



TO: Members of the Hawai`i Teacher Standards Board  
FROM: Lynn Hammonds, Executive Director  
RE: Report for November 2015  
DATE: November 5, 2015

### **Office Operations**

#### **The Executive Director**

We have received numerous compliments about the ethics training in September; thank you again for your willingness to sponsor informational meetings on those very important national topics in teacher preparation and licensure. This month, you have access to another update as CAEP's Senior Vice President meets with you during the working lunch. We have been lucky to have access to experts in the field come to Hawaii to meet!

We are also lucky that two of our Hawaii Educator Preparation Programs (EPPs) have been awarded their first national accreditation: Brigham Young University-Hawaii and Leeward Community College. Both programs underwent national review in Spring 2015 semester and we congratulate them on their accomplishments.

Other activities since the last Board report included:

#### **State partner and stakeholder meetings with:**

- In collaboration with the Licensing Specialists met with almost all Hawaii Educator Preparation Providers for our annual update meeting to review all of the new policies you adopted in the 2014-2015 school year and to conduct the audit of their teacher candidate records as required in NBI 13-14. The meeting with Kahuawaiola Indigenous Teacher Education Program will be held tomorrow and the iTech-Hawaii meeting will be scheduled shortly.
- Met with national representatives from the University of Phoenix to discuss their upcoming Council for Accreditation of Teacher Preparation (CAEP) review of the Hawaii campus programs.

- Made licensure presentations to teacher candidates at Hawaii Pacific University (HPU) and University of Hawaii-Manoa (UH-Manoa).
- Met with the UH-Manoa College of Education Advisory Council.

**National partner meetings and conference calls with:**

- Attended the National Association of State Directors of Teacher Education and Certification (NASDTEC) Professional Practices Institute (PPI) in Atlanta with Board Members Pateman and Mew and Licensing Specialist Simpson. Sessions on ethics, investigations, and hearings were informative but the highlight of the conference was the presentation on the Atlanta Public Schools cheating scandal by the attorneys who served on the prosecution's team. It was both fascinating and frightening and Members Pateman and Mew may share their impressions with you during the meeting.
- Attended the NASDTEC Board Meeting in my capacity as Western Region Director.
- Held a conference call with Chris Koch, newly named President of CAEP, Stevie Chepko, Senior Vice President for Accreditation, and Elizabeth Vilky, Senior Director for Member and State Relations, to discuss the revision of the state agreement as well as the visit this month by Dr. Chepko. Dr. Chepko will meet with members of the Teacher Education Coordinating Committee (TECC) on Thursday afternoon and then with us during the Working Lunch on Friday to update you on CAEP and answer any questions you may have.
- Finalized plans for CAEP to train Hawaii reviewers to serve on national review teams. Mr. David Tjaden, Coordinator of Volunteer Relations and Training, will provide training on Friday and Saturday in our office for twelve volunteers who will then be available for both Hawaii provisional reviews and CAEP national reviews.

**HTSB office staff meetings, trainings and vendor meetings:**

- Met daily with the Licensing Specialists to review data.
- Met as needed with other HTSB staff.
- Met with Hawaii Information Consortium representatives on new deployment to the online licensing system as needed.

**The Hawaii State Teachers Association (HSTA) Institute Days** on Oahu and in Hilo were attended by Licensing Specialist Erickson, who appreciated your attendance at each Institute. He reported that teachers were appreciative of the presentations and HTSB presence. Board Members Villalobos and Park Toyama shared information on their respective islands and Board Member Lee-Williams went solo to Molokai as Dr. Erickson came down with the flu and was unable to attend.

**The Hearing Panel** convened in October and Licensing Specialist Simpson was instrumental in assembling the documentation. Her expertise in the law was evident and panel members commended her work.

**Your meeting will be Friday, November 13, 2015 in Room 158 at Dole Cannery.**

**The Teacher Education Committee** (Pateman, Mew, DeLong, K. Tom, Lee-Williams, Villalobos, Nakasato, Park Toyama, Holck ) will meet at **9:00 am** and discuss the following for possible action:

- A. NBI 15-09: Consideration of Letter of Intent from the University of Hawaii-West Oahu to Plan a Special Education Teacher Education Program.

UH-West Oahu is asking you to accept their Letter of Intent, found on the agenda, to develop a new Special Education Program for K-6, 6-8 and 6-12 levels. Development of this program will help meet the needs of this shortage area and also dovetails with UH-WO's existing elementary, middle level and secondary preparation programs.

- B. NBI 15-10: State Approval of Teacher Education (SATE) Approval for Leeward Community College Educator Preparation Program.

Leeward Community College (LCC) came forward several years ago to develop a Career and Technical Education preparation program to help fill this shortage area. They have just attained accreditation following a legacy visit by the Teacher Education Accrediting Council (TEAC) for a term of five years, the maximum allowed for an initial national accreditation. You are asked to award state approval for this program through June 30, 2021. The Summary of their report is found on the agenda.

- C. NBI 15-11: Modification of the State Approval of Teacher Education (SATE) Approval for Kahuawaiola Indigenous Teacher Education Program's Hawaiian Language Immersion Program Levels

Kahuawaiola Indigenous Teacher Education Program includes preparation in Hawaiian Language Immersion. Currently, the program offers P-3, K-6 and P-12 levels. This program is asking you to allow them to add the 6-12 level to the existing program to accommodate teachers who want to specifically teach in the secondary level. Their letter and a matrix explaining how the program will tailor instruction for the secondary level are included on the agenda.

