UNIVERSITY OF HAWAI'I SYSTEM REPORT



REPORT TO THE 2010 LEGISLATURE

Report on Hawai'i Teacher Standards Board

Act 2, SSLH 2009 (Part II, Section 9)

November 2009

REPORT TO THE 2010 LEGISLATURE Report on Hawai'i Teacher Standards Board November 25, 2009

A working group was convened to work on the report specified in Act 2, SSLH 2009 (Part II, Section 9). The work group was composed of the following members:

- 1. Christine Sorensen, Dean, College of Education, University of Hawai'i at Mānoa
- 2. Joanne Taira, Special Assistant for Planning & Policy and P-20, University of Hawai'i (Designee for Tammi Chun)
- 3. Bebi Davis, Milken Awardee
- 4. Judy Toguchi, Personnel Specialist, Department of Education (Designee for Patricia Hamamoto)
- 5. Sharon Mahoe, Executive Director, Hawai'i Teacher Standards Board (Designee: Lynn Hammonds, Licensing/SATE Specialist)
- 6. Arlene Lee, Instructional and Professional Development Specialist, Hawai'i State Teachers Association (Designee for Wil Okabe)
- 7. Noe Noe Tom, Licensing Administrator, Hawai'i Department of Commerce and Consumer Affairs (Designee: Lori Beth Van Cantfort, Program Specialist)

The group was chaired by Dr. Christine Sorensen, Dean of the College of Education at the University of Hawai'i at Mānoa as specified by the law.

The group met on the following dates: September 1, 2009; September 21, 2009; and October 22, 2009.

Summary recommendations were distributed via email to all committee members with a request for feedback. All changes submitted by members are reflected in this report.

Below are listed the findings and recommendations as agreed upon by the working group for each of the elements identified in Act 2, SSLH 2009 (Part II, Section 9) that the group was to examine.

1. Licensing rules and their impact on teacher workforce needs in Hawai'i.

In general, the work group found the licensing rules adopted by the Hawai'i Teacher Standards Board (HTSB) for Hawai'i are consistent with national licensing requirements

for teachers. Hawai'i's teacher standards are aligned with the Interstate New Teacher Assessment and Support Consortium (INTASC), a consortium of state education agencies and national educational organizations created in 1987 to reform the preparation, licensing, and on-going professional development of teachers. INTASC is endorsed by the Council of Chief State School Officers (CCSSO).

The work group determined that the licensing rules themselves do not have an adverse impact on teacher workforce needs in Hawai'i. A number of factors outside of licensing may impact the recruitment and retention of teachers, thus influencing workforce needs. However, the work group did identify several problems that could be addressed to streamline the licensing process and/or encourage candidates to complete licensing requirements in a more timely manner.

Problem: Candidates must wait for the HTSB to approve licenses, which creates delay in teachers achieving full licensure.

Findings: Based on advice from the Attorney General's (AG) office, teacher licenses must be approved at a regular meeting of the board and may not be issued prior to that approval. Beginning in December 2008, all licenses have been approved at a regular Board meeting. The board only meets once a month. This creates a particular difficulty immediately preceding the beginning of the academic year as teachers are applying for and being accepted for employment. Even though the licenses, once approved by the board, are back dated to the date that the candidate met all completion requirements, candidates cannot receive their printed license until after the board approves. This can be too late to take into account in meeting DOE hiring deadlines.

Recommendations: The work group recommends that language be crafted in legislation related to HTSB that mirrors the language in legislation related to the Department of Commerce and Consumer Affairs (DCCA). That language would delegate authority to the executive director to review and approve applications with ratification by the HTSB. The executive director could then approve routine license applications as soon as they are complete rather than having to await the next board meeting. The board would retain final authority on non-routine matters and have the ability to request further information, approve or deny applications that are in question, or review those that may have a potential issue with professional fitness questions on the application. We recommend the following addition to Chapter 302A:

Proposed Legislative Language:

Delegation of Authority

(a) The board may delegate to the executive director, or other designee, any of its powers and duties as it deems reasonable and proper. The delegation of powers and duties by the board shall be made in accordance with procedures set forth in subsection (b). However, the board shall not delegate its discretionary functions resulting in a final decision, (1) adopting, amending, or repealing rules; (2) ordering disciplinary action against a licensee, including the revocation, suspension, or imposition of conditions or

fines; provided that summary suspensions may be delegated; and (3) granting, denying, or otherwise conditioning license applications, unless the granting, denying, or otherwise conditioning of a license does not require the exercise of the board's expertise and discretion. (b) To delegate authority, the concurrence of a majority of the members to which the board is entitled shall be necessary to make any action taken by the board valid. The board shall conduct its meetings in accordance with chapters 91 and 92.

Problem: Candidates for licensure do not understand the distinction between HTSB as the licensing authority and the DOE as the employer.

Findings: Because many candidates do not understand the distinction between the DOE and the HTSB, they do not always understand which documents need to be sent to which agency. This leads to confusion on the part of the candidates and an increased probability of one agency or the other having missing information. Candidates may submit information to the DOE for employment requirements that is also required by the HTSB for licensing. In these cases, the candidate may not understand the necessity of sending two separate sets of documents, one to each agency. In other cases, the candidate may send information required by the HTSB to the DOE instead or vice versa. When documentation is not received by the HTSB in a timely manner, licensing is delayed. Legislation last session mandated the agencies to develop a plan for sharing data (Section 6 of HB 183 CD1). In addition, Title II of the Higher Education Opportunity Act (HEOA) requires that data be shared between the state and teacher preparation programs.

Recommendations: The work group recommends that clear legislative language be inserted in HB 183, CD1 with a deadline for compliance in data sharing between the DOE and HTSB and that funds be provided to ensure that the work required for development of the necessary data warehouse be accomplished in that time frame.

Problem: Failure to take and/or pass required tests keeps a significant number of candidates from achieving licensure in a timely manner.

Findings: In reviewing the required tests for licensure, it was discovered that candidates were generally required to take Praxis series tests for: (a) basic skills, (b) content knowledge, (c) content pedagogy, and (4) the PLT test. Basic skills tests measure minimal levels of proficiency in reading, writing, and mathematics expected of future teachers. Content tests are required by federal policy to be compliant with the federal Elementary and Secondary Education Act (ESEA), currently known as No Child Left Behind (NCLB). Content pedagogy tests are not required for compliance with NCLB. Teacher preparation programs as part of program approval are required to assess pedagogical skills. It was determined that where there were content pedagogy tests required by HTSB, those could be eliminated, thus reducing the number of tests candidates must take. The HTSB passed an action August 27, 2009 eliminating 13 content pedagogy testing requirements in a number of areas (NBI 09-07). Reducing the number of tests required should enhance the ability of candidates to take and pass the remaining required tests to achieve licensure in a more timely manner. The review of testing also revealed that several tests required for Hawai'i candidates were not the tests

recommended by the national professional organizations nor consistent with the majority of states using the Praxis series. Additional changes were approved in NBI 09-07 to align Hawai'i's test requirements with national trends, including a change to more recent science content tests (four tests) and adoption of the recommended elementary education content test following validation for Hawai'i.

In addition, the work group noted that a significant number of candidates complete their teacher preparation programs without passing the required tests, and thus are not eligible for licensure. NCLB requirements for highly qualified status require passage of the content tests, while licensure requires passage of all tests. Institutions of Higher Education (IHEs) do not regularly require passage of licensing tests for program completion. Hawai'i's law (HRS §302A-804) and DOE practices and policies allow teachers to be hired upon completion of a teacher education program at the same pay as a fully licensed teacher, even though the candidate has not completed licensing requirements, including all tests. These employed teachers then have three years to complete the testing requirements, but are not considered highly qualified teachers (HQT) during this time. This three year time frame is the same amount of time given to emergency hired teachers who are enrolled in a state approved teacher education program (SATEP), but have not yet completed teacher training. As emergency hires, unlicensed teachers, whether or not they have completed a SATEP, do not accrue probation time leading to tenure.

Recommendations: The HTSB has acted to reduce the number of tests required and aligned testing requirements with national trends. The work group sees no additional need for change in this area. However, ways to encourage those who have completed teacher training to comply with testing requirements and become fully licensed in a more timely fashion need to be considered. Potential options include:

- (1) Passing new or amending current state law to require passage of basic skills tests prior to entry into a teacher education programs and passage of content tests in areas for which there are content tests to demonstrate competency in subject matter prior to allowing candidates to student teach. The law also could require emergency hire candidates to have passed at least the content knowledge tests prior to teaching or prior to the conclusion of their first year in the classroom. Lastly, alternative route programs (post-baccalaureate and master's level) generally require passage of content and basic skills tests prior to admission, but this could be specified.
- (2) Current law allows employment for up to three years without completing licensing requirements. Tests are available multiple times during the year (generally four to six administrations annually). Consideration might be given to further limiting the number of years that a teacher may continue employment after having completed a SATEP, but not having completed all licensure requirements, including required tests. Conversely, consideration could be given to providing incentives for emergency hire teachers who have completed a SATEP but not licensure to complete licensure requirements within one year.

This would allow them to achieve HQT status more rapidly. We recommend alleviating the need for the DOE to track annual "progress" toward licensure as it does now, thus reducing personnel time committed to tracking. Such policy would be consistent with practices related to the completion of licensure in other professional fields administered through DCCA. It would be the candidate's responsibility to submit to the DOE proof of licensing prior to the deadlines, not the responsibility of the DOE to monitor annual progress.

2. Relicensing and tiered licensing options to ensure effective teachers and continuing professional development of teachers.

The work group found that the HTSB had made progress in developing a tiered licensing system and in implementing relicensing requirements. Currently, the HTSB recognizes the following types of license: provisional, standard, advanced, and special permit. Special permits are for unique circumstances, including career technical education and for the teachers on Ni'ihau. Standard licenses are issued when all basic requirements for teacher licensure are met. Standard licenses must be renewed every five years. Provisional licenses are not renewable and may be held for a maximum of three years. Advanced licenses are awarded for teachers who have met certain criteria demonstrating advanced mastery of their content or of teaching. Provisional and advanced licensing requirements went into effect in 2009. These license levels are similar to those found in other states.

The implementation of relicensing did not go as smoothly or as quickly as it probably should have due to issues with a vendor, lack of clarity as to the role of the DOE in providing technical support to the HTSB, and the complete lack of needed technical support within the HTSB staff itself. Requests were made by HTSB to hire someone with the necessary technical background, however, no approvals to hire were received. With recent changes in vendors and some clarification about the HTSB relationship with the DOE and the level of access of HTSB to technical support from the DOE, it appears that progress has been made on the relicensing front. The current vendor serves many existing Hawai'i state agencies and has a proven record of success. Priority is for the vendor to work with the HTSB to implement web-based relicensing features.

Problem: Hawai'i historically did not have a tiered licensing system to differentiate levels of professional achievement for teachers.

Findings: In 2008, the HTSB articulated the content requirements for provisional licensing (NBI 08-06) and advanced licensing (NBI 08-07). A tiered licensing system was created in 2005 (NBI 05-17), but specific requirements were more recently approved. The provisional license is granted to emergency hire teachers who have completed a state approved teacher education program in the field in which they are assigned to teach and have passed the relevant subject matter Praxis examination or if no Praxis is available have a subject major in the relevant field. They may hold a provisional license for no more than three years. Advanced licenses may be issued on completion of National Board for Professional Teaching Standards (NBPTS) certification or upon completion of

a master's or doctoral program relevant to the teacher's teaching area as long as no part of the master's or doctoral program was used as part of preparation for obtaining an initial teaching license. Teachers applying for an advanced license also must be able to document full-time teaching experience for five of the last eight years and have received satisfactory teaching performance ratings. All areas of licensure are included on the advanced license. The HTSB will accept an out-of-state advanced license, including all areas of licensure on the advanced license (NBI 09-18).

Recommendations: Rules for the provisional license may need to be reviewed if recommendations provided earlier in this report are adopted. The HTSB has developed an advanced license with criteria similar to those in other states. The only recommendation related to advanced licensure might be to provide an incentive, such as an extended renewal timeline or reduced number of renewal point requirements, for those who achieve advanced licensing. Some states have a ten-year renewal cycle for teachers with advanced licenses. The work group would recommend consideration be given to such an approach in recognition of the significance of achieving advanced license status.

Problem: The HTSB was to have developed a relicensing system by 2006 to ensure the continuing professional development of teachers and that system was not in place as of the beginning of Fall semester 2009.

Findings: The HTSB developed a proposal for teachers to participate in activities for professional development that would lead to a point accrual that could then be used for relicensing/renewal. That process was pilot tested in the 2008-2009 academic year and feedback was gathered. Meetings were held with teachers across the state in Fall 2009 to provide information on the new documentation requirements. Due to issues with the vendor hired in 2003 to develop an online system that included the capability for teachers to review and manage their professional development documentation, there was a significant delay in operationalizing the relicensing requirements. In Spring 2009, the HTSB contracted with a new provider, the Hawai'i Information Consortium (HIC), one used extensively by other agencies in the state, including DCCA. HIC worked with the state to develop eHawai'i.gov. The new contractor has developed a web interface for teachers to document their professional development activities and apply for their renewal (relicensing). Initial deployment of the new system was to occur in October 2009, however, issues were found in the data that had to be corrected prior to providing full access to teachers. It was not determined where the data errors occurred, however, a data verification process was underway at the time this report was written. The projections are that the renewal/relicensing system will be operational by the end of November 2009. The HTSB is aware of the statutory requirement for relicensing to be fully operational before the end of June 2010.

Recommendations: The HTSB should review the requirements for license renewals and the documentation required related to three areas. First, the HTSB should ensure that point accumulations fairly reflect the time and effort required for the various activities allowed. Second, the process for documentation should be examined to ensure that it is efficient, cost effective, and easily understandable for teachers. Third, a study should be

conducted to determine whether meeting the requirements is correlated with effective teaching performance and achievement for students.

3. Streamlining processes for reviewing out-of-state and military applicants for licensure.

The work group found that the HTSB is continuing to make progress on streamlining the licensing process for military and out-of-state applicants. The work group did not review these two groups separately as military applicants generally are out-of-state applicants and no additional requirements are in place for military applicants that are not in place for out-of-state applicants.

Problem: Out-of-state applicants were not able to be licensed for all fields they possessed on their out-of-state license.

Findings: HTSB participates in National Association of State Directors of Teacher Education and Certification (NASDTEC) interstate agreement. Each individual "agreement" is a statement by that state or jurisdiction outlining which other states' educator certificates will be accepted by that state. Specifically, the agreement outlines which particular types of educator certificates (teachers, administrators, service personnel, or career/technical), and which particular styles of certifications (titles, fields, etc.) will be accepted. Such an "acceptance" agreement means that the "receiving" state will issue some form of authorization allowing the inbound certificate holder to legally teach or provide service in the receiving state, provided the license issued by the "sending" state is acceptable under the agreement. The receiving state may impose additional requirements which need to be accomplished before the educator can teach or practice after the end of the time limit.

The NASDTEC Interstate Agreement facilitates the movement of educators among the states and other jurisdictions that are members of NASDTEC and have signed the Agreement. Although there may be conditions applicable to individual jurisdictions, the Agreement makes it possible for an educator who completed an approved program and/or who holds a certificate or license in one jurisdiction to receive a certificate or license in another state or jurisdiction. For example, a teacher who completed an approved teacher preparation program in Alabama generally will be able to be granted a certificate in Georgia. Receiving states may impose certain special requirements which must be met in a reasonable period of time. In practice, the HTSB staff were requiring documentation of completion of a state approved program for each license field the applicant had on the existing out-of-state license. Since completion of a separate state approved teacher education program is not required for in-state applicants to add a field to their license, this was seen as inequitable. In Fall 2009, the HTSB approved allowing out-of-state applicants to be granted a license including all endorsements or added fields as long as the applicant had a valid out-of-state license, had passed similar testing requirements (basic skills, content, pedagogy), and passed the professional fitness review (NBI 09-06). Later action (NBI 09-18) allows HTSB to accept all fields on an out-of-state advanced license. The state agency must verify that the individual holds a valid license, has completed at least one state approved teacher education program, and the license has not been suspended or revoked. There is no longer a requirement to receive information from the institution of higher education (IHE) unless the state is unable to confirm. In many cases, the HTSB staff is able to use web-based look up functions to verify license information. Recent changes in HTSB practices have reduced the paperwork requirements for out-of-state candidates from four documents to the following two documents as long as the state has verified the information: (1) an application and (2) Confirmation of Licensure and Certification Tests Taken (HTSB Form 3009). The HTSB also made the change retroactive to allow all license fields to transfer, meaning that out-of-state applicants who were reviewed from June 6, 2007 (when out-of-state criteria for transferring licenses were implemented) may request all fields from their out-of-state license be added to their Hawai'i license.

Recommendations: The HTSB should continue to review how other states transfer in out-of-state licenses to ensure that they are consistent with general practices across the country.

4. Alignment of licensing standards and requirements of No Child Left Behind.

The work group found that the HTSB had made efforts to align licensing standards and requirements with NCLB requirements. However, some changes have not been operationalized.

Problem: Hours on content coursework required for license field inconsistent with national requirements.

Findings: Federal requirements mandate a major in the content field or the equivalent, identified as 30 hours of content coursework, to be considered as a highly qualified teacher. In 2007, the HTSB passed an action increasing the required hours of content for adding a field to an existing license to 30 hours to be consistent with federal policy (NBI 07-24). The change to 30 hours required a change in rules as the existing rules specified 18 hours. The change was sent, along with other changes related to hearings, contested cases, and professional fitness, to the attorney general's office. Due to changes in the AG's office and lack of tracking from HTSB, there was a delay in review. The AG asked for verification that the Board had reviewed and approved the proposed changes. That verification was provided. There appeared to be communication challenges between the HTSB staff and the AG office which resulted in questions at times about where the latest version of the draft rules was and who needed to take action next. There were delays in conveying the most recently approved document to the AG. The AG approved the rules in October 2009 and forwarded them to the governor's office with a request for posting for public comment. Evidence indicates that both changes in the AGs office, lack of tracking progress on the part of the HTSB, and miscommunications have contributed to the delay of changes in the rules to make them consistent with federal policy. In the interim it appears the HTSB has been recommending to candidates that they acquire 30 hours of content when possible.

Recommendation: The task force recommends that the public hearings occur as soon as possible so that the new rules may be implemented. The task force also recommends that a better tracking system be implemented at HTSB to enhance implementation of policies in a timely manner.

Problem: Candidates enrolled in alternative programs that appeared to meet federal requirements for designation as HQT were not considered as such by the DOE.

Findings: In Spring 2009, HTSB approved an item indicating its willingness to view those in alternative programs with criteria consistent with those used in Teach For America (TFA) as meeting the intent of the federal rule related to HQT status in alternative programs (NBI 08-65). Criteria included enrollment in an alternative program, possession of a bachelor's degree, passage of the content test in which the candidate would be teaching, and supervision and professional development requirements. Working with the members of the Teacher Education Coordinating Council (TECC), the DOE has approved a process by which SATE alternative preparation programs may apply for and be granted status similar to TFA so that candidates in those alternative programs may be deemed HQT by the DOE for NCLB reporting purposes.

