

**HAWAII TEACHER STANDARDS BOARD
COMMITTEE WORK SESSIONS AND BUSINESS MEETING**

**FRIDAY, NOVEMBER 14, 2014
Dole Cannery Meeting Room 158**

MINUTES

PRESENT: Louise Cayetano
Wray Jose
Justin Mew
Edward Patrick
Felicia Villalobos

Lisa DeLong
Arlene Lee-Williams for Don Horner
Beth Pateman for Donald Young
Kerry Tom for Kathryn Matayoshi

ABSENT: Terry Holck

Noe Noe Tom

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

CALL TO ORDER:

Vice-Chairperson Jose called the meeting to order at 1:00 p.m.

ANNOUNCEMENTS:

Board member Patrick announced his retirement effective January 23, 2015.

APPROVAL OF MINUTES:

(DeLong/Cayetano) The minutes of the October 3, 2014 meeting were approved as written.

TOPIC: Executive Director's Report
DISCUSSION: Executive Director Hammonds submitted her report to the Board with no additions.

TOPIC: Teacher Education Committee
DISCUSSION: Pateman reported that the committee discussed:

- NBI 14-15: Extension of Deadline for Elementary Education Test 5014 – recommends approval
- NBI 14-16: Alternative Method for Meeting Basic Skills License Requirement – recommends approval
- Educator Preparation Program Annual Report: Gyuran and Toma

TOPIC: Legislative and By-Laws Committee

DISCUSSION: Cayetano reported that the committee discussed:

- NBI 14-17: Revision of HTSB By-Laws – revisions were made, recommends approval

TOPIC: Committee of the Whole

DISCUSSION: Jose reported that the committee discussed:

- NBI 14-18: Approval of Request for Proposal for Licensure Testing
- Overview of Hawaii Administrative Rules Changes: Hammonds
- Hawaii State Charter School Commission Report to HTSB

TOPIC: Report out of Executive Session

DISCUSSION: Vice-Chairperson Jose reported out:

- Approved executive session minutes for the October 3, 2014 meeting.
- Approved NBI 14-19: License Affirmation.
- Approved NBI 14-20: Approval of Contract for Executive Director as amended.
- Filling the Licensing Specialist position.
- Legal matters with Deputy Attorney General Murakami pertaining to a lawsuit naming HTSB.

TESTIMONY, PETITIONS FROM THE PUBLIC: None.

NEW BUSINESS APPROVED: (See Attachments)

- 1. NBI 14-15: Extension of Deadline for Elementary Education Test 5014**
(Pateman on behalf of the Teacher Education Committee)
- 2. NBI 14-16: Alternative Method for Meeting Basic Skills License Requirement**
(Pateman on behalf of the Teacher Education Committee)
- 3. NBI 14-17: Revision of HTSB By-Laws**
(Cayetano on behalf of the Legislative and By-Laws Committee)
- 4. NBI 14-18: Approval of Request for Proposal for Licensure Testing**
(Jose on behalf of the Committee of the Whole)

5. NBI 14-19: License Affirmation

(Jose reported out approved in executive session)

6. NBI 14-20: Approval of Contract for Executive Director

(Jose reported out approved in executive session)

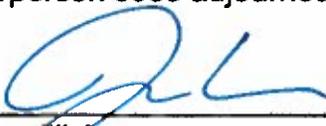
MOTIONS:

1. (Cayetano/Villalobos) Motion to move into executive session to review license ratification list for approval.
2. (Cayetano/Villalobos) Motion to rise out of executive session.

ADJOURNMENT:

Vice-Chairperson Jose adjourned the meeting at 1:46 p.m.

RECORDER:



Jill Agena

DATE: November 14, 2014

New Business Item 14-15

Introduced 11/14/14

Approved 11/14/14

TITLE: Extension of Deadline for Elementary Education Test 5014

The Hawaii Teacher Standards Board (HTSB) extends the deadline for accepting passing scores for Elementary Education: Content Knowledge test 5014 at the request of Hawaii Education Preparation Providers to allow additional time to integrate newer tests into their curriculum. HTSB will accept passing scores for tests taken up to and including June 30, 2015. Test 5014 may be used for Hawaii teacher preparation program completion; for licensure; and for adding the field of Elementary Education K-6.

License Field	Test Name and Code	Passing Score
Elementary Education K-6	Elementary Education: Content Knowledge (5014)	153

Submitted by: Terry Lynn Holck

Referred to: Teacher Education Committee

TITLE: Alternative Method for Meeting Basic Skills License Requirement

Effective immediately, the Hawai'i Teacher Standards Board approves the following option for verifying basic skills for licensure:

An applicant for a Hawaii teaching license may use ACT test scores to meet the basic skills requirement if he/she submits an official score report showing the following minimum scores:

ACT Subtest	Score
Reading	18
Mathematics	19

These scores are based on the most recent average scores of Hawaii test takers.

Submitted by: Terry Holck

Referred to: Teacher Education Committee

TITLE: Revision of HTSB By-Laws

The Hawaii Teacher Standards Board approves the following revisions to the By-Laws:

- Article I, Section 1: "credentials" is changed to "permits";
- Article II, Section 1: listing of the powers and duties of the Board is replaced by a link to §302A-803 and the Hawaii Administrative Rules;
- Article III,
 - Section 1: membership information is revised to reflect changes in statute and a link is added to §302A-801;
 - Section 2: "certified" is changed to "licensed";
 - Section 3: "effective July 1, 2001" is deleted;
- Article IV,
 - Section 1: frequency of meetings is revised;
 - Section 4: "mailed" is changed to "transmitted";
 - Section 7 is deleted;
 - Section 8: "21 days" is changed to "thirty days".

