

APPROVED

HAWAI'I TEACHER STANDARDS BOARD
Minutes of Meeting

Date: Monday, February 8, 2010

Place: Hawai'i Teacher Standards Board

Present: Kim Coco Iwamoto Jonathan Gillentine
Terry Holck Annette Nishikawa
Lorilene Pereira Janice Shishido
Christine Sorensen Steve Miyasato for Kathryn Matayoshi
Noe Noe Tom

Absent: Alvin Parker

Staff: Lynn Hammonds, Interim Executive Director Jill Agena, Secretary

Observers:

Arlene Lee, HSTA Russell Castagnaro, HIC

Call to Order:

Chairperson Gillentine called the meeting to order at 9:15 a.m.

Approved:

1. (Gillentine on behalf of Committee of the Whole)
NBI 09-58 Rev.: Approval of Memorandum of Agreement Between State of Hawaii Department of Education and Hawaii Teacher Standards Board Sharing of Information and Information Sharing Interface was approved.
2. (Sorensen/Shishido) Motion to move into executive session to review licenses, contested case(s) and to consult with the Attorney General on contested case procedures and personnel matters.
3. (Holck/Shishido) Motion to rise out of executive session.
4. Chair Gillentine reported that NBI 09-55: Revision to the Statement of Work Between the Hawaii Teacher Standards Board and Hawaii Information Consortium, Inc. was approved in executive session.

Testimony, Petitions from the Public

None.

New Business:

1. NBI 09-55 Rev.: Revision to the Statement of Work Between the Hawaii Teacher Standards Board and Hawaii Information Consortium, Inc.

The Hawaii Teacher Standards Board approves the following revision to the Statement of Work between HTSB and the Hawaii Information Consortium, Inc. to research and clean approximately 6,000 license records. A description of Options 1, 2, and 3 is attached.

The Board approves Option 1 because it appears to be the most cost effective.

2. NBI 09-58 Rev.: Approval of Memorandum of Agreement Between State of Hawaii Department of Education and Hawaii Teacher Standards Board Sharing of Information and Information Sharing Interface

The Hawaii Teacher Standards Board approves the attached Memorandum of Agreement Between State of Hawaii Department of Education and Hawaii Teacher Standards Board Sharing of Information and Information Sharing Interface in accordance with Act 2, First Special Session Laws of Hawaii 2009.

This memorandum will allow information and documentation required by both agencies relevant to teacher licensing and employment to be shared between the agencies, thus eliminating duplication of effort and providing applicants and licensees the ability to submit information only once.

HTSB staff is directed to work with the Department of Education to implement data sharing after the memorandum is signed, and to report progress on the interface at HTSB monthly meetings.

Adjournment:

Chairperson Gillentine adjourned the meeting at 12:55 p.m.

Recorder: _____

Jill Akena

Date: _____

2-8-10

Options for HIC to research and clean approximately 6,000 files of license data:

Option 1

Payment to HIC of a flat rate of \$45,000 for data research and cleansing.

Option 2

Payment for data research and cleansing paid by modification of the HIC transaction fee from current 10% to 15% of each transaction for the first two full years of implementation of the online payment system. HTSB would agree to pay the 15% fee to HIC. This would not include Credit Card and e-check fees.

Based on HIC's estimate of 3,250 license actions per year times the license fee of \$240:

3,250 licenses per year x \$240 license fee = \$780,000 collected per year
15% of \$780,000 = \$117,000 transaction fee to HIC per year.

The estimated payment to HIC would be \$117,000 each year, or \$234,000 over two years.

Remember HTSB has already decided to pay the first year of transaction fees for those teachers who register within the first 90 days. Assuming most teachers register, the actual cost for this option would then be one year's worth of fees or \$117,000.

Option 3

Payment to HIC at an hourly rate of \$50 per hour for research and data cleansing.

HIC estimates it would take 1,200 hours of work to research and clean the data.

1,200 hours times \$50 per hour = \$60,000 total cost.

HIC proposes to proceed as follows using four individuals who have received security clearance over 8 weeks and have the project completed by May 1, 2010:

1. Generate a report of multiple licensee records.
2. Identify and match multiple records to individuals based on available electronic data.

3. Consolidate records.
4. Request HTSB paper files for those records not existing electronically.
5. Utilized PDF files from previous vendor to manually input data.
6. As a last resort, contact licensees for copy of license for data input.
7. When data cleansing is complete, HIC will help HTSB design and mail post cards to all teachers in database to notify them of HTSB's "Go Live" date for the online renewal system. HTSB will supply postage for the cards.
8. The "Go Live" date goal will be May 1, 2010 was discussed.