



TO: Members of the Hawai'i Teacher Standards Board

FROM: Lynn Hammonds, Executive Director

RE: Report for October 2017

DATE: September 29, 2017

Your meeting is Friday, October 6, 2017, in Room 158 at Dole Cannery. The June agenda, including links to New Business Items and supporting documentation, may be found online at this address:

<https://hawaiiteacherstandardsboard.org/content/meeting-schedule/>

When you pull up this page, click on the October agenda link.

My activities since the last Board report included:

State partner and stakeholder meetings:

- Met with Senator Michelle Kidani, Senate Education Committee Chair, to discuss licensure for military and military spouses and a second time to discuss the Department of Education's initiative to support teacher preparation and licensure for substitute, emergency hire, and educational assistants. Senator Kidani was instrumental in obtaining funding to support these individuals in working toward full licensure;
- Conducted licensure presentation for the University of Hawaii at West Oahu teacher candidates who are finishing their program this semester;
- Met with Kahoiwai, University of Phoenix-Hawaii Campus, and Hawaii Pacific University preparation programs for their annual visit to discuss new HTSB policies, accreditation, their areas of interest in the coming school year, and conducted the annual audit of program completers.

National partner meetings and conference calls:

- With Chairperson Villalobos attended a conference on micro-credentials sponsored by the Council of Chief State School Officers (CCSSO) and Digital Promise, a bipartisan nonprofit organization authorized by the US Congress to focus on multiple aspects of education, including educator micro-credentials. There is potential for this type of training to be used for Hawaii license renewal;
- With Vice-Chairperson Cayetano, attended the Japan-US Teacher Education Consortium (JUSTEC) conference, held on the campus of the University of Hawaii at Manoa. This conference highlighted the worldwide successes and issues facing educators, including a very interesting presentation on culturally specific support provided to Alaska rural teachers to encourage retention.

HTSB office staff meetings:

- Continue to meet daily with Licensing Specialists to discuss their work with applicants and licensees;
- Monitor and work with our online system and website vendor on any deployment issues as they may arise;
- Arranged for professional customer service training for the licensing staff. Part two of the training follows in October.

The Teacher Education Committee (Pateman, Mew, Tom, Young, Nakasato, Park Toyama) will meet at 10:00 am to discuss and take possible action on the following:

A. NBI 17-10: Identification of National Accreditors for Hawaii Educator Preparation Review

At the September meeting, you approved the options available to EPP for review. This NBI provides additional guidance in naming accreditors that may be used by the units and their programs. The review process is the step EPP must complete to be eligible for state approval by the HTSB. EPP may host a national/international review or utilize a state review using experienced national reviewers. Either way, the decision to approve a unit and its programs rests with the HTSB.

Indigenous and Culturally-Focused Units may elect to utilize the World Indigenous National Higher Education Consortium (WINHEC), which accredits institutions, agencies and organizations worldwide focused on Indigenous education.

All Hawaii Educator Preparation Program Units may use either the Council for Accreditation of Educator Preparation (CAEP) or participate in the pilot review process with the Association for Advancing Quality in Educator Preparation (AAQEP).

All Hawaii Educator Preparation Programs may use a national organization, if one exists, for their field specific reviews. These may include the National Specialty Professional Associations (SPAs), the American Library Association (ALA), the Montessori Accreditation Council for Teacher Education (MACTE), and the Masters in Psychology and Counseling Accreditation Council (MPCAC).

As additional accreditors are identified, you may add them to this list as well.

B. Discussion: Progress of State Educator Preparation Review Format.

The committee will review the new documents for Unit, Program and Added Field reviews for Hawaii EPP. You will also discuss support for existing Hawaii EPP and their current programs.

C. Yearly Planning for 2017-2018

As the Committee ran short on time at the September meeting, this planning document, which will identify items you would like to see on your agenda throughout the year, will be discussed.

The Budget, Personnel and Strategic Planning Committee (Murashige, Kawazoe, Idica, Nakasato, Teramae, Tom, Villalobos) will meet at 11:00 am to discuss and take possible action on the following:

A. NBI 17-11: Goals for the Executive Director for 2017-2018

Based on the approved Strategic Plan for 2017-2018, the following goals for the Executive Director are being proposed:

1. Conduct the following studies, reporting back to the HTSB no later than June 2018:
 - a. Work Groups on the Codes of Ethics and Conduct; License fields and levels; Clinical Practice/Common Unit Assessments;
 - b. Focus groups on Ethnomathematics; Middle Level Education;
2. Work with Hawaii Educator Preparation Programs to review information on the new EPP review process and options;
3. Develop communication with Hawaii transitioning military/spouses to facilitate licensing;
4. Working with the Licensing Specialists, revise the License Renewal and License Compliance audit process, including communications with applicants and licensees.