Recommendations: The work group feels program designation for alternative preparation programs within the state that will allow HQT status for candidates in emergency hire positions is a move in the right direction. However, it seems inconsistent that candidates who are currently enrolled in alternative preparation programs can be considered HQT while candidates who have completed teacher preparation programs (traditional or alternative) but have not completed all licensing requirements can not be designated as HQT within the federal definition. The work group recommends consideration of possible mechanisms by which candidates who have completed teacher preparation programs, but not all licensing requirements (indicated as Code W emergency hires in the DOE system) can be designated as HQT more quickly.

Problem: NCLB requires HQT status for middle grades teachers and part of that designation requires the teacher to teach at the grade level of licensure. Some Hawai'i licenses are available only for 7-12 levels (e.g. foreign languages), thus when the subject is taught in middle school, the teacher is not able to become HQT.

Findings: The HTSB had not reviewed how other states were addressing this need and were concerned that teacher preparation programs were not designed to prepare teachers in some areas below high school level. In addition, Hawai'i does not have a middle school stand alone license and, no, there are no teacher preparation programs for initial licensure at middle level. Some states require areas such as foreign language to be a K-12 license and teacher preparation program standards require K-12 preparation in these areas. There also was concern about the ability to provide dual placements (7-12 and lower grade) for student teaching in some areas, including foreign language.

Recommendation: The HTSB should review how other states are addressing the problems with HQT status in middle grades and potentially approve K-12 licensure in some areas.

5. Teacher preparation program alignment with national standards and the role of national accreditation of teacher preparation programs in Hawai'i.

The work group found that the HTSB standards for teacher preparation program approval was aligned with the standards of the National Council on Accreditation of Teacher Education (NCATE) and the review process used for state approval mirrored the NCATE process that was put in place in 2000. HTSB also conducted an analysis and found that its standards were also aligned with INTASC (NBI 08-64). However, the state program approval process has not been modified to reflect recent changes in the NCATE process. In the past year, NCATE has made significant changes in its process and requirements. Recently, HTSB moved to require NCATE approval of all teacher preparation programs.

Problem: The existing state approval process was aligned with older NCATE standards and had not been revised to reflect new directions in national accreditation. Considerable effort would be needed to review and update the existing state standards. In addition, with limited staff resources and available reviewers in the state, the credibility and efficiency of the state-only review process was in question.

Findings: HTSB was faced with a growing number of programs seeking state approval and only one staff member at HTSB to manage the entire process. In Fall 2009, the HTSB voted to require all teacher preparation programs to seek NCATE accreditation as part of the state approval process (NBI 09-04). NCATE is the major accrediting body nationally for teacher preparation programs. While the Teacher Education Accreditation Council (TEAC) is a newer entrant to the field, they are in conversations about merging with NCATE and the expectation is that NCATE and TEAC will join forces in the near future. Since Hawai'i already had aligned its standards with NCATE and programs were used to review based on those standards, the Board felt that programs would be better prepared to move to the NCATE process. The HTSB will not conduct future hands-on reviews, but rather review and act on the recommendations from NCATE related to both individual program approvals and unit accreditation. The exceptions would be for programs where there are no national professional associations connected to the NCATE process. In those cases, HTSB will continue to conduct the review process. The board retains it authority to grant final approval in all cases. Current state-approved programs were given a minimum of four years to comply with the new NCATE requirement.

Recommendations: During the transition period, HTSB should continue to coordinate training and information dissemination to the institutions impacted by this change. In addition, HTSB should monitor closely actions related to the NCATE/TEAC discussions.

6. The role of higher education institutions in assisting teachers in achieving National Board certification.

The work group noted that the HTSB appears to have taken on the role of support for national board certification in some sense by default as DOE declined to take the lead in earlier years. The teachers who have become nationally board certified through HTSB training have become a valuable resource for the DOE, providing facilitation and mentoring for training sessions and attendees.

Problem: It was suggested that HTSB resources and staff time dedicated to NBPTS training might be better utilized in focusing on licensing aspects.

Findings: In reviewing the information on the NBPTS website, it appears that the predominant ways of providing candidate support in other states include: (1) the state education agency subcontracting with providers, including IHEs and regional or area education agencies or even county offices, (2) local school district provided support, or (3) support provided by a state or local network of National Board Certified teachers. In many cases, local IHEs had developed training options aligned with the NBPTS standards. These options included graduate courses, certificates, or stand-alone programs designed to assist teachers in acquiring the skills needed. Programs provided by IHEs and other local providers included both credit and non-credit options. There was no clear case where an independent licensing agency was directly delivering programs for national board certification preparation. However, the work group notes that in many cases the state level education agency is the licensing authority. In those instances, a separate sub-group within the state education agency was responsible for national board candidate support.

Recommendations: The HTSB should conduct a survey of potential local providers to determine to what extent programming (special programs, workshops, courses, mentoring, etc.) is currently available to support potential NBC candidates or where there might be interest in developing such programming. HTSB could then explore the possibility of outsourcing training and support for the NBPTS process.

Other recommendations from the work group

During its deliberations, the work group noted that many of the criticisms of the HTSB might be alleviated through better communication. It was apparent that the HTSB was not viewed as customer friendly and an analysis of work flow and processes might lead to recommendations for improving perceptions of the HTSB being responsive to constituent needs. Responsiveness to phone calls and emails and a welcoming environment for those who come in person to the HTSB are areas that might be improved. The HTSB had addressed several of the issues noted above, however, no one seemed aware of these facts. Improvements to the website could make it easier to determine when actions take place. More routinized communications with the service providers (IHE's, etc) and the schools (DOE, charter, and private) is recommended.

HAWAI'I TEACHER STANDARDS BOARD

Minutes of Meeting

Date:

November 14, 2005

Place:

Hawai'i Teacher Standards Board

Present:

Margaret Cox

Vicki Morrison

Dr. Jonathan Gillentine

Annette Nishikawa

Gerald Okamoto (for P. Hamamoto)

Catherine Payne Fairfax Reilly

Dr. Randy Hitz Wray Jose

Carol Seielstad

Julie Tomomitsu

Absent:

None

Staff:

Sharon Mahoe

Dr. Patrick Macy

Clara Burrows, Consultant

Observers: Mitch D'Olier

Tom Fargo

Donald Horner

Arlene Lee

Call to Order:

Chairperson Miyashiro called the meeting to order at 2:10PM.

Approval of Minutes:

(Jose/Reilly) Motion to approve the minutes for October 17, 2005, with correction to add on pg. 3 Item 4 "Nishikawa seconded the motion."

Approved:

1. (Payne for the Budget Committee) Motion to approve NBI 05-16 License Fee Collection Mechanism as amended:

The Hawaii Teacher Standards Board authorizes the Executive Director to investigate how best to ensure the timely collection of license fees from Bargaining Unit 5 members. HRS §302A-803 specifies that fees be collected via payroll deduction while the Board's administrative rules states "in a manner determined by the Board."

Page 1 of 6 Minutes for November 14, 2005 The HTSB staff reports processing at least 5 reimbursements per day to licensees who became employed by the DOE. The entire procedure for processing a reimbursement takes about one hour to complete. This includes calculating the amount owed, filling out forms, acquiring the licensee's signature, submitting the signed forms, recording the reimbursement check, and preparing the check for distribution.

When HTSB discovers that a licensee is on Leave Without Pay (LWOP) or has resigned or retired, but needs or wants a valid license, the staff must research when deduction of license fees ceased and, if applicable, when it commenced again. This is very time consuming because the DOE does not report this information to HTSB so the staff must go through all past Payroll Assignment Registers (PAR) to verify these dates. Adding to the workload is the fact that the PAR are not always accurate, especially with regard to teachers returning from LWOP.

When fees are not collected as required by law, HTSB's income is negatively impacted. Non-payment of fees also impacts the licensee since the validity of the license is suspended.

For the above reasons, the Board believes it is prudent to assess how the current collection process can be improved for accuracy and timeliness. This may involve any of the following:

- 1. Requiring the DOE to submit monthly or quarterly lists of teachers going on LWOP or resigning or retiring so that HTSB may contact them;
- 2. Establishing a data interface with DAGS so that we can match fee deductions to individual teachers;
- Amending HRS to allow for fee collection through a means other than payroll deduction; and
- 4. Establishing a single up front payroll deduction option of \$240 (5-yr. license fee total).

If the Executive Director deems Item #3 above to be the most feasible, she shall prepare draft language for the Board to approve for submittal to the 2006 Legislature.

(Okamoto/Jose) Motion to amend by adding Item 4, "Establishing a single up front payroll deduction option of \$240 (5-yr. license fee total)."

2. (Hitz for Legislative Committee) Motion to approve NBI 05-17: Revisions to the HTSB License Requirements as amended

The Hawaii Teacher Standards Board authorizes the Executive Director to prepare draft rules for the following and submit to the Standards Committee for consideration:

- 1. Establishment of a tiered licensing system
 - a. Tier 1: Provisional License—met SATE requirements, but not all ancillary requirements; 3-year non-renewable
 - b. Tier 2: Standard License—met SATE and all ancillary requirements; 5- year renewable
 - c. Tier 3: Advanced License—met requirements of Standard License as well as voluntary advanced requirements such as National Board Certification, advanced degrees, etc.; 5-year renewable
- 2. Treatment of out-of-state applicants holding a valid out-of-state license
 - a. Valid license (SATE + content tests) and 3 yrs satisfactory teaching experience within past 5 yrs
 Standard License
 - b. Valid license (SATE + content tests), no teaching experience

 Must pass induction/mentoring + PLT for Standard license
 - c. Valid license (NCATE) and 3 yrs satisfactory teaching experience within past 5 yrs → Standard license

 - e. Valid license (SATE, no content tests), no teaching experience Provisional license; must meet all ancillary requirements
- 3. Amending the rule for Special Permits to allow the Board to extend permits as the Board deems appropriate and also to expand the issuance of Special Permits for purposes in addition to Niihau as the Board deems appropriate.

(Reilly/Jose) Motion to amend by adding "and submit to the Standards Committee for consideration" in the first sentence.

3. (Morrison for Standards Committee) Motion to approve NBI 05-18: National University Request for Hawaii State Status.

The Hawaii Teacher Standards Board does not recognize National University as an in-state institution.

(Reilly/Jose) Motion to defer until the December Board meeting.

Discussed:

1. Executive Director's Report:

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Oahu Teacher Institute Day Evaluation

The Executive Director shared the evaluation feedback submitted for her presentation at the Oahu Teacher Institute Day to encourage the Board about how teachers are positively responding to the anticipated license renewal procedure. She indicated that there has been a marked turnaround in teachers' responses in that now they are planning for what they will use to renew their license rather than questioning why they need to renew their license.

Board Members asked for copies of the handouts referred to in the evaluations so the handouts could be used in presentations to large groups. So the Executive Director said she would email the documents to the Board Members.

Staffing

The Executive Director reported that she is still waiting for a list of applicants from the DOE Classified Section to interview. The Classified Section has promised to provide the list to HTSB for months now, but it still has not.

She said she submitted a Work Order request to Heald College, but has not received any names of interested students or graduates.

The Educational Specialist position is being advertised externally and several individuals have inquired about the job.

Board Member Okamoto said he would follow up on the status of HTSB's lists. The Chair emphasized her concern about the Executive Director and the clerks having to perform the work that are the responsibilities of the vacant positions. She urged Board Member Okamoto to do what he can to rectify the situation for HTSB.

National Board Certification Candidate Support

Four sites are offering support sessions to candidates and where sites have small numbers of candidates, they are being flown to other sites.

Facilitator Training is scheduled for November 18-19 to increase the pool of trained facilitators. The goal is to have trained facilitators on each major island available to lead support sessions.

There are about 39 new candidates seeking National Board Certification this year. The Executive Director said this number is relatively low and that teachers are reporting that they are too busy to pursue NBC.

Technology

Open Frameworks Corporation reported via conference call at the meeting that it is having data problems with public look-up so this function should be available the next day and on Wednesday we should have Profile. The following Monday printing should be available to HTSB staff.

The Chair asked if we are on track to complete by the end of December and Mr. Jaufmann said that we are and we will go live on January 1st.

The Executive Director pointed out that once we go live, the staff's work will be impacted. Certain tasks will become automated and this will require some adjustment on the part of the staff.

2. Committee Reports:

Budget Committee – Chairperson Payne reported that the Committee would be recommending for approval NBI 05-16 License Fee Collection Mechanism with amendments.

Legislative Committee – Chairperson Hitz said the Committee had 4 items to report: 1) The Economic Momentum Commission; 2) the Committee did not receive the requested additional emergency hire data from the Department of Education and the DOE said it would submit it for the December Board meeting; 3) the Annual Report to the Legislature was distributed and feedback should be submitted to the Executive Director so that it can be incorporated for final Board action next month; and 4) NBI 05-17 will be recommended for approval by the Board.

The Committee Chair indicated that while NBI 05-17 authorizes the Executive Director to prepare draft language, his committee's intent was to have the draft rules discussed by the Standards Committee before the Board takes action on them.

Standards Committee – Chairperson Morrison reported that the Committee would be recommending approval of NBI 05-18: National University Request for Hawaii State Status

2. Report from Team Attending NASDTEC Professional Practices Institute in Scottsdale, AZ

The Chair distributed copies of a report prepared by her and Board Member Tomomitsu about the meeting they attended. Their report contained recommendations for the Board.

The Executive Director reported that she continues to ask the Attorney General's office for feedback on the Board's draft Code of Ethics.

3. Economic Momentum Commission Presentation

The Chair of the Economic Momentum Commission (Donald Horner), his Committee Chair (Mitch D'Olier) for education issues and a member of this committee (Tom Fargo) explained the methodology used by the Commission to arrive at its recommendations. He said much of the information they considered was gathered from anecdotal comments so he was pleased with the opportunity to learn from the Members of the Hawaii Teacher Standards Board.

Much time was spent on explaining the Emergency Hire provisions already available in current law because the commissioners were unfamiliar with them. In fact Mr. Horner concluded that it seemed that what initially appeared to the Commission to be issues for HTSB to consider, seemed now to be better addressed by the Dept. of Education as the Employer.

All the commissioners expressed their appreciation for the invitation and urged the Board to submit its feedback in writing to the Commission.

Testimony, Petitions from the Public

None.

New Business:

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- 1. NBI 05-16: License Fee Collection Mechanism with amendments
- 2. NBI 05-17: Revisions to the HTSB License Requirements
- 3. NBI 05-18: National University Request for Hawaii State Status

Plan for Next Meeting:

- 1. Next meeting is scheduled for December 12, 2005.
- Legislative Committee: legislative package and funding requests, annual report, response to Act 159; update on Economic Momentum Commission Report
- 3. Standards Committee: draft rules, National University, Praxis panel recommendations in January
- 4. Committee of the Whole: Disaster recovery; response to Senator

Adjournment:

Chairperson Miyashiro adjourned the meeting at 3:00PM.

Recorder:	Date:

APPROVED

HAWAI'I TEACHER STANDARDS BOARD

Minutes of Meeting

Date: Monday, March 10, 2008

Place: Hawai'i Teacher Standards Board

Present: Margaret Cox

Amy Shimamoto for Patricia Hamamoto

Annette Nishikawa Lorilene Pereira Carol Seielstad

Caroline Wong

Absent: None

Staff: Sharon Mahoe, Executive Director

Lynn Hammonds, Specialist

Jill Agena, Secretary

Jonathan Gillentine

Charlene Miyashiro

Christine Sorensen

Alvin Parker

Fairfax Reilly

Observers: Arlene Lee

Call to Order:

Chairperson Gillentine called the meeting to order at 1:05 p.m.

Approval of Minutes:

(Reilly/Parker) The minutes of the January 14, 2008 meeting were approved as distributed.

(Seielstad/Reilly) The minutes of the February 11, 2008 meeting were approved as distributed.

Approved:

(Seielstad on behalf of Standards Committee) NBI 07-24: Amendments to Administrative Rules on Adding a Field to a License passed unanimously.

(Seielstad on behalf of Standards Committee) NBI 07-25: Guidelines for Implementing NBI 07-17 Clarification of License Approval Procedure passed unanimously with the following changes:

 Number 3 – the day was inserted for January 2008 and August 2008 so that it reads January 1, 2008 and August 31, 2008.

Page 1 of 13 Approved Minutes for March 10, 2008 The numbers after number 3 were out of sequence so corrections are needed.

(Seielstad on behalf of Standards Committee) NBI 07-26: Approval 07-3 of Hawaii Initial Licenses, Added Fields to Existing Licenses, Reinstated Licenses and Extended Licenses passed with pending verification by HTSB staff.

(Seielstad on behalf of Standards Committee) NBI 07-27: Program Review Team Members for Hawaii Pacific University passed unanimously.

(Seielstad on behalf of Standards Committee) NBI 07-18: Draft Rules for Revocation, Suspension, Denial, Non-renewal, Non-extension of Licenses and Permits as amended passed unanimously and will now be sent to the Attorney General's office for feedback.

Discussed:

Committee Reports:

Budget Sub-Committee

Sub-Committee Chair Miyashiro reported that the Committee discussed disaster recovery and that discussions would continue.

Legislative Committee

Committee Chair Gillentine reported that the Committee discussed the changes to the draft resolution. Board Member Sorensen reported that a new format on the annual report will be done to put the goals and needs at the beginning of the report.

Standards Committee

Committee Chair Seielstad reported that the Committee discussed:

- o NBI 07-18 as amended
- o NBI 07-24 and 07-26
- NBI 07-25 and noticed that most were already employed and the date of receipt of the fee and the license date were discussed
- o NBI 07-27 and will be brought before the full board to discuss.

Executive Director's Report

Executive Director Mahoe distributed her written report to the Board.

Proposed Amendments regarding Department of Education Employee Certification Policy was passed out to the board. Executive Director Mahoe explained that this is something that the Board of Education will be considering because the Department used to certify and or issue licenses. It had a policy describing that process and now it is updating it since the DOE is no longer responsible for teacher licensing. She said it seems the policy is being amended so it only references administrator certification though in some parts it is not as clear as it could be. The part that it described the certification of ROT instructors, etc. was also removed from the policy and HTSB will probably ask whether this should be kept since no one else certifies these instructors.

Testimony, Petitions from the Public

Arlene Lee from the Hawaii State Teachers Association reported getting numerous calls from teachers regarding license extensions. She wasn't sure what triggered this sudden surge of calls but most of the teachers she talked to were frustrated because teachers didn't seem to know what to do to renew their license. Arlene felt that reminding teachers at least seven (7) times about information from HTSB was the minimal amount of times for a person to really be able to get information to sink in.

