



**STATE OF HAWAII
HAWAII TEACHER STANDARDS BOARD
GENERAL BUSINESS MEETING**

MINUTES

Remote Technology via Zoom

650 Iwilei Road, Suite 158
Honolulu, HI 96817

Friday, September 12, 2025

PRESENT IN-PERSON:

Kristi Miyamae, Board Chairperson
Dr. Jonathan Gillentine

PRESENT ONLINE:

Dondra Ozaki, Board Vice Chairperson
Deanna D'Olier
Kahele Dukelow for Roy Takumi
Dale Matsuura
Justin Mew
Dr. Tammi Oyadomari-Chun for Keith Hayashi
Dawn Raymond
Dr. Jaime Simpson Steele for Dr. Nathan Murata
Dr. Katina Soares
Erika Vincent for Ka'ohinani Daniels

STAFF:

Felicia Villalobos, Board Executive Director
Steven Harada, Licensing Specialist
Dr. Mitzie Higa, Licensing Specialist
Tracey Idica, NBCT, Licensing Specialist
Kaulana Molina, NBCT, Licensing Specialist
Kris Murakami, Esq., Licensing Specialist
Dr. Jennifer Padua, Licensing Specialist

I. CALL TO ORDER

A. ROLL CALL TO ESTABLISH QUORUM

Board Chairperson Kristi Miyamae called the Hawai'i Teacher Standards Board (HTSB) general business meeting to order at 11:00 a.m.

Board Chairperson Miyamae iterated HTSB's Mission and Vision. She shared information regarding procedures for virtual board meetings, then called roll call and established quorum. Board Chairperson Miyamae and Board Member Dr. Jonathan Gillentine were present in-person. Board Vice Chairperson Dondra Ozaki and Board Members Deanna D'Olier, Dale Matsuura, Justin Mew, Dr. Tammi Oyadomari-Chun, Dawn Raymond, Dr. Jaime Simpson Steele, Dr. Katina Soares, and Erika Vincent were present online. Board Member Kahele Dukelow was not present at roll call.

Board Chairperson Miyamae shared information regarding non-public site disclosure. None of the Board Members participating online had anyone present with them to disclose. Board Chairperson Miyamae shared additional information regarding meeting protocols and procedures.

Board Member Dukelow joined the meeting remotely via Zoom.

B. PUBLIC TESTIMONY ON GENERAL BUSINESS MEETING AGENDA ITEMS

No written testimony was submitted. No one signed up for online or in-person public testimony.

C. ANNOUNCEMENTS

Board Chairperson Miyamae welcomed Board Members Simpson Steele and Oyadomari-Chun.

D. EXECUTIVE DIRECTOR'S REPORT

Board Chairperson Miyamae introduced Executive Director Felicia Villalobos to share her report. Villalobos stated the report started from July 1, 2025, and went until June 30, 2026. She highlighted that there was a discrepancy with the emergency hire (EH) numbers concerning what was reported to HTSB versus the data that HTSB's licensing management system (LMS) gathered. She shared that she reached out to the Hawai'i Department of Education's (HIDOE's) Office of Talent Management (OTM) about the discrepancy.

- Data received from HIDOE reported 708 EH teachers.
- HIDOE data pulled from HTSB's LMS reported 872 EH teachers.
- Hawai'i public charter school (PCS) EH data was not gathered by a system, but manually by one of HTSB's teacher licensing clerks who received faculty reports directly from each PCS and counted all EH teachers.

II. PUBLIC TESTIMONY ON GENERAL BUSINESS MEETING AGENDA ITEMS

No written testimony was submitted. No one signed up for online or in-person public testimony.

A. LICENSING UPDATE – Licensing Specialist Dr. Mitzie Higa

Board Chairperson Miyamae introduced Licensing Specialist Dr. Mitzie Higa to share the licensing update. Higa highlighted that the specialists continued to process applications, deliver presentations to Hawai'i educator preparation programs (EPPs), and remind HIDOE and PCS schools that teachers must have a valid Hawai'i teaching license or permit. She also highlighted that the specialists continued to encounter challenges regarding:

- Teachers who were already hired but had not yet obtained their Hawai'i license or permit.
- Teachers who were recruited from out-of-state but did not know or were not informed that a Hawai'i license or permit was required to teach in Hawai'i.
- The lack of understanding of the available licenses and what verifications were needed to meet qualifications.
- Many license applications submitted by out-of-state teachers who had no intention of teaching in Hawai'i, which took time away from those who were already in Hawai'i or did have a sincere interest in teaching in Hawai'i.

