

**HAWAI‘I TEACHER STANDARDS BOARD
GENERAL BUSINESS MEETING**

Friday, March 15, 2024

**Meeting Conducted by Remote Technology via Zoom
and
Physical Location at 650 Iwilei Road, Suite 158, Honolulu, HI 96817**

MINUTES

PRESENT:

Branden Kawazoe, *Board Chairperson*
Sean Bacon for Keith Hayashi
Kahele Dukelow for Warren Haruki
Dr. Jonathan Gillentine
Dale Matsuura
Justin Mew
Kristi Miyamae
Dr. Cecily Ornelles for Dr. Nathan Murata
Dondra Ozaki
Dawn Raymond
Kim Sanders

EXCUSED:

Lokelani Han, *Board Vice-Chairperson*
Elena Farden for Keahi Makaimoku
Dr. Katina Soares
U‘ilani Miguel, *Non-Voting Member*

STAFF:

Felicia Villalobos, Executive Director
Steven Harada, Licensing Specialist
Dr. Mitzie Higa, Licensing Specialist
Tracey Idica, NBCT, Licensing Specialist
Dr. Jennifer Padua, Licensing Specialist

I. CALL TO ORDER

A. ROLL CALL TO ESTABLISH QUORUM

Board Chairperson Branden Kawazoe called the General Business Meeting to order at 11:01 a.m.

Board Chairperson Kawazoe shared information regarding procedures for virtual board meetings, then called roll call and established quorum. Board Chairperson Kawazoe and Board Members Sean Bacon, Kahele Dukelow, Dr. Jonathan Gillentine, Dale Matsuura, Justin Mew, Kristi Miyamae, Dr. Cecily Ornelles, Dondra Ozaki, Dawn Raymond, and Kim Sanders participated remotely. Board Vice-Chairperson Lokelani Han, Board Members Elena Farden and Dr. Katina Soares, and Non-Voting Board Member U'ilani Miguel were excused.

Board Chairperson Kawazoe shared information regarding non-public site disclosure. None of the board members participating remotely had anyone present with them. Board Chairperson Kawazoe then shared additional information regarding meeting protocols and procedures.

B. PUBLIC TESTIMONY ON GENERAL BUSINESS MEETING AGENDA ITEMS

None

C. ANNOUNCEMENTS

Board Chairperson Kawazoe welcomed new board member Dondra Ozaki, as she was excused from the last board meeting.

D. APPROVAL OF MEETING MINUTES

The minutes of the February 9, 2024, meeting was approved as written.

E. EXECUTIVE DIRECTOR'S REPORT

Board Chairperson Kawazoe introduced Executive Director Felicia Villalobos to share her report.

Executive Director Villalobos announced that the Hawai'i Teacher Standards Board ("HTSB") invited its board members and different stakeholders to David Donaldson's presentation on March 19th at the State Capitol Auditorium regarding Registered Teacher Apprenticeship. She explained Mr. Donaldson got registered teacher apprenticeship approved at the federal level, which meant states and districts can now use federal funding to help support teachers through a Registered Teacher Apprenticeship pathway. She mentioned research shows that teachers are staying in the profession much longer when they go through this pathway, which is over the course of two to three years with a master cooperating teacher in the content area. She shared Mr. Donaldson runs free networks for national, state, and district

agencies and educator preparation programs (“EPPs”), and HTSB is part of the state agency network. She expressed that HTSB is lucky to have him here because he has the national lens of what most states and districts are doing with Registered Teacher Apprenticeship. She mentioned he also got the principal/administrator route federally approved for registered apprenticeship, and North Dakota was the first state to get their principal apprenticeship pathway approved. She stated this may be something that the Hawai'i Department of Education (“the Department”) could look forward to in the future once teacher apprenticeship is up and running.

