

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

**Friday, April 28, 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

Justin Mew  
Lauren Moriarty for Bruce Voss

**EXCUSED:**

Elena Farden for Keahi Makaimoku  
Dr. Jonathan Gillentine

Lokelani Han

**STAFF:**

Felicia Villalobos, Executive Director  
Tracey Idica, Licensing Specialist  
Kris Murakami, Licensing Specialist

Jennifer Padua, Licensing Specialist  
Raymond Rodriguez, Licensing Specialist  
Elaine Hutchinson, Secretary

**CALL TO ORDER:**

Chairperson Mew called the meeting to order at 11:00 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.

Four (4) committee members were present and three (3) were excused.

**PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS:** None

**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, must be logged into Zoom.
- 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:**

- Executive Director Villalobos stated that Committee Member Han may be joining the meeting later, but she is excused.

**APPROVAL OF MINUTES:**

The minutes of the March 24, 2023, meeting were approved as written.

**DISCUSSION:**

**2022-2023 Budget Update**

- Chairperson Mew reviewed the SY2023 Third Quarter Financial Report:
  - Generally, monthly expenses are the same—the budget shows expenses through the group work activity, attendance at board meetings, and the National Board Certification activities.
  - Line-item 1 [Licensing System]: The vendor has notified us that they will be increasing the cost of their time by \$10 per hour, from \$175 to \$185.
    - When you calculate that, that is a 1.85% increase. We received from the vendor the reason why and that was inflation.
    - Chairperson Mew mentioned that Executive Director Villalobos had said that, while our budget is \$300,000, there is no need to change that amount. The current expense is \$237,807, so 80%.
    - He also mentioned that Executive Director Villalobos had said we can agree to this increase because, while we have a four-year contract, there is an annual adjustment that can be requested.
    - He thinks the 1.85% increase is reasonable and Executive Director Villalobos had said they will stay within this budget to get the services of our vendor.
  - Line-item 2 [HTSB Quality Assurance, Security, and Support]: The reason why there is only 3.76% spent is because the expenses will be occurring over the summer.
    - What is going to be happening over the summer that is planned is a teacher apprenticeship program. Kudos or hats off to our specialist RJ Rodriguez, who is the brainchild of this and wanted to see how the HTSB could get more teachers, really, into the program.
    - Other work groups that are going to be convening are CTE, Early Childhood, and Hawaiian Language Standards.
    - So that is where the funds are going to go as these work groups do their thing over the summer.
  - Line-item 3 [Web Hosting for Online System and Website] and line-item 4 [Office Lease & Common Area Maintenance (CAM)] are expanded monthly costs, so the budget will be on budget with this.
  - Line-item 5 [Office Operations]: The amount was spent on moving and rewiring from the original site of the HTSB office to their expanded site.
    - A big cost was the replacement of their archaic phones.
    - Chairperson Mew stated that [the budget is] on target there.
    - In the projected budget, this \$125,000 is no longer needed but, right now, it's on schedule for office operations.
  - Line-item 6 [Statewide Model Code of Ethics training]: A big chunk is Dr. Troy Hutchings as he is in Hawai'i, and we are helping to fund the Model Code of Ethics training for teachers at different levels to include the

educational prep programs and to implement professional development courses in this area.

- We are on budget for that.
- Line-item 7 [Statewide NBPTS candidate support]: We have a staff who works with candidates for the National Board-level certification and continues to do that work. We thank them for getting a lot of teachers up to this level.
  - We are on budget and moving forward.
  - There will be work over the summer as well.
- Line-item 8 [Board and other meetings, hearings]: This is also for summer work. Chairperson Mew understood that there are contested hearings that will be held over the summer.
  - The monies will be used just for that—to fund, contest the hearings that will be happening.
- Line-item 9 [In person and virtual trainings for HTSB members and staff]: There will be travel to national conferences and online workshops.
  - NASDTEC (National Association of State Directors of Teacher Education and Certification) is now in the Clearinghouse, but they have definitive work and networking with other state directors that is valuable to our Board, as well as to the work of the HTSB staff.
- Chairperson Mew stated that what he would like to be reporting is our budget expenses, and that we are at 62% of our budget.
  - He believes we are on budget and there is no need to adjust the budget any further.