Higa highlighted that HTSB staff continued to audit HIDOE and PCS schools to ensure their teachers were licensed or permitted.

Board Chairperson Miyamae asked how many teachers without licenses or permits were found in the audit. Higa deferred to Villalobos. Villalobos stated her Executive Director's Report indicated 94 HIDOE teachers and 45 PCS teachers. She shared about both HIDOE's biannual and HTSB's monthly audit processes.

Board Member Dukelow asked how HTSB could move forward with requiring a licensing fee so that time was not wasted on applicants who had no intention of teaching in Hawai'i. Villalobos stated this would need to be discussed with the Deputy Attorney General (DAG) as a [legislative bill] was passed to fully fund HTSB. She shared that legislators would support addressing this unintended consequence, and shared about other states' residency requirement for licensing.

Board Member Oyadomari-Chun wanted clarification if this could be accomplished through administrative action or statutory change. Villalobos stated statutory change would take longer due to legislative hearings, whereas HTSB's Hawaii Administrative Rules (HAR) were currently under revision. She emphasized it would need to be discussed with the DAG to ensure legality. Board Member Oyadomari-Chun expressed her preference for whichever was the most expeditious as this seemed to have much impact on staff and not much benefit to the state of Hawai'i. Board Chairperson Miyamae stated she would talk with Villalobos further about putting in a formal request to the DAG.

B. REGISTERED TEACHER APPRENTICESHIP UPDATE – Licensing Specialist Dr. Mitzie Higa

Board Chairperson Miyamae asked Higa to share the registered teacher apprenticeship update. Higa shared that HIDOE and the Hawai'i State Teachers Association (HSTA) were still in the consult and confer process for the \$4.6 million federal three-year grant. She explained that the State Apprenticeship Committee (SAC) would also need to sign off on it, but the program could not start until these processes were complete. She stated [the University of Hawai'i (UH) system EPPs] were waiting to start this apprenticeship and money was built into the grant for mentor teachers who would be journeymen of the apprentices.

Board Member Dukelow stated once the grant was approved there would be another waiting period for [Request for Proposal (RFP)] solicitation. She asked if there was a way to move

that up. Higa answered that HTSB could not move past the consult and confer step and that everything with UH would happen once this step was completed.

Board Member Raymond asked if there was a timeline for signing off due to the grant money's availability, and what exactly was holding up the signing. Villalobos stated the consult and confer process was between the employer and the unions, and it seemed the Hawai'i Government Employees Association (HGEA) was ready to sign once HSTA signed. She shared that she was inquiring weekly about where HDOE and HSTA were at but was unsure what the holdup was, though it could be regarding questions about the grant and misunderstandings about the standards of apprenticeship. She stated year two of the three-year grant was approaching, so the money was sitting and had not yet been taken away by the federal government. She shared that there was an option to extend the grant through federal approval, but approval was not guaranteed.

Board Chairperson Miyamae asked the full board (Board) if there were any questions or discussion. There were no questions or discussion from the Board.

III. PUBLIC TESTIMONY ON GENERAL BUSINESS MEETING AGENDA ITEMS

No written testimony was submitted. No one signed up for online or in-person public testimony.

IV. NEW BUSINESS, COMMITTEE REPORTS, AND PENDING COMMITTEE ACTION

NEW BUSINESS – Committee of the Whole

Board Chairperson Miyamae stated these New Business Items (NBIs) needed to be revisited due to quorum issues. She called for a motion for NBI 25-09. (Raymond / Mew)

A. NBI 25-09: License Affirmation (July 2025)

Board Chairperson Miyamae reviewed NBI 25-09, affirming the licenses and permits for the respective month.

Board Chairperson Miyamae asked the Board if there were any questions or discussion. There were no questions or discussion from the Board.

Board Chairperson Miyamae called for a roll call vote on the motion of whether to approve or deny NBI 25-09, as written. Board Chairperson Miyamae and Board Member Matsuura did not vote. All other Board Members present voted to approve NBI 25-09, as written.

