




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

OFFICE OF TALENT MANAGEMENT

April 14, 2020

TO: Complex Area Superintendents
Principals
Complex Area Induction Program Coordinators

FROM: Cynthia A. Covell 
Assistant Superintendent

SUBJECT: Standards of Mentoring Practice for Semester 2, Spring 2020 due to COVID-19

Due to the current COVID-19 situation and in our effort to fairly award mentor stipends for semester 2, the Hawaii Teacher Induction Center (HTIC) in collaboration with the Hawaii Department of Education (HIDOE) leadership agreed to the following:

- Beginning in quarter 4, mentors should be engaging in virtual mentoring sessions in place of their in-person mentoring and continue to log their interactions in the Learning Zone.
- For quarter 4, Program Coordinators shall not require any outstanding Observations, Analysis of Student Learning, one Mentor Professional Learning Communities (PLC), and one Beginning Teacher PLC due to the Department of Education's work from home order.
- Mentors completing Professional Learning Series (PLS) 1-3 will be considered fully trained at year-end and will be required to make up PLS 4 in SY 2020-2021 if they continue as a Mentor Teacher. In an effort to support mentors in meeting this requirement, HTIC will offer two virtual PLS 4 opportunities for mentors tentatively scheduled on July 16-17, 2020 and September 3-4, 2020.
- Program Coordinators shall award stipends if all other Standards of Mentoring Practice (frequency and duration requirements) are completed, and prorate as needed.

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We recognize that the role of the mentor is needs-driven, and mentor support has shifted to include helping beginning teachers with instructional practices to meet the diverse needs of their students while they work from home.

Thank you for the support you continue to provide your beginning teachers, especially during these unprecedented times.

CAC:ks

cc: Deputy Superintendent
Leadership Institute
Hawaii Teacher Induction Center