on back).

FEES FOR PROCESSING PUBLIC RECORD REQUESTS

You may be charged fees for the services that the agency must perform when processing your request for public records, including fees for making photocopies and other lawful fees. The first \$30 of fees charged for searching for a record, reviewing, and segregating will not be charged to you. Any amount over \$30 will be charged to you. Fees are as follows:

Search for a Record	\$2.50 for 15 minutes
Review and Segregation of a Record	\$5.00 for 15 minutes

Generally, no search, review, and segregation fees may be charged if you are making a request for personal records that are about you.

WAIVER OF FEES IN THE PUBLIC INTEREST

As an alternative to the \$30 fee waiver (not in addition to), the agency may waive the first \$60 of fees for searching for, reviewing and segregating records when the waiver would serve the public interest. If you wish to apply for a waiver of fees in the public interest, you must attach to this request a statement of facts, including your identity as the requester, to show how the waiver of fees would serve the public interest. The criteria for this waiver, found at section 2-71-32, Hawaii Administrative Rules, are

- (1) The requested record pertains to the operations or activities of an agency;
- (2) The record is not readily available in the public domain; and
- (3) The requester has the primary intention and the actual ability to widely disseminate information from the government record to the public at large.

COSTS

The Agency may charge you any other lawful fees and the costs to copy and deliver your personal or public record request.

AGENCY RESPONSE TO YOUR REQUEST FOR ACCESS

The agency to which you addressed your request must respond within a set time period. The agency will normally respond to you within 10 business days from the date it receives your request; however, in *extenuating circumstances*, the agency must respond within 20 business days from the date of your request. If you have questions about the response time or the records being sought, you should first contact the agency and request to consult with the agency's UIPA contact person.

Please note that the Office of Information Practices (OIP) does not maintain the records of other agencies and a requester must seek records directly from the agency. If the agency denies or fails to respond to your written request for records or if you have other questions regarding compliance with the UIPA, then you may contact OIP at 808-586-1400, oip@hawaii.gov, or 250 South Hotel Street, Suite 107, Honolulu, Hawaii 96813.

REQUESTER'S RESPONSIBILITIES

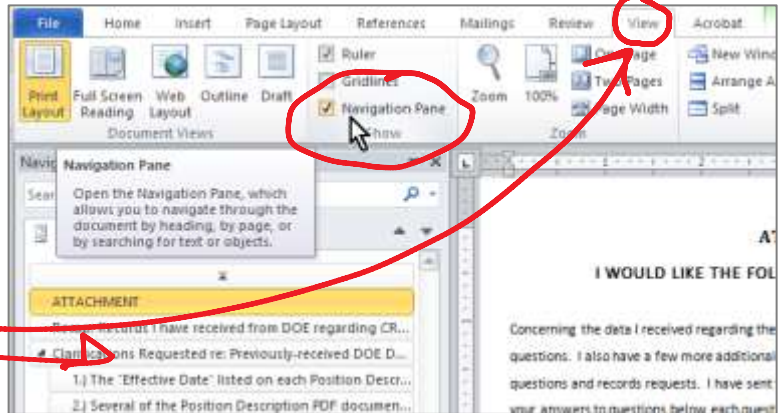
You have certain responsibilities under section 2-71-16, Hawaii Administrative Rules, which include making arrangements to inspect and copy records, providing further clarification or description of the requested record as instructed by the agency's notice, and making a prepayment of fees and costs, if assessed. The rules and additional training materials are available online at oip.hawaii.gov or from OIP.

ATTACHMENT

I WOULD LIKE THE FOLLOWING GOVERNMENT RECORDS:

Concerning the data I received regarding the Hawai'i DOE Civil Rights Compliance Branch, I have some questions. I also have a few more additional record requests. Below is a table of contents of these questions and records requests. I have sent this document as a Microsoft Word file so that you can type your answers to questions below each question.

Also, you can jump to each question easily by viewing the MS Word Navigation Pane (available in the "View" menu).