Executive Director Villalobos informed that the April 4th deadline to apply for the SAEF (State Apprenticeship Expansion Formula) grant came three weeks late, but the submission timeframe was not extended, so HTSB is working with Mr. Donaldson and the Department of Labor and Industrial Relations to get the application submitted within that shrunken timeframe. She explained a state can apply for up to six million dollars and HTSB may be asking for more than three million dollars to help get Registered Teacher Apprenticeship started since Hawai'i is an entire district. She announced that HTSB will know if it received the SAEF grant by one of the board meetings next school year.

Executive Director Villalobos expressed HTSB's continued interest in having Hawai'i participate in the Educators Rising program and is willing to work with the Department as they are in charge of the CTE (Career and Technical Education) pathways in the high schools. She explained this program is renowned all over the country as a pathway for high school students to eventually become educators. She shared that she and Licensing Specialist Dr. Mitzie Higa attended the Teacher Shortage Summit and met with Educators Rising personnel. Executive Director Villalobos had also previously met with Superintendent Keith Hayashi about how Educators Rising can get started in Hawai'i and those pathways built out. She explained this would take funding because it comes with curriculum developed by National Board Certified Teachers (“NBCTs”) and used across the country. She shared that Educators Rising has national competitions in which the students gain learning experience and can get medals and placement.

Executive Director shared some highlights from her Executive Director's Report and also wanted to explain some of the data to the new board members:

- There is a list of all the events she attended since the last board meeting, in accordance with the current evaluation standards.
- Reports were added from HTSB's two new licensing specialists, Dr. Higa and Steven Harada, who have been very helpful and quick learners.
 - Licensing Specialist Higa's background as a lobbyist has been very helpful with moving HTSB's agenda forward regarding its mission to provide every student with quality teachers, and also supporting its educational colleagues with new bills being heard.
- Website visitor login spiked in January 2024 due to license renewal cycle starting on January 1st.
 - Everyone who has a license expiring on June 30, 2024, is notified.

- Licensing specialists are busy trying to get all teachers' licenses renewed prior to the expiration date.
- Notification goes out monthly to all these teachers until their license is renewed, and then the notifications stop.
- There may be a discrepancy in the number of licenses/permits actually issued versus the number of license/permit applications submitted.
 - Sometimes staff has to wait for the applicant to submit additional information before they are able to process the application.
- Emergency Hire Permit information is always pertinent to HTSB as these permit holders are not considered to be qualified teachers due to either having not gone through a state approved teacher education program ("SATEP"), or, if they have, they still need to meet Hawai'i's licensure requirements.
 - A recent addition to the report now shows the content area in which these emergency hires are currently teaching.
 - There is an uptick in counselors.
 - This is a recent concern because there are more preschools opening up due to the Lieutenant Governor's Ready Keiki initiative, and the current counseling licenses HTSB has are only for K-12 and not for preschool or P-12.
 - Discussion will need to be had with Chaminade University about this issue as they are currently the only HTSB-approved EPP to recommend in counseling until University of Hawai'i at Mānoa ("UH Mānoa") stands up their counseling program.
 - HTSB will need to reach out to these EPPs to see what is needed to add preschool to the school counseling license and make these teachers highly qualified.
 - HTSB will also be working with the Executive Office on Early Learning ("EOEL") on this as they were the ones who brought this issue to staff's attention.
 - The high number of emergency hire teachers in elementary positions is still surprising as it is usually considered to be an area that has a lot of teachers.
 - This emergency hire information was brought to the attention of the Teacher Education Coordinating Committee, which includes all 14 HTSB-approved EPPs and other stakeholders such as Superintendent Hayashi, HSTA (Hawai'i State Teachers Association), and INPEACE (Institute for Native Pacific Education and Culture).
 - HTSB is hoping to match these emergency hires with the proper EPP, especially one of the 14 HTSB-approved EPPs.
 - HTSB is also tasked with monitoring emergency hires in Hawai'i public charter schools.
 - Staff has issues collecting accurate monthly data reports from charter schools due to their operating pretty much independently.
 - HTSB does not have a system that works with the charter school system, so reports are done in a "paper-pencil"-like system.

