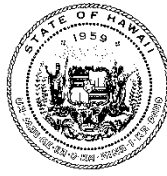


Board of Education Special Meeting

June 2, 2022

Action on nomination of Felicia Villalobos as Executive Director of  
Hawaii Teacher Standards Board (2022-2026)



**STATE OF HAWAII**  
**HAWAII TEACHER STANDARDS BOARD**  
650 IWILEI ROAD, SUITE 268  
HONOLULU, HAWAII 96817

May 12, 2022

To: The Honorable Catherine Payne, Chairperson  
Hawaii Board of Education

From: Branden Kawazoe, Chairperson  
Hawaii Teacher Standards Board

Subject: **APPROVAL OF THE APPOINTMENT OF THE EXECUTIVE DIRECTOR OF HAWAII TEACHER STANDARDS BOARD**

**1. RECOMMENDATION**

The Hawaii Teacher Standards Board (HTSB) recommends Ms. Felicia Villalobos for approval by the Board of Education (BOE) to the position of Executive Director for the HTSB.

**2. RECOMMENDED EFFECTIVE DATE**

The Executive Director position is currently vacant due to the retirement of the former Executive Director. Thus, Ms. Villalobos' appointment will take effect, with BOE approval, on July 1, 2022, for a term of four years.

**3. DISCUSSION**

a. Conditions leading to the recommendation

On August 13, 2021, the HTSB approved a Permitted Interaction Group, charged with the search and recommendation of HTSB's next Executive Director. The Permitted Interaction Group underwent an extensive search process. Two applicants indicated their interest in being considered. These candidates were interviewed on January 28, 2022, and Felicia Villalobos was chosen as the applicant to be forwarded by the Permitted Interaction Group to Hawaii Teacher Standards board for consideration. The Permitted Interaction Group's recommended candidate was presented and discussed at the Board's March 4, 2022, meeting. The Board's final approval of the Permitted Interaction Group's recommendation was decided at their April 29, 2022, Board meeting.

*Pursuant to Hawaii Revised Statutes (HRS) §302A-801(f):*

*"The Board may employ an executive director for a term of up to four years, who shall be appointed by the Board of education without regard to chapters 76 and 89; provided that the Board shall submit a nominee to the Board of education for approval or disapproval; provided further that if the nominee is disapproved, the Board shall submit another nominee to the Board of education for approval or disapproval.*

*The Board may terminate the executive director's contract for cause; provided that the Board shall submit the recommendation for termination to the Board of education for approval or disapproval."*

b. Previous action of the BOE on this matter

None

c. Other policies affected

None

d. Arguments in support of the recommendation

The Hawaii Teacher Standards Board recommended Ms. Villalobos as HTSB's next Executive Director at their April 29, 2022, Board meeting. Her credentials and experience make her the most qualified candidate. During her tenure as Interim Executive Director, she has shown leadership and commitment to maintaining high standards and working towards HTSB's mission and vision to ensure that every child in Hawaii is provided with qualified teachers. Her background knowledge in working as a 15-year classroom teacher in the State of Hawaii, as a teacher leader, a mentor teacher, an engaged union member, and as a board member since 2012 will serve Hawaii's teachers well.

e. Arguments against the recommendation

None are known at this time.

f. Other agencies or departments of the State of Hawaii involved in the action

None, although designees from the HDOE Superintendent and Dean of the College of Education at the University of Hawaii at Manoa sit on the HTSB and participated and supported this recommendation.

Please note: The BOE Chairperson who sits on the HTSB, abstained from voting on this recommendation in both committee and at the General Business Meeting.

g. Possible reaction of the public, professional organization, unions, DOE staff and/or others to the recommendation

It is believed that the reaction by affected role groups toward the recommended nominee will be one of welcome due to the nominee's various leadership roles as a Hawaii educator and the collaborative efforts she has made with various educational stakeholders while serving as HTSB's Interim Executive Director.

#### 4. ATTACHMENTS

- HTSB New Business Item 21-49: HTSB's Executive Director Recommendation to the Board of Education
- Resume, F. Villalobos

**New Business Item 21-49**

Introduced April 29, 2022

Approved April 29, 2022

**TITLE: HTSB's Executive Director Recommendation to the Board of Education**

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The Hawaii Teacher Standards Board approves the recommendation to appoint Felicia Villalobos for a four-year term, with annual reviews, as provided in HRS §302A-801 (f), as HTSB Executive Director of HTSB, effective July 1, 2022, through June 30, 2026. The HTSB Chairperson, or their designee, shall present the Board's selection to the Board of Education (BOE) for approval at their June 16, 2022, Board meeting.

