

**HAWAI'I TEACHER STANDARDS BOARD
COMMITTEE WORK SESSIONS AND BUSINESS MEETING**

**FRIDAY, FEBRUARY 21, 2014
Dole Cannery Meeting Room 158**

MINUTES

PRESENT: Louise Cayetano
Wray Jose
Arlene Lee-Williams for Don Horner
Beth Pateman for Donald Young
Kerry Tom for Kathryn Matayoshi
Barry Wurst

Lisa DeLong
Jonathan Kissida
Justin Mew
Edward Patrick
Felicia Villalobos

ABSENT: Terry Holck
Noe Noe Tom

Scott Parker

STAFF: Lynn Hammonds, Executive Director
Carolyn Gyuran, Education Specialist
Lorrin Toma, DPSA
Jill Agena, Secretary

OBSERVERS: Jing Xu, Hawaii Information Consortium
Catherine Payne, Hawaii Charter School Commission

CALL TO ORDER:

Vice Chairperson Jose called the meeting to order at 2:00 p.m.

Amendments to the agenda:

1. From the 10:00am to 11:30am section
 - a. Change NBI 13-27 to 13-26
 - b. Change NBI 13-28 to 13-27
2. From the 11:30am to 12:00pm section
 - a. Change NBI 13-29 to 13-28
3. From the 12:00pm to 2:00pm section
 - a. Change NBI 13-30 to 13-29
 - b. Cancellation of the NBPTS Update: Carolyn Gyuran and Carolyn Kirio

APPROVAL OF MINUTES:

(Cayetano/Patrick) The minutes of the January 24, 2014 meeting were approved as written.

TOPIC: Executive Director's Report

DISCUSSION: Executive Director Hammonds submitted her report to the Board with no additions, but explained to the board that the NBPTS update was cancelled due to new information received about the procedures for next year. Once all of the data is confirmed, a proposal will be presented by the May 23, 2014 board meeting.

TOPIC: Executive Session Minutes for January 24, 2014

DISCUSSION: Vice Chairperson Jose reported out that minutes were approved in executive session as written.

TOPIC: Teacher Education Committee

DISCUSSION: Pateman reported that the committee discussed:

- NBI 13-24: Adoption of Council for Accreditation of Educator Preparation Standards – recommends approval
- NBI 13-25: Acceptance of iTeach-HAWAII Letter of Intent – recommends approval
- Discussion of Content Area Program Standards for Reviews – delay discussion to next meeting

TOPIC: Joint Legislative and By-Laws and Budget, Personnel and Strategic Planning Committees

DISCUSSION: Wurst reported that the committees discussed:

- NBI 13-26: Approval of Hawaii Administrative Rules (HAR) Revisions for Submission to Attorney General and Governor – made recommendations
- NBI 13-27: License and License Renewal Fee Structure – recommends approval

TOPIC: Budget, Personnel and Strategic Planning Committee

DISCUSSION: Villalobos reported that the committee discussed:

- NBI 13-28: Revision of Licensing Specialist Educational Requirements – recommends approval

TOPIC: Committee of the Whole

DISCUSSION: Jose reported that the committee discussed:

- NBPTS Update: Carolyn Gyuran and Carolyn Kirio - cancelled
- NBI 13-29: Addition of New License Levels
- Legislative Update

- Roundtable discussion with Hawaii State Public Charter School Commission Member Catherine Payne

TESTIMONY, PETITION FROM THE PUBLIC: None.

NEW BUSINESS APPROVED: (See Attachments)

- 1. NBI 13-23: License Affirmation**
(Jose reported out approved in executive session)
- 2. NBI 13-24: Adoption of the Council for Accreditation of Educator Preparation Standards**
(Pateman on behalf of the Teacher Education Committee)
- 3. NBI 13-25: Acceptance of iteachHAWAII Letter of Intent**
(Pateman on behalf of the Teacher Education Committee)
- 4. NBI 13-26: Approval of Hawaii Administrative Rules (HAR) Revisions for Submission to Attorney General and Governor**
(Wurst on behalf of the Joint Legislative and By-Laws and Budget, Personnel and Strategic Planning Committees)
- 5. NBI 13-27: License, Permit and Renewal Fee Structure**
(Wurst on behalf of the Joint Legislative and By-Laws and Budget, Personnel and Strategic Planning Committees)
- 6. NBI 13-28: Revision of HTSB Licensing Specialist Education Requirements**
(Villalobos on behalf of the Budget, Personnel and Strategic Planning Committee)
- 7. NBI 13-29: Addition of New License Levels**
(Jose on behalf of the Committee of the Whole)

MOTIONS:

1. (Lee-Williams/Mew) Motion to move into executive session to review license Ratification list for approval.
2. (Patrick/Cayetano) Motion to rise out of executive session.