Executive Director Mahoe responded to say that HTSB started to get a lot of calls when the meetings about NCLB and HQ started at the DOE. Teachers were calling about license status because they all wanted to be HQ. HTSB had to point out to the teachers that the memo that went out to all the schools was from the DOE and that the memo specifically pointed out which information was going to be available at that meeting, including information about licensing. HTSB had already arranged with the DOE to have that information available. The information HTSB provided did not deem teachers not HQ unless they were teaching outside of their field of license. But not everyone who got the letter from the DOE was reading the memo fully and that was part of the problem. Some teachers weren't even sure what these meetings were about and why they were not HQ and why they were in question. Many calls were from veteran teachers that complained to HTSB that they had been teaching thirty years and all of a sudden we were telling them that they weren't HQ. HTSB had to point out, that it wasn't HTSB that was telling them that, it was the federal government.

New Business:

 NBI 07-18: Draft Rules for Revocation, Suspension, Denial, Non-renewal, Non-extension of Licenses and Permits

The Hawaii Teacher Standards Board approves the following proposed changes to its rules for review by the Office of the Attorney General:

§8-54-3 Definitions is amended as follows:

§8-54-3 <u>Definitions</u>. As used in this chapter:

"Board" means the Hawaii teacher standards board.

"Department" means the department of education.

"Censure" means

"Code of Ethics" means the contents of Appendix D, which describes the desired conduct of P-12 teachers as members of the teaching profession.

"Crimes against children" means

"Emergency Hire" means an unlicensed employee of the department paid under the salary schedule contained in the unit 5 collective bargaining agreement.

<u>"Executive Director" means the executive officer of the Hawaii Teacher Standards Board.</u>

"Felony" means

"For cause" means

"Internet crimes" means

"License" means the document signifying the board's grant of permission to practice the profession of teaching.

"Licensee" means an individual awarded a Hawaii teaching license which is valid.

"Misdemeanor" means

"National Board Certification" means the voluntary advanced certification developed and administered by the National Board for Professional Teaching Standards.

"No contest" means

"Non-conviction" means

"Permit" means

"Plead" means

"PRAXIS" means the set of tests developed and administered by the Educational Testing Service.

"Renewal" means a determination by the board granting an additional five years of validity prior to expiration of the initial license.

"Reprimand" means

"Revocation" means

"Sex offense" means

"Sexual conduct" means

"State-approved teacher education program" means a teacher preparation program that meets the board's state approval performance standards and has been reviewed and approved by the board.

"Superintendent" means the superintendent of education.

"Suspension" means

"Teacher" means a licensed employee of the department of education paid under the salary schedule contained in the unit 05 collective bargaining agreement.

§8-54-7 Penalty is amended as follows:

§8-54-7 <u>Penalty.</u> (a) Any person who engages in the profession of teaching in a public school without first being issued a license or permit shall be fined not more than \$500. Any person who knowingly or intentionally violates this chapter by employing an individual as a public school teacher who does not possess a valid license or permit may be fined not more than \$500. All fines collected shall be deposited into the Hawaii teacher standards board revolving fund. The \$500 fine is not applicable for emergency hires.

(b) After hearing an individual's possible breach(es) of the Code of Ethics, the board may revoke, suspend, deny, not renew or extend, or impose conditions upon a license or permit of an individual.

- (1) Revocation: Revocation of a license or permit is permanent. Crimes against children and sexual offenses may result in the immediate lifetime revocation of a license.
- (2) Suspension: The duration of a license or permit suspension shall be set by the Board. A license or permit may be reinstated when the license or permit holder demonstrates he/she has fulfilled the requirements for reinstatement. The burden of proof shall be on the licensee.
- (3) Denial: A license or permit may be denied if the applicant:
 - (i) misrepresents or falsifies information on his/her application;
 - (ii) provides falsified or fraudulent documents with an application;
 - (iii) does not meet the board's licensing requirements;
 - (iv) does not meet the professional fitness portion of the application; or
 - (v) does not pay the required license or permit fees.
- (4) <u>Failure to Renew or Extend: A license or permit may not be renewed or extended if the applicant:</u>
 - (i) misrepresents or falsifies information on his/her application;
 - (ii) provides falsified or fraudulent documents with an application;
 - (iii) does not meet license renewal or extension requirements;
 - (iv) does not meet the professional fitness portion of the application; or
 - (v) does not pay the required license fees.
- (5) Conditions: The Board may impose conditions on the license, licensee or permit for a specified amount of time, which may include, but is not limited to, activities directed toward improving a teacher's performance in the area of the violation. During this period the burden of proof is on the licensee to demonstrate compliance with the conditions. Before the end of the specified period, the HTSB may extend or terminate the conditions imposed or take further disciplinary actions.
- (c) Reprimand, warning or censure. The Board may issue a written reprimand, warning or censure if it determines that a violation has occurred that does not necessitate a more severe action to be taken on a license or permit:

- (i) A copy of the reprimand, warning or censure will be placed in the board's file of the licensee.
- (ii) A copy will be sent to the licensee and he/she will have 30 days to file a written response. The response will be placed in the board's file of the licensee.

[The board shall adopt such rules as may be necessary in carrying out this section.] [Eff 6/13/97; comp 7/18/98; comp 12/20/01; am and comp 8/13/04 am and comp [(Auth: HRS §302A-808) (Imp: HRS §§302A-801 to -808)

§8-54-9(d) is amended as follows:

(d) Revocation, suspension, denial, non-renewal, non-extension of license or permit: [Until such time as it establishes its own rules, the board may follow the department's rules, regulations and guidelines for employee suitability checks to investigate questionable responses to the board's professional fitness check. If, after study and investigation, the board determines that a licensee poses a risk to student safety or wellbeing, the board shall suspend or revoke the teacher's license.] The Code of Ethics contained in Appendix D sets forth expected professional behaviors of teachers and forms the basis for disciplinary action taken by the board against a licensee. The Board may revoke, suspend, deny or refuse to renew or extend; issue a written reprimand, warning or censure; or impose conditions upon any license or permit, based upon, but not limited to, any of the following reasons or a breach of the Code of Ethics:

- (i) A felony conviction;
- (ii) A misdemeanor conviction;
- (iii) A misdemeanor involving a minor or student; conviction is not a requirement for action;
- (iv) Having sexual contact with a minor or student; conviction is not a requirement for action;
- (v) Producing, possessing or distributing pornographic images or images of minors or students engaged in sexual conduct; conviction is not a requirement for action;
- (vi) Producing or performing verbal or visual material or acts that embody violence, coercion, discrimination, force or brutality on women, men, children, or animals in sexual acts, and representing them in a degrading manner;
- (vii) Committing a crime on school premises or while fulfilling the duties of a teacher;
- (viii) Possessing, using, distributing or being under the influence of illegal drugs; conviction is not a requirement for action;
- (ix) Practicing the profession of teaching while under the influence of alcohol or drugs;
- (x) Practicing the profession of teaching while impaired by or suffering from mental instability;

Comment [LS1]:

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- (xi) Practicing the profession of teaching with a fraudulent teaching license;
- (xii) Exhibiting conduct or teaching practice contrary to the recognized standards of ethics adopted by the Hawaii Teacher Standards

 Board in its Code of Ethics;
- (xiii) Making false, inaccurate or misleading statements in applying for a license, license update, extension or renewal;
- (xiv) <u>Submitting false, fraudulent or misleading documents in applying for a license or permit, extension or renewal; or</u>
- (xv) <u>Having a license or permit denied, revoked, not renewed or</u> suspended by another jurisdiction.
- (1) Reporting. Reports of known violation(s) to the Code of Ethics shall be filed in writing with the board on a signed form and in a manner provided by the Board.
 - a) Duty to report. The superintendent, headmaster, president or his/her designee in any Hawaii school, district or system shall be required to report violations of the Code of Ethics:
 - The superintendent, headmaster, president or his/her designee of any Hawaii school, district, or system shall be required to report, within 30 days of the event, the name, address, and social security number of:
 - a) Any licensed educator, permittee or emergency hire who
 is terminated or not re-hired for cause;
 - Any licensed educator, permittee or emergency hire who resigns under threat of termination or non-employment for cause;
 - Any licensed educator, permittee or emergency hire who is placed on administrative leave for cause;
 - d) Any licensed educator, permittee or emergency hire who is indicted for a felony or misdemeanor;
 - e) Any licensed educator, permittee or emergency hire who is indicted for a crime against children.
 - 2) Licensed educators, permittees and emergency hires who may have engaged in action that could result in denial, nonrenewal, revocation or suspension of a license shall be required to report to the board, in a manner provided for by the board, within 30 days of the event, that they have:
 - a) Been terminated or not rehired for cause;
 - b) Resigned under threat of termination or non-employment for cause:
 - c) Been placed on administrative leave for cause;
 - d) Been indicted for a felony or misdemeanor;
 - e) Been indicted for a crime against children;
 - f) Engaged in any activity that violates the Code of Ethics;

- g) Engaged in any action that could result in revocation or suspension of a license or permit.
- 3) Signators of the National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Contract shall report actions taken by them to deny a license to an individual or to revoke, suspend or refuse to renew licenses of licensees in their state.
- 4) The board shall report actions taken to deny, suspend or revoke a license or permit to the superintendent, headmaster or president of any Hawaii school, district, or system and to the NASDTEC Clearinghouse.
- **(2)** Initiating action. The board may initiate action based on a written, signed report submitted by one or more of the following:
 - Report submitted by any school, district, or system administrator or educator;
 - ii) <u>Self report received from any licensed educator</u>, <u>permittee</u> or <u>emergency</u> hire;
 - iii) Report of license or permit revocation, suspension, refusal to renew or denial by another state;
 - iv) Report submitted by an individual or individuals who [know(s) of] is witness to a violation [to] of the Code of Ethics.
- (3) <u>Investigation</u>. The executive director will verify complaints, supervise investigations and schedule hearings as follows:
 - i) The executive director will verify the complaint.
 - ii) The licensee will be notified in writing of the complaint. A copy of the [notice] notification will be placed in the board's file of the applicant, permittee or licensee.
 - iii) The applicant, permittee or licensee will have 30 days to file a written response. The response will be placed in the board's file of the applicant, permittee or licensee.
 - iv) The executive director will investigate the complaint to determine if a hearing is warranted. At the executive director's discretion, another state agency or a private agency may be contracted to conduct a professional fitness investigation.
 - v) The executive director may request the assistance and services of the Office of the Attorney General or contract with another state agency or a private agency for attorney(s) to prepare and represent the Board at a hearing.
 - vi) If a hearing is not warranted, the applicant or licensee will be notified and a copy of the notice will be placed in the board's file of the applicant or licensee's.
 - a) If the complaint is found to be false, the complaint form will be removed from the applicant or licensee's file.
 - b) The board may impose a fee against an applicant or licensee as reimbursement for all or part of the costs of investigations, hearings,

contested cases or appeals that result in disciplinary action against the licensee.

- (4) Hearings. Hearings may be held for revocation, suspension, denial, refusal to renew or extend, or to impose conditions on any license or permit as well as to allow an applicant to contest how the board's rules were applied to a license or permit application.
 - (i) After an application is denied or a license or permit not renewed or extended, upon written request of the applicant or licensee, a hearing will be scheduled provided the request is received within 30 days of the applicant's, permittee's or licensee's receipt of the letter of denial or non-renewal or non-extension.
 - (ii) The hearing may be public or private at the choice of the licensee or applicant.
 - (iii) The hearing will be conducted before a hearing officer appointed by the Board.
 - (iv) The Board may contract with another state agency or a private agency for a professional hearing officer.
 - (v) Applicants, permittees and licensees may acquire their own attorney to represent them at a hearing at their own cost.
 - (vi) The hearing officer's recommendation will be considered by Board action within 90 days of the hearing. The Board may accept, reject, or modify the hearing officer's recommendation by a simple majority vote.
 - (vii) The applicant, permittee or licensee will be notified in writing within 30 days of the Board's decision. A copy of the notice will be placed in the applicant, permittee's or license holder's HTSB file.
 - (viii) Any decision of the Board may be reconsidered, modified or reversed by a 2/3 majority or simple majority vote of the Board.
 - (ix) At any time during the investigation or hearing process, the applicant,

 permittee or licensee may enter into an agreed order with the board and
 voluntarily surrender the license or permit. The board Chair and the

 Executive Director, after consultation with the board, may negotiate the terms
 of the order. A copy of the order will be placed in the board's files.
 - (x) <u>License or permit denials, non-renewals, revocations, suspensions and agreed orders will be reported to the department and to other state teacher licensure and certification agencies.</u>
 - (xi) Upon being notified that one's teaching license or permit has been suspended or revoked, the individual shall return the license or permit to the board. If the individual fails to return the license or permit within the time period set by the board, the board may shall publish notice of the suspension or revocation in the official newspaper of the county in which the individual was employed and/or otherwise publicize the refusal to return the license.
- (5) Appeal. Any appeal of a board license or permit hearing decision will be filed in the circuit court of the circuit in which the applicant or licensee resides in the manner

provided in chapter 91; out of state applicants and licensees shall file their appeals with the first circuit court of Hawaii.

(6) Immunity. Members of the Hawaii teacher standards board, members of the hearing committees, hearing officers, board counsel, staff, volunteers, and experts shall be immune from suit and liability for any conduct in the course of their official duties.

2. NBI 07-24: Amendments to Administrative Rules on Adding a Field to a License

The Hawaii Teacher Standards Board approves the following amendments to its administrative rules for adding a field to a license. Upon approval this action shall rescind NBI 07-04.

§8-54-9 (g) is amended as follows:

- (g) Adding a field to a license: if a licensee wants his/her license to indicate additional teaching fields that he/she is authorized to teach, he/she shall:
 - 1) Complete a state-approved teacher education program including student teaching or validation of teaching in a K-12 setting in the new field;

OR

2) Demonstrate two (2) years of satisfactory contracted K-12 teaching experience in the new field within the last five (5) years of application date. The experience must be equivalent to at least one year of full-time teaching in the new field; and

Successfully complete [48 credit hours (12 in upper division or graduate level)] 30 credit hours of course work required in a state-approved teacher education program or the equivalent of a subject major required in a state-approved teacher education program for the new field.

OR

3) Demonstrate two (2) years of satisfactory contracted K-12 teaching experience in the new field within the last five (5) years of application date. The experience must be equivalent to at least one year of full-time teaching in the new field; and

Submit passing PRAXIS II cores for the new teaching field. The passing score must be the same as that used for program completers of the state-approved teacher education program.

- 4) Possess a valid unrevoked teaching license from another state in the new field and passed a licensing test required by the state that issued the valid license in the new field; and
- 5) Possess a valid National Board Certification in the new field.

Adding "school librarian" as a field shall be limited to Option (g) 1) of this subsection.

Upon submittal of appropriate documentation of the method selected by the licensee and a processing fee or not more than \$25.00, the amount to be set at a regular board meeting, the board will add the new field to the license and re-issue the license. The re-issued license will include the new teaching field, but will retain the same expiration date as the license being updated. [Eff 7/1/01; am and comp 12/20/01; am and comp 8/13/04; am and comp 11/4/07] (Auth: HRS §302A-801-803) (Imp: HRS §\$301A-801-808)

3. NBI 07-25: Guidelines for Implementing NBI 07-17 Clarification of License Approval Procedure

The Hawaii Teacher Standards Board approves the following guidelines for approving initial Hawaii licenses, adding fields to existing Hawaii licenses, reactivating, reinstating, renewing and extending Hawaii licenses:

- When license applicants meet all criteria for Hawaii initial licenses, added fields to existing Hawaii licenses, reactivated licenses, reinstated licenses, license extensions or renewals, their name will be submitted on a list at the next regularly scheduled meeting of the Hawaii Teacher Standards Board. The effective license date will be the date that all requirements were met.
- 2. Names of applicants who have met all criteria except payment of license fees will be submitted to the Board for approval. The effective date of their license will be the date of receipt of the fee.
- 3. Names of individuals who qualify for a license extension will be submitted to the Board for approval. Staff will not conduct fee research for extensions processed between January 1, 2008 and August 31, 2008 in order to expedite distribution of these licenses.
- During any month in which the Board does not meet, approval may be conducted via an electronic meeting if such approval is authorized by the Deputy Attorney General.

Files will be available for review by any Board member upon their request.

4. NBI 07-26: Approval 07-3 of Hawaii Initial Licenses, Added Fields to Existing Licenses, Reinstated Licenses and Extended Licenses

The Hawaii Teacher Standards Board approves the attached list of initial Hawaii licenses, added fields to existing Hawaii licenses, reinstated Hawaii licenses, and extended licenses.

(See attached list)

5. NBI 07-27: Program Review Team Members for Hawaii Pacific University

The Hawaii Teacher Standards Board approves the following appointments to the Hawaii Pacific University State Approval of Teacher Education (SATE) Program Review Team for April 4, 2008:

Dr. John Bailey, Dean, Brigham Young University- Hawaii College of Education. Dr. Bailey's areas of expertise are mathematics, science and teacher education.

Dr. Nina Buchanan, Professor, University of Hawaii- Hilo Department of Education. Dr. Buchanan's areas of expertise are curriculum and instruction and history.

Tracey Idica, National Board Certified Teacher in Adolescent and Young Adult English Language Arts. Ms. Idica is an English teacher at Aiea High School.

Stephen Kow, Educational Specialist in Computer Education, Hawaii Department of Education Office of Curriculum, Instruction and Student Support, Arts and Sciences and Technology Division.

6. NBI 07-28: Cases 07-05 and 07-06

The Hawaii Teacher Standards Board approves the Executive Director's recommendation on Cases 07-05 and 07-06.

(Seielstad on behalf of the Standards Committee) Motion to move NBI 07-18: Draft Rules for Revocation, Suspension, Denial, Non-renewal, Non-extension of Licenses and Permits to the full board for discussion.

(Reilly/Miyashiro) Motion to amend the Agenda to hear testimony from the public at 1:55 p.m. instead of 3:00 p.m. as originally posted.

(Seielstad/Parker) Motion to move into executive session to get legal counsel; license application review and discuss cases 07-05 and 07-06.

(Seielstad/Parker) Motion to rise out of executive session.

(Sorensen/Miyashiro) Motion to have HTSB draft testimony to be submitted regarding the complete resolutions to the House and Senate. And that the responses are drafted based upon feedback from the Legislative Committee meeting. The motion passed unanimously.

Chair Gillentine reported that NBI 07-28: Cases 07-05 and 07-06 were approved in executive session.

Plan for Next Meeting:

- Budget Committee: 1 hour to discuss budget priorities with Committee of the Whole
- 2. Legislative Committee: 1 hour to discuss resolutions
- 3. Standards Committee: 2 hours to discuss the University of Phoenix unit review
- 4. Committee of the Whole: 1 hour to discuss Grant Thornton review and report from Maggie Cox on Niihau teachers

Adjournment:

	Chairperson Gillentine adjourned the meeting at 4:08 p.m.		
Recorder: _	Jill Agena	Date:	

APPROVED

HAWAI'I TEACHER STANDARDS BOARD

Minutes of Meeting

Date: Monday, August 25, 2008

Place: Hawai'i Teacher Standards Board

<u>Present:</u> Margaret Cox Jonathan Gillentine

Amy Shimamoto for Patricia Hamamoto

Annette Nishikawa

Lorilene Pereira

Janice Shishido

Terry Holck

Alvin Parker

Carol Seielstad

Christine Sorensen

Caroline Wong

Absent: None

Staff: Sharon Mahoe, Executive Director Jill Agena, Secretary

Lynn Hammonds, Specialist

Observers: Makalapua Alencastre & Keiki Kawai'ae'a, Kahuawaiola

Sarah Akinaka & Danny Vasconcellos, Office of the Auditor

Call to Order:

Chairperson Gillentine called the meeting to order at 1:49 p.m.