B. Discussion: Building Reserves

Committee Chair Murashige has wisely advised that HTSB rebuild its reserves. Rising negotiated personnel costs, deployment of the new licensing system and website have impacted

HTSB's reserves in recent years. While HTSB has no control over negotiated salaries and benefits, and unexpected costs associated with new systems are not unusual, it is time to look to the future with a solid financial plan. He will be sharing his thoughts with you during the committee meeting and delivering a financial update during the working lunch.

C. Yearly Planning for 2017-2018

As the Committee ran short on time at the September meeting, this planning document, which will identify items you would like to see on your agenda throughout the year, will be discussed.

The Teacher Standards Committee (DeLong, Stewart, Idica, Kawazoe, Kissida, Teramae, Villalobos) will not meet.

Legislative Committee (Cayetano, Young, Mew, Stewart, Park Toyama, Kissida, Villalobos) will not meet.

The Committee of the Whole will meet during the Working Lunch will feature the following presentations:

- A. Update on online licensing system: Mr. Kevin Costa
- B. Budget Update: Murashige

The Business Meeting will be called to order following the Committee of the Whole's working lunch. New Business Items from the committees mentioned above will be considered.

The following items will be considered in Executive Session, and will be forwarded to you separately:

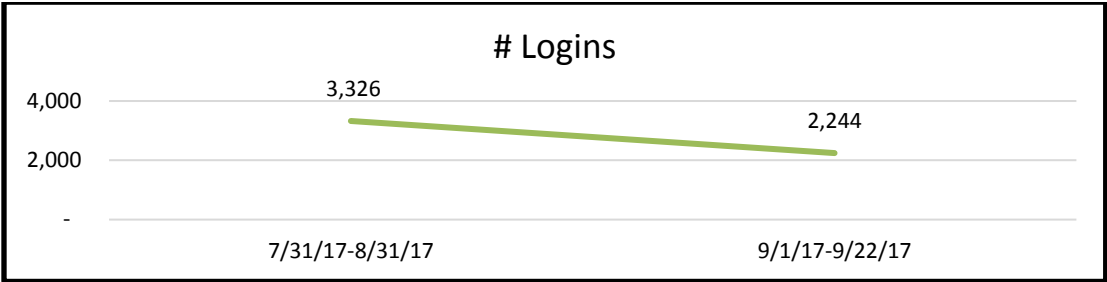
- A. Approval of Executive Session Minutes from the September 8, 2017, meeting
- B. NBI 17-12: License affirmation
- C. Personnel Update: Hammonds
- D. Consultation with Deputy Attorney General on legal and procedural matters

Data:

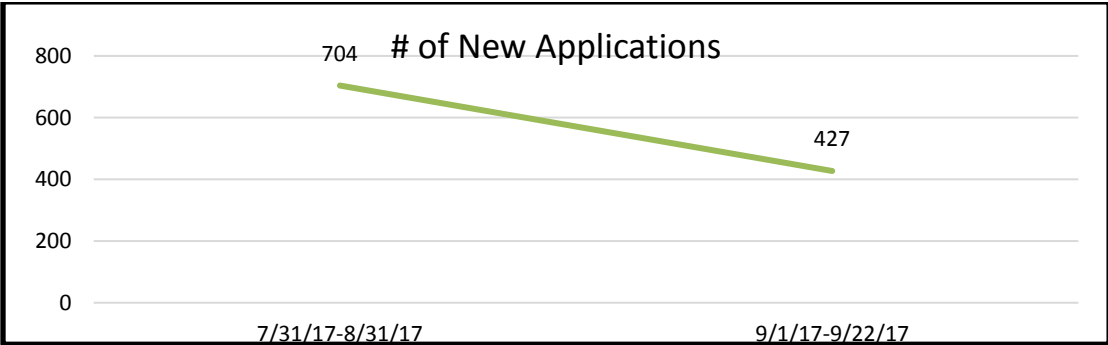
Data for the period July 1 - September 22, 2017, follows. As the October meeting is early in the month, the remainder of September data will be included in the next report.

LICENSING INFORMATION

# of Daily Logins (non-HTSB staff)	
Date	# Logins
7/31/17-8/31/17	3,326
9/1/17-9/22/17	2,244
Total	5,570



# of New Applications	
Date	#
7/31/17-8/31/17	704
9/1/17-9/22/17	427
Total	1,131



New Applications by Type			
Application Type		7/31/17-8/31/17	9/1/17-9/22/17
Advanced	Add Teaching Field	1	0
	New License/Permit Application	20	13
CTE Permit	New License/Permit Application	0	
Career and Technical Education	New License/Permit Application	3	0
Emergency Hire	New License/Permit Application	231	170
Hawaiian	New License/Permit Application	12	2
Provisional	Add Teaching Field	26	8
	New License/Permit Application	139	48
Standard	Add Teaching Field	56	18
	New License/Permit Application	111	34
	Renew License/Permit	105	134
	Total	704	427

