

## MEMORANDUM

To: Early Learning Board

From: Stephen Schatz   
Finance Subcommittee Chair

Date: September 9, 2024

Subject: Salary adjustment for Executive Director position of Executive Office on Early Learning (EOEL)

The Finance subcommittee met on July 18, 2024 and August 15, 2024 to discuss a salary adjustment for the Executive Office of Early Learning Executive Director (ED) and to create a clear plan for determining any future salary adjustments.

The proposal from the committee is twofold. The first part is a proposal for a salary adjustment for the ED that parallels the raises of employees in Hawaii Government Employees Association's (HGEA) Bargaining Unit 6, so that the ED salary would be increased by the percentage that Unit 6 members have collectively bargained. While the ED is an excluded (non-union) employee, using the HGEA Unit 6 collective bargaining raise as the basis for salary adjustments is reasonable to ensure that her salary keeps pace with the economy and salaries of educational leaders within our state. The ED supervises employees in HGEA Unit 6, as well as Hawaii State Teachers Association (HSTA) Unit 5. While we believe that the ED's salary adjustments should ideally be informed by performance, we suggest this simplified methodology for now since the Early Learning Board (ELB) did not conduct a formal evaluation in 2023 and most members of the ELB are new.

The second part of our proposal is for the ELB to commit to establish a documented process through which the ED is evaluated on an annual basis, and through which any salary adjustments would be informed by a performance evaluation. This process could be initiated by the establishment of an ad hoc committee or by using an existing committee, such as the governance committee. This new process may be informed by already established practices and policies of other public education boards, such as the Hawaii Board of Education and the University of Hawaii Board of Regents, approaches to salary adjustments for their executives.

For the ELB meeting on September 12, 2024, the subcommittee proposes that the Early Learning Board approve an adjusted annual salary for the EOEL Executive Director as of Oct. 1, 2024, of \$141,145. This amount is based on the current annual salary of \$125,000 and adjusted according to the 2022 agreement for HGEA Bargaining Unit (BU) 06, Educational Officers, Step 16. Using the BU 06 scale would bring the Executive Director salary closer to parity with individuals with similar responsibilities in state government. It also aligns with the non-profit sector salaries for executive directors of organizations of similar size.