

Discussion/Recommendations: Permitted Interaction Group Reevaluating the Annual Evaluation of the Executive Director

The Hawai'i Teacher Standards Board (HTSB) Permitted Interaction Group pursuant to Hawaii Revised Statutes Section 92-2.5(b)(1) met on December 21, 2023, to reevaluate HTSB's Executive Director Annual Evaluation.

The Permitted Interaction Group developed the attached draft evaluations for the following stakeholders:

- HTSB Board Members
- HTSB Staff
- HTSB Executive Director

Rationale/Background:

- At the Board's March 24, 2023, Board meeting, a board member requested to add three possible changes to the Executive Director's annual evaluation.
 1. Whether there should explicitly be some language in the Standards about how the Executive Director supervises and manages staff.
 2. The Standards delineate continuing responsibilities and specific work.
 - Continuing responsibilities that the Executive Director must do every day in order for HTSB to accomplish its mission. (i.e., Supervising staff or managing resources effectively).
 - Specific work or job objectives that the employees would accomplish during the rating period.
 3. In addition to offering an opportunity to comment on each Standard, require that the raters provide at least one specific example for each Standard to support the numerical ratings that the rater has indicated.
- On September 15, 2023, the Board approved [New Business Item 23-03](#) that established a Permitted Interaction Group to reevaluate HTSB's Executive Director Annual Evaluation.

2024 HTSB Executive Director Evaluation - Board Members

Name: Felicia Villalobos

Office: Hawaii Teachers Standards Board

Position: Executive Director

Evaluation Period: July 1, 2023-June 30, 2024

Evaluated by: Hawaii Teacher Standards Board

Directions: Rate Executive Director's performance by using rating scale and filling in a rating for each performance indicator.

3-COMMENDABLE-Performs beyond requirements of job description

2-ACCEPTABLE-Meets the specified requirements of job description

1-MARGINAL-Corrective action and/or release from position required

* Indicates required question

Skip to question 1 Skip to question 1



Standard 1: Provides leadership to the Board and Hawai'i Teacher Standards Board (HTSB) organization.



1. Develops, communicates, and implements the vision and mission of the HTSB. *

Mark only one oval.

3 Commendable

2 Acceptable

1 Marginal

2. Develops policy and utilizes multiple resources to support the priorities of the HTSB. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

3. Fosters the board's reflection on decisions and provides feedback for adjustment of HTSB's goals. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal



4. Promotes the advancement of the teaching profession through state approval of teacher education, the licensing and license renewal process, and National Board Certification. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

- 5. Monitors government relations affairs; initiates action and involvement with federal and state agencies; informs members as to the implications of and recommended responses to government affairs issues. Enables HTSB to play a leadership role in public policy by maintaining effective relations with other organizations, both public and private, and providing leadership in these settings in accordance with Board policies and objectives. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal



- 6. Standard 1: Provides leadership to the Board and Hawai'i Teacher Standards Board (HTSB) organization. Evaluator's Comment(s) (Optional)

Standard 2: Promotes positive and effective communications with teachers, members of the Board and staff.



- 7. Communicates, interacts, and seeks input effectively with board and partner (i.e. EPP's). *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

8. Utilizes effective strategies in setting performance expectations, planning, decision making problem-solving and conflict resolution to provide service and assistance to teachers, members of the board, and various agencies. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

9. Ensures that the officers and members of the Hawai'i Teacher Standards Board are kept fully informed on the conditions and operations of the Board office, and are provided with all relevant information affecting Board operations. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

10. Confers with the Board of Education, high level administrative officials and professional staff of the Department of Education, teacher education institutions, relevant national organizations, and state and federal agencies to facilitate the accomplishment of Board policies, objectives, and goal *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

- 11. Standard 2: Promotes positive and effective communications with teachers, members of the Board and staff. Evaluator's Comment(s) (Optional)

Standard 3: Maintains high standards of professionalism

- 12. Pursues professional improvement activities to strengthen own leadership performance and demonstrates ability to self-assess and to reflect on administrative practices. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

- 13. Demonstrates professionalism in interactions with stakeholders. Keeps abreast of current national trends in teacher standards and licensing and other issues relating to teacher quality. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

14. Standard 3: Maintains high standards of professionalism. Evaluator's Comment(s) (Optional)

Standard 4: Manages the full scope of Board Administrative Responsibilities

15. Manages and complies with applicable State statutes, federal laws, regulations, procedures, contractual provisions and other governance parameters *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