New Applications by Status		
Application Status	7/31/17-8/31/17	9/1/17-9/22/17
Approved	512	361
Cancelled	32	2
Not Approved	2	1
Pending Applicant Action	142	52
Pending HTSB Review	3	4
Submitted	13	7
PF Review	0	0
Total	704	427

New Licenses were issued in the following fields:
Biology (6-12)
Chemistry (6-12)
CTE - Business (6-12)
Drama/Theater Arts (6-12)
Early Childhood Education (P-3)
Elementary Education (K-6)
English (6-12)
English (6-8)
Government/Political Science (6-12)
Health (K-12)
Mathematics (6-12)
Mathematics (6-8)
Physical Education (K-12)
Physics (6-12)
School Counselor (K-12)
School Librarian (K-12)
Science (6-12)
Science (6-8)
Social Studies (6-12)
Social Studies (6-8)
Spanish (K-12)
Special Education - Blind/Visually Impaired (K-12)
Special Education - Mild/Moderate (6-8)
Special Education - Mild/Moderate (K-12)
Special Education (K-12)
Special Education (K-6)
Special Education (P-12)
Special Education (P-3)
TESOL (K-6)
TESOL (P-12)
TESOL (6-12)

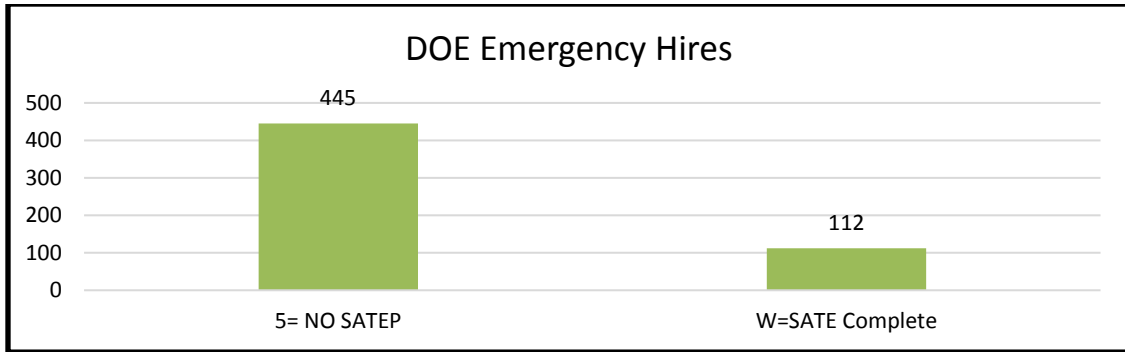
The following added fields were issued:	#	Option	
Elementary Education (K-6)	2	Option A	Program Completion
English (6-12)	2	Option A	Program Completion
English (6-8)	2	Option A	Program Completion
Literacy Specialist (K-12)	3	Option A	Program Completion
Music (K-12)	2	Option A	Program Completion
School Librarian (6-12)	2	Option A	Program Completion
Science, Technology, Engineering and Math (STEM) (K-6)	1	Option A	Program Completion
Special Education - Mild/Moderate (6-12)	1	Option A	Program Completion
Special Education - Mild/Moderate (K-6)	1	Option A	Program Completion
Special Education (K-6)	1	Option A	Program Completion
Teacher Leader ()	1	Option A	Program Completion
Economics (6-12)	1	Option C	Test and Experience
Elementary Education (K-6)	2	Option C	Test and Experience
Government/Political Science (6-12)	1	Option C	Test and Experience
Hawaiian Studies (6-12)	1	Option C	Test and Experience
Health (K-12)	1	Option C	Test and Experience
History (6-12)	1	Option C	Test and Experience
Mathematics (6-8)	2	Option C	Test and Experience
Physical Education (K-12)	1	Option C	Test and Experience
Social Studies (6-8)	1	Option C	Test and Experience
Special Education - Mild/Moderate (6-12)	1	Option C	Test and Experience
Teacher Leader ()	1	Option C	Test and Experience

Added Field Options Used	
Option A, Program Completion	18
Option B, Coursework and Experience	0
Option C, Test and Experience	13
Option D, NBPTS	0
Option E, Advanced Degree	0
Total	31