- It takes staff a lot of time to work with every charter school to collect their monthly data, and sometimes staff needs to monitor and revise reports depending on when they are turned in and if there are errors.
- The licensing specialists put in a lot of work and overtime ensuring that all currently employed teachers at both public and charter schools have an active license or permit, as this also protects the Board.
 - Audits are done monthly to ensure that HTSB is finding any unlicensed or unpermitted teachers and informing them to immediately apply for a license or permit as to not risk having them go on for months in a classroom with students.
 - Licensing specialists often must “chase” and get documents from these unlicensed/unpermitted teachers.
 - HTSB is hoping to work with the Department’s recruitment team and have them hand out a flyer about reciprocity on their recruitment trips.
 - To help catch those coming on their own to teach in Hawai‘i, this flyer could also be posted on HTSB’s website with information regarding what is required before stepping foot into a classroom in Hawai‘i.
 - HTSB will need to work with the new Executive Director of the Hawai‘i State Public Charter School Commission, Dr. Ed Noh, in getting this information out regarding unlicensed/unpermitted teachers and addressing some of these concerns since charter schools run independently.
 - Overall, HTSB is trying to work with all stakeholders to help solve this problem of having unlicensed or unpermitted teachers in the classroom.
- HTSB staff has a pretty good customer service rating on its survey.
 - HTSB staff works hard returning emails, phone calls, and assisting walk-in visitors. For immediate notification and faster service, staff encourages applicants to use their HTSB online account profile.
 - Some customers were not happy with their service as they may not have gotten what they wanted when they submitted their application, or they needed to submit more documentation.
 - HTSB staff discussed and took into consideration the customers’ comments on the survey.
- Some questions on the application survey were updated. With license renewal currently happening, everyone who is renewing their license is getting this survey on their application and are required to complete the survey in order to submit their application.
 - HTSB is getting a lot of valuable data, especially from teachers who have been in the classroom for more than five years. EPPs have a hard time tracking candidates after they leave the program, and the Department cannot track them once they leave Hawai‘i.
 - Many individuals are applying for renewal, even if they moved or left the profession. Because the Hawai‘i license and application is free, these people are more likely to come back and maintain their license.

- Because the survey asks about which SATEP they had completed, HTSB's approved EPPs will gain valuable information on their graduates to questions, such as: *Where are they at? How are they doing? Are they an administrator? Are they still teaching here in the State? Are they in a different state? Did they leave the profession? Did they retire?*
 - HTSB's licensing management system can extract survey information for each of the 14 HTSB-approved EPPs.
- Data collected for Question #6 on the survey is from applicants who are renewing their license or applying for their first one in March.
- The survey questions start to change from Question #7. They are taken straight from Hawaii Administrative Rules ("HAR"), as HTSB's approved EPPs are required to incorporate certain aspects into their program that are approved by the Board.
 - The response, "*Not a part of my program,*" may be for those who are out-of-state, or it was not required at the time (e.g., someone who graduated from an HTSB-approved EPP and was licensed before Model Code of Ethics became an HAR requirement). Those from out-of-state may also have never had the integration of indigenous requirements into their SATEP.
- Question #8c on the survey has to do with mentor teachers.
 - Executive Director Villalobos mentioned she attended the National Teacher Shortage Summit recently and one of the biggest takeaways was that mentor teachers and cooperating teachers, as well as the program preparation, play a huge factor in teachers staying in the profession.
 - The programs that are the quickest programs to get through may not lead to longevity in the classroom.

Board Chairperson Kawazoe asked Board members if they had any further questions or discussion. There were no further questions or discussion from Board members.

II. PUBLIC TESTIMONY ON GENERAL BUSINESS MEETING AGENDA ITEMS

None

F. LICENSING UPDATE – Licensing Specialist Dr. Jennifer Padua

Licensing Specialist Padua thanked the Board members who were able to attend the NBCT ceremony in February and congratulated Licensing Specialist Tracey Idica, who helped these new NBCTs navigate this pathway. Licensing Specialist Padua also congratulated Board Member Sanders, who was recently awarded Principal of the Year for her complex.