- D. NBI 15-12: State Approval of the University of Hawaii-Manoa (UHM) Teacher Leader Program to Recommend Candidates Adding the Field of Teacher Leader to Existing Hawaii Licenses

UHM previously submitted a Letter of Intent to have two of their programs with concentrations in Teacher Leader reviewed to allow completers to add this field to an existing Hawaii license. Dr. Erickson, along with Dr. Mary Heller, UH-WO and Tracey Idica, NBPTS, reviewed the report and recommend approval of both the Med in Curriculum Studies and the Med in Educational Foundations for adding the field of Teacher Leader. The report is found on the agenda.

E. NBI 15-13: State Approval of Brigham Young University-Hawaii (BYUH) Special Education Program

The Special Education program at BYUH was temporarily suspended but fortunately the unit decided to reactive it due to the high need for special education trained teachers. Since the program's approval was set to expire next month they submitted a new provisional report for review. Dr. Erickson, Dr. Jonathan Gillentine and Dr. Diann Huber reviewed this program and recommend approval. The report is found on the agenda.

F. NBI 15-14: State Approval of Brigham Young University-Hawaii (BYUH) Alternative Licensure Program

BYUH also suspended the Alternative License Program for a short period and decided to reactivate it to help meet the needs of Emergency Hire teachers in the Laie area. Dr. Erickson, Mr. Jonathan Kissida and Mr. George Carroll reviewed this program and recommend approval. This report is also found on the agenda.

G. NBI 15-15: State Approval of Teacher Education (SATE) Approval for Brigham Young University-Hawaii's Educator Preparation Program

BYUH has also just attained accreditation following a legacy visit by the Teacher Education Accrediting Council (TEAC) for a term of five years. You are asked to award state approval for this program through June 30, 2021. The Summary of their report is found on the agenda.

H. Review of the 2015 Educator Preparation Program Annual Report

This report, instituted two years ago, summarizes data and information about Hawaii's thirteen State Approved Teacher Education Programs, also now known as "EPPs". Historically the Education Specialist generated this report but this year with the revision of the specialists' duties Data Processing Systems Analyst Toma was especially helpful in formatting the report. He will be sharing the data tables with you at the meeting.

I. Discussion of feedback from the Performance Assessment Workgroup required in NBI 12-37Rev

The initial meeting of the workgroup to support implementation of the performance assessments was chaired by Licensing Specialist Simpson in my absence. There was some controversy among attendees about the assessments, which was shared with you previously via email and this will be the opportunity to share thoughts on that and future meetings. The next meeting is scheduled to follow the January TECC meeting and I will be chairing that meeting.

**The Budget, Personnel and Strategic Planning Committee** (N. Tom, Murashige, DeLong, Nakasato, Teramae, K. Tom, Holck) will meet at 11:00 am and discuss the following for possible action:

A. NBI 15-16: Consideration of Renewal of Hawaii Information Consortium Agreement

This NBI asks you to reaffirm the HIC Statement of Work and to require an update on the functionality and timeliness of support received at the June meeting. I expect our Project Managers from HIC to be present at the meeting.

B. License and Permit Fee Review

The HTSB license and permit fee of \$48 per year has not been raised since the Board assumed responsibility for licensing in 2002. Your discussion will focus on whether to raise the yearly fee to \$54, the amount allowed by the last revision of Hawaii Administrative Rules.

C. Customer Service Review

The Licensing Section has been functioning at record levels with the revision of the specialists duties and the presence of two such efficient and accomplished individuals. Specialist Simpson will provide an update on customer service for you at the meeting.

**All NBI and supporting documentation may be found on the November agenda online at this address:**

<http://www.htsb.org/about-us/about-the-standards-board/board-meetings/board-meeting-november-2015-agenda/>

Thanks much to our DPSA Toma for making these materials easily accessible for review prior to the meetings.

**Teacher Standards and Legislative Committees will not meet.**

**The Working Lunch** will feature an update and round table discussion with Dr. Stevie Chepko from CAEP.

**Chairperson Holck will call the Business Meeting** to order at **1:00 pm**. New Business Items from the committees mentioned above will be considered.

**The following items will be considered in Executive Session:**

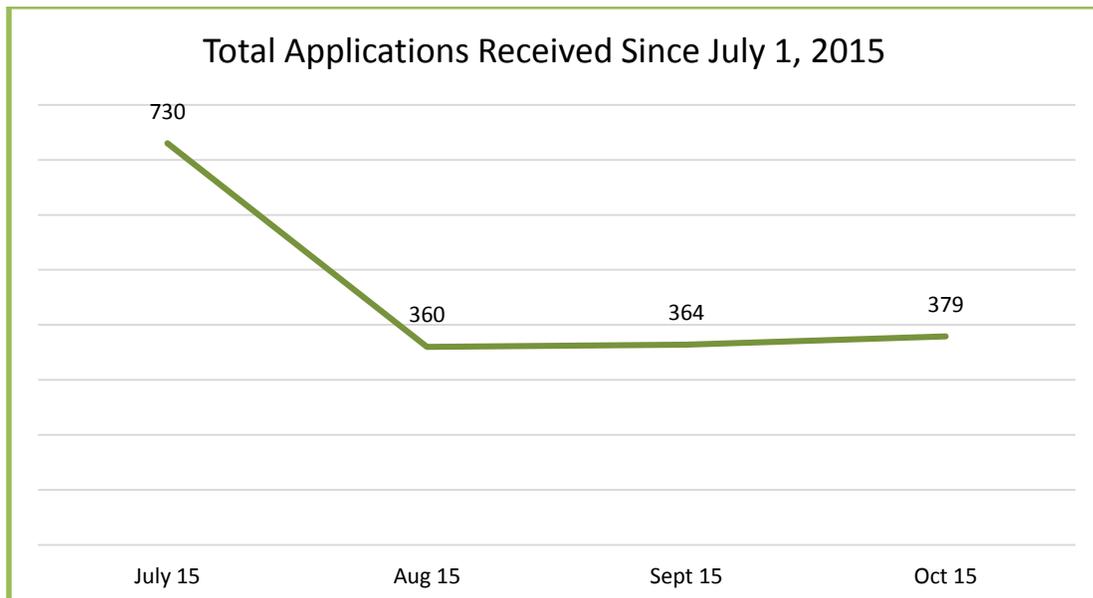
- Approval of Executive Session Minutes from the September 11, 2015 meeting
- NBI 15-17: License affirmation
- NBI 15-18: 2015-2016 Goals for the Executive Director