16. Secures and uses resources to attain HTSB's goals and objectives. Maintains standards for a safe, orderly effective working environment and strives to maintain the security of HTSB files, data and operations. Maintains public records of the Board, including written minutes of all Board meetings. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

17. Assists Hawai'i Teacher Standards Board members in the development and recommendation of policies and programs and administers and implements policies, procedures and programs of the Board *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

18. Develops and maintains the Hawai'i Teacher Standards Board with sound fiscal operation of the budget and implements the approved operating budget. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

19. Oversees the implementation of Act 314 SLH 2001 in developing National Board Candidate Support. (Senate Bill 1214 SD 2 from 2001) *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

20. Standard 4: Manages the full scope of Board Administrative Responsibilities.

Evaluator's Comment(s) (Optional)

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DISCUSSION

DISCUSSION

2024 HTSB Executive Director Evaluation - Staff

Name: Felicia Villalobos

Office: Hawaii Teachers Standards Board

Position: Executive Director

Evaluation Period: July 1, 2023-June 30, 2024

Evaluated by: Staff

Directions: Rate Executive Director's performance by using rating scale and filling in a rating for each performance indicator.

3-COMMENDABLE-Performs beyond requirements of job description

2-ACCEPTABLE-Meets the specified requirements of job description

1-MARGINAL-Corrective action and/or release from position required

* Indicates required question

Skip to question 1 Skip to question 1



Standard 1: Provides leadership to the Board and Hawai'i Teacher Standards Board (HTSB) organization.



1. Develops, communicates, and implements the vision and mission of the HTSB. *

Mark only one oval.

3 Commendable

2 Acceptable

1 Marginal

2. Develops policy and utilizes multiple resources to support the priorities of the HTSB. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

3. Fosters the board's reflection on decisions and provides feedback for adjustment of HTSB's goals. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal



4. Promotes the advancement of the teaching profession through state approval of teacher education, the licensing and license renewal process, and National Board Certification. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

- 5. Monitors government relations affairs; initiates action and involvement with federal and state agencies; informs members as to the implications of and recommended responses to government affairs issues. Enables HTSB to play a leadership role in public policy by maintaining effective relations with other organizations, both public and private, and providing leadership in these settings in accordance with Board policies and objectives. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal



- 6. Standard 1: Provides leadership to the Board and Hawai'i Teacher Standards Board (HTSB) organization. Staff Comment(s) (Optional)

Standard 2: Promotes positive and effective communications with teachers, members of the Board and staff.



- 7. Communicates, interacts, and seeks input effectively with staff, board, teachers, and partners. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

8. Utilizes effective strategies in setting performance expectations, planning, decision making problem-solving and conflict resolution to provide service and assistance to teachers, members of the board, and various agencies. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

9. Ensures that the officers and members of the Hawai'i Teacher Standards Board are kept fully informed on the conditions and operations of the Board office, and are provided with all relevant information affecting Board operations. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

10. Confers with the Board of Education, high level administrative officials and professional staff of the Department of Education, teacher education institutions, relevant national organizations, and state and federal agencies to facilitate the accomplishment of Board policies , objectives, and goal *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

- 11. Standard 2: Promotes positive and effective communications with teachers, members of the Board and staff. Staff Comment(s) (Optional)

Standard 3: Maintains high standards of professionalism

- 12. Pursues professional improvement activities to strengthen own leadership performance and demonstrates ability to self-assess and to reflect on administrative practices. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

- 13. Demonstrates professionalism in interactions with stakeholders. Keeps abreast of current national trends in teacher standards and licensing and other issues relating to teacher quality. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

14. Standard 3: Maintains high standards of professionalism. Staff Comment(s)
(Optional)

Standard 4: Manages the full scope of Board Administrative Responsibilities

15. Manages and complies with applicable State statutes, federal laws, regulations, procedures, contractual provisions and other governance parameters *

Mark only one oval.

3 Commendable

2 Acceptable

1 Marginal

16. Secures and uses resources to attain HTSB's goals and objectives. Maintains standards for a safe, orderly effective working environment and strives to maintain the security of HTSB files, data and operations. Maintains public records of the Board, including written minutes of all Board meetings. *

Mark only one oval.