Licensing Specialist Padua wanted to point out another aspect of the license renewal process. She stated back in 2019 the system allowed automatic renewals—if you had a license, all you had to do was click “*Renew*” and you were approved. She mentioned the system has since changed and now HTSB is looking for verification or documentation. She stated that the staff is noticing that a handful of teachers with licenses never had proper documentation to start with, so staff did not know if they completed a SATEP or found that they did not have official transcripts. Licensing Specialist Padua explained that when the specialists do not see proper documentation, they open a License Review, which is their sort of due process of letting these teachers know that HTSB knows they have a license, but part of Hawaii Administrative Rules is to see that they have met all these requirements. Licensing Specialist Padua mentioned that as of today, there is about 10 teachers going through a license review. She stated these license reviews are a lengthy process and do take a lot of time communicating with the teachers regarding documents.

Licensing Specialist Padua expressed that many out-of-state licensure applicants require a lot of the specialists’ time, even when they know that some of them have no intention of teaching here in Hawai’i. She mentioned how she is currently working with a teacher who has a license in three other states and also wants a Hawai’i license. She stated HTSB sees that some of these teachers seem to be collecting licenses and is unsure what they use all of them for. Licensing Specialist Padua explained that it also takes time when the specialists have to research each state’s licensure requirements and since some states do not require a SATEP, some teachers are using reciprocity to meet requirements, but reciprocity means different things in different states. Licensing Specialist Padua stated that for her it could take up to four hours over time communicating with this out-of-state applicant, and those four hours multiplied with those multiple teachers does take a lot of time away from our Hawai’i teachers or teachers who have a sincere interest in working in Hawai’i. She further explains that since applications are processed in the order in which they are received, and there is no box stating that the applicant plans to work in Hawai’i, then the specialist will start processing the application and slowly figure out that they just want a Hawai’i license.

Licensing Specialist Padua also mentioned that some license holders ask for apostilles. She explained that these people need to hire a notary to prove that their license is valid in Hawai’i, and often times these are people are out-of-state or out-of-country. She further explained that the specialists will have to then coordinate a time to meet with the hired notary to approve the license or any public document.

Licensing Specialist Padua stated she wanted to share these other details of licensing that is not so easy to do, and it takes some of the specialists’ time.

Executive Director Villalobos asked Board Chairperson Kawazoe if she could add to Licensing Specialist Padua’s report regarding apostilles.

Board Chairperson Kawazoe called on Executive Director Villalobos.

Executive Director Villalobos shared that some of the board members will remember a while back when HTSB was issuing many licenses to international people who used the apostille to verify their U.S. license in order to be paid more in a different country. She explained that, at that time, the Board did not have requirements regarding employment, Social Security Number, identity, etc., so the apostille was a way for is for these people to prove that their license is authentic and, usually, to use it in a different country. She stated that it was fine for those that have taught in Hawai'i and went abroad, but a lot of times these people have never taught in Hawai'i and have no intention to teach in Hawai'i. She mentioned that HTSB staff found that some of these people may have let their license lapse in a different state, then try to get a Hawai'i license in order to circumvent the license renewal requirements in their own jurisdiction or state, such as mental health, CPR, and science of reading requirements, etc. She stated that since HTSB does not have different requirements in place of renewal—and it is a free license—there is no condition that they have to be in Hawai'i to teach. She explained that they are letting their license lapse in a different state and then getting a free Hawai'i license by using reciprocity.