Chairperson Mew asked the committee if there are any questions.

- Committee Member Moriarty thanked Chairperson Mew for the very helpful additional descriptions and explanations regarding the specific items.
  - Her first question was if, overall, there is anything here that gives him pause or concern.
- Chairperson Mew answered no.
  - He reviewed the spreadsheet that is summarized in front of you and, although he is not an accountant, his day job is as a principal and he does have to look at expenses and our budget. From his eyes, there are no red flags. No yellow flags at all. We are okay.
  - He does not feel that there is any cause for concern that we would need to address.
- Committee Member Moriarty's second question was a specific question regarding line-item 8 as Chairperson Mew mentioned that there would be contested hearings, possibly over the summer.
  - She asked if he could elaborate on that in particular. If appropriate, what is the subject matter of the expected hearings? And, secondly, what would be the likelihood that those might unexpectedly result in some budgetary implications?

- Chairperson Mew stated he can only speak broadly because he used to be a chair of the hearings and it is confidential.
  - But the point is that the hearings panel has to be assembled, so it may incur costs for panel members who live outside of O‘ahu, as well as for the cost of running the hearing—for example, to hire a court reporter.
  - He does not know the specifics. The number, as well as the specific allegations, is for executive time to talk about it, but not at this meeting.
  - He thanked Committee Member Moriarty for that question and he hoped his broad explanation helps give a taste of the expenses for line-item 8.
  
- Committee Member Moriarty stated that her third question is really more a comment for the future in what’s presented to the Board, that we may want to include two pieces of information in the materials that go out in advance of the committee meeting:
  - The first would be that indicator of “Where are we in relation to our budgeted expenditures? At what percentage of expenditure are we on the broad categories?”
  - And the second would be something that has been suggested in other places, and that would be to just give on the same sheet the budgeted amount, as well as the variance.
    - That way we could review those items ahead of the committee meeting, then we would have that context already for when you presented your summary update.
    - That might help us to save time and make sure our questions are specific enough to make the time spent worthwhile.
  - But all in all, thank you. This is an encouraging budget presentation from her perspective, and she feels assured that things are pretty good.
  
- There being no further questions, Chairperson Mew stated he will present this to the full Board, as is, since there are no changes to be made.

**DISCUSSION/Action:**

**NBI 22-95: Budget for 2023-2024**

- Chairperson Mew stated that it is the responsibility of the executive director to come up with the budget annually.
  - This is what Executive Director Villalobos came up with, based on our present expenses and what she projects as future expenses in the coming year. She worked with our Board Chair, Mr. Kawazoe, and came up with this.
  - What we would like to do is adopt this attached budget for 2023-2024—Chairperson Mew calls it ‘fiscal year,’ even though it is the school year. He mentioned that the Legislature has approved four new positions for HTSB on the staff side.
    - He believes that it might have budget implications here, but he knows it has not been signed off yet by the Governor.

- On the NBI, he pointed out to the committee the personnel positions and position numbers: one executive director, four licensing specialists, one secretary, and two office assistants. What he understands is that there will be two additional licensing specialists and two additional office assistants, but the position numbers are not listed right now because this has not yet been signed off by the Governor.
- He asked Executive Director Villalobos if she wants to comment on that.
- Executive Director Villalobos acknowledged what Chairperson Mew said, that HTSB's four positions are in the budget—both the Senate and the House agreed.
  - She believes Committee Chair Miyamae—Ad Hoc Committee Chair for Legislature—is going to talk more about that at the General Business Meeting update.
  - But correct, the four positions are going to be two licensing specialists and two office assistants to continue the work that is done here at the Hawai'i Teacher Standards Board.
  - This budget, again, may be revised in September when we officially have the positions and we re-look at the budget for office operation costs, so we may have to move some things around. But again, that will be before the Board before any decision is made.

She thanked Chairperson Mew for that opportunity.

- Chairperson Mew addressed the committee, stating that this is the last meeting of the school year and, therefore, we will not know the fourth quarter expenditures until the first meeting in the new school year.
  - He thanked Committee Member Moriarty for her questions because, when reviewing what was shown, he had to look forward, too, to say, "Okay, can we project being okay in the fourth quarter so that we are on budget? Or at least we don't go into the red? Never go into the red."
  - He also thanked Executive Director Villalobos and repeated her sentiment that the budget will change if the Legislature approves and then adds money to our account.