**Data for July 1, 2015-October 31, 2015** follows.

## APPLICATIONS

<b>Applications Received by Type Since July 1, 2015</b>	<b>Provisional</b>	<b>Standard</b>	<b>Advanced</b>	<b>CTE Permit</b>	<b>Niihau Teacher</b>	<b>Emergency Hire Permit</b>	<b>Added Fields</b>	<b>Renewed</b>
July 15	66	29	6	2	0	58	0	569
Aug 15	56	33	3	1	1	59	1	206
Sept 15	45	37	6	0	0	98	4	174
Oct 15	63	30	5	0	0	96	2	183
<b>TOTAL</b>	<b>230</b>	<b>129</b>	<b>20</b>	<b>3</b>	<b>1</b>	<b>311</b>	<b>7</b>	<b>1132</b>

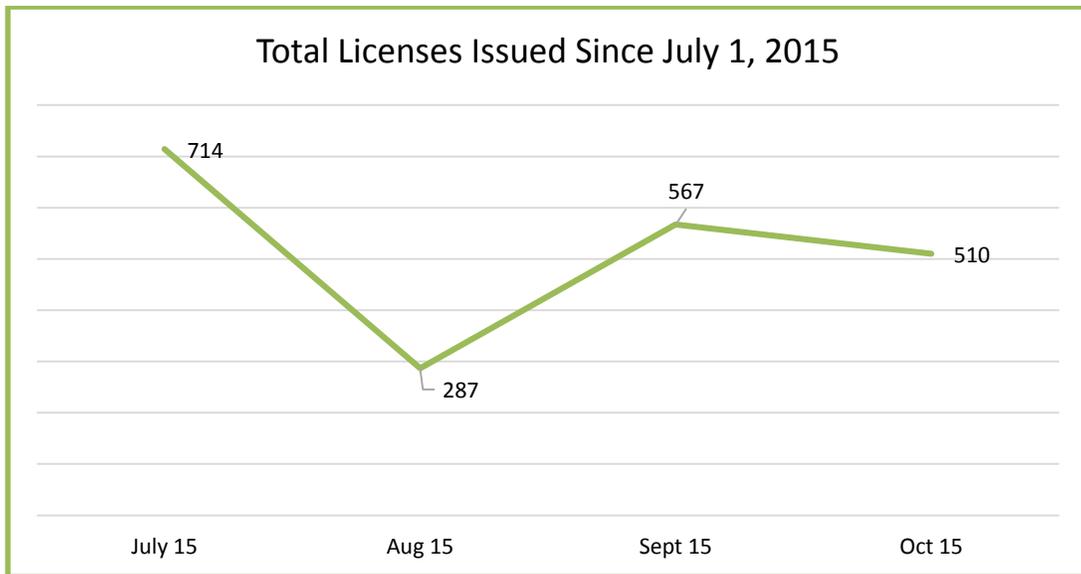
<b>Total Applications Received Since July 1, 2015</b>	<b>Total</b>
July 15	<b>730</b>
Aug 15	<b>360</b>
Sept 15	<b>364</b>
Oct 15	<b>379</b>



## LICENSES

<b>Licenses Issued by Type Since July 1, 2015</b>	<b>PL</b>	<b>SL</b>	<b>AL</b>	<b>CTE Permit</b>	<b>Ni'ihau Teacher</b>	<b>EH Permit</b>	<b>Added Fields</b>	<b>Renewed</b>	<b>Total</b>
July 15	38	55	4	1	0	27	20	569	<b>714</b>
Aug 15	47	15	1	0	1	14	3	206	<b>287</b>
Sept 15	39	23	6	0	0	130	1	368	<b>567</b>
Oct 15	35	17	1	0	0	111	1	345	<b>510</b>
<b>Total</b>	<b>159</b>	<b>110</b>	<b>12</b>	<b>1</b>	<b>1</b>	<b>282</b>	<b>25</b>	<b>1488</b>	<b>2078</b>

<b>Total Licenses Issued Since July 1, 2015</b>	<b>Total</b>
July 15	714
Aug 15	287
Sept 15	567
Oct 15	510

