December 20, 2001

The Honorable Benjamin J. Cayetano  
*Governor of Hawaii*

The Honorable Robert Bunda  
*President of the Senate*

The Honorable Calvin Say  
*Speaker of the House of Representatives*

Dear Sirs:

On behalf of the Hawaii Teacher Standards Board, I am pleased to submit the 2001 Annual Report of the Hawaii Teacher Standards Board, in accordance with the provisions of Sec. 302A-803(4), Hawaii Revised Statutes.

The Board, encouraged by the Governor's commitment to becoming a partner state of the National Commission on Teaching and America's Future (NCTAF) network, spearheaded research and data analysis required to conduct an inventory of policies impacting teacher quality in Hawaii. This inventory served as the basis for recommendations made by the NCTAF-Hawaii Policy Group to improve teacher quality.

Due to the tireless efforts of Lt. Governor Mazie Hirono, chair of the Policy Group, and members of the Policy Group, including Sen. Norman Sakamoto and Rep. Ken Ito, the NCTAF-Hawaii Policy Group successfully lobbied for five pieces of legislation last session:

1. Act 307 Student loan forgiveness for teachers in shortage areas
2. Act 308 Rehiring retired teachers
3. Act 312 Increased authority for the Hawaii Teacher Standards Board
4. Act 313 Establishment and continuation of Professional Development Schools
5. Act 314 National Board Certification Support Program

On behalf of all the members of the Hawaii Teacher Standards Board, I want to express our appreciation for your support of our efforts during the last legislative session. We look forward to your continued support as we prepare to take on the new responsibilities assigned to us in Act 312.

Respectfully submitted,

Twylla-Dawn Steer, Chairperson

“Toward a highly esteemed public education system with rigorous professional teacher standards that foster student success.”
Hawaii Teacher Standards Board

2001 Annual Report

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Hawaii Teacher Standards Board

Promoting professionalism and teaching excellence...

Legislative History

Act 240 of the Eighteenth Legislature, State of Hawaii, established the Hawaii Teacher Standards Board. The Board consists of nine members, including four licensed teachers, three educational officers, the chairperson of the Board of Education, and the Dean of the University of Hawaii College of Education.

The purpose of Act 240 was to transfer the responsibility for setting public school teacher certification standards from the Department of Education to the Hawaii Teacher Standards Board.

In addition to establishing standards for the issuance of licenses and credentials, the Board's powers also include:

- Setting and administering its own budget;
- Adopting, amending, repealing, or suspending the policies, standards, or rules of the Board in accordance with Chapter 91;
- Receiving grants or donations from private foundations;
- Submitting an annual report to the Governor and the Legislature on the Board's operations;
- Conducting a cyclical review of standards and suggesting revisions for their improvement;
- Establishing licensing and credentialing fees in accordance with Chapter 91; and
- Establishing penalties in accordance with Chapter 91.

Budget

By statute a revolving fund was established in the State Treasury for the deposit of all fees collected and all other moneys received by the Board in the form of appropriations, fines, grants, or donations. The revolving fund is called the Hawaii Teacher Standards Board Revolving Fund.
In 1996, based on testimony received at public hearings, the Board set the annual fee for licenses and credentials at forty-eight dollars. The Board started collecting these fees in September 1997 and has operated solely through these fees.

The major budget allocations of the Board fall into the following categories:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Past Year</th>
<th>Previous Year</th>
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</thead>
<tbody>
<tr>
<td>Hearings, meetings, training</td>
<td>28%</td>
<td>33%</td>
</tr>
<tr>
<td>Personnel &amp; substitute days</td>
<td>22%</td>
<td>25%</td>
</tr>
<tr>
<td>Communication expenses</td>
<td>15%</td>
<td>17%</td>
</tr>
<tr>
<td>Facilities &amp; equipment</td>
<td>13%</td>
<td>10%</td>
</tr>
</tbody>
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Status of Board Rules, Licensing and Credentialing Standards, etc.

Draft Standards for School Counselors and Librarians

The Board still awaits approval from the Attorney General and the Governor to take its draft standards for school counselors and for school librarians to public hearing. Both sets of standards were submitted two years ago.

Limited Duty Special Permit

The Board held a hearing on November 13, 2000, at Waimea High School on Kauai to hear public testimony on its proposed rules for a limited duty special permit for the instructors on Niihau. Based on positive testimony received, the Board submitted the rule to the Governor for approval, but awaits final approval. Until the rule is approved, the Department of Education cannot renew the instructors’ contracts.

Processing of Requests for Extensions

For the second year in a row the Hawaii Teacher Standards Board complied with the provisions of Act 106 of the Twentieth Legislature, State of Hawaii, by reviewing requests for extensions of third- and fourth-year credentialed teachers whose credentials expired in June 2000 and June 2001. The Board once again held meetings in every school district to review the procedures and forms with those affected.

The Board gave every teacher at least 8 weeks to meet the deadline for submittal of requests. Out of the 228 credentialed teachers with expired credentials, only 146 or 64% submitted their requests on time. The Board approved about 94% of the requests that were submitted using the criteria spelled out in the law.

NCTAF Partner State Project

Due to the support of Governor Benjamin Cayetano, Hawaii has been one of 19 National Commission on America’s Future (NCTAF) partner states since early 2000.
The 15-member NCTAF-Hawaii Policy Group is chaired by Lt. Governor Mazie Hirono on behalf of the Governor. The 15 members represent a wide range of education stakeholders including teachers, parents, military, educational officers, teacher educators, the university and community colleges, legislators, independent schools, business, the Department of Education, and the Board of Education.

In February 2001 the NCTAF-Hawaii Policy Group published and distributed its findings in a report called, *The Magic Weavers—Securing the Future for Hawaii’s Children*. Copies of the executive summary were distributed to every teacher, principal, teacher educator, legislator and board of education member. The report described the findings of the Policy Group as well as the recommendations it advocates.

### Teacher Quality Symposium

In October 2000, the Board sponsored a Teacher Quality Symposium with Lt. Governor Mazie Hirono, Chair of the NCTAF-Hawaii Policy Group, delivering the keynote speech. The purpose of the symposium was to inform participants of the results of the Policy Group’s teacher quality policy inventory and the Policy Group’s recommendations for addressing Hawaii’s needs.

The feedback received from participants at the symposium were positive and helped to refine the final recommendations of the Policy Group.

### Modernizing the Teacher Licensing System

Act 312 of the last legislature transferred the authority to issue, renew, revoke, suspend, and reinstate teacher licenses to the Hawaii Teacher Standards Board. Act 312 completed the work begun in 1995 by making it whole and empowering it to set and maintain standards like other professional boards.

The Hawaii Teacher Standards Board conducted a requirements analysis project to determine what it would need to do to convert the current license processing system used in the Department of Education to one that is web-based, user-friendly and timely. We are now awaiting the interpretation of the Attorney General’s office about a section of the State’s procurement rules before we can move forward with the design of our system.

Time is critical since the Board begins to issue license effective July 1, 2002.

### Candidate Support for National Board Certification

The Board's standards set minimum qualifications for teachers seeking to teach in Hawaii. The standards set by the National Board for Professional Teaching Standards describe highly accomplished teaching—a worthy goal for all teachers. It is for this reason that the Hawaii Teacher Standards Board has, since 1999 formed a partnership with the Hawaii Institute for Educational Partnerships and the Hawaii State Teachers Association to inform teachers about National Board Certification and what the process entails.

Thanks to the support of the last Legislature, the National Board Certification candidate support program now has been assigned to the Hawaii Teacher Standards Board. Due to the resources and stability provided through Act 314 as well as the salary incentives contained in the new teachers’ contract, the number of candidates has grown from 2 last year to about 100 this year.
Items of Concern

HTSB Budget Allocation

Due to a miscommunication, the Board’s budget allocation for FY 2001-02 is short by $250,000. We were informed of the Governor’s Administrative Directive 96-04, which provides for an agency to request an increase in its budget allocation by submitting a request and justification to the Governor or Budget and Finance. In August 2001 we submitted the request to Budget and Finance, but were informed that we needed to get the Attorney General’s ruling.

We received a favorable ruling in early December, but await notification from the Governor or Budget and Finance of approval to increase our authorized level of expenditure. We believe that our request will not impact the current concerns about the state budget since our funding is based on teacher license fees and not general fund revenues. Nevertheless, until we get the official approval, we cannot proceed with designing our new licensing system until this matter is resolved.

Need for Timely Responses from the Office of the Attorney General

As is evident in several items described above, the Board’s work is somewhat hindered by the inability to get timely responses from the Office of the Attorney General. We believe that this is partly attributable to the inadequate number of attorneys assigned to serve different agencies and partly to being assigned to a deputy attorney general who has administrative duties as well.

The Board welcomes any assistance the Governor, Legislature, and Attorney General can give to alleviate the bottleneck in the Attorney General’s office.

Expression of Thanks

The Board continues to work to fulfill the promise of Act 240 and Act 312. We have worked hard to collaborate with others and we have relied on the support of many including the Governor and the Legislature. Together, we can assure every child a qualified, caring and competent teacher.

Respectfully submitted,

Chairperson Twylla-Dawn Steer, Teacher, Aiea High School
Vice-Chairperson Cheryl Shintani, Teacher, Koloa School
Shannon Ajifu, Member, Board of Education
Dr. Randy Hitz, Dean, University of Hawaii College of Education
Peter Morton, Teacher, Pahoa High and Intermediate School
Sharon Nakagawa, Principal, Waialua Elementary School
Annette Nishikawa, Principal, Kapolei Middle School
Catherine Payne, Principal, Farrington High School
Fairfax Reilly, Counselor, Lanai High and Elementary School