

**HAWAII TEACHER STANDARDS BOARD  
GENERAL BUSINESS MEETING**

**Friday, August 13, 2021  
Meeting Conducted by Remote Technology via Zoom**

**MINUTES**

**PRESENT:**

Sean Bacon for Keith Hayashi	Glen Miyasato
Elena Farden for Dr. Wai`ale`ale Sarsona	Les Murashige
Dr. Jonathan Gillentine	Catherine Payne
Lokelani Han	Dawn Raymond
Dr. Amelia Jenkins for Dr. Nathan Murata	Kim Sanders
Branden Kawazoe	Dr. Katina Soares
Kristi Miyamae	

**ABSENT:**

M. `Ekekela Aiona	Brad Shimizu
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**STAFF:**

Felicia Villalobos, Interim Executive Director	Raymond Rodriguez, Licensing Specialist
Tracey Idica, Licensing Specialist	Elaine Hutchinson, Secretary

**CALL TO ORDER:**

Chairperson Kawazoe called the meeting to order at 10:31 a.m.

**OPENING REMARKS:**

Chairperson Kawazoe shared information regarding procedures for virtual board meetings.

**ROLL CALL TO ESTABLISH QUORUM:**

Chairperson Kawazoe called the roll and established quorum.  
Thirteen members were present, two were absent.

**AMENDMENT OF AGENDA:** None.

**ANNOUNCEMENTS:** None.

**RECOGNITION OF NEW BOARD MEMBERS:**

Chairperson Kawazoe recognized the new board members and welcomed them to the board.

**PRESENTATION BY HTSB WEBSITE VENDOR:**

Business Solution Technologies: Kevin Costa, Director of Education Solutions.

**APPROVAL OF MINUTES:**

The minutes of the April 16, 2021, meeting were approved as written.  
(Raymond/Han)

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

**MOTION TO RISE INTO EXECUTIVE SESSION AT 11:00 A.M.** (Sanders/Murashige)

This portion of the meeting is a closed meeting under Section 92-4 and Section 92-5(a)(2) and (4), Hawaii Revised Statutes.

**CALL BACK TO ORDER BY CHAIRPERSON KAWAZOE AT 1:10 P.M.**

**TOPIC: Report out of Executive Session**

**DISCUSSION:**

Chairperson Kawazoe reported out:

- The minutes from the April 16, 2021, Executive Session were approved as written. (Miyamae/Raymond)
- Personnel Update
- Consultation with Deputy Attorney General on legal and procedural matters pertaining to the Board's power, duties, privileges, immunities, and liabilities relating to out-of-state applicants

**TOPIC: Committee Of The Whole**

**DISCUSSION/Action:**

Chairperson Kawazoe reported that the board reviewed and recommended for approval the following New Business Items that were approved by the HTSB.  
(See Attachments)

- **NBI 21-01:** Revision of HTSB Out-of-State Educator Preparation Program Completion Verification Form
- **NBI 21-02:** Valid Government Issued Photo Identification
- **NBI 21-03:** License, Permit, or Certificate Reviews
- **NBI 21-04:** Permitted Interaction Group Relating to the Search of HTSB's Executive Director
- **NBI 20-31 Rev:** Election of HTSB Officers for 2021 – 2022

**TOPIC: Upcoming Meeting**

**DISCUSSION:** Chairperson Kawazoe reported that members discussed:

- Plan for September 17, 2021, Meeting

**ADJOURNMENT:**

Chairperson Kawazoe adjourned the meeting at 1:21 p.m.

Recorder: *Elaine Hutchinson*      Date: August 13, 2021  
Elaine Hutchinson

**New Business Item 21-01**  
Introduced August 13, 2021  
Approved August 13, 2021

**TITLE: Revision of HTSB Out-of-State Educator Preparation Program  
Completion Verification Form**

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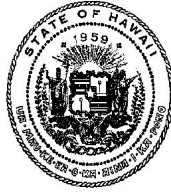
Effective immediately, the Hawaii Teacher Standards Board approves the attached Out-of-State Educator Preparation Program Completion Verification Form (LA3009) to replace the current Educator Preparation Program Recommendation form (LA3009). This Out-of-State Educator Preparation Program Completion Verification Form (LA3009) can be amended by the Executive Director as needed.

The existing Educator Preparation Program Recommendation form (LA3009) may be used through August 31, 2021. Documents are required to support the information provided on the verification form.

**Submitted by:** Branden Kawazoe

**Referred to:** Committee of the Whole

Hawai'i Teacher Standards Board  
650 Iwilei Road, Suite 268  
Honolulu, HI 96817



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808-586-2600

## Hawai'i Teaching, School Counseling, and/or School Librarian License Application

Dear Applicant,

Thank you for applying for a Hawaii license through the Hawaii Teacher Standard Board (HTSB). The documents listed below must be received before HTSB staff can determine your eligibility for a Hawaii Teaching, School Counselor, and/or School Librarian license.

