



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

OFFICE OF STUDENT SUPPORT SERVICES
OFFICE OF TALENT MANAGEMENT

September 4, 2020

TO: Assistant Superintendents
Complex Area Superintendents
Principals
Special Education Teachers

FROM: Heidi Armstrong 
Assistant Superintendent, Office of Student Support Services

Dr. Cynthia A. Covell 
Assistant Superintendent, Office of Talent Management

SUBJECT: Substitute Teacher Request for Care Coordinators to Prepare for Facilitating Assessments

On July 23, 2020, the Board of Education approved a Memorandum of Understanding (MOU) between the State of Hawaii Board of Education and the Hawaii State Teachers Association (School Year 2020-2021 COVID-19 Response).

In the MOU, it states:

Teachers, who are care coordinators of students with special needs will be provided, during the first quarter, no less than three (3) hours per student for preparation time to facilitate assessments and lead conversations on the need for any possible compensatory services and/or extended school year services.

The care coordinator is the person responsible for the coordination of services for a student with disabilities and his/her family. Care coordinators should work with their school administrator prior to arranging for a substitute teacher.

A substitute teacher can be secured through the SmartFindExpress (SFE) system by using leave code 58 and budget code 39610. In accordance with the MOU, the final day to request a substitute in the first quarter is October 2, 2020.

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For questions related to the SFE system, please contact the T-SEAS Helpdesk at (808) 441-8400 or by email at help.tseas@k12.hi.us.

For questions related to special education care coordinators, please contact Annie Kalama, Exceptional Support Director, at (808) 305-9650 or via email at Annie.Kalama@k12.hi.us.

HA:CAC:ak

c: Deputy Superintendent
Hawaii State Teachers Association
Office of Fiscal Services (OFS), Accounting Services Branch, Accounting Section
OFS, Budget Branch, Budget Execution Section
Exceptional Support Branch
Employee Records and Transactions Section