The annual report of the Teacher Education Committee (TECC) is submitted to the Hawai‘i State Legislature in compliance with the provisions of Section 304-20, Hawai‘i Revised Statutes.

TECC membership consists of representatives of the institutions of higher education (IHE) in the State of Hawai‘i, including: the University of Hawai‘i at Manoa, University of Hawai‘i at Hilo, Brigham Young University Hawai‘i, Chaminade University of Honolulu, and University of Phoenix, Hawai‘i, all of whom participate in the preparation of teachers in partnership with the Hawai‘i State Department of Education.

The TECC met from September 2003 through May 2004 for a total of eight (8) meetings. The Superintendent of Schools, Department of Education, and the Dean of the College of Education, University of Hawai‘i at Manoa, shared leadership roles for the TECC. Superintendent Patricia Hamamoto and/or her designee served as chair, facilitating meetings for the 2003 – 2004 school year.

This past year witnessed a movement within the Department of Education to become accountable for its decisions and actions which led to the Legislature’s passage of Act 51. Along with this major legislation, the DOE continued to feel the impact of the Felix Consent Decree and No Child Left Behind (NCLB) Act. The changes within the Department and the impact of the federal requirements have had a direct bearing on teacher preparation programs, recruitment and retention of teachers, and teacher accountability.

The Department of Education’s goal is that “each school within the DOE will be a community for excellence in learning, high student achievement, and personal growth for all students.” (Superintendent’s Strategic Implementation Plan and Vision for Hawai‘i Public Schools; January 2003). To reach this goal, the Department must employ “highly qualified” school personnel. They include administrators, teachers, clerks, paraprofessionals and support personnel, who contribute their knowledge and skills to enable successful instruction and learning to take place in the classroom. To accomplish this goal, all student-related, instructional and support personnel must be appropriately trained, certified and licensed to meet the requirements of their position in the school.

Successful recruitment of school teachers and support personnel is one key factor to the establishment of an effective learning environment. Successful retention of school personnel is the other key factor to maintain a successful learning environment. The belief, that only the best should teach in Hawai‘i Public Schools, is consistent with the latest mandate that classrooms and schools be filled with only highly qualified instructional personnel. To this end,
the Department in partnership with the Institutes of Higher Education looks to the
development of quality teacher education programs, access to programs,
recruitment to the field of education, incentives, program delivery options, and
increasing the number of graduates.

In addition to meeting the Department’s teacher needs, the coordinating council
also addressed the areas of mentoring support for beginning teachers,
standards, professional development, and employe background check.

Providing support to beginning teachers during their first two years of teaching is
a means of increasing the retention rate of teachers in the profession. Mentor
programs provide a seamless transition from pre-service preparation to service in
the classroom. Most programs are designed to provide emotional support, assist
with long-term planning, design classroom management strategies, provide
lesson-delivery modeling, provide curriculum resources, and facilitate
communication between administration and the teacher. Partnership programs
with the colleges and universities also provide training and incentives for the
veteran teacher (mentor).

Standards based education grew from the notion that student effort and
achievement are directly affected by the expectations of the school system. The
council revisited the Hawaii Content and Performance Standards, the General
Learner Outcomes, Performance Standards and Indicators, and Instructional
Guide. The council also focused on training using the Standards Took Kit. The
Tool Kit provides prospective teachers with information on the standards,
curriculum framework and professional development modules.

The issue of providing incentives (professional development credits) for veteran
teachers participating in the Observation Participation (OP)/Cooperating Teacher
(CT) mentoring program to support preservice students was raised during council
sessions. High quality OP/CT mentors are vital in improving student
performance. A method to attract, train and retain these mentors is vital to
support the teacher training programs. A select committee, consisting of
members of the various colleges/Universities, DOE and Hawaii Teachers
Standards Board met, developed and defined the parameters of the professional
development credit option. As a result of this effort, mentors will be able to use
earned credits for re-licensure and re-classification, as well as evidence for the
Performance Evaluation Program for Teachers (PEP-T) evaluation.

The issue regarding employee background check (fingerprinting) was finalized
with the Institutes of Higher Education. Issues regarding responsibility, fees and
procedures were agreed upon. Final documentation was distributed to all of the
IHE members.
The TECC acknowledges the continued support and commitment of the Hawai‘i State Legislature to ensure quality education for students enrolled in the public schools of Hawai‘i. The cooperative efforts of the TECC members and their respective institutions and organizations affirm a legacy of caring and excellence in education.