QUESTIONS & ADDITIONAL RECORDS REQUESTS

ATTACHMENT 3

RECAP: RECORDS I HAVE RECEIVED FROM DOE REGARDING CRCB 4

CLARIFICATIONS REQUESTED RE: PREVIOUSLY-RECEIVED DOE DOCUMENTATION 6

1.) THE "EFFECTIVE DATE" LISTED ON EACH *POSITION DESCRIPTION* PDF INDICATES WHEN THIS POSITION DESCRIPTION WAS LAST UPDATED AND/OR CREATED, CORRECT? 7

2.) SEVERAL OF THE *POSITION DESCRIPTION* PDF DOCUMENTS I RECEIVED ARE OUT OF DATE BECAUSE THEY REFERENCE THE OFFICE OF THE SUPERINTENDENT, THE CRCO, AND SALARY RANGES NOT LISTED IN THE CURRENT DOE SALARY SCHEDULE, CORRECT? 7

3.) IF (2) ABOVE IS CORRECT, THEN IS IT CORRECT THAT THE MOST UP-TO-DATE INFORMATION FOR THE ATTACHED EXCEL FILE OF COMPILED DATA (*POSITION-NUMBERS-CRCB.XLSX*) SHOULD BE AS FOLLOWS, CORRECT? 7

4.) FOR EACH OF THE COMPLEX AREA EQUITY SPEC II POSITIONS, ARE THESE EMPLOYEES REQUIRED TO LIVE AND WORK NEAR THAT COMPLEX AREA, OR AT LEAST ON THE SAME ISLAND AS THEIR ASSIGNED COMPLEX AREA? 8

5.) IS MARIE NEILSON CURRENTLY IN THE POSITION OF CRCB EQUITY SPECIALIST FOR THE KAIMUKI-MCKINLEY-ROOSEVELT COMPLEX AREA? IF NO, WHO IS FILLING THIS POSITION CURRENTLY? 8

6.) IS THE TOTAL NUMBER OF CRCB EMPLOYEES 21? 8

7.) ARE THERE ANY VACANT POSITIONS IN THE CRCB THAT MAY BE FILLED THIS SCHOOL YEAR, AND IF SO, WHAT ARE THEY? 8

8.) WAS KRYSTI SUKITA FORMERLY KNOWN AS KRYSTI URANAKA-YAMASHIRO? 8

9.) WHY ARE 90% OF THE *POSITION DESCRIPTION APPROVAL FORM* PDFs NOT IN A DIGITAL FORMAT WITH COPYABLE TEXT? 9

10.) DOES THE OFFICE OF TALENT MANAGEMENT NOT MAINTAIN TEXT-EDITABLE, DIGITAL DOCUMENTS OF ALL DOE POSITION DESCRIPTION APPROVAL FORMS? 9

I REQUEST THESE ADDITIONAL GOVERNMENT RECORDS..... 9

A.) EMPLOYEE DATA FOR THE KAIMUKI-MCKINLEY-ROOSEVELT COMPLEX AREA EQUITY SPECIALIST II SIMILAR TO THAT PROVIDED FOR OTHER CRCB EMPLOYEES. 9

B.) FOR EACH CRCB EMPLOYEE, PLEASE IDENTIFY FROM WHICH HIGH SCHOOL THE INDIVIDUAL RECEIVED A DIPLOMA..... 10

C.) ANSWER TO THIS QUESTION: WHO SUPERVISES AND EVALUATES THE DIRECTOR OF THE CIVIL RIGHTS COMPLIANCE BRANCH? WHAT IS THAT PERSON'S POSITION TITLE? 10

- D.) PER QUESTIONS 9 AND 10 ABOVE, IF THE POSITION DESCRIPTION APPROVAL FORMS FOR THESE 20 POSITIONS PICTURED TO THE RIGHT EXIST IN TEXT-COPYABLE DIGITAL FORMATION, I REQUEST THESE DOCUMENTS IN THAT TYPE OF FORMAT BE DELIVERED TO MY EMAIL ADDRESS: **MSVOTT@GMAIL.COM**10
- E.) THE **POSITION APPROVAL** FORM FOR EACH INDIVIDUAL CRCB EMPLOYEE VERIFYING QUALIFICATIONS FOR HIS/HER CURRENT POSITION.....11
- WAIVER OF FEES IN THE PUBLIC INTEREST**12

