



**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, September 12, 2025

PRESENT IN-PERSON:

Kristi Miyamae, Ex Officio

PRESENT ONLINE:

Justin Mew, Committee Chairperson
Dr. Tammi Oyadomari-Chun for Keith Hayashi, Committee Vice Chairperson
Deanna D'Olier
Erika Vincent for Ka'ohinani Daniels
Dondra Ozaki, Ex Officio

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

Committee Chairperson Justin Mew called the Hawai'i Teacher Standards Board (HTSB) Budget, Personnel, and Strategic Planning Committee (Committee) meeting to order at 9:01 a.m.

Committee Chairperson Mew called roll call and established quorum. Ex Officio Committee Member Kristi Miyamae was present in-person. Committee Chairperson Mew; Committee Members Deanna D'Olier and Erika Vincent; and Ex Officio Committee Member Dondra Ozaki were present online. Committee Vice Chairperson Dr. Tammi Oyadomari-Chun was not present during roll call.

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 shared additional information regarding meeting protocols and procedures.

Committee Vice Chairperson Oyadomari-Chun joined the meeting remotely via Zoom.

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

Committee Chairperson Mew reported that the Committee meeting on August 8, 2025, did not have quorum and had to be canceled.

D. APPROVAL OF COMMITTEE MINUTES

The minutes of the August 30, 2024, and the April 25, 2025, meetings were 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. HTSB Annual Budget Review FY 2024-2025

Committee Chairperson Mew reviewed HTSB's Annual Budget for the 24-25 Fiscal Year. He highlighted that there were no deficits even after having budget reductions.

Committee Chairperson Mew asked the Committee if there were any questions or discussion. There were no questions or discussion from the Committee.

ACTION — No action was taken on this discussion item.

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

Committee Chairperson Mew reintroduced NBI 24-32 Revised, noting that it had to be deferred at the last Committee meeting due to lack of quorum.

Committee Chairperson Mew asked the Committee if there were any questions or discussion. There were no questions or discussion from the Committee.

APPROVED

Committee Chairperson Mew called for a roll call vote on whether or not to recommend NBI 24-32 Revised, as written, to the full board (Board) at the general business meeting scheduled at 11:00 a.m. All Committee Members present voted to recommend.

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

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

Committee Chairperson Mew reintroduced NBI 24-33 Revised and called on Executive Director Felicia Villalobos to explain the changes that were made since this New Business Item (NBI) was first approved. Villalobos explained that the budget was readjusted to fund the two new positions [Business Manager and Institutional Analyst] that were approved from the legislature with an additional cut in HTSB's budget that the Hawai'i Department of Education (HIDOE) had to do in order to support the HIDOE's budget. She further explained that HTSB was able to cover the additional budget cut with the carryover funds that was supposed to be used for moving costs into a new office but had since been delayed.

Committee Chairperson Mew asked Villalobos to explain more on the moving plans that was discussed last year. Villalobos explained that HTSB needed to move into a larger office to accommodate the increase in staff and provide a space that was conducive for staff to conduct business that required privacy. She stated HTSB's current office space was an open floor plan with no confidentiality during web-based meetings, phone calls, and walk-in visits. She also mentioned that HIDOE informed HTSB that there were no schools available for HTSB's office to move to and that HTSB now had to look into other office buildings.

Committee Member Vincent wanted clarification on whether the increase for common area maintenance (CAM) during the 24-25 Fiscal Year should be added to this year's budget instead of staying the same. Villalobos stated she would check to see if the CAM would be added again this year and, with the pending move, she suggested that HTSB wait as funding could be moved if needed to during the year.

Committee Vice Chairperson Oyadomari-Chun shared that she was available to answer any questions anyone might have regarding the budget reductions that Villalobos mentioned.

Committee Chairperson Mew asked the Committee if there were any questions or discussion. There were no questions or discussion from the Committee.

Committee Chairperson Mew called for a roll call vote on whether or not to recommend NBI 24-33 Revised, as written, to the Board at the general business meeting scheduled at 11:00 a.m. All Committee Members present voted to recommend.

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

IV. ADJOURNMENT

Committee Chairperson Mew adjourned the Budget, Personnel, and Strategic Planning Committee Meeting at 9:24 a.m.