ADJOURNMENT:

Vice Chairperson Jose adjourned the meeting at 2:20 p.m.

RECORDER: _____
Jill Agena

DATE: February 21, 2014

New Business Item 13-23

Introduced 2/21/14

Approved 2/21/14

TITLE: License Affirmation

The Hawaii Teacher Standards Board approves the attached lists of Hawaii Provisional Licenses, Standard Licenses, Advanced License, Added Fields to Existing Licenses, Renewed Licenses and Special Permits.

Submitted by: Terry Lynn Holck

Referred to:

Advanced License					
Type	Last Name	First Name	Teaching Fields	Effective Date	Expiration Date
AL	Lehman	Theresa	Elementary Education K - 6 Reading K - 12	2/1/2014	6/30/2024
AL	Roscoe	Jaclyn	Elementary Education K - 6 Reading K - 6	2/1/2014	6/30/2024
AL	Welch	Jennifer	Music K - 12 School Librarian K - 12 Teaching English to Speakers of Other Languages K - 12	2/1/2014	6/30/2024
AL	Winderbaum	Baruch	Elementary Education K - 6 English 5 - 9 Social Studies 5 - 9	1/1/2014	6/30/2024
Standard License					
Type	Last Name	First Name	Teaching Fields	Effective Date	Expiration Date
SL	Abenes	Giliw	Social Studies 7 - 12	1/1/2014	6/30/2019
SL	Agpaoa	Lorena	Science 7 - 12	1/1/2014	6/30/2019
SL	Agregado	Ruchelle	English 7 - 12 Filipino 7 - 12	1/1/2014	6/30/2019
SL	Anderson	Ricky	Physical Education 7 - 12	2/1/2014	6/30/2019
SL	Au Young	Marcus	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Austin	Dezireen	Elementary Education K - 6 English 5 - 9	1/1/2014	6/30/2019
SL	Baptista	Jennifer	SPED - Mild/Moderate K - 6	2/1/2014	6/30/2019
SL	Beach	Kamie	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Beaty	Jodi	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Beldowicz	Alana	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Bell	Tammie	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Benson	Elizabeth	Social Studies 7 - 12	2/1/2014	6/30/2019
SL	Birch	Regina	Early Childhood Education PK - 3 Elementary Education K - 6 Mathematics 5 - 9	2/1/2014	6/30/2019
SL	Boltz	Benjamin	English 7 - 12	2/1/2014	6/30/2019
SL	Botelho	Leilani	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Brannick	Helga	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Brassington	Andrea	Elementary Education K - 6 Special Education K - 6	1/1/2014	6/30/2019
SL	Caraang	Jessica	English 7 - 12	1/1/2014	6/30/2019
SL	Char	Melissa	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Chilcutt	Samuel	Elementary Education K - 6 English 5 - 9 English 7 - 12 Mathematics 5 - 9 SPED - Mild/Moderate K - 12 Science 5 - 9 Science 7 - 12 Social Studies 5 - 9 Social Studies 7 - 12	1/1/2014	6/30/2019
SL	Collins	Nicole	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Costa-Rocha	Michele	Special Education PK - 3	2/1/2014	6/30/2019
SL	Cross	Kari	Elementary Education K - 6 Special Education K - 6	1/1/2014	6/30/2019
SL	Dahlgren	Kristina	Elementary Education K - 6	2/1/2014	6/30/2019

