

**New Business Item 22-98**

Introduced April 28, 2023

Approved April 28, 2023

**TITLE: 2022-2023 The Hawaii Teacher Standards Board Executive Director's  
Evaluation Recommendation**

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The Hawaii Teacher Standards Board approves the overall rating of acceptable for the Executive Director for the period of July 1, 2022-June 30, 2023. The HTSB continues the appointment of Felicia Villalobos as Executive Director.

**Submitted by:** Branden Kawazoe

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

# 2023 HTSB Executive Director Evaluation - Board Members

12 responses

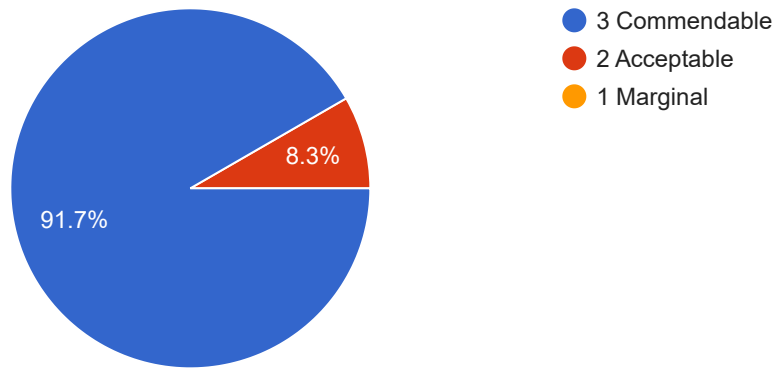
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Standard 1: Provides leadership to the Board and Hawai'i Teacher Standards Board (HTSB) organization.

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

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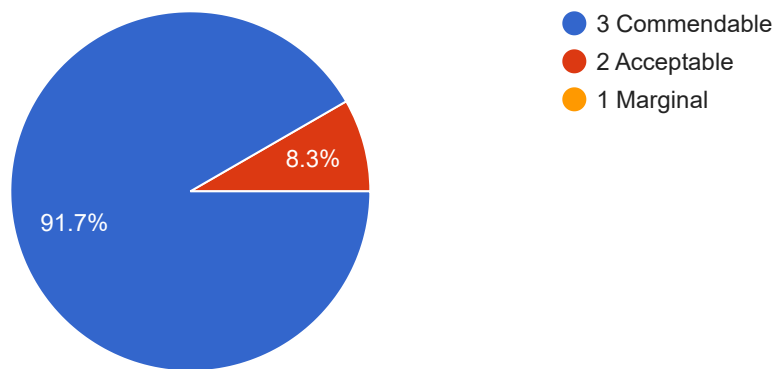
12 responses



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

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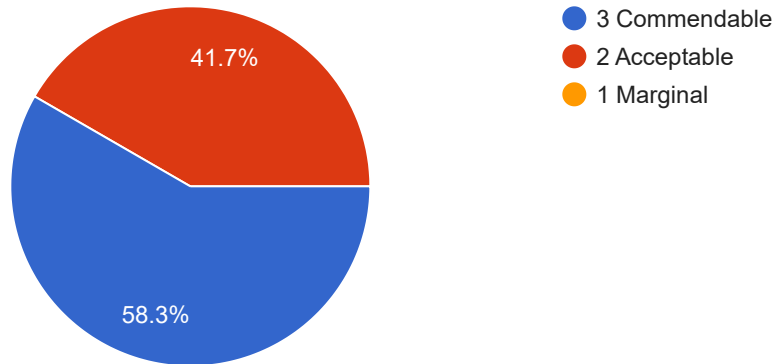
12 responses



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



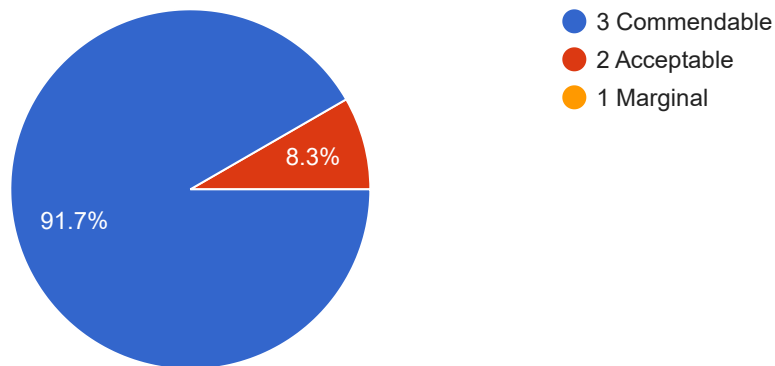
12 responses



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



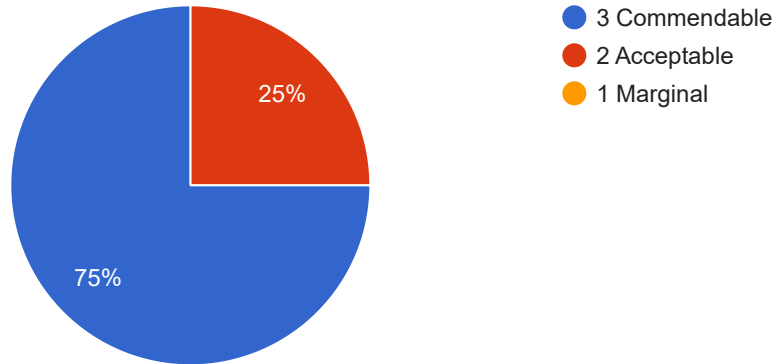
12 responses





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.

12 responses



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

8 responses

Director Villalobos has improved the systems and procedures at HTSB that have made the board more effective and professional. She has created a stellar office that analyzes and has built better programming for our customers. Our state has benefited from her knowledge and expertise.

I am impressed with the level of detail that ED has pursued many of the issues facing our HTSB - and I appreciate her willingness to bring all of this information to our board.

I have found Executive Director Villalobos to be organized and well-prepared. This is reflected in her preparation for HTSB Board Meetings. She also has done an excellent job with providing and organizing materials for Board meetings--content is clearly presented with connections and links to appropriate related actions taken. Her organization supports smooth facilitation of Board Meetings.

The executive director is a consummate leader, well versed in all responsibilities of the board through her experience as a teacher, a board member, a licensing specialist, and interim executive director.

Director Villalobos is a driven and responsive leader.

Executive Director Villalobos continues to model sound leadership, healthy board relations and communications, and board governance to ensure the activities of the HTSB staff and the work of the HTSB board are in alignment to its mission and accountable to the keiki of Hawai'i.

Takes initiative to brief Board Members about HTSB matters for deeper understanding.

Felicia personally and, under her leadership, the HTSB staff play a positive and much larger leadership role in public policy than one would expect from such a small office. Examples abound but in this period included: informing herself on and testifying at the State Legislature on bills related to teaching in Hawai'i; attending with staff a national conference on addressing teacher shortages that even the HDOE did not attend; researching and presenting to the board information about the Teachers Rising and the National Center for Teacher Residencies programs; attending the HDOE Office of Hawaiian Education summit; and participating actively in the multi-agency work group reviewing CTE. By herself leading and encouraging her staff to engage in this type of outreach and by providing succinct and policy-oriented briefings to the board, Felicia has led in providing facts and context for decisions--not just by the HTSB, but also at the Legislature and in HDOE--in support of HTSB's core mission of providing every child in Hawai'i with qualified teachers.

