

# Early Learning Board (ELB)

Wednesday, February 21, 2018

1:00 pm – 5:00 pm

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

**Main Site: KCAA/CEED Center**

**Board Members in Attendance:** Dana Balansag, Kaina Bonacorsi, Mike Fahey, Matt Shim, Ann Tom, Wai’ale’ale Sarsona, Dan Miyamoto, Jin Chang, Bob Peters, Mari Uehara

**Absent:** Ben Naki, Cherilyn Shiinoki, Joanne Taira, Edel Baguio-Larena, Namaka Rawlins

**Executive Office on Early Learning staff in attendance:** Chris Jackson

**Public in Attendance:** Kim Guieb

Agenda Item	Discussion	Action
<b>MINUTES:</b>		
<b>Welcome/Introductions—</b> Bob Peters	Bob welcomed Leslie Mullens back to facilitate this Strategic Planning meeting.	
<b>Review of Previous Work-</b> Leslie Mullens	Leslie reviewed the agenda and goals for the day. A review of previous slides depicting the Board’s evolutionary path, as well as the three focus areas of change management, leadership and engagement was provided.  Current Status of Strategic Planning activities: <ul style="list-style-type: none"><li>• The ELB mission statement was approved at the February 8<sup>th</sup> ELB meeting.</li><li>• The Conflict Norms were also approved – with a recommendation to include a few examples of behaviors for each norm/expectation.</li></ul>	

Early Learning Advisory Board

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

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	<ul style="list-style-type: none"> <li>• Vision statement is pending</li> <li>• Guiding Principles are pending – it was agreed that these should be principles that apply both for the ELB as an entity, as well as for the Early Learning system. These were defined as the values and beliefs that the group will use in decision-making.</li> </ul>	
<p><b>Agenda/Discussion for the Day – Leslie Mullens</b></p>	<p><b><i>VISION STATEMENT</i></b></p> <ul style="list-style-type: none"> <li>• North Star = very far away</li> <li>• Near Star = 3-5 years out</li> <li>• Bold, inspiring, vision of the future</li> <li>• Achievable - maybe/maybe not</li> <li>• 2 potential foci: aspirational to the organization; change you want to see in the world</li> </ul> <p>Leslie showed a Sample Visions Slide and noted that a mission statement might look like a tagline, which is acceptable if it is effective and says what you want it to. (e.g., KS Alumni Association: “Transforming beneficiaries into benefactors”; Disney: “Create happiness”.)</p> <p><b><i>STRATEGIC CHECKLIST</i></b></p> <ul style="list-style-type: none"> <li>• A “Strategic screen”</li> <li>• Create this before the need arises to serve as a decision-making tool – the criteria of which is aligned with the organization’s core identity.</li> <li>• Crafting a strategic checklist establishes “make or break” criteria to gauge a strategy’s viability. Does it support/further our mission? Does it support, positively reinforce, strengthen or create a “competitive advantage”? (ELB/EOEL brand)</li> <li>• Does the checklist meet these required results?</li> <li>• Values alignment</li> <li>• Financial criteria/sustainable</li> <li>• External/internal environment</li> </ul>	

	<ul style="list-style-type: none"> <li>• Promotes Professional Development</li> <li>• Opportunity cost – if we do this, what can't we do?</li> <li>• Core competency – are we the best to do this? Is this within our wheelhouse or do we find partners to help us do this?</li> <li>• Directly addresses the issue/root cause</li> </ul> <p>Many people use the Strategic Checklist as a grant proposal template to help make decisions or to have deeper discussion before taking action.</p> <p><b>Activity:</b> Group brainstormed criteria (individual reflection, then large group share out); criteria was consolidated; group was polled to select 8 of the 11 consolidated criteria.</p> <p><b>Action:</b> It was M/S to accept the intention of this Strategic Checklist with the knowledge that this will be word-smithed by Leslie. NOT APPROVED.</p> <p><b>Action:</b> It was M/S to adopt the intention of the Strategic Checklist as presented, with the recommendation that the ELB implement the checklist for one year and then revisit it. Motion was APPROVED.</p> <p><b>STRATEGIC PRIORITIES Action Planning (Goals)</b></p> <p>Bob reviewed the handout “Strategic Priorities” that was developed as discussed at the previous Strategic Planning Session meeting.</p> <ul style="list-style-type: none"> <li>• <u>Define 2018 &amp; 2019 Leg Session priorities/agenda/support/testimony plan</u></li> <li>• <b>Discussion:</b> It was suggested to revise this to “Define annual leg session priorities...”. The 2018 leg session priorities already exist; for 2019, EOEL Pre-K expansion is EOEL’s</li> </ul>	
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	<p>priority; need to identify ELB priorities/categories of bills to address.</p> <ul style="list-style-type: none"> <li>• <u>Kindergarten Readiness Index</u>: What would a child need to be truly ready for Kindergarten?</li> <li>• <b>Discussion</b>: Can we come up with an outcome that would be a shared Departmental value? Suggest this be a task for the EOEL to do, with ELB support, versus ELB taking this on. ELB can help define what Kindergarten Readiness entails to provide guidance and direction for EOEL to develop the KRI. Walk this through the Strategic Checklist to see whether this is ELB's role? Assign or contract higher education to take on this task? ELB's role is to monitor progress of this KRI development. Include this in #6 of the Strategic Priorities to ensure it stays on ELB's radar.</li> <li>• <u>EOEL Director Evaluation</u></li> <li>• <b>Discussion</b>: Already have a plan in place for this.</li> <li>• <u>ELB/EL System Players &amp; Role Clarity</u>: Include how ELB will organize itself to effectively achieve its mission and goals.</li> <li>• <b>Discussion</b>: Does the ELB need to develop ad hoc or standing committees? RASCI matrix is a roles and responsibilities chart: R=Who is Responsible for doing task; A=Who is held Accountable; S = Who needs to Support; C=Who needs to be Consulted; I=Who needs to be Informed. Add other strategic partnerships besides Action Strategy (e.g., DOE, DHS, DOH).</li> <li>• <u>Policies and Processes</u></li> <li>• <b>Discussion</b>: Leslie to develop language round this.</li> <li>• <u>Direct &amp; support EOEL to expand focus to beyond public pre-K</u></li> <li>• <b>Discussion</b>: Add #2 to this priority.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• <u>“Cheat Sheet” for governance and operational management of ELB</u></li> <li>• <i>Discussion:</i> Assign this to a Work Group?</li> <li>• <u>Improve ELB meeting effectiveness</u></li> <li>• <i>Discussion:</i> Assign this to a Work Group?</li> </ul>	
<b>Next Steps:</b> Bob Peters	<ul style="list-style-type: none"> <li>• Orient absent ELB members on today’s work before 3.15 mtg.</li> <li>• 3.15/18 Work Activity = Action Planning</li> <li>• Reminder: Leslie can be used as a resource in between meetings by work groups and/or individual members.</li> <li>• Bob acknowledged the work accomplished at today’s meeting and the engaged conversation that was had. He reminded ELB to keep thinking about this work in between meetings to come prepared to share ideas with others.</li> </ul>	
<b>Announcements</b>	Next ELB Strategic Planning Meeting is scheduled for March 15, 2018 from 1-5 p.m. at KCAA/CEED.	

Submitted by: Chris Jackson