



TO: Members of the Hawaii Teacher Standards Board

FROM: Lynn Hammonds
Executive Director

RE: Monthly Report for November 2011

DATE: November 12, 2011

Personnel and Office Operations

October's highlight was attending the National Association of State Directors of Teacher Education and Certification (NASDTEC) Professional Practices Institute in Little Rock, Arkansas, with Chairperson Holck. It is always an eye opening experience to hear about new critical issues and ways other states handle professional fitness investigations and penalties. While we are lucky in having a limited number of cases so far, we are also fortunate to have this experience to be prepared. Serving on a National Council for Accreditation of Teacher Education (NCATE) team in October as a member of the Board of Examiners was a positive experience as a result of interacting with others across the country both from teacher preparation programs and other state agencies which approve programs. It helps validate that we are on the right track with our approval process and that we are remaining current with new developments in the process. Two community meetings (Hilo and Kauai) and a presentation to Kauai principals were opportunities to share your good work. Finalizing the Annual Report so that it could be submitted for printing, tracking the proposed revisions to your statute, and beginning training for our new Personnel Specialist rounded out the month.

Our new Personnel Specialist is settling in, being trained on policies and procedures and getting to know the staff. Having served as a Hawaii DOE principal, teacher and coach, he is able to work with teachers and administrators in the application process and knows how to readily find information when needed. I look forward to introducing him to you at the meeting.

The Educational Specialist completed reviews for Teach for America and University of Phoenix and will report to the Teacher Education Committee on the progress of Leeward Community College's Career and Technical Education program review at the meeting. She is currently attending training to become a member of the Board of Examiners for NCATE, which will be invaluable in her work.

The Data Processing Systems Analyst (DPSA) has started to prepare documents for our policy and procedure manual, which will be available to staff online. We are close to having all of our

computers linked to an internal server which will also automatically back up individual work. Since we have been using external hard drives this will be a great step forward for us!

The Licensing Section is happy to have a new “leader” at the helm and continues to work on improving customer service and reduce response time. They anticipate their second busiest time of the year in December and January as teacher candidates finish their programs and apply for licensure.

Licensing and operations data may be found at the end of the report. With the beginning of a new reporting year, based on the Annual Report cycle, data is reported with the start date of October 1, 2011 and will continue through September 30, 2012 for this cycle. Some charts and graphs have been revised and updated.

Legislative Update

The proposed revisions you approved are continuing through the process of review prior to being included in the Governor’s package to the Legislature.

Renewal Update

The license renewal audit will resume in January as the new Licensing Specialist carries out the audit for the first time with the assistance of the Educational Specialist. After reviewing audit responses, it was determined that some months are not conducive to the process, and since your rules allow for a “per year” total number of audits, the months of November and December will not be used for the audit as teachers are working to finalize semester duties and additional activities during the holidays. Additionally, the specialists will prepare a summary of audit data for your review at the January 2012 meeting.

Budget, Personnel & Strategic Planning Committee

This committee will hear a presentation from Hawaii Information Consortium (HIC) on proposed revisions to the customer support agreement. For over a year, HIC has helped our office with front line customer support and reduced response time to two days for acknowledgement and except in unusual circumstances, resolution within a week. However, HIC reports that our customers tend to need more “care” than others they support, and their new proposed agreement is more comprehensive but also more expensive. HIC’s assistance in this area has been invaluable over the past year and I hope we can come to an agreement that both fits into our budget and meets staff and customer needs.

Legislative & By-Laws Committee

A working document is included for this committee to begin your work on revision of the Administrative Rules. Draft changes which I have inserted are the definitions you previously worked on for SB806 and, at the request of your committee Chair, suggested revisions to the Licensing Standards section, §8-54-9. I also made comments which explained the changes I am suggesting. You can see these comments by hovering on the pink highlights. Since every

version of Word looks a little different, I hope it works for you! Additions are underlined and deletions are indicated by a strikethrough. This committee has set aside this school year and next to work on the revisions, so you have time to make sure they are exactly as you intend before another round of public hearings.

Teacher Education Committee

This committee will consider requests from two existing teacher preparation programs to modify their approval conditions. Kahuawaiola is asking you to allow national accreditation from either approved agency since at the time of their last approval only NCATE was accepted. UH-Manoa is requested that their physical education program be allowed to recommend candidates for K-6 and 7-12 licensure in addition to the K-12 that is currently approved. You will also review the SATE review team reports and recommendations for the provisional approval of Teach for America. You will also bring the discussion of a specific content knowledge requirement for Hawaii SATEP. A chart of NASDTEC state responses is being compiled and will be available at the meeting to allow for inclusion of as many states as possible.

Teacher Standards Committee

This committee will consider the revised New Business Item for school counselor standards. The NBI has been revised to include counselor performance standards instead of the ethical standards, which were cited last month in error. At the request of the DOE, you will also review two issues: whether to continue the “Letter of Support”, a process which allows teachers originally licensed by the DOE to reinstate their license via a letter in which the department recommends them and the process for documentation of a foreign teacher preparation program.