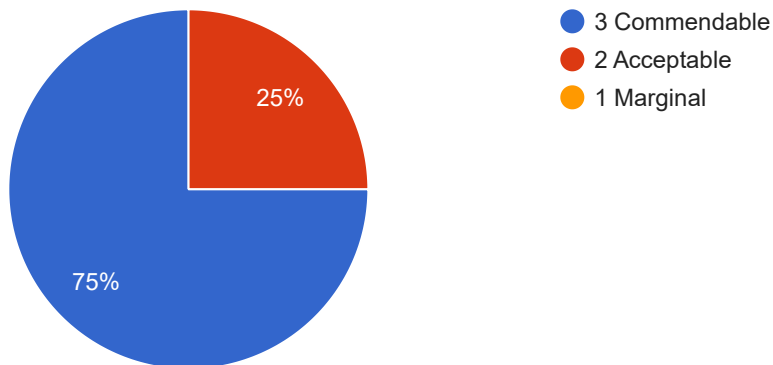


Standard 2: Promotes positive and effective communications with teachers, members of the Board and staff.

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



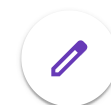
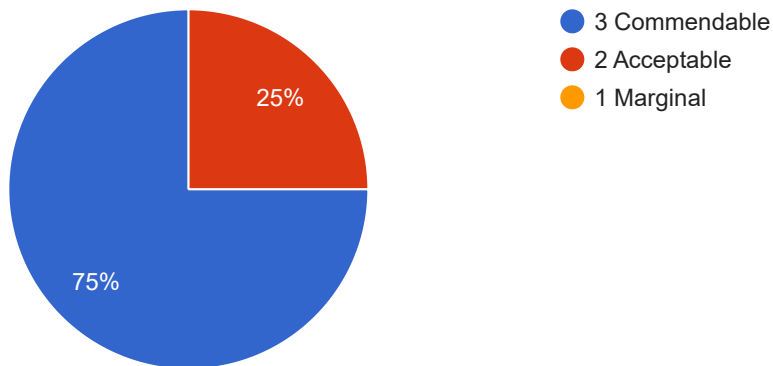
12 responses



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.



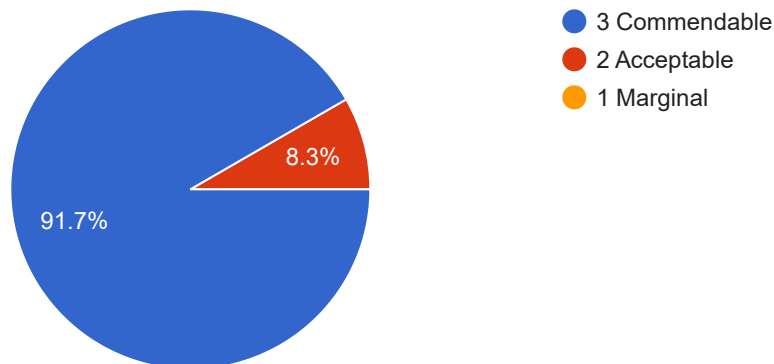
12 responses



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.



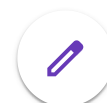
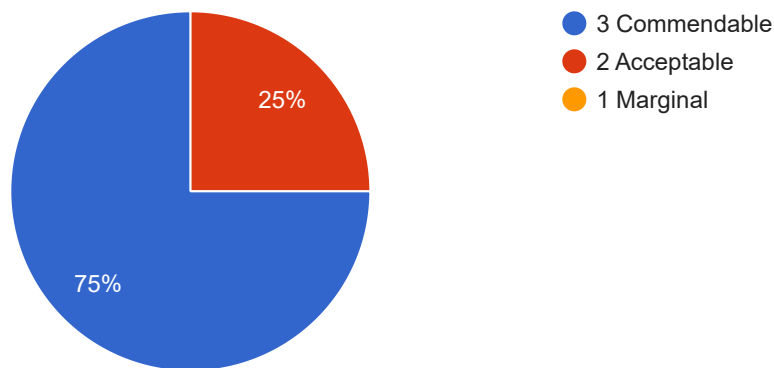
12 responses



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



12 responses



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

8 responses

The communication has improved and serves our community better than in the past.

Executive Director Villalobos does an excellent job with not only reaching out to constituents—she is immediately responsive in communicating with me when I have had a question or concern. Communication skills are also reflected in the connections she has made to experts who are engaged in national efforts. Our Board has been fortunate to have Dr. Villalobos bring guests to our meetings to share insights on initiatives and efforts to support the teaching profession across the United States.

The executive director is HIGHLY effective in communicating teachers, board members, and staff, and other partners of the board. She is respectful and knows how to seek and obtain the input needed to carry out board actions.

Open communication is welcomed.

ED Villalobos advances communication with thorough reports, data, and clear communication with HTSB board members, which includes highly sensitive issues involving legal counsel and AG's office. ED Villalobos handles these sensitive issues with extreme care, transparency, and timely communication with board members to support appropriate decision-making processes.

Articulate and committed to advancing the HTSB to a wide range of publics.

Felicia has been very effective on keeping the board and others informed of issues in a timely manner. She has been great at getting feedback and making recommendations to the board to ensure the HTSB keeps up with current nationwide practices.

(1) Particularly praiseworthy is Felicia's use of data to set performance standards, track progress, provide a transparent base for decision making, and keep board members informed about and able to anticipate possible problems related to accomplishment of the office's day-to-day responsibilities (e.g., responding to inquiries, issuing licenses, conducting investigations.) I find her choice of what and how much to include in reports to the board so good that I recently recommended to a senior manager in another state agency looking to her Executive Director's report for an example his office might emulate.

(2) The two "Acceptable" (rather than "Commendable") ratings I gave above were primarily because I had less direct knowledge of Felicia's communications with teachers and high level administration or federal officials, not because of any perception that her performance across those areas was less than commendable.

Standard 3: Maintains high standards of professionalism

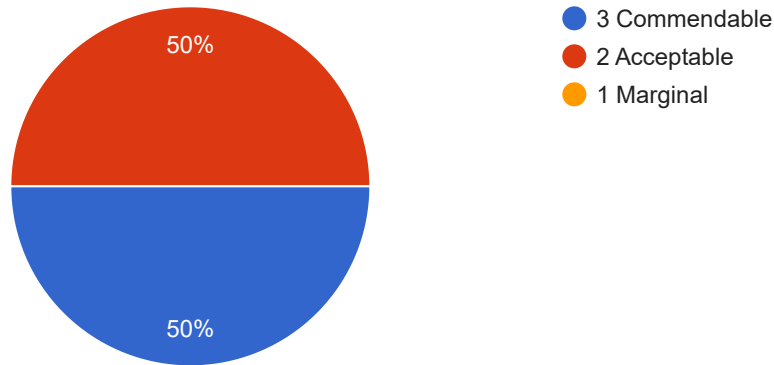






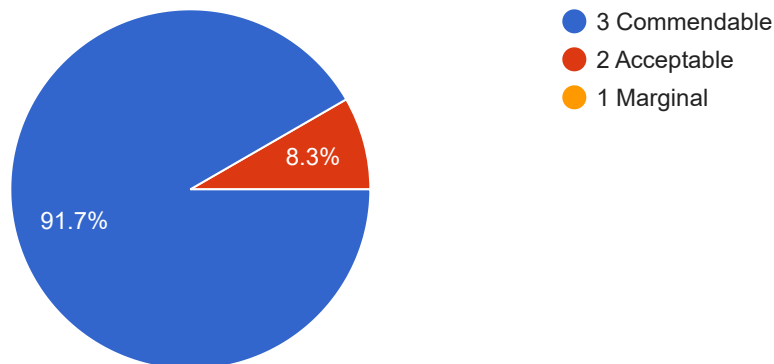
Pursues professional improvement activities to strengthen own leadership performance and demonstrates ability to self-assess and to reflect on administrative practices.

