



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

MINUTES

Remote Technology via Zoom

650 Iwilei Road, Suite 158
Honolulu, HI 96817

Friday, April 25, 2025

PRESENT IN-PERSON:

Kristi Miyamae, *Ex-officio*

PRESENT ONLINE:

Justin Mew, *Committee Chairperson*
Sean Bacon for Keith Hayashi, *Committee Vice-Chairperson*
Deanna D'Olier
Kim Sanders
Erika Vincent for Ka'ohinani Daniels
Lokelani Han, *Ex-officio*

EXCUSED:

Kahele Dukelow for Roy Takumi

STAFF:

Felicia Villalobos, Executive Director
Steven Harada, Licensing Specialist
Dr. Mitzie Higa, Licensing Specialist
Kris Murakami, Esq., Licensing Specialist
Dr. Jennifer Padua, Licensing Specialist

I. CALL TO ORDER

A. ROLL CALL TO ESTABLISH QUORUM

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Committee Chairperson Justin Mew called the Budget, Personnel, and Strategic Planning Committee Meeting to order at 9:01 a.m.

Committee Chairperson Mew shared information regarding procedures for virtual committee meetings, then called roll call and established quorum. *Ex-officio* Committee Member Kristi Miyamae was present in-person. Committee Chairperson Mew; Committee Vice-Chairperson Sean Bacon; Committee Members Deanna D'Olier, Kim Sanders, and Erika Vincent; and *Ex-officio* Committee Member Lokelani Han were present online. Committee Member Kahele Dukelow was excused.

Committee Chairperson Mew shared information regarding non-public site disclosure. None of the committee members participating online had anyone present with them to disclose. Committee Chairperson Mew then shared additional information regarding meeting protocols and procedures.

B. PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS

None

C. ANNOUNCEMENTS

Executive Director Felicia Villalobos announced that Board Vice-Chairperson Han and Teacher Standards Committee Chairperson Sanders will be departing from the Hawai'i Teacher Standards Board ("HTSB"). She thanked them for their service.

Committee Chairperson Mew expressed his sadness for their departure, stating they have been ohana.

D. APPROVAL OF COMMITTEE MINUTES

The minutes of the September 27, 2024, meeting was approved as written.

Executive Director Villalobos also announced that Committee Members D'Olier and Vincent have joined the full board ("Board").

Committee Chairperson Mew welcomed the new board members.

II. PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS

None

III. ACTION / DISCUSSION ITEMS

A. NBI 23-43 Revised: The Hawai'i Teacher Standards Board Election of Board Officers and Committee Assignments for 2024-2025

Committee Chairperson Mew reviewed NBI 23-43 Revised, which readjusts the HTSB's committee assignments. He stated Board Member D'Olier replaced Dr. Philip Bossert; Board Member Vincent replaced Ka'ohinani Daniels; and Dr. Jonathan Gillentine's term expired. He then asked Executive Director Villalobos if his explanation was accurate.

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Executive Director Villalobos confirmed it was and explained there is a discrepancy with the boards and commissions portion of Hawaii Revised Statutes (“HRS”) and HTSB’s portion of HRS regarding board terms. She stated she will be working with Board Chairperson Miyamae to consult with the Deputy Attorney Generals (“DAGs”) on which HRS supersedes the other so that it is cleared up for next term. She expressed her surprise that this discrepancy has not been found before.

Committee Chairperson Mew asked if the NBI revisions are based on Hawaii Administrative Rules (“HAR”) or HRS.

Executive Director Villalobos answered the revisions are due to board members departing and joining, as well as ensuring voting compliance for the committees. She reiterated she will work on getting clarification on HRS.

Committee Chairperson Mew asked committee members if they had any further questions or discussion. There were no further questions or discussion from committee members.

Committee Chairperson Mew called for a roll call vote on whether or not to recommend NBI 23-43 Revised, as written, to the Board at the General Business Meeting scheduled at 12:30 p.m. All committee members present voted to recommend.

