

APPROVED

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

**FRIDAY, OCTOBER 18, 2013
Dole Cannery Meeting Room 158**

MINUTES

PRESENT: Louise Cayetano
Terry Holck
Jonathan Kissida
Scott Parker
Edward Patrick
Felicia Villalobos

Lisa DeLong
Wray Jose
Kerry Tom for Kathryn Matayoshi
Beth Pateman for Donald Young
Noe Noe Tom

ABSENT: Arlene Lee-Williams for Don Horner
Barry Wurst

Justin Mew

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

OBSERVERS: Roberta Martel, Leeward Community College
Erin Thompson, Leeward Community College
Jeffrey Judd, Leeward Community College
Violet Harada, University of Hawaii- Manoa
Peter Yeager, Education Testing Service
Les McCallum, Pearson
Jing Xu, Hawaii Information Consortium

CALL TO ORDER:

Chairperson Holck called the meeting to order at 1:08 p.m.

APPROVAL OF MINUTES:

(Jose/Cayetano) The minutes of the September 27, 2013 meeting were approved as written.

- TOPIC:** **Executive Director's Report**
DISCUSSION: Executive Director Lynn Hammonds submitted her report to the Board with updates:
1. October 29, 2013 commissioning ceremony for members J.Mew, L.Cayetano and N.Tom will be held at Washington Place.
 2. October 30, 2013 confirmation hearing for L.DeLong and S.Parker. Testimony can be submitted online.
 3. Expired and forfeited lists are down to zero. Next set of letters to be mailed in late October 2013.
 4. Community Meeting Dates:
 - a. November 19, 2013 – Lanai, L.Cayetano
 - b. November 26, 2013 – Kauai, F.Villalobos
 - c. December 12, 2013 – Maui, B.Wurst
 - d. January 27, 2014 - Molokai, T.Holck
 - e. January 30, 2014 – Hilo, J.Kissida
 - f. April 2014 – Kona, J.Kissida
 5. Personnel Specialist position advertised externally by the Department of Education and a separate advertisement ran in the Star Bulletin/Midweek.

- TOPIC:** **Executive Session Minutes for September 27, 2013**
DISCUSSION: Chairperson Holck reported out that minutes were approved in executive session as revised.

- TOPIC:** **Budget, Personnel and Strategic Planning Committee**
DISCUSSION: N.Tom reported that the Committee discussed:
- Licensure testing RFP – more discussion at the December 2013 meeting
 - Customer Service and Communication Review

- TOPIC:** **Teacher Education Committee**
DISCUSSION: Pateman reported that the Committee discussed:
- NBI 13-08: State Approval of University of Hawaii-Manoa Hawaiian Language Educator Preparation Program – recommends approval
 - NBI 13-09: State Approval of University of Hawaii-Manoa Hawaiian Language Immersion Educator Preparation Program – recommends approval
 - NBI 13-10: State Approval of University of Hawaii-Manoa Visual Arts Educator Preparation Program – recommends approval
 - NBI 13-11: Modification of the State Approval of the University of Hawaii-Manoa Library and Information Science Educator Preparation Program – recommends approval

- NBI 13-12: State Approval of the University of Hawaii-West Oahu Educator Preparation Unit and Elementary Program – recommends approval
- NBI 13-13: Acceptance of Report from Leeward Community College Career and Technical Education Educator Preparation Program – recommends approval
- NBI 13-14: Hawaii Educator Preparation Program Reporting of Basic Skills and Content Knowledge for Licensure – recommends approval
- Annual update on Educator Preparation Programs by Education Specialist C.Gyuran and Data Manager L.Toma

TOPIC: Committee of the Whole

DISCUSSION: Holck reported that the committee discussed:

- NBI 13-15: Adoption of 2014 Annual Report – recommends approval
- EMCP discussion – create a memo regarding the position at the December 2013 meeting
- Hawaii Administrative Rule revision overview – Executive Director Hammonds passed out different versions for the board members to review
- Legislative update by Executive Director Hammonds

TESTIMONY, PETITION FROM THE PUBLIC: None.

NEW BUSINESS APPROVED: (See Attachments)

1. **NBI 13-07: Ratification of Hawaii Provisional Licenses, Standard Licenses, Advanced Licenses, Added Fields to Existing Licenses, Renewed Licenses, and Career and Technical Education Special Permits**
(Holck reported out approved in executive session)
2. **NBI 13-08: Approval of University of Hawaii-Manoa Hawaiian Language State Approved Teacher Education Program**
(Pateman on behalf of the Teacher Education Committee)
3. **NBI 13-09: Approval of University of Hawaii-Manoa Hawaiian Language Immersion State Approved Teacher Education Program**
(Pateman on behalf of the Teacher Education Committee)
4. **NBI 13-10: Approval of University of Hawaii-Manoa Visual Arts State Approved Teacher Education Program**
(Pateman on behalf of the Teacher Education Committee)

5. **NBI 13-11: Modification of the University of Hawaii-Manoa Library and Information Science Education Program Approval**
(Pateman on behalf of the Teacher Education Committee)
6. **NBI 13-12: Approval of University of Hawaii-West Oahu Educator Preparation Provider Unit and Elementary Program**
(Patemen on behalf of the Teacher Education Committee)
7. **NBI 13-13: Leeward Community College Career and Technical Education Program Report**
(Pateman on behalf of the Teacher Education Committee)
8. **NBI 13-14: Educator Preparation Program Reporting of Basic Skills and Content Knowledge for Licensure**
(Pateman on behalf of the Teacher Education Committee)
9. **NBI 13-15: Adoption of 2014 Annual Report**
(Holck on behalf the Committee of the Whole)


MOTIONS:

1. (Cayetano/Patrick) Motion to move into executive session to review license Ratification list for approval and consultation with Attorney General on legal and procedural matters.
2. (Cayetano/Jose) Motion to rise out of executive session.

ADJOURNMENT:

Chairperson Holck adjourned the meeting at 1:45 p.m.

RECORDER:



Jill Agena

DATE: October 18, 2013