12 responses



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

12 responses



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

5 responses

Director Villalobos has high standards of professionalism and is passionate about her role and responsibility to our HTSB community.

Executive Director Villalobos keeps abreast of current and national initiatives and trends in teacher education. She attends professional conferences locally and nationally and brings this information back to her team and to HTSB Board members. I have appreciated her presentation of information which reflects attention to national initiatives with alignment and sensitivity to the specific and unique needs of our State of Hawai'i.

The executive director is HIGHLY professional in her interactions with all role groups. She listens well, is approachable, and collaborates well with others.

Excellent standard-bearer for the HTSB.

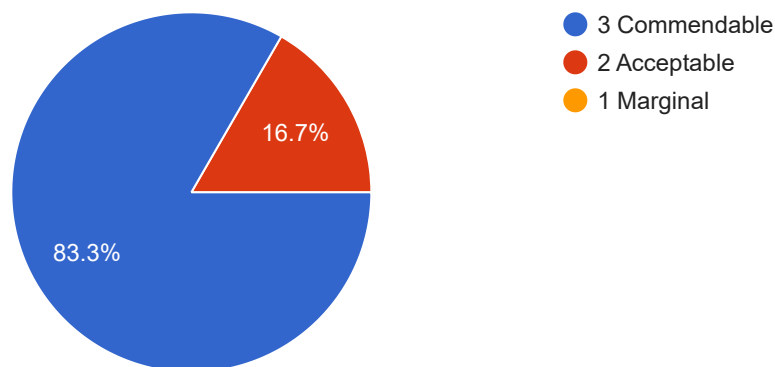
I have yet to hear a question about teacher standards, licensing or quality asked of Felicia in an HTSB or HTSB committee meeting that she could not answer.

### Standard 4: Manages the full scope of Board Administrative Responsibilities

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



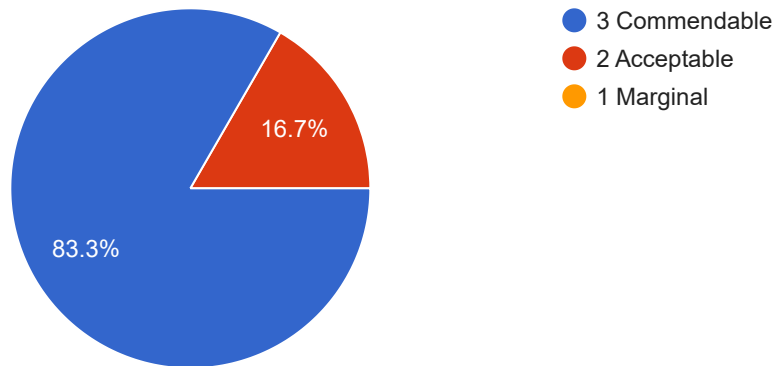
12 responses



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.



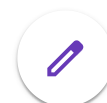
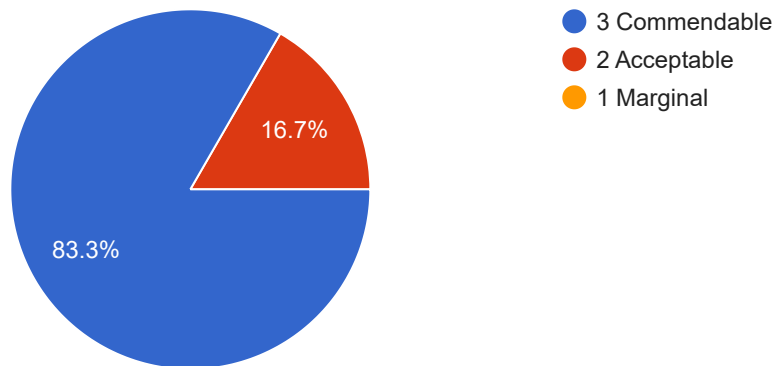
12 responses



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



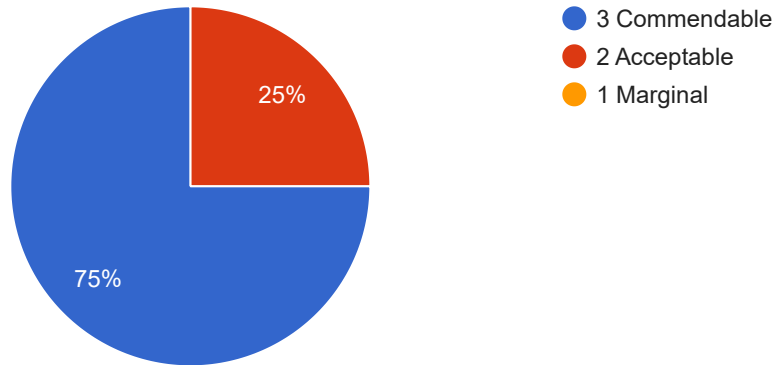
12 responses



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



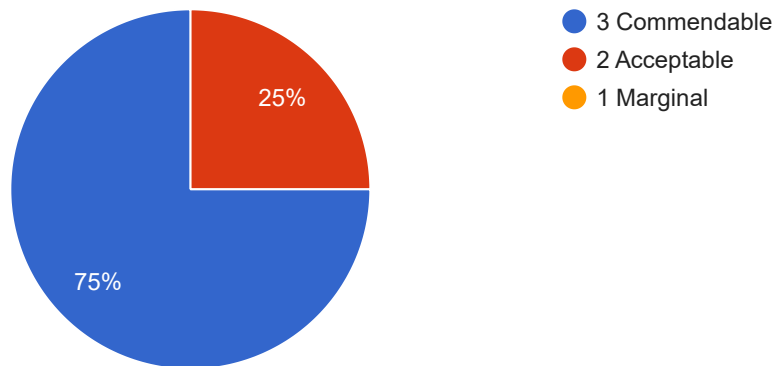
12 responses



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



12 responses



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

##### Evaluator's Comment(s) (Optional)

8 responses

Director Villalobos is a great leader and strives to make improvements in all systems of the Hawai'i Teachers Standards Board.

I have not fully studied the HTSB fiscal reports but believe that because she has high standards, the organization is operating within its fiscal budget soundly.