ACTION — The Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 23-43 Revised, as written, to the Board, with all members present voting aye.

B. NBI 24-32: The Hawai‘i Teacher Standards Board Election of Board Officers and Committee Assignments for 2025-2026

Committee Chairperson Mew reviewed NBI 24-32, highlighting that Board Member Ozaki will be the new Board Vice-Chairperson; Dr. Nathan Murata from the University of Hawai‘i at Mānoa (“UH Mānoa”) will select his new designee; and the Teacher Education Committee Chairperson has not yet been determined.

Committee Chairperson Mew asked committee members if they had any questions or discussion.

Ex-officio Committee Member Han stated the Budget, Personnel, and Strategic Planning Committee only has four members, aside from the *ex-officio* members. She asked if there will be more assignments made at the first board meeting of the new school year (i.e., the next board meeting).

Ex-officio Committee Member Miyamae answered there will be some changes next school year, but she deferred to Executive Director Villalobos.

Executive Director Villalobos stated there are board member applications for next year; however, she was told that during this legislative session, Boards and Commissions will not look at those applications until May or June. She stated there would be changes to this NBI at the next board meeting.

Committee Chairperson Mew asked committee members if they had any further questions or discussion. There were no further questions or discussion from committee members.

Committee Chairperson Mew called for a roll call vote on whether or not to recommend NBI 24-32, as written, to the Board at the General Business Meeting scheduled at 12:30 p.m. All committee members present voted to recommend.

ACTION — The Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 24-32, as written, to the Board, with all members present voting aye.

C. NBI 23-42 Revised: The Hawai'i Teacher Standards Board Budget for 2024-2025

Committee Chairperson Mew reviewed NBI 23-42 Revised, which updates HTSB's budget as of April 13, 2025, and includes the Rationale/Background. He then asked Executive Director Villalobos to explain the reshuffling of the allotted funds.

Executive Director Villalobos explained that when the Board first adopted this NBI, it was based off of the year before. She highlighted that the information for personnel has been updated since vacant positions were not filled at that time. She also explained that more funding was moved for substitutes due to an increase in workgroup meetings, educator preparation program ("EPP") meetings, and conferences as some participants (e.g., board members, workgroup members) are teachers.

Ex-officio Committee Member Han asked if the cost for online records storage is based per unit of storage space and due to an increase of teachers and documents coming through.

Executive Director Villalobos answered yes, the licensing management system ("LMS") needs more storage space to house the increase of applicant documents and information.

Committee Chairperson Mew mentioned HTSB is looking to move the office to a more accessible, centralized location. He also mentioned the office computer system is aging, and staff is increasing, so new and additional computers will need to be purchased. He then asked Executive Director Villalobos for any other information.

Executive Director Villalobos stated HTSB encumbers a lot of funding to cover steady costs (e.g., office lease, electricity, Xerox) for the beginning part of the new school year, having learned from Covid and especially now with the uncertainty of the federal government. She highlighted that HTSB is working with the Hawai'i Department of Education's ("HIDOE's") Procurement section on the contract for the LMS, which is the Board's largest budget item. She also mentioned tariffs may impact the cost of computers and shipping.

Ex-officio Committee Member Han asked if documents are kept in perpetuity or if there is a window of time that documents are held. She also asked if other states are able to access these documents to vet their teacher applicants.

Executive Director Villalobos answered the documents stay in the LMS forever to ensure that future HTSB staff can see how applicants were licensed, without having to use filing cabinets. She explained that the LMS has been in place since 2017, so applicants from before that time who are returning now may not have any documents in their HTSB account to supplement their application. She mentioned HTSB staff would need to retrieve these old documents from perhaps the Hawai'i EPP or HIDOE, then put it into their profile. She stated the LMS storage capacity grows with documentation not only for future applicants, but also for past applicants returning to the profession. She explained that, besides HTSB staff, only the necessary staff at HIDOE's Office of Talent Management ("OTM") has access to these

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documents. She also clarified that only Professional Fitness (“PF”) documents pertaining to teacher misconduct are shared with other states via the NASDTEC (National Association of State Directors of Teacher Education and Certification) Clearinghouse.

