



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

OFFICE OF THE SUPERINTENDENT

AMENDED

April 19, 2007

Memo To: Complex Area Superintendents, Personnel Regional Officers, Principals, Charter Schools Administrative Office, Public Charter Schools Program Office

From: *Patricia Hamamoto*  
Patricia Hamamoto, Superintendent

Subject: Guidelines for Salary Classification and Reclassification of Public Charter School (PCS) Teachers Entering/Returning to the Department of Education (DOE)

This amended memo is to clarify the salary classification and reclassification of DOE teachers entering/returning to the Department from a PCS. All DOE teachers entering/returning from a PCS are subject to the Department's current classification and reclassification guidelines, policies and procedural requirements. The following guidelines will be effective with the School Year 2007-2008.

**I. SALARY CLASSIFICATION**

- A. Former DOE teachers returning to the DOE from a PCS **who have completed a State-Approved Teacher Education Program (SATEP)** shall return at the same salary classification held immediately prior to leaving the Department. Former DOE teachers, who left the DOE at Class II, may return and qualify for Class III provided that the following requirements are completed:

Thirty semester credit hours in education (excluding educational administration) and/or in the teacher's area of preparation and/or subject area of teaching assignment OR

A Master's degree in education (excluding educational administration) and/or in the teacher's area of preparation and/or in the subject area of teaching assignment.

- B. Former DOE teachers returning to the DOE from a PCS **who have not completed a State-Approved Teacher Education Program (NO SATEP)** shall return at the same salary classification held immediately prior to leaving the Department. Former DOE teachers, who left the DOE at Class II, may return and qualify for Class III provided that the following requirements are completed:

1. Thirty (30) semester credit hours only if the credits are **in the subject area of teaching assignment** upon return to the DOE OR
  2. A Master's degree in the subject area of teaching assignment.
- C. Former DOE teachers returning to the DOE from a PCS, **who have completed a doctorate degree** from an accredited institution as recognized by the DOE, may qualify for Class VII provided they teach in a subject area in or related to the field in which they hold the doctorate degree and hold a valid Hawaii State teacher license.
- D. DOE teachers returning to the Department from a PCS shall be placed on the salary step equivalent to the salary step held by DOE teachers with the same years of DOE allowed teaching service

## II. **TEACHER RECLASSIFICATION**

All academic/professional development credits and salary increases earned at the PCS will be subject to review by the DOE. If the Public Charter School's reclassification guidelines meet the DOE reclassification guidelines/standards, teachers may be classified to the appropriate class upon their return to the DOE. (See DOE memo dated September 25, 2006 on "**Guidelines for Approval of Academic/Professional Development Credits for Teacher Reclassification School Year 2006-2007.**")

After returning to the DOE, only courses taken after re-employment with the DOE may be submitted as qualifying credits for reclassification. These credits must be in education (excluding educational administration) and/or in the teacher's area of preparation and/or subject area of teaching assignment.

Registration procedures and fees for professional development courses for charter school teachers will be determined at a later date.

For questions regarding salary classification and reclassification, please direct your inquiries to the Teacher Recruitment Unit, Office of Human Resources, at 586-3420.

PH:jm

cc: Karen Knudsen, Board Chair  
Denise Matsumoto, Board Member  
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