

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

**Friday, April 29, 2022**

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

**MINUTES**

**PRESENT:**

Sean Bacon for Keith Hayashi	Branden Kawazoe
Lokelani Han (Arrived at 9:45 a.m.)	Les Murashige
Dr. Jonathan Gillentine	Catherine Payne

**STAFF:**

Felicia Villalobos, Interim Executive Director	Kris Murakami, Licensing Specialist
Emily Frisch, Licensing Specialist	Raymond Rodriguez, Licensing Specialist
Tracey Idica, Licensing Specialist	Elaine Hutchinson, Secretary

**CALL TO ORDER:**

Chairperson Murashige called the meeting to order at 9:30 a.m.

**OPENING REMARKS:**

Chairperson Murashige shared information regarding procedures for virtual committee meetings:

- The following board members, in addition to the Chairperson, are participating in today's virtual committee meeting and have established audio and video connection.
- Board members shall be visible and audible to other members and the public during meetings.
- Meetings will be recorded.

**ROLL CALL TO ESTABLISH QUORUM:**

Chairperson Murashige called the roll and established quorum.  
Five members were present at roll call; one arrived at 9:45 am.

**DISCLOSURE FROM COMMITTEE MEMBERS AT PRIVATE LOCATIONS:**

Chairperson Murashige shared information regarding private location disclosure:

- Committee members shall be considered present at the meeting for the purpose of determining compliance with the quorum and voting requirements of the board.

Committee members who are participating remotely from their homes or other private locations must announce who is at the private location with them.

Chairperson Murashige asked committee members if they have anyone present with them at their non-public site that they need to disclose.

- No hands were raised and no disclosures were made.

**ADDITIONAL PROCEDURAL INFORMATION:**

Chairperson Murashige shared additional information regarding meeting protocols and procedures:

- All committee members wishing to speak should raise their hand and the chairperson will be notified to call on the person. The speaker must state their name prior to making their remarks.
- Votes will be conducted by roll call so that it is clear how each committee member voted.
- Members of the public who have signed up to testify or would like to testify online must be logged in to Zoom using the same name they used to sign up for testimony. Please use the chat box to provide your name and agenda item(s) you are testifying on. Testifiers today will have two (2) minutes to testify.
- Testifying online can be challenging due to technical issues. The chat box is being monitored by HTSB staff, and the Committee Chairperson will be notified that you would like to testify, and you will be called on to give your testimony at the appropriate time in the agenda.
- Written testimony received more than twenty-four (24) hours in advance of the meeting has been uploaded to the online meeting agenda for members to review.
- A meeting held by interactive conference technology shall be recessed for up to thirty (30) minutes when audio communication cannot be maintained with a quorum of members, provided that the meeting may reconvene when only audio communication is reestablished.

**ANNOUNCEMENTS: None**

**TESTIMONY, PETITIONS FROM THE PUBLIC: None**

**DISCUSSION/Action:**

**NBI 21-47:** 2022-2023 Election of HTSB Officers and Committee Assignments  
(See Attachment)

- Chairperson Murashige noted that the Chairperson of the Teacher Education Committee (TEC) is listed as “UH Manoa Designee” due to the retirement of Dr. Amelia Jenkins. When her successor is officially named, this NBI will need to be amended.

- Committee Member Bacon is listed as Vice-Chairperson of the TEC. Chairperson Murashige asked him to confirm that he will serve as Chairperson until Dr. Jenkins' successor is officially named.
- Committee Member Bacon suggested that his name as Vice-Chairperson of the TEC be replaced with "HIDOE Sup Designee." He is currently on "Interim Status" until a permanent Superintendent is officially named. At that time, this NBI will need to be amended.
- Committee Member Bacon, a member of the Budget, Personnel and Strategic Planning Committee, recommended that his name be replaced with "HIDOE Sup Designee" as he is currently on "Interim Status." When the permanent Superintendent is officially named, this NBI will need to be amended.
- Committee Member Bacon further suggested that "HIDOE Sup Designee" be changed to "HIDOE Sup/Designee" on the TEC and Budget, Personnel and Strategic Planning Committee. The new Superintendent may decide to not appoint a Designee.
- The committee voted to recommend approval of NBI 21-47 as amended, to the full board.

**DISCUSSION/Action:**

**NBI 21-48: 2022-2023 Hawaii Teacher Standards Board Meeting Schedule**  
(See Attachment)

- Chairperson Murashige stated that a February 10, 2023 board meeting is on the schedule.
- Interim Executive Director Villalobos stated that in previous years, a February meeting was not held so that board members and staff could attend HSTA Institute Days on the different islands on different days. Due to HSTA's shift to virtual meetings, we are now able to have a February board meeting.
- Interim Executive Director Villalobos stated that a February meeting is a plus because it is during the Legislative Session. If the board wants to take any position on anything, at that time they can.
- Committee Member Kawazoe stated that there is a possibility of an August 2022 Executive Session being scheduled due to the number of hearing and cases that are coming up. He will be in touch over the summer to see about availability.
- The committee voted to recommend approval of NBI 21-48 as written, to the full board.

**DISCUSSION/Action:**

**NBI 21-49:** HTSB's Executive Director Recommendation to the Board of Education  
(See Attachment)

- Committee Member Gillentine asked about the process after the four (4) year term ends.
- Committee Member Payne stated that state law does not allow for a contract term longer than four (4) years. A whole new contract needs to be done. Committee Member Bacon confirmed that this information is correct.
- Committee Chairperson Murashige stated that June 2026 is the end date of the four (4) year term, provided that the nominee is approved by the Board of Education (BOE) and the board.
- Committee Member Payne stated that the Executive Director can be reappointed and a new contract must be developed. It is up to the board if they want to do a new search.
- Committee Member Kawazoe asked if this has to go through the BOE again and Committee Member Payne said that it does because it is a new contract.
- The Committee Members discussed the salary range, steps and Bargaining Units, coding.
- Motion to amend the language of NBI 21-49. (Bacon/Kawazoe)
- The committee voted to approve the changes to NBI 21-49.
  - Catherine Payne, Committee Member and Board of Education Chairperson, abstained from voting.
- The committee voted to recommend approval of NBI 21-49 as amended, to the full board.
  - Catherine Payne, Committee Member and Board of Education Chairperson, abstained from voting.