Committee Vice-Chairperson Bacon asked if ‘*staff parking*’ in line item 5 was found by the Board’s DAG to be an allowable expense, or if it should be removed.

Committee Chairperson Mew asked Executive Director Villalobos about the DAG’s opinion, mentioning this issue was discussed a while ago.

Executive Director Villalobos stated the committee could remove ‘*staff parking*’ from this NBI, which was taken from the beginning of this school year. She explained that the HTSB has not been paying for staff parking, and staff can provide receipts of payment.

Committee Chairperson Mew stated he believes it would be wise to strike ‘*staff parking*’ from line item 5.

Committee Member Sanders stated she wants to make sure the Board covers staff parking and mileage for trainings, professional development, etc.

Executive Director Villalobos stated the HTSB covers staff parking for attending those types of events, including airport parking to attend off-island conferences. She clarified it seems that the HTSB cannot cover parking for staff to work at their job.

Committee Chairperson Mew, *Ex-officio* Committee Member Miyamae, and Committee Member Vincent briefly discussed and confirmed that staff parking for conferences and travel are covered under the revised line item 7.

Committee Chairperson Mew asked committee members if they had any further questions or discussion. There were no further questions or discussion from committee members.

Committee Chairperson Mew called for a motion to strike ‘*staff parking*’ from line item 5.

Ex-officio Committee Member Miyamae moved to strike ‘*staff parking*’ from line item 5. Committee Member Sanders seconded the motion.

Committee Chairperson Mew asked committee members if they had any further questions or discussion. There were no further questions or discussion from committee members.

Committee Chairperson Mew called for a roll call vote on whether or not to approve the amendment made to line item 5. All committee members present voted to approve.

Committee Chairperson Mew called for a roll call vote on whether or not to recommend NBI 23-42 Revised, as amended, to the Board at the General Business Meeting scheduled at 12:30 p.m. All committee members present voted to recommend.

ACTION — The Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 23-42 Revised, as amended, to the Board, with all members present voting aye.

D. NBI 24-33: The Hawai'i Teacher Standards Board Budget for 2025-2026

Committee Chairperson Mew reviewed NBI 24-33, which includes the Rationale/Background. He stated this recommended budget looks very reasonable and aligned to what HTSB has been doing.

Committee Chairperson Mew asked committee members if they had any questions or discussion.

Committee Member Vincent asked if the funding amount for line item 3 is sufficient, considering the previous NBI had increased that particular amount with its revision.

Executive Director Villalobos stated the previous NBI is from April, so there are still a few more months to pay for. She also stated it is uncertain if Amazon Web Services will be increasing their prices not only for storage capacity, but due to what is happening federally. She mentioned the committee can decide to change this funding amount now—which would need reorganization to maintain a balanced budget—or later at the next board meeting to see where things fall.

Committee Chairperson Mew stated there are unanticipated expenses that are difficult to predict. He suggested the committee does not make any changes to this NBI as it is still an estimated budget, iterating that changes can be brought back to the committee.

Executive Director Villalobos stated the previous NBI and this NBI will be on the agenda for the next board meeting, mentioning there will probably be changes at that time.

Committee Chairperson Mew stated the budget also depends on what HIDOE allocates for the HTSB, which may have an impact come the first board meeting of the new school year.

Committee Chairperson Mew asked committee members if they had any further questions or discussion. There were no further questions or discussion from committee members.

Committee Chairperson Mew called for a roll call vote on whether or not to recommend NBI 24-33, as written, to the Board at the General Business Meeting scheduled at 12:30 p.m. All committee members present voted to recommend.