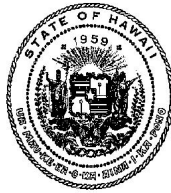
- Create a HTSB account,
- Complete and submit an online application through your HTSB account,
- Submit the following:
  - A completed Out-Of-State Educator Preparation Program Completion Verification Form (LA3009),
  - One of the following for **Basic Skills Verification** based on information provided by the preparation program on the LA3009 form:
    - Official bachelor's degree transcript,
    - Official ACT/SAT score report, OR
    - Official HTSB approved basic skills test (Praxis Core) report.
  - One of the following for **Content Knowledge Verification** based on information provided by the preparation program on the LA3009 form:
    - Official test score report for the HTSB approved Praxis test in the content area,
    - Official transcript showing an advanced degree in the content area,
    - Official transcript showing a major in the content area,
    - Valid National Board for Professional Teaching Standards Certificate in the content area, OR
    - Official letter from the recommending program listing a minimum of thirty (30) semester hours in the content field from an accredited institution of higher education, at least fifteen of which must be upper-division level.
      - For Elementary Education K-6 licensure, please submit an official letter from the recommending program listing a minimum of thirty-six (36) semester hours, including nine semester hours in each of the following four core content areas: language arts, mathematics, science, and social studies. At least three semester hours in each of the core content areas must be upper-division level.

Course-by-course evaluation from a member of the National Association for Credential Evaluation Services ([www.naces.org](http://www.naces.org)) must be submitted for transcripts issued by a non-U.S. institution.

In addition, to qualify for a HTSB Standard License, please verify 3 out of the last 5 years of contracted full-time teaching experience in a P-12 setting in Hawaii or another state. If you cannot provide the required experience verification, please apply for a provisional license.

Please [contact us](#) with any additional questions.

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**OUT-OF-STATE EDUCATOR PREPARATION PROGRAM COMPLETION VERIFICATION FORM**

Complete and sign Section 1 before sending this form to the administrator of your educator preparation program. Once this form is completed by your program and returned to you, please upload this document to your HTSB account with the required supplementary information. **DO NOT email this form with sensitive information.**

**1. PERSONAL AND ADDITIONAL INFORMATION.**

_____		_____		_____	
(Legal Last Name)		(Legal First Name)		(MI)	
_____		_____		_____	
Birthday (mm/dd/yyyy)		Social Security Number		HTSB ID (if no ssn)	
_____			_____		
Current Mailing Address			City	State	Zip Code
_____			_____		
Email Address			Phone Number (please include area code)		

*DISCLAIMER: I hereby authorize the release of the information regarding my professional education program from which I am making this request. I further verify that the information provided above is accurate and true.*

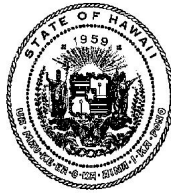
_____		_____	
Applicant Signature		Date	

**2. AUTHORIZED ADMINISTRATOR OR EPP TO COMPLETE THIS SECTION. (EPP Administrator use only.)**

**To Authorized Official of Educator Preparation program:** The above-named individual has applied for a Hawai'i teaching, school counseling, and/or school librarian license. Please check the appropriate area(s) to verify the state-approved educator preparation program completed and basic skills and content knowledge accepted.

- a. Does/Do the completed program(s) meet today's standards for certification in the state/jurisdiction the program is approved by? Yes      No
  
- b. In which state/jurisdiction does this program lead to licensure?  
\_\_\_\_\_
  
- c. Was she/he eligible for licensure/certification/credential in the state/jurisdiction the program is approved by? Yes      No

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d. If no, what were the deficiencies?

\_\_\_\_\_

e. Program completion Date: \_\_\_\_\_

f. Does this applicant hold a bachelor's degree?  Yes  No

g. How were basic skills and content knowledge evaluated for the candidate?

**BASIC SKILLS:**  Bachelor' Degree Transcript  SAT Scores  ACT Scores  
 State-approved licensure test

**CONTENT KNOWLEDGE:**  State-approved licensure test  Advanced Degree  
 Content Major  30 hours of coursework  
 National Board Certification

**Directions:**

Please provide the field and grade level(s) qualified to teach, the grade level(s) of student-teaching/internship placement, and the date and location of the student-teaching/internship.

Please note: To qualify for a license, the applicant must have completed an approved program in that area. Applicants must have been placed in student-teaching/internship settings at the appropriate grade levels and in the subjects or school roles (e.g., teacher, school counselor, school librarian) for which they are seeking a license. Each program must include coursework in methodology for that content area and completion of a supervised classroom-based field experience/internship that includes instruction in that content area.

