

REQUEST TO ACCESS A GOVERNMENT RECORD

This form helps a record requester provide sufficient information for an agency to process a record request. Use of this form is optional. Some personal information is not required, but the agency needs enough information to contact the requester with questions about this request and to provide its response. This request may not be processed if the agency has insufficient contact information.

The Office of Information Practices (OIP) does not maintain other agencies' records and does not respond to requests on behalf of other agencies. **Requesters must submit their requests directly to the agency that holds or administratively controls the requested record.**

DATE: October 13, 2026 (This formal UIPA request, emailed Oct 19, 2026, is a repeat of my email sent Oct 13, 2026.)

TO: State of Hawai'i Boards and Commissions
Agency that Maintains the Government Record
boards.commissions@hawaii.gov
Agency's Contact Information (e.g., email or mailing address this form is being sent to)

FROM: Vanessa Ott
Requester's Name or Alias
MsVOtt@gmail.com
Requester's Contact Information (required)
808-854-1018

AS THE REQUESTER, I WOULD LIKE THE FOLLOWING GOVERNMENT RECORD:

Describe the government record as specifically as possible so that the agency can find it. Try to include details such as the record's name, subject matter, date, location, purpose, names of persons to whom the record refers, or other information that could help the agency identify the record. A complete and accurate description of the requested record will prevent delays in locating the record. Attach additional pages if needed.

See ATTACHMENT 1.

I WOULD LIKE: (Please check one or more of the options below, as applicable)

- ☐ To inspect the government record
- ☐ A copy of the government record transmitted as follows:
 - ☐ Pick up at agency (preferred date and time): _____
 - ☐ Mail (address): _____
 - ☒ E-mail (address): MsVOtt@gmail.com
 - ☐ Fax Number (toll free and only if available): _____
 - ☐ Other, if available (please specify): _____

See next page for information about fees and costs that you may be required to pay the agency for processing your request. Note: Copying and transmission charges may also apply.

- ☐ The record in the following format, if the agency maintains the records in a form other than paper:
 - ☒ Electronic I request these policies and procedures be delivered in electronic format to my email address
 - ☐ Audio in either *.doc, *.docx, or *.pdf format whereby text can be copied.
 - ☒ Other (please specify): If documents that provide the requested information are online,
please provide the URL.

☒ Check this box if you are attaching a request for waiver of fees in the public interest (See ATTACHMENT 2.)

ATTACHMENT 1

I request the documents that contain the policies, procedures, rules, memoranda of understanding, guidelines or whatever they may be called, that provides the information which can answer these questions sent to the Boards and Commissions (B&C) on October 13, 2026.

Q1. Why isn't the BOE included in the 173 other boards and commissions listed in the "First Choice" menu options on the B&C "APPLY TO SERVE" webpage?

Please provide the document which explains why the Board of Education is not listed in the B&C list of Boards to which one can apply.

boards.hawaii.gov

boards.hawaii.gov/apply/apply-for-a-board

boards.hawaii.gov/apply/vacancy_list

There are 173 choices in this drop-down menu. The State Board of Education is NOT listed.

There are no vacancies listed although Sylvia Lee resigned from the Board of Education at the end of September.

picture generated 2026-10-12

Q2. Sylvia Lee's resignation from the Board of first appeared in the press on Sep 23, 2026. That was 19 days ago. When is the B&C webpage, "APPLY TO SERVE" going to include "Board of Education" in its list of Boards for which the public can apply?

Please provide the documents which explain the B&C process and policies regarding and timelines for posting vacancies on the B&C website. See Question 3.

boe.hawaii.gov/members

 Kahele Dukelow Member, Maui County	 Mary Therese Perez Hattori Member, City and County of Honolulu	 Ken Kuraya Member, At Large
 vacant Member, Hawai'i County	 Wesley Lo Member, At Large	 Cheri Souza Member, City and County of Honolulu

Sylvia Lee resigned in September 2026. First announced in the press, *West Hawai'i Today*, on Sep 23, 2026.

picture generated 2026-10-12

Q3. Requesting Government Documents: I would like to obtain detailed information about how the Boards & Commission process works that will answer these questions.

- **Is the B&C required to post vacancies on its website?**
- **How long after a vacancy occurs does an applicant have to submit an application?**
- **Is the BOE required to notify the B&C of a vacancy?**
- **How soon after a vacancy occurs is the BOE or B&C required to announce the opening?**
- **What are the timelines and deadlines?**
- **What is the process for the B&C submitting applicants to the Governor for approval?**
- **Does the B&C select one person or does the Governor see all the applications and the Governor selects from all the applicants?**
- **How many people at the B&C review the applications and who are these people?**

ATTACHMENT 2

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. To request this public interest waiver, you must attach a statement of facts identifying who you are and showing how the waiver of fees would serve the public interest.

- (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.

My name is Vanessa Ott. I am a resident of the State of Hawai'i.

The requested records pertain to the operations of the State of Hawai'i Boards and Commissions agency, particularly concerning applications for the Board of Education.

I could not find the records requested on the Boards and Commissions website or the Board of Education website.

My primary intention is to share this information with the public via my website, <https://freespeech4us.com> and the social media Facebook group, <https://www.facebook.com/groups/BOEWatch>. Both have existed for over a decade.

Therefore, I request a Waiver of Fees in the Public Interest.