SL	Derro	Anthony	Early Childhood Education PK - 3 Elementary Education K - 6 Special Education K - 12 Special Education PK - 3	8/1/2013	6/30/2019
SL	DeSa	Sheena	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Doyle	Candice	Elementary Education K - 6 Reading Specialist K - 12	1/1/2014	6/30/2019
SL	Dupuis	Lizabeth	SPED - Severe/Profound 7 - 12	2/1/2014	6/30/2019
SL	Egesdal	William	Science 7 - 12	2/1/2014	6/30/2019
SL	Elmore	Jenny	English 7 - 12	1/1/2014	6/30/2019
SL	Fujie	Michelle	Mathematics 7 - 12	2/1/2014	6/30/2019
SL	Fujimoto	Allison	English 7 - 12	2/1/2014	6/30/2019
SL	Fujiwara	Dana	Mathematics 7 - 12	1/1/2014	6/30/2019
SL	Furuto	Leah Lorraine	SPED - Mild/Moderate K - 12	2/1/2014	6/30/2019
SL	Grammer	Kimberly	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Grant	Alicia	Science 7 - 12	1/1/2014	6/30/2019
SL	Graves	Guthrie	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Gross	Stephanie	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Gross	Joseph	SPED - Mild/Moderate K - 12	2/1/2014	6/30/2019
SL	Hansen	Susan	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Hart	Brian	SPED - Mild/Moderate K - 6	2/1/2014	6/30/2019
SL	Hayashi	Todd	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Herrmann	Lauren	SPED - Mild/Moderate K - 12	2/1/2014	6/30/2019
SL	Ho	Daniel	Music K - 12	2/1/2014	6/30/2019
SL	Ho	Jacqueline	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Holman	Blake	Social Studies 7 - 12	1/1/2014	6/30/2019
SL	Hudgens	Ikaika	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Hulsebosch	Daniel	Mathematics 7 - 12	1/1/2014	6/30/2019
SL	Imai	Taryn	Physical Education 7 - 12	2/1/2014	6/30/2019
SL	Johnson	Brittany	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Jones	Holly	English 7 - 12	1/1/2014	6/30/2019
SL	Jones	Sharlene	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Kaonohi	Sarah	Elementary Education K - 6 SPED - Mild/Moderate K - 6	1/1/2014	6/30/2019
SL	Kasai	Sharel	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Kashiwabara -Ayabe	Traci	SPED - Mild/Moderate 7 - 12	1/1/2014	6/30/2019
SL	Keahi	Kekaialoha	Social Studies 7 - 12	2/1/2014	6/30/2019
SL	Kernan	Joseph	SPED - Mild/Moderate K - 12	2/1/2014	6/30/2019
SL	Kirchner	Alicia	Elementary Education K - 6 SPED - Mild/Moderate K - 12	1/1/2014	6/30/2019
SL	Kloskin	Elizabeth	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Laackman	Jennifer	English 5 - 9 English 7 - 12 Social Studies 5 - 9	1/1/2014	6/30/2019
SL	Lee	Alan	Science 7 - 12	1/1/2014	6/30/2019
SL	Lonai	Kendra	Social Studies 7 - 12	1/1/2014	6/30/2019
SL	Long	Melissa Sharon	Elementary Education K - 6	2/1/2014	6/30/2019