**ADJOURNMENT:**

Chairperson Murashige adjourned the meeting at 10:03 a.m.

Recorder: Elaine Hutchinson      Date: April 29, 2022  
Elaine Hutchinson

**New Business Item 21-47**

Introduced April 29, 2022

Approved April 29, 2022

**TITLE: 2022-2023 Election of HTSB Officers and Committee Assignments**

The Hawaii Teacher Standards Board approves the following appointments for 2022-2023. Additional members will be added upon confirmation or appointment.

**HTSB Chairperson:** Branden Kawazoe

**HSB Vice Chairperson:** Lokelani Han

**Legislative Committee:**

- Prepare and recommend bills to be introduced in the Legislature
- Monitor amendments to bills and recommend alternate language or action to the board

Chairperson: Kristi Miyamae

Vice-Chairperson: Dawn Raymond

Committee Members: Tracie Losch, (BOE Chair/Designee), Katina Soares

Ex-officio: Kawazoe, Han

**Budget, Personnel, and Strategic Planning Committee:**

- Develop and recommend an annual Board budget
- Recommend amendments to the budget
- Identify support staff needed by the Board and develop position descriptions
- Evaluate HTSB Executive Director annually
- Provide research pertinent to the Board's duties
- Recommend organizational direction
- Provide for the collection of data to ensure progress toward goals and priorities set by the Board

Chairperson: Justin Mew

Vice Chairperson: Jonathan Gillentine

Committee Members: (BOE Chair/Designee), (HIDOE Sup/Designee), Tracie Losch

Ex-officio: Kawazoe, Han

**Teacher Standards Committee:**

- Recommend and maintain teacher, school counselor, and school librarian standards
- Consider and recommend Board action on matters pertaining to teacher quality, including standards, licensing requirements, testing, etc.

Chairperson: Kim Sanders

Vice-Chairperson: Tracie Losch

Committee Members: Dawn Raymond, Katina Soares, Justin Mew

Ex-officio: Kawazoe, Han

**Teacher Education Committee:**

- Recommend and maintain standards for State Approval of Teacher Education
- Consider and recommend Board action on matters pertaining to teacher education

Chairperson: (UH Manoa Designee)

Vice-Chairperson: (HIDOE Sup/Designee)

Committee Members: (BOE Chair/Designee), Jonathan Gillentine, Dawn Raymond, (Teacher Candidate Member)

Ex-officio: Kawazoe, Han

**Submitted by:** Branden Kawazoe

**Referred to:** Budget, Personnel, and Strategic Planning Committee

**New Business Item 21-48**

Introduced April 29, 2022

Approved April 29, 2022

**TITLE: 2022-2023 Hawaii Teacher Standards Board Meeting Schedule**

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**The Hawaii Teacher Standards Board approves the following meeting schedule for 2022-2023:**

<b>Date</b>	<b>Meeting</b>
<b>September 9, 2022</b>	<b>September Board Meeting</b>
<b>October 14, 2022</b>	<b>October Board Meeting</b>
<b>November 18, 2022</b>	<b>November Board Meeting</b>
<b>January 13, 2023</b>	<b>January Board Meeting</b>
<b>February 10, 2023</b>	<b>February Board Meeting</b>
<b>March 24, 2023</b>	<b>March Board Meeting</b>
<b>April 28, 2023</b>	<b>April Board Meeting</b>

**Submitted by:** Branden Kawazoe

**Referred to:** Budget, Personnel, and Strategic Planning Committee

**New Business Item 21-49**

Introduced April 29, 2022

Approved April 29, 2022

**TITLE: HTSB's Executive Director Recommendation to the Board of Education**

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The Hawaii Teacher Standards Board approves the recommendation to appoint Felicia Villalobos for a four-year term, with annual reviews, as provided in HRS §302A-801 (f), as HTSB Executive Director of HTSB, effective July 1, 2022, through June 30, 2026. The HTSB Chairperson, or their designee, shall present the Board's selection to the Board of Education (BOE) for approval at their June 16, 2022, Board meeting.

The HTSB approves the following compensation for the Executive Director:

Effective July 1, 2022, the Executive Director will receive an annual salary as agreed upon by the Board in executive session. The salary range will be in alignment with the Hawaii Department of Education's 12-month Educational Officers Annual Salary Schedule.

The salary range will be: From EO10 Step 3 to EO Step 6.

The exact salary will be part of the contract negotiations once the appointee is approved by the BOE.

If the recommended nominee is approved by the BOE, the work per "NBI 21-04: Permitted Interaction Group Relating to the Search of HTSB's Executive Director" will be completed.

*Pursuant to Hawaii Revised Statutes (HRS) §302A-801(f):*

*"The Board may employ an executive director for a term of up to four years, who shall be appointed by the Board of education without regard to chapters 76 and 89; provided that the Board shall submit a nominee to the Board of education for approval or disapproval; provided further that if the nominee is disapproved, the Board shall submit another nominee to the Board of education for approval or disapproval."*

*The Board may terminate the executive director's contract for cause; provided that the Board shall submit the recommendation for termination to the Board of education for approval or disapproval."*

**Submitted by:** Branden Kawazoe

**Referred to:** Budget, Personal, and Strategic Planning Committee