

**New Business Item 22-34**  
Introduced October 14, 2022  
Approved October 14, 2022

**TITLE: HTSB's Executive Director Compensation**

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The Hawaii Teacher Standards Board approves the following compensation for the Executive Director:

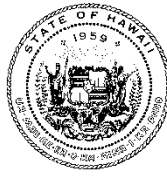
Effective immediately, Executive Director Felicia Villalobos will receive an annual salary matching EO 10 Step 7 Salary Range. Her pay will be retroactive to her official start date, July 1, 2022.

**Background:**

Director Villalobos has been in temporary assignment as HTSB's Interim Executive Director since May 1, 2021 ([NBI 20-24](#)). At HTSB's August 31, 2021, Board meeting, [NBI 21-04](#) established a Permitted Interaction Group (PIG) relating to the search of HTSB's new Executive Director. On November 19, 2021, the PIG updated the board on the search for HTSB's Executive Director. At the Board's March 4, 2022, meeting the PIG [discussed](#) its findings and provided the Board a recommended candidate for approval. On April 29, 2022, [NBI 21-49](#) approved Director Villalobos' recommendation to the Board of Education (BOE). At the BOE's June 16, 2022, meeting, Director Villalobos was approved as the Hawaii Teacher Standards Board new Executive Director with the start date of July 1, 2022.

**Submitted by:** Branden Kawazoe

DAVID Y. IGE  
GOVERNOR



BRANDEN KAWAZOE  
CHAIRPERSON, HTSB

**STATE OF HAWAII**  
HAWAII TEACHER STANDARDS BOARD  
650 IWILEI ROAD, SUITE 268  
HONOLULU, HAWAII 96817

October 14, 2022

Ms. Maile Horikawa  
Hawai'i State Department of Education  
Office of Talent Management  
Employee Records and Transactions Section  
650 Iwilei Road, Suite 300  
Honolulu, HI 96817

Subject: HTSB Executive Director Position

Dear Ms. Horikawa:

This letter is to inform you that Ms. Felicia Villalobos has been formally appointed as the new Executive Director of the Hawai'i Teacher Standards Board. Ms. Villalobos' selection was approved by the Board of Education at their June 16, 2022, meeting.

Since May 1, 2021, Ms. Villalobos has been on Temporary Assignment in the Executive Director position. Effective immediately, the Hawai'i Teacher Standards Board would like to give her a base salary matching the EO 10, Step 7 Salary Range. This base salary will be retroactive to her July 1, 2022 start date.

Please contact HTSB secretary Elaine Hutchinson at (808) 586-2601 or email at [elaine.hutchinson@hawaii.gov](mailto:elaine.hutchinson@hawaii.gov) should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Branden Kawazoe".

Branden Kawazoe  
Chairperson, Hawai'i Teacher Standards Board

BK:eh