Working Lunch: Committee of the Whole

During the afternoon of your December meeting, we have scheduled a courtesy visit with Senator Jill Tokuda and Representative Roy Takumi at the Capitol. This will be your opportunity to have a discussion with these two Education Committee Chairs prior to the opening of the Legislative session. During the Working Lunch, you will make plans for your visit.

Other

Thus far, 47 National Board for Professional Teaching Standards candidates have received a \$500.00 subsidy, equaling a total of \$23,500 awarded. As of October 6th all NBPTS Support Session are being recorded and any candidate can access the audio portion as well as the power point at a later time either for review or in the event they were not able to attend the online session. During the month, NBPTS said that it could not confirm that the list of new certified candidates would be available the first week in December as previously stated. As a result, we had to reschedule the ceremony on December 8 with the Governor. It has been rescheduled for Thursday afternoon January 26, 2012, from 3:30-4:30 pm. Although the next Professional Fitness hearings are scheduled for this date, the three members holding the hearing should have

ample time to get to the ceremony, and it works nicely for Neighbor Island members to have the event back to back with the January Board meeting the following day.

New Business Items

The following New Business Items will be considered at the meeting:

NBI	Title	Notes
11-27Rev	School Counselor Performance Standards	Asks you to approve school counselor performance standards adopted from the American School Counselor Association, and seeks input from Hawaii school counselor and school counselor preparation faculty.
09-29Rev	State Approval of Teacher Education (SATE) for Kahuawaiola Indigenous Teacher Education Professional Education Unit and Teacher Education Programs	Asks you to revise the option for Kahuawaiola to use TEAC accreditation for its unit and programs as well as NCATE, since NCATE was the only option at the time 09-29 was passed and accreditation options have since been revised to include all national accreditation bodies recognized by the US Department of Education to accredit teacher preparation programs.
11-30	License Ratification	Ratification of licenses issued in the past month.
11-31	University of Hawaii-Manoa Physical Education Program	Asks you to allow the UH-Manoa PE program to recommend candidates for licensure in PE K-6 and PE 7-12 in addition to their current option of PE K-12.
11-32	Teach for America State Approval for Teacher Education Program Provisional Approval	Asks you to grant Provisional Approval to Teach for America to implement teacher preparation programs in Elementary Education K-6 and Secondary Education in Social Studies, English, Science, Mathematics and World Languages.
11-33	Contested Case 10-08	A request has been received from the individual in Case 10-08, asking you to reinstate a license that has been previously suspended.

Enc.

1. NBI 09-29Rev: Kahuawaiola SATE Approval
2. NBI 11-27: Counselor Standards
3. NBI 11-30: License Ratification
4. NBI 11-31: UHM PE Program
5. NBI 11-32: TFA Provisional Approval
6. NBI 11-33: Case 10-08
7. Agenda 11/18/11

8. Google Website analytics
9. HAR Legislative Committee Working Document
10. Kahuawaiola SATE Request
11. Summary of TFA Team Recommendations
12. TFA Review Report Elementary Program
13. TFA Review Report Secondary Program
14. TFA Review Report Unit
15. UHM PE Request
16. UHM PE additional documents
17. October 2011 Emergency Hire list
18. 9/23/11 Approved Minutes
19. 10/28/11 Unapproved Minutes

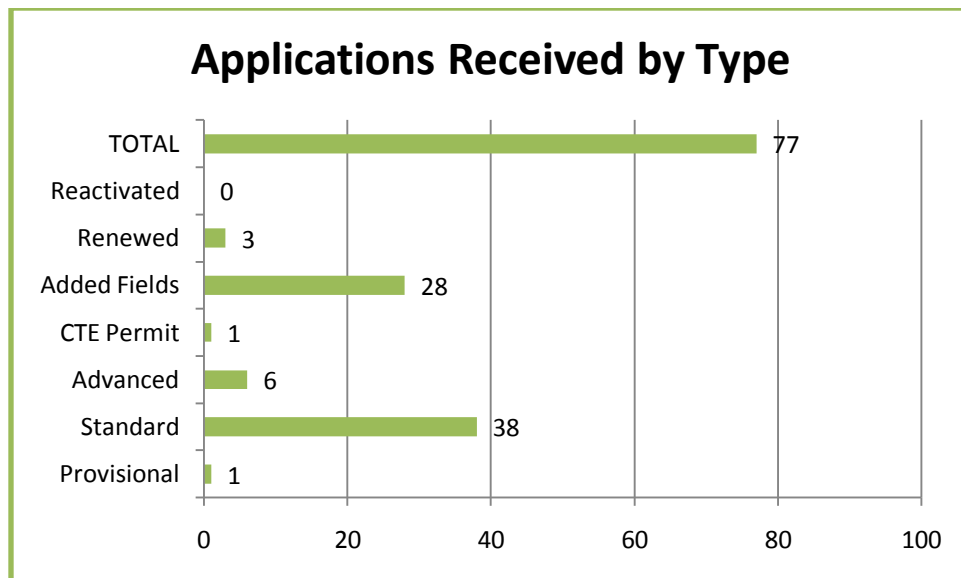
NOTE: The “no payment, expiring” report is currently being revised and will be available next month.