Submitted by: Terry Lynn Holck

Referred to: Legislative and By-Laws Committee

Adopted 10/96
Passed: 4/98
Amended: 3/03
Amended: 8/06
Amended: 9/07
Amended: 8/08
Amended: 1/11
Amended: 11/14

BYLAWS OF THE
HAWAII TEACHER STANDARDS BOARD
STATE OF HAWAII

ARTICLE I

Name and Establishment

SECTION 1. The Hawaii Teacher Standards Board, hereinafter called the Board, authorized by Act 240, Eighteenth Legislature, State of Hawaii, shall establish standards for the issuance of teacher licenses and permits. It is placed within the Department of Education for administrative purposes only.

ARTICLE II

Powers, Duties and Functions

SECTION 1. The Board shall have the powers and duties as enumerated in §302 A-803 and Hawaii Administrative Rules Chapter 54.

SECTION 2. The Board shall submit an annual report to the Governor and the Legislature on the Board's operations.

SECTION 3. Board members shall receive no compensation. When a Board member must take leave of his/her duties as a State employee, he/she shall be placed on administrative leave with pay and a substitute, when necessary, shall be provided to perform that member's job assignment. Board members shall be reimbursed for necessary travel expenses incurred in the conduct of official Board business.

ARTICLE III

Membership

SECTION 1. The Board shall consist of fifteen members, including a minimum of six licensed teachers, three educational officers, the chairperson of the Board of Education or his/her designee, the dean of the University of Hawaii College of Education or his/her designee, the state superintendent, a representative of Hawai'i's private schools, and two members of the public. Membership criteria is found in §302A-801.

SECTION 2. The Governor shall appoint the six licensed teachers and three educational officers from among a list of nominees submitted to the Governor by departments, agencies and organizations representative of the constituencies of the Board. To the extent possible, the teachers and educational officers shall be representative of elementary and secondary school personnel and the neighbor islands.

SECTION 3. Appointed board members shall serve staggered three-year terms.

1. Notwithstanding the term of office as stated above, the term of a board member shall expire upon the failure of the member, without valid excuse, to attend three consecutive meetings duly noticed to all members of the board and where the board failed to constitute quorum necessary to transact board business. The Chair or Vice-Chair of the board shall determine if the absence of the member is excusable. The expiration of the member's term shall be effective immediately after the third consecutive unattended meeting and unexcused absence. This provision shall not apply to ex officio members of the board.

SECTION 4. Membership vacancies shall exist upon the death, resignation, or removal of any members.

1. Resignations of appointed members shall take effect upon action of the Governor.
2. A member appointed to fill a vacancy shall hold office for the remainder of the term of his/her predecessor.

ARTICLE IV

Organizational Meetings

SECTION 1. The Board shall meet not less than twice a year at a place to be designated by its chairperson.

SECTION 2. Special meetings of the Board may be called by the chairperson or at the request of two-thirds (2/3) of the of the Board membership.

SECTION 3. The meeting agenda shall be filed with the Office of the Lt. Governor in accordance with Chapter 92.

SECTION 4. Notice of Board meetings shall be transmitted to each Board member at least one week (7 days) prior to the meetings or announced at the previous meeting.

SECTION 5. Quorum for Board meetings shall be a majority of all members of the Board.

SECTION 6. A simple majority of votes entitled to be cast on a matter by the members shall be necessary for approval of action.

SECTION 7. Board meeting minutes will be sent to all Board members within thirty days after a meeting.

ARTICLE V

Officers

SECTION 1. Officers of the Board shall be a chairperson and a vice-chairperson. The officers shall be elected from among the Board members.

SECTION 2. Term of office shall be for one year or until a successor shall have been elected. The term shall commence on July 1 and end on June 30 of the following year unless otherwise provided for in these bylaws.

SECTION 3. The chairperson shall preside at all meetings of the Board. He/she shall appoint the chairpersons and members of such special committees as may be approved by the Board.

SECTION 4. In the absence of the chairperson or his/her ability to act, the vice-chairperson shall perform the duties of the chairperson. When performing such duties, he/she shall have all the powers of and be subject to all restrictions placed upon the chairperson. The vice-chairperson shall also perform such other duties which may be assigned by the chairperson.

ARTICLE VI

Standing Committees

SECTION 1. There shall be four standing committees:

- a) Budget, Personnel and Strategic Planning
- b) Legislative and Bylaws
- c) Teacher Standards
- d) Teacher Education

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. Budget and Personnel

- a) Develop and recommend an annual Board budget.
- b) Recommend amendments to the budget.
- c) Identify support staff needed by the Board and develop position descriptions.
- d) Evaluate HTSB Executive Director annually.
- e) Provide for research pertinent to the Board's duties.
- f) Recommend organizational direction.
- g) Provide for the collection of data to ensure progress toward goals and priorities set by the Board.

2. Legislative and Bylaws

- a) Prepare and recommend bills to be introduced in the Legislature.
- b) Monitor amendments to bills and recommend alternate language or action to the board.
- c) Monitor the Board's bylaws and recommend necessary amendments to the Board.

3. Teacher Standards

- a) Recommend and maintain teacher, school counselor and school librarian standards.
- b) Consider and recommend Board action on matters pertaining to teacher quality including standards, licensing requirements, testing, etc.

4. Teacher Education

- a) Recommend and maintain standards for State Approval of Teacher Education.

Consider and recommend Board action on matters pertaining to teacher education.

New Business Item 14-18

Introduced 11/14/14

Approved 11/14/14

TITLE: Approval of Request for Proposal for Licensure Testing

The Hawaii Teacher Standards Board approves the attached criteria for a Request for Proposal (RFP) for licensure testing and directs the Executive Director to work with Department of Education (DOE) Procurement office to deploy the RFP as soon as feasible.