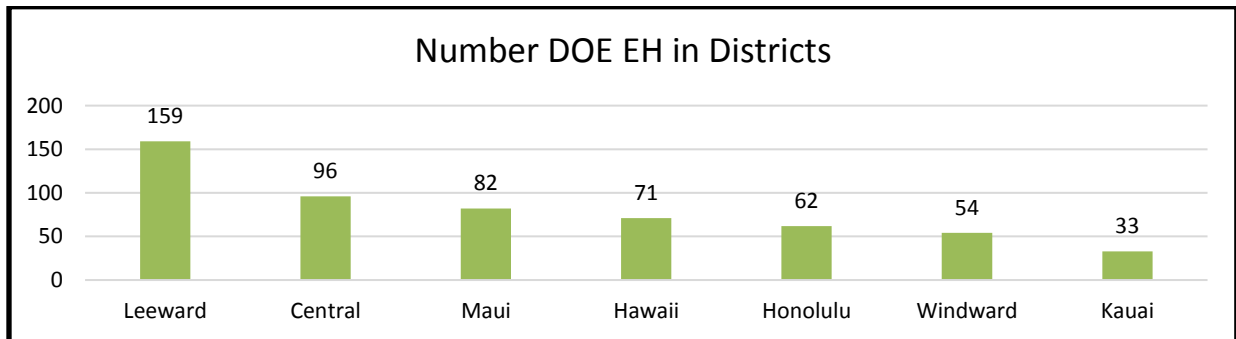
EMERGENCY HIRE TEACHERS

DOE

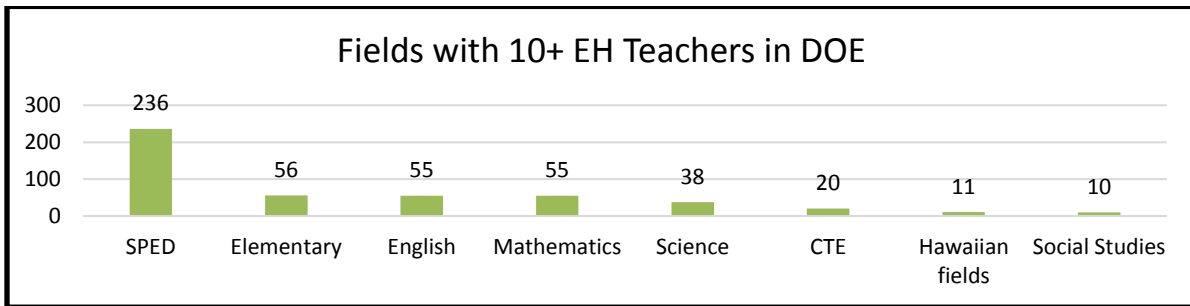
DOE Emergency Hire Teachers			
Month	DOE 5= NO SATEP	DOE W=SATE Complete	Total DOE EH
August 2017	445	112	557



DOE District	Number EH
Leeward	159
Central	96
Maui	82
Hawaii	71
Honolulu	62
Windward	54
Kauai	33
Total	557

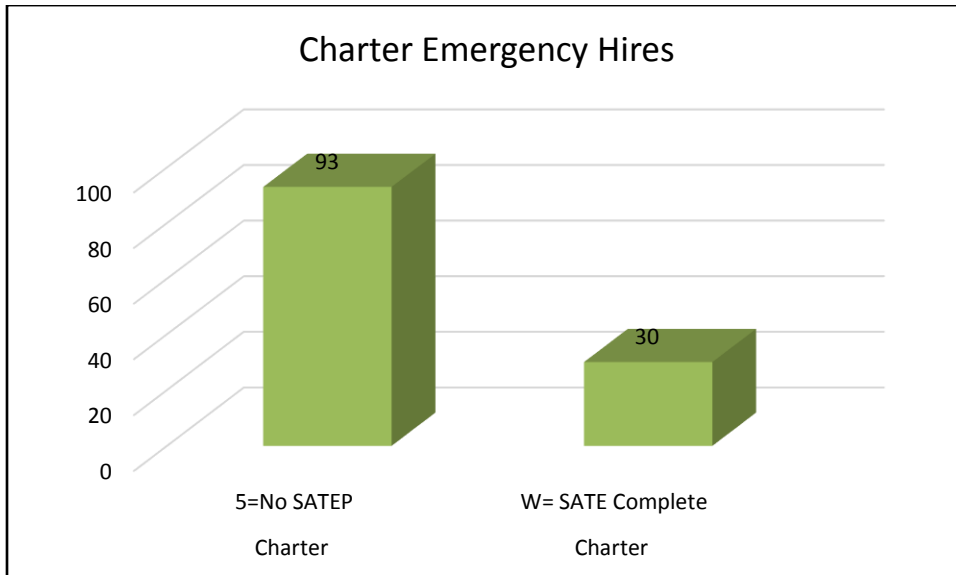


Fields with 10+ EH in DOE	#
SPED	236
Elementary	56
English	55
Mathematics	55
Science	38
CTE	20
Hawaiian fields	11
Social Studies	10

