

**EARLY LEARNING BOARD (ELB)  
GENERAL MEETING**

Thursday, October 10, 2024

1:30-4:00 pm

At CEED Center, KCAA

2707 South King Street, Honolulu HI 96826

Or via Zoom Link

\*The Meeting Chair will preside at CEED Center for the meeting on Oct. 10, 2024.

**Board Members Present:**

Elaine Yamashita, <i>Chair</i> Stephanie Shipton, <i>City and County of Honolulu</i> Alanna Bauman, <i>Kaua'i County</i> Dayna Luka, (for Director Ryan Yamane), <i>Department of Human Services</i> Cheryl Cudimat, <i>At-Large</i> Joni Onishi, <i>Hawai'i County</i> Kau'i Burgess, <i>At-Large</i> Dr. Phil Bossert, <i>Hawaii Association of Independent Schools</i>	Nāpua Rosehill (for Jack Wong), <i>Kamehameha Schools</i> Keiko Nitta, proxy for Matt Shim, PhD (for Dr. Kenny Fink) <i>Department of Health</i>
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**Board Members Absent:**

Dr. Rochelle Mahoe (for Superintendent Hayashi), <i>Hawai'i Department of Education</i> Dr. Sulma Gandhi, <i>At-Large</i> Dr. Lindsey Heathcock, <i>City and County of Honolulu</i> Stephen Schatz (for President David Lassner), <i>University of Hawai'i</i>	
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**Executive Office on Early Learning Staff Present:**

Yuuko Arikawa-Cross, <i>Director</i> Kevin Kabasawa Tara Castrovinci Lane Tsuchiyama Mikako Deguchi Alohilani Maiava Shigeta	Dr. Ephraim Schwab Ian Okamoto Kaitlin Lewallen Kelli Vannoy Ku'ulei Kaluhiokalani Dr. Remy Pages
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**Public in Attendance:**

<p>Lisa Barnett  Kevin Costa  Chevelle Davis  Vivian Eto  Hanna Lesiak  Terry Lock  Megan McCorriston  Angela Miyashiro  Corie Tanida  Malia Tsuchiya  Aldric Ulep</p>	<p>Jordana Ferreira  Chris Jackson  Jared Kimura  Kaiulani Laeha  Mei Ou  Keopu Reelitz  Ronald Rodriguez  Pamela Seelig  Alexa Sisson  Robyn Chun  Christina Cox  Kiyomi Umezawa</p>
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**MINUTES**

Agenda Item	Discussion	Action
<p><b>Welcome and Roll Call</b>  <i>Chair Yamashita</i></p>	<p>Chair Yamashita called the meeting to order at 1:32 pm.</p> <p>Board member Stephanie Shipton read the vision and the mission statement.</p> <p>Roll call was taken and a quorum was established.</p> <p>Chair Yamashita announced that she received clarification from the Deputy Attorney General (AG) regarding the attendance of board members at non-board meetings. Less than a quorum can attend non-board meetings. The question was if a board member was invited in their work role, do they count as a board member. The clarification stated that the law does not differentiate based on the role of the invited board member, meaning that no more than four voting board members can attend. She urged all board members to inform her if they are invited to an event where they believe other voting board members may also be present.</p>	

<p><b>Review and Approval of Minutes</b> <i>Chair Yamashita</i></p>	<p>September minutes shall be corrected to include that board member Dr. Lindsey Heathcock was present; One typographical error on page 9, as well as name spelling correction will be amended.</p> <p>On p. 14, discussion on the “Proposed Standing Committee: Legislative Matters” was amended to read: “Motion was made by board member Kau’i Burgess <u>to table the agenda item</u>. Motion was seconded by Dr. Lindsey Heathcock.”</p> <p>Board member Joni Onishi made a motion to approve the minutes of the September meeting with the above corrections to be made. Board member Stephanie Shipton seconded the motion.</p>	<p>Vote was taken and a motion to amend and approve the minutes from the September meeting passed. Yes=5, No=0</p>
<p><b>Executive Office on Early Learning Updates</b> <i>Yuuko Arikawa-Cross, Director</i></p>	<p>Director Arikawa-Cross shared updates from the Executive Office on Early Learning.</p> <p><u>Workforce Updates:</u> Ian Okamoto, Workforce Development Specialist, shared updates on workforce development.</p> <ul style="list-style-type: none"> <li>● EOEL has faced challenges in hiring EAs for public pre-k classrooms.</li> <li>● EOEL and DOE Office of Talent Management (OTM) are currently in the process of revising the Select Certification requirements for Pre-K Educational Assistants (EAs) to include the following options: <ul style="list-style-type: none"> <li>○ Possession of current Child Development Associate (CDA) credential, or;</li> <li>○ Successful completion of university coursework for a certificate that meets the requirements for CDA credential preparation, or;</li> <li>○ Completed 120 hours of formal early childhood education training, or;</li> <li>○ Be enrolled in a coursework program that prepares the individual to obtain a CDA credential.</li> </ul> </li> </ul> <p><u>Facilities Updates:</u> Director Arikawa-Cross stated that EOEL will be requesting 25 site positions for the upcoming legislative session and shared that the following sites have been assessed by the School Facilities Authority (SFA) for renovation:</p> <ul style="list-style-type: none"> <li>● <u>Maui County:</u> Hāna Elementary</li> </ul>	

