

SY2024-2025 Public Charter School Monthly and Annual Reporting to HTSB

Required by [Hawaii Revised Statutes §302A-804](#)

SY24-25 REVISED MONTHLY FACULTY REPORT DIRECTIONS

IMPORTANT UPDATES & REMINDERS:

- If you receive an email notice of report error(s), HTSB will now require confirmation that you have received the notice, and that the report will be corrected and re-submitted to HTSB within two (2) business days from the email notice date.
- "Employment Start Date" should reflect when faculty members began teaching at your school as **Bargaining Unit 5 (BU05) members, including both HSTA and non-union members.**
- **Always check permitted teachers' statuses monthly, especially Emergency Hire Permit holders** as they may convert to a full teaching license at any point during the school year. This would affect your school's emergency hire count, which HTSB reports to the state legislature.
- The report Excel file 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 not 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.
- If there are no changes at all to faculty including teaching subjects or name changes, you may copy/paste the faculty list from the previous month (without making any edits) and mark "X" for "NO changes" in the required yellow box.
- For your convenience, there is space on the side to note: "License/Permit Expiration Date," "HTSB License Teaching Field(s)," and "HQT / Teacher is licensed in the lines they are teaching." This is to assist you in June with the Annual Report out-of-field licensed teacher questions. (All permitted teachers are considered to be out-of-field.)

The Hawai'i State Public Charter School Commission requests that HTSB sends quarterly reports regarding these monthly faculty report submissions. The quarterly reports take into account: (1) teachers teaching without valid Hawai'i 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 every BU05 HSTA and non-union member. The name listed should be the name that is used in their HTSB account and matches their valid government-issued photo identification. If not, they need to submit a *Name Change Request* in their HTSB account, under the *Name* tab.
- ~~Strikethrough~~ any name changes and add the correct legal name next to it.
- **Employment start date** at your school for every BU05 HSTA and non-union member.
- **Email address** for every BU05 HSTA and non-union member.
- **Subject(s) and grade level(s)** taught by every BU05 HSTA and non-union member.
- **License/Permit Type and Status** for every BU05 HSTA and non-union member. 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 BU05 HSTA and non-union members that are no longer working at your school **AND** for faculty members that are no longer teaching or considered BU05.

**** Only Excel file format is accepted. No Google Sheets, etc.**

Include these faculty members in your reports if they:

- ✓ Work at least fifty percent (50%) or more of the school day.
- ✓ Are Bargaining Unit 5 teachers, school counselors, and school librarians. This includes both HSTA and non-union members.
- ✓ Hold an Emergency Hire Permit, Hawaiian Permit, or CTE Permit. (A Student Teacher Permit CANNOT be used for employment.)
- ✓ Worked during the reporting month prior to the report's due date. (e.g., The October report due by November 10th must list all faculty employed during the entire month of October, even if a teacher was hired on October 31st.)

**** 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.**

ASAP: Review the SY2024-2025 initial faculty list (Tab 3 of attached Excel sheet):

1. Review the initial faculty list provided by HTSB. This "Initial" tab is LOCKED.
2. Go to the "Aug 2024" sheet (Tab 4), 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 2024 faculty changes. The final faculty report submitted by your school from SY2023-2024 was used and kept only the active faculty.
4. Update your August 2024 faculty list to include all teachers that meet the criteria shown in the box above. Any newly hired and missing teachers for SY24-25 are added at the bottom of the report in the "Added Faculty" section. **Do NOT alphabetize by last names. Keep in the general order of hiring.**

Make monthly updates to your faculty list (Tabs 5 through 13):

- 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 **update** 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 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 2025 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 reports for previous months. If a revision is needed, let HTSB 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 **entire** month that is being reported on.
 - ✓ See next page for SY24-25 due dates list.
- **HTSB will regularly notify the Hawai'i State Public Charter School Commission when reports are not submitted timely, as well as when there are frequent and consistent errors.**

Monthly Faculty Report Due Dates (NO LATER THAN):

September 10, 2024	Faculty employed in August 2024 and any changes for June/July 2024
October 10, 2024	Faculty employed in September 2024
November 10, 2024	Faculty employed in October 2024
December 10, 2024	Faculty employed in November 2024
January 10, 2025	Faculty employed in December 2024
February 10, 2025	Faculty employed in January 2025
March 10, 2025	Faculty employed in February 2025
April 10, 2025	Faculty employed in March 2025
May 10, 2025	Faculty employed in April 2025
June 30, 2025	Faculty employed in May 2025 Submit one time <u>with</u> the Annual Report

SY24-25 REVISED ANNUAL REPORT DIRECTIONS

- Complete all sections of Emergency Hire Permit Holder information** (Tab 15, “Annual Report 1 of 2”):
 - For each Emergency Hire Permit Holder include:
 - ✓ Legal name (Last & First)
 - ✓ Teaching subject and grade level assignment(s)
 - ✓ Reason why an Emergency Hire Permit Holder was needed (Example: *A licensed teacher was not available.*)
 - ✓ Number of years or months employed at your school as an Emergency Hire Permit Holder

- Complete all sections of Permit Holders & Out-of-Field Licensed Teachers information** (Tab 16, “Annual Report 2 of 2”):
 - a. Total number of Emergency Hire Permitted teachers employed during the school year at your school. (**Total must match the provided number in Tab 15, “Annual Report 1 of 2”.**)
 - b. Total number of classes taught by a teacher who holds a permit for a quarter or more.
 - c. Total number of Special Education students taught by out-of-field licensed teachers.
 - d. Total number of English Language Learner students taught by out-of-field licensed teachers.
 - e. Total number of Economically Disadvantaged students taught by out-of-field licensed teachers.
 - f. Total number of classes taught by an out-of-field licensed 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 2025 & Annual Report together at one time to HTSB by **June 30, 2025**:**
 - Attach completed report in **Excel file format only** and email directly to: htsb@hawaii.gov
 - Email Subject Line format: **<School Name>_24-25 May & Annual Report**

Any questions or need clarifications? Check out the “**Resource Links**” tab in your report for video tutorials. You may also contact: htsb@hawaii.gov.