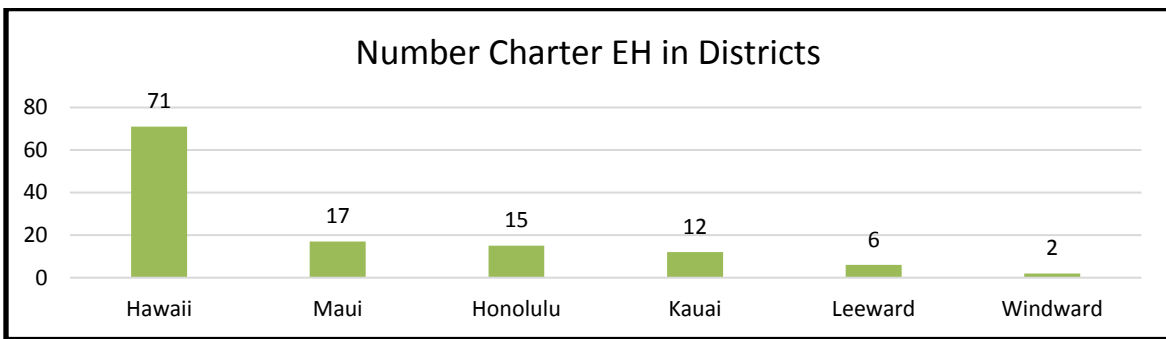


CHARTER SCHOOLS

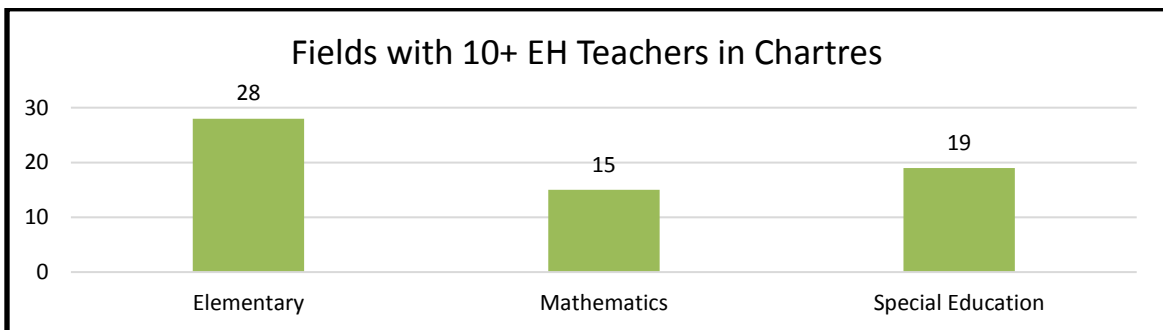
Charter 5=No SATEP	Charter W= SATE Complete	Total Charter EH
93	30	123



PCS District	Number EH Teachers
Hawaii	71
Maui	16
Honolulu	14
Kauai	11
Leeward	6
Windward	2



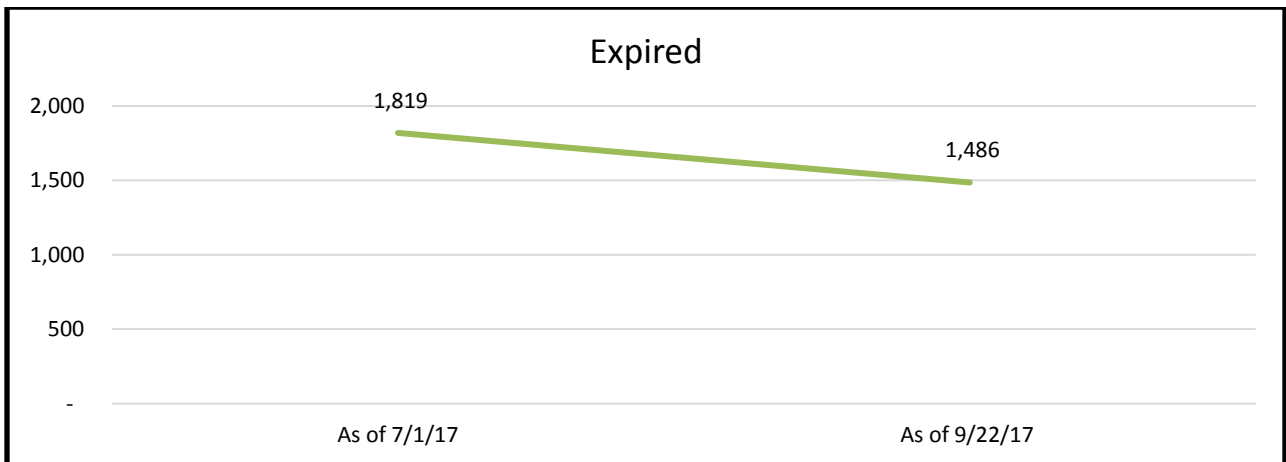
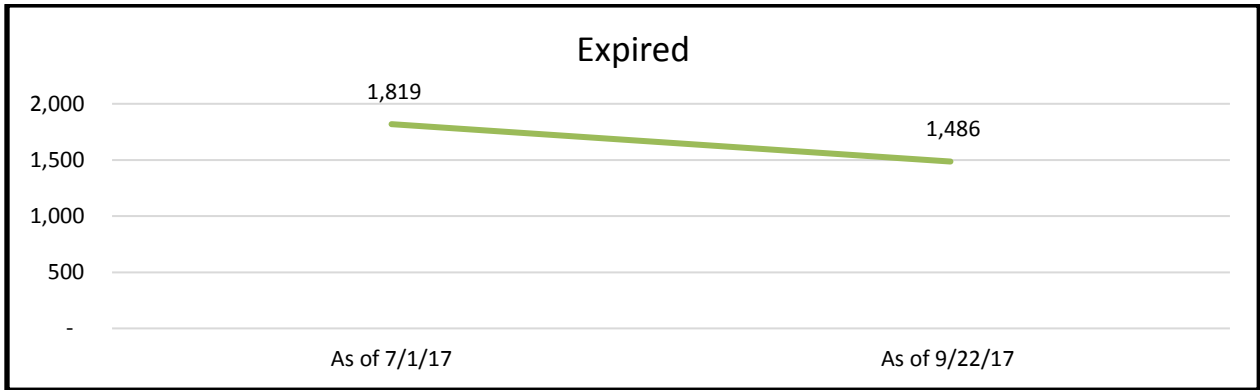
Fields with 10+ EH Teachers in Charters	
Elementary	28
Mathematics	15
Special Education	19