ACTION — NBI 25-09: License Affirmation (July 2025), as written, was adopted by the Board.

Board Chairperson Miyamae called for a motion for NBI 25-02. (Raymond / Gillentine)

B. NBI 25-02: HTSB's 2026 Legislative Priorities

Board Chairperson Miyamae reintroduced NBI 25-02.

Board Chairperson Miyamae asked the Board if there were any questions or discussion. There were no questions or discussion from the Board.

APPROVED

Board Chairperson Miyamae called for a roll call vote on the motion of whether to approve or deny NBI 25-02, as written. Board Chairperson Miyamae did not vote. All other Board Members present voted to approve NBI 25-02, as written.

ACTION — NBI 25-02: HTSB’s 2026 Legislative Priorities, as written, was adopted by the Board.

PENDING COMMITTEE ACTION – Budget, Personnel, and Strategic Planning Committee: Mew

The Budget, Personnel, and Strategic Planning Committee met at 9:00 a.m. and looked at one discussion item and two New Business Items.

C. HTSB Annual Budget Review FY 2024-2025

Board Member Mew reviewed HTSB’s Annual Budget for the 24-25 Fiscal Year. He highlighted that there were no deficits even after slight changes were made to account for unexpected costs.

Board Member Mew asked the Board if there were any questions or discussion. There were no questions or discussion from the Board.

ACTION — No action was taken on this discussion item.

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

Board Member Mew reviewed NBI 24-32 Revised, highlighting the changes in designees since this NBI was last approved in April 2025.

Board Member Mew asked the Board if there were any questions or discussion. There were no questions or discussion from the Board.

Board Chairperson Miyamae called for a roll call vote on the motion of whether to approve or deny NBI 24-32 Revised, as written. Board Chairperson Miyamae did not vote. The motion carried unanimously with all other Board Members present voting to approve NBI 24-32 Revised, as written.

ACTION — NBI 24-32 Revised: The Hawai‘i Teacher Standards Board Election of Board Officers and Committee Assignments for 2025-2026, as written, was adopted by the Board.

E. NBI 24-33 Revised: Hawai‘i Teacher Standards Board Budget for 2025-2026

Board Member Mew reviewed NBI 24-33 Revised, highlighting the revisions to the budget due to mandated budget reductions and the addition of two legislatively approved positions.

Board Chairperson Miyamae asked Villalobos to provide more information on this NBI. Villalobos explained that the red-highlighted areas in the respective categories were the deductions. She shared that this NBI might be reintroduced later as the budget might change if the HTSB office moved into a new space, and the reasoning for the readjustments in funds could be found at the bottom of the NBI with the exact response from HIDOE explaining the deduction in funds.

APPROVED

Board Member Raymond wanted to know how HIDOE determined the specific amount to be deducted from HTSB's budget and if other HIDOE offices received budget cuts as well. Board Chairperson Miyamae referred the question to Board Member Oyadomari-Chun. Board Member Oyadomari-Chun explained that HIDOE based their 10% reduction on the balance of HTSB's unused funds from the end of last fiscal year. She further explained that the legislative biennium budget process involved a broader reallocation exercise where the legislature evaluated every line item in the HIDOE's budget, not just HTSB's budget in isolation. She shared that included discussing unspent funds and prioritization of what was needed. She stated while HTSB's budget was reduced, HTSB also acquired the requested legislative positions and that HTSB came out ahead at the end of the legislative session.

Board Chairperson Miyamae stated she thought it did not make sense to add new positions but take away funds. She asked Board Member Oyadomari-Chun for clarification on what HIDOE explained to Villalobos for the reasoning of the budget cut, as opposed to what she had explained. Board Member Oyadomari-Chun stated her understanding was that HTSB approved its budget prior to the legislature's decision, and now the budget for this year was being updated to reflect the outcome of the legislative action on the biennium budget process. Board Chairperson Miyamae then asked Villalobos to share her understanding of the process. Villalobos stated she understood it as two separate actions—she did not know that if she acquired the two new positions, then the budget would be cut by 10%. She mentioned that last year she was informed by HIDOE's Assistant Superintendent (AS) Sean Bacon that it was premature to do a budget for this fiscal year with a 10% budget cut, and she also informed HIDOE that the unspent money from last year was being saved for moving costs this year. She stated since the process to move was still ongoing longer than anticipated and the money was not spent, she was informed in the very end by HIDOE of the budget cut. She stated she made sure there was no confusion of what she was told by HIDOE and included the direct quote at the bottom of the NBI. Board Member Oyadomari-Chun stated they are unrelated actions and the changes that were reflected were consistent and prompted because of the legislative budget. She also suggested that HTSB submit its supplemental budget requests for fiscal year 2027. Board Chairperson Miyamae stated she thought the deadline to submit requests had already passed and wanted to know if HTSB would have to wait until next year. She stated she was concerned that the amount would get affected if HTSB would have to move into a new location. Board Member Oyadomari-Chun stated she would check with HIDOE's Chief Financial Officer (CFO) Brian Hallett and anticipated that the deadline would be in about a month.