Approval of Minutes:

(Seielstad/Parker) The minutes of the July 21, 2008 meeting were approved as distributed.

Approved:

(Parker on behalf of Bylaws Committee) NBI 08-04: Bylaws Amendment Relating to Committees passed unanimously.

(Seielstad on behalf of Standards Committee) NBI 08-05: Reconvening HTSB Career and Technical Education Work Group as amended passed unanimously.

(Seielstad on behalf of Standards Committee) NBI 08-06: Subject Area Competency for Provisional License passed unanimously.

(Seielstad on behalf of Standards Committee) NBI 08-08: Kahuawaiola Indigenous Teacher Education Program Pilot SATE Review passes with changes to review dates from March 13-17, 2009 to March 11-15, 2009.

(Sorensen/Wong) NBI 08-09: Acceptance of Electronic Documents as Evidence for Licensure passed unanimously.

(Seielstad/Pereira) NBI 08-10: Draft Rules for Suspending Rules as revised passed unanimously.

(Seielstad/Sorensen) NBI 08-11: August 2008 Approval of Hawaii Initial Licenses, Added Fields to Existing Licenses, Extended Licenses and Reinstated Licenses, as revised passed unanimously in executive session.

(Gillentine on behalf of Legislative Committee) NBI 08-13: Using SB2663 to Promote Data Sharing passed unanimously.

Discussed:

Committee Reports:

Bylaws Committee

Committee Chair Parker reported that the Committee discussed the need for a translator for the special impaired at our HTSB meetings. He pointed out that on our agenda, on the bottom at Special Notes, it should be revised to omit "deaf and hearing impaired individuals" to "individuals who plan to attend and need special assistance or a translator, please call". Executive Director Mahoe will do a mini plan for language access and this will be presented at the next board meeting.

Committee Chair Parker also reported that the Committee recommends passage of NBI 08-04: Bylaws Amendment Relating to Committees.

Standards Committee

Committee Chair Seielstad reported that the Committee continued their discussion on CTE/Career Pathways license fields and recommending New Business Item 08-05: Reconvening HTSB Career and Technical Education Work Group with one amendment to add a number 6 which would say "One IHE representative from TECC". The Committee also discussed New Business Item 08-08: Kahuawaiola Indigenous Teacher Education Program Pilot SATE Review and will be recommending passage with an amendment to the dates from March 13-17, 2009 to March 11-15, 2009. Two people from Kahuawaiola will provide further details about the review during the discussion.

The Committee also discussed degrees eligible for advanced licensure and will be deferring New Business Item 08-07: Advanced License Degree Requirement to the next meeting to get clarification on which licenses this would affect and how to do this. The Committee recommends passage of New Business Item 08-06: Subject Area Competency for Provisional License.

Legislative Committee

Committee Chair Gillentine reported that the Committee discussed two items:

- NBI 08-10: Draft Rules for Suspending Rules, revisions have been made and will be presented for a vote;
- NBI 08-13: Using SB2663 to Promote Data Sharing, the law gives us the authority to do this, so the Committee recommends convening an Ad Hoc Committee comprising of representatives from HTSB, each teacher education institution as well as the Department of Education to discuss and plan how we want to implement the legislation, then report to the Board for further discussion about how to fund the data sharing.

Executive Director's Report

Executive Director Mahoe distributed her written report to the Board and added comments as follows:

Personnel

New Clerk Typist, Lois Higa and Licensing Clerk Robin Cravatt were introduced to the Board and the Board welcomed them.

Drafted articles for the Newsletter

This newsletter will hopefully go out September or October. It includes an update on the pilot project, and a list of hints when someone calls or emails our office so that teachers know what type of information to give so that a timely response can be achieved.

Emergency Hire Report from DOE

There are 50 more teachers who are now program complete. 761 were program-complete.

Testimony, Petitions from the Public

None.

New Business:

1. NBI 08-04: Bylaws Amendment Relating to Committees

The Hawaii Teacher Standards Board approves the following HTSB Bylaws Amendment to Article VI Standing Committees:

ARTICLE VI

Standing Committees

SECTION 1. There shall be four standing committees:

- 1. [Alternative Routes] Teacher Education
- 2. Budget and Personnel
- 3. Legislative
- 4. Teacher Standards

SECTION 2. Members of the committees shall be appointed by the chairperson. There shall not be less than 3 members on each committee.

SECTION 3. The standing committees shall perform these duties:

1. [Alternative Routes

i. Recommend options for alternative routes to licensure.]

1.Teacher Education

- ii. Recommend and maintain standards for State Approval of Teacher Education
- iii. Consider and recommend Board action on matters pertaining to teacher education

2. Budget and Personnel

- i. Develop and recommend an annual Board budget.
- ii. Recommend amendments to the budget.
- iii. Identify support staff needed by the Board and develop position descriptions.
- iv. Evaluate HTSB Executive Director annually.

3. Legislative

- i. Prepare and recommend bills to be introduced in the Legislature
- ii. Monitor amendments to bills and recommend alternate language or action to the board.

4. Teacher Standards

- i. [Prepare and] [r]Recommend and maintain teacher standards.
- ii. Consider and recommend Board action on matters pertaining to teacher quality including standards, licensing requirements, testing, etc.

2. NBI 08-05: Reconvening HTSB Career and Technical Education Work Group

The Hawaii Teacher Standards Board approves the reconvening of its Career and Technical Education (CTE) Work Group by the Executive Director and/or her designee. The Work Group will discuss national trends in CTE and identify implications for licensing and State Approval of Teacher Education.

The Work Group will develop recommendations to be made to the Board by September 2009. The Work Group should include:

- 1. At least one member of the HTSB Standards Committee who is recommended by the committee chair;
- 2. At least one faculty in the CTE field from the UH-Manoa College of Education* who is recommended by the Dean;
- 3. At least one teacher and one resource person from the Hawaii Department of Education assigned to the CTE area, to be recommended by the Superintendent;
- 4. The State Director of CTE:
- 5. One representative from each community college with an interest in CTE teacher preparation;
- 6. One IHE representative from TECC.

Funding for the meeting(s) shall be taken out of the SATE budget.

* UH-Manoa is the only local institution that has an SATEP in CTE.

3. NBI 08-06: Subject Area Competency for Provisional License

The Hawaii Teacher Standards Board approves accepting the following to meet the subject area competency requirement of §8-54-9(i) of its administrative rules for a Hawaii Provisional License:

- Praxis II subject area examination(s) in the license field(s) validated for Hawaii; or
- For applicants with an out-of-state SATEP, a subject area examination in the license field validated as a licensure test by the state-licensing agency in the State where they completed their SATEP.

In the event Hawaii has no validated Praxis II subject area examination for the subject area license being pursued, the provisional license applicant may submit evidence of a major in the subject area, documented by an official transcript from a regionally accredited institution.

Note:

Authority to set criteria for meeting the subject area competency is granted under §8-54-9 (i): A non-renewable provisional license may be granted for no more than three (3) years to an applicant provided that person: (2): met the Praxis II subject area testing requirement or such other test or other requirement as the board may deem appropriate.

4. NBI 08-08: Kahuawaiola Indigenous Teacher Education Program Pilot SATE Review

The Hawaii Teacher Standards Board approves a pilot State Approval of Teacher Education (SATE) program and onsite unit review for Kahuawaiola Indigenous Teacher Education Program that will be conducted by a joint team comprised of HTSB SATE-trained reviewers and World Indigenous Nations Higher Education Consortium (WINHEC) trained reviewers. The two reviews will be held March 11-12, 2009.

In order to do these reviews in March 2009, the HTSB extends Kahuawaiola's current SATE approval to December 31, 2009.

The joint team shall submit its program and unit review reports to the Board for the Board's decision on SATE approval for Kahuawaiola. After completion of the reviews, the Licensing and SATE Specialist shall submit a report to the Board about the pilot and the desirability of continuing the joint reviews with WINHEC. Topics to be covered in the report shall include: a) an overview of the process including comparisons and contrasts with the regular one-team process; b) advantages and/or disadvantages of using a joint team; c) challenges encountered as a result of using a joint team; d) recommendations for the Board's consideration.

Rationale:

Kahuawaiola Indigenous Teacher Education Program prepares teachers to teach in Hawaiian language medium schools, Hawaiian-focused charter schools, Hawaiian language and culture programs in English medium schools, and schools serving students with a strong Hawaiian cultural background. A pilot joint onsite program and unit review between HTSB and WINHEC will combine expertise of reviewers in the field of indigenous teacher education and HTSB program and unit standards.

Because the joint onsite review will not take place until March 2009 the approval expiration date will need to be extended to allow time for the program and unit reviewer reports to be presented to the HTSB.

5. NBI 08-09: Acceptance of Electronic Documents as Evidence for Licensure

The Hawaii Teacher Standards Board (HTSB) approves the inclusion of the following electronic documents as part of the Board's official business records referenced in §8-54-12 of its rules:

- Online licensing-related applications and/or other online forms used by HTSB;
- Out of state licenses viewed by the HTSB staff on the official website of another state licensing agency when said agency states that the official license/credential/certificate is the one displayed on their official website;
- Institutional Recommendation forms that have been scanned by an institution or agency to verify a teacher's completion of a state approved teacher education program (SATEP), provided the scanned document includes the institution's/agency's original stamp or seal and/or an official's original signature.

Rationale:

Some state licensing agencies no longer use paper licenses and consider the license/credential/certificate that is viewable on their website as the official license/credential/certificate. Some institutions of higher education and agencies offering SATEPs are scanning documents they receive, such as the HTSB Institutional Recommendation, before completing the document. In this instance, the applicant portion of the form no longer contains the applicant's original signature so HTSB staff has been requesting a second form from the applicant, which contains their original signature. Reference:

§8-54-12 Electronic capture of documents. As part of the board's implementation of its on-line licensing and relicensing system, electronic records of the board as may be certified by the custodian of records, shall constitute the official business records of the board. [Eff 8/13/04; comp 8/13/04] (Auth: HRS §302A-803) (Imp: HRS §§302A-801-808)

6. NBI 08-10 Rev.: Draft Rules for Suspending Rules

The Hawaii Teacher Standards Board approves the following amendments to Chapter 54 Teaching Licensing Standards:

§8-54-13 Suspension of the rules. If the Board determines that extenuating circumstances exist to justify suspending its rules, the Board may, at a scheduled board meeting, vote to temporarily suspend any of its administrative rules, or any portion thereof, by a majority vote. In doing so the

Board shall also determine the length of time for which the suspension shall remain in effect. The following are extenuating circumstances that may require the suspension of rules:

- (1) An emergency condition, including natural disaster, exists that prevents compliance with the rules;
- (2) Extenuating circumstances or compelling reasons exist that are caused by medical need, life-threatening condition, or personal tragedy;
- (3) Active military duty impinges on compliance with the Board's rules; or
- (4) An unforeseen event beyond the control of the board or teacher prevents or delays the ability to comply with the rules.

The following describes the procedure for suspending rules:

- (1) Any person or agency directly impacted by the rules may submit a signed written request, citing the rule or portion thereof to be suspended, with at least thirty (30) days notice prior to the next regularly scheduled board meeting. The request shall also contain the name of the individual(s) or agency impacted by the rule and the reason and rationale for the request.
- (2) A majority vote of board members is required to suspend the rules or any portion thereof.
- (3) Robert's Rules of Order pertaining to suspension of the rules will be followed;
- (4) In considering the motion to suspend, the Board may also determine if another resolution to the request exists and act accordingly.
- (5) If a motion to suspend the rules or any portion thereof fails, a future request may be heard again if new, relevant information is obtained relating to the request.

7. NBI 08-11: August 2008 Approval of Hawaii Initial Licenses, Added Fields to Existing Licenses, Extended Licenses and Reinstated Licenses

The Hawaii Teacher Standards Board approves the issuance of initial Hawaii licenses, added fields to existing Hawaii licenses, extended licenses and reinstated Hawaii licenses as indicated on the attached list:

8. NBI 08-13: Using SB2663 to Promote Data Sharing

The Hawaii Teacher Standards Board approves capitalizing on the authority provided in SB2663 Part III by convening an Ad Hoc Committee comprised of representatives of:

- the Hawaii Teacher Standards Board
- Each Hawaii teacher education institution
- the Department of Education

This Committee will discuss and plan for the implementation of SB2663 Part III. Recommendations and plans will be submitted to the Legislature as a funding request.

Reference: "The purpose of this part, based on the support of the teacher education coordinating committee, is to authorize the Hawaii Teacher Standards Board to coordinate an effort to create a network incorporating the teacher education institutions and the department of education to support the free interchange of information valuable to all of the participating organizations."

(Seielstad/Sorensen) Motion to move into executive session to get legal counsel and license actions review.

(Seielstad/Nishikawa) Motion to rise out of executive session.

(Seielstad/Sorensen) NBI 08-11: August 2008 Approval of Hawaii Initial Licenses, Added Fields to Existing Licenses, Extended Licenses and Reinstated Licenses were approved in executive session.

Plan for Next Meeting:

Standards Committee: 1 hour to discuss Advanced degrees and the hearing schedule of events

Teacher Education Committee: 1 hour to discuss UH West Oahu

Adjournment:

Chairperson	Gillentine	adjourned	I the meeti	ing at 3:55	p.m.

Recorder:	Date:	
_	Jill Agena	

APPROVED

HAWAI'I TEACHER STANDARDS BOARD

Minutes of Meeting

Date: Monday, October 20, 2008

Place: Hawai'i Teacher Standards Board

<u>Present:</u> Margaret Cox Jonathan Gillentine

Amy Shimamoto for Patricia Hamamoto

Lorilene Pereira

Janice Shishido

Terry Holck

Carol Seielstad

Christine Sorensen

Caroline Wong

Absent: Annette Nishikawa Alvin Parker

Staff: Sharon Mahoe, Executive Director Jill Agena, Secretary

Lynn Hammonds, Specialist

Observers: Sarah Akinaka, Auditor Russell Castagnaro, HIC

David Oda, Auditor Jing Xu, HIC

Call to Order:

Chairperson Gillentine called the meeting to order at 1:15 p.m.

Approval of Minutes:

Approval of the minutes of the September 22, 2008 meeting was deferred due to incomplete portions.

Approved:

(Seielstad on behalf of Standards Committee) NBI 08-07 Rev.: Advanced License Degree Requirement passed.

(Seielstad on behalf of Bylaws Committee) NBI 08-18: Limited English Proficiency (LEP) Plan passed.

(Wong on behalf of Teacher Education Committee) NBI 08-21: Approval of the ARLISE Teacher Education Program passes with one abstention from Amy Shimamoto.

(Wong on behalf of Teacher Education Committee) NBI 08-22 Rev.: Approval of the Hawaii Pacific University Teacher Education Program passed with the condition that a Mid Term review be done no later than December 31, 2011 providing the following are met:

 Aligning the key assessment directives with Ruberg's and Analysis

- Provide some data that is collected and analyzed that addresses both quantative and qualative data
- Provide evidence and explain standards relating to technology development and the development of interdisciplinary learning are being addressed.

(Seielstad on behalf of Standards Committee) NBI 08-23 Rev.: Career and Technical Education Work Group Members passed as amended with one abstention from Jan Shishido and the following amendments:

- Two (2) positions remain vacant, to be filled later if available by a teacher:
 - Assigned to the CTE area to be recommended by the Superintendent
 - Representatives of a Community College interested in providing CTE programs

(Gillentine on behalf of Budget-Personnel Committee) NBI 08-24: Assistance from Hawaii Information Consortium passed.

Discussed:

Committee Reports:

Bylaws Committee

Sub-Committee Chair Seielstad reported that the Committee discussed NBI 08-18: Limited English Proficiency (LEP) Plan and the Committee will be recommending approval.

Budget-Personnel Committee

Sub-Committee Chair Gillentine reported that the Committee heard a presentation by HIC representative Russell Castagnaro and an associate on web site hosting and design services and the Committee will be recommending New Business Item 08-24 for approval.

Standards Committee

Committee Chair Seielstad reported that the Committee discussed the Advanced License Degree Requirements and came up with new revisions. Originally they added a list of degrees that would qualify, but because the

list was constantly changing, the language of the requirements was revised instead to be all-inclusive. The committee is recommending approval of this New Business Item 08-07 as revised.

The Committee also discussed the important duties of the CTE work group members and reminded the Board of what the group will be discussing:

- i. National Trends in Career and Technical Education
- ii. Identifying implications for licensing
- iii. Identifying implications for State Approval of Teacher Education

Two unfilled positions remain. One of the vacant positions is for a CTE teacher and must be recommended by the Superintendent. The Committee hoped that a resource teacher could be selected as well as a Community College faculty member in CTE. The Committee is recommending approval of New Business Item 08-23: Career and Technical Education Work Group Members.

Teacher Education Committee

Committee Chair Caroline Wong reported that the Committee discussed:

- NBI 08-21: Approval of the ARLISE Teacher Education Program
- NBI 08-22: Approval of the Hawaii Pacific University Teacher Education Program

The Committee will be recommending approval of both items.

Legislative Committee

Committee Chair Gillentine reported that the Committee discussed:

- Potential legislation for the coming year to convert the bill about the license fee payment from payroll deduction to an up front full fee payment or installments.
- Clarification of the authority for the Executive Director to act on behalf of the Board

Executive Director's Report

Executive Director Mahoe added comments to her written report as follows:

Audit

A draft audit report is scheduled to be finished in October or November since the report is due to the Legislature 20 days before session, but the

auditors are still scheduling interviews and collecting data, so the possibility of finishing at the end of October is unlikely. Possibly next month there will be a report. Executive Director Mahoe reported that Specialist Lynn Hammonds and Supervisor Gail Sakaida would be meeting with the auditors tomorrow morning and that she would be meeting with them that afternoon.

Technology Project

We haven't terminated the contract with Open Frameworks and they haven't terminated it either, but the contractor has suspended all services in the support agreement, which would suggest termination. Since last week the HTSB office has been without any support services from the Contractor.

Testimony, Petitions from the Public

None.

New Business:

1. NBI 08-07 Rev.: Advanced License Degree Requirement

The Hawaii Teacher Standards Board approves the attached list of approved degrees for HTSB license fields following criteria to meet the advanced degree requirement of the HTSB Advanced License. (master's, specialist or doctoral degree)-:

- TheseThe degree must be a master's, specialist or doctoral degree that was not used to qualify for the board's standard license;
- The degree must have been granted by a regionally accredited institution;
- The degree must be documented by an official transcript from the institution-;
- The degree must be either of the following or both: the degree must be in the license field of the existing license or must be in an area of study that improves teaching practice. Some examples of studies that improve teaching practice include curriculum, instruction, teaching methods, educational foundations, child development, and child psychology. Since no degree list can be exhaustive, the Board authorizes staff to evaluate degrees that are not listed and accept those degrees deemed relevant to the license field.
- The degree concentration or emphasis must be in the same or closely related field as the license sought; and
- The Board authorizes staff to evaluate and accept degrees deemed relevant to the license field.

