

Date: December 5, 2024

From: Matthew Shim
Early Learning Board (ELB) Governance Subcommittee Chair

Re: Governance Subcommittee Update to Early Learning Board

The Governance Subcommittee met during our regularly scheduled monthly meeting on Friday, November 15, 2024 (1230p-130p).

- Members present on Friday, November 15, 2024, included: Matthew Shim, Rochelle Mahoe, Dayna Luka, and Elaine Yamashita.
- The Subcommittee members discussed the November 14, 2024, agenda item “*Update on proposed salary schedule for EOEL Director*” that was referred to the Governance Subcommittee.
- The subcommittee reviewed the Finance Subcommittee memo regarding the salary adjustment of the Director of the Executive Office on Early Learning and the ELB’s approval to adjust the base salary of the EOEL Director to \$141,145.
- The subcommittee also reviewed as a reference, the Hawaii Board of Education: Department of Education Leadership Salary Structure document (dated Mar 23, 2023) that includes the BOE guidelines for performance-based salary adjustments.
(<https://boe.hawaii.gov/policies/Documents%20/DOE%20Leadership%20Salary%20Structure%20%28amended%202023-03-23%29.pdf>)
- The subcommittee discussed the ELB approved *Policy for Executive Office on Early Learning (EOEL) Executive director annual evaluation schedule* (adopted 9/12/24) and the draft EOEL Executive Director evaluation criteria provided in the Board packets for the October and November 2024 ELB meetings.
- The Subcommittee members present the following policy recommendation for board approval:
 - Policy on the performance-based salary adjustment for the Executive Office on Early Learning Director.
 - 1. Purpose:
 - A. The purpose of this policy is to establish a process for performance-based salary adjustments for the Executive Office on Early Learning Director.
 - 2. Authority:
 - A. Pursuant to §302L-1.5(b)(5), Hawaii Revised Statutes, the director shall “*be paid a salary set by the board that shall not exceed ninety percent of the salary of the director of human resources development.*”
 - B. Pursuant to §302L-1.6(4), Hawaii Revised Statutes, the Early Learning Board is responsible for: “*Appointing the director of the office and evaluating the director on an annual basis.*”
 - C. The Chair, Early Learning Board serves as the *de facto* supervisor of the Executive Office on Early Learning Director.
 - 3. Performance-based Salary Adjustments
 - A. The Board, through the Chair, shall annually evaluate the performance of the Executive Office on Early Learning Director based on evaluation criteria recommended by the Governance Subcommittee and approved by the Board.
 - B. The EOEL Director, if meets or exceeds performance expectations as determined by the annual evaluation, is eligible for a three percent (3%) salary adjustment based on various market factors, including the Hawaii Consumer Price Index, average Hawaii salary increase rates, and collective bargaining raises of similar state employees.
 - C. The Chair may recommend no performance-based salary adjustments based on circumstantial conditions, such as budget constraints or economic downturns.
 - D. The Board may decide to defer or forgo performance-based salary adjustments in any given year based on circumstantial conditions, such as budget constraints or economic downturns.

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Re: *Governance Subcommittee Update to Early Learning Board*

- **ELB ACTION ITEM:** Approve the Policy on the performance-based salary adjustment for the Executive Office on Early Learning Director as presented to the board on December 12, 2024.

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