OFFICE OF THE SUPERINTENDENT

August 12, 2019

TO: Deputy Superintendent
    Assistant Superintendents
    Complex Area Superintendents
    Principals (All)
    Vice Principals
    Educational Officers (Who Supervise Teachers)
    Teachers

FROM: Dr. Christina M. Kishimoto
      Superintendent

SUBJECT: Pilot Program for School Years 2019-2020 and 2020-2021 to Give Tenured Teachers Rated “Highly Effective” the Option for Flexible Use of Up to 7 of 21 Hours of Job-Embedded Professional Development

Beginning with School Year (SY) 2019-2020 and continuing through SY2020-2021, the Department of Education (DOE) will embark upon a two-year pilot program applicable to certain eligible tenured teachers who seek more flexibility in the manner and use of some of the 21 hours of professional development (PD). The details of the pilot program are described below:

1. Eligible Teachers
   The pilot program is available to tenured teachers rated "Highly Effective" on the Educator Effectiveness System (EES) performance evaluation in the previous school year (hereinafter "eligible teachers").
   a) Tenured status of eligible teachers must exist on or before the first work day of the school year for which flexible use of hours is requested.
   b) Eligible teachers must have a "Highly Effective" rating on their most recent EES performance evaluation, which includes any carry over rating from prior years.

2. Use of Professional Development Hours
   The pilot program allows for the use of up to seven of the 21 additional hours for teacher-initiated activities to work collaboratively with other teachers, administrators, support services personnel, educational officers, staff, and/or external industry members/partners furthering educational goals.
   a) The teacher-initiated activities must relate to those areas identified in the Memorandum of Understanding for Additional Professional Development Hours (see April 17, 2019 memorandum, Additional 21 Hours of Job-Embedded Professional Development for SY2019-2020 and SY2020-2021 for Bargaining Unit 5 Teachers), i.e., Academic Plan of the
school, including the comprehensive needs assessment and relevant data, which align to
the state initiatives of the DOE’s Strategic Plan (or appropriate goals/plans of complex areas
or state offices), which support the strategic priorities of the Board of Education and the
DOE.

b) The purpose of having teacher-initiated activities is to provide teachers with more flexibility and
opportunities to collaborate, share best practices, design innovative and effective teaching
strategies, and student voice approaches (see June 4, 2018 Memorandum, Professional
Development Guidance) that elaborates on the purpose and best practices in PD among other
things.

c) The use of up to seven of the 21 additional hours for teacher-initiated activities need not be
contiguous to the teachers’ work day.

d) The hours may not be used to participate in any other PD course work for which PD credits are
allowed.

3. Request to Participate in Pilot Program
Eligible teachers have the option to request to participate in the pilot program. It is not a
requirement that all eligible teachers must participate in the pilot.

a) Eligible teachers who wish to submit a request to participate in the pilot program shall do the
following:

i. Complete the form DOE OTM 750-001 “Participation in Pilot Program Regarding Use of Up
to Seven of the Twenty-One Professional Development Hours,” which contains a
description of the activities/purpose, participant(s), date(s), and hours of the PD,
Attachment A.

ii. Submit the completed form to the principal/supervisor by the end of the first quarter.

iii. Obtain approval prior to engaging in the professional development activity.

4. Approval of Request
The principal/supervisor shall approve or deny the request. If the principal/supervisor denies the
request, the decision is not subject to challenge or grievance by the teacher.

5. Deadline to Submit Documentation of Completion of Hours
Upon completion of each approved PD activity, but no later than the third Friday in May, teachers
who participate shall provide the principal/supervisor with documentation that supports the
completion of the activities identified in the requested form.

A Frequently Asked Questions document, Attachment B, is also provided for your reference.

Should you have any questions, please contact Mr. Sean Arai, Personnel Director, Personnel
Development Branch, Office of Talent Management (OTM) at 441-8344 or via email at
sean.arai@k12.hi.us.

CMK:aa
Attachments

c: Hawaii State Teachers Association
OTM – Certificated Personnel Regional Officers, Labor Relations, Negotiations, PDB