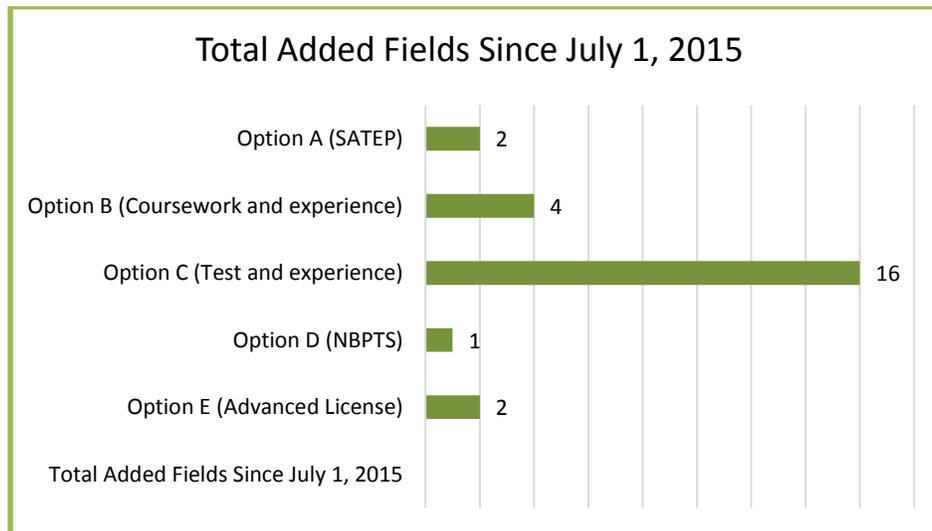


## Licenses and Permits Issued by Field

Licenses Issued by Field Since July 1, 2015	PK-K	PK-3	K-6	6-8	6-12	K-12	P-12	No Level	Total
Art	0	0	1	0	1	5	0	0	7
Biology	0	0	0	0	3	0	0	0	3
CTE – Business	0	0	0	0	2	0	0	0	2
CTE – Business Vocational	0	0	0	0	1	0	0	0	1
CTE – Industrial and Engineering Technology	0	0	0	0	1	0	0	0	1
CTE – Public and Human Services	0	0	1	0	3	0	0	0	4
CTE - Special Permit	0	0	0	0	0	0	0	1	1
Early Childhood Education	4	12	0	0	0	0	0	0	16
Economics	0	0	0	0	1	0	0	0	1
Elementary Education	0	0	121	0	0	0	0	0	121
Emergency Hire	0	0	0	0	0	0	0	282	282
English	0	0	0	14	35	0	0	0	49
Government/Political Science	0	0	0	0	1	0	0	0	1
Hawaiian Language	0	0	0	0	1	0	0	0	1
Hawaiian Language Immersion	0	0	2	0	0	2	1	0	5
Hawaiian Studies	0	0	0	0	3	0	0	0	3
Health	0	0	0	0	1	0	0	0	1
History	0	0	0	0	1	0	0	0	1
Mathematics	0	0	0	11	12	0	0	0	23
Music	0	0	0	0	1	7	0	0	8
Ni'ihau Teacher	0	0	0	0	0	0	0	1	1
Online Teaching	0	0	0	0	1	1	0	0	2
Physical Education	0	0	0	1	2	2	0	0	5
Psychology	0	0	0	0	1	0	0	0	1
Reading	0	0	0	0	0	1	0	0	1
Reading Specialist	0	0	0	0	0	1	0	0	1
School Counselor	0	0	1	1	1	7	0	0	10
School Librarian	0	0	0	0	0	4	0	0	4
Science	0	0	0	7	11	0	0	0	18
Social Studies	0	0	0	4	13	0	0	0	17
Sociology	0	0	0	2	4	0	0	0	6
Special Education	0	2	13	1	1	27	6	0	50
SPED Deaf/Hard of Hearing	0	1	0	0	0	1	1	0	3
SPED Mild/Moderate	0	0	2	1	5	13	1	0	22
SPED Severe/Profound	0	0	1	0	1	3	0	0	5
TESOL	0	1	3	2	0	2	0	0	8
Teacher Leader	0	0	0	0	0	0	1	0	1
French	0	0	0	0	0	1	0	0	1
Spanish	0	0	0	0	0	5	0	0	5
<b>TOTAL</b>	<b>4</b>	<b>16</b>	<b>145</b>	<b>44</b>	<b>107</b>	<b>82</b>	<b>10</b>	<b>284</b>	<b>692</b>

## ADDED FIELDS

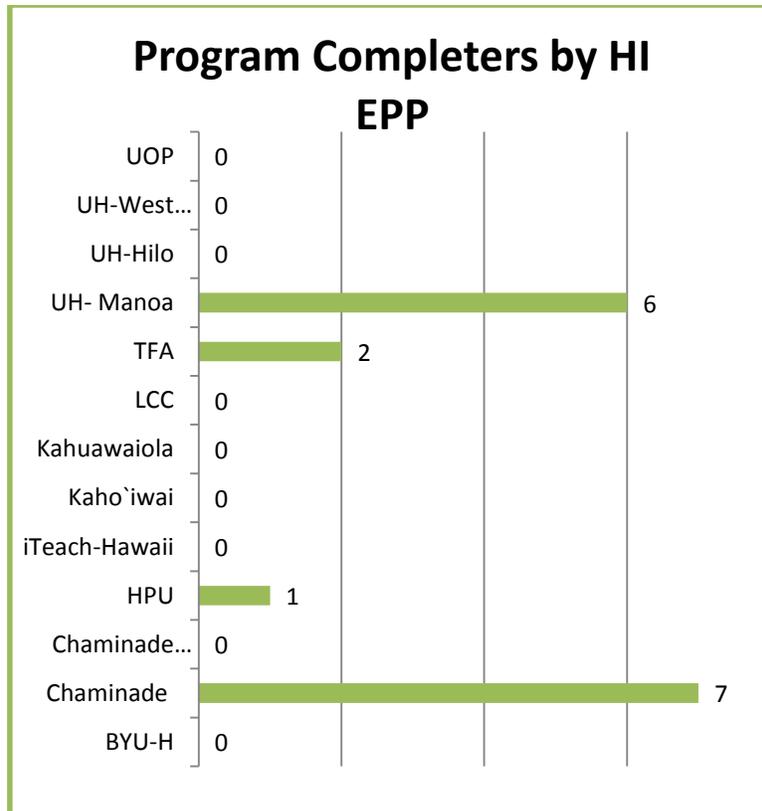
<b>Added Fields Since July 1, 2015</b>	<b>Option A</b>	<b>Option B</b>	<b>Option C</b>	<b>Option D</b>	<b>Option E</b>	<b>Total</b>
<b>July 15</b>	2	3	14	1	0	<b>20</b>
<b>Aug 15</b>	0	0	1	0	2	<b>3</b>
<b>Sept 15</b>	0	0	1	0	0	<b>1</b>
<b>Oct 15</b>	0	1	0	0	0	<b>1</b>