Executive Director Villalobos not only expresses deep commitment to Education and to the children and youth in our State of Hawai'i, she demonstrates this through her actions. I have found Executive Director Villalobos to be proactive, responsive, and professional. She is attentive to detail, supportive of Board members, and is committed to ensuring that appropriate procedures and the process for decisions and actions are maintained.

The executive director has set high priorities on maintaining applicable regulations relating to teacher licensure. This has meant taking a hard line with those who have tried to get around licensure requirements. She has also shown a strong commitment to National Board Certification and has ensured that support and engagement for NBCTs has been accessible and meaningful.

Overall, ED Villalobos exceeds in her administrative operations of HTSB. Going into the next fiscal year, I would like to see more fiscal forecasting and recommendations on our approved operating budget. For example, having a variance (positive variance / negative variance) reporting to show where we are under or over in our budget, the cause or expenses for these variances, and recommendations on how this overage will be addressed or reconciled (this is just an example: positive variance on professional development. recommendation: PD scheduled for EOY and forecasted to expend the full allocated budget before the fiscal year ends).

Seeks information about wonderings, digests and conceptualizes for understandings. Justifies and sets priorities for budgeting and expenditures. Finds loopholes and closes them legally.

Felicia has worked with national and local resources to begin the process to implement a statewide teacher apprenticeship program. This will be very beneficial to building the pipeline of qualified educators in the state.

Felicia has excelled in her management of Board administrative responsibilities. In her first year as Executive Director, she moved the office to a new physical location, hired a new employee and integrated all staff into what appears to be a strong team, carefully scrutinized and controlled budget expenses, and, based on data analysis, streamlined and introduced new procedures that reduced processing backlogs and improved customer service. Her adoption of a systems approach and rigorous attention to anomalies make it easier to identify possible systemic problems.



# 2023 HTSB Executive Director Evaluation - Staff

6 responses

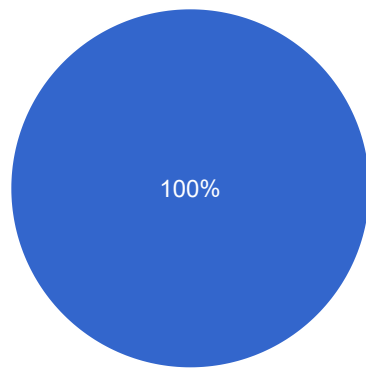
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Standard 1: Provides leadership to the Board and Hawai'i Teacher Standards Board (HTSB) organization.

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

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6 responses

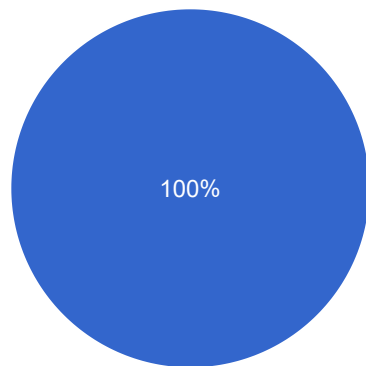


- 3 Commendable
- 2 Acceptable
- 1 Marginal

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

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6 responses



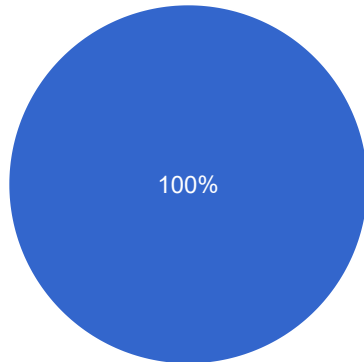
- 3 Commendable
- 2 Acceptable
- 1 Marginal



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



6 responses

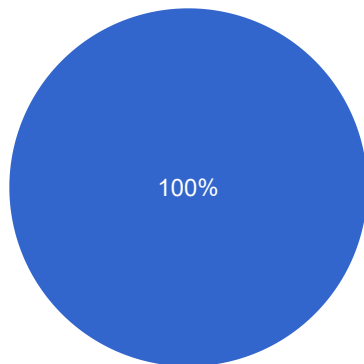


- 3 Commendable
- 2 Acceptable
- 1 Marginal

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



6 responses



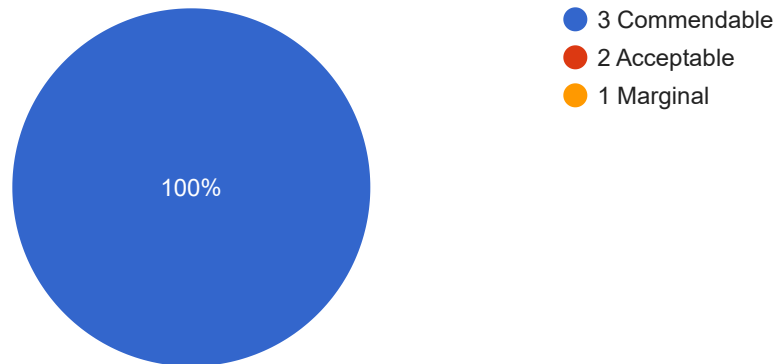
- 3 Commendable
- 2 Acceptable
- 1 Marginal





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.

6 responses



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

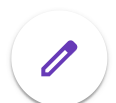
3 responses

Felicia was thrust into the position of Executive Director with no training. She has done an exceptional job in rectifying the myriad of problems regarding licensure which has surfaced since her tenure. Felicia has gone beyond the call of duty and she includes the staff in the decision making process. She is all about team work which should be commended.

Executive Director Villalobos is an effective leader who is committed to doing the right thing to guide the board and staff.

Executive Director Villalobos provides information to assist the board with decision-making.

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

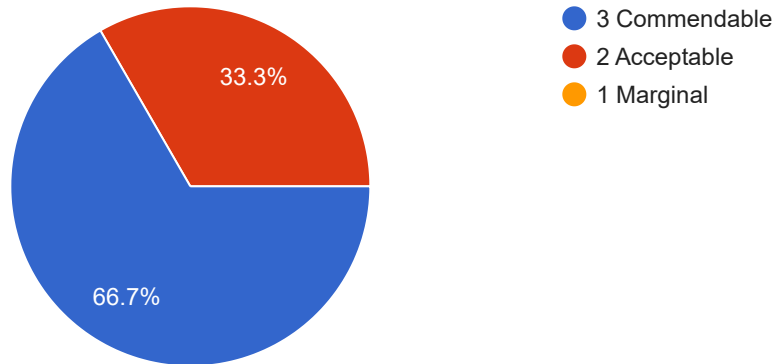




Communicates, interacts, and seeks input effectively with staff, board, teachers, and partners.



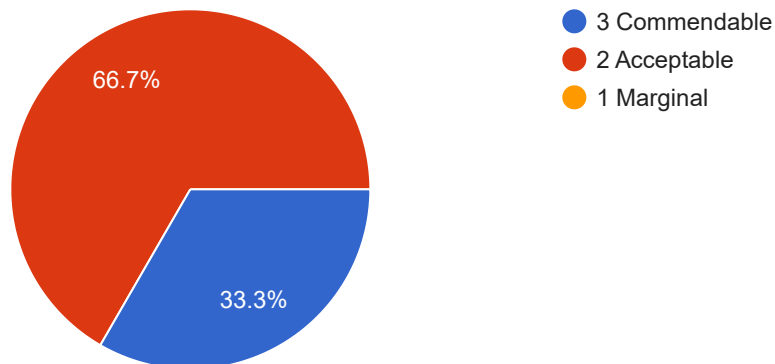
6 responses



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.