Recap: Records I have received from DOE regarding CRCB

To recap, the DOE sent me these 4 files:

- *Salary Schedule (BU03).pdf*
- *Salary Schedule (BU06) 12-mo Educational Officer.pdf*
- *CRCO Employees update_revised 8.16.22.xlsx*
- *PDs.zip* [contains 22 *Position Description* PDFs]

EO07-PN-75886-CRC-Specialist-II-TitleVII.pdf

EO07-PN75888-Equity-Specialist-II-TitleVI.pdf

EOSR07-PN72804-CRC-Specialist II-TitleIX.pdf

EOSR08-PN69701-CRC-Specialist-III.pdf

EOSR10-PN69700-CRC-Director.pdf

PN 602657_Equity Specialist II.pdf

PN 604365_Equity Specialist II.pdf

PN 604366_Equity Specialist II.pdf

PN 604367_Equity Specialist II.pdf

PN 604368_Equity Specialist II.pdf

PN 604369_Equity Specialist II.pdf

PN 604370_Equity Specialist II.pdf

PN 604371_Equity Specialist II.pdf

PN 604372_Equity Specialist II.pdf

PN 604373_Equity Specialist II.pdf

PN 604374_Equity Specialist II.pdf

PN 604375_Equity Specialist II.pdf

PN 604376_Equity Specialist II.pdf

PN 604377_Equity Specialist II.pdf

PN 604378_Equity Specialist II.pdf

PN 604379_Equity Specialist II.pdf

SR18-PN21803-Secretary-IV.pdf

PDs.zip

District	Location	Position Title	Name	Year Began	Degree/Program 1	
1	Ofc of Talent Management	Civil Rights Compliance	Civ Rights Compl Director	Schmelleberg, Ladona	2002	Bachelor's of Science in
2	Ofc of Talent Management	Civil Rights Compliance	Civ Rights Compl Spec II	Yamashiro, Toby	2019	Bachelor's in Psychology
3	Ofc of Talent Management	Civil Rights Compliance	Civ Rights Compl Spec II	Isa-Ijima, Nicole	2015	Bachelor's of Science in
4	Ofc of Talent Management	Civil Rights Compliance	Civ Rights Compl Spec III	Wang, Rhonda	2014	Bachelor's of Science in
5	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Dele Cuadra-Larsen, Shan	2017	Bachelor's of Science in
6	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Stachita, Nana	2020	Bachelor of Arts in East
7	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Sakita, Kiyoh	2016	Bachelor's of Science in
8	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Murakami, Michael	2016	Bachelor's of Art in Publ
9	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Simpson, Christina	2017	Bachelor's of Arts in Eng
10	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Hokoana, Moana	2018	Bachelor of Arts in Poli
11	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Sagihara, Denise	2018	Bachelor's of Science in
12	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Kakona Pateke, Lindsay	2021	Master's of Science in E
13	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Tsang, Anna	2017	Bachelor of Arts in Manc
14	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Monz, Megan	2018	Bachelor's of Science in
15	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Larsen, Lance	2018	Bachelor of Arts in Poli
16	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Dooley, David	2018	Master of Kinesiology-S
17	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Candieson, Aaron	2013	Bachelor's of Arts in Bas
18	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Honda, Cokette	2018	Bachelor's of Science in
19	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Lee, Venus	2022	Master's in Education -
20	Ofc of Talent Management	Civil Rights Compliance	Secretary IV	Nomura, Michael	2018	Bachelor's of Arts - Pub

CRCO Employees update_revised 8.16.22.xlsx

Exhibit F

12-MONTH EDUCATIONAL OFFICERS* (Includes State and District EOs) MONTHLY & ANNUAL SAL
Effective July 1, 2022 to June 30, 2023