## EDUCATION PREPARATION PROGRAM DATA

### Program Completers

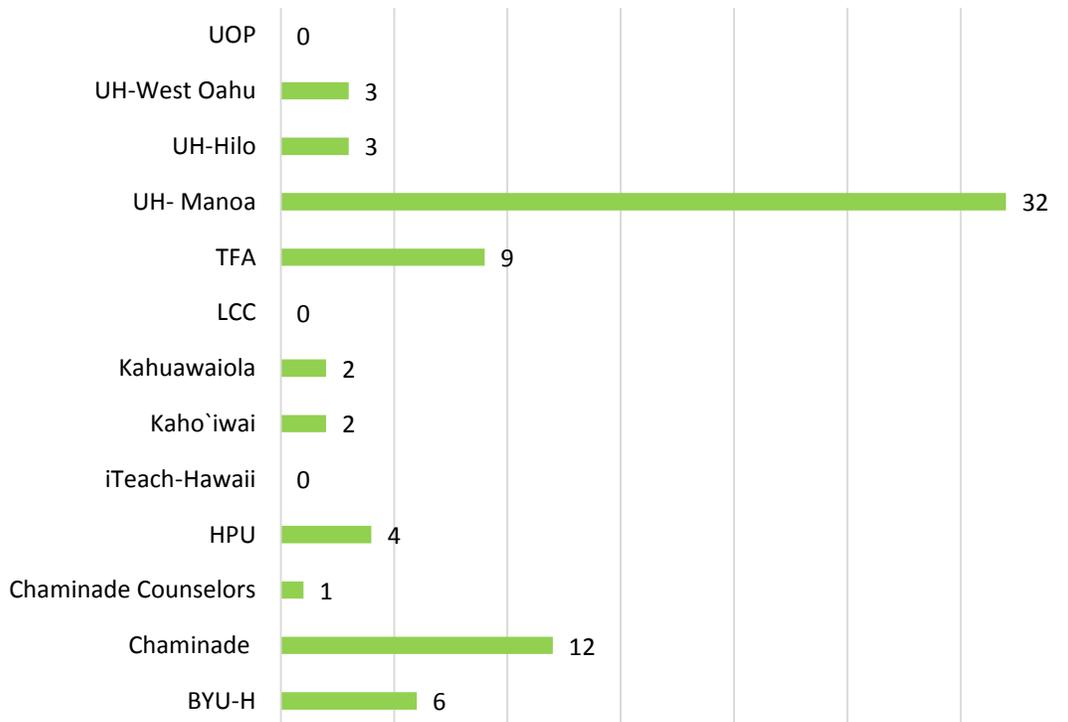
Program Completers by HI EPP Since July 1, 2015	Total
BYU-H	0
Chaminade	7
Chaminade Counselors	0
HPU	1
iTeach-Hawaii	0
Kaho`iwai	0
Kahuawaiola	0
LCC	0
TFA	2
UH- Manoa	6
UH-Hilo	0
UH-West Oahu	0
UOP	0
<b>Total</b>	<b>16</b>



### Licensees by EPP

<b>New Licensees by HI EPP Since July 1, 2015</b>	<b>Total</b>
BYU-H	6
Chaminade	12
Chaminade Counselors	1
HPU	4
iTeach-Hawaii	0
Kaho`iwai	2
Kahuawaiola	2
LCC	0
TFA	9
UH- Manoa	32
UH-Hilo	3
UH-West Oahu	3
UOP	0
<b>Total</b>	<b>74</b>

### New Licensees by HI EPP Since July 1, 2015



### HAWAIIAN FIELDS and PREPARATION PROGRAMS

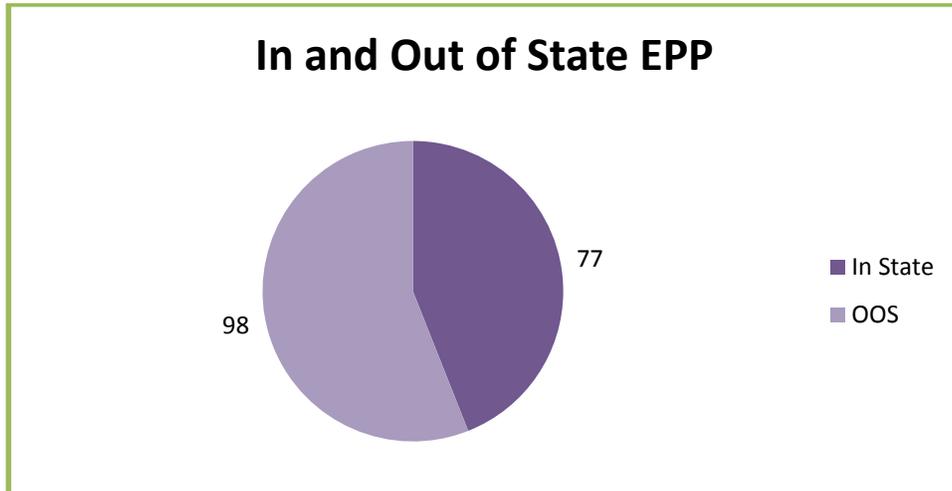
<b>Licenses Issued in Hawaiian Fields</b>	<b>HL 6-12</b>	<b>HLI P-3</b>	<b>HLI K-6</b>	<b>HLI 6-8</b>	<b>HLI 6-12</b>	<b>HLI K-12</b>	<b>HLI P-12</b>	<b>HS 6-12</b>	<b>Total</b>
July 15	0	0	2	0	0	1	1	0	4
Aug 15	1	0	0	0	0	1	0	1	3
Sept 15	0	0	0	0	0	0	0	2	2
Oct 15	0	0	0	0	0	0	0	0	0