DATA

LICENSING SECTION DATA

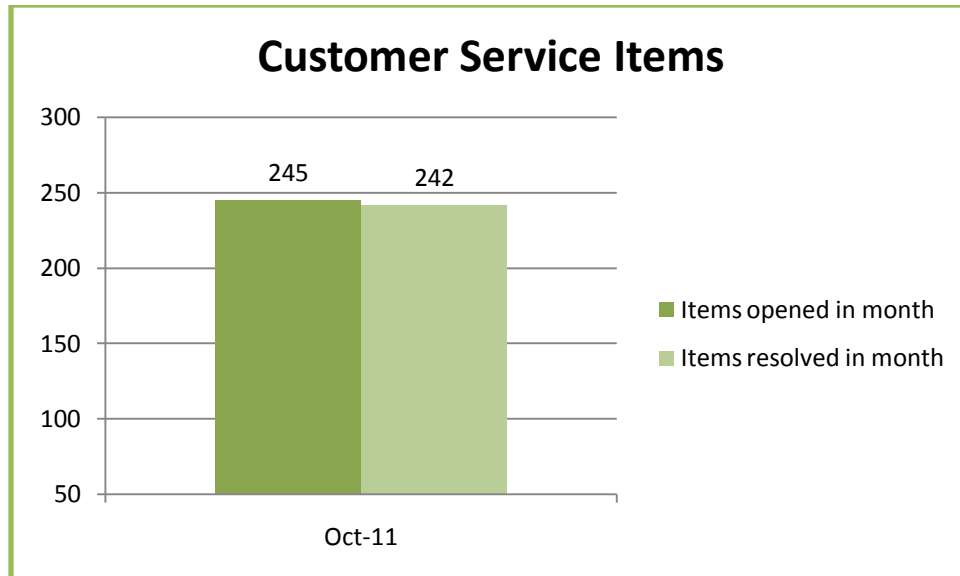
Applications Received by Type 10/2011

Applications Received By Type	October 2011
Provisional	1
Standard	38
Advanced	6
CTE Permit	1
Added Fields	28
Renewed	3
Reactivated	0
TOTAL	77



Customer Service Requests 10/2011

Customer Service Requests	October 2011
Items opened in month	245
Items resolved in month	242



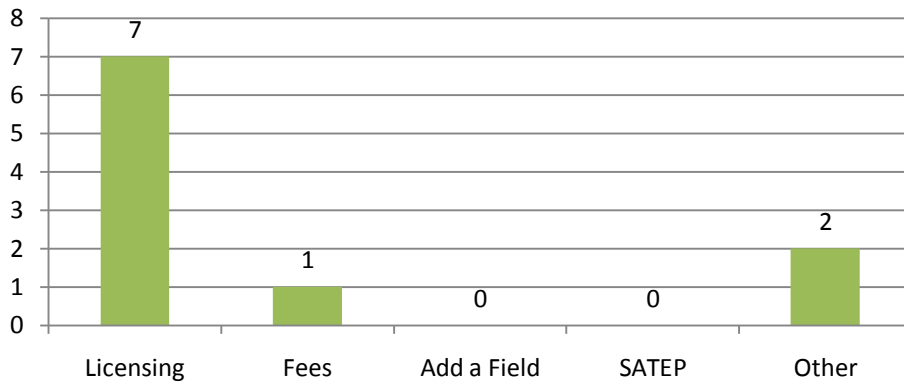
Mail Received 10/2011

Number of Mail Items Received by Licensing Section	October
	156

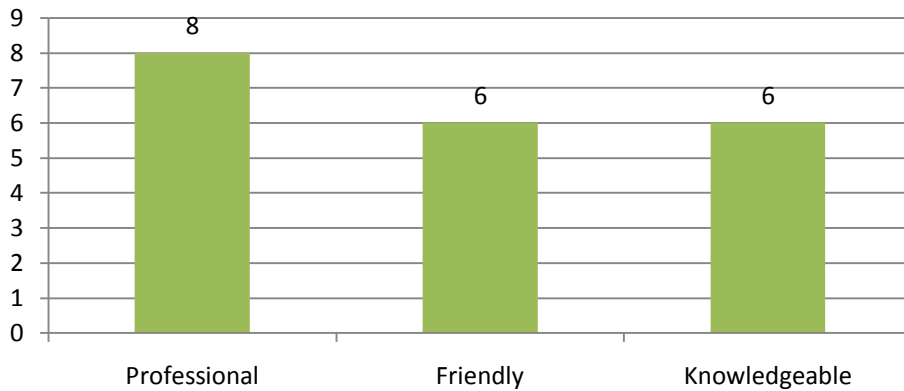
Comment Cards Received 10/2011

Comment Cards: What Was Your Question	October
Licensing	7
Fees	1
Add a Field	0
SATEP	0
Other	2
TOTAL	10
Comment Cards: Did You Get What You Needed	
All Information	9
Some Information	0
No information	1
TOTAL	10
Comment Cards: How Was Our Service	
Professional	8
Friendly	6
Knowledgeable	6
Other Comment*	
TOTAL	20

