



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

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

March 29, 2018

**ATTENTION REQUESTED**

TO: Complex Area Superintendents  
Public Charter School Executive Director  
Principals (All)  
Public Charter School Directors (All)

FROM: Rodney Luke   
Interim Assistant Superintendent

SUBJECT: **Assessment Monitoring – Educational Community Assistance Requested**

Continuing Hawaii's tradition of integrity and inclusion, the Assessment Section, in the Office of Strategy, Innovation and Performance, is seeking applications from retired educators to serve as Assessment Monitors. Assessment monitoring will consist of approximately 30 members representing each complex and spanning across geographic locations. Schedules can be tailored to monitors during morning testing periods in April and May. A stipend is available for individuals recruited outside of the Department of Education (DOE). For interested parties, a 10-minute WebEx presentation will be held at 2:30 pm on Friday, April 6, 2018 through WebEx [<https://bit.ly/2pPflar>]. The meeting number is 731 221 048 and the password is 1234. Telephone only attendance is available through 1-877-668-4493.

**Training:** A training session is planned for Wednesday, April 11, 8:30 – 12:00, American Institutes of Research, 1601 Kapiolani Boulevard, Suite 900, Honolulu, HI 96814.

**Monitoring:** Monitors are asked to commit to no less than two on-site visits to schools. Site visits normally take place in the morning during the testing months of April and May. Monitors may request areas; although these requests are not guaranteed, the Assessment Section will do its best to accommodate individual preference.

**Honorarium:** An honorarium of \$50 per event will be provided for those outside of DOE payroll; a monitor attending training and three site visits will receive \$200. The training event on April 11 will last 3.5 hours, and each monitoring event will last approximately 3 hours.

**Application:** For interested educators, complete the application form at <http://conta.cc/2spC1BM>. An Assessment Section member will contact the applicant to complete and confirm the process. **Applications must be received by Monday, April 9, 2018, 5:00 p.m.**

**Applicant Selection and Confirmation:** Applications and recruitments will be confirmed by the Assessment Section. Confirmations will be sent out no later than Tuesday, April 10, 2018.

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Please share this information with retired educators who may be interested in assisting with assessment monitoring.

If you have any questions, please contact Bruce Hirotsu or Karen Tohinaka at (808) 733-4100 or [bruce\\_hirotsu@notes.k12.hi.us](mailto:bruce_hirotsu@notes.k12.hi.us) and [karen\\_tohinaka@notes.k12.hi.us](mailto:karen_tohinaka@notes.k12.hi.us).

RL:bh

c: Assistant Superintendents  
State Public Charter School Commission  
Assessment Section