

Early Learning Advisory Board Group Purpose and Charter

Early Learning Advisory Board (ELAB) Purpose

Advises the Executive Office on Early Learning (EOEL) on how best to meet the development and learning needs of children statewide, from prenatal through age eight by:

- Making recommendations to the office to improve the quality, access, and coordination of a comprehensive early childhood system;
- Promoting collaboration, linkages, and alignment across agencies and stakeholders serving young children; and
- Serving as an independent voice for children's health, safety, development, and learning.

Working Principles and Meeting Protocols

Working Principles and Meeting Protocols are intended to promote efficient and productive meetings, encourage respectful deliberations and relationships, and support an open, safe environment for ELAB Members to express and exchange ideas and provide advice and guidance to EOEL.

Working Principles:

- Members are valued for their individual expertise and/or unique agency or early childhood setting perspectives and for the breadth and depth of knowledge members collectively represent.
- Members participate in good faith and listen carefully to the concerns of others. Each Member's time and contributions are valued and acknowledged.
- To the extent possible, Members work to understand and address concerns and underlying interests of all involved. Members recognize that while they come to the process with different interests, values and perspectives, mutually acceptable outcomes are possible and desired.

Meeting Protocols:

Advice, Input and Guidance. As opportunities and issues are presented to ELAB for advice, input and guidance (either in or outside meetings) EOEL will clarify the importance of the opportunity and provide background and context on the matter. EOEL will also explain when and how a final decision will be made or if an endorsement by ELAB is desired. After receiving advice, input and guidance on a particular matter, EOEL will report back to ELAB on its final

decision, explaining how ELAB's suggestions and recommendations were considered in the final decision.

Agendas. EOEL in concert with the co-chairs will develop ELAB agendas. Items typically found on agendas include business requiring action or input, discussion of issues, project reporting, public comment, and presentations.

Communication and Feedback. The exchange of information between partners and stakeholders supports our collective efforts. EOEL will keep Members apprised of relevant decision, news, and information. Similarly, ELAB Members are encouraged to share relevant information with EOEL and ELAB. Depending on urgency, updates may be provided in or between meetings.

Electronic Devices. To minimize distractions and encourage participation during meetings, Members are asked to minimize the use of electronic and digital devices for business unrelated to ELAB.

Endorsement. From time to time, ELAB will be asked to endorse (or collectively support) an initiative or action. Examples where endorsement is useful include legislation and requests for federal funding. Endorsement may take different forms, such as a letter approved or signed by all Members and the development and submission of testimony. Deciding or agreeing to endorse an action may be attained by a majority vote, agreement by quorum, and/or consensus. EOEL will inform ELAB in advance when endorsement is needed and will propose a method for attaining endorsement. If a Member needs or chooses to abstain from endorsement, the meeting minutes will reflect the number of abstentions along with the reason (such as a conflict of interest).

Meeting Minutes. Minutes of each meeting will be drafted and maintained by Executive Office. ELAB Members will have an opportunity to review, amend and approve meeting minutes. Approved meeting minutes are available to the public.

Mutually Acceptable Outcomes. Attaining mutually acceptable outcomes is a priority. However, if a mutually acceptable outcome is not feasible, EOEL and ELAB Members accept and respect each other's position.

Participation. ELAB Members are encouraged to attend and actively participate in discussions, Project Groups, Working Groups, or Subcommittees. An informed designee may attend meetings on behalf of the appointed member as needed. Members are expected to have briefed designees on purpose, process and current issues under discussion. In an instance when a Member and the agency they represent have no direct role, interest or relationship to a specific Action Strategy priority, Members will participate at the level they feel appropriate, and are not expected to offer guidance or advice where there is no subject matter expertise.

Project Groups. Project Groups (also called working groups or subcommittees) will be established to address specific issues in greater detail and provide options to ELAB and EOEL. Groups will be formed based on content area expertise and may include non-Member

participants. Regular status reports from Project Groups will be shared with ELAB Members at or between meetings. In addition, Project Groups may consult with ELAB. Project Groups provide input and guidance directly to EOEL and have no decision-making authority.

Public Comment. Members of the public have an opportunity to provide comments at the end of each open meeting. ELAB may also ask for public input during discussion of issues. In addition, the public may submit written comments to EOEL and ELAB between meetings.

Sunshine Law. ELAB is considered a State board and as such is required to follow Hawaii's Sunshine Law to conduct business including how and when meetings are held, posting meeting notices and agendas, and developing meeting minutes.

Time to Deliberate. To the greatest extent possible EOEL will provide ELAB Members a sufficient amount of time to review and provide input on proposal prior to decision-making.

Early Learning Advisory Board Group Charter Endorsed June 2013 by Members:



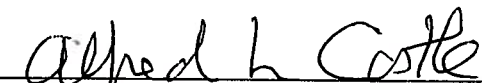
Pankaj Bhanot
Department of Human Services



Kaina Bonacorsi
Hawaii Council of Mayors Representative



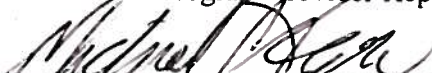
Lynn Cabato
Head Start Provider Agency Representative



Alfred Castle
Philanthropic Organization Representative



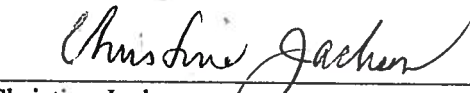
Christina Cox
Center Based Program Provider Representative



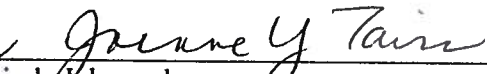
Mike Fahey
Hawaii Early Intervention Coordinating Council
Representative



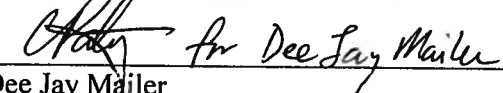
Loretta Deliana Fuddy
Department of Health



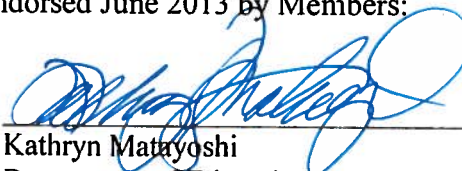
Christine Jackson
Head Start Collaboration Office



Linda Johnsru
University of Hawaii



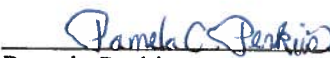
Dee Jay Mailer
Kamehameha Schools



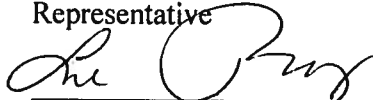
Kathryn Matuyoshi
Department of Education



Ben Naki
Home-Visiting Program Provider Representative



Pamela Perkins
Family Child Care Program Provider
Representative



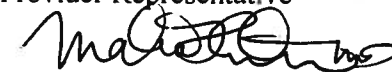
Lora Perry
Family-Child Interaction Learning Program
Provider Representative



Robert Peters, Ed.D
Hawaii Association of Independent Schools



Namaka Rawlins
Hawaiian Language Medium Early Learning
Provider Representative



Malia Shimokawa, M.D.
Hawaii Chapter of the American Academy of
Pediatrics Representative



Angela Thomas
Hawaii Council of Mayors Representative



Kerrie Urosevich, Ph.D.
Parent Representative