

**HAWAI‘I TEACHER STANDARDS BOARD  
BUDGET, PERSONNEL, AND STRATEGIC PLANNING COMMITTEE MEETING**

**Friday, April 26, 2024**

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

**MINUTES**

**PRESENT:**

Dr. Jonathan Gillentine, *Committee Vice-Chairperson*  
Sean Bacon for Keith Hayashi  
Kahele Dukelow for Warren Haruki  
Branden Kawazoe, *Ex-officio*  
Lokelani Han, *Ex-officio*

**EXCUSED:**

Justin Mew, *Committee Chairperson*

**NOT PRESENT:**

Elena Farden for Keahi Makaimoku

**STAFF:**

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

**I. CALL TO ORDER**

**A. ROLL CALL TO ESTABLISH QUORUM**

Committee Vice-Chairperson Dr. Jonathan Gillentine called the Budget, Personnel, and Strategic Planning Committee Meeting to order at 9:00 a.m.

Committee Vice-Chairperson Gillentine shared information regarding procedures for virtual committee meetings, then called roll call and established quorum. *Ex-officio* Committee Member Branden Kawazoe was present. Committee Vice-Chairperson Gillentine, Committee Member Kahele Dukelow, and *Ex-officio* Committee Member

Lokelani Han participated remotely. Committee Chairperson Justin Mew was excused. Committee Member Sean Bacon was not present at roll call. Committee Member Elena Farden was not present.

Committee Vice-Chairperson Gillentine shared information regarding non-public site disclosure. None of the committee members participating remotely had anyone present with them. Committee Vice-Chairperson Gillentine then shared additional information regarding meeting protocols and procedures.

**B. PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS**

None

**C. ANNOUNCEMENTS**

Executive Director Felicia Villalobos announced that this is *Ex-officio* Committee Member Kawazoe's last Budget Committee meeting.

**D. APPROVAL OF COMMITTEE MINUTES**

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

*Committee Member Bacon entered remotely.*

**II. PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS**

None

**III. ACTION / DISCUSSION ITEMS**

**E. NBI 22-95 Revised: The Hawai'i Teacher Standards Board Budget for 2023-2024**

Committee Vice-Chairperson Gillentine reviewed NBI 22-95 Revised, highlighting that the changes are for budget category descriptions.

*Ex-officio* Committee Member Kawazoe mentioned the additions made in red to the descriptions are to help with making processing payments easier since the more detailed the budget can be, hopefully the quicker the turnaround is. He stated the full board ("Board") can also get a better understanding of the balance of the budget.

Committee Vice-Chairperson Gillentine clarified whether or not this is a sort of systems coding revision.

*Ex-officio* Committee Member Kawazoe answered yes, and this revision would carry on to the next New Business Item ("NBI").

Committee Vice-Chairperson Gillentine asked committee members if they had any questions or discussion.

Committee Member Bacon commented that '*staff parking*' in section five is something that possibly needs to be discussed with the Department of the Attorney General ("AG"), as he does not know if it is an appropriate use of general funds.

Committee Vice-Chairperson Gillentine asked committee members if they had any further questions or discussion.

*Ex-officio* Committee Member Kawazoe asked if Executive Director Villalobos could address Committee Member Bacon's concern.

Committee Vice-Chairperson Gillentine called on Executive Director Villalobos.

Executive Director Villalobos stated the Board has been paying for Hawai'i Teacher Standards Board ("HTSB") staff parking since about 2017 when she was on the Board. She explained that it started with only the Executive Director at that time, but then the Budget Committee Chairperson added the rest of staff. She stated Vendor Payment ("VP") had recently cancelled HTSB's purchase order for staff parking due to the issue that Committee Member Bacon had mentioned, despite staff parking being paid for after all this time. She stated VP, Labor Relations, and Brian Hallett are still looking for concrete evidence that the Board cannot pay for staff parking. She mentioned if this matter is ruled in favor of Hawaii Revised Statutes (i.e., the Board can set and administer its own budget) but '*staff parking*' is removed from the budget, then a board meeting would need to convene to add it back in, rather than just striking it out at the next scheduled board meeting. She iterated that removing staff parking would be a pay cut for HTSB's licensing clerks and, considering the location of HTSB's office, she is also concerned about staff's safety due to limited off-site parking.

*Ex-officio* Committee Member Han asked whether or not '*staff parking*' would fall under '*any other expenses as deemed appropriate by the Board Chairperson and Executive Director.*'

Committee Vice-Chairperson Gillentine asked Executive Director Villalobos to respond to that question.

Executive Director Villalobos stated '*any other expenses...*' may or may not be strong enough language for VP, which is why '*staff parking*' is explicitly written.

Committee Vice-Chairperson Gillentine asked committee members if they had any further questions or discussion. There were no further questions or discussion from committee members.

Committee Vice-Chairperson Gillentine called for a roll call vote on whether or not to recommend NBI 22-95 Revised, as written, to the Board at the General Business Meeting scheduled later at 12:30 p.m.