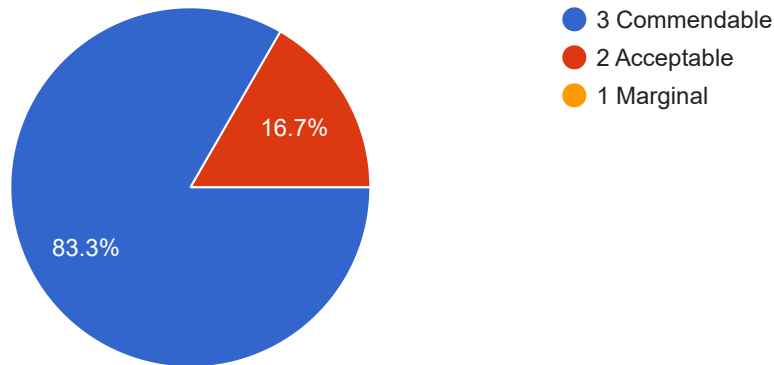
6 responses



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.



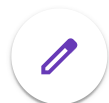
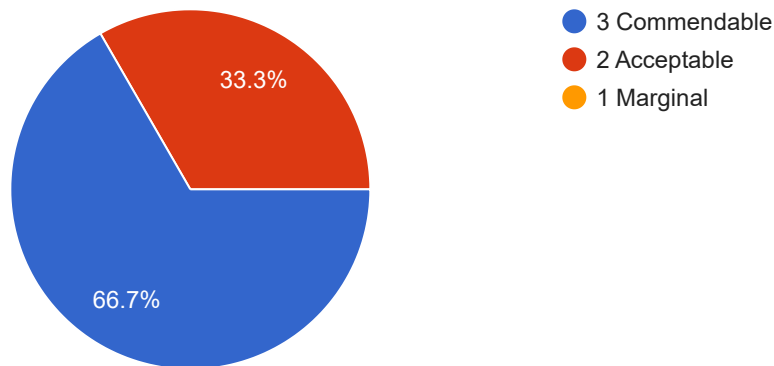
6 responses



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



6 responses



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

3 responses

Felicia is transparent in all aspects of her role as Executive Director. She makes certain to inform Board members, staff, and stakeholders in changes in policy and procedures.

Executive Director Villalobos ensures that all stake holders receive information and have the opportunity to share their knowledge with us.

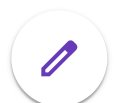
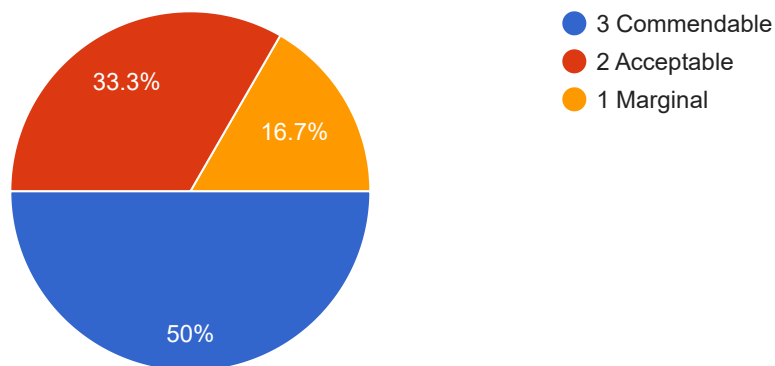
Executive Director Villalobos confers with other Board of Education and stakeholders. I am not witness to all occurrences which is the reason for answering "acceptable".

### Standard 3: Maintains high standards of professionalism

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



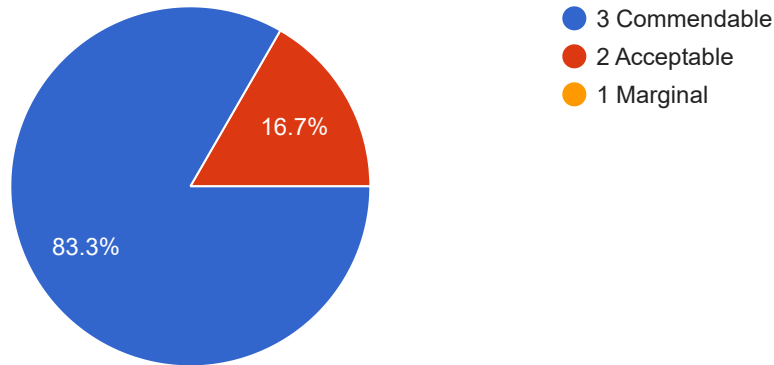
6 responses



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



6 responses



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

2 responses

Felicia maintains high standards of professionalism. As time permits it would benefit Felicia if she could receive formal training in management which includes personnel matters to better equip her.

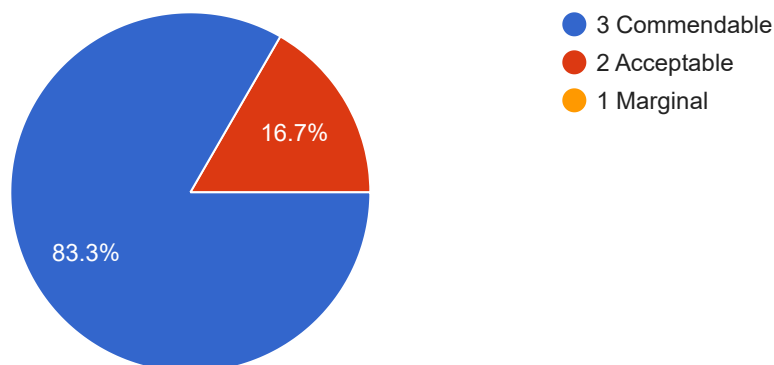
Executive Director Villalobos seeks opportunities to grow as a leader and consistently stays informed of the issues impacting educators.

### Standard 4: Manages the full scope of Board Administrative Responsibilities

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



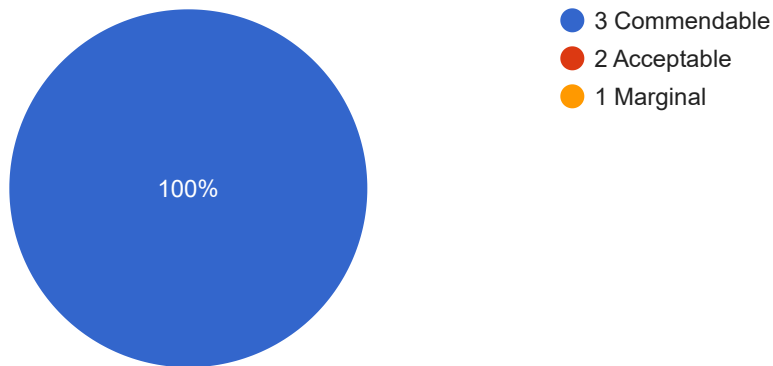
6 responses



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.