ACTION — The Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 24-33, as written, to the Board, with all members present voting aye.

E. NBI 24-34: The Hawai'i Teacher Standards Board Meeting Schedule for 2025-2026

Committee Chairperson Mew reviewed NBI 24-34, highlighting the need for quorum and the importance of attendance. He explained this next schedule is similar to the current one and anticipates major events (e.g., holidays).

Committee Chairperson Mew asked committee members if they had any questions or discussion.

Ex-officio Committee Member Han asked if having board meetings in May is difficult due to teacher schedules. She stated it seems the Board is waiting for Legislature to wrap up before getting a better outlook of budgets.

Executive Director Villalobos answered yes, it is difficult to have quorum for board meetings in May because of graduation, the wrapping up of classrooms, grading, May Day programs, etc. She stated the Board used to meet nearly every month, including in the summer, but it was difficult to ensure quorum due to school breaks, conference schedules, and teachers being 10-month employees. She clarified though this NBI is a set schedule for board members to plan around, the Board can hold a meeting at any time so long as Sunshine Law is followed. She mentioned there may be a short board meeting in June due to some outstanding EPP items that may need to be addressed in time for the fall.

Committee Chairperson Mew asked committee members if they had any further questions or discussion. There were no further questions or discussion from committee members.

Committee Chairperson Mew called for a roll call vote on whether or not to recommend NBI 24-34, as written, to the Board at the General Business Meeting scheduled at 12:30 p.m. All committee members present voted to recommend.

ACTION — The Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 24-34, as written, to the Board, with all members present voting aye.

F. NBI 24-35: The Hawai'i Teacher Standards Board Executive Director's Evaluation Recommendation for 2024-2025

Committee Chairperson Mew reviewed NBI 24-35, which includes the Rationale/Background. He explained for new board members that an evaluation instrument was agreed upon last school year, which was then shared with Executive Director Villalobos prior to the start of this school year. He also explained that Board Chairperson Miyamae shared the evaluation results with him, which he reviewed and summarized the written comments in the Rationale/Background.

Ex-officio Committee Member Miyamae stated in the few years that Executive Director Villalobos has been in this position, she has seen all the growth and progress that HTSB has made, as well as all the daunting tasks and challenges to overcome in order to ensure quality teachers. She shared that this past year has been eye-opening, and she commends Executive Director Villalobos for doing the jobs of three to five people, especially for the number of hours she puts in every day, including weekends.

Committee Chairperson Mew asked if the Rationale/Background needs to be amended to better capture those sentiments. He also asked committee members if they had any further questions or discussion.

Ex-officio Committee Member Miyamae mentioned Executive Director Villalobos needed to evaluate herself as well, asking if she could be allowed to speak on it.

Committee Chairperson Mew first asked committee members if they had any further questions or discussion. There were no further questions or discussion from committee members. Committee Chairperson Mew then yielded to Executive Director Villalobos.

Executive Director Villalobos expressed her appreciation to the Board for looking at her evaluation, as well as for the experiences she had while sitting on the Board herself since 2012 and understanding how much the Board has evolved over the years with large amounts of cleanup, looking at what the Board is doing to ensure quality teachers. She

referenced her experiences as a HIDOE teacher of 15 years and how she feels she learned something new every year, there is always room for improvement, and how she knows firsthand what happens when there is an unqualified teacher in the classroom for multiple years. She stated this Board is the advocate for not only teachers and quality assurances, but also for all students who deserve quality teachers no matter what. She emphasized the importance and value of HTSB's Mission and Vision.

Executive Director Villalobos stated she wanted to share some highlights from her tenure. She emphasized that HTSB's initiatives are about building pathways and long-term solutions for recruiting and retaining teachers in Hawai'i.

