



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

MINUTES

Remote Technology via Zoom

650 Iwilei Road, Suite 158
Honolulu, HI 96817

Friday, September 27, 2024

PRESENT IN-PERSON:

Kim Sanders
Kristi Miyamae, *Ex-officio*

PRESENT ONLINE:

Justin Mew, *Committee Chairperson*
Dr. Philip Bossert
Kahele Dukelow for Roy Takumi

EXCUSED:

Lokelani Han, *Ex-officio*

NOT PRESENT:

Sean Bacon for Keith Hayashi, *Committee Vice-Chairperson*
Elena Farden for Keahi Makaimoku

STAFF:

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

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 9:02 a.m.

Committee Chairperson Mew shared information regarding procedures for virtual committee meetings, then called roll call and established quorum. Committee Member Kim Sanders and *Ex-officio* Committee Member Kristi Miyamae were present in-person. Committee Chairperson Mew, and Committee Members Dr. Philip Bossert and Kahele Dukelow were present online. *Ex-officio* Committee Member Lokelani Han was excused. Committee Vice-Chairperson Sean Bacon and Committee Member Elena Farden were not present.

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

B. PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS

None

C. ANNOUNCEMENTS

Executive Director Felicia Villalobos announced the Hawai'i Teacher Standards Board ("HTSB") has a new board member, Dr. Philip Bossert. She introduced that he is the Executive Director of the Hawai'i Association of Independent Schools ("HAIS").

Committee Chairperson Mew welcomed Dr. Bossert and shared more about him.

II. PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS

None

III. ACTION / DISCUSSION ITEMS

D. HTSB's 2023-2024 Fiscal Review

Committee Chairperson Mew introduced HTSB's 2023-2024 Fiscal Review. He explained since HTSB is a state agency, unspent monies cannot be carried over. He also explained there are cost savings in other areas and planned usage of encumbered funds. He iterated the fiscal year begins on July 1st and ends June 30th, but HTSB's work continues on, and funds do not actually drop on July 1st. He also iterated encumbered funds from the previous fiscal year is very important to keep HTSB's work going.

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 thanked HTSB staff for putting this report together as he knows it is very difficult to work with so many funds.

Executive Director Villalobos offered to speak on the red line items in the personnel section of the report.

Committee Chairperson Mew called on Executive Director Villalobos.

Executive Director Villalobos explained when staff gets raises through bargaining unit negotiations, it brings HTSB's budget into the red because that was not the funding that was dropped at the time. She also explained HTSB was transitioning between secretaries. She mentioned HIDOE and other state agencies have a full-time budget manager, but HTSB does not. She shared HTSB is asking for a budget manager in this next legislative session due to the federal grants HTSB will try to obtain and has already received. She stated she really appreciates the staff for working on this report and reviewing everything from the entire year to ensure HTSB continues to stay in the positive for the budget.

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

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

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

Committee Chairperson Mew reviewed NBI 23-43 Revised, which adds new board member Dr. Philip Bossert to three committees. He then called for a motion for NBI 23-43 Revised.

Executive Director Villalobos advised a motion was not needed, only a roll call vote for recommendation to the full board ("Board").

Committee Chairperson Mew called for a roll call vote on whether or not to recommend NBI 23-43 Revised, as written, to the Board at the General Business Meeting scheduled later at 11:00 a.m. Committee Chairperson Mew 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 Revised, as written, to the Board, with four of five members present voting aye.

IV. ADJOURNMENT

Committee Chairperson Mew adjourned the Budget, Personnel, and Strategic Planning Committee Meeting at 9:15 a.m.