Teaching Field	Master's and/or Doctoral Degree(s)	
Agricultural	Animal Science	
Arts	Tropical Plants	
	Soil Sciences	
Agricultural	Animal Science	
Arts-	Tropical Plants	
Vocational	Soil Sciences	
Art	Art	
	Art History	
Business	Business Administration	
Education	Business	
	Communication	
	Economics -	
	Finance	
	Management	
	Management and Information Sciences	
	Marketing Marketing	
Computer	Computer Science	
Education	Communication and Information Sciences	
	Educational Technology	
	Information Sciences	
Drama/Theatre	Dance	
Art	Theatre Theatre	
Early	Early Childhood Education	
Childhood		
Education		
Elementary	Elementary Education	
Education		
English	English	
	Journalism	
	Literature	
	Communication	
Family	Family Resources	
Consumer	Food Science	
Science	Nutrition Nutrition	
Family	Family Resources	

Consumer	Food Science		
Science - Voc			
Science - voc	I vuti titoii		
Guidance	Guidance		
	Counseling		
	School Counseling		
Hawaiian	Hawaiian Language		
Language	Hawaiian Studies		
Hawaiian	Hawaiian Language Immersion		
Language	Hawaiian Language		
Immersion	Hawaiian Studies		
Hawaiian	Hawaiian Studies		
Studies -	Hawaiian Language		
Health	Health		
Industrial Arts	Communication and Information Sciences		
	Educational Technology		
	Electrical Engineering		
	Building and Construction		
Industrial	Communication and Information Sciences		
Technical Educational Technology			
	Electrical Engineering		
	Building and Construction		
Languages -	Chinese		
Chinese	Linguistics		
Languages -	Filipino		
Filipino	Linguistics		
Languages -	French		
French	Linguistics		
Languages -	German		
German	Linguistics		
Languages -	Japanese		
Japanese	Linguistics		
Languages -	Korean		

Korean	Linguistics
Rolean	Elliguistics
Languages -	Latin
Latin	Linguistics
Languages -	Russian
Russian	Linguistics
Languages -	Spanish
Spanish	Linguistics
Marketing	Marketing
Education	Merchandising
	Communication
Mathematics	Mathematics
Music	Music
Office	Office Education
Education Education	
Office	Office Education
Education -	
Vocational	
Physical Physical	Physical Education
Education	Athletic Training
	Exercise Science
	Lifestyle Management
	Kinesiology
	Leisure Science
Reading	Reading
Specialist	
(SATE)	
School School	Counseling
Counselor	Guidance
	School Counseling
School	Library and Information Science
Librarian	Communication and Information Sciences
(SATE)	Educational Technology
	Information Sciences
Science	Astronomy
	Biology
	Biomedical Sciences

	T
	Botany
	Chemistry
	Geology
	Geophysics
	Environmental Science
	Marine Biology
	Medicine
	Meteorology
	Nutrition
	Oceanography
	Physics
	Zoology
	Anthropology
Social Studies	Asian Studies
Social Studies	Chinese Studies
	Economics
	Filipino Studies
	±
	Geography Hawaiian Studies
	History
	Japanese Studies
	Korean Studies
	Latin American Studies
	Pacific Island Studies
	Philippine Studies
	Political Science
	Psychology
	Russian Studies
	Sociology
	Women's Studies
Special	Exceptionalities
Education	Special Education
	Disability Studies
	Diversity Studies
SPED_	Exceptionalities
	Special Education
Impaired	Disability Studies
	Diversity Studies
	Blind Education
	Braille
SPED –	Exceptionalities
Deaf/Hard of	Special Education Disability Studies
Hearing	Disability Studies

	D::t Ct1:
	Diversity Studies
	Deaf Education
apep	
SPED -	Exceptionalities
Mild/Moderate	Special Education
	Disability Studies
	Diversity Studies
SPED-	Exceptionalities
Orientation	Special Education
and Mobility	Disability Studies
	Diversity Studies
SPED-	Exceptionalities
Orthopedically	Special Education
Handicapped	Disability Studies
	Diversity Studies
SPED-	Exceptionalities
	Special Education
d	Disability Studies
	Diversity Studies
Speech	Communication
	Speech Pathology
TESOL	English as a Second Language
	Linguistics
	Second Language Acquisition

2. NBI 08-18: Limited English Proficiency (LEP) Plan

The Hawaii Teacher Standards Board approves the following language access plan:

In accordance with the US Department of Justice's LEP guidance, the Hawaii Teacher Standards Board (HTSB) considered the following four factors in developing its Limited English Proficiency Plan:

1. The number or proportion of LEP persons served or encountered in the eligible service population;

- 2. The frequency with which LEP persons come in contact with the agency;
- 3. The nature and importance of the program, activity, or service provided; and
- 4. The resources available to the program and the costs of providing interpretation/translation services.

In considering the resources available, Executive Order 13166 also notes that the system developed to provide LEP persons meaningful access to an agency's services should be consistent with the agency's fundamental mission without unduly burdening that mission.¹

Furthermore, HRS Chapter 371 Part II requires all state agencies to take "reasonable steps to ensure meaningful access to services, programs, and activities by limited English proficient persons."²

This plan applies to the Hawaii Teacher Standards Board, which is administratively attached to the Department of Education. Because of this relationship, the Board will look to the Department's LEP Plan for guidance especially as it pertains to the DOE's teacher employees since they constitute the primary group of persons served by the Board. Due to the specific requirements made by the DOE of its Bargaining Unit 5 employees, the members of this group are English language proficient.

There is another significantly smaller group of persons who come into contact with the Hawaii Teacher Standards Board extremely infrequently. They are parents of public school students who may have an interest in the license status of their child's teacher. Although there has been no past history of contact with LEP individuals, the Board will note on its agenda that individuals who plan to attend its meetings and require special assistance, should call the HTSB office prior to the meeting. The HTSB will then work with the Department of Education to determine the kind of oral language assistance that can be provided.

3. NBI 08-19: Cases 08-07, 08-08 and 08-09

The Hawaii Teacher Standards Board approves the Executive Director's recommendation on Cases 08-07, 08-08 and 08-09.

4. NBI 08-20: Approval of Hawaii Initial Licenses, Added Fields to Existing Licenses, Extended Licenses, Reinstated Licenses and Career and Technical Education Special Permits

The Hawaii Teacher Standards Board approves issuance of initial Hawaii licenses, added fields to existing Hawaii licenses, extended licenses and reinstated Hawaii licenses as indicated on the attached list:

5. NBI 08-21: Approval of the ARLISE Teacher Education Program

The Hawaii Teacher Standards Board approves the following for the Hawaii Department of Education Alternative Route to Licensure in Special Education (ARLISE) Teacher Education Program based on the Board's State Approved Teacher Education (SATE) Unit and Program Review Teams' recommendations:

Full Approval with Conditions, effective January 1, 2009 through December 31, 2015, for the following programs in the ARLISE unit leading to licensure in Special Education Mild/Moderate K-12:

- 1. Alternative Basic Certification in Special Education (ABCSE)
- 2. Respecialization in Special Education (RISE)

The following conditions must be met by the Department of Education:

- 1. The ARLISE Program will ensure that candidates have student teaching experience at both the elementary and secondary levels, in keeping with the program's approval for initial teacher licensure in Special Education Mild/Moderate K-12. Full implementation is expected by the 2010-2011 school year.
- 2. Student teaching placements should be in grades K-12 in keeping with the program's approval for initial teacher licensure in grades K-12. Full implementation is expected by the 2010-2011 school year.
- 3. The unit must include the names and placements of all student teachers in the annual SATE report to the HTSB due no later than December 31 of each year showing the location and grade levels of both the elementary K-6 and secondary 7-12 placements for each student teacher.

The unit shall schedule a continuing program and unit review no later than March, 2015.

A letter shall be sent to the ARLISE Program unit head on behalf of the Board to communicate this decision.

6. NBI 08-22: Approval of the Hawaii Pacific University Teacher Education Program

The Hawaii Teacher Standards Board approves the following for the Hawaii Pacific University Teacher Education Program based on the Board's State

Approved Teacher Education (SATE) Unit and Program Review Teams' recommendations:

Full Approval, effective January 1, 2009 through December 31, 2015, for the following programs:

- Post-baccalaureate Program in Secondary Education (7-12), leading to licensure in Computer Education, English, Mathematics, Science, Social Studies, Teaching English as a Second Language, and World Languages.
- Master of Education in Secondary Education (7-12), leading to licensure in Computer Education, English, Mathematics, Science, Social Studies, Teaching English as a Second Language, and World Languages.

The unit shall schedule a continuing program and unit review no later than March 2015.

A letter shall be sent to the Hawaii Pacific University Teacher Education Program unit head on behalf of the Board to communicate this decision.

7. NBI 08-23: Career and Technical Education Work Group Members

The Hawaii Teacher Standards Board approves the following appointments to its Career and Technical Education Work Group:

- Dr. Valentina Abordonado, Director of Teacher Education at Hawaii Pacific University, representing the Teacher Education Coordinating Committee
- Dr. Karla Jones, State Career and Technical Education Director
- Ms. Cassie Nii, Acting Educational Specialist for Career and Technical Education, representing the Hawaii Department of Education
- Dr. Neil Scott, Engineer, Curriculum Research & Development Group, University of Hawaii-Manoa
- Ms. Jan Shishido, classroom teacher, representing the Hawaii Teacher Standards Board Standards Committee
- Dr. Thomas Speitel, Professor, Learning Technologies Section Head, Curriculum Research & Development Group, University of Hawaii-Manoa

 Dr. Frank Walton, Specialist, Institute for Teacher Education, University of Hawaii-Manoa

8. NBI 08-24: Assistance from Hawaii Information Consortium

The Hawaii Teacher Standards Board approves the Executive Director's utilization of the Hawaii Information Consortium's (HIC) web site hosting and design services as described in the Statement of Work dated 10/16/08. It is understood that at this time, the Board is primarily interested in the web site hosting services due to its web servers being unavailable as of September 22, 2008. The design services will be used on an as needed basis since the Board had its web site redesigned last Fall and was awaiting its launch through another vendor. (See attached Statement of Work for more details.)

In addition, in view of the Board's need to acquire a timely method of processing license applications electronically, the Board authorizes the Executive Director to work with HIC through the attached Service Level Agreement.

(Seielstad/Sorensen) Motion to move into executive session to get legal counsel and license actions review.

(Sorensen/Shishido) Motion to rise out of executive session.

(Seielstad/Sorensen) NBI 08-19: Cases 08-07, 08-08 and 08-09 passed unanimously in executive session.

(Pereira/Seielstad) NBI 08-20: Approval of Hawaii Initial Licenses, Added Fields to Existing Licenses, Extended Licenses, Reinstated Licenses and Career and Technical Education Special Permits were approved in executive session.

Plan for Next Meeting:

Budget-Personnel Committee: 1 hour for setting fees for HIC transactions and copying charges

Standards Committee: 1 hour to discuss University of Phoenix Teacher Education Committee: 1 hour to look at teacher application revisions concerning professional fitness with samples provided by Specialist Lynn Hammonds

<u>Adjournme</u>	<u>nt:</u>	
	Chairperson Gillentine ac	djourned the meeting at 4:33 p.m.
Recorder: _		Date:
	Jill Agena	·

APPROVED

HAWAI'I TEACHER STANDARDS BOARD

Minutes of Meeting

Date: Monday, March 16, 2009

Place: Hawai'i Teacher Standards Board

Present: Jonathan Gillentine Terry Holck

Amy Shimamoto for Patricia Hamamoto Annette Nishikawa Alvin Parker Lorilene Pereira Carol Seielstad Janice Shishido

Christine Sorensen

Absent: Margaret Cox

Staff: Sharon Mahoe, Executive Director Jill Agena, Secretary

Lynn Hammonds, Specialist

Observers: Shelly Furutani (Cassler) Kris Murakami

Call to Order:

Chairperson Gillentine called the meeting to order at 1:34 p.m.

Approval of Minutes:

(Parker/Shishido) The minutes of the February 23, 2009 meeting were approved with the following changes:

- Page 2, (In the Committee Reports section) insert report given by Janice Shishido about the CTE Work Group
- 2. Page 5, NBI 08-49, delete the question in parenthesis "(What decision? To accept this documentation?)"

Approved:

(Seielstad/Parker) NBI 08-57 Rev.: Public Relations Assistance was approved with amendments.

(Nishikawa on behalf of Teacher Education Committee)

NBI 08-58: Content Requirements for State Approved Teacher Education Secondary Programs was approved.

Page 1 of 10 Approved Minutes for March 16, 2009 (Seielstad/Pereira) NBI 08-61 Rev.: License Renewal Rollout was approved.

(Gillentine on behalf of Legislative Committee)

NBI 08-62 Rev.: Proposed Amendments to SB1308 SD1 Relating to Education was approved as amended.

(Seielstad/Sorensen) NBI 08-63: University of Phoenix-Hawaii Special Education Teacher Education Program Focused Review Team was approved unanimously.

(Pereira/Seielstad) NBI 08-64 Rev.: Hawaii Teacher Performance Standards Review was approved unanimously.

Discussed:

Committee Reports:

Legislative Committee

Committee Chair Gillentine reported that the Committee discussed NBI 08-62 Rev.: Proposed Amendments to SB1308 SD1 Relating to Education. The board in previous meetings already addressed the changes that were made to SB1308 SD1.

Renewal Committee

Committee Chair Pereira reported that in Committee of the Whole the Committee heard a report given by the License Renewal Pilot Project coordinators. The License Renewal Pilot Project coordinators gave their evaluation summary of the project as well as recommendations about how license renewal should proceed. Based on the project results, the Committee is recommending NBI 08-61: License Renewal Rollout for approval.

Standards Committee

Committee Chair Seielstad reported that the Committee discussed NBI 08-64: Hawaii Teacher Performance Standards Review. The Committee is recommending approval.

Teacher Education Committee

Board Member Nishikawa reported that the Committee discussed the following NBI's and the Committee would be recommending approval of:

 NBI 08-58: Content Requirements for State Approved Teacher Education Secondary Programs. NBI 08-63: University of Phoenix-Hawaii Special Education Teacher Education Program Focused Review Team.

Executive Director's Report

Executive Director Mahoe distributed her written report to the Board.

Amy Shimamoto asked whether it was necessary to ask for an SSN instead of assigning an ID number and Executive Director Mahoe replied that the SSN is needed for the NASDTEC Clearing House. There were discussions with HIC to allow the teacher to enter their employee ID, and a student ID from their teacher education institutions so that both pieces of information can be used by the different entities as needed. According to Amy Shimamoto the DOE is trying to convert to using the employee ID instead of the SSN. Executive Director Mahoe then added that after the initial input of the full SSN the licensing staff would only be able to see the last four digits and she also told the board that if they had any questions about the online system that they should email her because she would be meeting with HIC next week to discuss some final components of the first phase.

Testimony, Petitions from the Public

None.

New Business:

1. NBI 08-57 Rev.: Public Relations Assistance

The Hawaii Teacher Standards Board approves the use of public relations assistance to enable the Board to effectively convey its message to teachers and the public in view of the misrepresentation of Board matters in the recent Auditor's report.

This assistance shall consist of:

- 1. Meeting, planning and consulting with the Board Chair and Executive Director about HTSB's communication needs and strategies;
- 2. Developing and preparing the Board's message and materials as needed and preparing Board members as needed;
- 3. Setting up and preparing for HTSB press conference and following-up with the media; and
- 4. Other related assistance as agreed to by the Executive Director.

The contract amount may not exceed \$8,425.00 <u>unless this exceeds current budgetary restrictions.</u>

2. NBI 08-58: Content Requirements for State Approved Teacher Education Secondary Programs

The Hawaii Teacher Standards Board approves the following content area criteria for State Approved Teacher Education (SATE) Secondary Programs to recommend a teacher candidate for licensure in fields other than the specific approved license areas in their Secondary Program(s):

 The candidate must satisfactorily complete student teaching or validation of student teaching in the license field;

AND

- The candidate must meet one of the following conditions:
 - Pass the Praxis II subject area examination(s) validated for Hawaii in the license field(s) being pursued; or
 - Possess a major in the license field, documented by an official transcript from a regionally accredited institution; or
 - Earn thirty credit hours in the license field, including twenty hours in upper division or graduate level courses, documented by an official transcript from a regionally accredited institution; or
 - Possess an advanced degree in the field, documented by an official transcript from a regionally accredited institution.

3. NBI 08-59 Rev.: Cases 08-12, 08-13, 08-14 and 08-15

The Hawaii Teacher Standards Board approves the following actions:

Case 08-12: Teacher's request granted.

Case 08-13: Teacher's request denied.

Case 08-14: Due to non-submittal of information requested and the fact that the license was expired, the Board took no further action at this time. Case 08-15: Due to non-submittal of information requested and the fact that the license was expired, the Board took no further action at this time.

4. NBI 08-60: Approval of Hawaii Initial Licenses, Added Fields to Existing Licenses, Extended Licenses, and Career and Technical Education Special Permits

The Hawaii Teacher Standards Board approves the issuance of initial Hawaii licenses, added fields to existing Hawaii licenses, extended licenses, and Career and Technical Education Special Permits as indicated on the attached list:

5. NBI 08-61 Rev.: License Renewal Rollout

The Hawaii Teacher Standards Board approves the inclusion of the following activities and projected costs as part of the rollout of license renewal not to exceed \$71,000:

- Contract Pilot Project Coordinators to prepare instructional guide, online user prompts, materials for district-wide orientation meeting, script for video instructions, online Professional Growth Plan and Reflection Report exemplars
- 2. Conduct 11 district-wide orientation meetings (2 on Big Island, 2 on Maui, 4 on Oahu and 1 each on Molokai, Lanai, and Kauai)
- 3. Development and offering of online technical support as well as online program support
 - a. Availability of 2 peer assistants at a time per semester (but may be more than 2 individuals scheduled as needed) with strong technology and communication skills to answer teachers' questions about the license renewal process after work hours, 6:00-9:00pm
 - b. Website technical support will be provided by eHawaii.gov
- 4. Provide mechanism online to collect user feedback about the process
- 5. Soft launch activity with HIC including convening a small group (no more than 20) of pilot project participants, project coordinators, upcoming license renewal applicants to test the system and provide feedback

6. NBI 08-62 Rev.: Proposed Amendments to SB1308 SD1 Relating to Education

The Hawaii Teacher Standards Board supports the submittal of the following amendments to SB1308 SD1 Relating to Education:

- 1. Delete Sections 1 through 21 of SB 1308 SD1.
- 2. Replace with the following:

SECTION 1. Chapter 302A-801, Hawaii Revised Statutes, is amended to read as follows:

§302A-801 Hawaii teacher standards board established. (a) There is established the Hawaii teacher standards board, which shall be placed within the department for administrative purposes only. The board shall consist of [thirteen] fifteen members, including not less than six licensed teachers regularly engaged in teaching, three educational officers, the chairperson of the board of education or the chairperson's designee, the superintendent of education or the superintendent's designee, a representative of the independent schools, [and] the dean of the University of Hawaii college of education or the dean's designee; provided that the dean's designee shall be chosen from the member

institutions of the teacher education coordinating committee established under section 304A-1202. Two additional members shall be appointed from among the following: 1) Hawaii Business Roundtable; 2) Hawaii P-20 Council; or 3) Workforce Development Council.