- Workgroups:
 - Completed: Online Teaching
 - Ongoing: Early Childhood Education, Hawaiian Focus, Career and Technical Education ("CTE")
 - To be presented to the Board: Cooperating/Mentor Teacher
- Met with the U.S. Department of Education and the U.S. Department of Labor regarding registered teacher apprenticeship.
- Brought in the National Center for Grow Your Own for registered teacher apprenticeship, and Educators Rising for pre-apprenticeship for TAP (Teaching as a Profession) teachers in high school CTE pathways.
- Joined the Women Leading Education national nonprofit network.
- Attends national conferences and presented at three on behalf of the Board.
- Serves on the ETS (Educational Testing Service) Praxis Advisory Board and INPEACE's (The Institute for Native Pacific Education and Culture's) Ka Lama Advisory Committee.
- Attends meetings for the Hawai'i P-20 council, TECC (Teacher Education Coordinating Committee), and the Lieutenant Governor's teacher shortage and Ready Keiki initiatives.
- Works with the Department of Labor and Industrial Relations ("DLIR") for the SAEF (State Apprenticeship Expansion Formula) grant funding to start registered teacher apprenticeship.
- Works with UH Mānoa and TAP teachers in HIDOE high schools, as well as the University of Hawai'i at Hilo ("UH Hilo") to bring Educators Rising and a Hawaiian language immersion pre-apprenticeship pathway to Hawai'i public charter schools.

Executive Director Villalobos shared that her philosophy is to surround herself with experts, and to build her team with people who are more knowledgeable than her in different areas. She stated one of the largest struggles is ensuring compliance, mentioning she is aware that laws and rules may not have always been adhered to prior to her time as interim in 2020-2021. She emphasized that she wants to ensure the Board is protected and that all laws and rules are followed because, at the end of the day, the Board is ultimately responsible. She stated she also wants to ensure she is in alignment with HTSB's Mission and Vision, and is doing what is best for the Board, the profession, and the students.

Committee Member Sanders stated she has sat on the Board with different executive directors, and it seemed like they were putting out fires rather than being proactive. She shared that she is proud to be part of this current group because they have been proactive. She mentioned Executive Director Villalobos has put systems in place that never existed, expressing her appreciation for her because she empowers everyone, has integrity in everything she does, and has pushed through with the right initiatives for the students. She mentioned she really wants HIDOE to support HTSB, as there seems to be friction when there should not be. She emphasized that she feels like the rating of '*commendable*' is not

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enough as Executive Director Villalobos is exceptional, and the Board needs to make sure she continues on as the executive director.

Ex-officio Committee Member Han stated she thinks friction is good because it draws attention to what the issue is, and she thinks Executive Director Villalobos has brought awareness to systemic problems. She stated Executive Director Villalobos is not going to be perfect in everything because she is only human. She shared that she has been on the Board under two different leaderships and also sees the change. She stated she is very proud of what the Board is doing now to put systems in place that will benefit students and the profession. She stated Executive Director Villalobos is the type of leader that does not just “talks the talk” but “walks the walk.”

Committee Vice-Chairperson Bacon stated this work has not been easy with the many changes that have occurred over the past few years. He mentioned the Board has been very strong and he looks forward to continuing this work moving forward. He stated he knows ultimately this is about supporting the teachers, administrators, and students. He also stated he thinks everyone here is committed to supporting Executive Director Villalobos so that the students are supported in the end.

Committee Chairperson Mew reiterated the sentiment that the Board is here to support students, and it is the teachers who affect students. He then asked committee members if they had any further questions or discussion. There were no further questions or discussion from committee members.

Committee Chairperson Mew called for a roll call vote on whether or not to recommend NBI 24-35, as written, to the Board at the General Business Meeting scheduled at 12:30 p.m. All committee members present voted to recommend.

ACTION — The Budget, Personnel, and Strategic Planning Committee voted to recommend NBI 24-35, as written, to the Board, with all members present voting aye.

IV. ADJOURNMENT

Committee Chairperson Mew adjourned the Budget, Personnel, and Strategic Planning Committee Meeting at 10:19 a.m.