Submitted by: Terry Lynn Holck

Referred to: Committee of the Whole

Hawai'i Teacher Standards Board Licensure Test RFP
PURPOSE AND OVERVIEW OF THE RFP

Purpose

The Hawai'i Teacher Standards Board (hereafter referred to as "HTSB") is soliciting proposals for the development, administration, scoring, reporting, and analysis of the HTSB's licensing assessments. Services included in this solicitation are for work solely associated with teacher, school counselor and school librarian licensure and does not include any other assessments administered by the state.

This document is intended to serve as the basis for the solicitation of proposals from qualified offerors to assist the HTSB in its educator licensure efforts.

Background

The Hawai'i Teacher Standards Board was established in 1995 by an act of the State Legislature .The Board's main responsibilities include the following, as outlined in §302A-802 and 803:

- Establishing licensing standards for initial licensure and license renewal for teachers, school counselors and school librarians in public, public charter and non-public schools.
- Issuing and renewing licenses and permits.
- Identifying licensure criteria in Hawai'i Administrative Rules and Board policies in order to issue, renew, forfeit, restore, condition, revoke, suspend and reinstate licenses.
- Reviewing and adopting assessments to verify licensees have basic skills and content expertise.
- Setting license fees to cover the Board's expenses and office operations.
- Developing criteria for Career and Technical permits and programs.
- Pursuing license reciprocity with other jurisdictions.
- Monitoring the professional fitness of teachers, including holding hearings when warranted.
- Reviewing and approving State Approved Teacher Education Programs, both Hawai'i based and those out of state programs which form cohorts in Hawai'i.
- Supporting teacher quality, including Hawai'i's National Board for Professional Teaching Standards informational meetings and support sessions.
- Submitting an annual report to the Governor, Legislature and Superintendent of Schools.

The HTSB issues three licenses and three permits: Provisional License, Standard License, Advanced License, Emergency Hire Permit, Career and Technical Education Permit and Ni'ihau Permit. Licensees may add a new field to their existing Standard or Advanced License using content assessments.

Professional teaching licenses are issued based on multiple criteria, including basic skills, pedagogy and content knowledge tests designed for teacher licensure. Currently, the HTSB uses Educational Testing Service (ETS) PRAXIS tests which are administered throughout the state at Prometric Testing Centers and other designated sites, including institutions of higher education. Computerized tests are available in “testing windows” at Prometric Testing Center, the University of Hawai`i at Manoa-Oahu and the University of Hawai`i-Hilo. Paper delivered tests are available on four test dates at nine locations throughout the state on six islands. Approximately 5,000 licensure tests were administered in school year 2012-2013. World Language content tests are delivered by institutions of higher education, as well as at various centers such as Sylvan Learning Center throughout the state. Current licensure tests meet basic skills and content knowledge verification for the following licensure fields:

Basic Skills in Reading, Writing, Mathematics
Pedagogy tests for early childhood, elementary, middle and secondary levels
Art K-6
Art 6-12
Art K-12
Biology 6-12
Chemistry 6-12
Career and Technical Education
CTE Special Permit
CTE – Arts and Communication K-6
CTE – Arts and Communication 6-12
CTE – Arts and Communication K-12
Limited CTE – Arts and Communication K-6
Limited CTE – Arts and Communication 6-12
Limited CTE – Arts and Communication K-12
CTE – Arts and Communication Vocational K-6
CTE – Arts and Communication Vocational 6-12
CTE – Arts and Communication Vocational K-12
CTE – Business K-6
CTE – Business 6-12
CTE – Business K-12
Limited CTE – Business K-6
Limited CTE – Business 6-12
Limited CTE – Business K-12
CTE – Business Vocational K-6
CTE – Business Vocational 6-12

CTE – Business Vocational K-12
CTE - Health Services K-6
CTE - Health Services 6-12
CTE - Health Services K-12
Limited CTE - Health Services K-6
Limited CTE - Health Services 6-12
Limited CTE - Health Services K-12
CTE - Health Services Vocational K-6
CTE - Health Services Vocational 6-12
CTE - Health Services Vocational K-12
CTE – Industrial and Engineering Technology K-6
CTE – Industrial and Engineering Technology 6-12
CTE – Industrial and Engineering Technology K-12
Limited CTE – Industrial and Engineering Technology K-6
Limited CTE – Industrial and Engineering Technology 6-12
Limited CTE – Industrial and Engineering Technology K-12
CTE – Industrial and Engineering Technology Vocational K-6
CTE – Industrial and Engineering Technology Vocational 6-12
CTE – Industrial and Engineering Technology Vocational K-12
CTE – Natural Resources K-6
CTE – Natural Resources 6-12
CTE – Natural Resources K-12
Limited CTE – Natural Resources K-6
Limited CTE – Natural Resources 6-12
Limited CTE – Natural Resources K-12
CTE – Natural Resources Vocational K-6
CTE – Natural Resources Vocational 6-12
CTE – Natural Resources Vocational K-12
CTE – Public and Human Services K-6
CTE – Public and Human Services 6-12
CTE – Public and Human Services K-12
Limited CTE – Public and Human Services K-6
Limited CTE – Public and Human Services 6-12
Limited CTE – Public and Human Services K-12
CTE – Public and Human Services Vocational K-6
CTE – Public and Human Services Vocational 6-12
CTE – Public and Human Services Vocational K-12
Drama/Theatre Arts K-6
Drama/Theatre Arts 6-12