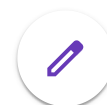
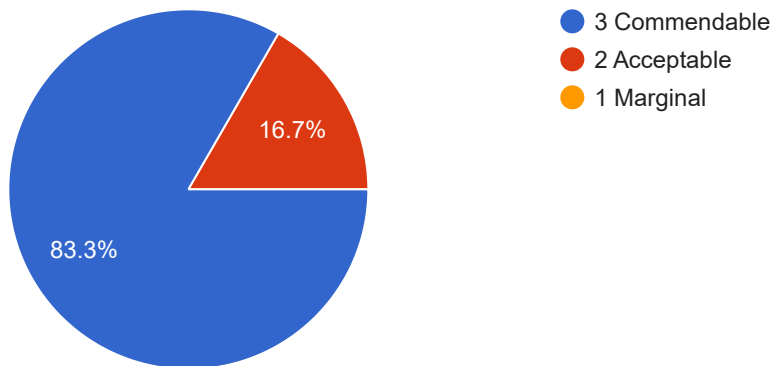
6 responses



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



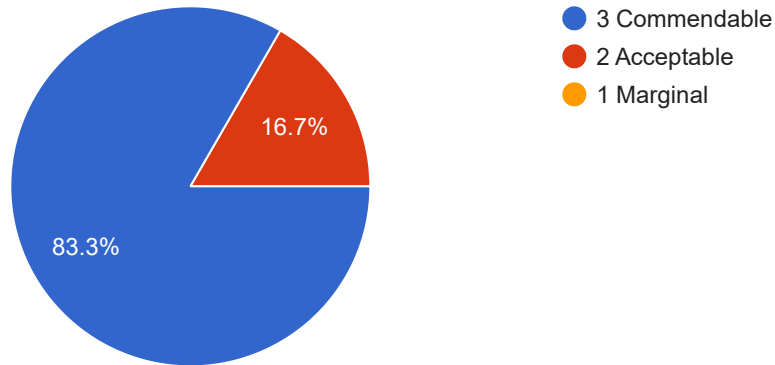
6 responses



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



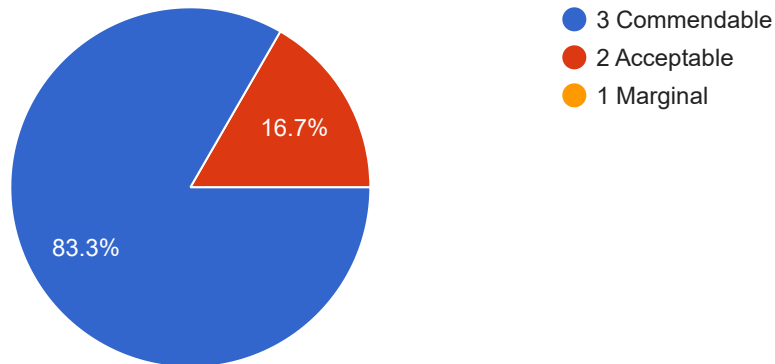
6 responses



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



6 responses



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

3 responses

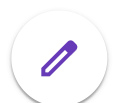
Felicia is exceptional in adhering to her role as Executive Director and making certain that the Board is clear on their responsibilities. She never makes Board decisions. She does, however make certain that when an issue arises, it is quickly brought to the Board's attention to discussion and decision making.

Executive Director Villalobos has focused on ensuring HTSB's operations are aligned with federal and state laws. She has been instrumental in building support and awareness around National Board Certification and developed partnerships with community organizations to build accomplished teaching in Hawaii.

Executive Director Villalobos received acceptable for two responses because I am not witness to all occurrences.

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## Google Forms



# 2023 HTSB Executive Director Evaluation - Executive Director

1 response

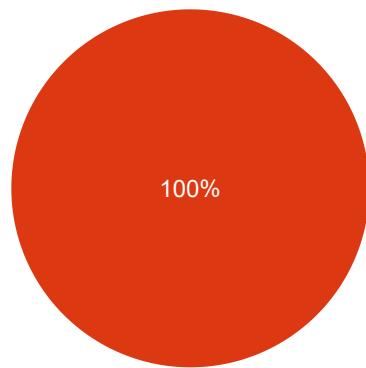
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1 response

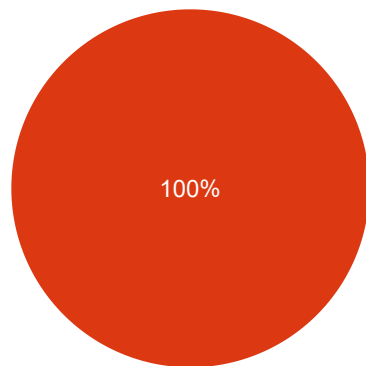





-  3 Commendable
-  2 Acceptable
-  1 Marginal

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

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1 response



-  3 Commendable
-  2 Acceptable
-  1 Marginal

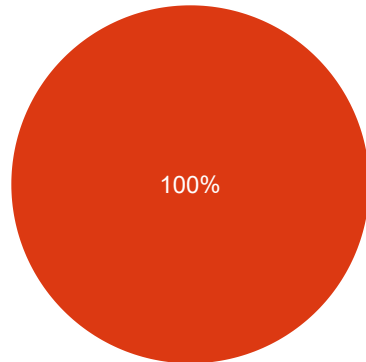




Fosters the board’s reflection on decisions and provides feedback for adjustment of HTSB’s goals.



1 response

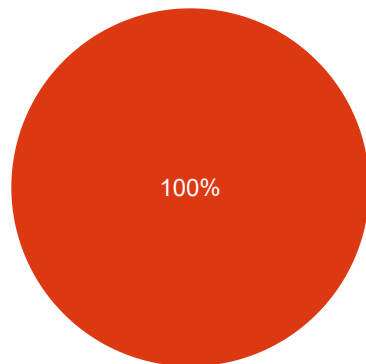


- 3 Commendable
- 2 Acceptable
- 1 Marginal

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



1 response



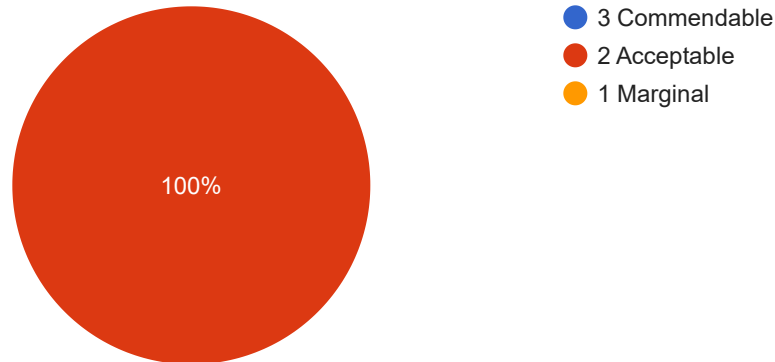
- 3 Commendable
- 2 Acceptable
- 1 Marginal





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.

1 response



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

1 response

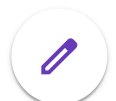
Since becoming Executive Director, I've worked to help the Board align/update their current policies (NBIs). This alignment includes providing the Board the opportunity to revisit past adopted policies to ensure that they are up-to-date and continue to reflect HTSB's Mission and Vision.