- (b) Except for the chairperson of the board of education, the superintendent, and the dean of the college of education, the governor shall appoint the members of the board pursuant to section 26-34, from a list of qualified nominees submitted to the governor by the departments, agencies, and organizations representative of the constituencies of the board. To the extent possible, the board membership shall reflect representation of elementary and secondary school personnel from all islands.
- (c) Appointed board members shall serve not more than three consecutive three-year terms-[; provided that the initial terms of the appointed members that commence after June 30, 2000, shall be staggered as follows:
 - (1) Three members to serve three-year terms;
 - (2) Three members to serve two-year terms; and
 - (3) One member to serve a one-year term].
- (d) Board members shall receive no compensation. When board duties require that a board member take leave of the board member's duties as a state employee, the appropriate state department shall allow the board member to be placed on administrative leave with pay and shall provide substitutes, when necessary, to perform that board member's duties. Board members shall be reimbursed for necessary travel expenses incurred in the conduct of official board business.
- (e) The chairperson of the board shall be designated by the members of the board.

SECTION 2. Chapter 302A-803, Hawaii Revised Statutes, is amended to read as follows:

§302A-803 Powers and duties of the board...

(6) Establishing licensing fees in accordance with chapter 91[, including the collection of fees by means of mandatory payroll deductions, which shall] and determining the manner by which fees are collected and subsequently [be] deposited into the state treasury and credited to the Hawaii teacher standards board special fund; ...

- (12) Approving teacher preparation programs provided that the board will develop a process that requires all Hawaii-based teacher education units and programs to acquire national accreditation and recognition through a nationally approved teacher education accreditation entity by July 1, 2014. The board retains its authority for state level approval of teacher education programs once they are accredited. Hawaiian indigenous teacher education programs will continue to be reviewed at the state level.
- (15) Participating in efforts relating to teacher quality issues, [conducting] professional development related to the board's standards, and promotion of high teacher standards and accomplished teaching; [and]
- (16) Adopting applicable rules and procedures[.]; and
- (17) Adopting, amending, repealing, or suspending the policies and standards of the board.
- (b) If in accordance with chapter 92, the board determines, on a case-by-case basis, that extenuating circumstances exist to justify the suspension, the board may temporarily suspend its rules, or any portion thereof. The board shall establish, in accordance with chapter 91, procedures for the suspension of its rules. When determining whether to suspend its rules, the board shall also establish the length of time for which the suspension shall be in effect.
- (c) The board, in accordance with chapter 92, may also amend licensing-related fees and set or amend other charges related to the performance of its duties.

SECTION 3. Chapter 302A-805, Hawaii Revised Statutes shall be amended to read as follows:

§302A-805 Teachers; license required; renewals. (a) Beginning July 1, 2002, all [new] licenses shall be issued by the board. No person shall serve as a half time or full-time teacher in a public school without first having obtained a license from the board under this subpart. All licenses issued by the board shall be valid only for the fields and levels specified on the licenses and shall be renewable every five years if the individual continues to:

- (1) Satisfy the board's licensing standards;
- (2) Show evidence of successful teaching in the previous five years; and

- (3) Satisfy the board's requirements for renewal of licenses.
- (b) Teachers whose licenses expire on June 30, 2002, or June 30, 2003, shall be granted an automatic extension of two years.
- (c) The board, at its discretion through June 30, 2010, may grant additional extensions. Any previously approved extensions are deemed valid as issued.
- (d) No person shall be issued a license or teach on an emergency basis in the public schools without having first paid the fees established by the board in accordance with chapter 91.

SECTION 4. Chapter 302A- , Hawaii Revised Statutes shall be amended to read as follows:

§302A- Data sharing. The board, the department of education and the Charter School Administrative Office shall mutually share data necessary for licensing and verifying the status of teachers, including but not limited to criminal background check, employment status, license test scores, work location, license information, transcripts, etc.

7. NBI 08-63: University of Phoenix-Hawaii Special Education Teacher Education Program Focused Review Team

The Hawaii Teacher Standards Board approves the appointment of the following individuals to serve on the State Approval of Teacher Education (SATE) Review Teams for the University of Phoenix-Hawaii's Special Education Program Focused Review Team on May 14-15, 2009:

Dr. Ray Thompson, Brigham Young University-Hawaii Special Education Department Chair

Dr. Amelia Jenkins, University of Hawaii-Manoa Special Education Department, Chair and Associate Professor

Ms. Carolyn Gyuran, Hawaii Department of Education Special Education Resource Teacher

Dr. Donald Enoki, Hawaii Department of Education Special Education Resource Teacher and City University of Seattle Special Education faculty

Biographies attached.

8. NBI 08-64 Rev.: Hawaii Teacher Performance Standards Review

The Hawaii Teacher Standards Board acknowledges the findings of the Standards Committee's review of the Hawaii Teacher Performance Standards in comparison to the Interstate New Teacher Assessment and Support Consortium (INTASC) [Model] Special Education Standards for general education and special education teachers, conducted between March - June, 2007:

- All HTSB Teacher Performance Standards are incorporated in the INTASC Standards.
- All INTASC Standards are incorporated in the HTSB Standards.
- Comparison charts are attached.

<u>Based on the above review, the Board sees no need to revise its Teacher</u> Performance Standards.

Motions

(Seielstad/Nishikawa) Motion to move into executive session to review licenses.

Motions reported out of Executive Session:

(Nishikawa/Seielstad) Motion to rise out of executive session.

Chair Gillentine reported that NBI 08-59: Cases 08-12, 08-13, 08-14 and 08-15 was discussed and the results are as follows:

- o Case 08-12: The appeal was granted by the board.
- Case 08-13: The appeal was denied and the board will uphold the staff's decision.
- Cases 08-14 and 08-15: The board decided that no further action was required at this time since the licenses for both cases had already expired and requests for information still had not been received from both applicants. There was one (1) abstention from Terry Holck on both cases.

Chair Gillentine reported that NBI 08-60: Approval of Hawaii Initial Licenses, Added Fields to Existing Licenses, Extended Licenses, and Career and Technical Education Special Permits was approved in executive session.

Plan for Next Meeting:

Budget-Personnel Committee: 1 hour to discuss search and review of the Executive Director position for external purposes and prospective

Legislative Committee: 1 hour to discuss NBI to request the proposed status of HTSB in the Legislature

Teacher Education Committee: 2 hours to discuss the change in Sped Elementary Education testing requirements, and review of the committee on ETS

Chairp	erson Gillentine adjourned	the meeting at 5:59 p.m.	
Recorder: ₋	Jill Agena	Date:	

HAWAI'I TEACHER STANDARDS BOARD

Minutes of Meeting

Date: Monday, May 18, 2009

Place: Hawai`i Teacher Standards Board

Present: Margaret Cox Jonathan Gillentine

Amy Shimamoto for Patricia Hamamoto Terry Holck
Alvin Parker Lorilene Pereira
Carol Seielstad Janice Shishido

Christine Sorensen

Absent: Annette Nishikawa

Staff: Sharon Mahoe, Executive Director

Lynn Hammonds, Specialist Jill Agena, Secretary

Observers:

Kris Murakami, Deputy Attorney General

Call to Order:

Chairperson Gillentine called the meeting to order at 1:43 p.m.

Approval of Minutes:

(Pereira/Shishido) The minutes of the April 20, 2009 meeting were approved with changes to Page 2, Approved section. Number 1 & 3 change from Teacher Education to Standards Committee.

Approved:

- (Cox on behalf of Teacher Education Committee)
 NBI 08-65 Rev.: Additional Means for Meeting Highly Qualified Status was approved.
- (Cox on behalf of Teacher Education Committee)
 NBI 08-70: Testing Requirements for Program Completers of Dual Teacher Education Programs in Special Education and Another Content Area was approved with amendments.

- (Seielstad on behalf of Standards Committee)
 NBI 08-73: Nominees for the Educational Testing Service Multi-state
 Standard Setting Study for World Languages German, French and
 Spanish was approved with amendments.
- 4. (Seielstad on behalf of Standards Committee)
 NBI 08-74: Conversion of Middle Level License was approved.
- (Seielstad on behalf of Standards Committee)
 NBI 08-75: Reading K-6 and Reading 7-12 Licenses was approved.
- 6. (Pereira on behalf of Budget and Personnel Committee)
 NBI 08-76: 2009-2010 HTSB Budget Priorities was approved.
- 7. (Pereira/Sorensen) Motion to move into executive session to review licenses, contested case(s) and to consult with the Attorney General on contested case procedures and personnel matters.
- 8. (Sorensen/Parker) Motion to rise out of executive session.
- 9. Chair Gillentine reported that NBI 08-77: Approval of Hawaii Provisional Licenses, Standard Licenses, Advanced Licenses, Added Fields to Existing Licenses, Extended Licenses, and Career and Technical Education Special Permits was approved in executive session.

Discussed:

1. Committee Reports:

Ad Hoc Renewal Committee

Committee Chair Pereira reported that the Committee discussed the four (4) handouts that will be given to the teachers at the renewal information sessions along with a Power Point presentation. She reported that the Committee made some changes to the Power Point presentation as well as to the handouts. The Committee wanted to make the presentation flow consistently with the exemplars. The Committee only reviewed two (2) of the handouts.

Budget-Personnel Committee

Board Member Pereira reported that the Committee discussed the vacancy announcement for the executive director position. Several questions came out of their discussion that the Committee felt they wanted to ask the board as a whole:

- 1. Posting of the position could be done internally and externally thru OHR. But is the board considering doing a national search? If it does, this would broaden the search, but would a headhunting agency be used? This would entail paying a fee.
- 2. Time frame of the posting: The Committee looked at a posting in September, but wanted to know if that was early enough.
- 3. Who would be on the hiring committee for this position? The Committee suggested the Board Chairperson, Vice-Chair, Committee Chair of the Budget-Personnel Committee, and the option of adding two (2) more people to sit on this Committee, bringing the total to five (5).
- If the board decided to post the position thru OHR, then OHR would do the posting and screen the applicants. HTSB would set up interview times and HTSB's hiring committee would conduct the interviews.

The Committee recommends approval of NBI 08-76: 2009-2010 HTSB Budget Priorities. No dollar amount is attached to it right now.

Legislative Committee

Chair Gillentine reported that the Committee discussed HB183 HD1 SD2 CD1. It made it thru the legislature containing more acceptable provisions than were in the original bill. Some of the provisions are:

- Board membership increases by 2 seats
- o Term for the Executive Director's position is four (4) years
- HTSB will nominate the new Executive Director and forward the applicant's name to the Board of Education for approval/disapproval
- Submit annual report to the Board of Education for information purposes only
- o Authority to suspend policies and standards
- o License extensions are valid through June 30, 2010
- Authority to suspend rules upon extenuating circumstances
- o Setting and determining licensing fees and how it is collected
- Beginning July 1, 2009, the DOE, charter school office and TECC will start work on procedures for data sharing
- Legislative Reference Bureau will be making recommendations concerning legislation and HTSB
- Dean Sorensen will be putting together a working group to address the changes described in the bill
- o Review auditor's report and make recommendations for change Chair Gillentine also reported that the Committee discussed revising HTSB's annual report to reflect categories and changes to the law.

Standards Committee

Committee Chair Seielstad reported that the Committee discussed:

- NBI 08-72: Updated Proposed Rules for Professional Fitness, Contested Case Hearings and Suspension of the Rules. The Committee recommends deferral to the next meeting.
- NBI 08-73: Nominees for the Educational Testing Service Multistate Standard Setting Study for World Languages German, French and Spanish. The Committee is waiting for recommendations from the DOE for the three (3) panels and will be recommending that this New Business Item be approved awaiting the nominees from the DOE. Without approval, ETS will not have enough time to set up the study.
- NBI 08-74: Conversion of Middle Level License. The Committee recommends approval.
- NBI 08-75: Reading K-6 and Reading 7-12 Licenses. The Committee recommends approval.

Teacher Education Committee

Committee Member Cox reported that the Committee discussed the report that Dean Sorensen passed out about the new process for the HEDA State report card. They discovered that there were several areas that the board should address.

Dean Sorensen stated that she felt that the board should discuss having the institutions get approved nationally as part of their state approval process or whether HTSB will continue doing SATE. If the board decides that it still wants to continue doing the approval process, then the procedures need to change because the teachers are approved based on the old NCATE process. The old NCATE process is gone and the new process is streamlined. Now the board has some reporting requirements that need to be done, but if the SATE Specialist is spending her time doing training and state reviews, then who will do the report to the federal government? Right now she is the only person the board has to do these reports.

Other issues such as the Title II reporting were discussed. There are two (2) levels: the institutional reports that get submitted to HTSB and HTSB's report that goes to the federal government. There are two (2) pieces that impact the board's responsibilities in relation to that.

1. There are new requirements for the institutions to report that will impact the board's work because now the institutional

reports are due in April and HTSB's report is due in October to the federal government. But the way the new cycle is going to work, we have to give the institutions some information before they can do their reports in April. It has to do with state aggregated scores for testing as well as the scale score averages. This must be broken down by those who have completed all non-clinical components of the programs, those who are enrolled in programs and who have completed the programs this year, and those who have completed the programs in the previous two (2) years. HTSB does not have the capacity currently to do that. But that is the new federal requirement.

- 2. The board also needs to consider sections 6, 7 & 8 of the new proposal, which requires HTSB to define a lot of things. Some of the things are:
 - i. What are HTSB's criteria for defining what is an alternative route program? It looks like the criteria have not been looked at since 2001.
 - ii. It will have to be compared to the traditional versus the alternative.
- 3. Data sharing needs have to be addressed.

2. Topic of Executive Director Vacancy:

Board Member Pereira wanted to get feedback from the board about the search for the new Executive Director. The following is a list of the questions and suggestions:

1. National Search: With whom shall we post the vacancy? What about the cost to find a search agency?

Suggestions:

- We wouldn't need to hire an agency if we posted the vacancy in publications like Chronicles of higher Education, Education Week and the AACTE website per Dean Sorensen.
- ii. The ad could also run in the local papers simultaneously.
- 2. Run the posting thru OHR? Have OHR run the preliminary review? Do we want to use OHR forms? On the posting who should we say is the contact if there are any questions?

Suggestions:

- i. Standard EO statements need to be in the ad per Dean Sorensen.
- ii. Most of the OHR forms do not pertain to HTSB.
- iii. Budget-Personnel Committee should be the review panel.
- iv. Applicants can mail their resumes here and we can review them.
- v. Ask Emalia Keohokalole from Classification and Compensation for the basic forms.
- vi. A staff person could make a file when resumes come in and just drop it in as received.
- vii. Do a standard letter saying what was received and what is still missing. Do a check sheet.
- 3. Time Frame: What is our time frame for posting the vacancy?

Suggestions:

- i. Finalize vacancy posting at June meeting.
- ii. Post at least by July so that the Search Committee could meet to review applicants.
- iii. Chair Gillentine, Vice-Chair Pereira, Annette Nishikawa, Christine Sorensen, Alvin Parker, and Maggie Cox will be the Search Committee.
- iv. Do a New Business Item on the new Search Committee.
- v. Make sure the vacancy announcement states the term of the position, we could say "based on performance review up to four (4) years "
- vi. Job Description available upon request.
- vii. Are we paying for travel to bring applicants in for the interview? At State per diem rates, you will get reimbursed for airfare and per diem.
- viii. Are we accepting email applicants with attachments? Create email for Jonathan Gillentine using htsb.org to receive these emails.
- ix. Send resume, letter of interest, and references with contact names and numbers to call.
- x. Criminal background check will be required upon employment.
- xi. Get copies of DOE employment forms so that we can use them as a template.
- xii. Writing assessment will be administered.

Executive Director's Report:

Executive Director Mahoe distributed her written report to the Board and made additional comments on the following:

Current National Board and SATE Budget

She made changes to the amounts listed on her report. The A1 funds should read \$14,113.00 and B&C funds together \$31,053.91. The total should be \$45,166.91. And the paragraph right under the total amount should read: "I am submitting a request to the Superintendent to allow HTSB to transfer some unused "A" funds" not "A1" funds to the B fund.

Our "A" funds show a zero balance because the DOE placed our payroll funds in their Central Payroll account. So when other schools and offices have deficits, our funds will be used to help cover costs. Executive Director Mahoe will be submitting a request to the Superintendent to allow us to transfer at least \$16,700.00 or rounded to \$20,000.00 so that activities listed on her report can proceed.

Dean Sorensen mentioned that for Item number 2, the word "videoconferencing" should be eliminated and "or services" after "equipment" should be added since videoconferencing is becoming an obsolete technology and we probably don't want to invest in something that is not going to be around in the near future. Dean Sorensen suggested looking into "illuminate space" or "skype" because then you could access it from anywhere and not be tied to one location. Or even webinar's can be set up, but at schools there is a lot of security and you need to send in a request in advance. Until more research is done on other options, purchasing new equipment will be held off on this.

Executive Director Mahoe asked the board about number 5 since it happens to be a sensitive topic right now because of the budget cuts. This may be the last luncheon. She mentioned that maybe HTSB will have to start asking the legislature for donations next year. Board Member Cox mentioned that maybe HTSB and the DOE should just make one big event instead of each doing their own, it could save on costs. The board said okay to proceed with the luncheon but maybe we can ask for donations next year.

She thanked board member Shishido for allowing her to use her name in communicating with Senator Tsutsui during closing hour negotiations at the legislature. A thank you note will be sent to Senator Tsutsui, and she also mentioned that warm custard pies were personally hand delivered to Senator Sakamoto and Representative Takumi's offices as well.

National Board Certification Activities

Add in the words "informational sessions" at the end of the first sentence, somehow it got cut off from the report when printing. A copy of the schedule was attached showing a session on almost every island and several on some islands. She

mentioned that having the sessions during this time was somewhat awkward since there was some uncertainty about funding. The last information received from DOE Budget office was that the money for reimbursements and bonuses would remain intact. Certainly all previously certified teachers will not lose their bonuses and for newly certified teachers it is expected they will receive it.

Doe Emergency Hire Report

Dean Sorensen wanted to confirm whether the Code 5's were the ones that were not SATEP complete and the Code W's are the ones who are SATEP complete. Executive Director Mahoe confirmed that was correct. Dean Sorensen also asked whether the other fields listed could be broken down by Code 5's and Code W's since that would help to see where the true shortages were. SSC means Student Services Coordinators.

Testimony, Petitions from the Public

None.

New Business:

1. NBI 08-65 Rev.: Additional Means for Meeting Highly Qualified Status

The Hawaii Teacher Standards Board approves the following criteria for enabling emergency hires to also meet the current federal definition for Highly Qualified teachers in alternate routes.