Drama/Theatre Arts K-12
Early Childhood Education PK-K
Early Childhood Education PK-3
Earth and Space Science 6-12
Economics 6-12
Elementary Education K-6
Emergency Hire
English 6-12
English 6-8
Environmental Science 6-12
Geography 6-12
Government/Political Science 6-12
Guidance 6-12
Hawaiian Language 6-12
Hawaiian Language Immersion PK-3
Hawaiian Language Immersion K-6
Hawaiian Language Immersion 6-12
Hawaiian Language Immersion K-12
Hawaiian Language Immersion P-12
Hawaiian Studies 6-12
Health K-6
Health 6-12
Health K-12
History 6-12
Literacy Specialist PK-3
Literacy Specialist K-6
Literacy Specialist 6-12
Literacy Specialist K-12
Marine Science 6-12
Mathematics 6-12
Mathematics 6-8
Music K-6
Music 6-12
Music K-12
Ni'ihau Teacher
Online Teaching K-6
Online Teaching 6-12
Online Teaching K-12
Physical Education K-6

Physical Education 6-12
Physical Education K-12
Physics 6-12
Psychology 6-12
Reading K-6
Reading 6-12
Reading K-12
Reading Specialist PK-3
Reading Specialist K-6
Reading Specialist 6-12
Reading Specialist K-12
School Counselor K-6
School Counselor 6-8
School Counselor 6-12
School Counselor K-12
School Librarian K-6
School Librarian 6-12
School Librarian K-12
Science 6-12
Science 6-8
Social Studies 6-12
Social Studies 6-8
Sociology 6-12
Special Education PK-3
Special Education K-6
Special Education 6-8
Special Education 6-12
Special Education K-12
Special Education P-12
SPED Blind/Visually Impaired PK-3
SPED Blind/Visually Impaired K-12
SPED Deaf/ Hard of Hearing PK-3
SPED Deaf/ Hard of Hearing K-12
SPED Deaf/ Hard of Hearing P-12
SPED Mild/Moderate PK-3
SPED Mild/Moderate K-6
SPED Mild/Moderate 6-8
SPED Mild/Moderate 6-12
SPED Mild/Moderate K-12

SPED Mild/Moderate P-12
SPED Orientation and Mobility PK-3
SPED Orientation and Mobility K-12
SPED Orientation and Mobility P-12
SPED Orthopedically Handicapped PK-3
SPED Orthopedically Handicapped K-12
SPED Orthopedically Handicapped P-12
SPED Severe/Profound PK-3
SPED Severe/Profound K-6
SPED Severe/Profound 6-8
SPED Severe/Profound 6-12
SPED Severe/Profound K-12
SPED Severe/Profound P-12
Speech 6-12
Teaching English to Speakers of Other Languages PK-3
Teaching English to Speakers of Other Languages K-6
Teaching English to Speakers of Other Languages 6-8
Teaching English to Speakers of Other Languages 6-12
Teaching English to Speakers of Other Languages K-12
Teaching English to Speakers of Other Languages P-12
Teacher Leader
Afrikaans K-6
Afrikaans 6-8
Afrikaans 6-12
Afrikaans K-12
Akan-Twi K-6
Akan-Twi 6-8
Akan-Twi 6-12
Akan-Twi K-12
Albanian K-6
Albanian 6-8
Albanian 6-12
Albanian K-12
Amharic K-6
Amharic 6-8
Amharic 6-12
Amharic K-12
Arabic (Modern Standard Arabic) K-6
Arabic (Modern Standard Arabic) 6-8

Arabic (Modern Standard Arabic) 6-12
Arabic (Modern Standard Arabic) K- 12
Azerbaijani K-6
Azerbaijani 6-8
Azerbaijani 6-12
Azerbaijani K-12
Baluchi K-6
Baluchi 6-8
Baluchi 6-12
Baluchi K-12
Bengali K-6
Bengali 6-8
Bengali 6-12
Bengali K-12
Bulgarian K-6
Bulgarian 6-8
Bulgarian 6-12
Bulgarian K-12
Burmese K-6
Burmese 6-8
Burmese 6-12
Burmese K-12
Cambodian K-6
Cambodian 6-8
Cambodian 6-12
Cambodian K-12
Cantonese K-6
Cantonese 6-8
Cantonese 6-12
Cantonese K-12
Cebuano K-6
Cebuano 6-8
Cebuano 6-12
Cebuano K-12
Chavacano K-6
Chavacano 6-8
Chavacano 6-12
Chavacano K-12
Chinese K-6

Chinese 6-8
Chinese 6-12
Chinese K-12
Czech K-6
Czech 6-8
Czech 6-12
Czech K-12
Dari K-6
Dari 6-8
Dari 6-12
Dari K-12
Dutch K-6
Dutch 6-8
Dutch 6-12
Dutch K-12
French K-6
French 6-8
French 6-12
French K-12
German K-6
German 6-8
German 6-12
German K-12
Gujarati K-6
Gujarati 6-8
Gujarati 6-12
Gujarati K-12
Haitian Creole K-6
Haitian Creole 6-8
Haitian Creole 6-12
Haitian Creole K-12
Hausa K-6
Hausa 6-8
Hausa 6-12
Hausa K-12
Hebrew K-6
Hebrew 6-8
Hebrew 6-12
Hebrew K-12

Hindi K-6
Hindi 6-8
Hindi 6-12
Hindi K-12
Hmong/Mong K-6
Hmong/Mong 6-8
Hmong/Mong 6-12
Hmong/Mong K-12
Hungarian K-6
Hungarian 6-8
Hungarian 6-12
Hungarian K-12
Igbo K-6
Igbo 6-8
Igbo 6-12
Igbo K-12
Ilocano K-6
Ilocano 6-8
Ilocano 6-12
Ilocano K-12
Indonesian K-6
Indonesian 6-8
Indonesian 6-12
Indonesian K-12
Italian K-6
Italian 6-8
Italian 6-12
Italian K-12
Japanese K-6
Japanese 6-8
Japanese 6-12
Japanese K-12
Korean K-6
Korean 6-8
Korean 6-12
Korean K-12
Kurdish-Kurmanji K-6
Kurdish-Kurmanji 6-8
Kurdish-Kurmanji 6-12