I also continue to support the Board with their Legislative priorities. This legislative session I worked with HTSB's first Legislative Ad Hoc committee to ensure HTSB's priorities are met. This includes testifying at hearings on behalf of the Board and meeting with various legislators to provide them with licensure information.

Future Goal(s)/Continued Growth:

As I reflect on my work for Standard 1, I feel that there is always room for growth. I hope to work with the Board and other educational stakeholders to create legislation that would bolster HTSB's Mission and Vision. This would include providing every child in Hawaii with a qualified educator by developing an educator pipeline from High School to Licensure and providing teacher candidates with quality mentors and other wraparound supports needed to retain teachers in Hawaii.

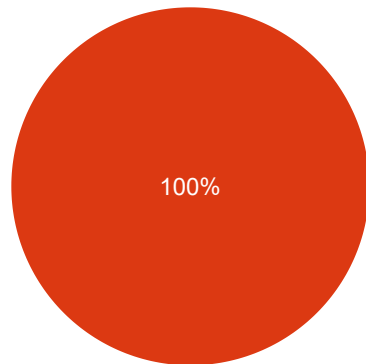
Standard 2: Promotes positive and effective communications with teachers, members of the Board and staff.



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



1 response

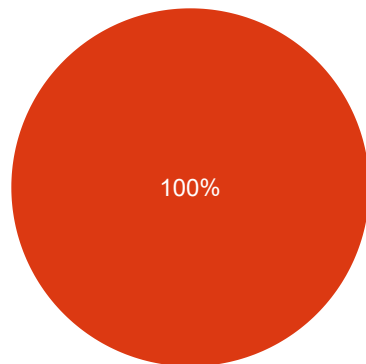


- 3 Commendable
- 2 Acceptable
- 1 Marginal

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.



1 response



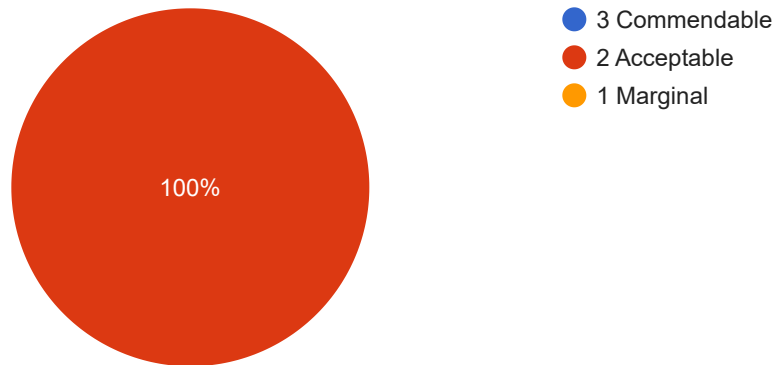
- 3 Commendable
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- 1 Marginal



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.



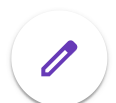
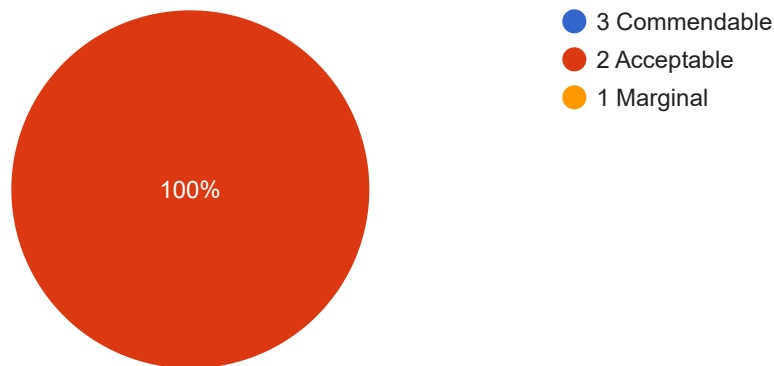
1 response



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



1 response



## Standard 2: Promotes positive and effective communications with teachers, members of the Board and staff. Executive Director's Comment(s) (Optional)

1 response

This past year, I worked to ensure that all Board members were and continue to be well informed about all aspects of the work that is done on their behalf. This encompasses everything from office operations to information that may impact the Board's work, both positively as well as negatively.

My work this year also included communication with a variety of educational stakeholders in Hawaii, other states/jurisdictions, and even on a national level. I have worked with everyone from HDOE departments including the Superintendent and his team, OTM, OHE, Charter Schools, HSTA, BOE staff, P-20, EOEL, HTSB approved EPPs, attend state meetings with other licensing agencies, and participated in conversations with National Stakeholders like NASDTEC, National accreditors (AAQEP, CAEP), Teacher Apprenticeship programs, etc. These conversations are vital to understanding the teaching landscape both in-state, state-to-state and on a national level.

My communication with HTSB staff is one of the most important aspects of this job. Without a great team the work can't be done. I rely on my team greatly and I consider them to be the backbone of all the work we do in the office on behalf of the Board. I strive to include them in all aspects of the work. This includes having them take on roles to lead workgroups, review/provide input on HTSB policies/procedures, and afford them the opportunity to develop their ideas and give feedback to improve the work we do here at HTSB.

Future Goal(s)/Continued Growth:

I will continue my work to bring stakeholders together and empower staff to help lead HTSB into the future. An area that I would like to support our Board with is to help alleviate the Hawaii teacher shortage (with qualified teachers). This long-term goal is very ambitious and is going to take a lot of collaboration from all educator stakeholders; however, I feel that HTSB is the agency that could help facilitate this work by bringing everyone to the table.

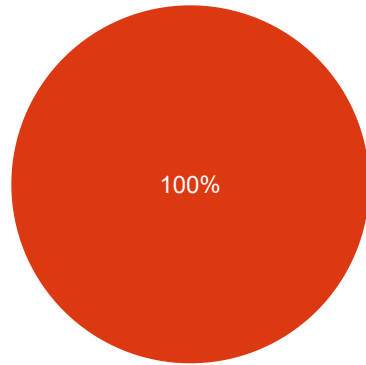
## Standard 3: Maintains high standards of professionalism



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



1 response

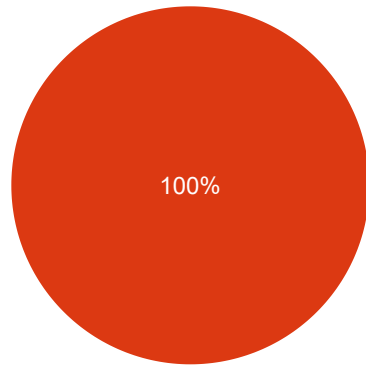


- 3 Commendable
- 2 Acceptable
- 1 Marginal

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



1 response



- 3 Commendable
- 2 Acceptable
- 1 Marginal



### Standard 3: Maintains high standards of professionalism. Executive Director's

#### Comment(s) (Optional)

1 response

Prior to becoming Executive Director, I took Dale Carnegie leadership courses. These courses were extremely beneficial and is something that I would like to continue to participate in. Unfortunately, I haven't had the time to seek out these courses.

