

**HAWAII TEACHER STANDARDS BOARD
BUDGET, PERSONNEL, AND STRATEGIC PLANNING COMMITTEE MEETING**

Friday, March 24, 2023

**Meeting Conducted by Remote Technology via Zoom
and
Physical Location at 650 Iwilei Road, Suite 268, Honolulu, HI 96817**

MINUTES

PRESENT:

Branden Kawazoe
Dr. Jonathan Gillentine
Lokelani Han

Lauren Moriarty for Bruce Voss
Kerry Tom for Keith Hayashi

EXCUSED:

Elena Farden for Keahi Makaimoku

Justin Mew

STAFF:

Felicia Villalobos, Executive Director
Tracey Idica, Licensing Specialist
Kris Murakami, Licensing Specialist

Jennifer Padua, Licensing Specialist
Raymond Rodriguez, Licensing Specialist
Elaine Hutchinson, Secretary

CALL TO ORDER:

Vice-Chairperson Gillentine called the meeting to order at 8:01 a.m.

OPENING REMARKS:

Vice-Chairperson Gillentine shared information regarding procedures for virtual committee meetings:

- The following committee members, in addition to the Chairperson, are participating in today's virtual committee meeting and have established audio and video connection.
- Committee members shall be visible and audible to other members and the public during meetings.
- This committee meeting will be recorded.

ROLL CALL TO ESTABLISH QUORUM:

Vice-Chairperson Gillentine called the roll and established quorum.

Five (5) committee members were present. Two (2), including Chairperson Mew, are excused.

DISCLOSURE FROM COMMITTEE MEMBERS AT PRIVATE LOCATIONS:

Chairperson Mew shared information regarding private location disclosure:

- Committee members shall be considered present at the meeting for the purpose of determining compliance with the quorum and voting requirements of the board.
- Committee members who are participating remotely from their homes or other private locations must announce who is at the private location with them. Minors do not need to be identified unless they have a personal business, property, or financial interest in an issue.

Vice-Chairperson Gillentine asked committee members if they have anyone present with them at their non-public site that they need to disclose.

- No disclosures were made.

ADDITIONAL PROCEDURAL INFORMATION:

Vice-Chairperson Gillentine shared additional information regarding meeting protocols and procedures:

- As a reminder, all committee members wishing to speak should raise their hand and the Chairperson will be notified to call on the person. The speaker must state their name prior to making their remarks.
- Votes will be conducted by roll call so that it is clear how each committee member voted.
- Members of the public who have signed up to testify or would like to testify online must be logged into Zoom using the same name they used to sign up for testimony. Please use the Chat Box to provide your name and the agenda item(s) you are testifying on. Testifiers today will have two (2) minutes to testify. Anyone who missed the opportunity to testify before the relevant agenda item will be allowed to testify at the end of the meeting.
- Testifying online can be challenging due to technical issues. The Chat Box is being monitored by Hawai'i Teacher Standards Board staff, and the Committee Chairperson will be notified that you would like to testify. You will be called on to give your testimony at the appropriate time in the agenda.
- Written testimony received more than forty-nine (49) hours in advance of the meeting has been uploaded to the online meeting agenda for members to review.
- A meeting held by interactive conference technology shall be recessed for up to thirty (30) minutes when audio communication cannot be maintained with a quorum of members, provided that the meeting may reconvene when only audio communication is reestablished.

PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS: None

ANNOUNCEMENTS: None

APPROVAL OF MINUTES:

The minutes of the February 10, 2023, meeting were approved as written.

PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS: None

DISCUSSION/Action:

Update NBI 22-67: The Consideration of HTSB's Endorsement of HEA's Spring 2023 Workshops: Creating Educator Communities of Care

- Licensing Specialist Rodriguez presented the update.
 - The first workshop went extremely well. There were quite a variety of educators in the room, from paraprofessionals to teachers and EPPs. It was well-advertised and attended by teachers in public, private, and charter schools.
 - The meetings that are on the Neighbor Islands were advertised even better.
 - What HEA is trying to do is to make sure that a wide variety of people understand that this is a great opportunity to come in and learn on a Saturday morning about how we can create these communities of care.
 - Specialist Rodriguez is really glad that the Board approved this so that we could advertise this to our large variety of support networks and stakeholders.
 - The HTSB Connection to the HEA Workshop:
 - HTSB has the responsibility to provide quality professional development to teachers.
 - The Board has adopted the Model Code of Ethics for Educators (MCEE) since 2018.
 - The HEA workshops are professional development opportunities that address educator ethics.
 - The actual workshop itself connected educator ethics to teacher well-being. It was co-taught by himself and Dr. Troy Hutchings.
 - Dr. Hutchings will teach the next two workshops on Maui and Hawaii Island in Hilo.
 - They will co-teach the final workshop on Kauai.
 - He thought some teachers had some really great takeaways on how it affected them and how educator ethics really impacted their everyday work.
 - It actually helped him see the connections and how it is used in the classroom.
 - He thanked the Board for allowing him to be part of this and allowing us to really explore educator ethics and how it impacts teachers.
 - HTSB staff travel to three neighbor islands was budgeted at \$500.00 per island for a total of \$1,500.00. We will just be going to Kauai.