The HTSB approves the following compensation for the Executive Director:

Effective July 1, 2022, the Executive Director will receive an annual salary as agreed upon by the Board in executive session. The salary range will be in alignment with the Hawaii Department of Education's 12-month Educational Officers Annual Salary Schedule.

The salary range will be: From EO10 Step 3 to EO Step 6.

The exact salary will be part of the contract negotiations once the appointee is approved by the BOE.

If the recommended nominee is approved by the BOE, the work per "NBI 21-04: Permitted Interaction Group Relating to the Search of HTSB's Executive Director" will be completed.

*Pursuant to Hawaii Revised Statutes (HRS) §302A-801(f):*

*"The Board may employ an executive director for a term of up to four years, who shall be appointed by the Board of education without regard to chapters 76 and 89; provided that the Board shall submit a nominee to the Board of education for approval or disapproval; provided further that if the nominee is disapproved, the Board shall submit another nominee to the Board of education for approval or disapproval."*

*The Board may terminate the executive director's contract for cause; provided that the Board shall submit the recommendation for termination to the Board of education for approval or disapproval."*

**Submitted by:** Branden Kawazoe

**Referred to:** Budget, Personal, and Strategic Planning Committee

# Felicia Villalobos

## LICENSES and CREDENTIAL

Hawai'i Advanced License (April 2013- June 2023)

- Elementary K-6
- Teacher Leader

Hawai'i Standard License (May 2008-May 2013)

- Elementary K-6

California Preliminary Multiple Teaching Credential (June 2003-July 2008)

- General Subjects
- Cross-Cultural, Language & Academic Development Emphasis

## WORK EXPERIENCE

Hawai'i Teacher Standards Board, Interim Executive Director

May 2021-Present

Hawai'i Teacher Standards Board, Licensing Specialist

June 2020-April 2021

- Trainings:
  - Dale Carnegie 2021
    - Women's Leadership Academy
    - Develop Your Leadership Potential
  - AAQEP Accreditation Proposal Reviewer
  - Pam Chambers-Raising the Bar on Customer Service
  - Microsoft Teams
  - WordPress

Elsie H. Wilcox Elementary School, Kaua'i—*Elementary Teacher*

July 2008- May 2020

- First Grade Inclusion Teacher (2016-2020)
- Grade Level Chair (2016-2018)
- School Leadership Team (2016-2018)
- First Grade Teacher (2009-2016)
- Second Grade Teacher (2008-2009)

King Kaumuali'i Elementary School, Kaua'i — *Elementary Teacher*

August 2005 - June 2008

- Fourth Grade Teacher (2007-2008)
- Kindergarten Teacher (2006-2007)
- Fourth Grade Teacher (2005-2006)

Pleasant Valley Elementary School, California— *Elementary Teacher*

January 2005- June 2005

- First Grade Teacher

San Vicente Elementary, California — *Elementary Teacher*

August 2003 - June 2004

- Second Grade Teacher

## RELATED EXPERIENCE

Hawai'i Teacher Standards Board —*Board Member/Chairperson*

- HTSB Chairperson (2018-2020)
- HTSB Board Member (July 2012 – March 2020)
- Conferences attended:
  - National Association of State Directors of Teacher Education and Certification (NASDTEC)
  - Professional Practices Institute (PPI)
  - Ted Andrews Winter Symposium (TAWS)
  - National Association for Alternative Certification (NAAC)
- Legislative Events:
  - Legislative Openings for HTSB 2019 and 2020
  - Legislative Hearings for HTSB-2020 Legislative Session
  - Legislative Briefings for HTSB 2021 and 2022

- Legislative Coordinators Meetings
- Meetings/Presentations:
  - Teacher Education Coordinating Committee (TECC)
  - Association for Advancing Quality in Educator Preparation (AAQEP)
  - Comprehensive Systems of Personnel Development (CSPD)
  - Professional Fitness Presentations (Teacher Candidates, Emergency Hires, HSTA and DOE)
- Mentor Teacher
  - University of Hawaii at Manoa-Mentor Teacher  
2012-2020

## **EDUCATION**

University of Hawai'i at Manoa — *Master of Education (2008-2010)*  
California State University, Fresno- *Certification Program (2002-2003)*  
California State University, Fresno — *Bachelor of Arts (1997-2002)*

## **AWARDS**

2006 Rotary Club of Kālepa Sunrise Teacher of the Year