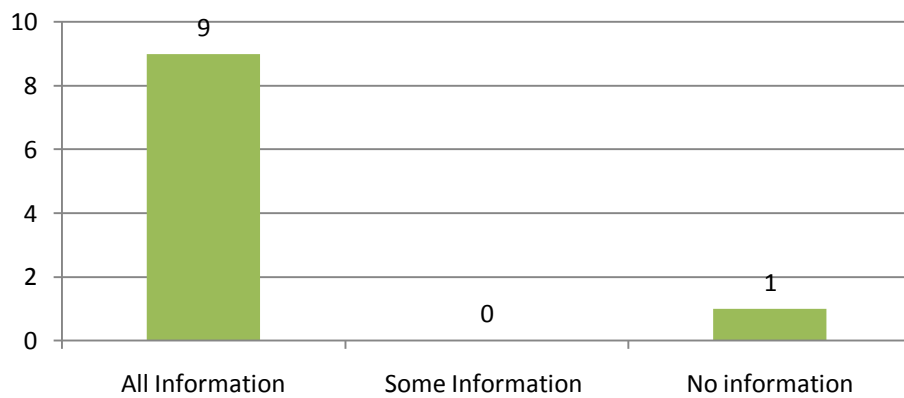
How Can We Help You



How Was Our Service



Did You Get the Information You Requested



Licenses Issued by Field 10/2011

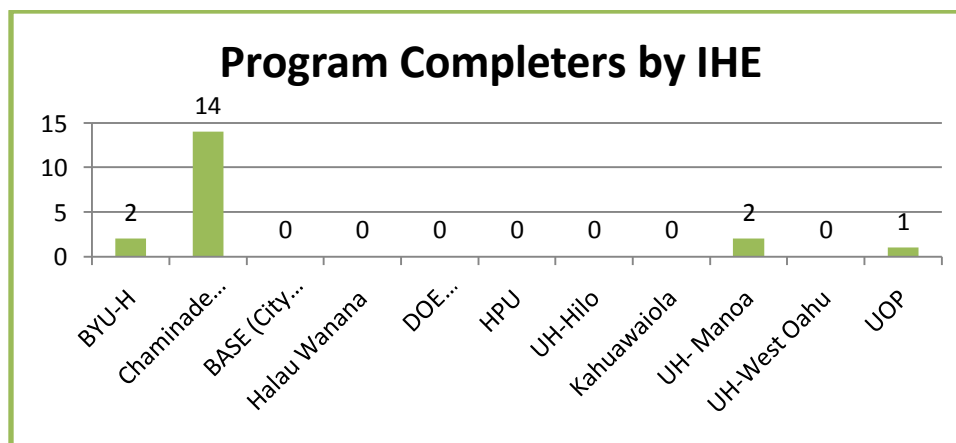
Licenses Issued by Field	October 2011
Art K-6	0
Art 7-12	1
Art K-12	0
CTE- Arts and Communication 7-12	0
CTE- Arts and Communication Vocational 7-12	0
CTE- Business 7-12	2
CTE- Business Vocational 7-12	0
CTE- Industrial and Engineering Technology 7-12	0
CTE- Industrial and Engineering Technology Vocational 7-12	0
CTE- Natural Resources 7-12	0
CTE- Natural Resources Vocational 7-12	0
CTE- Public and Human Services 7-12	0
CTE- Public and Human Services Vocational 7-12	0
Drama/Theatre Arts K-6	0
Drama/Theatre Arts 7-12	0
Drama/Theatre Arts K-12	0
Early Childhood Education PK-3	8
Elementary Education K-6	56
English 7-12	8
English 5-9	4
Guidance 7-12	0
Hawaiian Language	0
Hawaiian Language Immersion PK-3	0
Hawaiian Language Immersion K-6	0
Hawaiian Language Immersion 7-12	0
Hawaiian Language Immersion K-12	0
Hawaiian Studies	0
Health K-6	0
Health 7-12	0
Health K-12	0
Chinese 7-12	0
Filipino 7-12	0
French 7-12	1
German 7-12	0
Japanese 7-12	1
Korean 7-12	0
Latin 7-12	0

Russian 7-12	0
Spanish K-12	0
Spanish 7-12	3
Mathematics 7-12	11
Mathematics 5-9	7
Music K-6	0
Music 7-12	0
Music K-12	2
Physical Education K-6	0
Physical Education 7-12	0
Physical Education K-12	2
Reading K-6	2
Reading 7-12	0
Reading K-12	0
Reading Specialist K-12	0
School Counselor K-6	0
School Counselor 5-9	0
School Counselor 7-12	0
School Counselor K-12	1
School Librarian K-12	1
Science 7-12	9
Science 5-9	4
Social Studies 7-12	14
Social Studies 5-9	3
Special Education P-3	1
Special Education K-6	3
Special Education 5-9	2
Special Education 7-12	1
Special Education K-12	11
SPED – Blind/Visually Impaired P-3	0
SPED – Blind/Visually Impaired K-12	0
SPED – Deaf/Hard of Hearing P-3	0
SPED – Deaf/Hard of Hearing K-12	0
Special Education Mild Moderate P-3	1
Special Education Mild Moderate K-6	7
Special Education Mild Moderate 5-9	2
Special Education Mild Moderate 7-12	3
Special Education Mild Moderate K-12	5
SPED - Orientation and Mobility P-3	0
SPED - Orientation and Mobility K-12	0
SPED - Orthopedically Handicapped P-3	0