He wanted to briefly go over the budget that this committee would like to adopt, and therefore have the full Board adopt, for the next school year starting on July 1, 2023.

- In comparing the current budget with this one [2023-2024], he will do the best that he can to explain, and he will have Executive Director Villalobos elaborate if needed.
- Line-item 1 [HTSB online system for teacher license applications] is the same as this year.
  - He stated that, even if the vendor had that inflation increase, Executive Director Villalobos feels that it's still sufficient. It's a matter of adjusting what kind of work that they do, so we can let that one go.

- Line-item 2 [HTSB Quality Assurance, Security, and Support & Address Teacher Shortage]: There was an increase from the current \$59,100 to what you see there at the \$87,100.
  - He asked Executive Director Villalobos to account for the reason.
- Executive Director Villalobos stated that the cost went up on this one again because we are trying to address the teacher shortage through teacher residency.
  - We will speak more to the grant that we applied for, but it is not a guarantee that we will get the 3.5 million dollars we have asked for. We wanted to still have a plan B to continue to work for teacher apprenticeship and also the options to apply for all the different grants that are out there.
  - We have been working closely with HSTA, as well as the NEA. They have a lot of grants, and they have been monitoring the teacher residency programs nationwide.
  - We look forward to— Again, if we do not get this round of the SAEF grant, the 3.5, what other grants are out there that we can apply for, for teacher residency and our plan B? We added a little extra money there. And, again, working with all stakeholders, including the Department of Education, P-20, the Department of Labor on this initiative.
- Chairperson Mew asked the committee if there are any questions.
- Committee Member Bacon stated that he just wants to say thank you to Executive Director Villalobos for this. He thinks that really trying to focus on the teacher shortage through this apprenticeship work is going to be very beneficial.
  - He knows that there is a possible increase in cost here, but he thinks it is well-warranted and he would definitely support that increase if it is going to go toward this apprenticeship work.
- Committee Member Moriarty stated that she supports wholeheartedly the comments that Committee Member Bacon just made.
- Chairperson Mew also thanked Licensing Specialist Rodriguez for dreaming up this program, and then continued reviewing the 2023-2024 budget.
  - Line-item 3 [Web hosting for online system and website] and line-item 4 [Office lease and CAM] are the same as the current year with sufficient budget. We are on target.
- Committee Member Bacon stated that last year's budget was \$70,000 for the office lease in the CAM charges, and he knows that, recently, HTSB acquired some additional office space.
  - He just wanted to make sure that this number is going to be able to accommodate those increased costs, or if that was in last year's budget to already accommodate for those increased costs.

- Executive Director Villalobos stated that we put it in last year in anticipation of the increase. This is actually the budget that is for the new office space.
  - We already set it in place because we knew how much it was going to cost. We just had to wait for the contract to come through.
- Committee Member Bacon asked, should the Legislature and the Governor then approve those additional four positions, is it anticipated that the current office space will accommodate those additional positions? Or would you have to look for even further additional space to accommodate the increased number of people, if that should come to fruition?
- Executive Director Villalobos joked that she was hoping the HTSB office can move to the third floor next to his folks because she knows he has the entire floor.
  - Answering his question, she stated that the HTSB office does have space upstairs in the new area that is now being rented. The board meetings would just have to move back downstairs again.
  - There would be enough space in the office to build out and house the four additional positions. We would just need to rent downstairs again.
  - She remembers that we talked about putting this [new space] as a board room. But, luckily, because the positions are hopefully going to be approved, we can just build out here and then move board meetings downstairs, per what we did prior to Covid.
- Committee Member Bacon asked that assuming, probably in the budget, if desks and other equipment are needed for those positions, then that has also been accounted for?
- Executive Director Villalobos stated that we did not hear until the [Legislature] budget went through a couple of days ago, and the [board] meeting materials went out prior to that—long before that—because there was no guarantee.
  - What we might do is readjust cost and bring it back to the Board in September because, as you know, it takes a while to get someone hired and go through that whole process.
  - It would probably be good timing to get it all done in September to have the Board reapprove some of the funding.
  - We will just have to readjust if we need to.
- Chairperson Mew thanked Committee Member Bacon and Executive Director Villalobos, and then continued reviewing the 2023-2024 budget.
  - Line-item 5 [Office operations]: There is a decrease now in the requested budget from \$125,000 this year to \$87,000 next year. That was because the buildouts that Executive Director Villalobos talked about is completed, so there is no need to put so much money into the operations under line-item 5.
    - Those cost savings actually then went in to try to increase additional teachers, so it was put up that way.