Kurdish-Kurmanji K-12
Lao K-6
Lao 6-8
Lao 6-12
Lao K-12
Latin K-6
Latin 6-8
Latin 6-12
Latin K-12
Malay K-6
Malay 6-8
Malay 6-12
Malay K-12
Mandarin K-6
Mandarin 6-8
Mandarin 6-12
Mandarin K-12
Nepali K-6
Nepali 6-8
Nepali 6-12
Nepali K-12
Norwegian K-6
Norwegian 6-8
Norwegian 6-12
Norwegian K-12
Persian Farsi K-6
Persian Farsi 6-8
Persian Farsi 6-12
Persian Farsi K-12
Polish K-6
Polish 6-8
Polish 6-12
Polish K-12
Portuguese K-6
Portuguese 6-8
Portuguese 6-12
Portuguese K-12
Punjabi K-6
Punjabi 6-8

Punjabi 6-12
Punjabi K-12
Romanian K-6
Romanian 6-8
Romanian 6-12
Romanian K-12
Russian K-6
Russian 6-8
Russian 6-12
Russian K-12
Serbian-Croatizan K-6
Serbian-Croatizan 6-8
Serbian-Croatizan 6-12
Serbian-Croatizan K-12
Sindhi K-6
Sindhi 6-8
Sindhi 6-12
Sindhi K-12
Sinhalese K-6
Sinhalese 6-8
Sinhalese 6-12
Sinhalese K-12
Slovak K-6
Slovak 6-8
Slovak 6-12
Slovak K-12
Somali K-6
Somali 6-8
Somali 6-12
Somali K-12
Spanish K-6
Spanish 6-8
Spanish 6-12
Spanish K-12
Swahili K-6
Swahili 6-8
Swahili 6-12
Swahili K-12
Swedish K-6

Swedish 6-8
Swedish 6-12
Swedish K-12
Tagalog K-6
Tagalog 6-8
Tagalog 6-12
Tagalog K-12
Tajik K-6
Tajik 6-8
Tajik 6-12
Tajik K-12
Tamil K-6
Tamil 6-8
Tamil 6-12
Tamil K-12
Tausug K-6
Tausug 6-8
Tausug 6-12
Tausug K-12
Telugu K-6
Telugu 6-8
Telugu 6-12
Telugu K-12
Thai K-6
Thai 6-8
Thai 6-12
Thai K-12
Turkish K-6
Turkish 6-8
Turkish 6-12
Turkish K-12
Turkmen K-6
Turkmen 6-8
Turkmen 6-12
Turkmen K-12
Urdu K-6
Urdu 6-8
Urdu 6-12
Urdu K-12

Vietnamese K-6
Vietnamese 6-8
Vietnamese 6-12
Vietnamese K-12
Wu K-6
Wu 6-8
Wu 6-12
Wu K-12
Yoruba K-6
Yoruba 6-8
Yoruba 6-12
Yoruba K-12

Requirements for the RFP

1. Technical Requirements

Test Development and Test Review

The Contractor is responsible for all aspects of development of licensure tests for all administrations commencing July 1, 2015. This section must describe the technical test form, construction, test design and production activities that the Contractor must complete to construct valid and reliable test forms and prepare the tests for distribution for online and/or paper/pencil test versions.

The Contractor will be responsible for the recruitment of qualified Hawai`i participants on national and/or local standard setting and test review panels, subject to the HTSB’s review and approval. The Contractor is responsible for all details related to any meetings, as well as all costs associated with such meetings. All standard setting and test review panels will be face-to-face, either in Hawai`i or in another location specified by the Contractor.

Test Security

The Contractor is responsible for developing and maintaining procedures that assure security during the duration of the contract. This section of the proposal must acknowledge the Contractor’s commitment to completing all of the requirements specified below and must describe the process by which it will be accomplished:

- Handling of test materials;
- Security measures for all aspects of test development, reviews, and test administration;
- Reporting to HTSB of any suspected or reported breach of security;

Secure data exchange between HTSB and the Contractor;
Strategies to detect test cheating and how the Contractor handles such cases.

Test Scoring

The Contractor is responsible for all aspects of test scoring for all test administrations between July 1, 2015 and June 30, 2020. The Contractor must describe the process that will be used for processing and scoring tests with multiple choice items, essay, constructed response, electronic media and any other type of items on their tests. Criteria for scorers must also be described where they are required. Contractor must describe their system of quality control assurance during the scoring process, as well as their procedure for rescore requests.

2. Current and Proposed Assessments

Computer Based and/or Paper/Pencil Assessments

The Contractor must provide for online computer based versions of all tests and, where warranted by provisions of the Americans with Disabilities Act (ADA) or necessity of remote location administration, paper/pencil assessments.

The proposal must contain a comprehensive list and description of all current and planned tests suitable for Hawai'i license fields and levels, as well as any other assessments the Contractor may develop which would support Hawai'i teacher initial licensure or license renewal.

The proposal must also list the cost of each test and the registration process and customer support available for test takers.

Test Administration

Beginning July 1, 2015, licensure tests shall be administered under secure and standardized conditions. A continuous online testing schedule is advantageous for Hawai'i test takers as well as testing centers on each island.