Salary Range	Position	Steps							
		1	2	3	4	5	6	7	8
EO7	DISTRICTS EDUC SPEC II	8,552.00	8,871.42	8,793.00	8,915.92	9,040.88	9,167.42	9,295.58	9,426.08
	PERSONNEL SPEC II	102,624.00	104,057.00	105,516.00	106,991.00	108,488.00	110,009.00	111,547.00	113,113.00
EO8	ATHLETIC ADMIN OFF	8,915.92	9,040.88	9,167.42	9,295.58	9,426.08	9,557.50	9,691.58	9,827.50
	PERSONNEL SPEC II	106,991.00	108,488.00	110,009.00	111,547.00	113,113.00	114,690.00	116,299.00	117,930.00
EO9	STATE EDUC OFF II	9,295.58	9,426.08	9,557.50	9,691.58	9,827.50	9,964.84	10,104.34	10,245.84
	PERSONNEL SPEC II	111,547.00	113,113.00	114,690.00	116,299.00	117,930.00	119,578.00	121,252.00	122,950.00
EO10	DIRECTOR	9,691.58	9,827.50	9,964.84	10,104.34	10,245.84	10,388.92	10,534.58	10,682.00
	PERSONNEL SPEC II	116,299.00	117,930.00	119,578.00	121,252.00	122,950.00	124,667.00	126,415.00	128,184.00

Salary Schedule (BU06) 12-mo Educational Officer.pdf

In a separate attachment to my email with this request, is an Excel workbook (with 2 worksheets) of information I've compiled from the information I received from the DOE in August:

Position-Numbers-CRCB.xlsx

The headers in worksheet "Position Numbers & Names" are:

- A.) Employee Name
- B.) Position Title
- C.) Position #
- D.) Effective Date
- E.) State Office / Complex Area
- F.) Branch
- G.) Location / School
- H.) salary range code (position description)
- I.) salary range code (DOE Salary Schedule)
- J.) Min. Salary (per DOE Salary Schedule)
- K.) Max. Salary (per DOE Salary Schedule)

The second worksheet, "Employee Data From DOE," is a copy of the DOE file, **CRCO Employees update_revised 8.16.22.xlsx**, with these additions in yellow cells:

- Insert Column F category with Header: **High School Diploma From**
- Insert Row 2: Employee **Marie Neilson**

Clarifications Requested re: Previously-received DOE Documentation

DISCREPANCIES

- For each position, the Excel file lists the "District" as "Ofc of Talent Management," and the "Location" as "Civil Right Compliance." However, in the Position Description PDFs, several of them list the "State Office/Complex Area" as "Office of the Superintendent," and the "Branch" as "Civil Rights Compliance Office."
- The "Salary Range" codes used on many of the *Position Description* PDFs are not listed in the *Salary Schedule (BU06) 12-mo Educational Officer.pdf*.



POSITION DESCRIPTION APPROVAL FORM

DOE OHR 200-001
Last Revised: 01/01/2011
Former DOE Form(s): DOE PD-1
DEPARTMENT OF EDUCATION
Office of Human Resources
Classification & Compensation Section
P.O. Box 2360 Honolulu, HI 96804

Please reference the Position Description Approval Form - Instructions (DOE OHR 200-001Ins) for additional information.

I. GENERAL INFORMATION

Position Number: 72804 Title: Civil Rights Compliance Specialist II - Title IX Salary Range: **EOSR7**

State Office/Complex Area: Office of the Superintendent Branch: Civil Rights Compliance Office

Section/Unit: Location/School: Oahu

FOR OHR USE ONLY - Classification & Compensation Section

Class Title: Civil Rights Compliance Specialist II Salary Range: EO-07 BU Code: 56