Respectfully submitted,

Patricia Hamamoto, Superintendent
Hawai‘i State Department of Education

Randy Hitz, Dean
College of Education
University of Hawai‘i Manoa
<table>
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<tr>
<th>Date</th>
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<th>Location</th>
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<tr>
<td>September 9, 2003</td>
<td>DOE/OHR</td>
<td>Dole Cannery Room 435</td>
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<tr>
<td>October 14, 2003</td>
<td>DOE/OCISS</td>
<td>OCISS Annex 2nd Floor Conference Rm.</td>
</tr>
<tr>
<td>November 11, 2003</td>
<td>Cancelled</td>
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<tr>
<td>December 9, 2003</td>
<td>BYUH</td>
<td>Turtle Bay</td>
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<tr>
<td>January 13, 2004</td>
<td>Chaminade</td>
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<tr>
<td>February 10, 2004</td>
<td>University of Phoenix</td>
<td>Administrative Building Conference Room</td>
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<tr>
<td>March 9, 2004</td>
<td>DOE/OHR</td>
<td>Dole Cannery Room 435</td>
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<tr>
<td>April 13, 2004</td>
<td>Hawai‘i Teacher Standards Board</td>
<td>Conference Room Room 201B</td>
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<tr>
<td>May 11, 2004</td>
<td>DOE/OCISS</td>
<td>Dole Cannery Room 435</td>
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Teacher Education Coordinating Committee (TECC)

The Teacher Education Coordinating Committee (TECC) was created officially by the State legislature, in 1965, as specified under the Hawai'i Revised Statutes (HRS), Chapter 304, University of Hawai'i, Section 304-20, College of Education. The authorizing statute indicates that

an advisory committee to be known as the teacher education coordinating committee [will] identify, study, take action, or make recommendations on matters of education of common interest to the department of education and the institutions of higher learning in Hawai'i. The membership of the committee shall include the superintendent of education and dean of the college of education of the University of Hawai'i, who shall serve in alternate years as chairperson of the committee with the superintendent acting as the first chairperson. The membership of the committee shall include a representative from each accredited teacher training institution in Hawai'i. In addition, the superintendent of education and the dean of the college of education of the University of Hawai'i shall appoint at least two members of the committee from the University of Hawai'i who are not within the college of education. The committee shall meet at least six times within any calendar year to (1) work out problems related to the development of strong teacher training programs at accredited institutions of higher learning in Hawai'i, and (2) to identify study, and discuss educational problems or other educational matters of interest to the committee and to develop findings and make recommendations for the improvement of education in Hawai'i. The committee shall submit an annual report on its activities to the legislature and may include therein recommendations for legislative consideration.
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TEACHER EDUCATION COORDINATING COMMITTEE
September 9, 2003
Dole Cannery, Room 490

AGENDA

10:00 Welcome
   Introduction of Members
   Housekeeping Issues
   Patricia Hamamoto

10:10 Superintendent's Report

10:30 Old Business:
   Review of May, 2003 Minutes
   Report to Legislature

10:45 New Business:
   Update of IHE Programs
     • University of Hawaii at Manoa
     • Chaminade University of Honolulu
     • University of Phoenix
     • Brigham Young University-Hawaii
     • University of Hawaii at Hilo
     Dr. Randy Hitz
     Dr. Wolfe
     Dr. Grace Blodgett
     Dr. Roy Winslau
     Dr. Keiki Leoni
   Hawaii Teacher Standards Board Update
   Sharon Maheoe

   New Teacher Report
     Claudia Chun
     Bruce Shimomoto

   Teacher Exit Report
     Claudia Chun
     Bert Itoha

10:55 Agenda Items for October Meeting:

Next Meeting:
   Date: October 14, 2003
   Site: TBD
   Time: 10:00 – 12:00
# Teacher Evaluation Coordinating Committee
## September 9, 2003

<table>
<thead>
<tr>
<th>Signature</th>
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<th>INSTITUTION</th>
<th>E-MAIL ADDRESS</th>
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<tbody>
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TEACHER EDUCATION COORDINATING COMMITTEE (TECC)
Dole Cannery, Room 425
Tuesday, September 9, 2003
10:00 a.m. to 12 noon

MINUTES OF MEETING

Present:
Pamela Hamamoto, Claudia Chun, Ann Mahi, Bruce Shimomoto, Bert Itoha, Barry Mitchell, Roy Winstead, Lynn Hammonds, Jan Zulich, Virgie Shattergy, Mona K.O. Chock, Carol Riley, Keiki Kawai‘ae‘a, Estelle Wong, Sharon Mahoe, Michael Omizo, Randy Hitz, Judith Hughes, Fay Ikei

The committee reviewed and approved the May 13, 2003 minutes.

Discussion:

1. Superintendent’s Report:
   - FELIX Update: The DOE will be up for review in December 2003 and must meet the compliance requirements.
   - NCLB has placed additional pressures on the department to provide additional data for accountability reports.
   - The goals for SY 2003-2004 are (1) to make a difference through quality teaching; (2) the development of a comprehensive professional development program; (3) begin the movement to small schools; and (4) to focus on making a difference with our students.
   - Approximately 12 million dollars was reduced from the base budget. The department currently has a budget of $1.4 billion, of which approximately 900 million covers the personnel cost and 300 million for other operating cost. The cuts have affected programs, including professional development for teachers. Consequently, the department will seek funding from outside sources.
   - Legislative proposals will be partnered with NCTAF and focus on the issue of quality teaching: how to support teacher education in Hawai‘i, i.e., how DOE recruits and retains its teachers.

2. The Teacher Education Coordinating Committee Report (Annual Report) was shared with the members. The report will be submitted to the Hawai‘i State Legislature in compliance with the provisions of Section 304-20, Hawai‘i Revised Statutes.