SPED - Orthopedically Handicapped K-12	0
Special Education Severe Profound P-3	3
Special Education Severe Profound K-6	3
Special Education Severe Profound 5-9	0
Special Education Severe Profound 7-12	2
Special Education Severe Profound K-12	0
Speech 7-12	0
TESOL P-3	1
TESOL K-6	2
TESOL 5-9	0
TESOL 7-12	1
TESOL K-12	3
TOTAL	191

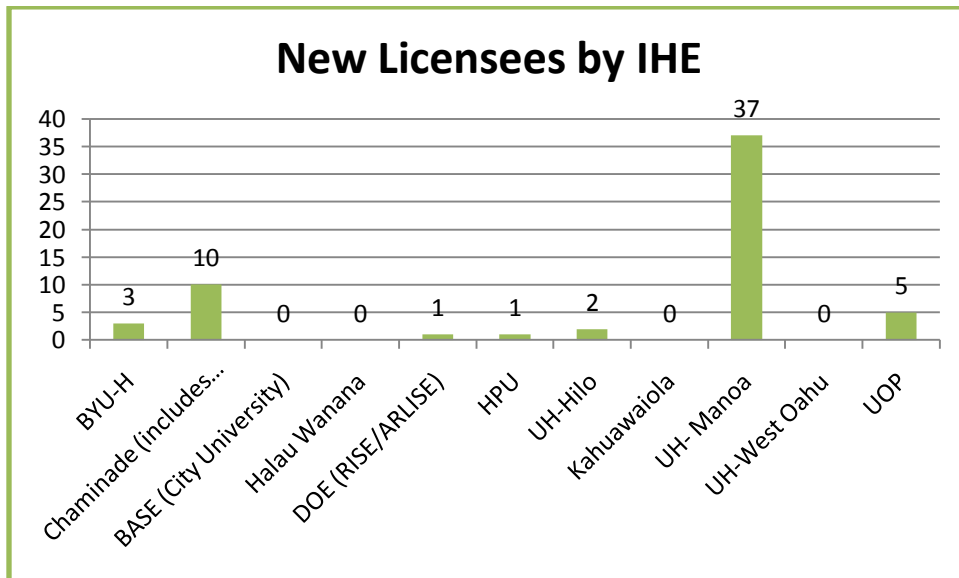
Program Completers Reported from IHEs 10/2011

Program completers by IHE	October 2011
BYU-H	2
Chaminade (includes counselors)	14
BASE (City University)	0
Halau Wanana	0
DOE (RISE/ARLISE)	0
HPU	0
UH-Hilo	0
Kahuawaiola	0
UH- Manoa	2
UH-West Oahu	0
UOP	1
TOTAL	19



New Licensees from IHEs 10/2011

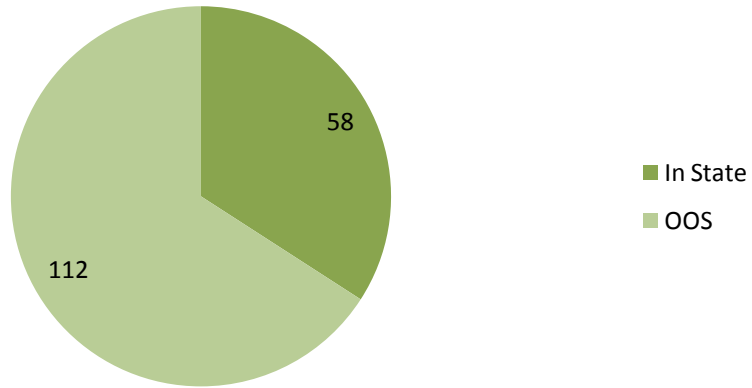
New licensees by IHE	October 2011
BYU-H	3
Chaminade (includes counselors)	10
BASE (City University)	0
Halau Wanana	0
DOE (RISE/ARLISE)	1
HPU	1
UH-Hilo	2
Kahuawaiola	0
UH- Manoa	37
UH-West Oahu	0
UOP	5
TOTAL	59



Hawaii and Out of State SATEP Information 10/2011

In and Out of State SATEP	October 2011
Hawaii SATEP	58
OOS SATEP	112
TOTAL	170

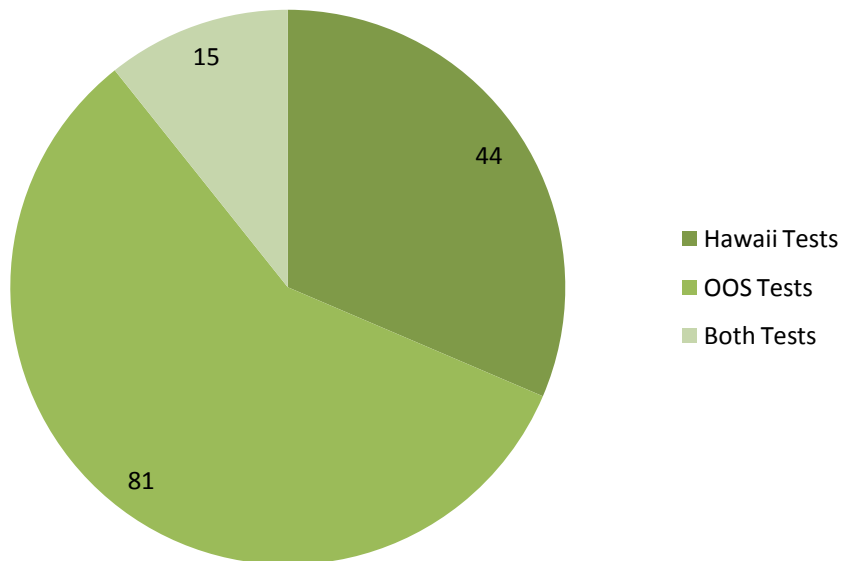
Hawaii and Out of State Program Completers