Approval Authority Name: Sandi Yamagata Title: Personnel Specialist

Approval Authority Signature: *Sandi Yamagata* Effective Date: 12/01/2017

MM/DD/YYYY

	A	B	C
	District	Location	Position Title
1			
2	Ofc of Talent Management	Civil Rights Compliance	Civ Rights Compl Director
3	Ofc of Talent Management	Civil Rights Compliance	Civ Rights Compl Spec II
4	Ofc of Talent Management	Civil Rights Compliance	Civ Rights Compl Spec II
5	Ofc of Talent Management	Civil Rights Compliance	Civ Rights Compl Spec III
6	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II

Exhibit F

12-MONTH EDUCATIONAL OFFICERS' (Includes State and District EOs) MONTHLY & ANNUAL SAL
Effective July 1, 2022 to June 30, 2023

Salary Range	Position	Steps							
		1	2	3	4	5	6	7	8
EO7	PERSONNEL SPEC I	8,552.00	8,671.42	8,793.00	8,915.92	9,040.68	9,167.42	9,295.58	9,426.08
	PERSONNEL SPEC II	102,624.00	104,057.00	105,516.00	106,991.00	108,488.00	110,009.00	111,547.00	113,113.00
EO8	ATHLETIC ADMIN OFF	8,915.92	9,040.68	9,167.42	9,295.58	9,426.08	9,557.50	9,691.58	9,827.50
	PERSONNEL SPEC II	106,991.00	108,488.00	110,009.00	111,547.00	113,113.00	114,690.00	116,299.00	117,930.00
	STATE EDUC OFF II								
EO9		9,295.58	9,426.08	9,557.50	9,691.58	9,827.50	9,964.84	10,104.34	10,245.84
		111,547.00	113,113.00	114,690.00	116,299.00	117,930.00	119,578.00	121,252.00	122,950.00
EO10	DIRECTOR	9,691.58	9,827.50	9,964.84	10,104.34	10,245.84	10,388.92	10,534.58	10,682.00
	PUB REL OFF ADM ASST TO Supt	116,299.00	117,930.00	119,578.00	121,252.00	122,950.00	124,667.00	126,415.00	128,184.00

On the following webpage, an employee is listed who was not included in the list of CRCB employees I received from the DOE in this file: **CRCO Employees update_revised 8.16.22.xlsx**

<https://www.hawaiipublicschools.org/ConnectWithUs/Organization/Offices/Pages/CRCO.aspx>

Kaimuki-McKinley-Roosevelt Complex Area Equity Specialist	808-892-6887 Marie.Neilson@k12.hi.us
Marie Neilson	

QUESTIONS

- 1.) **The “Effective Date” listed on each *Position Description* PDF indicates when this position description was last updated and/or created, correct?**

- 2.) **Several of the *Position Description* PDF documents I received are out of date because they reference the Office of the Superintendent, the CRCO, and salary ranges not listed in the current DOE salary schedule, correct?**

- 3.) **If (2) above is correct, then is it correct that the most up-to-date information for the attached Excel file of compiled data (*Position-Numbers-CRCB.xlsx*) should be as follows, correct?**

- Column E – All records should be: **Office of Talent Management**
- Column F – All records should be: **CRCB**
- Column I contains the correct Salary Range Code and the salary codes in Column H are incorrect.