The Contractor shall identify the process used to:
Authenticate test takers at the secure test center;
Keep a log of complaints and issues reported during the testing process; how they were resolved, and issue a report to the HTSB after each test administration or on a monthly basis for continuous testing.

The proposal must identify current and planned testing centers, testing dates and windows in Hawai'i.

3. Data Management and Score Reporting

The proposal must describe the process used to report test scores to individual test takers, HTSB and Hawai'i EPPs.

The proposal must describe the database system and management tool used for the licensure assessments. The system must be capable of reporting individual score reports to HTSB, the EPPs and the individual test taker. The Contractor must be able to work with the HTSB's online licensing system contractor to import scores from the Contractor's database into the HTSB system in a secure manner.

The data management tool must also provide a tool for analysis of individual and aggregate test results by individual, test title, EPP and date range. The data tool must also provide for results by subgroups including but not limited to:

Gender;
Race/ethnicity;
ELL status;
Economic status;
EPP enrollment.

The Contractor must describe their support system for Title II of the Higher Education Act State Report on the preparation of teachers. The Contractor must be able to load licensure test information for each Hawai'i EPP and provide a minimum of two informational webinars during the Title II submission window. A designated Title II point of contact for HTSB staff shall also be provided. Title II support must include a technical report addressing reliability and validity; inter-rater consistency; calibration procedures, and any other topics required by the US Department of Education for Title II support.

4. Training and Support for Test Takers, HTSB Staff and Hawai'i EPPs

For Test Takers

The contractor must describe the process for online test registration, fees, support materials, and customer support center availability, including a toll-free phone number for test takers. The proposal must describe the time frame for score reporting and availability of scores following a test administration, as well as any fees charged to test takers.

For HTSB Staff

The Contractor will designate a single point of contact as a liaison between HTSB and the Contractor who is responsible for management of all aspects of the testing process. At a minimum, the liaison will support monthly conference calls with the HTSB, a yearly face to face training and update, customary client informational meetings which the Contractor offers, and other support as deemed necessary by changes to licensure test requirements or test revisions. Contractor must give assurance that they can work with the HTSB during Hawai'i's normal

business hours and is responsible for any costs associated with logistics and facilitation of staff support.

For Hawai'i Educator Preparation Programs

The Contractor must describe the process for support of Hawai'i EPPs in preparing their candidates for licensure tests. The proposal must describe the Contractor's preparation materials, registration process, score reporting to the EPP, use of the data tool by the EPP, Title II score reporting and support and faculty training on the testing process.

Training

The Contractor will provide annual face to face training to HTSB staff and Educator Preparation Programs (EPPs) on administration, registration, preparation, scoring and analysis of the assessments. In addition, webinar training shall be provided as requested by HTSB throughout the school year. The Contractor must describe the process for transition to new tests and when warranted, will be responsible for the cost of any necessary training.

Evaluation Criteria

The following criteria will be considered:

- Technical Requirements
- Current and Proposed Assessments
- Data Management and Score Reporting
- Training and Support

Scoring under the RFP shall be based on a total of 100 points.

Category	Criteria	Points
Technical Requirements	Five Points Each: <ul style="list-style-type: none"> • Test development and review • Test security • Test scoring 	15
Current and Proposed Assessments	Ten Points Each: <ul style="list-style-type: none"> • Test titles currently available and planned/proposed • Test availability and testing locations • Cost of tests 	50

	<ul style="list-style-type: none"> • Registration process • Customer Service 	
Data Management and Score Reporting	Five Points Each: <ul style="list-style-type: none"> • For test takers • For HTSB, including Title II • For EPPs 	15
Training and Support	Five Points Each: <ul style="list-style-type: none"> • Support for test takers • Support for HTSB • Support for EPPs • Training 	20

New Business Item 14-19

Introduced 11/14/14

Approved 11/14/14

TITLE: License Affirmation

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

Submitted by: Terry Lynn Holck

Referred to:

				INITIAL LICENSES		
License Type	Last Name	First Name	Middle Name	Teaching Fields	Effective Date	Expiration Date
Advanced	Bates	Shakima	M.	Mathematics 6 - 12	10/01/14	06/30/25
Advanced	Lane	Scott	K.	Mathematics 6 - 12 Science 6 - 12	10/01/14	06/30/25
Advanced	Quinonez	Carla	J.	Elementary Education K - 6	10/01/14	06/30/25
Advanced	Soel	Barbara	A	English 6 - 12 School Librarian K - 12	10/01/14	06/30/25
Standard	Aarhus	Deborah	G.	Biology 6 - 12 Chemistry 6 - 12	10/01/14	06/30/20
Standard	Aguirre	Samuel	Alejandro	Elementary Education K - 6 Mathematics 6 - 8 Science 6 - 8 Social Studies 6 - 8 Spanish 6 - 8 Spanish K - 6 Teaching English to Speakers of Other Languages 6 - 8 Teaching English to Speakers of Other Languages K - 6	10/01/14	06/30/20
Standard	Ahmed-Phillips	Shahrazad	Kamilah	English 6 - 12	10/01/14	06/30/20
Standard	Anderson	Donald	D	Science 6 - 12	10/01/14	06/30/20
Standard	Andrecheck	Tasha		Music K - 12	10/01/14	06/30/20
Standard	Anzai	Kristie	M	Elementary Education K - 6	10/01/14	06/30/20
Standard	Arnett	Monica	C.	Elementary Education K - 6	10/01/14	06/30/20
Standard	Baranello	John	A	SPED - Deaf/Hard of Hearing K - 12	10/01/14	06/30/20
Standard	Caraway	William	Brent	History 6 - 12	10/01/14	06/30/20
Standard	Cerra	John		Mathematics 6 - 8	10/01/14	06/30/20
Standard	Coble	Erin	Danielle	Elementary Education K - 6 Teaching English to Speakers of Other Languages K - 12	10/01/14	06/30/20
Standard	Court	Anna	Elizabeth	Elementary Education K - 6 Teaching English to Speakers of Other Languages K - 12	10/01/14	06/30/20
Standard	Czaja	Makiko		School Counselor K - 12	10/01/14	06/30/20
Standard	DeFore	Ann		Elementary Education K - 6	10/01/14	06/30/20