- What he understands is that the phone system physical setup is completed, so that is why there was no need for that \$125,000 here.
  - Line-item 6 [Statewide training for in-service teachers, teacher candidates, EPP support] is the same budget as this year at \$50,000.
    - A highlight should be that the Hawai'i Teacher Standards Board will be incorporating HAR §8-54-19, that the teacher prep programs embed the Hawaiian culture, have knowledge of technology, ELL, and the Model Code of Ethics.
    - For line-item 6, that's where a lot of the focus is going to be, and Executive Director Villalobos is forward-thinking and implementing HAR §8-54-19.
  - Line-item 7 [Statewide NBPTS candidate support] is the same as the current school year.
    - He thanked the Board Members who did go to this National Board ceremony and supported.
    - There was talk now to move the event to Saturday. Currently, it is on a Friday and, you know, the traffic around the Capitol on Friday—and teachers really feeling bad about leaving their classrooms so they can make it to be recognized.
    - The thought is that the event would be moved to Saturday, and they are looking for a venue. They have a partnership with Kamehameha Schools, who helped fund this, too.
    - He asked Executive Director Villalobos to continue to work on this. He stated that we support the \$50,000 that was put there—we believe it is sufficient.
  - Line-item 8 [Board and other meetings] is an increase by \$5,000. It was at \$50,000 and now it is at \$55,000.
    - We are anticipating more in-person board meetings next year, which will therefore have an increase in travel for the non-O'ahu board members and the folks needing to testify, for example, in hearings. So, there is an increase by \$5,000.
  - Line-item 9 [Board members and staff to attend in-person or virtual trainings and conferences] is a \$5,000 increase from currently \$95,000 to \$100,000. It is about training for board members and staff.
    - What was noted is that, in conferences and workshops, there are times when there is a need to buy membership—let's say 'dues'—as well as registration fees. Those costs are increasing, hence the \$5,000 increase.
  - So, that is our total operational costs and personnel costs. That is our budget that was put together by Executive Director Villalobos.
- Chairperson Mew asked the committee if there is any further discussion on the budget.

- Committee Member Moriarty moved that the committee approve the 2023-2024 budget, as presented, with the understanding that the budget may need to be revised upwards in light of still-pending developments.
- Chairperson Mew asked Executive Director Villalobos if the language now in the NBI needs to add Committee Member Moriarty’s comment about “with the understanding...?”
- Executive Director Villalobos stated that it can be amended, however, she would just bring it up as a revised New Business Item in September, or as needed when things are coming up and we need to rearrange the budget.
  - There are two different ways: you can amend it now or you can just bring it up again in September or November, or whatever board meeting we need to update the budget.
- Chairperson Mew asked Executive Director Villalobos that, if there is a need to revise the budget upwards, will it go to our committee first?
- Executive Director Villalobos agreed that it would go to this committee first. It would be re-introduced, and all the amendments would be made at that time in September or another board meeting.
- Committee Member Moriarty stated that she is happy to change the amendment, withdraw the current one if that makes it easier.
  - Her intent was to signal that we understood that this may need to be revised upwards, so that the public realizes that we did the due diligence, we asked the questions, and we know that we may have to increase it in the future.
  - She did not know whether that would need to be reflected in the NBI, or rather, simply, that it would show in the minutes that the motion we passed did recognize that we may need to amend it upwards.
  - She was willing to accommodate whatever appears to be the best way. That was her intent in phrasing the motion in that way.
- Committee Member Kawazoe stated that the conversation would be reflected in the meeting minutes, and he proposed to go ahead and vote on the NBI.
  - If we need to do a revision, just do it in September at the next board meeting whenever the budget gets adjusted since it will come through this committee anyway.
  - That was his recommendation.
- Chairperson Mew agreed with Committee Member Kawazoe to leave it in the minutes.
  - It will remind us when the time comes that, yes, we did have a discussion that in the event that we need to increase the budget due to our new personnel coming onboard, we will look at it accordingly.