	A	E	F	H	I
	Employee Name	State Office / Complex Area	Branch	salary range code (position description)	salary range code (DOE Salary Schedule)
1					
2	Nomura, Michael	Office of the Superintendent	CRCO	18	SR18
3	Schimmelfennig, Ladona	Office of the Superintendent	CRC	EOSR-10	EO10
4	Wong, Rhonda	Office of Talent Management	CRCB	EOSR-08	EO8
5	Isa-Iijima, Nicole	Office of the Superintendent	CRCO	EOSR7	EO7
6	Yamashiro, Toby	Office of Talent Management	CRCB	EO-07	EO7
7	Oandasan, Aaron	Office of the Superintendent	CRCO	EO-07	EO7
8	Sukita, Krysti	Office of the Superintendent	CRCO	EO-07	EO7
9	Kukona Pakele, Lindsay	Office of the Superintendent	CRCO	EO-07	EO7
10	Neilson, Marie	Office of Talent Management	CRCB	EO-07	EO7
11	Simpson, Christina	Office of the Superintendent	CRCO	EO-07	EO7
12	Murakami, Michael	Office of the Superintendent	CRCO	EO-07	EO7
13	Stachitta, Nara	Office of the Superintendent	CRCO	EO-07	EO7
14	Dela Cuadra-Larsen, Shari	Office of the Superintendent	CRCO	EO-07	EO7
15	Larsen, Lance	Office of the Superintendent	CRCO	EO-07	EO7
16	Tsang, Anna	Office of the Superintendent	CRCO	EO-07	EO7
17	Tsang, Anna	Office of the Superintendent	CRCO	EO-07	EO7
18	Sugihara, Denise	Office of the Superintendent	CRCO	EO-07	EO7
19	Sugihara, Denise	Office of the Superintendent	CRCO	EO-07	EO7
20		Office of the Superintendent	CRCO	EO-07	EO7
21	Lee, Venus	Office of the Superintendent	CRCO	EO-07	EO7
22	Moniz, Megan	Office of the Superintendent	CRCO	EO-07	EO7
23	Dooley, David	Office of the Superintendent	CRCO	EO-07	EO7

4.) **For each of the Complex Area Equity Spec II positions, are these employees required to live and work near that Complex Area, or at least on the same island as their assigned Complex Area?**

5.) **Is Marie Neilson currently in the position of CRCB Equity Specialist for the Kaimuki-Mckinley-Roosevelt Complex Area? If no, who is filling this position currently?**

Neilson, Marie	Equity Specialist II - Complex Area	604366	Kaimuki-Mckinley-Roosevelt
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6.) **Is the total number of CRCB employees 21?**

7.) **Are there any vacant positions in the CRCB that may be filled this school year, and if so, what are they?**

8.) **Was Krysti Sukita formerly known as Krysti Uranaka-Yamashiro?**

I ask this question because I was able to locate all the other CRCB employees who were identified as having received a Juris Doctor of Law from the William S. Richardson Law School, and were admitted to the Hawai'i State Bar Association except for Krysti Sukita. The only person with the first name of "Krysti" listed in the HSBA.org is Krysti Uranaka-Yamashiro.

Name	Krysti Uranaka-Yamashiro
JD Number	010621
License Type	Inactive - Voluntary
Employer	Office of the Vice President for Administration
Law School	William S. Richardson
Graduated	
Admitted HI Bar	11/18/2016

9.) Why are 90% of the Position Description Approval Form PDFs not in a digital format with copyable text?

In my Request to Access a Government Record, I had asked that the records be delivered in electronic format in a format whereby text or data can be copied. Only these two files were formatted with copyable text:

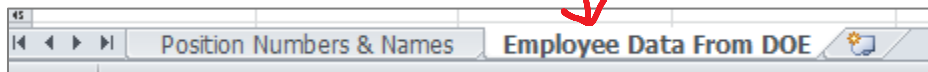
- EOSR07-PN72804-CRC-Specialist II-TitleIX.pdf
- EO07-PN-75886-CRC-Specialist-II-TitleVII.pdf

10.) Does the Office of Talent Management not maintain text-editable, digital documents of all DOE Position Description Approval Forms?

I REQUEST THESE ADDITIONAL GOVERNMENT RECORDS

A.) Employee data for the Kaimuki-Mckinley-Roosevelt Complex Area Equity Specialist II similar to that provided for other CRCB employees.

To make this easy, you can use the attached Excel workbook (*Position Numbers CRCB.xlsx*), and enter the data in the "Employee Data From DOE" worksheet



into row 2 which has been highlighted in yellow.

	A	B	C	D	E	F	G
1	District	Location	Position Title	Name	1st Yr in CRCO/B	High School Diploma From	Degree/Program 1
2	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Neilson, Marie			





















B.) For each CRCB employee, please identify from which High School the individual received a diploma.

To make this easy, you can use the attached Excel workbook (*Position Numbers CRCB.xlsx*), and enter the data in the “Employee Data From DOE” worksheet in Column F.