- Honolulu County: Hau`ula Elementary (2), Helemano Elementary, Lunalilo Elementary and Makaha Elementary

Directory Arikawa-Cross stated that pending approval, these sites could open in the upcoming school year.

- SFA will continue to work through their site assessments and EOEL will continue to update the list of potential sites for the upcoming year.
- Due to public school space running low, the SFA is currently looking at creating “hubs” or “modulars” to house classrooms. SFA and DOE are currently working to identify the best communities for these.

Funding for Early Care & Education:

Dr. Remy Pages, Research Statistician, shared that EOEL submitted a data request form to PATCH on September 25th to study the impact on policy decisions and data.

- Dr. Pages is hopeful the data will be delivered and can be applied.
- This data can be analyzed to determine what impact opening EOEL Public Pre-K classrooms may have on community-based providers.

Director Arikawa-Cross also shared that EOEL is looking at how to populate the goal of early care and education settings with a qualified and experienced educator with a geographic breakdown, which is part of the P20 Attainment Goal.

Program Quality Improvement:

Dr. Ephraim Schwab, Head Start Collaboration Office (HSCO) Director, shared that he recently spent a week in Washington D.C. where he was able to meet with the congressional delegation.

Dr. Schwab also shared that EOEL and Head Start recently took part in the USDA Food and Farm Workers Relief Payment Program, which provided \$600 to farm workers who were displaced or working during the COVID-19 pandemic. These outreach events took place all over the county and locally on O`ahu, Maui, and Moloka`i.

Director Arikawa-Cross shared a graphic showing that EOEL has been reaching more students facing unstable housing.

- This year EOEL received 135 applications with MV1 forms for children experiencing homelessness.
- This number is up significantly from SY 2022-23 when 11 forms were received and SY 2023-24 when 44 forms were received.
- She credits this to the outreach and the work of homeless concerns liaisons, as well as public awareness of enrolling homeless children in school.

Special Needs & Early Intervention:

Director Arikawa-Cross shared that a number of EOEL staff participated in the *2nd Annual Early Childhood Conference* that took place at Moanalua High School on October 10th and 11th. The conference was free to all DOE personnel, community partners and families supporting young children with disabilities.

Tara Castrovinci, Communications Specialist, shared updates on recent events that EOEL has attended and supported.

- EOEL participated in the *31st Annual Hawaii Children and Youth Day*. The event was held on Sunday, Oct. 6th. EOEL had a booth with games and prizes for keiki, as well as resources for parents and caregivers.
- EOEL staff also joined the *Kamehameha Schools Kaua'i Admissions and Resource Road Show* that was held at the Outrigger Kaua'i on October 7th and 8th. This event was a fair-style event where families could learn more about programs and activities available.
- EOEL has also joined Lieutenant Governor's team for a number of Ready Keiki backpack distribution events throughout O`ahu. These backpacks were donated by philanthropic partners and will be distributed to keiki in our new 44 classrooms on all islands.
- Additionally, Director Yuuko Arikawa-Cross, Tara Castrovinci and Mikako Deguchi were also able to visit public pre-k classrooms and Kualapu'u Charter School classrooms on