Use of In and Out of State Tests 10/2011

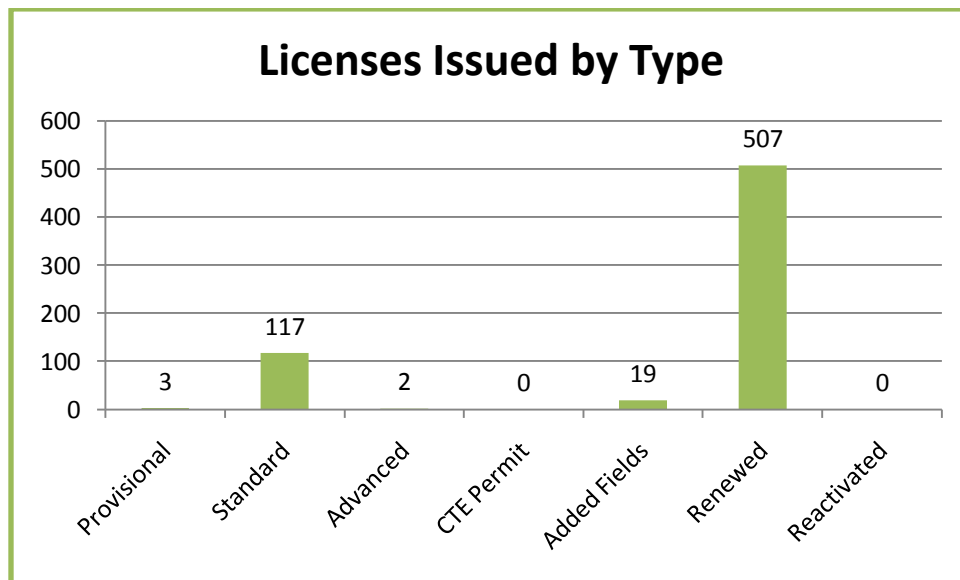
Hawaii and Out Of State Tests	October 2011
Hawaii Tests	44
OOS Tests	81
Both Tests	15
TOTAL	140

Hawaii and Out of State Tests



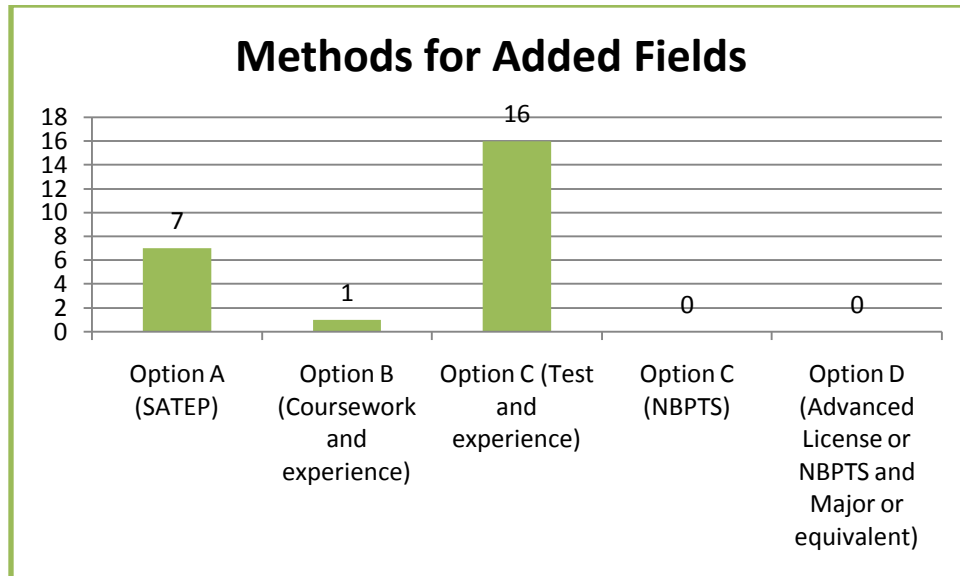
Total Number of Licenses Issued by Type 10/2011

Licenses Issued By Type	October 2011
Provisional	3
Standard	117
Advanced	2
CTE Permit	0
Added Fields	19
Renewed	507
Reactivated	0
TOTAL	648



Methods for Adding Fields 10/2011

Added Fields	October 2011
Option A (SATEP)	7
Option B (Coursework and experience)	1
Option C (Test and experience)	16
Option C (NBPTS)	0
Option D (Advanced License or NBPTS and Major or equivalent)	0
TOTAL	24