3. Update of IHE Programs:
   - University of Hawai‘i at Manoa:
- Good recruiting year for faculty
- 7 tracks in the Teacher Education Program
- 500 graduates with 350 recommend for licensure
- 6 cohorts on the neighbor islands
- 4 statewide cohort (all islands) utilizing various modalities
- 23 million in grants and contracts
- College will track students over the past 10 years and do a comparison on the programs and graduates.
- Transition to Teaching grant focuses on recruiting secondary education teachers in math and science, statewide.

- University of Phoenix:
  - 3 Masters Program (elementary, secondary and special education) with approximately 307 students
  - There is a change in the sequencing of courses in the elementary and secondary program which will roll out in January 2004.
  - The school of counseling program will begin in January 2004.
  - UOP received a grant to provide tuition assistance ($5000) for teachers who teach in a DOE approved school.

- Brigham Young University – Hawai‘i Campus
  - Student Data
    Elementary – 30
    Special Education – 10
    Dual Certified – 2
    Graduation in December – 4
    Graduation in May – 12
  - Proposed new Computer Technology Program for TS6 approval
  - Alternative Certification Program:
    12 completed program
    Requirements: Employed full time in a teaching position; Secondary must be employed _ time in related field. Need to pass the PPST + content area test. Principal recommendation. Additional courses up to 15 semester hours

- University of Hawai‘i Hilo Campus
  - Hawaiian Language Program
    • 12 students in Hawaiian Language Program with an approximate age range of 22 –52.
    • Will begin to look at the early education (lower elementary) license for flexibility to teach.
    • Attempting to bridge the program to meet the needs of the DOE
• Question regarding student movement: Students will move to other islands however, the program tries to keep the student where the student originally resides.

- Arts and Science Program
  • Balanced program
  • Issues:
    Down in the number of faculty
    Draw on expertise of retired DOE personnel
    Candidates not getting hired (i.e. math graduates)
  • Positive Note:
    2nd masters degree cohort will graduate in December
    3rd masters degree cohort will begin

- Hawai‘i Teachers Standards Board
  - HTSB website will have a listing of all SATE approved programs
  - Licensure requirements are listed on the website
  - INTASC training will be held on September 18 – 21.
  - Information packet will be sent to all IHE’s regarding the Standards Board and Teacher Licensing
  - The Board passed items relative to supporting the NTSB candidate
  - and to seek additional funding from the legislature.
  - SATE approval for special license area was approved by the Board. There is a new SATE procedures manual coming out soon.

Request from Keiki that the “DGE Standards Professional Tool Kit” material that are sent to the schools be shared with the IHEs.

   • Bruce Shimomoto reviewed the draft of the New Teacher Report which will be printed and disseminated in November. SY 2002-2003 reflected 1,363 new hires with 1,259 leaving the department. He noted the number of teachers recruited from the mainland who complete their contract and then return to their home. 80.4% of new hires are considered residents.

5. Teacher Exit Report
   • Bert Itoya shared the draft copy of the Teacher Exit Report which will be shared with the Board of Education on September 17, 2003.
   • Exit Information comes from portions of the ISSEI printout of Form 190 outprocessing data and interviews with SASAs and Principals.
   • The report compared teacher exit reasons between special and general education teachers
A new category of exit reason was the Inability-to-be-Rehired; this is an impact resulting from DOE compliance with NCLB legislation.

6. OCfSS Report
   • Reporting of Professional Development credits
     - Change in procedure due to numerous teacher complaints
     - IHE will receive slip with Tom’s signature
     - Deadline for submittal of list is 30 days after semester ends
     - Letter to teacher that credit slip was submitted
     - Every IHE will have a liaison for PD credit. This process will continue for the year with a review at the end of the year.

Follow-up Items:
1. Follow-up on assessment of SATe graduates employed by DOE and how to coordinate assessment data.
2. Status report on fingerprinting packets
3. Update on Teacher Cadet Program
4. Alignment of Professional Development Credits with licensure requirements
5. Housse Performance requirements for teachers.

Next Meeting:
Date: October 14, 2003
Site: OCfSS Annex, 2nd Floor Conference Room
Time: 10:00 a.m. - 12:00 noon
TEACHER EDUCATION COORDINATING COMMITTEE (TECC)
October 14, 2003
OCISS Annex, 2nd Floor Conference Room

AGENDA

10:00  General Business
       Review of Minutes
       Change in November
       Meeting Date
       Update of Meeting Sites
       Introduction of Guest
       Patricia Hamamoto

10:05  Introduction of the Standards
       Tool Kit
       Anthony Calabrese
       Director, Instructional
       Services Branch

10:50  Standards Toolkit CD &
       Website Access
       Hilary Apana-McKee
       Christy Sato
       Resource Teachers
       Advance Technology
       Research Branch

11:45  HSTB Update
       Lynn Hammonds

12:00  Closing

Next Meeting:
       Date: TBD
       Site: TBD
       Time: 10:00 – 12:00
TEACHER EDUCATION COORDINATING COMMITTEE (TECC)
OCISS Annex Conference Room
Tuesday, October 14, 2003
10:00 a.m. to 12 noon

MINUTES OF MEETING

Present:
Barry Mitchell, Margaret Donovan, Rosemary Wolfe, Lynn Hammonds, Mona Chock,
Caroline Hasegawa, Stephen Miyasato, Fay IKei, Roy Winstead, Estelle Wong, Ann
Maht, Claudia Chun, Virgie Chattergy, Kathy Jaycox, Keiki Kawasea, Jan Zulich, Randy
Hitz, Sharon Mahoe

General Business

1. Minutes of the September 9, 2003 meeting were reviewed and approved.

2. 2003-2004 Meeting Schedule
   • November 11, 2003 meeting cancelled; Nov. 11 = Veteran’s Day
   • December 9, 2003 meeting to be hosted by BYUH
   • January 13, 2004 meeting to be hosted by Chaminade
   • February 10, 2004 meeting to be hosted by UOP
   • March 3, 2004 meeting to be hosted by DOE/OCISS at the OCISS
     Annex in the 2nd Floor Conference Room
   • April 13, 2004 meeting to be hosted by HTSB
   • May 11, 2004 meeting to be hosted by DOE/OHR at the Dole
     Cannery in Room 435

3. Introduction of Guests
   • Tony Calabrese, Director, Instructional Services Branch
   • Steve Miyasato and Caroline Hasegawa, DOE/OHR

4. Dress Code
   • Appropriate/Acceptable attire for employees to be taken up by DOE
   • Claudia requested that HE’s send copy of any dress code policy
     they may have

5. Targeted Interviewing with anticipated December graduates to be held on
   November 8
   • Send completed forms to Fay IKei
     i. Graduate Report (pink)
     ii. Student Interview Form (ilac)
• Jan requested submittals be sent electronically – OHR to develop capacity for electronic submittals by the spring interviews
• Suggestion: Rename Student Interview Form to Teacher Candidate Interview Form
• Virgie suggested that forms include statement to establish the understanding that hire will be contingent upon completion of all requirements
• Claudia clarified that offer letter applicants have priority over other applicants
• Fay introduced Steve Miyasato who will be working with IHE’s to gather data for graduation projections. Claudia stated that projections must be tightened up to improve recruitment

Introduction of the Standards Toolkit – Tony Calabrese

1. Tony presented historical background and context for the standards toolkit including the DOE’s Vision of a Public School Graduate, Act 238: Accountability, No Child Left Behind Act, and other activities conducted within the Dept. to transition to a standards-based system.

2. Overview of the Standards Toolkit
   a. Instructional Guide
      • Content Standards
      • Cluster Benchmarks
      • Grade Level Performance Indicators
      • Sample Instructional Strategies
      • Sample Assessment Tasks
   b. Curriculum Framework
   c. Professional Development Modules

3. Standards Toolkit CD distributed to TECC members in attendance. Advance Technology Research Branch Resource Teachers Hilary Aparas-McKee and Christy Sato provided technical assist for TECC members to access the toolkit via the CD and/or the DOE website. Opportunity for hands-on orientation.

4. Topics that Barry would like future TECC meeting agenda to include:
   a. How does HCPS align with the Scholastic Achievement Test (SAT)?
   b. How does Hawaii State Assessment align with the SAT?
TEACHER EDUCATION COORDINATING COMMITTEE (TECC)
January 13, 2004
Host: Chaminade University of Hawaii

AGENDA

Opening: Patricia Hamamoto

Review of Minutes

New Business

- Review of Dress Code Claudia Chun
- Fingerprinting Update Glenn Nakamoto
  Personnel Specialist
  OHR
- Walk Through Harriet Ajimine
  Educational Specialist
  OCiSS
- Alignment of HCPS with SAT Robert McClelland
  Alignment of Hawaii State
  Assessment with SAT9
  Project Manager
  Planning & Evaluation
  Section

Topics for February

- Professional Development Phyllis Unebasami

Next Meeting:

- February 10, 2004
  Hosted by UOP
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TEACHER EDUCATION COORDINATING COMMITTEE (TECC)
January 13, 2004
Chaminade University

MINUTES OF THE MEETING

Present: Virgie Chattergy, Fay Ihei, Caroline Hasegawa, Lynn Hammonds, Robert Gail, Carol Riley, Kathy Jaycox, Mona Chock, Margaret Donovan, Rosemary Wolfe, Barry Mitchell, Roy Winstead, Randy Hitz, Judith Hughes, Sharon Mahoe.

Guest: Dr. Selvin Chin-Chance, Robert McClelland

The meeting was convened at 10:10 a.m. by Fay Ihei in the absence of Patricia Hamamoto.

The committee reviewed and approved the December 9, 2003 minutes.

General Business:

- Professional Development Credit Program:
  The members of the sub-committee for Professional Development Credit Program will be meeting at University of Hawaii – Hilo on January 23 – 24, 2004. As a result of the change for obtaining Professional Development credits for teacher reclassification, the Institutions of Higher Education (IHE) will need to get the approved PD credits for OPTs and CTs in place beginning Fall 2004.

- Alignment of HCPS with SAT:
  Dr. Selvin Chin Crance and Robert McClelland of the DOE Test Development Section did a presentation on "Hawaii State Assessment and Hawaii's Content Standards" which included:
  1. No Child Left Behind Testing Requirements
  2. Overview of Hawaii State Assessment
  3. Nnrm-Referenced Component
  4. Criterion-Referenced Component

- Dress Code Policy and New Employee Handbook:
  DOE Personnel shared the "Department of Education Personnel Dress Code Policy" which is to be included in the forthcoming "New Employee Handbook". The policy will be reviewed by the Board of Education and upon approval sent to members of the bargaining units, Complex Area Superintendents, Assistant Superintendents, Directors, Personnel Officers, Educational Offices, parents and the community for review and
input. In addition, copies will be sent to HGSA/HSTA for consult and confer. There will be a need to inservice school administrators on the Dress Code policy.

DOE will inform TECC when the Dress Code policy is in effect.

- HTSB:
  Lynn Hammonds shared information on SATE Meetings with IHEs to discuss new review procedures, electronic institutional recommendation submittals, institution reports to the state and Middle Level Teacher Nomination for Standards Setting Panel. Teacher nominees should be involved in middle school education and/or completed a SATE Program in the middle school level.

UHM requested a listing of DOE Middle Schools.

Sharon Mahoe shared that the data information in the Education Week resulting in low rating for Hawaii was incorrect and based on incomplete information. It was suggested that the information in Education Week be corrected.

Next Meeting:
February 9, 2004
University of Phoenix
Administration Office

Agenda Items for February:
Fingerprinting Update
Walk Through
Windward District Peer Assist Update and Data
Professional Development Subcommittee Report
Special Education Standards

Note: A special thank you to Mike Fassitta, Rosemary Wolle and Margaret Donovan for hosting the January meeting and providing a delicious lunch for the TECC members.
TEACHER EDUCATION COORDINATING COMMITTEE (TECC)  
February 10, 2004  
University of Phoenix  

AGENDA

Opening  
Patricia Hamamoto  
Claudia Chun

Review of Minutes

Legislative Update:  
Patricia Hamamoto  
Claudia Chun  
Randy Hitz

Presentation:  
- Walk Through  
  Harriet Ajimine
- Windward District Peer Assist  
  Program Update and Data Analysis  
  Phyllis Unabasami

Discussion:  
- Employee Background Check  
  Glenn Nakamoto
- Special Education Standards  
  Sharon Mahoe  
  Amelia Jenkins
- Professional Development Credit  
  Subcommittee Report  
  Ann Mahi

Old Business:  
- New Employee Handbook  
- Dress Code Policy

Agenda Items for March Meeting:

Next Meeting:  
March 9, 2004  
Dole Cannery, Room 435
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<td>Gregory Nekesomta</td>
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TEACHER EDUCATION COORDINATING COMMITTEE (TECC)
February 10, 2004
University of Phoenix

MINUTES OF THE MEETING


Guest: Glenn Nakamoto, Amelia Jenkins, Harriet Ajimine, Roberta Richards, Phyllis Unebasami, Darlene Pang.

The meeting was convened at 10:00 a.m. by Claudia Chun in the absence of Patricia Hamamoto.

The committee reviewed and approved the January 13, 2004 minutes.

Presentation:
- Walk Through – “Learning Snapshots” (Handout): Harriet Ajimine presented an overview of the purpose and procedure in conducting a walk through. The focus is on rigor, relevance and relationships in the learning environment. Important for principals to set the climate and tone prior to the site team visitation.

  1. Six mentors serviced 149 “new hires” within the district.
  3. Area of needs were in (a) assessment and (b) planning and preparation.
  4. Teachers performing at a marginal level were also referred to the program.

Concerns from the IHE’s regarding the report:
1. Misinterpretation of information and data
2. Display of information
3. Who is the intended reader
4. What are some of the recommendations
• Employee Background Check (Handouts):
  Glenn Nakamoto was introduced to the group as the point person in charge of EBC. Glenn assumed Mae Yamasaki's position in November and will follow-up on the concerns addressed by the group. At the March 9th meeting Glenn will share procedures for IHEs.

• Special Education Standards (Handout):
  In October, Sharon Mehoe, Amelia Jenkins, and Paul Ban attended the INTASC meeting focusing on the alignment of teacher licensure standards to the CEC Special Education Standards. The Hawaii team focused on a wider meaning of "diversity". The team reviewed the Action Plan Template for Developing, Implementing, and Aligning State Teacher Licensure Standards. Survey of general education teachers will focus on comfort level of teachers in servicing special education students and addressing the standards. Based upon the results, professional development programs will be developed to meet the needs of teachers.

• HTSB:
  Lynn Hammonds reminded members that the state report is due in April. There is concern/confusion from teachers regarding the middle school license. Information will be sent to the field to alleviate these concerns.

• New Employee Handbook/Dress Code Policy (Handout):
  Fay Ikee requested input from the TECC members on both documents. Feedback due on March 9th.

• Professional Development Credit Subcommittee Report (Handouts):
  Ann Mahi shared the recommendations of the subcommittee on the DOE/IHE DP:CT Mentoring Program. Final report due to TECC members at the March 9th meeting.

Meeting adjourned at 12:45 p.m.
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<td>Opening/Welcome</td>
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<td>10:05</td>
<td>Fingerprinting</td>
<td>Glenn Nakamoto</td>
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<td>Just for the Kids</td>
<td>Susan Bonesteel</td>
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<td>Carl Takamura</td>
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<td>11:00</td>
<td>Teacher Preparation Report</td>
<td>Kathy Jaycox</td>
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<td>University of Santa Cruz Mentoring Program</td>
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<td>Judy Coryell</td>
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<td>12:00</td>
<td>Update on Mentoring in DOE (Working Lunch)</td>
<td>Claudia Chun</td>
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<td>12:30</td>
<td>PD Credits – Option 4</td>
<td>Ann Mahi</td>
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<td>1:00</td>
<td>Agenda for next meeting</td>
<td>Claudia Chun</td>
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TEACHER EDUCATION COORDINATING COMMITTEE (TECC)  
April 13, 2004  
Hawaii Teachers Standards Board  

MINUTES OF THE MEETING  

Present:  Claudia Chun, Roy Winstead, Randy Hitz, Mona Chock, Virgie Chatteyng, Carol Riley, Robert Gail, Margaret Donovan, Rosemary Wolfe, Keiki Kawai‘ae‘a, Jan Zulich, Ann Mahi, Lynn Hammonds, Sharon Mahoe, Kathy Jaycox, Clara Burrows, Fay Iikei  

Guest:  Glenn Nakamoto, Holly Shikada, Colleen Robinson, Judy Coryell, Susan Bonesteel, Carl Takamura, Roberta Richards  

The meeting was convened at 10:00 a.m. by Claudia Chun in the absence of Patricia Hamamoto.  

The committee reviewed and approved the April 13, 2004 minutes.  

Presentations:  

• Fingerprinting  
  Glenn Nakamoto provided the iHE’s a draft copy of the “Institutes of Higher Education Trainees Background Check” with attached forms.  
  The requirement for teacher trainees (i.e. Student teachers, OP students, etc.) is the need for a criminal history check. This information will be transmitted to all Deans within the College of Education. Trainees will be assessed the cost of fingerprinting ($24.00) initially and if employed by the DOE will get reimbursed. Glenn will contact Personnel Regional Officers regarding the need to fingerprint trainees. iHE’s will provide a list of trainees (including social security number and birth dates) that require fingerprinting. A list of employment needs will be provided to iHE’s to review with trainees.  

• Just for the Kids Project (Handout/Powerspoint)  
  Presentation by Susan Bonesteel and Carl Takamura regarding the analysis of data from school districts.  

• University of Santa Cruz Mentoring Program (Handout/Powerspoint)  
  Presentation by Colleen Robinson and Judy Coryell on the partnership program between the Department of Education and the University of Hawaii. Focus on providing training for state and district resource teachers to support new teachers in the classroom.  

Claudia Chun shared the various coaching and mentoring programs in the complexes. (Handout) OHR is responsible for the entry level/beginning
teachers and vice principals. OCISS is responsible for the senior teachers and principals.

- Teacher Preparation Report (Handout)
  Kathy Jaycox reported on the April 6 meeting that brought representatives of the DOE and the Hawai‘i Teacher’s Standards Board with representatives from all 10 UH campuses to discuss how the system might support the state’s need for teachers. The discussion focused on the role of the community colleges in attracting more state residents into the teaching profession. The community college involvement in teacher preparation is a national trend. They provide a route to recruiting more minorities and first generation college students into the teaching career. Follow-up meetings will focus on (1) Early Childhood Education; (2) Educational Assistants; (3) Career and Technical Education; (4) Associate of Arts in Teaching Degree; and (5) Professional Development.

- Professional Development Credits – Option 4 (Handout)
  Ann Mahi and Robert Richards shared the results of the meeting with the Task Force on “DOE/IHE “teacher OPST Mentoring Program”. Beginning June 1, 2004 all information will be transmitted on line and there will no longer be a need for PD slips. The information needed to offer a course includes the (1) Syllabus; (2) Program plan (detailed agreement of what IHE will do); and (3) Elements (the important piece is the portfolio which needs to line up with the standards).

- Hawaii Teacher Standards Board
  Lynn Hammonds requested nominations for the standard setting panels for the following areas: middle level language arts, math, science, and social studies; early childhood; reading; agriculture, and health. The deadline for submitting forms was extended to April 15, 2004.

  A draft copy of the Code of Ethics (Handout) was given to representatives of the IHE’s for review and input. The code will address the three facets of teaching, the entire teaching profession and relate to the standards.

  Institutions are able to request a special administration of the PRAXIS at a cost of $200.00. Deadline for submission is May 31, 2004.

  Reminder to submit information for the state report.

Agenda for next meeting:
- Code of Ethics
- Legislative Update
- Dress Code
- BYUH Mentoring Program
- Focus topics for 2004-2005
Next Meeting: May 11, 2004
Dole Cannery, Room 435
Lunch provided by DOE

Note: A special thank you to Sharon Mahoe and HTSB for hosting the meeting and the delicious refreshments and lunch.
AGENDA

Opening
Claudia Chun

Review of Minutes

Legislative Update:
Claudia Chun
Randy Hitz

Follow-up:
• Fingerprinting updates/clarification
  Glenn Nakamoto
• Dress Code
  Fay Ikei

New Business:
• HSTB – Code of Ethics
  Lynn Hammonds
• Mentoring Pilot – BYUH
  Roy Winstead

Agenda Items for 2004-2005

Next Meeting:
  September 14, 2004
  UH Manoa
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TEACHER EDUCATION COORDINATING COMMITTEE (TECC)
May 11, 2004
Dole Cannery, Room 435

MINUTES OF THE MEETING

Present: Claudia Chun, Randy Hitz, Margaret Donovan, Judith Hughes, Barry Mitchell, Jan Zulich, Lynn Hammonds, Carol Riley, Virgie Chattergy, Ann Mahi, Keiki Kawaiinea, Mona Chock, Roy Winstead, Fay Ikey

Guest: Glenn Nakamoto

The meeting was convened at 10:00 a.m. by Claudia Chun in the absence of Patricia Hamamoto, Superintendent.

The committee reviewed and approved the April 13, 2004 minutes.

Presentation:

- Legislative Update
  Claudia Chun shared the overview of Act 51 and the impact on the Department. Committees will be set up to address Student Weighted Formula and the delinking with the various agencies (i.e. DHS, DADS, DHRD, AG, B & F, DOH). Fifteen (15) pilot schools will be selected and receive training throughout the summer to implement SWF.

- Fingerprinting
  Glenn Nakamoto reviewed the revised Background Check Document for the IHE's (Handout). This was the follow-up to the April 13, 2004 discussion with Holli Shikada, Deputy Attorney General.

- Dress Code
  Fay Ikey provided an update to the status of the Dress Code. During the initial meeting with the BOE, concerns from board members focused on the language of the "dictating" to the schools and the implementation of the dress code. Follow-up meetings to address the language of the document are set for June. The Department will notify all institutions on the status of the Dress Code at the September meeting.

- HSTB – Code of Ethics
  Lynn Hammonds shared the Draft Code of Ethics from HTSB. (Handout)

- BYUH Mentoring Partnership Program
  Dr. Roy Winstead shared the first year evaluation results from the BYUH – Windward District Pilot Mentoring Program. (Handout) The program is integrated into the Windward District Peer Assist Mentoring Program. The
first year focused on direct assistance to first year teachers, providing a
smooth transition into the classroom. In addition, work with identifying the
role and responsibilities of the agencies involved. During the months of
May - September work will begin on service to the next cohort of teachers
and addressing the plan and framework for mentoring.

Next Meeting: September 14, 2004
University of Hawai‘i
Wist Annex

Note: A special thank you to Ann Mahi and the Office of
Curriculum, Instruction and Student Support for hosting the
luncheon.
TEACHER EDUCATION COORDINATING COMMITTEE (TECC)
March 9, 2004
Dole Cannery, Room 435

AGENDA

Opening
Patricia Hamamoto
Claudia Chun

Review of Minutes

Legislative Update:
Claudia Chun
Randy Hitz

Follow-up:
- Professional Development Credit
  Subcommittee Report
  Ann Mahi
- Employee Background Check
  Glenn Nakamoto

New Business:
- HSTB
  Lynn Hammonds
- HOUSSE
  Claudia Chun

Agenda Items for April

Next Meeting:
April 13, 2004
HTSB
### TEACHER EDUCATION COORDINATING COMMITTEE (TECC)
March 9, 2004

#### Sign-In Sheet

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TEACHER EDUCATION COORDINATING COMMITTEE (TECC)
April 13, 2004
Dole Cannery, Room 490

MINUTES OF THE MEETING

Present: Patricia Hamamoto, Claudia Chun, Roy Winstead, Barry Mitchell, Lynn Hammond, Carol Riley, Jan Zulich, Ann Mahi, Virgie Chatergy, Margaret Donavan, Rosemary Wolfe, Keiki Kawai‘ea‘a, Mona Chock

Guest: Glenn Nakamoto, Robert Richards, Lisa Nagamine, Ellen Fujino

Claudia Chun convened the meeting at 10:00 a.m.

The committee reviewed and approved the March 9, 2004 minutes.

Discussion:

- Peer Assist Program
  Superintendent Hamamoto clarified information on the Peer Assist Program:
  1. Program piloted in Windward District with HSTA
  2. The goal is to transition new teachers and teachers new to the DOE
  3. The long term goal is to retain the teaching force
  4. Program is based on the NEA model
  5. Program is costly to the Department
  6. Funds for the pilot program was appropriated by the legislature
  7. DOE must account for all funds spent on the implementation of the program
  8. DOE must collect measurable baseline data to report
  9. Program was not meant to be an evaluation of the IHE programs
  10. DOE will include the IHE’s in future planning for mentoring

The University of Hawaii will collect data on past graduates for future collaboration. All stakeholders will review ways to support beginning teachers. It was suggested that we create a seamless transition for teachers to move from school to work. The responsibility for moving the teacher along the career continuum lies with both the DOE and the IHE’s.

- Employee Background Check
  Glenn Nakamoto distributed a draft of what is currently in place. Superintendent Hamamoto brought up the issue of cost on conducting background checks. The current budget does not lend itself to do background checks on all students. Suggestions shared on which students must/should have background checks.
1. Time spent on campus
2. O & P students are usually committed and can be part of the entrance requirement
3. Charge fee to potential teachers
4. Student pay up front and if hired by DOE, fee will be reimbursed
5. Substitute the "Declaration of Fitness" signed by the student at Chaminade and BYUH
6. Check the law for "interpretation"

- Professional Development Credit
  Ann Mahoe shared the following materials and information on the professional development credit:
  1. General Learner Outcomes
  2. The continuum for Professional Development
  3. Portfolio component still being worked on

- HTSB
  Sharon Mahoe shared the following information:
  1. Letter from Education Week (Handout)
  2. A copy of the letter distributed for teacher nomination to be on the standards setting panel scheduled for June 16 – 20. ETS will have the final say as to who will participate on the panel.
  3. The middle school license is an additional added field.
  4. Options available to teachers:
    *complete new program
    *Teach 2 years in new field and take PRAXIS
    *Teach 2 years in new field + 18 hours of which 12 hours are upper level courses
  5. The Board is developing Professional Code of Ethics.
  6. Title II State report is due April 7 – send both hard copy and electronic copy to HTSB

- HOUSSC
  Claudia Chun related that all veteran teachers much be HOUSSC certified in accordance with NCLB. Along with the PRAXIS scores the 1985-1990 NTE scores can be used to certify teachers.

April agenda items:
- Santa Cruz presentation
- Summary of district mentoring programs
- Fingerprinting
- PD credit – Option 4

April Site:
Hawaii Teachers Standards Board
TEACHER EDUCATION COORDINATING COMMITTEE (TECC)
December 9, 2003
HOST: BYUH

AGENDA

Opening: Patricia Hamamoto

Review of Minutes

New Business:
  - Ouchi Report Update Patricia Hamamoto
  - New Employee Handbook Fay Ikei
  - Fall Interview/Recruitment Claudia Chun

Topics for January: (Hosted by Chaminade University of Honolulu)
  - Alignment of HCPS with SAT OCISS
  - Alignment of Hawaii State Assessment with SAT9
  - Follow-up on Fingerprinting OHR

Next Meeting:
  - January 13, 2004
    Chaminade University of Honolulu
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TEACHER EDUCATION COORDINATING COMMITTEE (TECC)
December 9, 2003
Brigham Young University – Hawaii

MINUTES

Present:
Claudia Chun, Robert Gail, Carol Riley, Virgie Chattergy, Barry Mitchell, Jan Nakamura, Roy Winstead, Clara Burrows, Lynn Hammonds, Kathy Jaycox, Sharon Mahoe, Mona Chock, Keiki Kawalae’a, Jan Zulich, Margaret Donovan, Michael Fassiotto, Fay Ikei

The meeting was convened at 10:10 a.m. by Dr. Claudia Chun in the absence of Patricia Hamamoto.

The committee reviewed and approved the October 14, 2003 minutes.

General Business:

- Ouchi Report:
  Claudia Chun provided an update to the Ouchi Report. The information in the report lacks data to support findings; there are questions regarding the personnel information; and the data given by the DOE was not part of the report. Superintendent Hamamoto presented a rebuttal report to the Legislature based on factual data and information. (Handout)

- New Employee Handbook:
  The DOE’s New Employee Handbook provides general information (i.e. organizational chart, BOE, DOE offices, programs, employee benefits, rules and regulations, etc.) for all personnel in the DOE. The Handbook will be shared with the BOE on January 21, 2004. Upon approval, a copy will be sent to all TECC members. (Handout)

- Fall Recruitment:
  On November 8, 2003 the DOE held a mass interview at Farrington High School. A total of 104 interviews were scheduled and 101 were interviewed for possible placement in January or 2004-2005 academic year. (Handout)

- Highly Qualified Data:
  In April, 2003 the Planning and Evaluation Branch (DOE) conducted a Teacher Quality Survey. The results of the survey were used to report the number of "highly qualified" teachers currently teaching in the public schools. Future data will be obtained from the School List. (Handout)

- IHE Student Teaching Form:
  Question raised regarding a standardized form for video taping student teachers. There is no standardized form. Student teachers can be video taped if the purpose is for evaluation and self reflection. Students cannot be video taped unless consent is received from the parent.
• HTSB: 
  Lynn Hammonds thanked everyone who attended the Conceptual Framework 
  Workshop. Lynn and Clara will be conducting site visitations to the various 
  program sites beginning in January. IHE's to schedule meeting dates and times.

Next Meeting: 
January 13, 2004 
Chaminade University of Honolulu 
Ching Conference Center, Ivan Hall 

Topics for Discussion: 
1. Dress Code 
2. Follow-up on Fingerprinting 
3. Walk Through Protocol 
4. Alignment of HCPS with SAT 
5. Alignment of Hawaii State Assessment with SAT9

The meeting was adjourned at 12:00.

Note: A special thank you to Roy Winstead and BYUH for hosting the Christmas lunch 
for the TECC committee members.