Executive Director Villalobos stated HTSB is looking at possible legislation or changing Hawaii Administrative Rules because HTSB believes that taxpayer dollars should be going to providing the students in Hawai'i with qualified teachers. She iterated there is a teacher shortage, but she was not sure if the Board would like to take on the world's teacher shortage.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

III. PUBLIC TESTIMONY ON GENERAL BUSINESS MEETING AGENDA ITEMS

None

IV. NEW BUSINESS, COMMITTEE REPORTS, AND PENDING COMMITTEE ACTION

COMMITTEE REPORT – Budget, Personnel, and Strategic Planning Committee: Mew

Board Chairperson Kawazoe stated the Budget, Personnel, and Strategic Planning Committee did not meet, but he called on Board Member Mew to speak on the committee's one agenda item.

A. Permitted Interaction Group Reevaluating the Annual Evaluation of the Executive Director

Board Member Mew shared that the Permitted Interaction Group (“P.I.G.”) met under Hawaii Revised Statutes to look again at the Executive Director’s evaluation. He stated the P.I.G. had good discussion and found that the wording was as specific as it could get, based on the standards that the Executive Director had applied for and what she was being measured against. Board Member Mew mentioned there was a request for evidence, and the P.I.G. felt that an optional comment box was sufficient.

Board Chairperson Kawazoe emphasized that if anyone had questions regarding the Executive Director's duties and how it aligns to the evaluation, Executive Director Villalobos has it all in her Executive Director's Report. He mentioned his understanding was that this would become a New Business Item ("NBI") in April barring any other concerns, then the Board would vote on it and there would be results in May.

Board Member Mew added the P.I.G. looked at the Executive Director's Report and stated the evidence is the explanation for every month. He mentioned the P.I.G. felt that the grade size was perfect and did not need to go any deeper or broader.

Board Chairperson Kawazoe stated he would work with Executive Director Villalobos to make sure this got onto an NBI.

Executive Director Villalobos stated it would be an April board meeting item, but she would need to talk to him about this year's evaluation using the old instrument. She mentioned her understanding was that this evaluation approved in April would be for the following school year, 2024-2025.

Board Chairperson Kawazoe confirmed Executive Director Villalobos was correct.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

ACTION: None. There were no questions or discussion from board members.

COMMITTEE REPORT – Legislative Ad Hoc Committee: Miyamae

B. 2024 Ad Hoc Committee Legislative Update

Board Member Miyamae referred to HTSB's legislative bill tracking chart document, mentioning that the Registered Teacher Apprenticeship and CTE bills were thankfully still alive. She stated their P.I.G. was getting a lot of quick texts and turnaround and she thanked Licensing Specialist Higa, who was keeping track of all the upcoming hearings and providing testimony on behalf of the Board. Board Member Miyamae asked Licensing Specialist Higa if she could give a brief update on some of the bills going through Legislature.

Board Chairperson Kawazoe called on Licensing Specialist Higa.

Licensing Specialist Higa stated at the Legislature there is a notice of 48 hours before a bill is heard, but the P.I.G. is very good about getting back to her so that she could submit testimony on time for the Board. She mentioned House Bill 1534, which is about Registered Teacher Apprenticeship, passed the full House and has crossed over to the Senate. She stated the P.I.G. is waiting for a hearing in Senator Kidani's Committee on Education, which will hopefully be next week. Licensing Specialist Higa mentioned it seems pretty positive as HTSB does have David

Donaldson coming on Tuesday, which the Senate is involved in, so that gives her hope. She also commended the Board for taking action on Registered Teacher Apprenticeship and stated this bill will help get that started. She mentioned there are many educational stakeholders who are involved and supportive, which is great.

Licensing Specialist Higa also mentioned Senate Bill 2257, which authorizes HTSB to consider individuals with at least an AA or high school diploma with comparable education and coursework, industry experience, and content expertise as qualified to teach CTE courses and only CTE courses. She mentioned sometimes this bill is being reported on incorrectly in the news and she clarified that it is only for CTE teachers. She explained that sometimes these individuals go to a technical institute or have industry certifications, so the Board should be able to consider that. She stated the Legislature is in agreement thus far as this bill sailed through the Senate, passed its hearing with the House Committee on Education, and it will be heard in the House Committee on Finance.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

ACTION: None. There were no questions or discussion from board members.