<b>Total New Licensees for Hawaiian Fields by Indigenous EPP</b>	<b>Total</b>
Kahuawaiola	4
Kahoiwai	1
Ho'okulaiwi	3
UH Hilo	1
<b>Total</b>	<b>9</b>

<b>Total Program Completers for Hawaiian Fields by Indigenous-Focused EPP</b>	<b>Total</b>
Kahuawaiola	0
Kahoiwai	0
Ho'okulaiwi	0
UH Hilo	0
<b>Total</b>	<b>0</b>

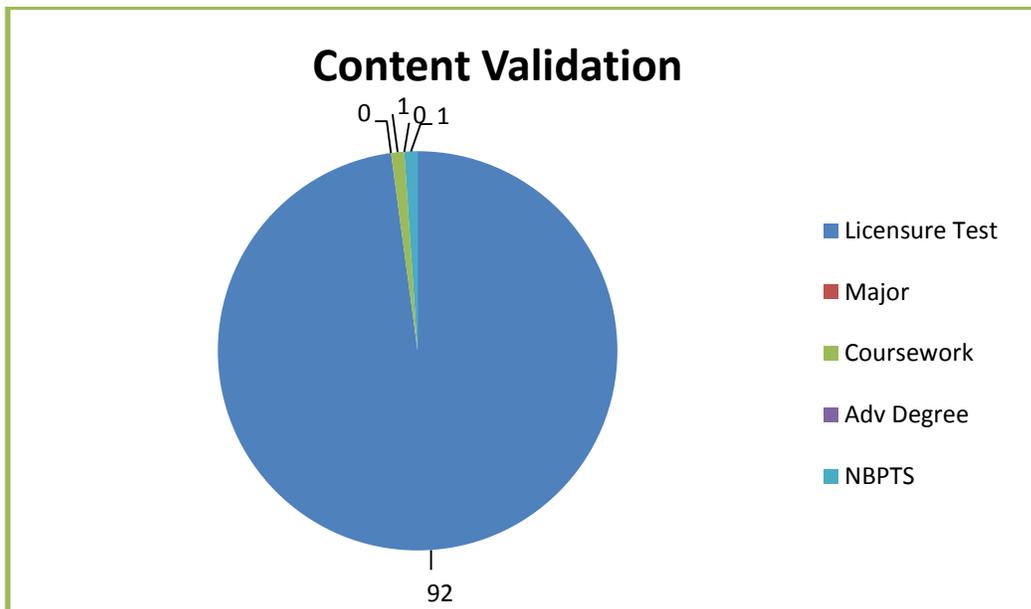
### IN AND OUT OF STATE DATA

<b>In and OOS EPP</b>	<b>In State</b>	<b>Out of State</b>	<b>Total</b>
July 15	37	36	<b>73</b>
Aug 15	21	27	<b>48</b>
Sept 15	14	23	<b>37</b>
Oct 15	5	12	<b>17</b>



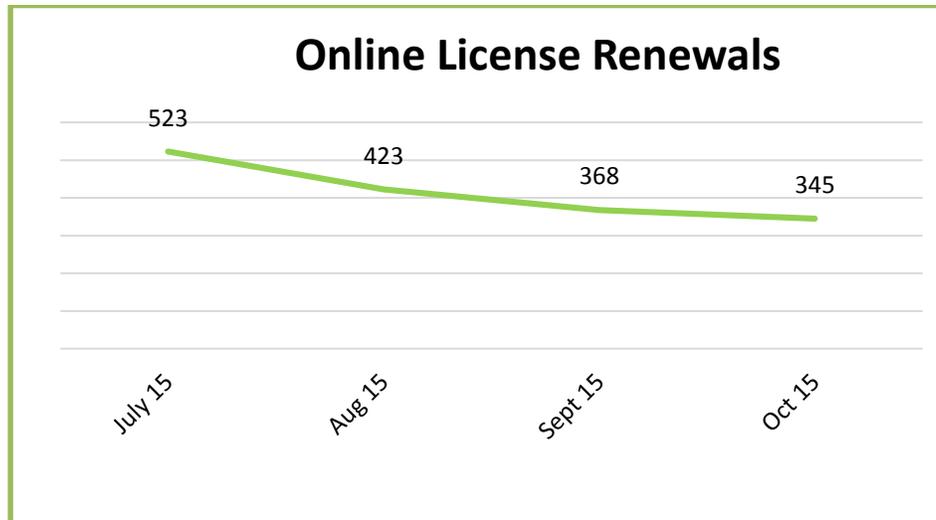
### CONTENT VALIDATION

Content Validation	Licensure Test	Major	Coursework	Adv Degree	NBPTS	Total
July 15	41	0	0	0	1	<b>42</b>
Aug 15	23	0	1	0	0	<b>24</b>
Sept 15	20	0	0	0	0	<b>20</b>
Oct 15	8	0	0	0	0	<b>8</b>
<b>Total</b>	<b>92</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>94</b>