Board Chairperson Miyamae asked the Board if there were any questions or discussion. There were no questions or discussion from the Board.

Board Chairperson Miyamae called for a roll call vote on the motion of whether to approve or deny NBI 24-33 Revised, as written. Board Chairperson Miyamae did not vote. The motion carried unanimously with all other Board Members present voting to approve NBI 24-33 Revised, as written.

ACTION — NBI 24-33 Revised: Hawai'i Teacher Standards Board Budget for 2025-2026, as written, was adopted by the Board.

PENDING COMMITTEE ACTION – Teacher Education Committee: Dr. Gillentine

The Teacher Education Committee met at 10:00 a.m. and looked at one discussion item and two New Business Items.

F. Update on approved NBI 25-07: The University of Hawai'i at Mānoa American Samoa Completers

Board Member Gillentine reviewed NBI 25-07 and updated the Board that Licensing Specialist Dr. Jennifer Padua informed that HTSB staff communicated with the Association for Advancing Quality in Education Preparation (AAQEP) and Title II staff about adding the final paragraph into the NBI. AAQEP and Title II staff agreed that adding the paragraph showed transparency and the steps for EPPs to follow.

Board Chairperson Miyamae asked the Board if there were any questions or discussion. There were no questions or discussion from the Board.

ACTION — No action was taken on this discussion item.

G. NBI 25-10: Approval of iteach-Hawai'i's Special Education Praxis Exam Transition and Program Alignment Review

Board Member Gillentine reviewed NBI 25-10, as amended, which approves iteach-Hawai'i's Special Education (SPED) Program to use the Educational Testing Service (ETS) Praxis Exam 5355: Special Education-Foundational Knowledge as the content knowledge assessment for its General SPED program. Board Member Gillentine stated the Teacher Education Committee voted to recommend NBI 25-10, as amended, to the Board. Board Chairperson Miyamae asked the Board if there were any questions or discussion.

Board Member Matsuura asked if the amendment was supposed to state, "General Education SPED" or "SPED General Education."

Board Chairperson Miyamae deferred the question to Villalobos.

Villalobos stated the Board can revise the amended statement to "General Education SPED." She clarified that the HTSB has three different SPED license fields: General Education SPED, SPED Mild/Moderate, and SPED Severe/Profound and Autism.

She provided additional information that SPED teachers in other states are trained in all SPED areas, from General to Severe/Profound, because teachers do not know where they will be placed for employment, are well-rounded in all areas of SPED, and their license is mobile to other states. She explained that the Hawai'i license may not be mobile if teachers did not complete a teacher preparation program but added the SPED teaching field by taking a Praxis exam. She explained that there may be legalities on how teachers are prepared should they go to court.

Board Chairperson Miyamae thanked Villalobos and asked if the revision would instead be an editorial change.

Villalobos stated the Board would need to take a vote to revise the amended statement from "SPED General Education" to "General Education SPED."

Board Chairperson Miyamae called for a motion to revise the amended statement from "SPED General Education" to "General Education SPED."

APPROVED

Board Member Raymond asked if the “General Education SPED” needed to match the rationale wording for General SPED.

Board Chairperson Miyamae deferred the question to Villalobos.

Villalobos stated that the Board would vote on the NBI, not the rationale.

Committee Chair Gillentine made a motion to amend the statement as suggested.

Board Member Matsuura seconded the motion.

Board Chairperson Miyamae asked the Board if there were any questions or discussion on the amended language. There were no questions or discussion from the Board.