PENDING COMMITTEE ACTION – Teacher Standards Committee: Sanders

Board Chairperson Kawazoe stated the Teacher Standards Committee did not meet so he would bring the committee's one New Business Item to the Board.

C. NBI 23-31: License Affirmation (January 2024)

Executive Director Villalobos informed this was a 30-page document due to all the license renewals.

Board Chairperson Kawazoe stated it was a busy time for HTSB staff.

Board Chairperson Kawazoe called for a motion to bring NBI 23-31 to the Board.

Board Member Sanders made a motion to bring NBI 23-31 to the Board. Board Member Gillentine seconded the motion.

Board Chairperson Kawazoe reviewed NBI 23-31, affirming the licenses and permits for the respective month.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 23-31, as written. Board Chairperson Kawazoe did not vote.

The motion carried unanimously with all other board members present voting to approve NBI 23-31, as written.

ACTION: NBI 23-31: License Affirmation (January 2024), was adopted by the Board.

PENDING COMMITTEE ACTION – Teacher Education Committee: Ornelles

The Teacher Education Committee met at 9:01 a.m. and looked at six New Business Items.

D. NBI 23-32: Adoption of the International Society for Technology in Education Standards for Licensure and Hawai'i Educator Preparation Program Verification of Content Knowledge of Teacher Candidates

Board Member Ornelles reviewed NBI 23-32, which included the Rationale/Purpose. She stated the Teacher Education Committee voted to recommend NBI 23-32, as written, to the Board.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 23-32, as written. Board Chairperson Kawazoe did not vote. The motion carried unanimously with all other board members present voting to approve NBI 23-32, as written.

ACTION: NBI 23-32: Adoption of the International Society for Technology in Education Standards for Licensure and Hawai'i Educator Preparation Program Verification of Content Knowledge of Teacher Candidates, was adopted by the Board.

E. NBI 23-33: Teacher Candidates Clinical Experience Criteria for Initial Licensure in Teaching English to Speakers of Other Languages

Board Member Ornelles reviewed NBI 23-33, which included the Rationale/Background. She mentioned the Teacher Education Committee had a discussion that included clarifying who would be approving the use of this NBI—to which it would be HTSB staff—and underscoring that it is vital for EPPs to build partnerships with schools with appropriate TESOL (Teaching English to Speakers of Other Languages) classroom settings and TESOL-licensed cooperating teachers. She stated three recommendations were made in red and the committee voted to recommend NBI 23-33, as amended, to the Board.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 23-33, as amended. Board Chairperson Kawazoe did not vote.

The motion carried unanimously with all other board members present voting to approve NBI 23-33, as amended.

ACTION: NBI 23-33: Teacher Candidates Clinical Experience Criteria for Initial Licensure in Teaching English to Speakers of Other Languages, was adopted by the Board, as amended.

F. NBI 23-34: Approval of the University of Hawai'i at Mānoa's Letter of Intent to Plan a Special Education Teacher Leader Added Field Program

Board Member Ornelles reviewed NBI 23-34, which included the Rationale/Background and Letter of Intent application. She mentioned Dr. Sarah Cook, associate professor in the Department of Special Education at UH Mānoa, provided a summary for this program. She also mentioned the Teacher Education Committee had a discussion in which board members shared they felt that this program would contribute to both professional development and retention of special education professionals. She stated the committee voted to recommend NBI 23-34, as written, to the Board.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 23-34, as written. Board Chairperson Kawazoe did not vote. The motion carried unanimously with all other board members present voting to approve NBI 23-34, as written.

ACTION: NBI 23-34: Approval of the University of Hawai'i at Mānoa's Letter of Intent to Plan a Special Education Teacher Leader Added Field Program, was adopted by the Board.