SL	Low	Li Mei	Teaching English to Speakers of Other Languages K - 12	2/1/2014	6/30/2019
SL	Lowell	Jenni	Elementary Education K - 6	1/1/2014	6/30/2019
SL	MacLeod	Jennifer	Art K - 12 Elementary Education K - 6	1/1/2014	6/30/2019
SL	Maeda	Lauren	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Malinoski	Nathan	Social Studies 7 - 12	2/1/2014	6/30/2019
SL	Manoa	Jorell	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Manzano	Valerie	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Marrs	Linda	SPED - Mild/Moderate K - 6	2/1/2014	6/30/2019
SL	Matsui	Chani	Social Studies 7 - 12	1/1/2014	6/30/2019
SL	McCann	Amy	Elementary Education K - 6	2/1/2014	6/30/2019
SL	McCloskey	Michael	Mathematics 5 - 9 Special Education K - 12	1/1/2014	6/30/2019
SL	McGihon	Jamie	SPED - Mild/Moderate 7 - 12	2/1/2014	6/30/2019
SL	McQuillan	Oceya	Elementary Education K - 6	1/1/2014	6/30/2019
SL	McSorley	Madelaine	Music K - 12	1/1/2014	6/30/2019
SL	Meya	Tadahiro	Music K - 12	2/1/2014	6/30/2019
SL	Miller	Kevin	English 7 - 12	1/1/2014	6/30/2019
SL	Miller	Gregory	SPED - Mild/Moderate K - 12	1/1/2014	6/30/2019
SL	Minerly	Jenna	Early Childhood Education PK - 3 Elementary Education K - 6 Special Education K - 12 Special Education PK - 3	2/1/2014	6/30/2019
SL	Moore	Megan	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Murphy	Daniel	Health K - 12 Physical Education K - 12	1/1/2014	6/30/2019
SL	Nacion	Rose	SPED - Severe/Profound K - 6	2/1/2014	6/30/2019
SL	Nakasone	Shaun	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Neumann	Tatum	Elementary Education K - 6 Hawaiian Language 7 - 12 Hawaiian Language Immersion K - 12 Hawaiian Studies 7 - 12	2/1/2014	6/30/2019
SL	Newson	Lindsey	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Nicholson	Nicole	SPED - Severe/Profound PK - 3	2/1/2014	6/30/2019
SL	Noborikawa	Jennifer	Social Studies 7 - 12	2/1/2014	6/30/2019
SL	Nonaka	Kristen	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Ojiri	Reina	Mathematics 7 - 12	2/1/2014	6/30/2019
SL	O'Kain	Joshua	Early Childhood Education PK - 3 Elementary Education K - 6 Special Education K - 12 Special Education PK - 3	1/1/2014	6/30/2019
SL	Park	Russell	Social Studies 7 - 12	1/1/2014	6/30/2019
SL	Parker	Nancy	Special Education K - 12	1/1/2014	6/30/2019
SL	Parsons	Kathryn	Mathematics 7 - 12	1/1/2014	6/30/2019
SL	Pascua	Charles	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Pawn-Kalilikane	K-Cel	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Phillips	Adam	English 7 - 12	2/1/2014	6/30/2019
SL	Prabucki	Kristen	Mathematics 7 - 12	2/1/2014	6/30/2019

SL	Quindica	Joelle	Early Childhood Education PK - 3	1/1/2014	6/30/2019
SL	Remington	Kira	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Rezentes	Carla	SPED - Mild/Moderate K - 12	1/1/2014	6/30/2019
SL	Rodriguez	Jeandali	Music K - 12	2/1/2014	6/30/2019
SL	Roets	Liberty	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Rosen	Melissa	SPED - Mild/Moderate 7 - 12	2/1/2014	6/30/2019
SL	Rymar-Rodney	Tania	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Sato	Krystal	English 7 - 12	1/1/2014	6/30/2019
SL	Schaapveld	Stephanie	Science 5 - 9 Science 7 - 12	1/1/2014	6/30/2019
SL	Schlaich	Kayla	Mathematics 7 - 12	1/1/2014	6/30/2019
SL	Schricker	Marielle	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Shigematsu	Jasmine	SPED - Severe/Profound K - 6	2/1/2014	6/30/2019
SL	Shiotsu	Audrey	Science 7 - 12	2/1/2014	6/30/2019
SL	Silvels	Aneesah	Elementary Education K - 6 SPED - Deaf/Hard of Hearing K - 12 Special Education K - 12	2/1/2014	6/30/2019
SL	Silvestro-Todd	Kimberly	Elementary Education K - 6 English 5 - 9	2/1/2014	6/30/2019
SL	Sismar	Bronson	SPED - Mild/Moderate K - 12	1/1/2014	6/30/2019
SL	Smith	Alyssa	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Stamm	Jessica	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Steinman	Susan	Elementary Education K - 6 School Librarian K - 12	1/1/2014	6/30/2019
SL	Suginohara	Rana	SPED - Mild/Moderate K - 12	2/1/2014	6/30/2019
SL	Tabbada	Denise	Physical Education K - 12	2/1/2014	6/30/2019
SL	Tanimoto	Aaron	SPED - Mild/Moderate 7 - 12	2/1/2014	6/30/2019
SL	Tanton	Ester	Social Studies 7 - 12	2/1/2014	6/30/2019
SL	Tarala	Nicole	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Tesoro	Chante'	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Tsue	Cheri	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Tunello	Cynthia	Science 7 - 12	2/1/2014	6/30/2019
SL	Watanabe	Brent	English 7 - 12	2/1/2014	6/30/2019
SL	Welch	Dominique	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Wichman	Juliana	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Wilson	Dawn	Elementary Education K - 6	1/1/2014	6/30/2019
SL	Wilson	Kimberly	Social Studies 5 - 9 Social Studies 7 - 12	1/1/2014	6/30/2019
SL	Wong	Kristen	Mathematics 7 - 12	2/1/2014	6/30/2019
SL	Wrabley	Kevin	Social Studies 7 - 12	2/1/2014	6/30/2019
SL	Wyckoff	Henry	English 7 - 12	2/1/2014	6/30/2019
SL	Yamakawa	Kimberly	SPED - Severe/Profound 7 - 12	2/1/2014	6/30/2019
SL	Yamamoto	Dani	Elementary Education K - 6	2/1/2014	6/30/2019
SL	Young	Eric	Music K - 12	1/1/2014	6/30/2019
			Add a Field		
Type	Last Name	First Name	Teaching Fields	Effective Date	Expiration Date
AAF	Asato	Mariangela	Spanish 7 -12	1/1/2014	6/30/2019

