



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

OFFICE OF THE SUPERINTENDENT

September 14, 2020

Action Required

TO: Assistant Superintendents
Complex Area Superintendents
Principals (All)
Teachers

FROM: Dr. Christina M. Kishimoto
Superintendent

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

SUBJECT: **Educator Effectiveness System Additional Guidance, School Year 2020-2021 Educator Effectiveness System Manual and Training Expectations for Teachers and Evaluators**

The purpose of this memorandum is to provide additional guidance for COVID-19 related temporary modifications to the Educator Effectiveness System (EES) in School Year (SY) 2020-2021, as previously referenced in a memorandum released on August 14, 2020, "Educator Effectiveness System Adjustments for School Year 2020-2021," see attached.

Scoring of Student Success Plans (SSP) – All teachers to be scored by Rubric #1

In recognition of the additional challenges imposed by COVID-19, all classroom teachers' SSPs shall be scored using SSP Rubric #1 (refer to page 35 of the SY2020-2021 EES Manual). Please note that this modification supersedes the experience-related criteria for SSP Rubric selection indicated on pages 7 and 35 of the SY2020-2021 EES Manual. Similarly, evaluators should ignore the SSP Rubric indicated for teachers in PDE³. The programming logic that normally determines SSP Rubrics will be maintained to minimize the disruption when routine operations resume.

Modified SY2020-2021 EES Timeline (Semester 1)

As previously announced, a Quarter 1 Safeguard has been established to allow teachers to acclimate to evolving teaching conditions due to the pandemic. As such, EES implementation deadlines have been adjusted for all teachers and evaluators during Semester 1. The attached modified SY2020-2021 EES Universal Implementation Timeline supersedes all implementation timelines contained in the SY2020-2021 EES Manual (pages 10-11 and 45-55) through January 5, 2021.

Alternative to Classroom Observation - Artifacts of Instructional Practices

Classroom observations are a major component of the EES that continues to be impacted due to increased use of hybrid and blended models remote instruction and/or distance learning. The attached guidance documents were developed jointly by teachers and administrators to provide additional flexibility as an alternative to in-person formal classroom observations.

This guidance is provided as a supplement to pages 19-23 of the SY2020-2021 EES Manual as it relates to process, requirements, and best practices for classroom observation.

2020-2021 Educator Effectiveness System Manual for Evaluators and Participants

Pursuant to Article VIII, D, of the Collective Bargaining Agreement between the Board of Education (BOE) and the Hawaii State Teachers Association (HSTA), the Department of Education (DOE) is providing an electronic version of the “2020-2021 Educator Effectiveness System Manual for Evaluators and Participants” (SY2020-2021 EES Manual), attached to this memorandum and accessible through the DOE’s website at <https://www.hawaiipublicschools.org/DOE%20Forms/Educator%20Effectiveness/EESManual.pdf>.

In order to maintain the integrity of EES procedures during normal operations, and as a point of reference for the training of new teachers, the SY2020-2021 EES Manual **DOES NOT** incorporate the temporary adjustments to EES procedures outlined in this memorandum, and as previously explained in the memorandum released on August 14, 2020 (“Educator Effectiveness System Adjustments for School Year 2020-2021”). Unlike prior years, the adjustments to EES procedures and requirements for SY2020-2021 contained in these memorandums specifically relate to COVID-19. As such, they are temporary in nature and may be further modified as circumstances warrant.

It is important to note again, that ***no hard copy manuals will be distributed for SY2020-2021***. Teachers and evaluators may access the EES Manual and documents and resources through the above link as well as the DOE’s intranet site: <https://intranet.hawaiipublicschools.org/sixstrategies/ees>.

SY2020-2021 EES Training Expectations for Teachers and Evaluators

EES training and support should not be limited to overviews; instead, there should be ongoing and targeted support to meet individual teacher needs. EES training will also address the temporary modifications and adjustments contained in this memorandum, and previously by memorandum on August 14, 2020. Additional support will be provided, as necessary, should there be further adjustments to EES procedures and requirements related to COVID-19 as circumstances change.

Pursuant to the Collective Bargaining Agreement between the BOE and HSTA, Appendix IV, the following trainings are required:

Orientation Training for All Teachers Schools must keep a copy of sign-in sheet and/or document attendance in PDE ³			
Topic	Provider	Purpose and Outcomes	Due Dates*
EES Orientation Video	School level, complex area, or state office staff, as applicable.	Provide an orientation to the performance evaluation system. Inform teachers about the tools, process, performance criteria, guidance material, method of calculating the annual evaluation rating, and timelines.	10/2/2020 *Relative to teachers hired after the school year starts, training should be conducted as soon as possible and prior to the teacher's engagement in applicable evaluation components.

Teachers New to EES – Overview Training Attendance for all required training sessions should be documented by sign-in sheet and/or recorded in PDE ³			
Topic	Provider	Purpose and Outcomes	Due Dates*
Teacher Practice Overview: Introduction to the Framework for Teaching: Classroom Observations/Working Portfolios & Core Professionalism (including Professional Development Plans, Student Survey, and	Participant of the Trainer-of-Trainers for "Introduction to the Framework for Teaching" OR certified in the observation protocol.	Provide teachers a basic understanding of the components within teacher practice and an overview of the process within the evaluation system.	10/2/2020 *Relative to teachers hired after the school year starts, training should be conducted as soon as possible and prior to the teacher's engagement in applicable

Hawaii Growth Model reflections).			evaluation components.
Student Growth and Learning Overview: Introduction to Student Success Plans (SSPs).	School level, complex area, or state office staff, as applicable.	Provide teachers a basic understanding of the components within Student Growth and Learning, and an overview of the process within the evaluation system.	

Evaluators shall also be trained on the overall evaluation system and specifically certified in the classroom observation protocol prior to initiating any classroom observations used to determine a teacher’s annual evaluation rating. Evaluators shall also calibrate regularly to strengthen the accuracy and inter-rater reliability according to the protocol of the observation tool. Attendance for all required Educational Officer (EO) training sessions should be documented by sign-in sheet and/or in PDE³.

If there are any questions about the above expectations, please contact your Complex Area EES Lead (i.e., EES Complex Area EO) or the EES Help Desk at (808) 586-4072. Basic training materials are available on the intranet at <https://intranet.hawaiipublicschools.org/sixstrategies/ees>.

CMK:jp

- Attachments:
1. Memo – Educator Effectiveness System Adjustments for School Year 2020-2021 dated August 14, 2020
 2. Universal Implementation Timeline – Semester 1
 3. Artifacts of Instructional Practices (AIP)
 - a. AIP Examples
 4. SY2020-2021 EES Manual

- c: Deputy Superintendent
 Complex Area EES Leads
 Hawaii State Teachers Association
 Hawaii Government Employees Association
 OTM – Certificated Personnel Regional Officers, EES Section