

New Business Item 23-42 Revised

Introduced April 26, 2024

Approved April 26, 2024

Reintroduced April 25, 2025

Approved April 25, 2025

TITLE: Hawai'i Teacher Standards Board Budget for 2024-2025

The Hawai'i Teacher Standards Board (HTSB) adopts the revised budget for the 2024-2025 school year.

Hawai'i Teacher Standards Board 2024-2025 Budget	Allotted Funds	Expenses as of 4/14/25	% Used of Current Allotment
Personnel			
Executive Director 73645 Licensing Specialists 74675, 69987, 603889, 603890, 605596, 605597 Secretary 52758 Licensing Clerks 57914, 57915, 805974, 805975	1,023,098	757,003	74.00%
Hawai'i Department of Education and Charter School substitutes for classroom teachers, school counselors, school librarians to attend meetings, workgroups, presentations, trainings, conferences, and other events.	9,200	8,093	88.00%
Total Personnel Expenditures	1,032,298	765,096	91.00%

Operations and Quality Assurance			
1	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.	300,000	300,000 100.00%
2	<ul style="list-style-type: none"> HTSB Quality Assurance, Security, and Support: Data mining, auditing, research, quality control, reviews (including EPP reviews), training, mentor support/trainings, seminars, stipends, materials, transportation, mileage, meals/refreshments, rental space for meetings, lodging, equipment, and other resources. Address Teacher Shortage: Research and development of initiatives (teacher apprenticeships, teacher pre-apprenticeships, teacher residencies, etc.), management of programs, grant writing, stakeholder meetings, trainings, seminars, curriculum, stipends, materials, transportation, mileage, meals/refreshments, lodging, rental space for meetings, other resources, and other expenses as deemed appropriate by the Board Chairperson and Executive Director 	100,000	19,211 19.00%
3	Web hosting for online system and website: This budget item maintains capacity for storage of online records.	25,800	23,574 91.00%

4	Office lease and Common Area Maintenance (CAM) for Dole Cannery, additional office space, and/or other office space for lease, and moving costs.	70,000	37,357	53.00%
5	Office operations: Standard office support, including office supplies, equipment, postage, HTSB branded items, furniture, buildout materials, other materials, additional moving costs, moving supplies, awards, subscriptions, staff parking, maintenance not covered under the Dole Cannery lease, and other expenses as deemed appropriate by the Board Chairperson and Executive Director	99,300	43,744	44.00%

Statewide Preparation and Professional Development for Teachers				
6	<ul style="list-style-type: none"> Statewide training for in-service teachers, teacher candidates, Educator Preparation Provider (EPP) support, workgroups, other convenings, meals/refreshments, stipends, resources, materials, equipment, rental space for meetings, transportation, parking fees, inter-island travel, out- of-state travel, mileage, per diem, dues, subscriptions, additional fees, research, and scholarships for preparation outlined in HAR §8-54-19 (including MCEE). Statewide National Board for Professional Teaching Standards (NBPTS) candidate support, trainings, meetings, collective work, other convenings, recognition items, NBPTS branded items, awards, stipends, materials, equipment, additional fees, registration, subscriptions, dues, meals/refreshments, mileage, rental space for meetings, lodging, transportation, parking fees, inter-island travel, out-of-state travel, other resources and expenses as deemed appropriate by the Board Chairperson and Executive Director 	95,000	10,611	11.00%
Meetings and Training for Board Members, Staff				
7	Board meetings and other meetings for interviews, hearings, hearing support, trainings, retreats, staff trainings, professional development, team building, materials, transportation, parking fees, equipment, recognition items, other resources, meals/refreshments, mileage, per diem, lodging, rental space for meetings/convenings/trainings, mileage, and inter-island travel. Support services and subscriptions to hold meetings (Court Reporter, Zoom, Doodle Poll, Vimeo, Survey Monkey, etc.), and other expenses as deemed appropriate by the Board Chairperson and Executive Director.	45,000	11,524	26.00%
	Board members, staff, and stakeholders to attend and/or present at in- person or virtual trainings and conferences on licensing, professional practices, ethics, NBPTS, teacher education, alternative routes, accreditation, educator preparation programs, indigenous education, training, educational initiatives, legislation, research, and pathways to alleviate the teacher shortage in Hawai'i. Participation may	100,000	46,069	46.00%

8	be in-person or virtual and may include registration, dues, meeting support, recognition items, equipment, additional fees, meals/refreshments, rental space for meetings, parking fees, mileage, per diem, transportation, lodging, inter-island, out-of-state travel, and other expenses as deemed appropriate by the Board Chairperson and Executive Director.			
	Total Operational Expenditures	835,100	492,090	59.00%
	Total Personnel and Operational Expenditures	1,867,398	1,257,186	67.00%

Rationale/Background:

The current budget update reflects expenses processed through April 13, 2025. HTSB still has outstanding expenses that will be incurred through the remainder of the 2024–2025 fiscal year, including those for the rest of April, as well as May and June. In addition, HTSB will encumber funds to cover anticipated costs at the start of the new school year. These encumbered funds will ensure coverage of early-year expenses until the 2025–2026 funding is received.

The merging of budget lines 6 and 7 addresses redundancy, as NBPTS are in-service teachers. This consolidation also ensures more efficient use of available funds and avoids unnecessary restrictions that could limit HTSB’s ability to fully utilize the allocated budget.

Submitted by: Kristi Miyamae

Referred to: Budget, Personnel and Strategic Planning Committee

REVISED IN COMMITTEE

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Hawai'i Department of Education and Charter School substitutes for classroom teachers, school counselors, school librarians to attend meetings, workgroups, presentations, trainings, conferences, and other events.	5,200 <u>9,200</u>	8,093	88.00%
Total Personnel Expenditures	648,762 <u>1,032,298</u>	765,096	91.00%

Operations and Quality Assurance			
1	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.	300,000	300,000 100.00%
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	Chairperson and Executive Director			
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