3 Commendable

2 Acceptable

1 Marginal

17. Assists Hawai'i Teacher Standards Board members in the development and recommendation of policies and programs and administers and implements policies, procedures and programs of the Board *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

18. Develops and maintains the Hawai'i Teacher Standards Board with sound fiscal operation of the budget and implements the approved operating budget. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

19. Oversees the implementation of Act 314 SLH 2001 in developing National Board Candidate Support. (Senate Bill 1214 SD 2 from 2001) *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

20. Standard 4: Manages the full scope of Board Administrative Responsibilities. Staff
Comment(s) (Optional)

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DISCUSSION

2024 HTSB Executive Director Evaluation - Executive Director

Name: Felicia Villalobos

Office: Hawaii Teachers Standards Board

Position: Executive Director

Evaluation Period: July 1, 2023-June 30, 2024

Evaluated by: Self

Directions: Rate Executive Director's performance by using rating scale and filling in a rating for each performance indicator.

3-COMMENDABLE-Performs beyond requirements of job description

2-ACCEPTABLE-Meets the specified requirements of job description

1-MARGINAL-Corrective action and/or release from position required

* Indicates required question

Standard 1: Provides leadership to the Board and Hawai'i Teacher Standards Board (HTSB) organization.

1. Develops, communicates, and implements the vision and mission of the HTSB. *

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3 Commendable

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1 Marginal

2. Develops policy and utilizes multiple resources to support the priorities of the HTSB. *

Mark only one oval.

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3. Fosters the board's reflection on decisions and provides feedback for adjustment of HTSB's goals. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal



4. Promotes the advancement of the teaching profession through state approval of teacher education, the licensing and license renewal process, and National Board Certification. *

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- 3 Commendable
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- 5. Monitors government relations affairs; initiates action and involvement with federal and state agencies; informs members as to the implications of and recommended responses to government affairs issues. Enables HTSB to play a leadership role in public policy by maintaining effective relations with other organizations, both public and private, and providing leadership in these settings in accordance with Board policies and objectives. *

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- 2 Acceptable
- 1 Marginal



- 6. Standard 1: Provides leadership to the Board and Hawai'i Teacher Standards Board (HTSB) organization. Executive Director's Comment(s) (Optional)

Standard 2: Promotes positive and effective communications with teachers, members of the Board and staff.



- 7. Communicates, interacts, and seeks input effectively with staff, board, teachers, and partners. *

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- 3 Commendable
- 2 Acceptable
- 1 Marginal

8. Utilizes effective strategies in setting performance expectations, planning, decision making problem-solving and conflict resolution to provide service and assistance to teachers, members of the board, and various agencies. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

9. Utilizes effective strategies in setting performance expectations, planning, decision making problem-solving and conflict resolution, providing feedback on job performance for the Licensing Specialists. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

10. Utilizes effective strategies in setting performance expectations, planning, decision making problem-solving and conflict resolution, providing feedback on job performance for the Licensing Clerks. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

11. Utilizes effective strategies in setting performance expectations, planning, decision making problem-solving and conflict resolution, providing feedback on job performance for the Secretary 4. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

12. Ensures that the officers and members of the Hawai'i Teacher Standards Board are kept fully informed on the conditions and operations of the Board office, and are provided with all relevant information affecting Board operations. *

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- 15. Pursues professional improvement activities to strengthen own leadership performance and demonstrates ability to self-assess and to reflect on administrative practices. *

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- 16. Demonstrates professionalism in interactions with stakeholders. Keeps abreast of current national trends in teacher standards and licensing and other issues relating to teacher quality. *

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- 1 Marginal

- 17. Standard 3: Maintains high standards of professionalism. Executive Director's Comment(s) (Optional)

Standard 4: Manages the full scope of Board Administrative Responsibilities

- 18. Manages and complies with applicable State statutes, federal laws, regulations, procedures, contractual provisions and other governance parameters *

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- 19. Secures and uses resources to attain HTSB's goals and objectives. Maintains standards for a safe, orderly effective working environment and strives to maintain the security of HTSB files, data and operations. Maintains public records of the Board, including written minutes of all Board meetings. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

20. Assists Hawai'i Teacher Standards Board members in the development and recommendation of policies and programs and administers and implements policies, procedures and programs of the Board *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

21. Develops and maintains the Hawai'i Teacher Standards Board with sound fiscal operation of the budget and implements the approved operating budget. *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

22. Oversees the implementation of Act 314 SLH 2001 in developing National Board Candidate Support. (Senate Bill 1214 SD 2 from 2001) *

Mark only one oval.

- 3 Commendable
- 2 Acceptable
- 1 Marginal

23. Standard 4: Manages the full scope of Board Administrative Responsibilities.
Executive Director's Comment(s) (Optional)

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DISCUSSION