




STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

July 29, 2022

TO: Assistant Superintendents
Complex Area Superintendents
Principals (All)
State Public Charter School Directors
Teachers

FROM: Keith T. Hayashi
Superintendent 

SUBJECT: **Additional 21 Hours of Job-Embedded Professional Development for School Year 2022-2023 for Bargaining Unit 5 Teachers**

The 2019-2021 Supplemental Agreement between the Hawaii State Board of Education and the Hawaii State Teachers Association (HSTA) included a Memorandum of Understanding (MOU) for 21 hours of job-embedded professional development (PD) for School Years (SY) 2019-2020 and 2020-2021. During the negotiations for the 2021-2023 HSTA collective bargaining agreement, the state was unable to commit to funding 21 hours of PD due to the financial fallout caused by the COVID-19 pandemic. The Hawaii State Department of Education is pleased to report that the 2022 Legislature restored this funding. With the Governor's approval, the parties have agreed to re-establish the 21 hours of job-embedded PD for SY 2022-2023.

Please review the attached MOU for SY 2022-2023, which re-establishes the provisions of the 21 hours as previously implemented (Attachment A). Modifications made to the MOU were technical and non-substantive in nature.

As previously required, schools must utilize an open, democratic, and collaborative process between the school's teacher leadership group and administration to determine when and how the 21 hours will be scheduled. The MOU further states, "It is essential to provide differentiation in the types and uses of the job-embedded professional development as it relates to individual teacher performance and experience."

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In scheduling the 21 hours, administrators must schedule the PD in 1-hour increments and provide a minimum of one-week notification to BU 5 employees before scheduling any of the 21 hours as intended by the MOU. In no event shall the workday extend beyond 4:30 p.m.

A sample template is provided to assist in planning PD time (Attachment B). Schools and complex areas may adapt this planning template to meet their specific needs. An updated Frequently Asked Questions document is also provided for your reference (Attachment C).

Finally, as has occurred in the past, the 21 hours are incorporated into the salary schedules for SY 2022-2023 to reflect the additional compensation for this extra work.

Should you have any questions, please contact Sean Arai, Personnel Director of the Office of Talent Management (OTM) Personnel Development Branch, at (808) 441-8344 or via email at sean.arai@k12.hi.us.

KTH:sa
Attachments

c: Deputy Superintendent
State Public Charter School Commission
HSTA
OTM – Certificated Personnel Regional Officers, Personnel Development Branch