Provisional Licensee	No Provisional License
Completed a bachelor's degree	Completed a bachelor's degree
Completed SATEP	Enrolled in alternate route SATEP that
	provides high quality professional
	development that is sustained and
	classroom focused
Assigned to teach in license field	Assigned to teach in field of SATEP
Passed subject matter Praxis in a	Passed subject matter Praxis in a
license field validated for Hawaii	license field validated for Hawaii or a
or a subject area examination in	subject area examination in the license
the license field validated as a	field validated as a licensure test by the
licensure test by the State	State licensing agency in the state
licensing agency in the state	where the SATEP was completed or, if
where the SATEP was completed	no Hawaii Praxis required, subject
or, if no Hawaii Praxis required,	major in content field
subject major in content field	
Receives intensive supervision	Receives intensive supervision that
that consists of structured	consists of structured guidance and
guidance and regular ongoing	regular ongoing support or teacher
support or teacher mentoring	mentoring

Cannot exceed 3 years as Emergency Hire	Cannot exceed 3 years as Emergency Hire
Must demonstrate active pursuit	Must demonstrate active pursuit each
each year	year

All criteria must be met in order for those with a Provisional License or those without the Provisional License to be deemed highly qualified for NCLB purposes.

2. NBI 08-70: Testing Requirement for Program Completers of Dual Teacher Education Programs in Special Education and Another Content Area

The Hawaii Teacher Standards Board approves the following requirement for license applicants who have completed a dual preparation program of special education and another content field:

- Applicants must take the required content test(s) in the teaching field other than special education and Test 0353 Education of Exceptional Students: Core Content Knowledge for special education;
- Applicants will be awarded licensure in special education and the other content field upon meeting all licensing requirements including passing the PPST, PLT, obtaining professional fitness clearance and paying license fees.

The HTSB makes this change in the testing requirement in order to help teachers demonstrate core content area mastery for NCLB highly qualified requirements. This policy shall take effect July 1, 2009.

This policy change will be shared with the Department of Education and the teacher education institutions.

3. NBI 08-73: Nominees for the Educational Testing Service Multi-state Standard Setting Study for World Languages German, French and Spanish

The Hawaii Teacher Standards Board will forward names of individuals recommended by the Department of Education to serve as panelists for the Educational Testing Service (ETS) Multi-state Standard Setting Study for World Languages German, French and Spanish. ETS will make the final selection of panelists from the nominations to reflect the diversity of the teaching field in Hawaii among K-12 teachers and higher education faculty representatives in each teaching field.

- German Panel:
- French Panel:
- Spanish Panel:

4. NBI 08-74: Conversion of Middle Level License

The Hawaii Teacher Standards Board suspends its current requirements for middle level content area licenses in order to accommodate those licensees who held a license in Middle Level 5-9 prior to the Board's passage of NBI 04-20, Middle Level Content License, approved on January 10, 2005, which discontinued the Middle Level license.

The Board approves the issuance of a special one-year Standard License to teachers holding the Middle Level 5-9 license. These teachers may be awarded a license in the fields of English 5-9, Mathematics 5-9, Science 5-9, or Social Studies 5-9 by meeting the following criteria:

- Submit passing scores for the Praxis Subject Assessment approved by the Board in each license field sought:
 - Middle Level English Language Arts 5-9
 - o Middle Level Mathematics 5-9
 - o Middle Level Science 5-9
 - Middle Level Social Studies 5-9
- Submit an application to HTSB
- Teachers will have up to one year from the effective date of their special issue one-year Middle Level license to pass the examination to qualify for the new license field.
- Teachers who do not pass the examinations within the one-year timeline must apply for a new license and meet all current requirements for licensure.

5. NBI 08-75: Reading K-6 and Reading 7-12 Licenses

The Hawaii Teacher Standards Board approves the issuance of Reading K-6 and Reading 7-12 licenses to teachers who have completed a State Approved Teacher Education Program (SATEP) in Reading K-6 or Reading 7-12 and meet all other licensing criteria.

The Board adds these license fields to reflect current preparation of teachers trained specifically for the K-6 or 7-12 levels who are applying for a Hawaii teaching license. This license is different from the Reading Specialist license that the Board currently offers.

In the Fall when the Educational Testing Service offers the multi-state standard setting panel for its Reading test, the Board recommends that the Licensing & SATE Specialist ensure that HTSB is a participant in the standard setting panel. Doing so will enable Hawaii teachers to add Reading K-6 and Reading 7-12 to their license.

6. NBI 08-76: 2009-2010 HTSB Budget Priorities

The Hawaii Teacher Standards Board maintains the following 2009-2011 budget priorities, which were approved on May 12, 2008, for the development of the FY 2009-2010 budget:

- 1. Issue and renew licenses
- 2. Strengthen HTSB operations
- 3. Provide communications about HTSB responsibilities and efforts with
 - a. Teachers
 - b. Teacher education institutions
 - c. DOE
 - d. Legislature
- 4. Conduct activities related to State Approval of Teacher Education
- 5. Promote high quality professional development
- 6. Participate in national discussions and initiatives related to teacher quality
- 7. NBI 08-77: Approval of Hawaii Provisional Licenses, Standard Licenses, Advanced Licenses, Added Fields to Existing Licenses, Extended Licenses, and Career and Technical Education Special Permits

The Hawaii Teacher Standards Board approves the issuance of Provisional Hawaii licenses, Standard Hawaii licenses, Advanced Licenses, added fields to existing Hawaii licenses, extended licenses, and Career and Technical Education Special Permits as indicated on the attached list:

Plan for Next Meeting:

Ad Hoc Renewal Committee: 1 1/2 hours to review changes to license renewal packet

Budget- Personnel Committee: 1 hour to discuss license fee collection; start date, and nominations for Search Committee

Standards Committee: 1 hour to discuss contested case hearing draft rules, and SATEP testing requirements with Teacher Education Committee

Teacher Education Committee: 1 1/2 hours to discuss National Accreditation (SATE) with Committee of the Whole, New Title II requirements and SATEP testing requirements

<u>Adjournment:</u>	
Chairperson Gillentine adjou	urned the meeting at 4:38 p.m.
Recorder:	Date:
Jill Agena	

HAWAI'I TEACHER STANDARDS BOARD

Minutes of Meeting

Date: Thursday, August 27, 2009

Place: Hawai`i Teacher Standards Board

Present: Kim Coco Iwamoto Jonathan Gillentine

Amy Shimamoto for Patricia Hamamoto Terry Holck
Annette Nishikawa Lorilene Pereira
Carol Seielstad Janice Shishido

Christine Sorensen

Absent: Alvin Parker

Staff: Sharon Mahoe, Executive Director

Lynn Hammonds, Specialist Jill Agena, Secretary

Observers:

Arlene Lee, HSTA

Kris Murakami, Deputy Attorney General

Call to Order:

Chairperson Gillentine called the meeting to order at 2:10 p.m.

Approval of Minutes:

(Seielstad/Pereira) The minutes of the June 19, 2009 meeting were approved with one abstention from Kim Coco Iwamoto since she was not present at the June 19, 2009 meeting.

Approved:

1. (Seielstad/Sorensen) Motion to amend the agenda to hear New Business Items first instead of at 3:10 p.m. Committee reports will be skipped over and Members representing the Committees can address issues as the New Business Items come up for discussion.

- (Seielstad on behalf of Teacher Standards Committee)
 NBI 08-71 Rev.: Participation in the Educational Testing Service
 National Advisory Committees was approved.
- 3. (Nishikawa on behalf of Personnel and Budget Committee) NBI 08-87 Rev.: 2009-2010 HTSB Budget was approved.
- (Sorensen on behalf of Teacher Education Committee)
 NBI 09-03 Rev.: Chaminade University of Honolulu Early Childhood Education Teacher Education Program SATE Program Review Team Members was approved.
- (Sorensen on behalf of Teacher Education Committee)
 NBI 09-04 Rev.: Revision of Hawaii State Approved of Teacher Education Reference and Reporting Guide Review Process for Units and Programs was approved.
- 6. (Seielstad on behalf of Teacher Standards Committee)
 NBI 09-05: Additional Middle Level License Fields was approved.
- (Seielstad on behalf of Teacher Standards Committee)
 NBI 09-06 Rev.: Clarification of the Hawaii Teacher Standards Board's Procedure for Processing Out of State Teaching Licenses Presented with the Standard and Advanced License Application was approved.
- 8. (Seielstad on behalf of Teacher Standards Committee) NBI 09-07 Rev.: Changes in Required Hawaii Praxis Licensure Tests was approved.
- 9. (Sorensen on behalf of Teacher Education Committee)
 NBI 09-08: University of Hawaii-Manoa Fine Arts Education Revised
 Program Self Study Report was approved.
- 10. (Seielstad on behalf of Teacher Standards Committee) NBI 09-10 Rev.: Clarification of the Hawaii Teacher Standards Board's Policy on the Experience Requirement When Awarding the 7-12 License Level When Adding a Field to an Existing Hawaii License was approved.
- 11. (Seielstad on behalf of Teacher Standards Committee) NBI 09-11: Nominees for the Educational Testing Service Multi-state Standard Setting Study for Teaching Reading and Business Education was approved.

- 12. (Sorensen on behalf of Teacher Education Committee)
 NBI 09-12: University of Hawaii-Manoa Vocational Arts Education
 Program Revised Self Study Report was approved.
- 13. (Gillentine on behalf of Committee of the Whole)
 NBI 09-13 Rev.: 2009-10 Committee Appointments was approved.
- 14. (Sorensen/Pereira) Motion to move into executive session to review licenses, and contested case(s).
- 15. (Seielstad/Pereira) Motion to rise out of executive session to approve the June 19, 2009 Minutes.
- 16. (Sorensen/Seielstad) Motion to move back into executive session to consult with the Attorney General on contested case procedures and personnel matters.
- 17. Chair Gillentine reported that NBI 09-09: Approval of Hawaii Provisional Licenses, Standard Licenses, Advanced Licenses, Added Fields to Existing Licenses, Extended Licenses, and Career and Technical Education Special Permits was approved in executive session.
- 18. When Shishido and Seielstad left the meeting, quorum was lost and the meeting automatically rose out of executive session.

Discussed:

1. Committee Reports:

Budget-Personnel Committee

Committee Chair Nishikawa reported that the Committee discussed:

o NBI 08-87 Rev.: 2009-2010 HTSB Budget – Committee recommends approval. Revisions to the Budget on line 1 are: A=\$247,945, A1=\$37,368, B=\$23,838 C=\$2,280 and the Total \$311,431. Amy Shimamoto will follow up on the question to James Brese about whether HTSB's A funds should go into Central payroll when we are not DOE. According to Kim Coco Iwamoto, Maggie Cox has brought up that subject twice to the Board of Education for Superintendent Hamamoto to follow up on but hasn't gotten an answer from her yet. According to Iwamoto, Superintendent is supposed to send a written response to all inquires to the Board of Education addressing the subject in question.

Teacher Standards Committee

Committee Member Shishido reported that the Committee discussed

- NBI 08-71 Rev.: Participation in the Educational Testing Service National Advisory Committees – Some of the people listed do not meet the ETS criteria because some have taught more then 10 years and one of them is not a K-12 teacher but a teacher educator but these people were recommended by their specialty groups in Hawaii. The Committee would like to send the names to ETS with a note saying that while the individuals do not meet the ETS criteria they were the ones recommended by their specialty groups and leave it up to ETS to decide whether they want them to participate since according to Specialist Lynn Hammonds, ETS has passed some people in the past in the same situation. The Committee recommends approval.
- NBI 09-05: Additional Middle Level License Fields The Committee recommends approval.
- NBI 09-06 Rev.: Clarification of the Hawaii Teacher Standards
 Board's Procedure for Processing Out of State Teaching Licenses
 Presented with the Standard and Advanced License Application –
 The Committee recommends approval. Advanced License will be removed from the New Business Item and included in a separate NBI for the next board meeting for more discussion.
- NBI 09-07 Rev.: Changes in Required Hawaii Praxis Licensure
 <u>Tests</u> Both the Standards and the Teacher Education
 Committees recommend approval. Composite rules are being
 deferred on the bottom section of the attachment.
- NBI 09-10 Rev.: Clarification of the Hawaii Teacher Standards
 Board's Policy on the Experience Requirement When Awarding the
 7-12 License Level When Adding a Field to an Existing Hawaii
 License The Committee recommends approval.
- NBI 09-11: Nominees for the Educational Testing Service Multistate Standard Setting Study for Teaching Reading and Business <u>Education</u> – The Committee recommends approval.

Teacher Education Committee

Committee Chair Sorensen reported that the Committee discussed:

 NBI 09-03 Rev.: Chaminade University of Honolulu Early Childhood <u>Education Teacher Education Program SATE Program Review</u> <u>Team Members</u> – The Committee is recommending approval.

- NBI 09-04 Rev.: Revision of Hawaii State Approved of Teacher Education Reference and Reporting Guide Review Process for Units and Programs – The Committee is recommending approval.
- NBI 09-07 Rev.: Changes in Required Hawaii Praxis Licensure Tests – Both Committees recommend approval.
- NBI 09-08: University of Hawaii-Manoa Fine Arts Education <u>Revised Program Self Study Report</u> – The Committee recommends approval.
- NBI 09-12: University of Hawaii-Manoa Vocational Arts Education Program Revised Self Study Report – The Committee recommends approval.

Committee of the Whole

Chair Gillentine reported that the board discussed NBI 09-13 Rev.: 2009-2010 Committee Appointments. Changes included replacing Maggie Cox with Kim Coco Iwamoto and shuffling around other members to fill vacancies.

2. Executive Director's Report:

Executive Director Mahoe distributed her written report to the Board and the Board had no further questions.

Testimony, Petitions from the Public

None.

New Business:

1. NBI 08-71 Rev.: Participation in the Educational Testing Service National Advisory Committees

The Hawaii Teacher Standards Board approves participation in the Educational Testing Service (ETS) National Advisory Committees (NACs).

The Department of Education and Hawaii specialty associations in the content fields will be invited to recommend teachers who meet the following criteria for serving on the committees:

- 1. Practicing teacher in K-12 setting;
- 2. No more than ten years of teaching experience;
- 3. Representative of the diversity of the teaching field;

- 4. Willing and available to serve on a National Advisory Committee;
 - Biology:
 - o Jennifer Kuwahara, Mililani High School
 - Chemistry:
 - o Sandra Nakagawa-Saito, Moanalua High School
 - Earth Space Science
 - Early Childhood Education
 - Environmental Education
 - General Science
 - Health Science:
 - o Dr. Donna Chun, Brigham Young University-Hawaii
 - Physics
 - Sociology

Names will be forwarded to ETS for consideration and final selection. <u>Biographies</u> are attached.

2. NBI 08-87 Rev.: 2009-2010 HTSB Budget

The Hawaii Teacher Standards Board approves the attached 2009-2010 HTSB Budget. The Program ID 25321 portion of the budget is based on the Board's understanding of its projected budget allocation.

(See attached)

3. NBI 09-03 Rev.: Chaminade University of Honolulu Early Childhood Education Teacher Education Program SATE Program Review Team Members

The Hawaii Teacher Standards Board approves the following appointments to the Early Childhood Education Program SATE Review Team for the review occurring on September 17, 2009:

- Dr. Robyn Chun, Instructor, Institute for Teacher Education, Elementary Program, University of Hawaii-Manoa
- Susan Matoba Adler, Assistant Professor, Early Childhood Education, University of Hawaii- West Oahu
- Tiffany Pratt, early childhood teacher at Kapunahala Elementary School
- Kaleo Kobe-Yamane, pending her agreement to serve.

^{*} Note: We hope to add a P-12 early childhood educator to the team.

4. NBI 09-04 Rev.: Revision of Hawaii State Approval of Teacher Education Reference and Reporting Guide Review Process for Units and Programs

The Hawaii Teacher Standards Board approves the following revision of the Hawaii State Approval of Teacher Education (SATE) Reference and Reporting Guide review process for Teacher Education Units and Programs, page 46:

NCATE Review

Hawaii's institutions of higher education (IHEs) that elect to must pursue achieve accreditation by the National Council for Accreditation of Teacher Education (NCATE) according to the table below. IHEs must contact the HTSB SATE Coordinator for the current NCATE/HTSB SATE protocol. Institutions must adhere to the following process:

- 1. All Hawaii State Approved Teacher Education Units must obtain unit and program accreditation from NCATE. Receiving national NCATE accreditation will enable units and programs to receive State Approval from HTSB.
- 2. Specific licensure programs within the Units must be reviewed by a specialized professional organization *recognized by NCATE*. If no such organization exists for the field HTSB will conduct the program review.
- 3. A timeline for transitioning to seeking national accreditation is attached. Institutions will have a minimum of four years in which to pursue national NCATE accreditation.
- 4. HTSB will assist institutions by arranging presentations by NCATE to familiarize the Units with the process-each body conducts. Presentations may be in person or via web seminar at the discretion of NCATE. Cost of the presentations will be the responsibility of the accrediting agency not be incurred by HTSB.
- 5. All Hawaii Teacher Education Units will be notified of this action by letter within thirty days.

SATE Review Schedule Revision

<u>Institution</u>	Last Unit Review Date	Current Approval Expiration	Current Approval Extended and Deadline for NCATE Accreditation	Years Since Last Review	Years Allowed to Gain Accreditation from Present
Halau Wanana	2004	June 2011	Spring Fall 2013	<u>5</u>	4
<u>University</u> of	<u>2005</u>	<u>December</u>	Fall 2013	<u>4</u>	<u>4</u>
<u>Hawaii-Hilo</u>		<u>2012</u>	<u>Spring 2014</u>		
Brigham Young	<u>2006</u>	June 2014	Spring Fall 2013	<u>3</u>	<u>4</u>
<u>University-</u>					
<u>Hawaii</u>					

University of Hawaii- Manoa	<u>2006</u>	Spring 2014	Already NCATE Accredited	Maintain NCATE Accreditation	Maintain NCATE Accreditation
University of Hawaii-West Oahu	<u>2006</u>	<u>December</u> 2011/2012	Fall 2012 Spring 2014	3	4
University of Phoenix-Hawaii	<u>2007</u>	June 2013	<u>Spring 2012</u> Fall 2013	2	<u>4</u>
City University of Seattle	<u>2008</u>	June 2015	Spring 2015	<u>1</u>	<u>6</u>
Hawaii DOE- ARLISE	<u>2008</u>	December 2015	Fall 2015	1	<u>6</u>
Hawaii Pacific University	<u>2008</u>	December 2015	Fall 2015	1	<u>6</u>
Kahuawaiola Indigenous TEP	<u>2009</u>	December 2009	Fall 2016*	<u>0</u>	7
<u>Chaminade</u> <u>University</u> of <u>Honolulu</u>	<u>2009</u>	December 2009	Fall 2016*	<u>0</u>	7

^{*}Dependant upon institution receiving approval of current SATE Report to be considered before December 2009.