AAF	Franco	Audrey	Reading K-12	1/1/2014	6/30/2017
AAF	Grant	Jennifer	Social Studies 7-12	12/1/2013	6/30/2014
AAF	Harley	Tiara	Physical Education 7-12	1/1/2014	6/30/2016
AAF	Healy	Sutton	Elementary Education K-6	1/1/2014	8/26/2014
AAF	Iwane	Anela	Hawaiian Language Immersion K-12	2/1/2014	6/30/2018
AAF	Jones	Cassandra	Drama/Theatre Arts 7-12	1/1/2014	7/31/2015
AAF	Leung	Michael	Elementary Education K-6	1/1/2014	6/30/2023

			Standard License		
Type	Last Name	First Name	Teaching Fields	Effective Date	Expiration Date
SL	Ah Sui	Micah	Elementary Education K - 6	1/15/2014	6/30/2019
SL	Farnham-Pao	Judy	Elementary Education K - 6	1/29/2014	6/30/2019
SL	Heil	Shannon	English 7 - 12	1/27/2014	6/30/2019
SL	Hew Len	Jerusha	Elementary Education K - 6	1/30/2014	6/30/2019
SL	Kam	Erin	Elementary Education K - 6	1/27/2014	6/30/2019
SL	Kennedy	Colin	Social Studies 7 - 12	1/14/2014	6/30/2019
SL	Kitamura	Keith	Mathematics 7 - 12 School Counselor K - 12	1/27/2014	6/30/2019
SL	Lafitaga	Liona	SPED - Mild/Moderate K - 12	1/1/2014	6/30/2019
SL	Lenchanko	Allison	Elementary Education K - 6	2/3/2014	6/30/2019
SL	Magno	Kimberly	Elementary Education K - 6	2/5/2014	6/30/2019
SL	Obayashi	Melissa	Elementary Education K - 6	2/3/2014	6/30/2019
SL	Snyder	Mary	SPED - Mild/Moderate K - 12	1/20/2014	6/30/2019
SL	Torio	Anne	Elementary Education K - 6	2/2/2014	6/30/2019
SL	Zabala	Vincent	Mathematics 7 - 12	2/4/2014	6/30/2019
SL	Zwick	Rosemary	Social Studies 7 - 12	1/29/2014	6/30/2019
			Provisional License		
Type	Last Name	First Name	Teaching Fields	Effective Date	Expiration Date
PL	Appleby	Maxine	Science 7 - 12 Social Studies 7 - 12	2/1/2014	1/31/2015

TITLE: Adoption of the Council for Accreditation of Educator Preparation Standards

The Hawaii Teacher Standards Board adopts the attached Council for Accreditation of Educator Preparation (CAEP) Standards for Hawaii Educator Preparation Providers (EPP) with the following additions:

In addition to the CAEP Standards, EPPs must provide evidence that their candidates meet the following requirements:

- (1) The unit must provide evidence that their candidates meet the teacher, counselor, and performance standards as adopted by the board;
- (2) The unit must provide evidence that their candidates exhibit professional and ethical dispositions necessary to help all students learn as outlined in the board's Code of Ethics;
- (3) The unit must provide evidence that their candidates are prepared to incorporate the following areas into their practice:
 - (A) Hawaiian language, history and culture;
 - (B) Student standards adopted by the Department
 - (C) Teaching of reading including working with students of reading difficulties;
 - (D) Working effectively with students with disabilities, including training related to participation as a member of individualized education program teams;
 - (E) Working effectively with students who are limited English proficient;
 - (F) Working with gifted and talented students;
and
 - (G) Integrating technology effectively into curricula and instruction, including activities consistent with the principals of universal design for learning and the use of technology to effectively collect, manage and analyze data to improve teaching and learning for the purpose of increasing student academic achievement.
- (4) Each program must provide evidence that their candidates meet the standards from a national organization approved by the board for the license fields offered in the program or, for license fields without national standards, the standards approved for the field.
- (5) Clinical experience must meet one of the following requirements:
 - (A) A minimum of four hundred fifty (450) hours of supervised clinical experience in student teaching, internship or residency; or
 - (B) Demonstration of teaching proficiency through a combination of documented satisfactory work experience and observation by the EPP; or

(C) Passing a board approved performance assessment normed for Hawaii in combination with any other requirements determined by the EPP.

Submitted by: Terry Lynn Holck

Referred to: Teacher Standards Committee

New Business Item 13-25

Introduced 2/21/14

Approved 2/21/14

TITLE: Acceptance of iteachHAWAII Letter of Intent

The Hawaii Teacher Standards Board accepts iteachHAWAII's Letter of Intent to seek State Approval of Teacher Education (SATE) approval for the teacher education programs listed in the attached letter.

The Executive Director or her designee shall work with iteachHAWAII to explain the SATE process and timeline, including the program review process.

A letter shall be sent by the Executive Director to iteachHAWAII informing them of the Board's acceptance of their Letter of Intent.

Submitted by: Terry Lynn Holck

Referred to: Teacher Education Committee

HAWAII TEACHER STANDARDS BOARD

650 Iwilei Road, Suite 201
Honolulu, HI 96817

INTENT FORM: State Approval of Teacher Education (SATE) Unit and/or Program

Review. Submit to HTSB with a cover letter to the attention of Carolyn Gyuran.

1. Name of Institution/Agency iteachU.S.
Regional Accreditation Status NCATE
Name of Education Unit iteachHAWAII
Mailing Address of Unit P.O. Box 1626 Denton, TX 76202
Unit Administrator (name/title) Diann Huber, Ed.D., President
Phone number: 940-383-8100 Email address diann.huber@iteach.net
Unit's website address www.iteachU.S.com
Unit SATE Contact (name/title) Andrew Rozell
Phone number 940-383-8100 Email address Andrew.rozell@iteach.net

2. Unit and/or Programs for state approval review.
List all content area programs for which state approval is being requested: (see attached list of Hawaii license fields)

P -12) Special Education-Mild to Moderate, (PK – 3, PK – K, K-6, 6-8, 6-12, K– 12,
CTE Arts and Communication (6 – 12)
CTE Business (6-12)
CTE Industrial Engineering (6-12)
CTE Health Services (6-12)
CTE Natural Resources (6-12)
CTE Public and Human Services (6-12)
TESOL (PK-3, PK-K, K-6, 6-12, K-12, P – 12)
Elementary Education (K-6)

Level(s) offered for review:

- Baccalaureate
 Post Baccalaureate
 Masters

3. Date of Projected Implementation September 1, 2014
4. Projected Timeline for CAEP Review

IHE SATE Coordinator: Andrew Rozell

HTSB SATE: Coordinator Carolyn Gyuran, cgyuran@htsb.org 808-586-2616
Date: February 4, 2014

New Business Item 13-26

Introduced 2/21/14

Approved 2/21/14

TITLE: Approval of Hawaii Administrative Rules (HAR) Revisions for Submission to Attorney General and Governor

The Hawaii Teacher Standards Board approves the attached revisions to the Board's HAR for submission to the Office of the Attorney General and to the Governor for review and approval to take to public hearing.

