

Early Learning Board (ELAB)

Thursday, December 14, 2017

1:30 am – 4:00 pm

The public may attend the meeting in any of the locations specified below:

Main Site: CEED Center, KCAA

2707 So King Street, Honolulu, HI 96826

Meeting Chair will preside at the CEED Center, KCAA location.

Board Members in Attendance: Dana Balansag (for Pankaj Bhanot), Kaina Bonacorsi, Mike Fahey, Keiko Nitta (for Ginny Pressler), Ann Tom, Dan Miyamoto (for Superintendent Kishimoto), Jin Chang, Edeluisa Baguio-Larena, Bob Peters, Mari Uehara

Absent: Joanne Taira (for David Lassner), Wai'ale'ale Sarsona (for Jack Wong), Namaka Rawlins

Executive Office on Early Learning staff in attendance: Lauren Moriguchi, Chris Jackson

Public in Attendance: Kim Guieb, Christina Cox, Danny Cup Choy,

Agenda Item	Discussion	Action
MINUTES:		
Welcome/Introductions— Bob Peters	Bob welcomed ELB members and guests.	
Review and Approve 10/12/17 and 11/9/17 minutes— Bob Peters	Both the October and November 2017 ELB minutes were approved as written. There were no comments contributed by members.	
Leadership Report — Bob Peters	Bob distributed official certificates from the State Boards and Commissions to Jin Chang and Mari Uehara. He then re-introduced Leslie Mullens of Playbook Consulting Group, our facilitator for the day, and described the day's agenda as clarifying	

Early Learning Advisory Board

<http://elab.k12.hi.us>

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	<p>and defining the direction of the ELB’s Strategic Planning, based on information provided earlier through the surveys sent out to ELB members.</p>	
<p>Strategic Planning --- Leslie Mullens, Playbook Consulting Group (please refer to power point slides and meeting notes sent by Leslie for more details)</p>	<p>Review of work since September meeting: Leslie, Bob and Lauren reviewed work that has been completed by the ELB and the EOEL since the September meeting. (See Lauren’s power point for highlights shared.)</p> <p>Workshop Goals were reviewed:</p> <ul style="list-style-type: none"> • Determine functions, responsibilities and expectations • Formulate a set of Guiding Principles/Values to drive Board priorities, behavior and decisions • Establish “Rules of engagement” – shared conflict norms to encourage healthy debates • Re-connect the team to the vision, mission and priorities for effective engagement <p>Meeting agreements were reviewed</p> <p>Agenda was reviewed</p> <p>Icebreaker: members alternated introducing themselves and their affiliation, then answering the question on the beach ball tossed to them by another member. Questions:</p> <ul style="list-style-type: none"> • What is your greatest hope for this organization? • Who is one person here today that you admire, and why? • What is this team’s biggest challenge? • What is one thing you wish your team knew about you? • Who is one person you want to thank here today, and why? • Can you pat your head and rub your belly at the same time? 	

