



**STATE OF HAWAI'I**  
**DEPARTMENT OF EDUCATION**  
P.O. BOX 2360  
HONOLULU, HAWAI'I 96804

OFFICE OF TALENT MANAGEMENT

February 3, 2021

TO: Deputy Superintendent  
Assistant Superintendents  
Complex Area Superintendents  
Principals (All)

FROM: Dr. Cynthia A. Covell *Cynthia A. Covell*  
Cynthia A. Covell (Feb 3, 2021 08:45 HST)  
Assistant Superintendent

SUBJECT: **Educational Officer Institute Day and Teacher Institute Week**

In anticipation of Educational Officer (EO) Institute Day on February 8, 2021, and Teacher Institute Week February 8-12, 2021, the Hawaii Department of Education (HIDOE) supports the online virtual events hosted by the Hawaii Government Employees Association (HGEA) and Hawaii State Teachers Association (HSTA) on the dates below.

	Statewide EO Institute	Oahu	Molokai	Maui/Lanai	Hawaii Island	Kauai
Monday, February 8 <sup>th</sup>	BU06	BU05				
Tuesday, February 9 <sup>th</sup>			BU05			
Wednesday, February 10 <sup>th</sup>				BU05		
Thursday, February 11 <sup>th</sup>					BU05	
Friday, February 12 <sup>th</sup>						BU05

Deputy Superintendent, et al.  
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During these unusual times and uncertainty under the COVID-19 pandemic, EOs and Teachers will be allowed to participate in the online virtual events from a HIDOE classroom or office. If an exception is needed because the school is not able to accommodate for the presence on campus, the faculty should be notified. In addition, employees should be asked to sign-in in case of an emergency.

For connectivity information, please contact your respective HGEA Agent or UniServe Director. All other questions may be directed to Brandon W. Lee, Personnel Specialist, Labor Relations Section at (808) 441-8427 or via email at [brandon.w.lee@k12.hi.us](mailto:brandon.w.lee@k12.hi.us).

CAC:jl

c: State Public Charter School Commission  
Hawaii Teacher Standards Board  
Labor Relations and Negotiations Section  
Certificated Personnel Regional Officers