FREQUENTLY ASKED QUESTIONS (FAQs)
REGARDING
PILOT PROGRAM FOR SCHOOL YEAR (SY) 2019-2020 AND SY2020-2021
FOR THE OPPORTUNITY FOR FLEXIBLE USE OF
SEVEN OF 21 HOURS OF PROFESSIONAL DEVELOPMENT (PD)
FOR TEACHERS RATED HIGHLY EFFECTIVE

In addition to the attached Superintendent’s memo announcing the above pilot program, the following FAQs are provided:

1. Does the term “work collaboratively” in paragraph 2 of the Superintendent’s memo mean that teachers must work with someone else; and if the other person is a teacher who is not eligible for the pilot program, how would that work?

**Response:** See paragraph 2 of the memo wherein it states that the pilot allows for activities to work collaboratively “with other teachers, administrators, support services personnel, educational officers, staff, and/or external industry members/partners.” The term “work collaboratively” may apply to working with teachers or non-teachers. The Principal has the authority to approve a request to collaborate with others (face-to-face or online). If the request is to collaborate with other teachers during flexible hours, the other teacher(s) must qualify for flexible hours as well in order to count towards the seven flexible hours. However, if a “flex teacher” wishes to work with “non-flex teachers,” perhaps at their own school or within their complex area, the “non-flex teachers” may voluntary participate in peer learning or coaching opportunities but not in connection with their own 21 hours.

2. Could a teacher and Principal mutually agree after the end of the first quarter to allow for hours to be used in a flexible manner?

**Response:** Because this is a pilot, the deadline indicated in the memo must be honored in order to assist the Principals in planning and assuring that all teachers are scheduled for the additional PD hours.

3. May teachers submit a partial request to use less than seven hours and then later submit more, so long as it is all submitted before the end of the first quarter?

**Response:** No, in order to review and approve flexible use of hours in a timely manner, the request should not be piecemeal. A request to use the flexible hours must account for all seven hours at the time of submittal.

4. Must the request be for a total of seven hours?

**Response:** Yes, the request must account for all seven hours, see form DOE OTM 750-001. However, it would be permissible that the request for flexibility could be for less than seven hours, with the remaining hours to be completed as part of the schools planned use of the 21 hours (e.g., a request for flexible use of four hours to attend a Saturday workshop, with the remaining three hours to be completed as part of the schools planned 21 hours activities).
5. Per the Hawaii State Teachers Association collective bargaining agreement, each Complex Area Superintendent (CAS) is required to review and approve each school’s plan for use of the 21 hours of job-embedded PD. Is there a deadline for when plans are due for the school’s use of 21 hours?

**Response:** Although it is up to each CAS to set a due date, the plans should be submitted no later than the end of the first quarter. The Principals communicate with the teachers regarding the specifics of how the 21 hours will be used.

6. Is there a deadline for Principals to respond to a teacher’s request for use of flexible hours?

**Response:** Although there is no specific deadline for the Principal to respond, the teacher should speak to the Principal regarding any questions concerning the timing of a response to the request.

7. Does the Principal have the right to deny all requests on their campus, just because they do not want anyone to have the option to use the seven hours in a flexible manner?

**Response:** The Department of Education does not believe that Principals would arbitrarily deny all requests when the Superintendent has established a pilot program. However, it is possible that there may be situations where a school has previously scheduled a school-wide PD program for all of the 21 hours, and it would be very disruptive to allow flex hours.

8. Can a denied request for flexible use of the seven hours be resubmitted with modifications for reconsideration?

**Response:** Resubmittal will be allowed for modifications as long as the request is submitted prior to the end of the first quarter. Please know that Principals are encouraged to support the pilot and flexible use of seven hours, and CASs will work to support the intent of the pilot.

9. Must a Principal provide an explanation in writing of any denial?

**Response:** No, however it would be appropriate for the Principal and teacher to have a discussion.