	A	B	C	D	E	F	G
1	District	Location	Position Title	Name	1st Yr in CRCO/B	High School Diploma From	Degree/Program 1
2	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Neilson, Marie			
3	Ofc of Talent Management	Civil Rights Compliance	Civ Rights Compl Director	Schimmelfennig, Ladona	2002		Bachelor's of Science in Educati
4	Ofc of Talent Management	Civil Rights Compliance	Civ Rights Compl Spec II	Yamashiro, Toby	2019		Bachelor's in Psychology
5	Ofc of Talent Management	Civil Rights Compliance	Civ Rights Compl Spec II	Isa-Ijima, Nicole	2015		Bachelor's of Science in Family f
6	Ofc of Talent Management	Civil Rights Compliance	Civ Rights Compl Spec III	Wong, Rhonda	2014		Bachelor's of Science in Psycho
7	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Dela Cuadra-Larsen, Shari	2017		Bachelor's of Science in Crimino
8	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Sitachitta, Nara	2020		Bachelor of Arts in East Asian S
9	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Sukita, Krysti	2016		Bachelor's of Science in Environ
10	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Murakami, Michael	2016		Bachelor's of Art in Public Admin
11	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Simpson, Christina	2017		Bachelor's of Arts in English
12	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Hokoana, Moana	2018		Bachelor of Arts in Political Scier
12	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Sugihara, Denise	2018		Bachelor's of Science in Busines
14	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Kukona Pakele, Lindsay	2021		Master's of Science in Educatio
15	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Tsang, Anna	2017		Bachelor of Arts in Mandarin Chi
16	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Moniz, Megan	2018		Bachelor's of Science in Political
17	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Larsen, Lance	2018		Bachelor of Arts in Political Scier
18	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Dooley, David	2018		Master of Kinesiology-Sport Psy
19	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Oandasan, Aaron	2013		Bachelor's of Arts in Business A
20	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Honda, Colette	2018		Bachelor's of Science in Political
21	Ofc of Talent Management	Civil Rights Compliance	Equity Spec II	Lee, Venus	2022		Master's in Education - Administr
22	Ofc of Talent Management	Civil Rights Compliance	Secretary IV	Nomura, Michael	2018		Bachelor's of Arts - Public Admin

C.) Answer to this question: Who supervises and evaluates the Director of the Civil Rights Compliance Branch? What is that person’s Position Title?

D.) Per Questions 9 and 10 above, if the Position Description Approval Forms for these 20 positions pictured to the right exist in text-copyable digital formation, I request these documents in that type of format be delivered to my email address: MsVOtt@gmail.com

-  EO07-PN75888-Equity-Specialist-II-TitleVI.pdf
-  EOSR08-PN69701-CRC-Specialist-III.pdf
-  EOSR10-PN69700-CRC-Director.pdf
-  PN 602657_Equity Specialist II.pdf
-  PN 604365_Equity Specialist II.pdf
-  PN 604366_Equity Specialist II.pdf
-  PN 604367_Equity Specialist II.pdf
-  PN 604368_Equity Specialist II.pdf
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-  PN 604376_Equity Specialist II.pdf
-  PN 604377_Equity Specialist II.pdf
-  PN 604378_Equity Specialist II.pdf
-  PN 604379_Equity Specialist II.pdf
-  SR18-PN21803-Secretary-IV.pdf

E.) The complete *Position Approval* form for each individual CRCB employee verifying how s/he meets the qualifications for her/his current position.