Keeping abreast to current national trends in teacher standards, licensing, and other issues is one of the most essential parts of this job. Attending national conferences is a great way to not only learn what his happening nationally, but it is a great way to build relationships with other states and educational stakeholders. I make it a point to attend both in person and virtual conferences that are relevant to the work that HTSB is charged with.

It is also important for me to include/invite Board members, HTSB staff, and Deputy AGs to these conferences. In addition, I intentionally reach out to other educational stakeholders and share conference information with them. It is important to me that these conferences are attended by a variety of Hawaii educational stakeholders who are the change agents in our state. Involving other stakeholders from Hawaii not only cast a wider net to help everyone better understand national trends, but it will help build stronger partnerships within our state that may lead to statewide changes.

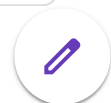
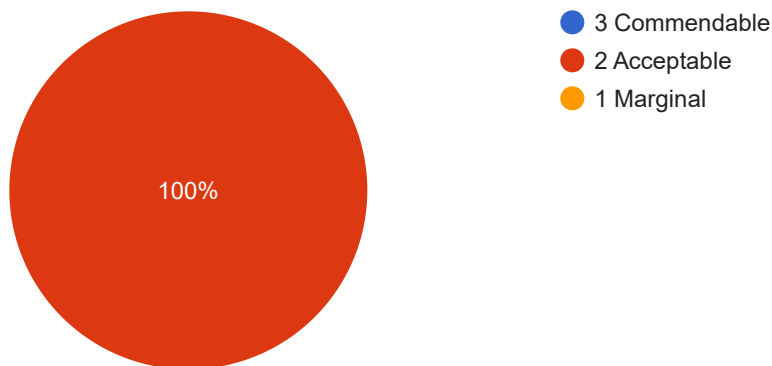
Future Goal(s)/Continued Growth:  
Seek out leadership opportunities.

### Standard 4: Manages the full scope of Board Administrative Responsibilities

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



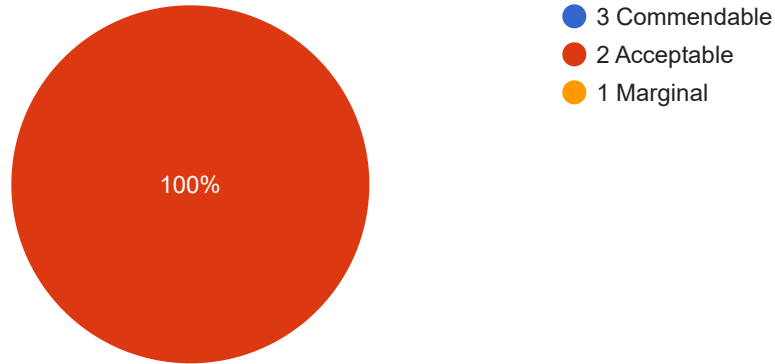
1 response



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.



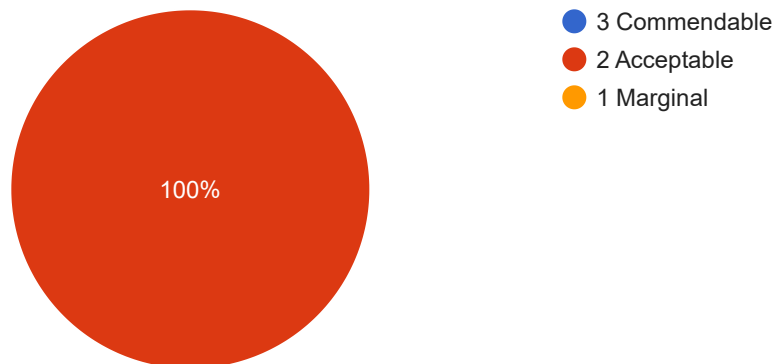
1 response



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



1 response

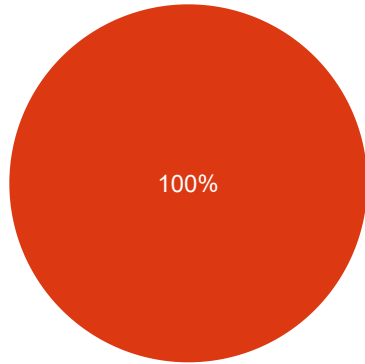




Develops and maintains the Hawai'i Teacher Standards Board with sound fiscal operation of the budget and implements the approved operating budget.



1 response

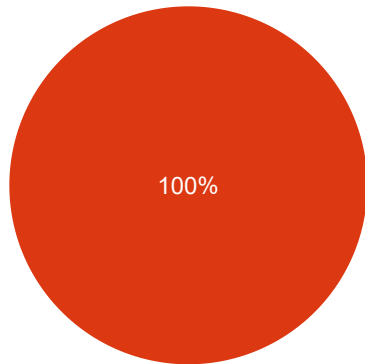


- 3 Commendable
- 2 Acceptable
- 1 Marginal

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



1 response



- 3 Commendable
- 2 Acceptable
- 1 Marginal



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

1 response

With the help of HTSB staff, Deputy AGs, and HODOE's Fiscal department, I am able to keep on top of all the responsibilities that are included in Standard 4.

**Board Policies/Compliance with Laws:**

I work closely with HTSB's Board Chair, Committee Chairs and if needed, the Deputy AGs to make sure that all board members are well informed and within their scope of work when developing/implementing policies, programs, and procedures. This work may include gathering information from various stakeholders, conducting research, and follow up. It is always my goal to make sure the Board is well informed prior to making any decisions.

**Fiscal Responsibilities:**

Now that HTSB is general funded, I have attended a variety of trainings to learn more about the financial system that is used by HODOE. I am lucky that HTSB's secretary has been working with HODOE's financial systems and procedures long before I became Executive Director. I continue to work with her to learn more about HTSB's past financial history as well as new procedures that are implemented by HODOE. When further fiscal information/clarification is required, I follow up with HODOE's Financial Department assigned to HTSB. They are always extremely helpful and very responsive.

**Security of HTSB Data/Files:**

I continue to work with HTSB's Licensing Management System (LMS) operators-BST to maintain/improve HTSB's LMS and to ensure the security of HTSB's data and files. This fiscal year HTSB staff started to have bimonthly meetings with BST to review the work being completed on the LMS. We also continue to have discussions on how the LMS can be improved with the funding provided by the Board.

I also work with HTSB's contracted Informational Technology (IT) person to ensure that HTSB's files are secured, and the office technology is operational.

**National Board Certification:**

When it comes to National Board Certification, I must give all the credit to Licensing Specialist Tracey Idica. She has and continues to take the lead on this initiative. She has taken National Board Certification to the next level. She works with many different stakeholders both in-state and nationally in order to provide teachers in Hawaii with the support and guidance needed to become National Board Certified. She has also created an HTSB collective of National Board Teachers that work to support and promote National Board Certification here in Hawaii. I will continue to support her work any way that I can.

**Future Goal(s)/Continued Growth:**

I will continue to learn about HTSB's financial systems by attending training provided by HODOE and work with BST to ensure that HTSB's data is safe, secured and within HTSB's budget.



As our office's technology needs grow, I am actively pursuing additional support to help meet all of HTSB's technology needs in a timely manner.

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