Committee Member Dukelow stated she could not unmute herself or raise her hand in Zoom to ask a question. She asked about parking fees in section nine as that seemed to be in the context of conferences and trainings, not everyday parking.

Committee Vice-Chairperson Gillentine clarified that the parking fees in section nine are for circumstances related to attending meetings, trainings, etc.

Committee Member Bacon stated he would vote no until the decision about staff parking could be better clarified.

*Ex-officio* Committee Member Han asked how other state entities with the same structure and funding as HTSB handle this type of situation.

Committee Vice-Chairperson Gillentine asked Committee Member Bacon to respond to that question.

Committee Member Bacon stated his Hawai'i Department of Education ("DOE") office is in the same building as HTSB and is also generally funded, but his office has not been allowed to use general funds to pay for DOE staff parking.

Committee Vice-Chairperson Gillentine mentioned his understanding is that HTSB is somewhat of an outlier being administratively attached to the DOE, so perhaps that has some impact on the decision.

As there was further discussion during the roll call vote, *Ex-officio* Committee Member Kawazoe recommended to Committee Vice-Chairperson Gillentine that he do a re-vote.

Committee Vice-Chairperson Gillentine called for another roll call vote on whether or not to recommend NBI 22-95 Revised, as written, to the Board at the General Business Meeting scheduled later at 12:30 p.m. Committee Vice-Chairperson Gillentine did not vote. Committee Member Bacon voted to not recommend, as he does not know if the Board has the authority to pay for staff parking. Committee Member Dukelow voted to recommend, contingent upon consultation with the AG. All other committee members present voted to recommend, and *Ex-officio* Committee Member Kawazoe stated the AG will be consulted so the budget can be revised at the August meeting if there is a concern.

**ACTION: The Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 22-95 Revised, as written, to the Board. Four of five members present voted. Two members voted aye, one member voted aye with reservations, and one member voted nay.**

**F. NBI 23-42: The Hawai'i Teacher Standards Board Budget for 2024-2025**

Committee Vice-Chairperson Gillentine reviewed NBI 23-42, highlighting the new position numbers for additional personnel and commenting that HTSB would be able to better serve the community.

Committee Vice-Chairperson Gillentine asked committee members if they had any questions or discussion.

Committee Member Dukelow asked for clarification on section one as it is a huge chunk of the budget.

Committee Vice-Chairperson Gillentine asked Executive Director Villalobos to respond to that question.

Executive Director Villalobos explained that HTSB's licensing management system ("LMS") was built out in 2017 and, as technology enhances or as staff sees what other states are doing, HTSB enhances its LMS as well. She stated the budget gets split per semester and includes maintenance and security of the LMS. She also stated staff meets monthly with the LMS operator, Business Solutions Technology, and explained their production process. She mentioned multi-factor authentication is in the works to help enhance security. She also mentioned HTSB's hopes of a future build-out to track Registered Teacher Apprenticeship participants, which would take additional funding from grants or the Legislature. She stated she knows the grand goal was to have a more automated LMS; however, as the Board's policies change, HTSB staff needs to be able to go in and make changes.

Committee Vice-Chairperson Gillentine asked committee members if they had any further questions or discussion.

Committee Member Bacon stated he would vote no due to '*staff parking*' in section five. He clarified he is not opposed to the Board paying for staff parking, but he first wants to make sure the AG determines whether or not it is an appropriate use of state funds.

Committee Vice-Chairperson Gillentine asked committee members if they had any further questions or discussion. There were no further questions or discussion from committee members.

Committee Vice-Chairperson Gillentine called for a roll call vote on whether or not to recommend NBI 23-42, as written, to the Board at the General Business Meeting scheduled later at 12:30 p.m. Committee Vice-Chairperson Gillentine did not vote. Committee Member Bacon voted to not recommend. Committee Member Dukelow voted to recommend, contingent upon consultation with the AG. All other committee members present voted to recommend.

**ACTION: The Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 23-42, as written, to the Board. Four of five members present voted. Two members voted aye, one member voted aye with reservations, and one member voted nay.**

**G. NBI 23-43: The Hawai'i Teacher Standards Board Election of Board Officers and Committee Assignments for 2024-2025**

Committee Vice-Chairperson Gillentine reviewed NBI 23-43, highlighting that the Board will have new leadership with Chairperson Kristi Miyamae.

Committee Vice-Chairperson Gillentine asked committee members if they had any questions or discussion.

*Ex-officio* Committee Member Kawazoe stated these assignments can be looked at again in the next school year at the first meeting in case any revisions need to be made. He thanked all the board members for volunteering.

Committee Vice-Chairperson Gillentine asked committee members if they had any further questions or discussion. There were no further questions or discussion from committee members.

Committee Vice-Chairperson Gillentine called for a roll call vote on whether or not to recommend NBI 23-43, as written, to the Board at the General Business Meeting scheduled later at 12:30 p.m. Committee Vice-Chairperson Gillentine did not vote. All other committee members present voted to recommend.

**ACTION: The Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 23-43, as written, to the Board, with four of five members present voting aye.**

**H. NBI 23-44: The Hawai'i Teacher Standards Board Meeting Schedule for 2024-2025**

Committee Vice-Chairperson Gillentine reviewed NBI 23-44.