Submitted by: Terry Lynn Holck

Referred to: Joint Legislative and By-Laws and Budget, Personnel and Strategic Planning Committees

TITLE: License, Permit and Renewal Fee Structure

Effective July 1, 2014 the Hawaii Teacher Standards Board approves the following policy for payment of the license and permit fee and renewal fee:

- Initial license fees shall be paid either:
 - in full at issuance in the amount of:
 - \$480 for a ten year Advanced License;
 - \$240 for a five year Standard License;
 - \$48 per year for a Provisional License; or
 - yearly during the term of the license in the amount of \$48 per year;
- Initial permit fees shall be paid \$48 per year during the life of the permit;
- License and permit renewal fees are due on or before the expiration date of the license or permit and shall be paid:
 - in full at the same rate as for initial issuance; or
 - yearly in the amount of \$48 per year;
- All fees are payable using the following methods:
 - an eCheck or credit/debit card on the online payment system; or
 - by personal check mailed or delivered to the HTSB office; or
 - cashier's check or money order; however, since this method requires special entry into the licensing system additional time is required for posting and viewing of the payment;
- All methods of payment incur an administrative fee charged by Hawaii Information Consortium (HIC), the licensing system vendor, in the following amounts:
 - \$5.99 shall be added to the yearly payment of \$48 for a total of \$53.99;
 - \$29.94 shall be added to the five year payment of \$240 for a total of 269.94;
 - \$59.98 shall be added to the ten year payment of \$480 for a total of \$539.98;
 - The HTSB does not retain any portion of the administrative fee;
- Between July 1, 2014 and June 30, 2015 the Board shall pay the administrative fee charged by HIC for payments made on or before the due date for initial and renewal fees made utilizing the online payment system;
- Licensees and permittees not utilizing the online payment system shall be responsible for payment of the administrative fee;
- All fees are non-refundable.
- A \$25 late fee shall be assessed for fees not paid by the due date.
- The HTSB shall protect the active status of licenses and permits when fee payments are made by special arrangement as a result of a collective bargaining agreement.

The Board shall review this policy on a yearly to determine the feasibility of paying the administrative fee and offering a discount.

Submitted by: Terry Lynn Holck

Referred to: Joint Legislative and By-Laws and Budget, Personnel and Strategic Planning Committees

New Business Item 13-28

Introduced 2/21/14

Approved 2/21/14

TITLE: Revision of HTSB Licensing Specialist Education Requirements

The Hawaii Teacher Standards Board approves the attached minimum qualification requirements for the HTSB Licensing Specialist position and directs the Executive Director to work with the Department of Education Office of Human Resources to revise the job description and post this position.

Submitted by: Terry Lynn Holck

Referred to: Budget, Personnel and Strategic Planning Committee

LICENSING SPECIALIST II / I (TRAINEE)

Duties and Responsibilities:

Under the general supervision of the Executive Director, Hawaii Teacher Standards Board, the Licensing Specialist II:

1. Administers the licensing program for initial and renewed licenses and permits; manages the workflow of licensing clerks in consultation with Clerk Supervisor; implements a quality assurance plan to perform random review of teacher records; consults on local and out-of-state applications and renewals; recommends license approvals and renewals to the HTSB in cases where unusual circumstances must be considered.
2. Administers the licensure investigation functions of the HTSB and manages the work of any investigator(s) into allegations made against licensees; recommends denials, suspensions or revocations of licenses for cause.
3. Coordinates with vendor to maintain accurate license and permit records in online licensing system.
4. Communicates with other state licensing agencies and national organizations to stay abreast of current licensing issues.
5. Provides technical services in interpreting HTSB policies and regulations which pertain to teacher licensure, including resolving licensure cases of teachers and applicants.
6. Participates in all matters related to teacher quality and sustainability issues and in special projects.
7. Performs additional duties (e.g., providing technical assistance to staff, providing support for legislative matters, participating in task forces and special committees) as assigned by the HTSB Executive Director.

Training and Experience

Graduation from an accredited college or university with a minimum of a bachelor's degree in education or business administration with specialization in human resource management.

