

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

Friday, September 15, 2023

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

MINUTES

PRESENT:

Justin Mew, *Committee Chairperson*
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:

Elena Farden for Keahi Makaimoku

STAFF:

Felicia Villalobos, Executive Director
Tracey Idica, Licensing Specialist
Kris Murakami, Esq., Licensing Specialist
Dr. Jennifer Padua, Licensing Specialist
Raymond “RJ” Rodriguez, Licensing Specialist
Elaine Hutchinson, Secretary

I. CALL TO ORDER

A. ROLL CALL TO ESTABLISH QUORUM

Committee Chairperson Justin Mew called the Budget, Personnel, and Strategic Planning Committee Meeting to order at 10:00 a.m.

Committee Chairperson Mew shared information regarding procedures for virtual committee meetings, then called roll call and established quorum. Committee Chairperson Mew and *Ex-officio* Committee Member Branden Kawazoe were present. Committee Vice-Chairperson Jonathan Gillentine, Committee Members Sean Bacon, Kahele Dukelow, and *Ex-officio* Committee Member Lokelani Han participated remotely. Committee Member Elena Farden was excused.

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

B. PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS

None

C. ANNOUNCEMENTS

None

D. APPROVAL OF COMMITTEE MINUTES

The minutes of the April 28, 2023, meeting were approved as written.

II. PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS

None

III. ACTION ITEMS

E. 2022-2023 Budget Update: Mew

Committee Chairperson Mew shared an update about the School Year 2022-2023 Annual Report, stating that, overall, Hawai'i Teacher Standards Board ("HTSB") did not go over budget. He explained the personnel amounts colored red did not mean HTSB went over budget, but were offset by another allotment within personnel. He stated this was an allowable expense and process.

Committee Chairperson Mew asked committee members if they had any questions or discussion.

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

F. Personnel Update

Committee Chairperson Mew introduced Executive Director Felicia Villalobos to share an update on HTSB personnel.

Executive Director Villalobos stated the Hawai'i State Legislature granted the full board ("Board") four new office staff positions: two Educational Officers and two Office Assistant IVs. Executive Director Villalobos was still in the process of getting these positions accepted by the Hawai'i Department of Education ("the Department") and filled, hopefully, by the end of December.

Executive Director Villalobos was working with the Department's Office of Talent Management to upgrade HTSB's current Office Assistant III positions and new Office Assistant IV positions to Teacher Licensing Clerk positions. Compared to the Office Assistant, the duties of the Teacher Licensing Clerk were more closely aligned with the responsibilities and endeavors of HTSB.

Committee Chairperson Mew asked committee members if they had any questions or discussion.

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

G. NBI 22-96 Revised: 2023-2024 Election of HTSB Officers and Committee Assignments

Committee Chairperson Mew reviewed NBI 22-96 Revised, addressing changes in HTSB's officers.

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

Committee Chairperson Mew called for a roll call vote on whether or not to recommend NBI 22-96 Revised, as written, to the Board at the General Business Meeting scheduled later at 12:30 p.m.

ACTION: The Budget, Personnel, and Strategic Planning Committee voted unanimously to recommend NBI 22-96 Revised, as written, to the Board, with all members present voting aye.

H. NBI 23-03: Permitted Interaction Group Relating to the Annual Evaluation of the Executive Director

Committee Chairperson Mew reviewed NBI 23-03, which included the Rationale/Background.

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

Committee Chairperson Mew called for a roll call vote on whether or not to recommend NBI 23-03, as written, to the Board at the General Business Meeting scheduled later at 12:30 p.m.

ACTION: The Budget, Personnel, and Strategic Planning Committee voted unanimously to recommend NBI 23-03, as written, to the Board, with all members present voting aye.

IV. ADJOURNMENT

Committee Chairperson Mew adjourned the Budget, Personnel, and Strategic Planning Committee Meeting at 10:24 a.m.