	<p>Moloka`i . They briefly visited with Principals and teachers and visited each pre-k classroom.</p> <p><u>PDG B-5:</u></p> <p>Alohi Maiava, Program Specialist, announced the notice of application for the PDG Early Childhood Workforce Stabilization &amp; Compensation Assistance Program.</p> <ul style="list-style-type: none"> <li>• This program helps provide compensation for early care providers.</li> <li>• Application deadline is October 18th.</li> <li>• More information can be found at: <a href="https://hawaiip20.link/early-childhood-ecwsca-program">https://hawaiip20.link/early-childhood-ecwsca-program</a></li> </ul>	
<p><b>Unfinished Business:</b> <b>Head Start Collaboration Director Position on ELB,</b> <i>Chair Yamashita</i></p>	<p>Chair Yamashita shared that last month’s discussion to add the Head Start Collaboration Office (HSCO) Director position was tabled.</p> <p>Chair Yamashita entertained a motion to take this off the table and continue discussion.</p> <p>Board member Kau`i Burgess made a motion to continue the discussion. Joni Onishi seconded the motion.</p> <p>Chair Yamashita stated that at the last meeting it was suggested that the HSCO Director could sit on the DHS Child Care Advisory Board in order to comply with the federal act. However, the Governor has designated the Early Learning Board (ELB) as the state advisory council and therefore ELB is the designated board that the HSCO Director must participate in.</p> <p>ELB will propose a bill to allow the HSCO Director to sit on the board, but pass an internal policy to recuse the HSCO Director from any discussions regarding the EOEL director.</p> <p>Board member Stephanie Shipton made a motion to approve the proposed bill with amendments requiring the HSCO Director to recuse themselves from voting on matters related to EOEL Director performance</p>	<p>Vote was taken to continue the discussion and was passed. Yes=5, No=0</p> <p>Vote was taken to approve the proposed bill</p>

	<p>and compensation. Motion was seconded by board member Alanna Bauman.</p>	<p>with the amendment to add language to recuse the HSCO Director from discussions regarding the EOEL director and passed. Yes=5, No=0</p>
<p><b>Unfinished Business:</b>  <b>Finance Committee- Salary Adjustment for EOEL Director</b>  <i>Chair Yamashita</i></p>	<p>Chair entertained a motion to postpone discussion of the EOEL Director’s salary adjustment until the November meeting due to the absence of Stephen Schatz, Finance Chair.</p> <p>In addition, Chair Yamashita stated there is additional information the finance committee needs to consider before voting can commence.</p> <p>Board member Kau’i Burgess made a motion to postpone discussion until the next meeting. Board member Joni Onishi seconded the motion.</p>	<p>Vote was taken to postpone discussion on the EOEL Director’s salary adjustment until the next meeting and passed. Yes=5, No=0</p>
<p><b>Unfinished Business:</b>  <b>Proposed Standing Subcommittee to Handle Legislative Matters</b>  <i>Chair Yamashita</i></p>	<p>Chair Yamashita reviewed the proposed idea to have a subcommittee to handle legislative matters.</p> <ul style="list-style-type: none"> <li>● The committee would look at potential bills that the board would want to support and approve bills that EOEL wants to submit.</li> <li>● The proposed committee could also write testimonies.</li> </ul> <p>Board member Kau’i Burgess asked for clarification on how the board would respond to a bill once it has been presented, specifically when</p>	

	<p>required to respond within a few day’s time.</p> <ul style="list-style-type: none"> <li>ELB’s Deputy Attorney General (AG), Ronald Rodriguez stated that he would look into the practices of other boards and how they respond to these bills and report back to the board with his findings.</li> </ul> <p>Board member Stephanie Shipton made a motion to refer the matter to the Governance Subcommittee with Attorney General input. Board member Kau`i Burgess seconded the motion.</p>	<p>Vote was taken to refer the matter to the Governance Subcommittee with AG input and passed. Yes=5, No=0</p>
<p><b>Public Comments</b></p>	<p>No public comments were made.</p>	
<p><b>Unfinished Business:</b>  <b>Clarification and Update on Harm to Students Registry (Act 156)</b>  <i>Chair Yamashita</i></p>	<p>Chair Yamashita posed the question for discussion:  <i>How will DHS-licensed child care programs access the Harm to Student Registry?</i></p> <ul style="list-style-type: none"> <li>DOE campuses with non-DOE or EOEL early childhood programs can screen teachers and aides as “contractors” on campus.</li> <li>Only a K12 public, private or Charter school can currently post names to the registry.</li> <li>Even though it is deemed a “K12 registry”, EOEL Pre-K teachers are DOE employees and therefore can be screened by the school.</li> <li>Early learning contractors (previously referred to as <i>Pre-Plus</i> contractors) who operate under EOEL will get screened as “contractors” through EOEL. At this time, it is unknown if providers <i>not</i> connected to EOEL, operating on DOE campuses, will have screening in place.</li> <li>DHS does not have access to the Harm to Students Registry; Consideration has been given to asking applicants/individuals to disclose if they are on the registry, however that would require amendments to be made to the DHS administrative rules and background checks.</li> </ul> <p>Board member Stephanie Shipton made a motion to keep this as a standing agenda item for at least the</p>	<p>Vote was taken to keep</p>