Standard	Dzialo	Paige	A	Art K - 12	10/01/14	06/30/20
Standard	Evasco	Anabel Jane	Laurente	Elementary Education K - 6	10/01/14	06/30/20
Standard	Gillespie	Hester		Elementary Education K - 6	10/01/14	06/30/20
Standard	Haaksma	Nichole	M.	Drama/Theatre Arts 6 - 12 English 6 - 12	10/01/14	06/30/20
Standard	Harman	Michael		Biology 6 - 12 Physical Education K - 12	10/01/14	06/30/20
Standard	Harrell	Kate	McKinley	Early Childhood Education PK - 3 Elementary Education K - 6	10/01/14	06/30/20
Standard	Hill	Shannon	J	Elementary Education K - 6 Special Education 6 - 8 Special Education K - 6	10/01/14	06/30/20
Standard	Hopper	Cheryl	R.	Early Childhood Education PK - 3 Elementary Education K - 6	10/01/14	06/30/20
Standard	Hoshiyama	Deborah		Reading Specialist K - 12 Special Education K - 12 Teaching English to Speakers of Other Languages K - 12	10/01/14	06/30/20
Standard	Johnson	Elonda	Ann	Special Education K - 12	10/01/14	06/30/20
Standard	Junker	Daniel		CTE-Business 6 - 12	10/01/14	06/30/20
Standard	Kapuniai	Kainoa	Mason	Physical Education 6 - 12	10/01/14	06/30/20
Standard	Keizer	Linda	S	Early Childhood Education PK - K Elementary Education K - 6	10/01/14	06/30/20
Standard	Lutz	Kathryn		Science 6 - 12	10/01/14	06/30/20
Standard	McCullough	Beth	Ann	Elementary Education K - 6	10/01/14	06/30/20
Standard	McFarland	Shaunte	Donisha	Social Studies 6 - 12	10/01/14	06/30/20
Standard	Mitchell	Rhonda		Elementary Education K - 6 SPED - Mild/Moderate K - 12	10/01/14	06/30/20
Standard	Murgel	Shaun	Eric	Health 6 - 12 History 6 - 12 Physical Education 6 - 12 Special Education K - 12	10/01/14	06/30/20
Standard	Nakagawa	Erin		Early Childhood Education PK - 3 Elementary Education K -	10/01/14	06/30/20

				6		
Standard	Oliveros	Kanani		Elementary Education K - 6	10/01/14	06/30/20
Standard	Olson	Meggie	Jean	Art K - 12	10/01/14	06/30/20
Standard	Oyama	Jillian		English 6 - 12	10/01/14	06/30/20
Standard	Potter	Ashley	Ellen	Elementary Education K - 6 Special Education K - 12	10/01/14	06/30/20
Standard	Pryor	Jeff	A	Physical Education K - 12	10/01/14	06/30/20
Standard	Pygott	Dejeniera	Clinque	Elementary Education K - 6	10/01/14	06/30/20
Standard	Riggle	John	R.	Music 6 - 12	10/01/14	06/30/20
Standard	Sampson	Jeffery		CTE-Public and Human Services K - 12	10/01/14	06/30/20
Standard	Scales	Melanie		English 6 - 12 Reading Specialist K - 12	10/01/14	06/30/20
Standard	Stephanos	Jordan	T	Elementary Education K - 6	10/01/14	06/30/20
Standard	Tai	Chin-won		Economics 6 - 12 Mandarin K - 12 Mathematics 6 - 12	10/01/14	06/30/20
Standard	Taylor	Linda	Marie	Elementary Education K - 6	10/01/14	06/30/20
Standard	Wash	Jenna	Elizabeth	Early Childhood Education PK - 3	10/01/14	06/30/20
Standard	Willes	Erica		Science 6 - 12	10/01/14	06/30/20
Standard	Woolfork	Charles	Edward Powell	English 6 - 8 Social Studies 6 - 8	10/1/2014	6/30/2020
Standard	Yee	Sarah		Elementary Education K - 6	10/1/2014	6/30/2020
				ADDED FIELDS		
License Type	Last Name	First Name	Middle Name	New Teaching Field	New Field Effective Date	Expiration Date
Standard	McCutcheon	Eric	J	English 6 - 12	10/01/14	11/23/15
Standard	Nullet	Kathleen		Teacher Leader	10/01/14	08/09/15
Standard	Okita	Logan	T.	Teacher Leader	10/01/14	06/30/16
Standard	Aarhus	Deborah	G.	Biology 6 - 12, Chemistry 6 - 12	10/01/14	06/30/20
Standard	Agbanlog	Maria Veronica	Dela Cruz	Mathematics 6 - 8	10/01/14	06/30/17
Standard	Konz	Carla	Christina	Mathematics 6 - 8	10/01/14	06/30/17