G. NBI 23-35: Continuing State Approval of the University of Hawai'i at Mānoa's Library and Information Science Program for School Librarians

Board Member Ornelles reviewed NBI 23-35, which included the Rationale/Background and the American Library Association ("ALA") accreditation letter. She mentioned Meera Garud, instructor and coordinator for UH Mānoa's library program, was available for questions. She also mentioned that Licensing Specialist Padua shared her very positive experiences with this accreditation process. Board Member Ornelles stated the Teacher Education Committee voted to recommend NBI 23-35, as written, to the Board.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 23-35, as written. Board Chairperson Kawazoe did not vote.

The motion carried unanimously with all other board members present voting to approve NBI 23-35, as written.

ACTION: NBI 23-35: Continuing State Approval of the University of Hawai'i at Mānoa's Library and Information Science Program for School Librarians, was adopted by the Board.

H. NBI 23-36: Continuing State Approval for Chaminade University of Honolulu's Educator Preparation Unit and Programs

Board Member Ornelles reviewed NBI 23-36, which included the Rationale/Background and Association for Advancing Quality in Educator Preparation ("AAQEP") accreditation letter. She mentioned Dr. Dale Fryxell, Dean of the School of Education and Behavioral Sciences at Chaminade University, was available for questions. She also mentioned that, in discussion, a request was made by Executive Director Villalobos to schedule the multiple program reviews in a way that would allow HTSB staff to attend as many meetings as possible. Board Member Ornelles stated the Teacher Education Committee voted to recommend NBI 23-36, as written, to the Board.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 23-36, as written. Board Chairperson Kawazoe did not vote. The motion carried unanimously with all other board members present voting to approve NBI 23-36, as written.

ACTION: NBI 23-36: Continuing State Approval for Chaminade University of Honolulu's Educator Preparation Unit and Programs, was adopted by the Board.

I. NBI 23-37: Continuing State Approval for Chaminade University of Honolulu's School Counseling Educator Preparation Program

Board Member Ornelles reviewed NBI 23-37, which included the Rationale/Background and AAQEP accreditation letter. She mentioned Dr. Fryxell was available for questions and that the Teacher Education Committee had no discussion. She stated the committee voted to recommend NBI 23-37, as written, to the Board.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether to approve or deny NBI 23-37, as written. Board Chairperson Kawazoe did not vote. The motion carried unanimously with all other board members present voting to approve NBI 23-37, as written.

ACTION: NBI 23-37: Continuing State Approval for Chaminade University of Honolulu's School Counseling Educator Preparation Program, was adopted by the Board.

V. EXECUTIVE SESSION

Board Chairperson Kawazoe shared information regarding procedures for virtual Executive Session.

Board Chairperson Kawazoe called for a motion to move into Executive Session.

Board Member Mew made a motion to move into Executive Session. Board Member Raymond seconded the motion.

Board Chairperson Kawazoe called for a roll call vote on the motion of whether or not to move into Executive Session. The motion carried unanimously with all board members present voting to move into Executive Session at 12:07 p.m.

This portion of the meeting is a closed meeting under HRS §92-4 and HRS §92-5(a)(1)(2) and (4).

Board Chairperson Kawazoe called the meeting back to order at 12:42 p.m.

Board Chairperson Kawazoe reported out what was discussed during Executive Session:

- Meeting minutes from February 9, 2024
- Personnel update from Executive Director Villalobos
- Consultation with Deputy Attorney General Michael Azuma
- NBI 23-38 – Case No. 23-12: Adopted
- NBI 23-39 – Case No. 23-13: Adopted
- NBI 23-40 – Case No. 23-14: Adopted

VI. NEXT HTSB MEETING: April 26, 2024

Board Chairperson Kawazoe stated the next HTSB Board Meeting was scheduled for April 26, 2024. The details of the agenda would come out prior to the meeting.

Board Chairperson Kawazoe asked board members if they had any questions or discussion. There were no questions or discussion from board members.

VII. ADJOURNMENT

Board Chairperson Kawazoe adjourned the General Business Meeting at 12:43 p.m.