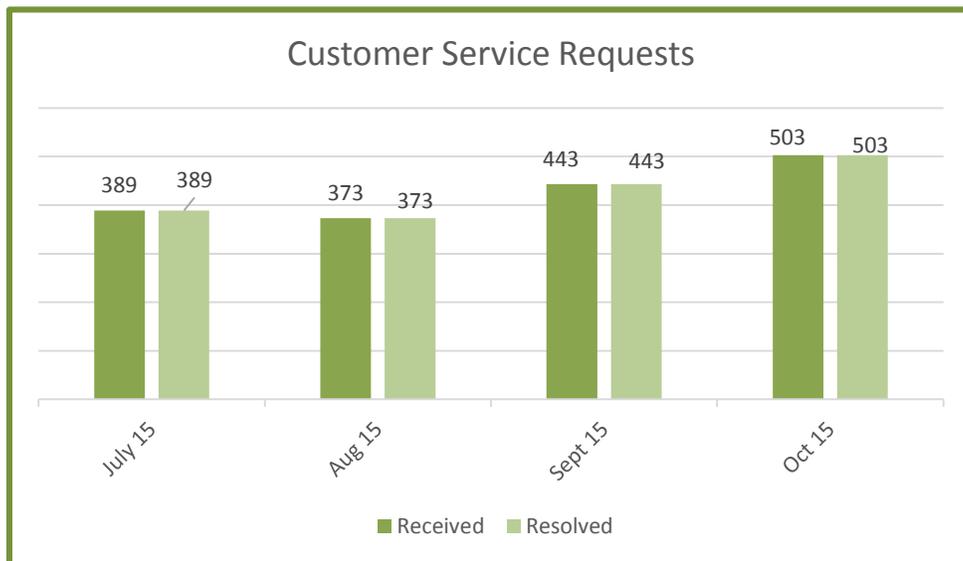
### ONLINE RENEWALS

Online License Renewals	Number
July 15	523
Aug 15	423
Sept 15	368
Oct 15	345



## CUSTOMER SERVICE DATA

Customer Service Requests	Received	Resolved
July 15	389	389
Aug 15	373	373
Sept 15	443	443
Oct 15	503	503
<b>Total</b>	<b>1708</b>	<b>1708</b>



### Professional Fitness Cases

Professional Fitness Cases	Received	Resolved
July 15	7	7
Aug 15	8	6
Sept 15	2	3
Oct 15	2	5
<b>Total</b>	<b>19</b>	<b>21</b>

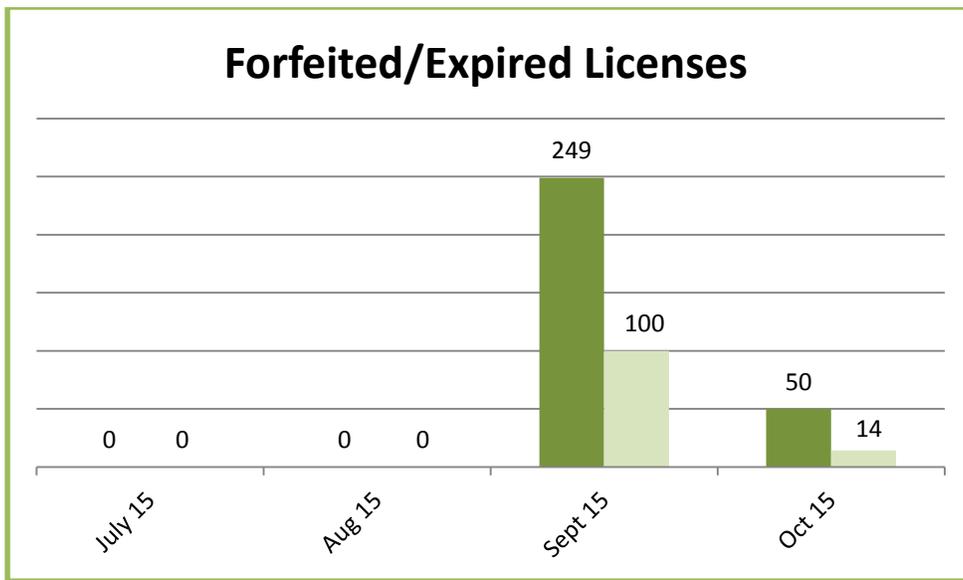


Professional Fitness Hearing Decisions	Denied	Suspended	Revoked	Reprimanded	Reinstated	No Action
July 15	0	0	0	0	0	0
Aug 15	0	0	0	0	0	0
Sept 15	0	0	0	0	0	0
Oct 15	0	0	0	0	0	0

### FORFEITED EXPIRED LICENSES

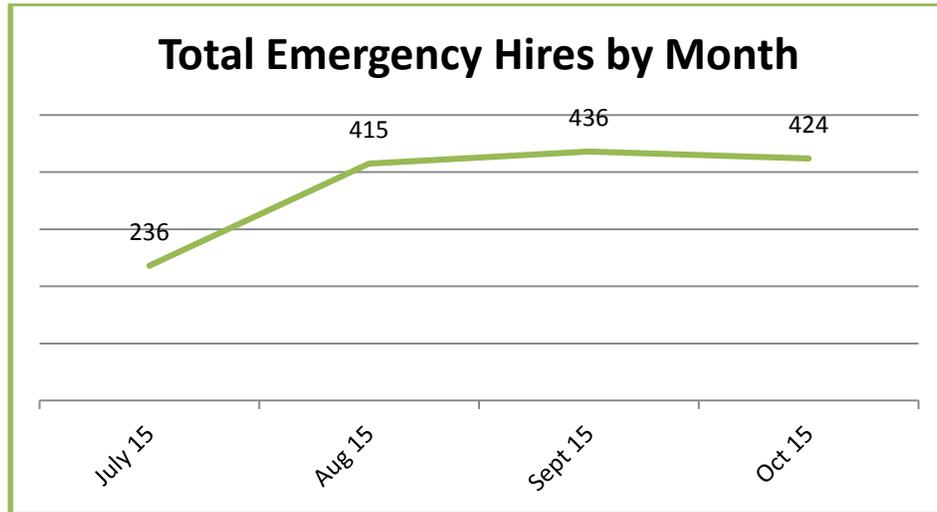
Forfeited/Expired Licenses	Forfeited	Expired
July 15	0	0
Aug 15	0	0
Sept 15	249	100
Oct 15	50	14

