

TITLE: Permitted Interaction Group Relating to the Annual Evaluation of the Executive Director

The Hawai'i Teacher Standards Board (HTSB) approves to establish a Permitted Interaction Group pursuant to Hawaii Revised Statutes Section 92-2.5(b)(1). This Permitted Interaction Group's purpose is to reevaluate HTSB's Executive Director annual evaluation.

The Board will designate the following Board members to serve on the committee. The Board will also designate the Board member that will serve as the chairperson of the committee.

- Justin Mew, HTSB Budget & Personnel Committee Chair
- Dr. Jonathan Gillentine, HTSB Budget & Personnel Committee Vice-Chair
- Branden Kawazoe, HTSB Chair
- Lokelani Han, HTSB Vice Chair

The Permitted Interaction Group will be tasked with the following duties:

- a. Develop a timeline and process for board approval.
- b. Review HTSB's current Executive Director evaluation system.
- c. Research other evaluation systems for Executive Directors.
- d. Update the Board on the committee's progress.
- e. Formally presenting their findings to the Board.
- f. Formally make evaluation recommendation(s) to the Board for approval.
- g. Repeating the process if the Board rejects the committee's recommendation.
- h. Formally notify HTSB's current Executive Director of the evaluation criteria and period.

Rationale/Background:

At the Board's March 24, 2023, Board meeting, a board member requested to add three possible changes to the Executive Director's annual evaluation.

1. Whether there should explicitly be some language in the Standards about how the Executive Director supervises and manages staff.
2. The Standards delineate continuing responsibilities and specific work.
 - o Continuing responsibilities that the Executive Director must do every day in order for HTSB to accomplish its mission. (i.e., Supervising staff or managing resources effectively).
 - o Specific work or job objectives that the employees would accomplish during the rating period.
3. In addition to offering an opportunity to comment on each Standard, require that the raters provide at least one specific example for each Standard to support the numerical ratings that the rater has indicated.

Estimated Cost:

Virtual Meetings- \$178 per 1 substitute per meeting

In Person Meetings-\$373 per person (flights, substitutes, meals, parking)

\$237 additional costs (meeting room and car rental)

Submitted by: Branden Kawazoe

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