License Field	Program Grade Level	Student-Teaching/ Internship Grade Level	Student-Teaching/ Internship Date	Student-Teaching/ Internship Location (Name of School)
Early Childhood Education				
Elementary Education				





**New Business Item 21-02**  
Introduced August 13, 2021  
Approved August 13, 2021

**TITLE: Valid Government Issued Photo Identification**

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Effective immediately, a valid government issued photo identification will be required prior to the issuance of a Hawaii license, permit, or certificate. The applicant will be required to submit a readable copy of one of the following:

- A valid U.S. passport or passport card;
- A valid international passport or passport card;
- A valid driver license issued by any U.S. state;
- A valid identification card issued by any U.S. state;
- A valid U.S. military or military dependent identification card;
- A valid U.S. Coast Guard Merchant Mariner identification card; or
- A Native American Tribal Document

Information on the photo identification provided to HTSB must match the profile information on the HTSB account and all documents submitted. Further documentation may be required if needed.

**Submitted by:** Branden Kawazoe

**Referred to:** Committee of the Whole

**New Business Item 21-03**  
Introduced August 13, 2021  
Approved August 13, 2021

**TITLE: License, Permit, or Certificate Reviews**

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Effective immediately, the Hawaii Teacher Standards Board permits HTSB's Executive Director or designee to conduct reviews of any license, permit, or certificate issued to ensure that the issuance of licenses, permits, and certificates comply with the Hawaii Administrative Rules (HAR) and Board approved New Business Items (NBI).

If the issuance of any license, permit, or certificate was not in compliance with HAR or Board-approved NBIs, the license, permit, or certificate holder will be notified to voluntarily surrender the license, permit, or certificate immediately. The license, permit, or certificate holder may apply for another license, permit, or certificate for which they are qualified.

If the license, permit, or certificate holder does not voluntarily surrender the license, permit, or certificate issued within thirty (30) calendar days of the initial notification, disciplinary action may be taken by the Board against the license, permit, or certificate.

**Submitted by:** Branden Kawazoe

**Referred to:** Committee of the Whole

**TITLE: Permitted Interaction Group Relating to the Search of HTSB's Executive Director**

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The Hawaii Teacher Standards Board approves to establish a Permitted Interaction Group pursuant to Hawaii Revised Statutes Section 92-2.5(b)(1). This Permitted Interaction Group's purpose is to search for HTSB's Executive Director.

The Board will designate the following Board members to serve on the committee. The Board will also designate the board member that will serve as the chairperson of the committee.

- Branden Kawazoe, HTSB Chair
- Les Murashige, HTSB Budget & Personnel Committee Chair
- Jonathan Gillentine, HTSB Budget & Personnel Committee Vice-Chair
- Kim Sanders, Teacher Standards Committee Chair

**The Permitted Interaction Group will be tasked with the following duties:**

- a. Developing a timeline and process for board approval
- b. Conducting the search
  - Reviewing and screening applications for qualified candidates
  - Conducting interviews of qualified candidates
- c. Updating the Board on the committee's progress
- d. Formally presenting their findings to the Board
- e. Formally making a recommendation(s) to the Board for approval
  - Selecting and recommending a candidate to the Hawaii Teacher Standards Board, which will forward its recommendation to the Board of Education (BOE)
- f. Repeating the process if either Board rejects the committee's recommendation

**The Permitted Interaction Group's Chair shall be responsible for:**

- a. Receiving all applications
- b. Scheduling interviews with qualified candidates with HTSB's Secretary's help

**Submitted by:** Branden Kawazoe  
**Referred to:** Committee of the Whole

**New Business Item 20-31 REV**

Introduced March 5, 2021

Approved March 5, 2021

Reintroduced August 13, 2021

Reapproved August 13, 2021

**TITLE: Election of HTSB Officers for 2021-2022**

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The Hawaii Teacher Standards Board approves the following appointments for 2021-2022. Additional members will be added upon confirmation or appointment.

Chairperson: Branden Kawazoe

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: Dawn Raymond

Vice-Chairperson: Kristi Miyamae

Committee Members: Elena Farden, Catherine Payne, 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 for 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: Les Murashige

Vice Chairperson: Jonathan Gillentine

Committee Members: Catherine Payne, Brad Shimizu, Sean Bacon

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: Elena Farden

Committee Members: Kristi Miyamae, Glen Miyasato, Katina Soares

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: Amelia Jenkins

Vice-Chairperson: Brad Shimizu

Committee Members: Catherine Payne, Jonathan Gillentine, Sean Bacon, 'Ekekela Aiona

Ex-officio: Kawazoe, Han

**Submitted by:** Branden Kawazoe

**Referred to:** Committee of the Whole