Licenses Issued in Hawaiian Fields 10/2011

Licenses Issued in Hawaiian Fields	October 2011
Hawaiian Language 7-12	0
Hawaiian Language Immersion P-3	0
Hawaiian Language Immersion K-6	0
Hawaiian Language Immersion 7-12	0
Hawaiian Language Immersion K-12	0
Hawaiian Studies 7-12	0
Total	0

New Licensees for Hawaiian Fields by Institution 10/2011

New Licensees for Hawaiian Fields by Institution (includes all Hawaiian fields)	October 2011
Kahuawaiola	0
Halau Wanana	0
UH-Manoa	0
Total	0

Program Completers by Hawaiian Fields by Institution 10/2011

Program Completers for Hawaiian Fields by Institution (includes all Hawaiian fields)	October 2011
Kahuawaiola	0
Halau Wanana	0
UH-Manoa	0
Total	0

ONLINE SYSTEM DATA

License Renewals Online 10/2011

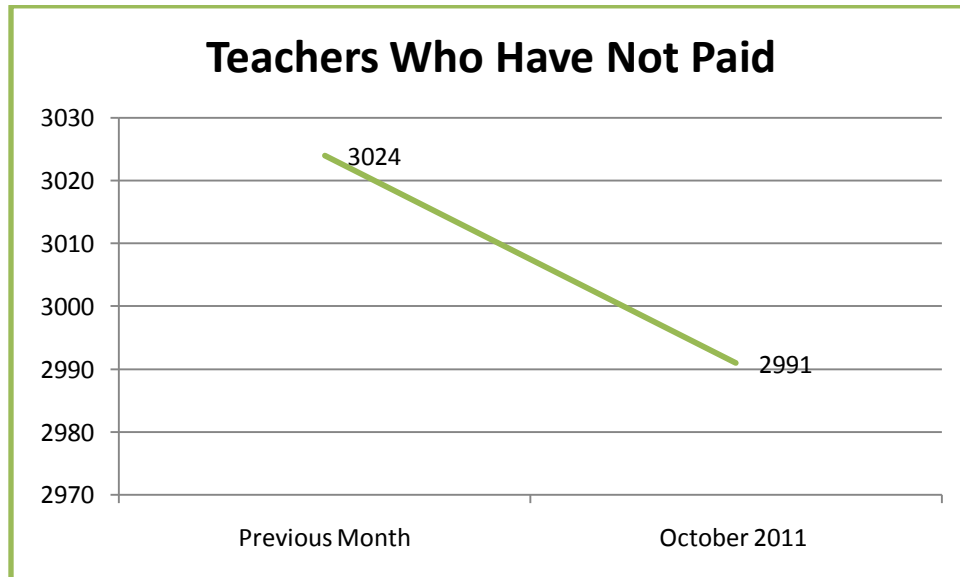
Licenses Renewed Total	October 2011
	149
Total since 7/1/2010	7896

Number of Online Payments 10/2011

Number of Online payments	October 2011
	614
Total number of online payments since July 1, 2010	23,339

Number of Teachers Who Have Not Made Payments 10/2011

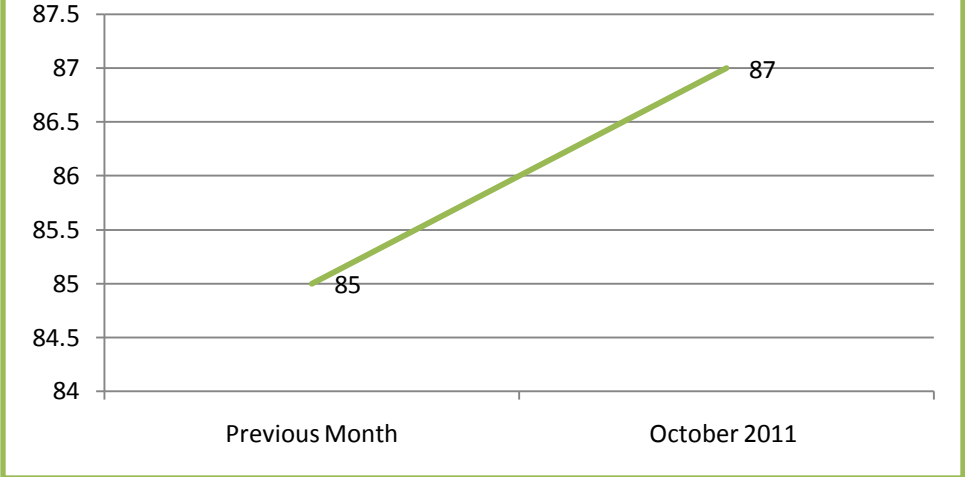
Teachers Who Have Not Paid	Previous Month	October 2011
	3024	2991



Percentage of Teachers Who Have Created an Online Account (Linked) Out of Total Number of Accounts 10/2011