FORFEITED AND EXPIRED LICENSES

Forfeited/Expired Status	Forfeited (owe an annual fee)	Expired
As of 7/1/17	213	1,819
As of 9/22/17	365	1,486

Note: As of 9/26/2017, 272 DOE teachers and 98
 Charter school teachers hold a forfeited or expired license/permit.
 HTSB staff is working with both the DOE and Charter Schools
 to ensure all teachers are current with their license/permit.



FEES ASSESSED

Assessed Fees to License/Permit Applicants/ Holders*		
Fee Type	7/31/17-8/31/17	9/1/17-9/22/17
Add Teaching Field	1,075.00	525.00
Advanced License	9,283.50	5,130.00
Application	7,050.00	3,675.00
Emergency Hire Permit	8,500.50	8,532.00
Hawaiian Permit	3,514.50	315.00
HTSB Credit	(7,456.50)	(432.00)
Online Processing	1,204.00	902.00
Provisional License	19,669.50	9,549.00
Standard License	42,664.50	49,275.00
Total	\$85,505.00	\$77,471.00
* Does not include DOE PAYMENTS applied.		

Assessed Fees to DOE for Eligible Licensees*		
Fee Type	# Individuals @ \$54 each	Total Fee
Annual License Payments for SY2017-2018	2,982	\$156,168
License Renewal Payments for SY2017-2018	294	\$15,876
August 2017 Totals	3,276	\$172,044
Annual License Payments for SY2017-2018	2	\$108
License Renewal Payments for SY2017-2018	17	\$918
September 2017 Totals	19	\$1,026
TOTAL		\$173,070

CUSTOMER SERVICE

LICENSING SECTION OFFICE DATA

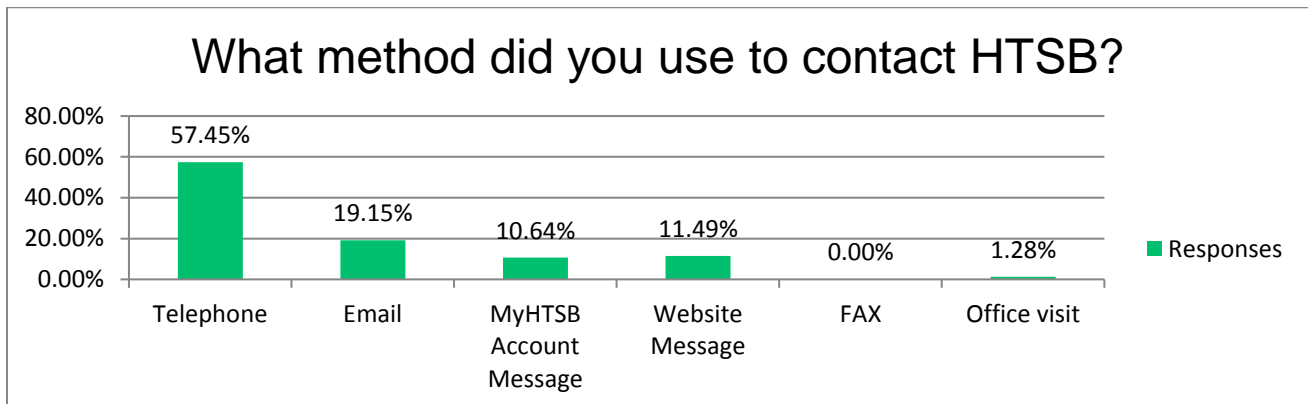
Month	System Notices / <u>Average</u> per person per hour*	System Messages/ <u>Average</u> per person per hour*	Emails/ <u>Average per person</u> per hour**	Calls/ <u>Average per</u> person per hour**	Walk-ins
July 2017	NA	NA	654/ 1.2	515/ 1.0	8
August 2017	2082/ 6.8	775/ 2.5	1344/ 2.2	1172/ 1.9	12
September 2017 (through 9/22/17)	1350/ 6.0	367/ 1.6	446/ 1.0	1511/ 3.4	10

*Based on two specialists.

