

**HAWAII TEACHER STANDARDS BOARD
BUDGET, PERSONNEL, AND STRATEGIC PLANNING COMMITTEE MEETING**

Friday, February 10, 2023

**Meeting Conducted by Remote Technology via Zoom
and
Physical Location at 650 Iwilei Road, Suite 268, Honolulu, HI 96817**

MINUTES

PRESENT:

Sean Bacon for Keith Hayashi	Branden Kawazoe
Elena Farden for Keahi Makaimoku	Justin Mew
Jonathan Gillentine	Lauren Moriarty for Bruce Voss
Lokelani Han	

STAFF:

Felicia Villalobos, Executive Director	Jennifer Padua, Licensing Specialist
Tracey Idica, Licensing Specialist	Raymond Rodriguez, Licensing Specialist
Kris Murakami, Licensing Specialist	Elaine Hutchinson, Secretary

CALL TO ORDER:

Chairperson Mew called the meeting to order at 10:00 a.m.

OPENING REMARKS:

Chairperson Mew shared information regarding procedures for virtual committee meetings:

- The following committee members, in addition to the Chairperson, are participating in today's virtual committee meeting and have established audio and video connection.
- Committee members shall be visible and audible to other members and the public during meetings.
- This committee meeting will be recorded.

ROLL CALL TO ESTABLISH QUORUM:

Chairperson Mew called the roll and established quorum.
All seven (7) committee members were present.

DISCLOSURE FROM COMMITTEE MEMBERS AT PRIVATE LOCATIONS:

Chairperson Mew shared information regarding private location disclosure:

- Committee members shall be considered present at the meeting for the purpose of determining compliance with the quorum and voting requirements of the board.
- Committee members who are participating remotely from their homes or other private locations must announce who is at the private location with them. Minors do not need to be identified unless they have a personal business, property, or financial interest in an issue.

Chairperson Mew asked committee members if they have anyone present with them at their non-public site that they need to disclose.

- No disclosures were made.

ADDITIONAL PROCEDURAL INFORMATION:

Chairperson Mew shared additional information regarding meeting protocols and procedures:

- As a reminder, all committee members wishing to speak should raise their hand and the Chairperson will be notified to call on the person. The speaker must state their name prior to making their remarks.
- Votes will be conducted by roll call so that it is clear how each committee member voted.
- Members of the public who have signed up to testify or would like to testify online must be logged into Zoom using the same name they used to sign up for testimony. Please use the Chat Box to provide your name and the agenda item(s) you are testifying on. Testifiers today will have two (2) minutes to testify. Anyone who missed the opportunity to testify before the relevant agenda item will be allowed to testify at the end of the meeting.
- Testifying online can be challenging due to technical issues. The Chat Box is being monitored by Hawai'i Teacher Standards Board staff, and the Committee Chairperson will be notified that you would like to testify. You will be called on to give your testimony at the appropriate time in the agenda.
- Written testimony received more than forty-nine (49) hours in advance of the meeting has been uploaded to the online meeting agenda for members to review.
- A meeting held by interactive conference technology shall be recessed for up to thirty (30) minutes when audio communication cannot be maintained with a quorum of members, provided that the meeting may reconvene when only audio communication is reestablished.

PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS: None

ANNOUNCEMENTS: None

APPROVAL OF MINUTES:

The minutes of the April 29, 2022, meeting were approved as written.

PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS: None

DISCUSSION/Action:

NBI 22-69: Consideration of HTSB's 2023 Model Code of Ethics for Educators Project

- Chairperson Mew reviewed NBI 22-69 which includes the:
 - Rationale/Background
 - HTSB 2023 Model Code of Ethics for Educators (MCEE) Project Plan
 - HTSB Spring 2023 MCEE Project Plan – BUDGET (Matrix sheet)
- Chairperson Mew stated that he had checked the HTSB Budget and there is the funding for this project.
- A motion to approve the MCEE project was made (Gillentine/Han)
- Committee Member Farden had a question about the Educator Ethics Action Plan bullet point "Plan to share research findings locally and nationally." Will the findings also be shared back with the schools and teachers that participate in this program?
- Licensing Specialist Rodriguez stated that absolutely, this (research findings) will be shared back with teachers, administrators, and the communities.
 - We are looking at making a robust Action Plan to share the research with the entire state that participated. We will look at locally first and then nationally. This is what Dr. Troy Hutchings was talking about earlier this morning at his presentation at the Teacher Standards Committee Meeting.
 - There is potential for a lot of local education conferences as well as national conferences.
 - He offers these as ideas as this is not something that we have written out yet. He would have a lot of ideas but this should not be his Action Plan, it should be the Action Plan of the Board.
 - This is why we wanted to contract with Dr. Hutchings, who has seen a national scale of this and could advise us on different opportunities and possibilities. The board and HTSB staff would bring the local context.
- Chairperson Mew stated that the total amount of the contract is beyond the \$25,000.00 Procurement threshold. Dr. Troy Hutchings is a Sole Source so we do not have to go through a bidding process. What we are doing is consistent with State Procurement laws.
- Committee Member Farden asked there could be an amendment to the NBI to include the total amount.
 - The amounts are broken out by each of the sections but it would be good practice that we have a total.
 - She thanked Chairperson Mew for sharing up front that this has been budgeted for.
- Chairperson Mew asked for discussion on where on the NBI to include the total, for clarity and the big picture look.

- It was decided to add the \$33,000.00 total amount in Budget titles.
 1. After the “HTSB 2023 Model Code of Ethics for Educators Project Plan” heading title on Page 1.
 2. At the top of the “HTSB Spring 2023 MCEE Project Plan – BUDGET” matrix sheet.
- Committee Member Bacon thanked HTSB and Licensing Specialist Rodriguez for their work on this.
 - Ethics has been a topic with the Legislature lately. They’ve recently adopted a Bill that all State employees have to go through Ethics Training once every four (4) years.
 - He feels that the more resources we can give our local graduates coming out of the Educator Preparation Programs (EPPs) with this type of training, they can be better prepared in the classrooms when events do arise.
 - This is really a positive thing for teachers working with our students and this looks great to him.
- Committee Member Moriarty stated that she also thinks that this sounds like a great idea.
 - One thing that she noticed in the presentation was the focus on looking at the impact of the training.
 - Sometimes we collect data on how many people are trained but what she liked about this is it tries to get at what the impact of the training was.
- Chairperson Mew stated that, coming back to be on this board, he had to go through Ethics Training so this is all consistent.
- The committee voted to recommend approval of NBI 22-69 as amended, to the full board.

PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS: None

ADJOURNMENT:

Chairperson Mew adjourned the meeting at 10:19 a.m.

Recorder: Elaine Hutchinson Date: February 10, 2023
Elaine Hutchinson