



**STATE OF HAWAI'I
DEPARTMENT OF EDUCATION**

P.O. BOX 2360
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OFFICE OF THE SUPERINTENDENT

July 25, 2022

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

FROM: Keith T. Hayashi
Superintendent *(Signature)*

SUBJECT: **School Year 2022-2023 Educator Effectiveness System Adjustments, Manual, and Training Expectations for Teachers and Evaluators**

The Hawaii State Department of Education (Department) works closely with educators annually to refine the Educator Effectiveness System (EES) to streamline and strengthen support for improving teacher practice. Based on feedback received from educators and the collaborative work of the EES Joint Committee, the following information is provided regarding adjustments to EES for School Year (SY) 2022-2023:

Restart of the Comprehensive Evaluation Cycle for Tenured Teachers

In SY 2021-2022, the five-year cycle of evaluations for tenured teachers was paused and adjusted to carry-over effective or better ratings for the school year. For SY 2022-2023, teachers whose social security number (SSN) ends in 0 or 9 will resume the on-cycle EES track, and all subsequent EES cycles shall follow the chart as outlined below:

School Year	On-Cycle Tenured Group
2022-2023	Last SSN 0 and 9
2023-2024	Last SSN 1 and 3
2024-2025	Last SSN 5 and 7
2025-2026	Last SSN 2 and 4
2026-2027	Last SSN 6 and 8

Non-tenured teachers shall be on-cycle for the duration of SY 2022-2023.

Evaluation of Emergency Hire Teachers

The EES evaluation of emergency hire teachers shall resume in SY 2022-2023, with modified requirements. Evaluation requirements for emergency hire teachers are specified in the attached SY 2022-2023 EES Manual. Emergency hire teachers whose employment status changes to probationary during the year shall have their evaluation requirements adjusted to receive appropriate probationary credit. Please refer to the table of Annual Comprehensive Evaluations on page 7 of the EES Manual.

EES Evaluation Start Date

To allow adequate time for training and for teachers to acclimate as schools return for full in-person learning, EES evaluation conferences and evaluation activities shall not begin prior to August 29, 2022, unless agreed to by both teacher and evaluator.

Alternative to Classroom Observation (Artifacts of Instructional Practice)

Classroom observations are a major component of the EES that continue to be impacted by various factors related to the pandemic. In SY 2020-2021, the Artifacts of Instructional Practice (AIP) were created as an alternative to in-person formal classroom observations. While classroom observations are highly encouraged whenever feasible, for SY 2022-2023, the AIP will continue to serve as an alternative within the EES when a classroom observation is not practical. For implementation guidance on the AIP, please refer to Appendix E of the EES Manual.

Scoring of Student Success Plans (SSP)

Emergency hire teachers shall be rated using SSP Rubric E, which is limited to a score of either Effective or Ineffective based on participation in data teams, instructional learning communities, and/or activities that engage in discussion around student growth and learning. Non-tenured classroom teachers in their first two semesters of probation shall be rated using SSP Rubric 1. All tenured classroom teachers and non-tenured classroom teachers in their 3rd semester of probation or higher shall be scored using SSP Rubric 2. (Refer to page 35 of the EES Manual for more information.)

SY 2022-2023 EES Manual for Evaluators and Participants

Pursuant to Article VIII, D of the Collective Bargaining Agreement between the Board of Education and the Hawaii State Teachers Association, the Department is providing an electronic version of the "SY 2022-2023 EES Manual for Evaluators and Participants" (SY 2022-2023 EES Manual), attached to this memorandum and accessible through the Department's website:

<https://www.hawaiipublicschools.org/DOE%20Forms/Educator%20Effectivness/EESManual.pdf>.

It is important to note; no hard copy manuals will be distributed for SY 2022-2023. Teachers and evaluators may access the SY 2022-2023 EES Manual and documents and resources through the above link as well as the Department's intranet portal <https://hidoe.sharepoint.com/sites/sixstrategies/ees>.

SY 2022-2023 EES Training Expectations for Teachers and Evaluators

EES training and support should not be limited to overviews; instead, there should be ongoing and targeted support to meet individual teacher needs. Additional support will be provided, as necessary, should there be further adjustments to EES procedures and requirements related to COVID-19 as circumstances change.

Pursuant to the Collective Bargaining Agreement between the Hawaii State Teachers Association and the Board of Education, Appendix IX, the following training is required:

Orientation Training for All Teachers			
Schools must keep a copy of the sign-in sheet and/or document attendance in PDE ³			
Topic	Provider	Purpose and Outcomes	Due Dates*
EES Orientation Video	School level, complex area, or state office staff, as applicable	Provide an orientation to the performance evaluation system Inform teachers about the tools, process, performance criteria, guidance material, method of calculating the annual evaluation rating, and timelines	8/29/2022 *Relative to teachers hired after the school year starts, training should be conducted as soon as possible and prior to the teacher's engagement in applicable evaluation components

Teachers New to EES – Overview Training			
Attendance for all required training sessions should be documented by a sign-in sheet and/or recorded in PDE ³			
Topic	Provider	Purpose and Outcomes	Due Dates*
Teacher Practice Overview: Introduction to the Framework for Teaching: Classroom Observations/Working Portfolios and Core Professionalism (including Professional Development Plans, Student Survey, and Hawaii Growth Model reflections)	Participant of the Trainer-of-Trainers for "Introduction to the Framework for Teaching" OR certified in the observation protocol	Provide teachers a basic understanding of the components within teacher practice and an overview of the process within the evaluation system	8/29/2022 *Relative to teachers hired after the school year starts, training should be conducted as soon as possible and prior to the teacher's engagement in applicable evaluation components
Student Growth and Learning Overview: Introduction to Student Success Plans (SSPs)	School level, complex area, or state office staff, as applicable	Provide teachers a basic understanding of the components within Student Growth and Learning and an overview of the process within the evaluation system	

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Evaluators shall also be trained on the overall evaluation system and specifically certified in the classroom observation protocol prior to initiating any classroom observations used to determine a teacher's annual evaluation rating. Evaluators shall also calibrate regularly to strengthen the accuracy and inter-rater reliability according to the protocol of the observation tool. Attendance for all required Education Officer (EO) training sessions should be documented by a sign-in sheet and/or in PDE³.

If there are any questions about the above expectations, please contact your Complex Area Lead (i.e., EES Complex Area EO) or the EES Help Desk at (808) 586-4072. Basic training materials are available on the Department's intranet portal at <https://hidoe.sharepoint.com/sites/sixstrategies/ees>.

KTH:sa
Attachment

c: Assistant Superintendents
Complex Area EES Leads
Hawaii State Teachers Association
Hawaii Government Employees Association
Office of Talent Management – Certificated Personnel Regional Officers