

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

Friday, December 1, 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*
Kahele Dukelow for Warren Haruki
Elena Farden for Keahi Makaimoku
Kerry Tom, in place of Sean Bacon for Keith Hayashi
Branden Kawazoe, *Ex-officio*
Lokelani Han, *Ex-officio*

STAFF:

Felicia Villalobos, Executive Director
Tracey Idica, Licensing Specialist
Kris Murakami, Esq., Licensing Specialist
Dr. Jennifer Padua, 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 9:01 a.m.

Committee Chairperson Mew shared information regarding procedures for virtual committee meetings, then called roll call and established quorum. Committee Chairperson Mew, Committee Vice-Chairperson Jonathan Gillentine, Committee Members Kahele Dukelow and Elena Farden, *Ex-officio* Committee Members Branden Kawazoe and Lokelani Han, and Mr. Kerry Tom participated remotely.

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

Executive Director Felicia Villalobos informed of an incoming storm and warned it could cause the electricity to go out at the public meeting location at Dole Cannery, which had happened before.

Committee Chairperson Mew stated the meeting would need to recess if the electricity was to go out at the public meeting location.

Committee Member Farden believed her AI note-taker was listed as a Zoom meeting participant and stated Hawai'i Teacher Standards Board ("HTSB") staff could remove it if necessary.

Committee Chairperson Mew believed board members were able to take notes on their own and stated the official notes for the meeting was the recording, which was already underway.

Licensing Specialist Tracey Idica asked Committee Chairperson Mew if the AI note-taker should be removed.

Committee Chairperson Mew stated it was not necessary.

D. APPROVAL OF COMMITTEE MINUTES

The minutes of the September 15, 2023, meeting was approved as written.

II. PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS

None

III. ACTION ITEMS

E. Budget Update: Mew

Committee Chairperson Mew shared an update about the First Quarter of School Year 2023-2024 Annual Budget, stating that HTSB was within budget and projected to be within budget for the remainder of the fiscal year. Committee Chairperson Mew informed he reviewed a spreadsheet that disaggregated expenses and rationale for the budget update summary that was currently being presented. He found it to be accurate, sound, within the allowable expenses, and there were no red flags. He also explained the amounts colored blue were encumbered expenses from last fiscal year and funds were allowed to be rolled over, which did not yet affect this year's budget. Where there were no blue amounts, the budgeted items were being drawn from this year.

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

Ex-officio Committee Member Han wanted clarification on whether the money rolled over from last year was money that was unspent.

Committee Chairperson Mew stated the money rolled over from last year was encumbered, so those expenses were paid this year.

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.

F. NBI 22-95 Revised: Budget for 2023-2024

Committee Chairperson Mew reviewed NBI 22-95 Revised, addressing line-item revisions for HTSB's 2023-2024 budget due to office staff growth, office equipment needs, and workgroup meeting expenses. He mentioned Executive Director Villalobos and *Ex-officio* Committee Member/Board Chairperson Kawazoe looked at areas of cost savings within the budget and moved funds to other areas where they could be used. Committee Chairperson Mew stated this was an allowable practice and iterated the total budget remained the same.

Committee Member Farden asked if a variance report was provided prior to the meeting to understand the positive and negative carryovers, as well as the proposed amounts to reallocate.

Committee Chairperson Mew stated NBI 22-95 Revised was only a summary showing the proposed movement to help fund anticipated expenditures. He stated there was a spreadsheet that showed the actual expenses and what was remaining.

Committee Member Farden wanted confirmation that the budget would be spent before the end of the fiscal year with this proposed reallocation.

Committee Chairperson Mew deferred to Executive Director Villalobos.

Executive Director Villalobos stated HTSB was looking at total spending by the end of the year based on last year's budget, and HTSB encumbered funds like this every year in the event that money was not made available in time (i.e., during Covid) to pay rent and other bills. For example: Only \$17,000 was spent on web services though there was \$40,000 allocated for it. That web services expense would not be raised any higher so the reallocation for that extra funding could go to a different area such as equipment for the five new office staff positions.

Committee Member Farden asked if the variance report would be a standard report that would be seen within this committee.

Executive Director Villalobos confirmed the variance report was and would always be in the quarterly budget report. As this current agenda item was a revision to an NBI that was approved in April, the variance report was not included.

Committee Chairperson Mew thanked Committee Member Farden for her question as it gave everyone a clearer understanding.

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

Committee Chairperson Mew confirmed with *Ex-officio* Committee Member/Board Chairperson Kawazoe if he would need to ask for a motion before voting.

Ex-officio Committee Member/Board Chairperson Kawazoe stated a motion was not needed as the committee could just vote on whether or not to recommend the NBI to the full board ("Board").

Committee Chairperson Mew thanked *Ex-officio* Committee Member/Board Chairperson Kawazoe for the procedural clarification.

Committee Chairperson Mew 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 Farden abstained from voting since she was not present at the previous meeting to see the variance report. All other committee members present voted to recommend.

ACTION: The Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 22-95 Revised, as written, to the Board, with six of seven members present voting aye.

IV. ADJOURNMENT

Committee Chairperson Mew adjourned the Budget, Personnel, and Strategic Planning Committee Meeting at 9:20 a.m.