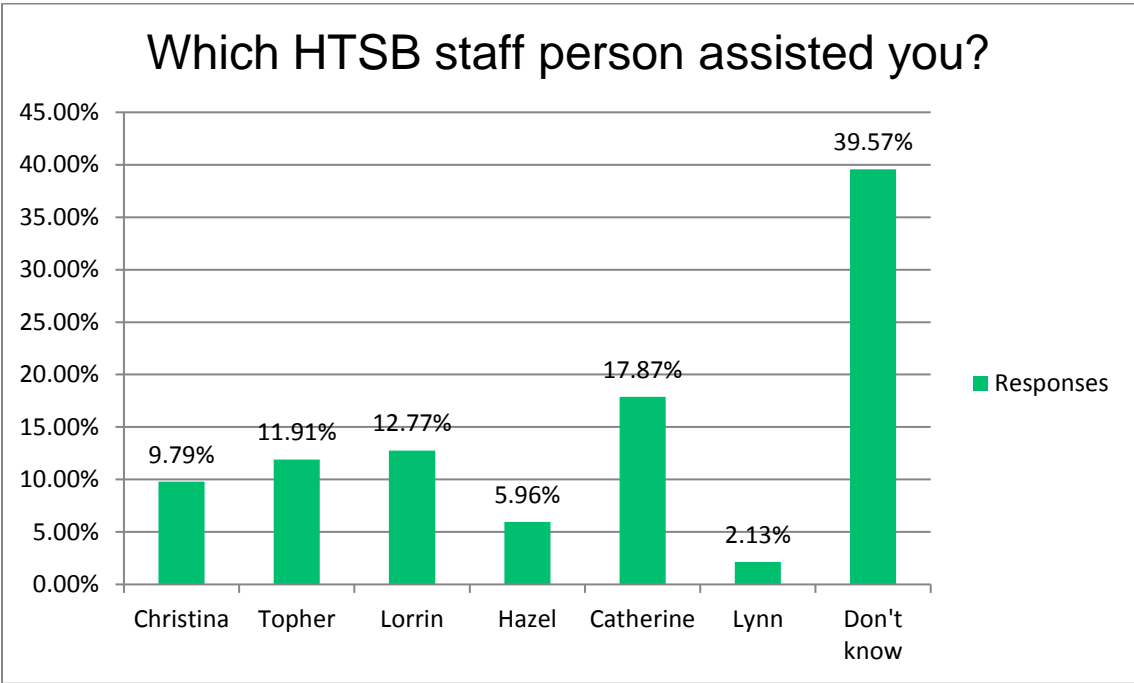
**Based on two specialists, two half-time clerks, DPSA (for login/password assistance).

CUSTOMER SATISFACTION SURVEY DATA

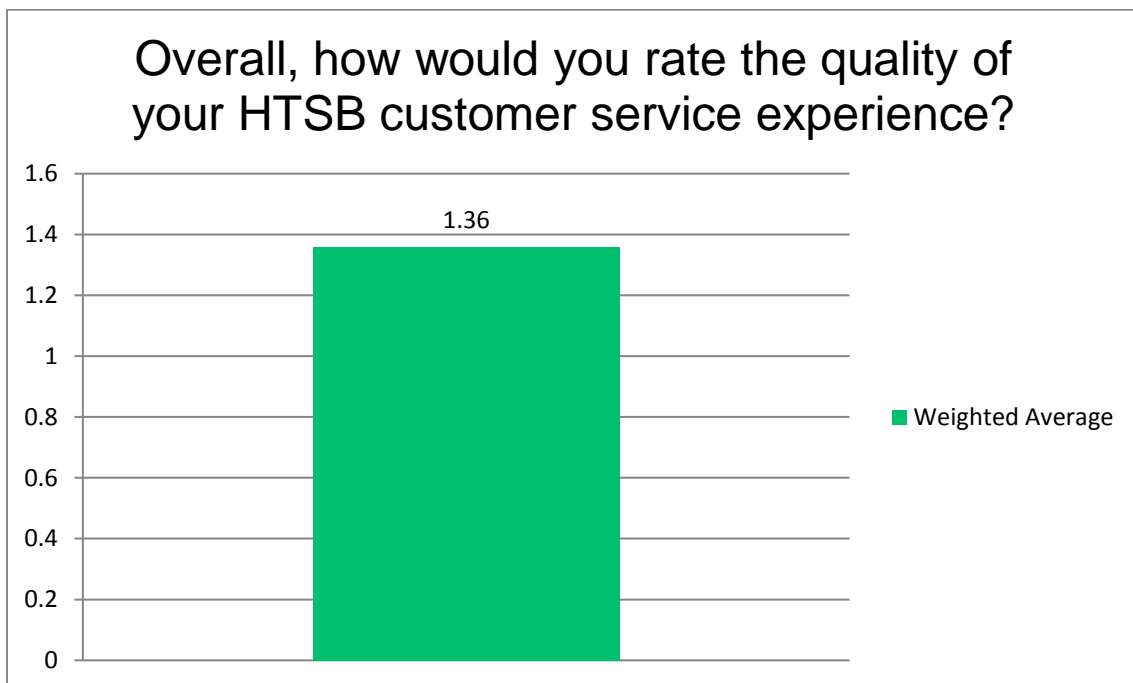
What method did you use to contact HTSB?		
Answer Choices	Responses	
Telephone	57.45%	135
Email	19.15%	45
MyHTSB Account Message	10.64%	25
Website Message	11.49%	27
FAX	0.00%	0
Office visit	1.28%	3
	Answered	235
	Skipped	0