	<p>next two meetings and request updates on the status of potential legislative action. Board member Kau`i Burgess seconded the motion.</p> <p>ELB’s Attorney General, Ronald Rodriguez, added that the Attorney General’s office is starting to enforce (in their contracts) that names of persons coming onto school property be submitted and cross-referenced with the registry. The law applies to public and charter schools Pre-K through grade 12.</p>	<p>the Harm to Students Registry on the agenda for at least the next two meetings and passed. Yes=5, No=0</p>
<b>Public Comments</b>	No public comments were made.	
<b>Finance Committee: Proposed salary schedule for EOEL Director.</b> <i>Chair Yamashita</i>	<p>Chair Yamashita gave a brief update on the proposed salary schedule for EOEL’s Director.</p> <ul style="list-style-type: none"> <li>• The finance committee is working on proposed salary adjustments.</li> <li>• Current salary adjustment is based on the Hawaii Government Employees Association (HGEA) bargaining unit 06.</li> <li>• Finance is looking at what future salary adjustments are based on, which could be a combination of current state models.</li> </ul>	
<b>Break</b>	10 minute break was taken.	
<b>Schedule for Vice-Chair Election: Governance Subcommittee</b> <i>Dayna Luka (for Matt Shim)</i>	<p>Dayna Luka shared the schedule for vice-chair elections:</p> <ul style="list-style-type: none"> <li>• Nominations opened after the meeting on Thursday, October 10th and will close at 4:30 pm on Friday, Oct. 25th;</li> <li>• Voting members can self-nominate or nominate board member;</li> <li>• Election will be held at the November ELB meeting;</li> <li>• Nominations must be emailed to Matthew Shim;</li> <li>• Matthew Shim will tabulate votes and announce at the November meeting; Should there be a tie, a runoff of the top 2 nominees will be conducted at the following ELB meeting scheduled for December 12, 2024.</li> </ul>	
<b>Public Comments</b>	Christina Cox, KCAA Preschools of Hawaii,	

	<p>commented that she was previously vice-chair with Bob Peters. She shared that Chair Peters and her had very different skill sets and come from very different backgrounds which made it a wonderful experience for her. She encouraged the board members to pick a vice-chair that could compliment Chair Yamashita's skills in order for the board to be able to achieve goals.</p>	
<p><b>Proposed Bylaws for ELB</b> <i>Chair Yamashita</i></p>	<p>Lane Tsuchiyama, Institutional Analyst, recently drafted bylaws for the ELB alongside Chair Yamashita.</p> <ul style="list-style-type: none"> <li>● The governance subcommittee reviewed and adjusted language in section 9.8 which relates to how the public can propose an agenda item to the board.</li> <li>● Chair Yamashita encouraged board members to take a look at the drafted document and review.</li> <li>● Discussion and adoption of the bylaws will be at the November meeting.</li> <li>● Board member Stephanie Shipton shared that section 12.4 could offer clarity regarding amendments for the HSCO Director recusing themselves of matters pertaining to the EOEL Director.</li> </ul>	
<p><b>Governance Subcommittee: EOEL Director evaluation criteria</b> <i>Dayna Luka (for Matt Shim)</i></p>	<p>The governance subcommittee met on September 20, 2024.</p> <ul style="list-style-type: none"> <li>● The committee discussed the previously approved EOEL Director Evaluation goals for July 1, 2023-June 30th, 2024.</li> <li>● For the July 1, 2024-June 30th, 2025 evaluation period the subcommittee decided to keep the same goals listed in 1, 2 and 3.1, delete 3.3, and added 4.1, 4.4 and 5.</li> <li>● Governance subcommittee presented a memo to be voted on in November. Chair Yamashita sent the memo via email to board members.</li> </ul>	
<p><b>EOEL Workforce and Enrollment Data Review</b> <i>Director Yuuko Arikawa-Cross</i></p>	<p>Request was made previously by a board member to EOEL for the following information:</p> <ul style="list-style-type: none"> <li>○ Total number of EOEL teachers and educational assistants (EA) hired</li> <li>○ Current number of vacant teacher and EA positions by island and school</li> <li>○ Total number of enrolled students in EOEL Pre-K classrooms, including an</li> </ul>	

update on number of accepted applications

- Data was requested to be used to provide a clear picture of staffing needs and enrollment status to aid ELB in making informed decisions on addressing workforce shortages and improving the student intake process.

