

**New Business Item 20-32**  
 Introduced March 5, 2021  
 Approved March 5, 2021

**TITLE: Budget for 2021-2022**

Pending general funding by the Hawaii Legislature, the Hawaii Teacher Standards Board adopts the attached budget for the 2021-2022 school year. The budget line item amounts shall be determined by the final state budget approved by the Governor. Should the Legislature and Governor impose a 20% or 25% budget reduction, the following will be utilized.

Hawaii Teacher Standards Board	Regular Cycle
<b>Personnel</b>	
Executive Director 73645 Licensing Specialists 74675, 69987, 603889, 603890 Secretary 52758 Office Assistants 57914, 57915	607,672
Substitute teachers for HTSB members and participants attendance at meetings, workgroups, presentations	5,200
<b>Total Personnel Costs</b>	<b>612,872</b>

Operations	Pre-COVID budget	Budget with 20% reduction	Budget with 25% reduction
HTSB online system for teacher license applications, license renewal, storage of licensing data and documents: Licensing system maintenance, security, build-out for additional licenses/permits, support, and reporting modules, improved user interface: supports remote access for teachers and HTSB staff to maintain licensing process. Because of HTSB's licensing system, teachers have been able to be efficiently licensed through the pandemic with no delays. HTSB does not propose a decrease to this budget item because it directly affects teachers' ability to obtain their license.	300,000	300,000	300,000
HTSB Website: Each year, HTSB strives for an improved user interface with teachers based on feedback from customer support surveys and other direct input. This supports clear and efficient user experience for teachers to find information on teacher preparation and licensure. HTSB does not propose a decrease to this budget item because teachers need to find licensure information in an efficient manner.	48,000	48,000	48,000
Web hosting for online system and website: This budget item maintains capacity for storage of online records. HTSB does not propose a decrease to this budget item because all data must be maintained and as years pass, more data and documents must be stored.	25,000	25,000	25,000
Office lease and CAM, Dole Cannery: HTSB leases a small office in Dole Cannery and the lease is approved by the DOE and the State Comptroller. Previous inquiries regarding available state office building availability have not resulted in finding space.	60,000	60,000	60,000
Office operations:	75,000	58,280	45,000

Standard office support, including office supplies, equipment, maintenance not covered under the Dole Cannery lease.			
<b>Statewide Preparation and Professional Development for Teachers: maintains training and professional development for licensure renewal</b>			
Statewide licensure and teacher education support	30,000	30,000	25,000
Statewide Model Code of Ethics training for teachers	55,000	55,000	50,000
Scholarships for MCEE professional development courses	60,100	25,000	20,000
Statewide NBPTS candidate support	55,000	40,000	35,000
<b>Meetings and Training for Members, Staff</b>			
Board business meetings, Neighbor Island meetings, hearings: As long as HTSB meetings are conducted via remote technology, this expense can be greatly reduced because there is no travel. It includes expenses for maintaining remote technology and a meeting space for the Chairperson to conduct the meetings.	36,000	10,000	10,000
Training for HTSB members and staff on licensing, professional practices, ethics, NBPTS, teacher education, alternative routes, legislation:  As there is only one office in each U. S. jurisdiction that handles teacher licensing, there is no training available locally for HTSB staff and board members. Since travel has been cancelled for education offices, this eliminates all travel and only remote participation in conferences on these topics.	95,000	20,000	11,325
<b>Total Operational Costs</b>	<b>839,100</b>	671,280	629,325
<b>TOTAL HTSB Current Budget / Overall Proposed Reductions</b>	<b>1,474,488</b>	<b>1,306,668</b>	<b>1,264,713</b>

Should the 2021 State Legislature not fund the HTSB, license fees must be reinstated. In this event, the HTSB directs the Executive Director to collaborate with the Department of Education and Hawaii Charter Schools to re-institute payroll deduction for license and permit fees. Fees assessed on individuals not employed at a Hawaii public school shall be paid by the online collection feature in the HTSB licensing system.

**Submitted by:** Branden Kawazoe

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