5. NBI 09-05 Rev.: Additional Middle Level License Fields

The Hawaii Teacher Standards Board approves adding the following license fields:

School Counselor 5-9
Teaching English to Speakers of Other Languages 5-9

Current licensees who qualify for these levels and fields will have them printed on their license when their existing license is renewed. The new levels will be available to Standard License applicants after adoption of this policy.

Rationale: These changes are made to meet the need of license applicants who have completed School Counselor 5-9 and Teaching English to Speakers of Other Languages 5-9 state approved teacher education programs.

6. NBI 09-06 Rev.: Clarification of the Hawaii Teacher Standards Board's Procedure for Processing Out of State Teaching Licenses Presented with the Standard and Advanced License Application

The Board approves further clarification of the procedure used to review out of state license applications. This procedure can be applied to all applications processed since June 6, 2007, the date when the out of state criteria for licensing took effect if said applicants request in writing to HTSB that all fields appearing on their out of state license also be added to their Hawaii standard license. reviewed for possible addition to their Hawaii license.

Notification by HTSB will be provided by:

- Notice on the HTSB website, www.htsb.org;
- The HTSB newsletter;
- Email to all teachers who register on the HTSB website;
- Notice to HSTA.

Teachers applying for the Hawaii <u>Standard License</u> will be awarded all license fields listed on their out of state license provided they submit the following:

- A signed, dated license application that has received HTSB clearance for Professional Fitness;
- 2. HTSB Verification of Licensure and Certification Tests Taken Form: The out of state agency must verify that the teacher holds a current, valid teaching license; that their license has never been revoked, suspended or denied; that they completed a state approved teacher education program; and that they passed licensure tests in basic skills, pedagogy and content knowledge. For any category of tests not taken, the applicant must submit Hawaii Praxis passing scores;
- 3. If the out of state agency does not verify any of the criteria specified in Item 2 above, the applicant must submit evidence acceptable to HTSB showing that the criteria have been met the appropriate HTSB form and a notarized copy of his/her out of state license to document he/she has met the criteria; and
- 4. Payment of all fees for a Hawaii Standard License

Teachers applying for the Hawaii <u>Advanced License</u> will be awarded all license fields listed on their Standard license provided they submit the following:

- 1. A signed, dated license application that has received HTSB clearance for Professional Fitness;
- 2. A notarized copy of their current, valid Standard license.
- 3. An official transcript verifying they hold a master's, specialist or doctoral degree in the license field(s) or a field that improves their practice from a regionally accredited institution OR a notarized copy of their current, valid National Board for Professional Teaching Standards (NBPTS) certificate.
- 4. Verification of five years full-time satisfactory experience in the state in which they hold a Standard license within eight years of application submittal.

Payment of all fees for a Hawaii Advanced License.

7. NBI 09-07 Rev.: Changes in Required Hawaii Praxis Licensure Tests

The Hawaii Teacher Standards Board approves the following revisions to its Praxis test requirements:

1. HTSB discontinues the use of the following Praxis II tests effective July 31, 2010 and discontinues the use of Elementary Education: Curriculum, Instruction & Assessment (Test 11) when Elementary Education: Content Knowledge (Test 14) is validated:

Current Tests to be Discontinued Effective July 31, 2010 October 1, 2009	Test Code	Passing Score
Art: Content, Traditions, Criticism, Aesthetics	132	135
Elem. Ed: Content Area Exercises	12	135
English Language: Pedagogy	43	150
French: Productive Language Skills	171	164
German: Productive Language Skills	182	169
Mathematics: Pedagogy	65	135
Music: Concepts and Processes	111	145
Physical Education: Movement Forms- Analysis-Design	92	145
Social Studies: Pedagogy	84	144
Spanish: Pedagogy	194	150
Special Education: Application of Principles	352	141
Physics: Content Knowledge	261	144
Biology Content Knowledge, Part 1	231	161
Chemistry: Content Knowledge	241	144
General Science: Content Knowledge, Part 1	431	150
Life Science Pedagogy	234	139
Physical Science: Pedagogy	483	151

Current Test to be Discontinued When Test 14 is Validated	Test Code	Passing Score
Elem. Ed: Curriculum, Instruction &		
Assessment	11	164

Current Tests to be Discontinued July 31, 2010	<u>Test</u> <u>Code</u>	Passing Score
Physics: Content Knowledge	<u>261</u>	<u>144</u>
Biology Content Knowledge, Part 1	<u>231</u>	<u>161</u>
Chemistry: Content Knowledge	<u>241</u>	<u>144</u>
General Science: Content Knowledge, Part 1	<u>431</u>	<u>150</u>

Rationale: New requirements require teachers to submit evidence of competency by submitting a passing test score in one content specific test in their teaching field, thus streamlining the licensure process while continuing to ensure that a beginning teacher is qualified in their content field.

2. HTSB approves the following new tests for the teaching field of Science 7-12, effective September 1, 2009:

New Tests Effective September 1, 2009	Test Code	Passing Score
Physics: Content Knowledge	265	153
Biology Content Knowledge	235	151
Chemistry: Content Knowledge	245	154
General Science: Content Knowledge	435	152

Rationale: These new science content tests are more comprehensive than the tests which they replace:

- Current test Physics: Content Knowledge (261) covers the categories of mechanics; electricity and magnetism; and optics and waves.
- New test Physics: Content Knowledge (265) covers the categories above and heat and thermodynamics; modern physics, atomic and nuclear structure; and history and nature of science.
- Both current test Biology: Content Knowledge (231) and new test Biology: Content Knowledge (235) cover the categories of basic principles of science; molecular and cellular biology; classical genetics and evolution; diversity of life, plants and animals; ecology; and science, technology and society. However, Test 235 reflects the national Science Education Standards and addresses conceptual and procedural schemes that unify the various scientific principles.
- Current test Chemistry: Content Knowledge (241) covers the categories of atomic structure, chemical periodicity, thermodynamics of chemical reactions; nomenclature, the mold, bonding and geometry; solutions and solubility; and chemical reactions and biochemistry.
- New test Chemistry: Content Knowledge (245) covers the above categories and matter and energy, heat, thermodynamics and thermochemistry; reactivity, chemical reactions, biochemistry and organic chemistry; acid-base chemistry; history and nature of science- technology and social perspectives; and mathematics, measurement and data management, laboratory procedures and safety.
- Current test General Science: Content Knowledge, Part 1 (431) covers the categories of methodology, philosophy, math, measurement, data and

- laboratory science; basic principles of science; life science; and earth/space science.
- New test General Science: Content Knowledge (435) covers the above categories plus scientific techniques and history and divides the test into distinct categories of physical sciences, life sciences and earth sciences. This test reflects the National Science Education Standards and recognizes conceptual and procedural schemes that unify the various scientific disciplines.
- 3. Passing scores for new tests in science content knowledge are based on the ETS concordance tables for existing and new tests.

Current Test Name	Test Code	Passing Score	Discontinue Test Effective July 31, 2010	New Tests Effective September 1, 2009	Test Code	Passing Score from ETS Concordance Tables with Existing Tests
Physics: Content	264	144	Discontinue Test			
Knowledge	261	144	Discontinue Test	Physics: Content Knowledge	265	153
Biology Content Knowledge, Part 1	231	161	Discontinue Test	Ĭ		
				Biology Content Knowledge	235	151
Chemistry: Content Knowledge	241	144	Discontinue Test			
				Chemistry: Content Knowledge	245	154
General Science: Content Knowledge, Part 1	431	150	Discontinue Test			
				General Science: Content Knowledge	435	152

4. HTSB approves the following new test for the Elementary Education K-6 license and instructs HTSB staff to coordinate all details with Education Testing Service (ETS) to conduct a Standard Setting Panel for Test 14, Elementary Education: Content Knowledge.

New Test Effective After Standard Setting Study	Test Code	Passing Score
Elementary Ed: Content Knowledge	14	To be validated for Hawaii

Rationale: New test Elementary Education: Content Knowledge (Test 14) is aligned with the standards of the Association for Childhood Education International (ACEI).

- 5. For the 2009-2010 school year, applicants may submit either current content tests or new content tests for the four science content tests. For tests taken on or before July 31, 2010, scores for both current and new tests will be accepted. For tests taken after July 31, 2010, scores for discontinued tests will not be accepted.
- 6. HTSB will notify applicants via the website www.htsb.org and will send Hawaii SATEP Units notification of these changes within thirty days of approval of this action.
- 7. HTSB staff will solicit feedback from teachers and teacher educators on all the above proposed changes. Feedback will be presented to the Board at its next regularly scheduled meeting.

Chart of Existing, Discontinued and New Licensure Tests

Current Test Name	Test Code	Passing Score	Discontinue <u>d</u> Test <u>s</u> Effective July 31, 2010	New Tests Effective September 1, 2009	Test Code	Passing Score
PPST Math	730	173				
PPST Reading	710	172				
PPST Writing	720	171				
PLT Early Childhood	521	158				
PLT K-6	522	163				
PLT 5-9	523	157				
PLT 7-12	524	157				
Art Content Knowledge	133	166				
Art: Content, Traditions, Criticism, Aesthetics	132	135	Discontinue Test effective October 1, 2009			
Business Education	100	570				
School Counselor	420	580				
Education of Young Children	21	160				
Elem. Ed: Content Area Exercises	12	135	Discontinue Test effective October 1, 2009			
Elem. Ed: Curriculum, Instruction & Assessment	11	164	Discontinue Test when Test 14 is validated			
				Elementary Ed: Content Knowledge	14	Validate for Hawaii
English Language: Content Knowledge	41	164				

	1	1	D: ::		
			Discontinue Test effective		
			October 1,		
English Language: Pedagogy	43	150	<u>2009</u>		
English to Speakers of Other Languages	360	510			
Family and Consumer Science	121	560			
French: Content Knowledge	173	158			
			Discontinue		
			Test effective		
			October 1,		
French: Productive Language Skills	171	164	<u>2009</u>		
German: Content Knowledge	181	148	5		
			Discontinue Test effective		
			October 1,		
German: Productive Language Skills	182	169	2009		
Health Education	550	560			
Library Media Specialist	310	610			
Mathematics: Content Knowledge	61	136			
Ŭ,	Ī		Discontinue		
			Test effective		
.	05	405	October 1,		
Mathematics: Pedagogy	65	135	<u>2009</u>		
Middle School English	49	160			
Middle School Mathematics	69	143			
Middle School Science	439	148			
Middle School Social Studies	89	152			
Music: Content Knowledge	113	139			
			Discontinue Test effective		
			October 1,		
Music: Concepts and Processes	111	145	<u>2009</u>		
Physical Education: Content Knowledge	91	155			
Knowledge	91	100	Discontinue		
			Test effective		
Physical Education: Movement			October 1,		
Forms- Analysis-Design	92	145	2009		
Reading Specialist	300	540			
Social Studies: Content Knowledge	81	154			
			Discontinue		
			Test effective		
Social Studies: Pedagogy	84	144	October 1, 2009		
Spanish: Content Knowledge	191	171	<u> </u>		
Spanion. Someon Miswedge	.51	· · · ·	Discontinue		
			Test effective		
			October 1,		
Spanish: Pedagogy	194	150	<u>2009</u>		
Special Education: Core Content	050	450			
Knowledge	353	152	Discontinue		
Special Education: Application of			Discontinue Test effective		
	352	141	October 1,		
Principles	33Z	171	OCTODEL 1.		

			2009			
Technology Education	50	560				
Physics: Content Knowledge	261	144	Discontinue Test effective July 31, 2010			
				Physics: Content Knowledge	265	153
Physical Science: Content Knowledge	481	149				
Biology Content Knowledge, Part 1	231	161	Discontinue Test <u>effective</u> July 31, 2010			
				Biology Content Knowledge	235	151
Chemistry: Content Knowledge	241	144	Discontinue Test <u>effective</u> July 31, 2010			
·				Chemistry: Content Knowledge	245	154
General Science: Content Knowledge, Part 1	431	150	Discontinue Test effective July 31, 2010			
-				General Science: Content Knowledge	435	152
Life Science Pedagogy	234	139	Discontinue Test effective October 1, 2009			
Physical Science: Pedagogy	483	151	Discontinue Test effective October 1, 2009			

8. NBI 09-08: University of Hawaii-Manoa Fine Arts Education Revised Program Self Study Report

The Hawaii Teacher Standards Board accepts a revision of the Program Self Study Report (PSSR) with additional program data. Submission of this documentation was required by NBI 07-39 Approval of the University of Hawaii-Manoa Fine Arts Education Teacher Education Program.

NBI 07-39 also required the University of Hawaii-Manoa to schedule a SATE Review for this program. The review will be held November 10, 2009 on the UHM campus.

A letter shall be sent to the Dean of the College of Education at University of Hawaii-Manoa on behalf of the Board to communicate acceptance of the PSSR.

If all four conditions described in NBI 07-39 are deemed "not met" by the Review Team, the Fine Arts Education Teacher Education Program shall have its approval status changed to "non-approval."

9. NBI 09-09: Approval of Hawaii Provisional Licenses, Standard Licenses, Advanced Licenses, Added Fields to Existing Licenses, Extended Licenses, and Career and Technical Education Special Permits

The Hawaii Teacher Standards Board approves the issuance of Provisional Hawaii licenses, Standard Hawaii licenses, Advanced Licenses, added fields to existing Hawaii licenses, extended licenses, and Career and Technical Education Special Permits as indicated on the attached list:

10. NBI 09-10 Rev.: Clarification of the Hawaii Teacher Standards Board's Policy on the Experience Requirement When Awarding the 7-12 License Level When Adding a Field to an Existing Hawaii License

Teachers holding an existing Hawaii license may add a new teaching field by one of the following routes outlined in Hawaii Administrative Rules Chapter 8-54-9 (iii) (g):

- (g) Adding a field to a license: If a licensee wants his/her license to indicate additional teaching fields that he/she is authorized to teach, he/she shall:
 - 1) Complete a state-approved teacher education program including student teaching or validation of teaching in a K-12 setting in the new field;
 - 2) Demonstrate two (2) years of satisfactory contracted K-12 teaching experience in the new field within the last five (5) years of application date. The experience must be equivalent to at least one year of full-time teaching in the new field; and

Successfully complete 18 credit hours* (12 in upper division or graduate level) of course work required in a state-approved teacher education program for the new field.

OR

3) Demonstrate two (2) years of satisfactory contracted K-12 teaching experience in the new field within the last five (5) years of application date. The experience must be equivalent to at least one year of full-time teaching in the new field; and

Submit passing PRAXIS II scores for the new teaching field. The passing score must be the same as that used for program completers of the state-approved teacher education program.

HTSB has been awarding a new license field and level based on the following satisfactory contracted experience within the last five (5) years of application date, equivalent to at least one year of full-time teaching in the new field:

- 1) To add a K-6 level, the experience must be in grades K-6.
- To add a 7-12 level, the experience must be in grades 7-12.
 a)If a 5-9 level exists for the license field, a teacher may not use experience from grades 7, 8, or 9 in a middle school setting.
 b)If a 5-9 level does not exist for the license field, a teacher may use
 - experience from grades 7, 8 or 9 in any school setting.
- 3) To add a 5-9 field, the experience must be in grades 5-9 in a setting that subscribes to the standards of the National Middle School Association.
- 4) To add a K-12 field, the experience must be equivalent to one year each in K-6 and 7-12.

Because add-a-field applicants seeking to add a 7-12 level in a field where a 5-9 level exists have submitted verification of experience from grades seven and eight in a middle school setting along, with passing Praxis 7-12 scores in the new field, the Board clarifies how the rule is to be applied in these cases.

*Total number of hours of coursework may change after passage of revision of HTSB's Draft Administrative Rules.

11.NBI 09-11: Nominees for the Educational Testing Service Multi-state Standard Setting Study for Teaching, Reading and Business Education

The Hawaii Teacher Standards Board nominates the following individuals to serve as panelists for the Educational Testing Service (ETS) Multi-state Standard Setting Study for Teaching Reading and Business Education. ETS will make the final selection of panelists from the nominations to reflect the diversity of the teaching field in Hawaii among K-12 teachers and higher education faculty representatives in each teaching field. Biographies of each nominee are attached.

- Teaching Reading Panel, October 19-20 or October 26-27, 2009:
 - Donna J. Grace, Ed.D, Professor, Institute for Teacher Education and Director, Elementary and Early Childhood Teacher Education Program, University of Hawaii Manoa
- Business Education Panel, September 21-22 or September 24-25, 2009:

Thomas Kam, MBA, CPA, CMA Assistant Professor of Accounting and Finance, Hawaii Pacific University

12. NBI 09-12: University of Hawaii-Manoa Vocational Arts Education Program Revised Self Study Report

The Hawaii Teacher Standards Board accepts the revision of the University of Hawaii – Manoa Vocational Arts Program Self-Study Report (PSSR) with additional program data. Submission of this documentation was required by NBI 07-40 Approval of the University of Hawaii-Manoa Vocational Arts Education Teacher Education Program.

NBI 07-40 also required the University of Hawaii-Manoa to schedule a follow-up SATE Review for this program. The review will be held November 9, 2009 on the UHM campus.

A letter shall be sent to the Dean of the College of Education at University of Hawaii-Manoa on behalf of the Board to communicate acceptance of the PSSR.

If all four conditions described in NBI 07-40 are deemed "not met" by the Review Team, the Vocational Arts Education Teacher Education Program shall have its approval status changed to "non-approval."

13. NBI 09-13 Rev.: 2009-10 Committee Appointments

The Hawaii Teacher Standards Board approves the Chairman's committee appointments as follows:

 Teacher Standards Committee Carol Seielstad, Chair Patricia Hamamoto Terry Holck Alvin Parker Jan Shishido Jonathan Gillentine, Ex- 	 Budget & Personnel Committee Annette Nishikawa, Chair Lori Pereira Patricia Hamamoto Jonathan Gillentine Kim Coco Iwamoto 		
officio Teacher Education Committee Chris Sorensen, Chair Kim Coco Iwamoto Lori Pereira Annette Nishikawa Jonathan Gillentine, Ex-officio	Legislative Committee Jonathan Gillentine, Chair Terry Holck Alvin Parker Chris Sorensen		
Bylaws Committee	Strategic Planning Committee		
Alvin Parker, ChairCarol Seielstad	Lori Pereira, ChairKim Coco Iwamoto		

Jan ShishidoJonathan Gillentine, Ex-officio	Jan ShishidoChris SorensenJonathan Gillentine, Exofficio
Ad Hoc Renewal Committee	
 Terry Holck, Chair Patricia Hamamoto Annette Nishikawa Carol Seielstad Jonathan Gillentine, Ex-officio 	

Plan for Next Meeting:

Search Committee: 1 hour to review executive director applications

Standards Committee: 1 hour to discuss University of Phoenix, HEOA revisit, Special Education Review, Composites and Advanced Rules

Renewal Committee: 1 hour to discuss various concerns

Teacher Education Committee: 1 hour to discuss Fine Arts and 1 hour to discuss Advanced License Rules and Composites with Standards Committee

Adjournment:

Chairperson	Gillentine	adjourned	the	meeting	at 5:15 r	m
Chanperson		adiodilica	นเษ	HICCHILA	al J. IJ l	J.III.

Recorder:		 Date:	
	Jill Agena		