- Committee Member Moriarty stated that, in light of that—and with Chairperson Mew’s permission—she will withdraw her current motion that is on the table and make a new motion.
  - She moved that the HTSB adopts the 2023-2024 budget, as presented.
- There being no further discussion, Chairperson Mew called for a vote on whether or not to recommend NBI 22-95, as written, to the full Board.
  - He stated that he would need to vote to make quorum.
- Committee Members voted to recommend approval of NBI 22-95 Budget for 2023-2024, as written, to the full Board.
  - The motion carried unanimously with all Committee Members present voting aye.
- NBI 22-95 Budget for 2023-2024, as written, will be recommended for approval to the full Board.

**DISCUSSION/Action:**

**NBI 22-96: 2023-2024 Election of HTSB Officers and Committee Assignments**

- Chairperson Mew reviewed the board member appointments for 2023-2024.
  - Additional members will be added upon confirmation or appointment.
  - This is based on current members.
- There being no further discussion, Chairperson Mew called for a vote on whether or not to recommend NBI 22-96, as written, to the full Board.
  - He stated that he would need to vote to make quorum.
- Committee Members voted to recommend approval of NBI 22-96 2023-2024 Election of HTSB Officers and Committee Assignments, as written, to the full Board.
  - The motion carried unanimously with all Committee Members present voting aye.
- NBI 22-96 2023-2024 Election of HTSB Officers and Committee Assignments, as written, will be recommended for approval to the full Board.

**DISCUSSION/Action:**

**NBI 22-97: 2023-2024 Hawai'i Teacher Standards Board Meeting Schedule**

- Chairperson Mew reviewed the board meeting schedule for 2023-2024.
  - He stated that he would like to amend this NBI to change the October meeting date from October 20<sup>th</sup> to the 27<sup>th</sup>.
    - His reasoning is that the October 20<sup>th</sup> meeting is in the midst of a PPI conference, and there will be board members and staff attending it.

- That October 20<sup>th</sup> board meeting would not be productive.
    - As they will be flying back the following week, he requests the 27<sup>th</sup>.
  - When looking at October 27<sup>th</sup> compared to the next board meeting on November 17<sup>th</sup>, that is only a few weeks away. So, thinking about the amendment, he would also like to move that meeting to December 1<sup>st</sup>.
    - The turn-around time would not be reasonable between October 27<sup>th</sup> and November 17<sup>th</sup>.
    - He knows that we typically do not meet in December, but the first week of December is probably the best time for that meeting to happen.
  - He would like to make those two changes for the amendment.
- Motion to amend NBI 22-97. (Mew/Bacon)
- Chairperson Mew asked the committee if there is any further discussion.
- Executive Director Villalobos stated that Committee Member Han has now joined the meeting.
- Committee Member Bacon asked if he can make one additional recommended suggestion to the amendment of changing the title of that December 1<sup>st</sup> meeting from “November Board Meeting” to “December Board Meeting?”
- Chairperson Mew agreed and mentioned that this will be a clarification of the amendment, and he thanked Committee Member Bacon.
- There being no further discussion, Chairperson Mew called for a vote on whether or not to approve the proposed amendment to NBI 22-97.
- Committee Members voted in favor of approving the proposed amendment to NBI 22-97 2023-2024 Hawai'i Teacher Standards Board Meeting Schedule.
  - Committee Member Han abstained.
  - All other Committee Members present voted aye.
- There being no further discussion, Chairperson Mew called for a vote on whether or not to recommend NBI 22-97, as amended, to the full Board.
  - Committee Member Han abstained.
  - All other Committee Members present voted aye.
- NBI 22-97 2023-2024 Hawai'i Teacher Standards Board Meeting Schedule, as amended, will be recommended for approval to the full Board.