Committee Vice-Chairperson Gillentine asked committee members if they had any questions or discussion. There were no questions or discussion from committee members.

Committee Vice-Chairperson Gillentine called for a roll call vote on whether or not to recommend NBI 23-44, as written, to the Board at the General Business Meeting scheduled later at 12:30 p.m. Committee Vice-Chairperson Gillentine did not vote. All other committee members present voted to recommend.

**ACTION: The Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 23-44, as written, to the Board, with four of five members present voting aye.**

**I. NBI 23-45: The Hawai'i Teacher Standards Board Executive Director's Evaluation Recommendation for 2023-2024**

Committee Vice-Chairperson Gillentine reviewed NBI 23-45, highlighting Executive Director Villalobos's overall evaluation rating of 'acceptable,' as well as very high ratings for the individual questions and many positive written comments from board members and staff.

Committee Vice-Chairperson Gillentine asked committee members if they had any questions or discussion.

*Ex-officio* Committee Member Kawazoe proposed an amendment to change the overall evaluation rating from 'acceptable' to 'commendable' based on the individual question ratings and his own interactions with Executive Director Villalobos. He commented that he thinks what Executive Director Villalobos is doing for the Board meets the 'commendable' criteria.

*Ex-officio* Committee Member Kawazoe also mentioned Committee Chairperson Mew is going to look at creating a more detailed scale for the evaluation ratings of *commendable*, *acceptable*, and *marginal* (e.g., how summa cum laude spans from 3.8 to 4.0 GPA).

Committee Vice-Chairperson Gillentine commented about adding metrics into the evaluation and stated many of the individual question ratings were 100% 'commendable.'

Committee Vice-Chairperson Gillentine called the amendment as proposed by *Ex-officio* Committee Member Kawazoe a motion and asked for a second to the motion.

*Ex-officio* Committee Member Han seconded the motion. Committee Member Bacon stated he would "third" the motion.

Committee Vice-Chairperson Gillentine asked committee members if they had any further questions or discussion about the amendment. There were no further questions or discussion from committee members.

Committee Vice-Chairperson Gillentine called for a roll call vote on the motion to approve the amendment to change the overall evaluation rating from 'acceptable' to 'commendable'. All committee members present voted to approve the amendment.

Committee Vice-Chairperson Gillentine asked committee members if they had any further questions or discussion. There were no further questions or discussion from committee members.

Committee Vice-Chairperson Gillentine called for a roll call vote on whether or not to recommend NBI 23-45, as amended, to the Board at the General Business Meeting scheduled later at 12:30 p.m. Committee Vice-Chairperson Gillentine did not vote. All other committee members present voted to recommend.

**ACTION: The Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 23-45, as amended, to the Board, with four of five members present voting aye.**

**J. NBI 23-46: Adoption of the Permitted Interaction Group’s Revised Annual Evaluation Tool Used to Evaluate HTSB’s Executive Director**

Committee Vice-Chairperson Gillentine reviewed NBI 23-46, which includes the Rationale/Background.

*Ex-officio* Committee Member Kawazoe proposed an amendment to add a fourth rating option of ‘*recuse*’ for new board members and staff coming in who may not have enough information to appropriately evaluate the Executive Director.

*Ex-officio* Committee Member Kawazoe also proposed an amendment to change the bullet points within each standard to numerals (e.g., Standard 1.1, Standard 1.2) for an easier and more detailed evaluation.

Committee Vice-Chairperson Gillentine commented that visual number markers for the sub-standards would be helpful. He also suggested using ‘*abstain*’ rather than ‘*recuse*’ for the fourth rating option, similar to how board members abstain from voting when they do not have enough information.

*Ex-officio* Committee Member Kawazoe agreed with ‘*abstain*.’

Committee Vice-Chairperson Gillentine reiterated the two proposed amendments of adding ‘*abstain*’ and numbering the sub-standards. He called the amendments as proposed by *Ex-officio* Committee Member Kawazoe a motion and asked for a second.

*Ex-officio* Committee Member Han seconded the motion.

Committee Vice-Chairperson Gillentine asked committee members if they had any questions or discussion about the amendments. There were no questions or discussion from committee members.

Committee Vice-Chairperson Gillentine called for a roll call vote on the motion to approve the amendments to add ‘*abstain*’ and number the sub-standards. Committee Vice-Chairperson Gillentine did not vote. All other committee members present voted to approve the amendments.



Committee Vice-Chairperson Gillentine called for a roll call vote on whether or not to recommend NBI 23-46, as amended, to the Board at the General Business Meeting scheduled later at 12:30 p.m. Committee Vice-Chairperson Gillentine did not vote. All other committee members present voted to recommend.

**ACTION: The Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 23-46, as amended, to the Board, with four of five members present voting aye.**

#### **IV. ADJOURNMENT**

Committee Vice-Chairperson Gillentine adjourned the Budget, Personnel, and Strategic Planning Committee Meeting at 9:42 a.m.