Standard	Blankenship	Jessica		Mathematics 6 - 8	10/01/14	06/30/18
Standard	Tripp	Alisa		Special Education K - 6	10/01/14	06/30/18
Standard	Brown	Shana		Special Education P - 12	10/01/14	06/30/19
Standard	Rosera	Bethany	Kaylin	Special Education 6 - 12	10/01/14	06/30/19
Standard	Thompson	Sharyla		Music K - 6	10/01/14	06/30/20
				RENEWALS		
License Type	Last Name	First Name	Middle Name	Teaching Fields	Effective Date	Expiration Date
Advanced	Chinery	Deborah	H.	Art K - 12 Social Studies 6 - 12	10/27/14	06/30/25
Standard	Achauer	Elisabeth	Sieglinde	Elementary Education K - 6	10/22/14	06/30/20
Standard	Aczon	Doris	T.	Elementary Education K - 6	10/09/14	06/30/20
Standard	Alberto-Rojas	Francesca		Elementary Education K - 6	10/15/14	06/30/20
Standard	Ancheta	Hannah	C. M.	Elementary Education K - 6	10/14/14	06/30/20
Standard	Arakaki	Amanda	Akemi	Elementary Education K - 6	10/07/14	06/30/20
Standard	Ayivi-Ga Togbassa	Elizabeth	Anna	SPED - Severe/Profound K - 6	10/19/14	06/30/20
Standard	Barba	Elson John	B.	English 6 - 12	10/14/14	06/30/20
Standard	Braun	David	P.	Music K - 12	10/15/14	06/30/20
Standard	Capasso	Cristina	M.	Biology 6 - 12 Elementary Education K - 6 SPED - Mild/Moderate K - 6 Special Education K - 6	10/26/14	06/30/20
Standard	Chen	Julia	S. C.	Elementary Education K - 6	10/13/14	06/30/20
Standard	Cossaboon	Robert	J.	English 6 - 12 Special Education 6 - 12	10/05/14	06/30/20
Standard	Cullen	Kimberly	A. K.	Science 6 - 12	10/14/14	06/30/20
Standard	Day	Robilynn		SPED - Mild/Moderate K - 12	10/15/14	06/30/20
Standard	Derby	Elizabeth	M.	Elementary Education K - 6	10/15/14	06/30/20
Standard	Descallar	Jerwin	C.	School Counselor K - 12	10/19/14	06/30/20
Standard	Economou	Jamie Lee	O.	English 6 - 12	10/21/14	06/30/20
Standard	Ellwood	Cheryl	K.	Elementary Education K - 6 Mathematics 6 - 12 Teacher Leader	10/09/14	06/30/20
Standard	Fisher	Kathryn	G.	Social Studies 6 - 12	10/09/14	06/30/20

Standard	Gallagher	Kelly	A.	English 6 - 12 English 6 - 8 SPED - Mild/Moderate K - 12 Social Studies 6 - 8	10/15/14	06/30/20
Standard	Hilson	Melissa	A.	Spanish 6 - 12	10/09/14	06/30/20
Standard	Kallstrom	Sonia	J. P.	Elementary Education K - 6	10/26/14	06/30/20
Standard	Kam	Ryan		Elementary Education K - 6	10/14/14	06/30/20
Standard	Kam	Linell		English 6 - 12 SPED - Mild/Moderate K - 12	10/19/14	06/30/20
Standard	Kawai	Kanoa	A.	Elementary Education K - 6	10/05/14	06/30/20
Standard	Kawamura	Kelsi	L.	Elementary Education K - 6	10/09/14	06/30/20
Standard	Kurano	Hye Chin	K.	Elementary Education K - 6 Special Education K - 6	10/02/14	06/30/20
Standard	Lee	Jane	W. K. K.	School Counselor K - 12	10/18/14	06/30/20
Standard	Maloney	Kate	A.	Elementary Education K - 6	10/02/14	06/30/20
Standard	Mireles	David	R.	English 6 - 12	10/05/14	06/30/20
Standard	Mitchell	Ryan	C.	Physical Education K - 12	10/09/14	06/30/20
Standard	Moeai	Malofou	Apua	Elementary Education K - 6	10/14/14	06/30/20
Standard	Morrissey	Martha	L.	English 6 - 12 Social Studies 6 - 12	10/14/14	06/30/20
Standard	Nagata	Lynn	M.	Elementary Education K - 6 Special Education K - 12 Special Education PK - 3	10/12/14	06/30/20
Standard	Nakata	Shawn	Jarom Tsugio	Mathematics 6 - 12	10/05/14	06/30/20
Standard	Pendleton	Tamara	A.	English 6 - 12	10/19/14	06/30/20
Standard	Quijano	Mary	L.	Mathematics 6 - 8 Science 6 - 12	10/14/14	06/30/20
Standard	Rushing	Sarah	E.	Art 6 - 12 Special Education 6 - 8	10/05/14	06/30/20
Standard	Sakuda	Kristen	C.	Social Studies 6 - 12	10/15/14	06/30/20
Standard	Smith	Kellen	M.	Science 6 - 12	10/15/14	06/30/20
Standard	Tisna	Terry	G.	Elementary Education K - 6	10/14/14	06/30/20
Standard	Toyama	Belinda	E.	Social Studies 6 - 12	10/26/14	06/30/20
Standard	Waiau	Dorimalia		English 6 - 12	10/14/14	06/30/20
Standard	Wallower	Audrey		English 6 - 12	10/01/14	06/30/20
Standard	Waterman-	Jude	E.	English 6 - 12	10/22/14	06/30/20

	Reilly					
Standard	Wentworth	Deanna		Elementary Education K - 6	10/05/14	06/30/20
Standard	Zorn	Carina	I.	Elementary Education K - 6	10/01/14	06/30/20

New Business Item 14-20

Introduced 11/14/14

Approved 11/14/14

TITLE: Approval of Contract for Executive Director

The Hawaii Teacher Standards Board approves the attached contract for Executive Director Lynn Hammonds as required by the Board of Education for appointment through June 30, 2017.

Submitted by: Terry Lynn Holck

Referred to: