February 3, 2021

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

FROM: Dr. Cynthia A. Covell
       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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Statewide EO Institute</th>
<th>Oahu</th>
<th>Molokai</th>
<th>Maui/Lanai</th>
<th>Hawaii Island</th>
<th>Kauai</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, February 8th</td>
<td>BU06</td>
<td>BU05</td>
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<tr>
<td>Tuesday, February 9th</td>
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<td>BU05</td>
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<td>Wednesday, February 10th</td>
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<td>BU05</td>
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<tr>
<td>Thursday, February 11th</td>
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<td>BU05</td>
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<tr>
<td>Friday, February 12th</td>
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<td>BU05</td>
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AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER
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.

CAC:jl

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