Director Arikawa-Cross highlighted the priority enrollment period run from March-September and, per statute, gives priority to children falling within priority categories as well as preference to those in applying in their home school as they will matriculate naturally in that school.

In addition, she stated that October 1st is the start of “open enrollment” where children who have applied and did not previously meet the priority category and/or who have been on a waitlist can be accepted.

Director Arikawa-Cross shared the following teacher vacancy information with the board:

- Teachers hired: 89
- Educational Assistants (EA) hired: 61
- Vacant Positions/Awaiting Permanent Teacher Positions:
  - Kaua`i County: 0
  - Honolulu City & County: 1
  - Maui County: 2
  - Hawai`i County: 0
- Vacant/Awaiting Permanent Hire EA Positions:
  - Kaua`i County: 1
  - Honolulu City & County: 17
  - Maui County: 8
  - Hawai`i County: 5
- Children Enrolled (unofficial): 1,234
- Applications (as of 9/30/24): 2,042

Director Arikawa-Cross stated that some sites do have children currently going through the IEP process, therefore space is held for that child who in due time will come into that space.

She highlighted that EOEL did not anticipate the EA vacancies, however is working diligently with the

	<p>DOE’s Office of Talent Management (OTM) to fill those positions.</p> <p>Director Arikawa-Cross shared that EOEL has been working to promote the early educator stipend program and working with local colleges to ensure that program information reaches individuals wishing to pursue a career in early education.</p> <p>Board member Cheryl Cudiamat inquired if “EA”s is the same as <i>Assistant Teachers</i>. Director Arikawa-Cross answered and explained the vetting process and licensing requirements necessary to teach in a public school setting vs. private school.</p> <p>Board member Nāpua Rosehill also shared that there is community funding for CDA programming but it is challenging to recruit.</p>	
<p><b>Public Comments</b></p>	<p>No public comments were made.</p>	
<p><b>Proposed Ad Hoc or Standing Subcommittee: System Communication and Collaboration</b> <i>Chair Yamashita</i></p>	<p>Chair Yamashita shared that she asked the board to read Building Block 5 of the <i>Hawai`i Early Childhood State Plan 2019-2024</i> (pgs. 20-22), available online at: <a href="https://earlylearning.hawaii.gov/wp-content/uploads/2019/01/Hawaii-Early-Childhood-State-Plan-Comprehensive.pdf">https://earlylearning.hawaii.gov/wp-content/uploads/2019/01/Hawaii-Early-Childhood-State-Plan-Comprehensive.pdf</a></p> <ul style="list-style-type: none"> <li>● Chair Yamashita stated the purpose was to share that the board has a place in the state plan.</li> <li>● She encouraged board members to consider whether there should be an ad hoc committee or a standing committee, or should it start as an ad hoc and then, if needed, become a standing committee.</li> </ul>	
<p><b>Review of Agenda/Outcomes/Announcements/</b> <i>Chair Yamashita</i></p>	<p>Chair Yamashita shared the outcomes of the meeting:</p> <ul style="list-style-type: none"> <li>● Director Arikawa-Cross shared valuable information on what her staff is currently working on;</li> <li>● The board voted to amend the motion to include the language in the bill to recuse the HSCO Director from discussions regarding the EOEL Director;</li> <li>● The EOEL Director salary adjustment discussion was postponed;</li> <li>● The proposed standing committee to handle</li> </ul>	

	<p>legislative matters was referred to the Governance Subcommittee for input with guidance from AG Ronald Rodriguez; Discussion on the Harm to Students Registry will be added to the agenda for at least the next two meetings;</p> <ul style="list-style-type: none"> <li>● Finance committee is working on the proposed salary schedule;</li> <li>● Vice chair election nominations will open after the meeting and election to take place at next month's meeting;</li> <li>● Board members are asked to review the proposed bylaws that will be voted on at the next meeting;</li> <li>● EOEL shared current enrollment and staffing numbers.</li> </ul>	
<b>Closing</b>	Chair Yamashita adjourned the meeting at 3:48 pm	

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