

Date: April 22, 2021

To: Early Learning Board Members

Fr: M. Wai'ale'ale Sarsona, Governance Standing Subcommittee Chair

Re: Request ELB Approval of the following at its May 13, 2021 meeting

- A. Authorize the Governance Standing Subcommittee to lead the development and submittal of the New Venture Fund Proposal.
- B. Authorize the Governance Standing Subcommittee to select a grant writer that will be contracted by Kamehameha Schools.
- C. Authorize the Governance Standing Subcommittee to select a project partner/fiscal agent.

A. Authorize the Governance Standing Subcommittee (GSS) to lead the development and submission of the New Venture Fund Proposal.

The Early Learning Board will receive a response to the letter of intent by May 17, 2021. If invited to submit a full proposal, the GSS is requesting authorization to lead the development and submission of the New Venture Fund Proposal. The GSS will determine the scope and budget of the project. The GSS is committed to ensuring a proposal is completed and submitted on time.

B. Authorize the Governance Standing Subcommittee to select a grant writer to be contracted by Kamehameha Schools

The GSS acknowledges that ELB members and the EOEL office do not have the capacity to complete a competitive proposal given the short amount of time. Kamehameha Schools (KS) has offered to contract a grant writer. GSS members- Peters, Davis, Shim will select the contractor and lead the proposal development. Peters will work with Sarsona to develop the contract and ensure the contractor has met all obligations.

C. Authorize the Governance Standing Subcommittee to select a project partner/fiscal agent.

The GSS intends on finding an organization that could serve as a partner in the project should it be awarded a grant. The partner will increase the capacity of ELB to successfully implement and accomplish the project serving as the project and fiscal manager. GSS will work with the partner to discuss the scope, role and responsibilities of the partner organization with ELB maintaining full decision-making authority over the project.