Four (4) years of responsible professional work experience, of which two (2) years shall have been in an administrative or leadership role in a school or district.

Knowledge of: Personnel administration; leadership and group dynamics; organizational change and effectiveness; strategies for maintaining an orderly, efficient and effective working environment; national trends in: teacher standards and licensing; teacher preparation programs; teacher licensure assessment; regulation of professional fitness of teachers; laws, rules, regulations and administrative procedures pertinent to the areas of assignment.

Ability to: Provide analytical and technical services in human resource management in the areas of assignment; communicate effectively with others both orally and in writing;

monitor local and national trends as they relate to teacher licensure; effectively monitor and direct staff; use technology for communication and administrative functions.

Equivalencies for Training:

1. Completion of the Department's traineeship for the District Personnel Specialist class series; or
2. Current or prior appointment to a District or Personnel Specialist II or higher class; or
3. Bachelor's degree from an accredited college or university plus five (5) years of professional work experience which involved responsibility for human resource management.

Equivalencies for Experience:

The following meet two (2) of the four required years of experience:

1. Two (2) years of professional work experience which involved responsibility for human resource management, or cumulative equivalent experience; or
2. A master's degree in education or business administration from an accredited college/university; or
3. Appointment to any of the 12-month educational officer specialist classes; or
4. Five (5) years experience as a school principal or vice-principal.

**MINIMUM QUALIFICATION REQUIREMENTS: LICENSING SPECIALIST I
(TRAINEE)**

Graduation from an accredited college or university with a bachelor's degree in education or business administration with specialization in human resource management.

Two (2) years of responsible professional work experience in a school administrative or leadership role or in one or more specialized areas of human resource management.

Current knowledge of: Personnel administration; leadership and group dynamics; organizational change and effectiveness; strategies for maintaining an orderly, efficient and effective working environment; national trends in: teacher standards and licensing; teacher preparation programs; teacher licensure assessment; regulation of professional fitness of teachers; laws, rules, regulations and administrative procedures pertinent to the areas of assignment.

Ability to: Perform studies and recommend actions based on findings in the areas of assignment; communicate effectively with others both orally and in writing; operate computer and other business machines; learn laws, rules, regulations and administrative procedures pertinent to the areas of assignment.

Equivalencies for Training:

1. Bachelor's degree in any field from an accredited college or university plus two (2) years of professional work experience in an administrative or leadership role

- in a school or district or which involved responsibility for personnel administration or cumulative equivalent experience; or
2. Completion of the Department's School Administration Program; or
 3. Bachelor's degree from an accredited college or university and appointment to any of the 12-month educational officer specialist II classes.

Equivalencies for Experience:

1. Two (2) years of professional work experience which involved responsibility for personnel administration, or cumulative equivalent experience; or
2. A master's degree in education or business administration from an accredited college or university; or
3. Appointment to any of the 12-month educational officer specialist II classes; or Five (5) years experience as a school principal or vice-principal.

New Business Item 13-29

Introduced 2/21/14

Approved 2/21/14

TITLE: Addition of New License Levels

The Hawaii Teacher Standards Board approves the addition of the following license levels:

License Field	PK-K	PK-3	K-6	6-8	6-12	K-12	P-12
CTE-Arts and Communication			K-6			K-12	
CTE-Arts and Communication Vocational			K-6			K-12	
CTE-Business			K-6			K-12	
CTE-Business Vocational			K-6			K-12	
CTE-Health Services			K-6			K-12	
CTE-Health Services Vocational			K-6			K-12	
CTE-Industrial and Engineering			K-6			K-12	
CTE-Industrial and Engineering Vocational			K-6			K-12	
CTE-Natural Resources			K-6			K-12	
CTE-Natural Resources Vocational			K-6			K-12	
CTE-Public and Human Services			K-6			K-12	
CTE-Public and Human Services Vocational			K-6			K-12	
Reading Specialist		P-3	K-6		6-12		
School Librarian			K-6		6-12		
Literacy Specialist		P-3	K-6		6-12	K-12	
Online Teaching			K-6		6-12	K-12	

Submitted by: Terry Lynn Holck

Referred to: Committee of the Whole