Board Chairperson Miyamae called for a roll call vote on whether or not to approve the amended language. Board Chairperson Miyamae did not vote. All other Board Members present voted to approve.

Board Chairperson Miyamae asked the Board if there were any questions or discussion on the NBI.

Board Member Simpson Steele asked if a similar NBI will be coming forward for the other institutions that are also making this transition to Praxis.

Board Chairperson Miyamae deferred the question to Villalobos.

Villalobos stated that they are waiting for document submissions from Leeward Community College (LCC) SPED and the University of Hawai'i – West O'ahu (UHWO) to proceed with reviewing. She explained that iteach-Hawai'i was the only institution that submitted all documents on time and was reviewed by the staff. Villalobos stated LCC and UHWO may have NBIs in the future for their SPED program.

Board Member Simpson Steele then inquired about the need for documentation.

Board Chairperson Miyamae deferred the question to Villalobos.

Villalobos stated that HTSB staff met with the three EPPs. The EPP staff informed HTSB that their programs were addressing the standards and cross-checked the information with Praxis. Within the meeting, the programs were given two options. The first option involved completing the crosswalk and matrix, as well as submitting the syllabi and evidence. The second option was to complete a program modification to be able to approve candidates in SPED Mild/Moderate. The three programs agreed to remain a General SPED program. ED Villalobos stated that the documentation was to maintain information about its programs and meeting requirements. She also stated that except for the matrix, none of the course syllabi or documents are publicized and other state licensing agencies have similar practice with collecting documents.

Board Member Dukelow asked if there were better solutions to collect documentation of syllabi since course instructors could change every year.

Board Chairperson Miyamae deferred the question to Licensing Specialist Padua.

APPROVED

Padua explained that the Hawaii Administrative Rules (HAR) stated the modification of programs requires EPPs to provide evidence. In the past, course syllabi and assessments were used to see the alignment of content area and performance standards. She stated that the HTSB staff were following the HAR and mentioned that other state licensing agencies have similar practices.

Board Chairperson Miyamae asked the Board if there were any further questions or discussion on the NBI. There were no further questions or discussion from the Board.

Board Chairperson Miyamae called for a roll call vote on whether to approve or deny NBI 25-10, as amended. Board Chairperson Miyamae did not vote. The motion carried unanimously with all other Board Members present voting to approve NBI 25-10, as amended.

ACTION — NBI 25-10: Approval of iteach-Hawai'i's Special Education Praxis Exam Transition and Program Alignment Review, as amended, was adopted by the Board.

H. NBI 25-11: Approval of a One-Year Extension of iteach-Hawai'i's CAEP Accreditation

NBI 25-11 was deferred in committee.

ACTION — NBI 25-11: Approval of a One-Year Extension of iteach-Hawai'i's CAEP Accreditation, as written, was deferred.

V. EXECUTIVE SESSION

Board Chairperson Miyamae shared information regarding procedures for virtual Executive Session.

Board Chairperson Miyamae called for a motion to rise into Executive Session. (Mew / Gillentine)

Board Chairperson Miyamae called for a roll call vote on the motion of whether or not to rise into Executive Session. Board Chairperson Miyamae did not vote. All other Board Members present voted to rise into Executive Session at 12:05 p.m.

This portion of the meeting was a closed meeting under Hawaii Revised Statutes (HRS) §92-4 and HRS §92-5(a)(1)(2) and (4).

Board Chairperson Miyamae called the general business meeting back to order at 1:26 p.m.

Board Chairperson Miyamae reported out what was discussed during Executive Session:

- Meeting minutes from April 25, 2025
- Personnel update from Villalobos
- Consultation with Deputy Attorney General Amber Boll
- NBI 25-08: Case No. 25-01 – Adopted
- Discussion of an HTSB State Approved Teacher Education Program (SATEP) with numerous infractions that have directly impacted applicants' ability to obtain a teaching license.

APPROVED

- Discussion of an HTSB SATEP. This matter may directly impact applicants' ability to retain their teaching license.

VI. NEXT HTSB MEETING: November 14, 2025

Board Chairperson Miyamae stated the next HTSB board meeting was scheduled for November 14, 2025. The details of the agenda would come out prior to the meeting.

VII. ADJOURNMENT

Board Chairperson Miyamae adjourned the general business meeting at 1:27 p.m.