




STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

September 8, 2020

TO: Complex Area Superintendents
Principals
Complex Area Induction Program Coordinators

FROM: Dr. Cynthia A. Covell 
Assistant Superintendent Cynthia A. Covell (Sep 8, 2020 17:19 HST)

SUBJECT: Standards of Mentoring Practice for SY 2020-2021 Due to COVID-19

The Department of Education understands the changing needs of both beginning teachers and mentors as we strive for mentoring excellence while acting with compassion and aloha, keeping community and connection at the forefront during these unprecedented times.

Due to COVID-19, the Department of Education remains focused on providing beginning teachers in their first and second year with sustained mentoring support that is timely yet sensitive to the unique challenges of teaching during a pandemic. The Hawaii Teacher Induction Center (HTIC), in collaboration with the Complex Area Induction Program Coordinators, developed the following approved temporary modifications to the Standards of Mentoring Practice for SY 2020-2021 in order to provide more flexibility for mentors and beginning teachers:

- Beginning Teachers and Mentors will continue to meet three times per month for a minimum of 60 minutes per meeting (virtual or in-person as mutually agreed upon and permitted by Administrators).
- Beginning Teacher and Mentor interaction will continue to be documented in the Online Interaction Log.
- Mentors will continue to use the Collaborative Assessment Log (CAL) to facilitate mentoring conversations.
- Beginning Teachers will continue to participate in a Professional Learning Community (minimum of 4).

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

- Mentors will continue to participate in a Professional Learning Community (minimum of 4).
- New mentors will participate in the virtual *Professional Learning Series* (PLS 1-4) and will be considered fully trained at year-end. **The PLS has been significantly modified to support participation via reduced training days, options for after school, Fall, and Spring Break sessions.**
- Program Coordinators shall continue to award stipends of \$375/semester for first-year mentors and \$500/semester for second-year mentors if the above Standards of Mentoring Practice are met and prorate as needed based on frequency and duration of interactions.
- **All other items in the Standards of Mentoring practice are highly encouraged yet not mandatory for SY 2020-2021.**

For your reference, attached is the Standards of Mentoring Practice from SY 2019-2020, which remains the status quo for SY 2020-2021.

Thank you for your continued support of our beginning teachers and mentors under these circumstances. Should you have any questions, feel free to contact Keri Shimomoto or Carolyn Tsukamoto, Educational Specialists, for the Hawaii Teacher Induction Center at 808-784-6999 or via email.

CAC:ks

c: Superintendent
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