



**STATE OF HAWAII
HAWAII TEACHER STANDARDS BOARD
TEACHER STANDARDS COMMITTEE MEETING**

MINUTES

Remote Technology via Zoom

650 Iwilei Road, Suite 158
Honolulu, HI 96817

Friday, November 14, 2025

PRESENT IN-PERSON:

Kristi Miyamae, Ex Officio Committee Member, Board Chair

PRESENT ONLINE:

Dr. Katina Soares, Committee Chair

Justin Mew, Committee Member

Dondra Ozaki, Ex Officio Committee Member, Board Vice Chair

EXCUSED:

Dale Matsuura, Committee Vice Chair

Deanna D'Olier, Committee Member

Kahele Dukelow for Roy Takumi, Committee Member

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

UNAPPROVED

Committee Chair Dr. Katina Soares called the Hawai'i Teacher Standards Board (“HTSB”) Teacher Standards Committee (“Committee”) meeting to order at 9:00 a.m.

Committee Chair Dr. Soares 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 Chair Dr. Soares, Committee Member Justin Mew, and Ex Officio Committee Member Dondra Ozaki were present online. Committee Vice Chair Dale Matsuura, and Committee Members Deanna D’Olier and Kahele Dukelow were excused.

Committee Chair Dr. Soares shared information regarding non-public site disclosure. None of the Committee Members participating online had anyone present with them to disclose. Committee Chair Dr. Soares shared additional information regarding meeting protocols and procedures.

B. PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS

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

C. ANNOUNCEMENTS

No announcements were made.

D. APPROVAL OF COMMITTEE MINUTES

The minutes of the August 8, 2025, meeting was approved as written.

II. PUBLIC TESTIMONY ON COMMITTEE AGENDA ITEMS

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

III. ACTION / DISCUSSION ITEMS

A. NBI 25-12: License Affirmation (August and September 2025)

Committee Chair Dr. Soares reviewed NBI 25-12, affirming the licenses and permits for the respective months.

Committee Chair Dr. Soares asked the Committee if there were any questions or discussion. There were no questions or discussion from the Committee.

Committee Chair Dr. Soares called for a roll call vote on whether or not to recommend NBI 25-12, as written, to the full board (“Board”) at the general business meeting scheduled at 11:00 a.m. Committee Chair Dr. Soares and all other Committee Members present voted to recommend.

ACTION — The Teacher Standards Committee voted to recommend NBI 25-12, as written, to the Board, with all four Committee Members present voting aye.

B. NBI 14-31 Revised: Clarification of Requirements for the Teacher Leader Added Licensure Field

Committee Chair Dr. Soares reviewed NBI 14-31 Revised, highlighting the Rationale/Background of the New Business Item (“NBI”) to clarify the requirements for adding the Teacher Leader field to a license. The original review, conducted in March 2015, focused on the Educational Testing Service (“ETS”) Teacher Leader Assessment. NBI 16-01 adopted the new leadership assessment, which has been discontinued. This NBI solidifies the shift to a competency-based verification model building on the Teacher Leader experience verification form created by HTSB. These changes remove the testing requirement and offer slight adjustments to some of the other requirements to add Teacher Leader to the licensure field. Committee Chair Dr. Soares asked Executive Director (“ED”) Felicia Villalobos to share any further information. ED Villalobos confirmed that Committee Chair Dr. Soares’s explanation was accurate, reiterating the major changes of the document of ending the ETS Praxis exam for Teacher Leaders and some non-substantial updates to the language.

Committee Chair Dr. Soares asked the Committee if there were any questions or discussion. There were no questions or discussion from the Committee.

Committee Chair Dr. Soares called for a roll call vote on whether or not to recommend NBI 14-31 Revised, as written, to the Board at the general business meeting scheduled at 11:00 a.m. Committee Chair Dr. Soares and all other Committee Members present voted to recommend.

ACTION — The Teacher Standards Committee voted to recommend NBI 14-31 Revised, as written, to the Board, with all four Committee Members present voting aye.

C. NBI 25-15: Governing Submission and Acceptance of Official Records and Documentation for Licensure

Committee Chair Dr. Soares reviewed NBI 25-15, explaining that this NBI will address fraud and individuals not being forthcoming with their documents by ensuring that official documents are received directly from an institution or organization. Components that have been added to this NBI include, direct, electronic submissions from a third-party vendor, mail submissions directly from the issuing institution, and direct submission from the issuing institutions’ email. She asked ED Villalobos to share any further information. ED Villalobos noted that this NBI would be implemented as of July 1st, 2026. HTSB will need to work with the Hawai’i Department of Education (“HIDOE”) and Hawai’i public charter schools to ensure timely licensing. HTSB plans to create a document with a list of items that need to be submitted and verified prior to working in a school that HIDOE’s Office of Talent Management (“OTM”) can use when recruiting future educators.

Committee Chair Dr. Soares asked the Committee if there were any questions or discussion. There were no questions or discussion from the Committee.

Committee Chair Dr. Soares called for a roll call vote on whether or not to recommend NBI 25-15, as written, to the Board at the general business meeting scheduled at 11:00 a.m. Committee Chair Dr. Soares and all other Committee Members present voted to recommend.

UNAPPROVED

ACTION — The Teacher Standards Committee voted to recommend NBI 25-15, as written, to the Board, with all four Committee Members present voting aye.

IV. ADJOURNMENT

Committee Chair Dr. Soares adjourned the Teacher Standards Committee Meeting at 9:13 a.m.