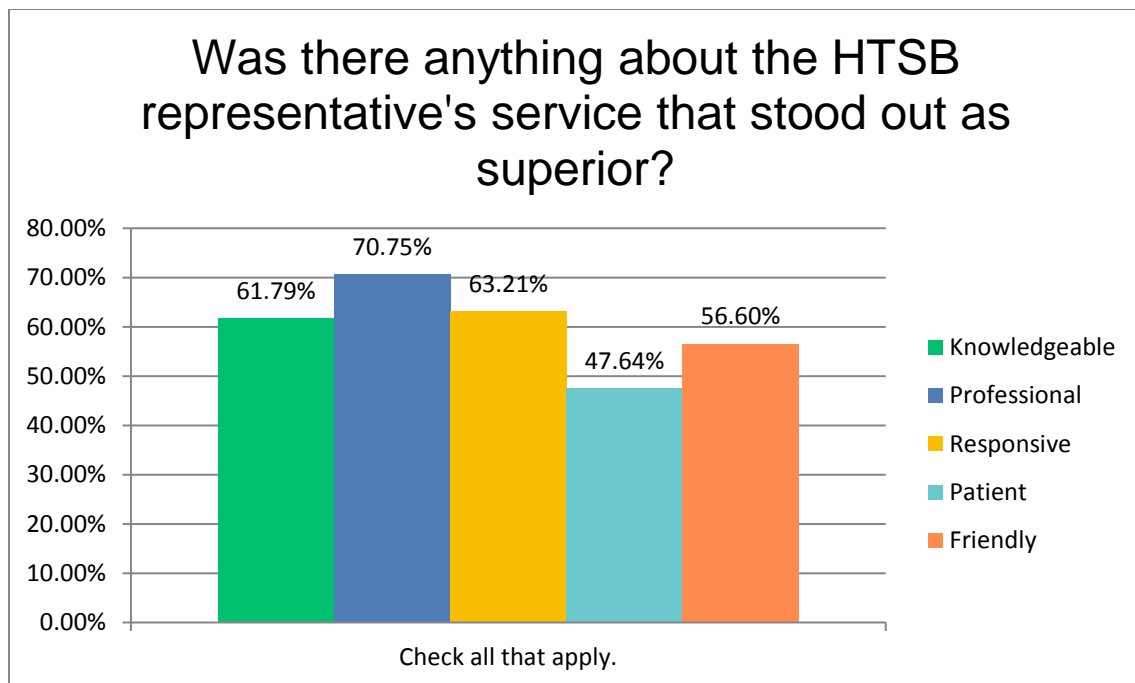
Which HTSB staff person assisted you?		
Answer Choices	Responses	
Christina	9.79%	23
Topher	11.91%	28
Lorrin	12.77%	30
Hazel	5.96%	14
Catherine	17.87%	42
Lynn	2.13%	5
Don't know	39.57%	93
	Answered	235
	Skipped	0



Overall, how would you rate the quality of your HTSB customer service experience?												
	Very positive		Somewhat positive		Neutral		Somewhat negative		Very negative		Total	Weighted Average
(no label)	77.87%	183	11.06%	26	9.36%	22	0.85%	2	0.85%	2	235	1.36
											#	235
											No ans.	0



Was there anything about the HTSB representative's service that stood out as superior?											
	Knowledgeable		Professional		Responsive		Patient		Friendly		Total
	Check all that apply.	61.79%	131	70.75%	150	63.21%	134	47.64%	101	56.60%	
Additional Comments:											78
										#	212
										No ans.	23



Was there anything about the HTSB representative's service that could be improved?											
	Didn't listen carefully		Didn't understand my questions		Gave unclear or wrong information		Not patient		Unfriendly		Total
Check all that apply.	20.00%	3	40.00%	6	46.67%	7	6.67%	1	26.67%	4	15
Additional comments:											52
										#	15
										No ans	22