<p style="text-align: right; font-size: small; margin: 0;">DOE OHR 200-001 Last Revised: 01/01/2017 Former DOE Family: DOE PS-1</p> <p>IV. QUALIFICATIONS (Education, experience, licenses, or certificates required to perform the essential functions of the position, as well as those that may be preferred)</p> <p>Education: Graduation from an accredited college or university with a bachelor's degree in education, human resources, political science or business administration.</p> <p>Equivalencies for Education: Bachelor's degree from an accredited college or university PLUS two (2) years of professional work experience.</p> <p>Desired Education: Master's degree in education, human resources or a related field relevant to the duties described above, or a law degree.</p> <p>Experience: Six (6) years of responsible professional work experience in civil rights compliance, including overseeing, providing advice and recommendations, or ensuring compliance, of which two (2) years shall have been in an education program, agency or system.</p> <p>Equivalencies for Experience: Master's degree from an accredited college or university in a related field may substitute for two (2) years of experience. Doctorate in a related field or law degree from an accredited college of university may substitute for three (3) years of experience.</p> <p>Combined Education and Experience: An equivalent combination of education and experience may be acceptable, as determined by the Department. Substitutions can be considered for the requirement of experience in an education program, agency or system.</p> <p>License/Certificate:</p> <p>V. COMPETENCIES (Knowledge, skills and abilities to perform the essential functions of the position)</p> <p>Knowledge: Management and organizational behavior; organizational change, effectiveness, and communication; operations research and analysis; laws, rules, regulations and administrative procedures pertinent to the area(s) of assignment, such as requirements under Title VI, Title VII, Title IX, Section 504 and ADA as well as other State and Federal civil rights policies, guidelines, and Administrative Rules; principles and practices of supervision.</p> <p>Desired Knowledge: Process of revising, drafting, and presenting policies and Administrative Rules leading to adoption by the Board of Education.</p> <p>Skills/Abilities: Plan, organize, and conduct complex research and multi-task projects, including recommending changes and improvements; conduct inquiry into discrimination complaints, including serving as a team leader; deal effectively with federal, state and departmental officials in accomplishing program goals and objectives; communicate effectively with others both orally and in writing; analyze facts and make findings based on applicable laws, rules and policies; make presentations in front of large audiences; operate computer and other business machines.</p> <p style="font-size: x-small; margin-top: 10px;">Distribution: Original - OHR, Classification & Compensation Section (Page 3 of 4)</p>	<p style="text-align: right; font-size: small; margin: 0;">DOE OHR 200-001 Last Revised: 01/01/2017 Former DOE Family: DOE PS-1</p> <p>VI. PHYSICAL REQUIREMENTS Describe any physical requirements for this position: Ability to conduct the essential functions of the position, including conducting investigations that may require neighbor island travel and/or driving to/from sites on Oahu.</p> <p>VII. ENVIRONMENTAL CONDITIONS Describe any adverse conditions (e.g. hazards, heat, light, cold, noise, fumes, dust, etc.):</p> <p>VIII. SUPERVISION RECEIVED AND EXERCISED (Attach separate sheet if necessary) Supervisor Title: Director Section Civil Rights Compliance Branch Supervises the following unit or positions (position numbers and titles):</p> <p>IX. EMPLOYEE CERTIFICATION I have reviewed the duties and responsibilities assigned to this position. Employee Signature: _____ Date: _____ MM/DD/YYYY</p> <p>X. SUPERVISOR CERTIFICATION I certify that the above is a complete and accurate description of the duties and responsibilities of this position. Supervisor Signature: _____ Date: _____ MM/DD/YYYY Complex Area Superintendent/ Assistant Superintendents/ Superintendent Signature: _____ Date: _____ MM/DD/YYYY</p> <p>XI. ORGANIZATION CHART (Attach the most recent official organization chart that shows this position. This does not apply to school level positions.)</p> <p style="font-size: x-small; margin-top: 10px;">Distribution: Original - OHR, Classification & Compensation Section (Page 4 of 4)</p>
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September 15, 2022

State of Hawai'i Department of Education

re: **Waiver of Fees in the Public Interest**

Aloha,

I am asking for a waiver of fees because I intend to publish this information on my web site (URL above in my header). I also intend to write as many articles as I can get published, and speak out at as many public forums as I can to share this information. I have been a professional writer for 39 years and an education advocate in Hawai'i for over a decade. I have the means, the capability, and desire to share with the public and disseminate what I learn from this research.

Mahalo,



Vanessa Ott