**NOTE: HTSB is working with OHR and the Charter Commission on a daily basis to clear the number of forfeited/expired licenses held by public school teachers.**



## EMERGENCY HIRE INFORMATION

<b>Emergency Hires by Month</b>	<b>Code 5 (No SATEP)</b>	<b>Code W (EPP Complete, Lacking Test)</b>	<b>Totals</b>
July 15	195	41	236
Aug 15	357	58	415
Sept 15	368	68	436
Oct 15	357	67	424



# FINANCIAL INFORMATION

## INCOME

Income	Total
July 15	\$83,725
Aug 15	\$40,008
Sept 15	\$28,105
Oct 15	\$52,222
<b>Total</b>	<b>\$204,060</b>



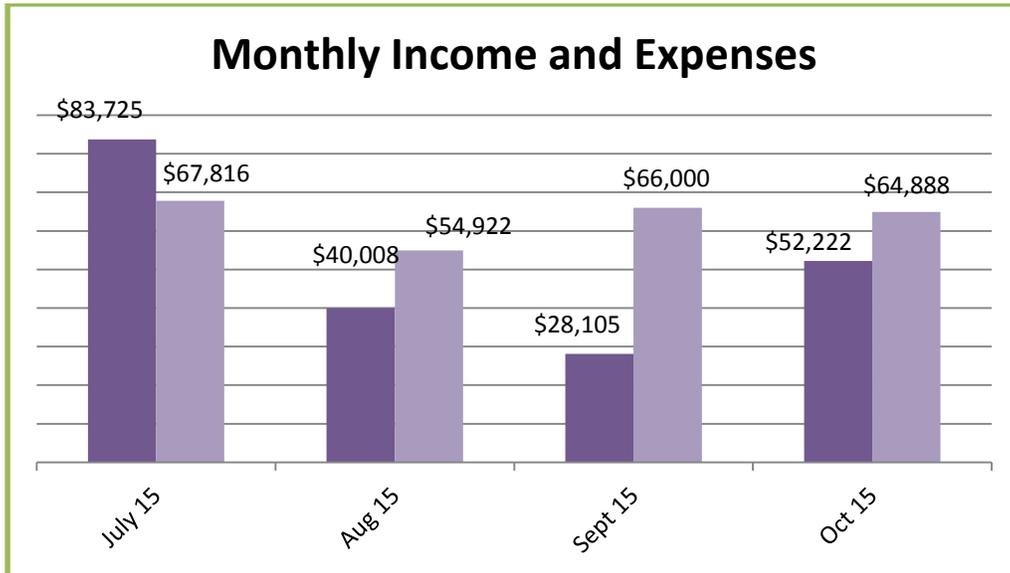
## EXPENSES

Monthly Expenses	Personnel Expenses	Operational Expenses	Total
July 15	\$63,372	\$4,443	\$67,816
Aug 15	\$45,630	\$9,293	\$54,922
Sept 15	\$52,709	\$13,290	\$66,000
Oct 15	\$51,947	\$12,941	\$64,888
<b>Total</b>	<b>\$213,658</b>	<b>\$39,968</b>	<b>\$253,626</b>



## Income and Expenses

Month	Income	Expenses
July 15	\$83,725	\$67,816
Aug 15	\$40,008	\$54,922
Sept 15	\$28,105	\$66,000
Oct 15	\$52,222	\$64,888
<b>Total</b>	<b>\$204,060</b>	<b>\$253,626</b>



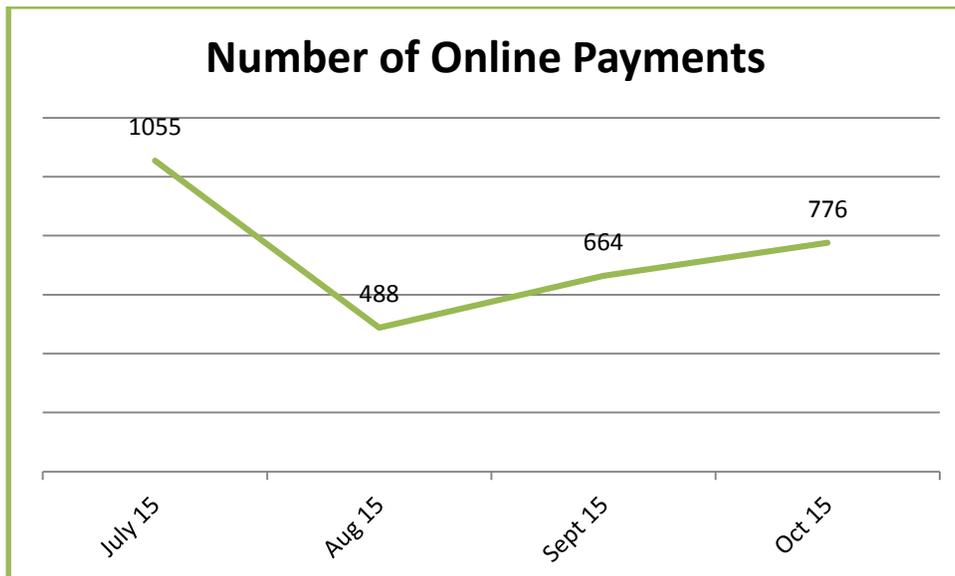
## CARRYOVER

<b>Carryover</b>	
July 15	\$2,081,690
Aug 15	\$2,121,218
Sept 15	\$2,149,572



## Online Payments

Number of Online Payments	Number
July 15	1055
Aug 15	488
Sept 15	664
Oct 15	776
<b>Total</b>	<b>2983</b>



## DOE Fee Payments

Number of DOE Fee Payments	Number
July 15	620
Aug 15	234
Sept 15	175
Oct 15	283
<b>Total</b>	<b>1312</b>

