

New Business Item 21-27

Introduced March 4, 2022

Approved March 4, 2022

TITLE: HTSB Office Space Expansion

The Hawaii Teacher Standards Board approves the following expansion of its office space in Dole Cannery.

- HTSB's current Suite 268 office in Dole Cannery is 728 square feet. It is insufficient for the eight (8) full time staff members to operate efficiently and comply with the current social distancing guidelines.
 - 728 square feet- \$1,953/month (including GET and monthly CAM)
- The adjacent Suite 265 in Dole Cannery is 1,174 square feet and is available to rent.
 - 1,174 square feet-\$3,200/month (including GET and monthly CAM)
- Combining Suite 268 and Suite 265 will provide HTSB with an office of 1,902 square feet.
 - 1,902 square feet-\$5,153/month (including GET and monthly CAM)
- The current lease for Suite 268 was negotiated in 2018, expires on 8/31/2024 and has an option to extend for four (4) years and eleven (11) months.
- Suite 265 will be added to the lease by an amendment and will have the same rental rate, expiration date and option to extend.
- The increase in rent is within HTSB's budget. The requested allotment for SY2023 is the same as the current SY2022.
- HTSB will use the additional office area to space out the eight (8) full-time staff members, provide confidential customer service, hold meetings and trainings.

Submitted by: Branden Kawazoe

Referred to: Budget, Personnel, and Strategic Planning Committee