	<ul style="list-style-type: none"> • What is one thing you can teach this team? • In what environment do you do your best work? • What excites you about this team or organization right now? • Has milk ever come out of your nose? <p>Survey Results: 2 surveys were sent out to Board members – one was anonymous and one was a “talents and passions” survey. Not all surveys were returned. Members who did not complete the surveys were asked to do so and to send them on to Bob.</p> <p>The Board’ Evolutionary Path was reviewed, including a visual that highlighted the change in the Board’s role from Advisory to Governing.</p> <p>A graphic depicting a continuum from defining the Board’s vision to defining an action plan was reviewed.</p> <p>A graphic depicting the different components in Change Management, Leadership, and Engagement were highlighted.</p> <p>Key survey takeaways were shared and discussed. There is a need to clarify the State EC Plan (EOEL’s deliverable) versus the EOEL Strategic Plan (EOEL Office) versus the ELB Strategic Plan – these 3 plans should be in alignment and interface with one another.</p> <p>Vision and Mission Statement work: ELB members engaged in an activity to brainstorm key concepts/develop statements to possibly craft into a vision and mission statement.</p> <p>ELB approved the formation of 3 workgroups (WG) that will propose recommendations at the February ELB meeting for a vision and mission statement, guiding principles, and conflict norms. Each work</p>	<p>ELB members who did not previously complete the 2 surveys sent out earlier were asked to do so and to send to Bob.</p> <p>Work group conveners to</p>
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	<p>group will consist of between 2 and 6 ELB and non-ELB members. The WG leader is to be an ELB member, and the criteria for membership selection is up to the WG leader - Keiko volunteered to convene the vision and mission statement WG, Mike volunteered to convene the Guiding Principles WG, and Kaina volunteered to convene the conflict norms WG.</p> <p>Difficult Conversations Primer – Leslie referred to the book <i>Difficult Conversations – How to Discuss What Matters Most</i> by Doug Stern and Sheila Heen to touch upon the core emotional triggers we each have and how to get both ourselves and the other person back in balance for optimal functioning.</p> <p>Crafting Meeting Agreements – What is ELB’s current decision-making process and what should it be? The majority of ELB members at a meeting makes decisions; groups (including ELB WGs) bring recommendations to ELB for approval; the agenda is structured to clarify what items are for “information sharing” and which for “action”.</p> <p>Managing Healthy Conflict: ELB members completed the “Mastering Conflict” worksheet and then discussed their responses in groups. The role of the ELB is to change the status quo of the system, but conflict is culturally avoided in Hawaii to keep harmony – ELB needs to consider the implications for how it will be as a Board and how effectively it will be able to “mine” for conflict to have healthy and meaningful conversations.</p> <p>Guiding Principles/Values – drive our behavior and our relationships. ELB members brainstormed collective values and belief system, and then prioritized these to begin the development of the group’s Guiding Principles.</p>	<p>meet with their groups in the coming months to bring recommendations for language to the February ELB meeting.</p>
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	<p>Action Plan: Steps leading up to developing an action plan were reviewed. Groups broke into small groups to review the ELB mandate, review its focus/function/activities; brainstorm 2018/19 goals, activities and contributions, and identify capabilities ELB needs to develop/strengthen to achieve its goals.</p> <p>(See charts/Leslie’s notes of Goals/Achievements for 2018-2019.)</p> <p>NOTE: on Chart #1, add “drive the 3 plan alignment” under “Create ELB Strategic Plan (3 year plan)”.</p>	
<p>Actions/Decision —Leslie and Bob</p>	<ul style="list-style-type: none"> • Review Early Childhood Resources pamphlet (co-created by Kamehameha Schools and EOEL) to ensure it reflects what we want it to. EOEL will work with KS to revise it to emphasize its intended purpose and how it was decided to include which resources). • Leslie and Lauren to send out their power point presentations to ELB members. • Consider revisiting EOEL’s current administration of the public Pre-K program as this is not a function included in statute. • Work groups and work group conveners were approved for the following: Mission and Vision Statements (Keiko); Guiding Principles (Mike); Conflict Norms or “Rules of Engagement (Kaina) • Whenever possible, proposals that come before the ELB should be sent out in advance so members can review and process them ahead of the meeting. (Note: legislative action often requires immediate decision-making; individual ELB members are always welcome to take action as individuals even if ELB as a group has not had the time to consider action to be taken; if 	<p>ELB members to send feedback to Lauren. Lauren will delay further printing by KS until brochure has been revised.</p> <p>Leslie and Lauren to send out their power points to ELB members.</p> <p>WG leads to convene workgroups between now and the February ELB meeting.</p>

	<p>immediate action needs to be taken, ELB members should call their supervisors (departmental representatives) or their constituencies to ask for their guidance in order to cast their votes.</p>	
<p>Public Comment—Bob Peters</p>	<p>Kim shared that today’s session was exciting because the work that is being planned around a kindergarten readiness index and data aligns well with work that P-3 is focusing on.</p> <p>Chris shared that today’s session was exciting because it is an opportunity to engage the public in helping to create the infrastructure of the ELB (e.g., participation in work groups that will result in vision/mission, guiding principles and conflict norms) and that this can help in enhancing our relationship and transparency with the public.</p>	
<p>Review Agenda Outcomes—Bob Peters</p>	<p>Next Steps:</p> <ul style="list-style-type: none"> • Leslie will make recommendations to Bob to approach the funder to extend her contract with ELB to lead another 2 4-hour sessions at a minimum. • Leslie will develop “next steps” for the ELB • Workgroups will be convened to bring recommendations for Vision and Mission Statements, Guiding Principles and Conflict Norms to the February ELB meeting. 	
<p>Announcements</p>	<p>The next meeting of the ELB is tentatively scheduled for January 11, 2018 from 1:30-4:00 p.m. at the CEED/KCAA.</p>	
<p>Executive Session</p>	<p>No items from the AG.</p>	
<p>Closing—Mike Fahey</p>	<p>None</p>	

Submitted by Chris Jackson`