



STATE OF HAWAII
DEPARTMENT OF EDUCATION
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OFFICE OF THE SUPERINTENDENT

February 26, 2021

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

FROM: Dr. Christina M. Kishimoto
Superintendent

A blue ink signature of Dr. Christina M. Kishimoto.

SUBJECT: **Educator Effectiveness System Reminder on Artifacts of Instructional Practices and Clarification on Observations**

This is a reminder that for School Year (SY) 2020-2021, the Artifacts of Instructional Practices (AIP) were created as an alternative to in-person classroom observation. The AIP is evidence of classroom practices that can be used in the event that a formal in-person Educator Effectiveness System (EES) observation cannot otherwise be achieved. Teachers and evaluators should collaboratively decide whether an observation or AIP works best to meet the needs of the teacher. Evaluators will select the method should there be a disagreement. Please review the AIP guidance provided in the preface to the EES 2020-2021 Manual for Evaluators and Participants.

The following provides additional clarification on the use of classroom observations and the AIP:

- Formal classroom observations using the Hawaii Adapted Danielson Framework for Classroom Observation cannot be conducted in a distance learning classroom environment. **No virtual observations for evaluative purposes.**
- Only in-person instruction of students in the classroom can be formally observed and scored as part of an EES evaluation.
- In a concurrent blended learning classroom, where some students are in-person while others are simultaneously attending online, a formal classroom observation shall only be conducted based on the in-person instruction of students in the classroom.

- In the event that a formal observation can only be scheduled during a concurrent blended learning class, teachers may assign asynchronous work to virtual students so that the observation focus is on the in-person learning only.
- Teachers and evaluators may mutually agree to conduct an informal observation of a distance learning class as part of the evidence submitted for AIP. This informal observation is not scored using the Danielson rubric and is only used for evidence as part of the AIP.
- Informal observation of distance learning instruction is not a required component of the AIP. Review the Collection of Artifacts section of the AIP guidance in the EES Manual.
- It is further noted in the AIP preface in Assumptions, last bullet, “Engaging in one set of AIP is equivalent to ONE observation cycle.” Teachers shall not be required to complete an AIP and formal observation during the same cycle.

Clarification on AIP informal observation in comparison to Formal Danielson Observation:

Informal AIP Observation	Formal Danielson EES Observation
Based on mutual agreement of teacher and evaluator	Requires minimum of 24-hour notification from the evaluator prior to observation
Does not require pre/post observation conferences, but teacher and evaluator should discuss how the observed practice is being used as evidence within the AIP	Requires pre and post observation conferences
Short in duration and specific to the observed practice being used as evidence in the AIP	Longer in duration (up to a full class period) and includes detailed note taking of everything being observed in the classroom
Evaluator looks for and takes note of the specific observed practice that was discussed with the teacher for submission as evidence in the AIP	Evaluator takes detailed notes of teacher and student comments, observed behaviors, numeric information, and/or observed aspects of the environment
Observation notes are not scored but considered as a piece of evidence within the AIP	Evaluator observation notes are sorted and grouped by component and then scored using the Danielson rubric

If you have any questions regarding this clarification, please contact the EES Helpdesk at (808) 586-4072 or your Complex Area EES Lead.

CMK:sa

c: Assistant Superintendents
 Complex Area EES Leads
 Hawaii State Teachers Association
 Office of Talent Management – Employee Relations Branch, Certificated Personnel
 Regional Officers, Personnel Development Branch