

**New Business Item 13-03Rev**

Introduced 08/30/13

Approved 08/30/13

Revised 1/24/14

Approved 1/24/14

**TITLE: Evaluation of the Hawaii Teacher Standards Board Executive  
Director**

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The Hawaii Teacher Standards Board approves the attached evaluation of the HTSB Executive Director for the year ending June 30, 2013.

The HTSB approves the following goals for the Executive Director for the year ending June 30, 2014:

1. Guide deployments to Hawaii Information Consortium online system, including integrating all payment methods into the system:
  - a. Payments made directly to HTSB office using check, money order or cashier's check;
  - b. Payments made by Department of Education for license renewals of employees with satisfactory evaluation in previous year.
2. Develop informational materials for Hawaii Department of Education and Charter School principals and regional personnel officers to guide their work with applicants and licensees. As their schedules allow, meet with principals in each of the districts at least once in the year at their regularly scheduled meetings.

The Board shall use the following evaluation instrument: The State of Hawaii Office of Human Resources Development EMCP Performance Evaluation System for subsequent evaluations;

Priorities and weights for the factors in the Overall Management Component of this instrument shall be:

Priority	Weight	Factor
1	10	Customer Focus/Client Orientation
2	10	Communication
3	10	Strategic Planning/Organizing and Managing Work
4	10	Leading and Managing Change/Flexibility/Innovation
5	10	Developing a Successful Team/Managing Human Resources
6	10	Problem Solving/Decision Making/Technical Know How
7	10	Building Partnerships

8	10	Interpersonal Skills
9	10	Budget Formulation and Fiscal Management
10	10	Self Starter

The evaluation timeline is as follows:

- January 2014:
  - Mid-term evaluation of goals
- June 2014:
  - Administer EMCP 2014;
  - Set goals for EMCP 2015;
- Thereafter:
  - A mid-term evaluation of goals will be held in January of each year;
  - The EMCP will be administered in July of each year;
  - Goals for the following year will be set at the July EMCP evaluation.

**Submitted by:** Terry Lynn Holck

**Referred to:**