DISCUSSION/Action:

NBI 21-28 Revised: Budget for 2022-2023

- Vice-Chairperson Gillentine reviewed the proposed revisions regarding HTSB Quality Assurance.
 - What we're looking at is funding some efforts to provide training and seminars on Grant Writing.
 - This is specifically to address teacher shortage through research and development of initiatives, management of programs, grant writing, stakeholder meetings, trainings, and seminars.
 - The idea behind this is to help us to support programs such as Educators Rising, teacher apprenticeships, and these kinds of things because there is Federal money available.
- Executive Director Villalobos stated that we are adding this item to the current budget that ends on June 30, 2023.
 - This is because of the three agencies (Educators Rising, apprenticeship and the National Center of Teacher Residency) that she brought before the Board.
 - So we're looking at how we can help with that effort and it's going to be a group effort so it's not just us. It's the HSTA union, the Hawaii Department of Education and P-20.
 - We want to set money aside just in case we need to help with operations and getting the teacher apprenticeship here in Hawaii. We are adding another area that our current budget funds are used for.
- Committee Member Moriarty stated that she is strongly in support of this item.
 - She thinks that it is a great initiative and is happy to see the HTSB staff and the Board stepping up to do this.
 - The Board of Education passed a new Strategic Plan for the State last month. Making sure that every student has a qualified teacher is one of the priorities in that. This HTSB Board not only has a role in that but is stepping up to take a leadership role to fund it.
 - She looks forward to learning more as this effort goes on and seeing the results that it will yield.
 - In particular, she is glad to see it because there is Federal money out there and our State is stepping up to take advantage of these opportunities that are in a high priority area.
- Committee Member Han spoke in support for this initiative and encouraged those that are in charge of setting these things up. She hopes that with these initiatives with funding coming in, we can broaden our spectrum to include all of the neighbor islands and not limit ourselves to the more populated ones.
- The committee voted to recommend approval of NBI 21-28 Revised as written, to the full board.

DISCUSSION/Action:

NBI 22-76: 2022-2023 Evaluation of the Hawaii Teacher Standards Board Executive Director

- Vice-Chairperson Gillentine reviewed NBI 22-76, including the four (4) Standards and Recommended Timeline for the processing of the evaluation.
- Committee Member Moriarty stated that the process looks excellent. The standards and timeline look good. She had three (3) possible changes. They may not be for this time around since we're already at the end of the evaluation period but she wanted to put them on the table for discussion.
 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.
 - Continuing responsibilities that the Executive Director must do every day in order for HTSB to accomplish its mission. ie: Supervising staff or managing resources effectively.
 - 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.
- Chairperson Gillentine asked Committee Member Moriarty to clarify the Standard that each of the three (3) changes relates to.
- Committee Member Moriarty spoke on the changes and related Standards.
- Committee Member Han stated that she needs more information to see what is specifically wanted in the evaluation document and what it would mean for the Executive Director in her role.
- Committee Member Kawazoe stated that we're late in the game in term of this here so will move forward with this rating. We can have a discussion on what needs to change at the August meeting. We will definitely bring it up and start preparing, revising and editing as needed. He thanked Committee Member Moriarty for her great input.
- Committee Member Moriarty is comfortable with this and just wanted to make sure she got the possible changes out there. She is happy to continue the discussion later.
 - She has lots of examples of how it has been done in the past.
 - Basically, the point is just to provide some priorities.
 - She thinks the process that has been laid out is a good one and the standards are good.
- The committee voted to recommend approval of NBI 21-76 as written, to the full board.

DISCUSSION/Action:

NBI 22-77: Grant Funding Support for the Development and Support of Teacher Apprenticeships, Teacher Residences, and Grow Your Own Programs

- Vice-Chairperson Gillentine reviewed NBI 22-77. This is essentially a partner to Budget revision NBI. (NBI 21-29 Revised)
 - It seeks to approve funding to contract grant writers to work on development and support of these Teacher Apprenticeships, Teacher Residencies, and Grow Your Own programs.
 - It's also for funding for tuition costs, stipends, mentor support, curriculum research, development initiatives, management, and stakeholder meetings.
- The committee voted to recommend approval of NBI 22-77 as written, to the full board.

ADJOURNMENT:

Vice-Chairperson Gillentine adjourned the meeting at 8:30 a.m.

Recorder: Elaine Hutchinson Date: March 24, 2023
Elaine Hutchinson