SY2023-2024 Public Charter School Monthly and Annual Reporting to HTSB
Required by Hawaiʻi Revised Statutes §302A-804

NEW & UPDATED MONTHLY FACULTY REPORT DIRECTIONS

IMPORTANT! Changes and clarifications made to reporting:

- The report Excel file now includes ALL months (as separate tabs) from the beginning to the end of the school year. This one document, updated accordingly, is the only file that needs to be submitted to HTSB.
- **Emailing "NO CHANGE" for monthly faculty reports is no longer accepted.** A full faculty list must be submitted for each month, regardless of whether or not there are changes.
- In addition to submitting a full faculty list for each month, this must be completed at the top of every report:

> **REQUIRED:** Insert "X" in [ ] for only ONE.   **[ ] Changes in faculty.   [ ] NO changes** - *Faculty list still required to be submitted.*

- **Always check permitted teachers' statuses monthly**, *especially* Emergency Hire Permit holders.
- If there are absolutely *no* changes to faculty including teaching subjects or name changes, you may simply copy and paste the faculty list (without making any edits whatsoever) from the previous month and mark "X" for "NO changes" in the yellow box like the one shown above.
- "Employment Start Date" should reflect when faculty members began teaching at your school as HSTA Bargaining Unit 5 members.
- For your convenience, there is now space to note: "License/Permit Expiration Date" and "HTSB License Teaching Field(s)." These two fields are optional to complete and for your reference only.

The Hawaiʻi State Public Charter School Commission has requested that HTSB sends quarterly reports regarding these monthly faculty report submissions. For each charter school, this will take into account: (1) teachers teaching without valid licenses/permits, (2) any inaccurate reporting, and (3) the timeliness of report submissions.

Report Requirements:

** Do NOT delete or move any names from the report.

- ➤ **Legal names** of faculty members. The name listed should be the name that is used in their HTSB account and match their government-issued photo identification. If not, teachers need to submit a *Name Change Request* online, under the *Name* tab.
- ➤ ~~Strikethrough~~ any name changes and add the correct name next to it.
- ➤ **Employment start date** for every BU05 member.
- ➤ **Email address** for every BU05 member.
- ➤ **Subject(s) and grade level(s)** taught by every BU05 member.
- ➤ **License/Permit Type and Status for each teacher.** Select/change using the drop-down list. Click the blue "HTSB Public License Search" link provided at the top of the Excel file to look up faculty.
- ➤ **Employment end date** for teachers that are no longer working at your school *AND* for faculty members that are no longer teaching.
- **** Only Excel file format is accepted.** This is due to the personal information and security concerns with Google Drive or other online document sharing services.

> **Teacher Criteria for Reports:**
> - Worked at least fifty percent (50%) or more of the school day.
> - HSTA Bargaining Unit 5 teachers, school counselors, and school librarians, as well as Emergency Hires.
> - Worked anytime during the reporting month prior to the report's due date. (e.g., The report due by September 10 must list all faculty that was employed anytime during the month of August, even if someone was hired on August 31.)
>
> **** Do NOT include any substitute teachers, long-term substitutes, or student teachers.**
>
> Hawaii Revised Statutes §302A-805. **No person shall serve as a half-time or full-time teacher in a public school without first having obtained a license or permit from the board.**

☐ **SY2023-2024 <u>initial</u> faculty list** (Tab 2 of attached Excel sheet)**:**

1. Review the initial faculty list provided by HTSB. This "Initial" tab is LOCKED.

2. Go to the "Aug 2023" sheet (Tab 3), where the initial faculty list has already been copied and pasted.

3. Fill in the missing information and make any changes/updates as needed. As no reports were submitted for the summer, be sure to include June/July 2023 faculty changes. We used the last Faculty Report submitted by your school from SY2022-2023 and kept only the active faculty.

4. Update your August 2023 faculty list to include all <u>teachers</u> that meet the criteria shown above. New and missing teachers are added at the bottom of the report in the "Added Faculty" section.

5. The two new optional spaces for "License/Permit Expiration Date" and "HTSB License Teaching Field(s)" are there for your convenience. Filling this information out now will hopefully make future report submissions easier, as well as the Annual Report at the end of the school year.

☐ **Make monthly updates to your faculty list** (Tabs 4 through 12)**:**

- Go to the correct tab of the current reporting month. Complete the yellow box (insert "X") for whether or not there are changes for the current month.

- Review and **<u>update</u>** your monthly faculty list accordingly before submitting it by the due date.
  - If there are no changes, copy and paste from the most updated report *without making any edits*. A full faculty list must now be submitted every month, even if there are no changes in faculty.

- New and missing teachers are added at the bottom of the report in the "Added Faculty" section.

- **May 2024 report:** Include all teachers employed through the last instructional day of the school year. Any employment changes after May 31 do not need to be reported until the new school year.

** Do NOT change previous reports. If a revision is needed, let us know as soon as possible.

☐ **Submit your Monthly Faculty Reports to HTSB:**

- Attach your completed report in **Excel file format only** and email directly to: **htsb@hawaii.gov** and **CC: membership@hsta.org**

- Email Subject Line format: **<School Name> - PCS Monthly List - <Month & Year>**

- Submit reports anytime from the **1st to the 10th** of the month it's due (except the report for May) to ensure staff accuracy for the **<u>entire</u>** month that is being reported on.
  - *See next page for SY23-24 due dates list.*

- **The Charter Commission is notified when reports are not submitted timely.**

September 10, 2023	Faculty employed in **August 2023**, and any changes for **June/July 2023**
October 10, 2023	Faculty employed in **September 2023**
November 10, 2023	Faculty employed in **October 2023**
December 10, 2023	Faculty employed in **November 2023**
January 10, 2024	Faculty employed in **December 2023**
February 10, 2024	Faculty employed in **January 2024**
March 10, 2024	Faculty employed in **February 2024**
April 10, 2024	Faculty employed in **March 2024**
May 10, 2024	Faculty employed in **April 2024**
June 30, 2024	Faculty employed in **May 2024** **Submit one time <u>with</u> the Annual Report**

ANNUAL REPORT DIRECTIONS

☐ **Complete all sections of Emergency Hire information** (Tab 14, "Annual Report 1 of 2")**:**
- For <u>each</u> Emergency Hire include:
  - ✓ Legal name (Last & First)
  - ✓ Teaching subject assignment(s)
  - ✓ Reason why an Emergency Hire was needed (Example: *A licensed teacher was not available.*)
  - ✓ Number of years or months employed at your school as an Emergency Hire

☐ **Complete all sections of Class Assignment information** (Tab 15, "Annual Report 2 of 2")**:**
- a. Total number of emergency hire teachers employed during the school year at your school. **(Total must match the provided number in Tab 12, "Annual Report 1 of 2".)**
- b. Total number of classrooms without a licensed teacher for a quarter or more.
- c. Total number of Special Education students taught by out-of-field teachers.
- d. Total number of English Language Learner students taught by out-of-field teachers.
- e. Total number of Economically Disadvantaged students taught by out-of-field teachers.
- f. Total number of classes taught by an out-of-field teacher. **(Total must match the provided number in part "g" below.)**
- g. List names of all classes taught by an out-of-field teacher at your school during this year.

☐ **Submit your May 2024 & Annual Report one time to HTSB by June 30, 2024:**
- Attach completed report in **Excel file format only** and email directly to: **htsb@hawaii.gov**
- Email Subject Line format: **<School Name>_2023-2024 May & Annual Report**

Any questions or need clarifications? Please contact: **htsb@hawaii.gov** or **(808) 586-2619**.