



HTSB PUBLIC MEETING and TESTIMONY INFORMATION:

***WRITTEN TESTIMONY:**

The Hawai'i Teacher Standards Board (HTSB) welcomes public testimony on agenda items. Written testimony submitted and received at least 48 hours prior to the meeting will be posted on the Board's website. Testimony sent to any other email address or testimony submitted after the meeting start time, up to 24 hours after the meeting, will be processed as late testimony and will be posted after the meeting.

Persons interested in submitting written public testimony shall submit testimony by one of the following methods:

- Email to htsb@hawaii.gov
- FAX to 808-586-2606
- Mail to HTSB, 650 Iwilei Road, Suite 268, Honolulu, HI 96817

All testimony is permanently posted publicly on the HTSB's website and referenced in the Board meeting minutes. Consider this when including personal information (including email addresses, phone numbers, names, and pictures) in your testimony. If you want your personal information redacted or omitted, submit your testimony as an attachment and include "NO PERSONAL INFORMATION" in the subject line.

Indicate the following information on written testimony:

- Include "Testimony" in the subject line;
- Name (or unique identifier) with position/title and organization, if applicable;
- Meeting (name of committee or General Business meeting);
- Agenda item; and
- Position (support, oppose, or comment).

ONLINE TESTIMONY: Persons wishing to provide online testimony via Zoom must be logged in to Zoom using the same name they used to sign up for testimony. Testifiers shall use the Chat Box to provide their name and agenda item(s) they are testifying on. Testifiers will be called on and unmuted to give their testimony at the appropriate time in the agenda. Testimony must be related to an item that is on the agenda. Each individual is allotted five minutes, or an amount of time otherwise designated by the Chairperson, to provide testimony to the Board and/or committee.

You may use a unique identifier (i.e., an alias) instead of your real name to maintain anonymity, but on the day of the meeting you must log into Zoom with the same identifier you used to sign up for testimony or you will not be unmuted. If you are testifying in-person, you must answer when your unique identifier is called.

MEETING MATERIALS: To reduce costs, electronic materials are posted on the HTSB website, www.hawaiiteacherstandardsboard.org. The Board packet is available for inspection in the Board's office. For those who wish to have copies, the HTSB office will make copies of such materials at a cost of \$0.25 per sheet, payable by check to HTSB.

VIRTUAL MEETINGS: Virtual meeting Zoom links can be found on the top of all agendas. Agendas can be found on the [HTSB website](http://www.hawaiiteacherstandardsboard.org).

PUBLIC MEETING LOCATION: 650 Iwilei Road, Suite 158, Honolulu, HI 96817 (Dole Cannery).

ACCOMMODATIONS: If you need an auxiliary aid, service, or other accommodation due to a disability, please contact the Board's office at htsb@hawaii.gov or (808) 784-5580 as soon as possible. Requests made as early as possible will give staff additional time to try to fulfill your request. Staff will try to fulfill all requests but cannot guarantee fulfillment.

PARKING:

- Free parking: Dole Cannery Open-Air Parking Lot – Free parking is available in the parking lot directly behind the Dole Cannery and adjacent to the Costco parking lot. The lot entry is from Alakawa Street. There is no charge for parking in this free lot (2-hour limit).



HAWAI'I TEACHER STANDARDS BOARD

- Pay parking: Dole Cannery Parking Structure – Pay parking is available in the parking structure across Iwilei Road above the Regal Cinema theaters. The entrance is on Pacific Street. You will pay for your parking when you exit the garage.

HTSB's Mailing List: [Sign-up](#) to receive HTSB meeting agendas. Agendas are posted six calendar days in advance of the Board meetings.