



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF HUMAN RESOURCES

March 29, 2011

To: Assistant Superintendents
Complex Area Superintendents
Principals
Teachers
Public Charter Schools Program Office
Certificated Personnel Regional Officers

From: Kerry Tom, Acting Assistant Superintendent

A handwritten signature in black ink, appearing to read "Kerry Tom".

Subject: Revised Employment Guidelines for Teachers Between the Department of Education (DOE) and Conversion Charter Schools During Their **Transition Year Only**

The purpose of this memo is to provide updated information regarding employment guidelines between the DOE and the conversion charter schools during a conversion charter school's transition year. The newly revised guidelines and a flow chart, "Conversion Charter School Movement of Teachers in Transition Year Only," will help to clarify the movement of a former DOE teacher returning to the DOE from a conversion charter school in his/her transition year only. These guidelines will be posted on the DOE website. We are also including information that will assist conversion charter schools with their teacher recruitment and employment efforts.

Conversion Charter Schools Employment Information During Their Transition Year Only

A DOE school officially becomes a conversion charter school on the date that the State of Hawaii Charter School Review Panel grants the school a charter. Employees in the transition year of the conversion charter school are no longer employees of the Department of Education. They become employees of the public charter school (PCS).

Teacher Tenure and Probation

The following are guidelines regarding teacher tenure and probation during a DOE school's transition to a conversion charter school in the transition year only.

1. The first year of operation is considered a transition year. During this transition year, teachers follow the same guidelines as DOE employees on earning probationary credit and tenure.
2. Probation begins upon receipt of a Hawaii teaching license following existing DOE guidelines.
3. During the transition year of a DOE school to a conversion charter school, teachers may accrue up to two (2) semesters of satisfactory probationary credit and tenure depending on their status.
4. Tenured teachers who transfer to charter schools shall not be required to serve a probationary period at the charter school.

Posting Vacancies for Public Charter Schools

Charter schools are responsible for recruiting their own applicants. The DOE does not post charter school vacancies during the DOE Teacher Assignment and Transfer Program (TATP). This includes conversion charter schools in their transition year. DOE eligibility lists of teacher applicants are not provided to conversion charter schools during their transition year.

Charter schools may post their vacancies within DOE schools at any time. Flyers generated by charter schools announcing their vacancies may be sent to the mailroom for distribution to all public schools.

Teacher Bonuses and Incentives

PCS teachers completing their transition year at a conversion charter school are eligible for the DOE relocation bonuses and incentives for that year, if applicable. After the transition year, charter school teachers are no longer eligible for DOE bonuses and incentives. This includes the DOE's relocation bonuses, hard-to-staff incentives, and return to special education incentives.

Conversion Charter School Movement of Teachers in Transition Year Only

Former DOE Teachers Returning to DOE from a Conversion Charter School in Transition School Year Only (see accompanying flowchart):

- I. A former DOE tenured* and probationary teacher in his/her last semester of probation**
 - A. If rehired at the charter school for the following school year:
 1. A tenured teacher may participate in all postings of the TATP.
 2. A probationary teacher in his/her last semester of probation may participate in posting one of the TATP.
 3. Submit Form 101b.

If selected for DOE transfer, submit Form 101e, after the DOE transfer is verified, to Certificated Records and Transactions.

If not selected for DOE transfer, the teacher would:

1. Return to the charter school position.
2. Complete an Office of Human Resources applicant update form and submit satisfactory evaluations or confidential reports.
3. Return to the DOE applicant pool for referrals and remain in the pool until hired.
4. Resign from the charter school if the DOE position is secured.

- B. If not rehired at the charter school for the following school year, the teacher would:

1. Participate in all postings of the TATP.
2. Participate in posting one of the TATPs, if a probationary teacher in his/her last semester.
3. Submit Form 101B.

If selected for transfer, submit Form 101e, after the DOE transfer is verified, to Certificated Records and Transactions.

If not selected for transfer:

1. Complete an OHR applicant update form and submit satisfactory evaluations or confidential reports.
2. Return to the DOE applicant pool for referrals and remain in the pool until hired.

- II. A former DOE non-tenured teacher*** (Probationary, W, and 5's) wishing to return to the DOE has these options:
- A. If rehired at a conversion charter school for the following school year:
 - 1. Return to the charter school position.
 - 2. Complete an OHR applicant update form and submit satisfactory evaluations or confidential reports.
 - 3. Return to the DOE applicant pool for referrals and remain in the pool until hired.
 - 4. Resign from the charter school if the DOE position is secured.
 - B. If not rehired at a charter school for the following school year:
 - 1. Complete an OHR applicant update form and submit satisfactory evaluations or confidential reports.
 - 2. Return to the DOE applicant pool for referrals and remain in the pool until hired.
- III. A Hawaii licensed charter school teacher with no previous DOE experience may apply as a new hire.

Other References

Guidelines regarding the movement of teachers between the DOE and charter schools and the classification and reclassification of PCS teachers returning to the DOE are found in memos previously sent to the schools. Please refer to:

Memo "Revisions to the Guidelines Regarding the Movement of Teachers between the Department of Education and the Public Charter Schools," January 21, 2011, Kathryn S. Matayoshi, Superintendent.

Memo "Guidelines for Salary Classification and Reclassification of PCS Teachers Entering/Returning to the Department of Education," April 19, 2007, Patricia Hamamoto, Superintendent of Education.

Memo "Procedural Guidelines for the Reclassification of PCS Teachers," July 23, 2007, Patricia Hamamoto, Superintendent of Education.

If there are any questions, please contact Wilfred Keola, Jr., Personnel Specialist, at 587-8533.

KT:WK:mo

Attachment

- c: The Honorable Garrett Toguchi, Chairperson, Board of Education
Kathryn S. Matayoshi, Superintendent
Personnel Specialists, Office of Human Resources
Alvin Nagasako, Executive Director, HSTA
Roger McKeague, Interim Executive Director, Charter School Administrative Office
Keith Vieira, Chair, Hookakoo Corporation Board of Directors

- * Tenured teacher returned status with a current license.
- ** Former DOE probationary employee will have probation status determined upon returning to the DOE.
- *** Per Act 298, Sessions Law, 2006, non-tenured teachers are subject to one year of DOE probationary status with:
 - 1. One school year of full-time licensed teaching experience at the charter school;
 - 2. Current Hawaii teaching license;
 - 3. Satisfactory evaluations.