**DISCUSSION/Action:**

**NBI 22-98: 2022-2023 The Hawai'i Teacher Standards Board Executive Director's Evaluation Recommendation.**

- Chairperson Mew reviewed the evaluation for Executive Director Villalobos that was conducted online.
  - To summarize the thirty some-odd pages, there were 12 board members who contributed to the evaluation.
    - For the standards part, which is optional for the evaluator to put comments, there were 8 of the 12 who responded and provided comments.
  - HTSB staff also evaluated Executive Director Villalobos.
    - As with the Board Members, the standards part was optional and three staff responded.
    - Chairperson Mew wanted to point out that there was one response for Standard 3 that showed Executive Director Villalobos as “marginal,” and Standard 3 is about pursuing professional improvement activities to strengthen own leadership performance and demonstrating ability to self-assess and to reflect on administrative practices.
    - He mentioned that was the only “marginal” rating noted by staff, but there was no elaboration on that rating in the comments.
  - He stated that Executive Director Villalobos did reflect on the entire document, which can be found in the last part of the evaluation.
    - In speaking with her, she said: You know, it was my first year, and I always have room for growth.
    - So that was why she rated herself the way she did, as on the “acceptable” side.
  - He mentioned that she did respond to comments in detail, which can be seen in the evaluation.

Chairperson Mew recommended that the committee accept this NBI, and he asked the committee if there was any discussion.

- Committee Member Kawazoe wanted to reiterate, and go over what the discussion was at the last board meeting, that our goal and intent moving forward is—or what our plan is—is to have this as an agenda item in our first meeting of the year.
    - We are going to try to create a permitted interaction group—a P.I.G. group—to kind of look through the evaluation, try to type some things up.
    - He thinks there were some recommendations for our executive director to set goals for herself. And so that is what we are going to try to do.
- That is what is coming down the pipeline for the plans next year in regard to this evaluation, and so it will be a full-on discussion.
- He stated that we will get some board members involved, and then kind of just tighten things up.
  - He thinks that hopefully, by the second or third meeting, we will have it set and ready to roll. Our target date for our executive director to set her goals

might be around the October meeting, so that gives [her] time to meet or exceed them.

He just wanted to share that little bit of information, and he thanked the Board Members and staff for doing the evaluation, as well as Executive Director Villalobos for reflecting on it herself.

- Chairperson Mew asked the committee if there was any further discussion regarding the evaluation results.
- Committee Member Moriarty thanked Committee Member Kawazoe for his points as she thinks they are very helpful going forward.
  - She recognizes that there is always room for improvement, even in people who already do 100%—there are always changing circumstances and room to continue to grow.
  - But on the whole, she thinks we are very blessed to have the executive director that we have, and for the spirit in which [Executive Director Villalobos] takes this evaluation and, frankly, the enthusiasm, passion, and knowledge she brings to her job.
  - Committee Member Moriarty believes that is reflected in both the ratings and the comments on this evaluation.
- Motion to approve NBI 22-98. (Moriarty/Han)
- Chairperson Mew asked the committee if there is any further discussion.
- Committee Member Bacon stated that he also just wanted to reiterate that he thinks Executive Director Villalobos has done an amazing job for her first year.
  - She has really taken on a lot of responsibility here, has really done well in communicating with the Department, and just trying to make the processes more efficient but also really just try to hold the integrity of the license.
  - He is really looking forward to some of the additional work groups that will be happening, coming up in the next year—just to see how we can continue to improve.
  - He just really wanted to say thank you, and he agrees with this evaluation and ratings.
- Chairperson Mew added his comment supporting all that was said.
  - Addressing Committee Member Moriarty, he also picked up on the enthusiasm, the passion, the commitment that Executive Director Villalobos has.
- There being no further discussion, Chairperson Mew called for a vote on whether or not to recommend NBI 22-98, as written, to the full Board.
  - The motion carried unanimously with all Committee Members present voting aye.

- NBI 22-98 2022-2023 The Hawai'i Teacher Standards Board Executive Director's Evaluation Recommendation, as written, will be recommended for approval to the full Board.

**ADJOURNMENT:**

Chairperson Mew adjourned the meeting at 11:54 a.m.

Recorder: *Elaine Hutchinson*      Date: April 28, 2023  
Elaine Hutchinson