Percentage of Linked Accounts	Previous Month	October 2011
	85	87

Percentage of Linked Accounts

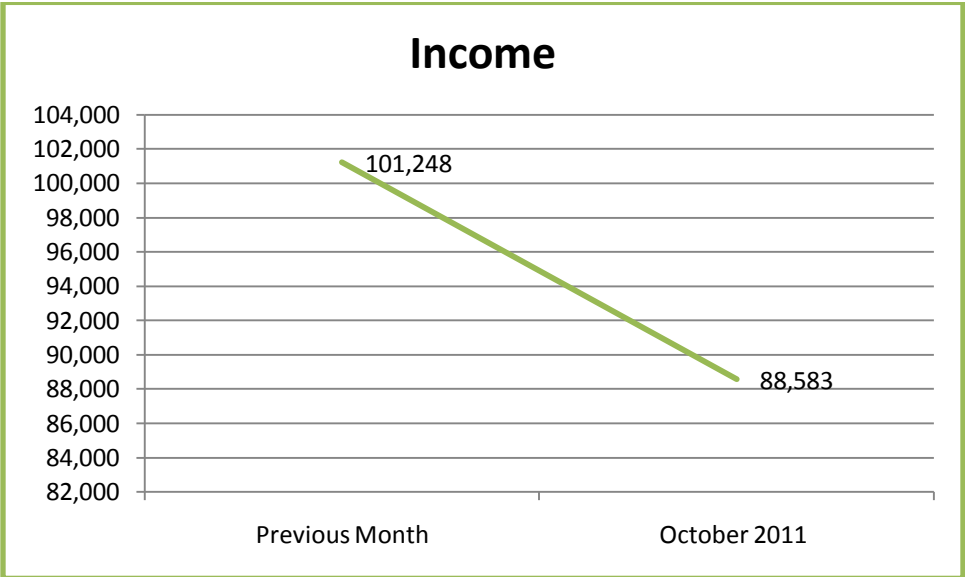


FINANCIAL UPDATE

Income

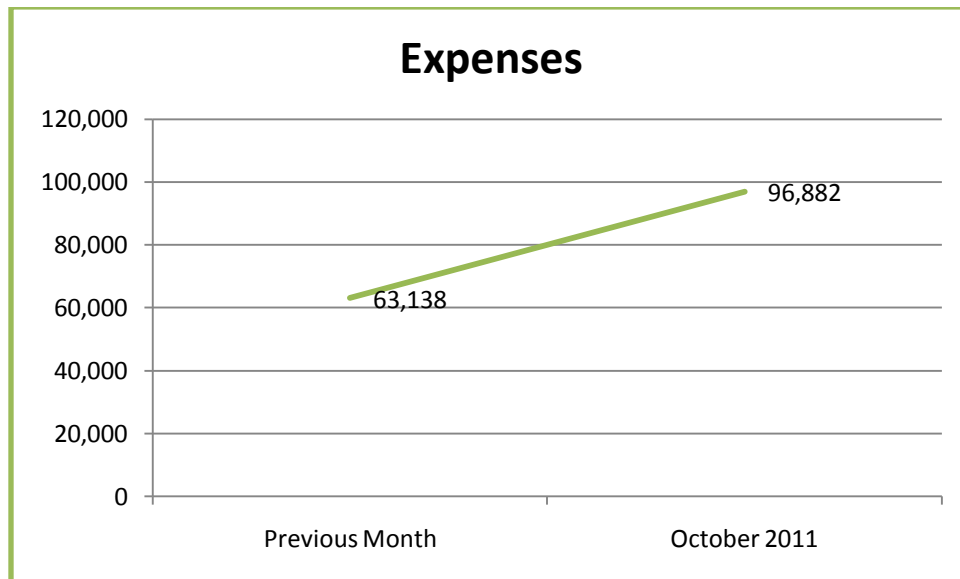
Income	October 2011
	88,583

Income



Expenses

Monthly Expenses	October 2011
Special Funds	
Personnel Expenses	26,793
Operational Expenses	57,440
TOTAL SF	84,233
General Fund	
Personnel Expenses	12,049
SATEP expense	0
NBPTS expense	0
Temporary contracts	600
TOTAL GF	12,649
GRAND TOTAL	96,882



Note: At time of report, all expenses may not be recorded.

Emergency Hire Data 10/2011

Emergency Hire Teachers	Code 5 (No SATEP)	Code W (SATEP Complete, lacking tests)	Total
Oct-11	234	375	609

Executive Director Data 10/2011

Executive Director	Oct-11
Met with Legislators/Governor's Office/Attended Hearings	1
Contacts with National Partners	4
Attended National Conferences/Trainings	2
Met with HIC Team	1
Hawaii Partner Meetings	2
Held Staff Meetings	8
Conducted Staff Trainings	2
Attended Local Conferences/Trainings	0
Presentations	4

Educational Specialist Data 10/2011

Educational Specialist Data	October 2011
NBPTS Support	
NBPTS Informational or Support Sessions	4
Subsidies Awarded	11
Requests for assistance for NBPTS process	12
SATEP Support	
SATE Review Training	3
SATE Unit Reviews	5
SATE Program Reviews	5
Requests for assistance from IHEs for SATE Process	14

Professional Fitness Cases Received by Licensing Specialist

Professional Fitness Cases	Oct-11
# Professional Fitness cases received	1