

2010 Work Group Status Report Template

Framework			
Chairs/Members	Members: Lora Perry, Liz Chun, Keiko Nitta, Chris Jackson		
December Retreat assignment (Charter)	Design a comprehensive early learning system framework that can be used as a roadmap for Hawaii, based upon existing successful state models and modified to meet the particular needs and circumstances of Hawaii.		
Goals and Initiatives for 2010	Goal	Initiative	Timeline/Deadline
	See above	Review existing framework models (Colorado, WA state, Miami-Dade)	August 2009 (ELC retreat)
		Select elements based on ELC's responses to models	August 2009 (ELC retreat)
		Identify additional elements based on requirements of ARRA/Head Start application and the Early Learning Challenge Grant application	December 2009/January 2010
		Identify strategies and activities based on previous work of ELC sub-committees and work being done or considered by key stakeholders	February/March 2010
		Vet draft document with variety of	March – June 2010

		focus groups	
		Revise document based on feedback; secure ELC approval	July 2010
		Develop one page framework summary sheet for recommended approval	August 2010
		Secure approval of one-page document from ELC	August 2010
Meeting Schedule And Status Reports	January	1.5.10: Discussed need to determine form and process to use in vetting document	
	February	2.10.10: Distributed framework plan of action and abbreviated framework to Direct Services for preliminary discussion purposes	
	March	3.4.10: Work group session to solicit input on framework document (outcomes, strategies, existing and potential resources)	
	April		
	May		
	June		
	July		
	August		
	September		
	October		
November			

	December	
Resource Needs and Sources	See Service Contracts/Budget Items attachment	
Other		

FRAMEWORK WORKGROUP
Small Purchase Contracts
3/8/10

FACILITATOR

Focus for Contract

Lead and facilitate discussions with key stakeholders and the Early Learning Council on the development of a comprehensive early learning system framework draft document that will result in the adoption of the final framework document, as well as the development of a succinct document for public consumption. The framework will serve as a roadmap for Hawaii, based upon existing successful state models and modified to meet the particular needs and circumstances of Hawaii. The facilitator will consult with the Direct Services co-chair in the planning of the meetings and the development of the final documents.

Selection Criteria:

- # of years experience in group facilitation
- Effective communication skills, both oral and written
- Ability to elicit responses from group and synthesize ideas effectively
- Ability to facilitate effective meetings to produce desired results

Dollar Amount Requested: \$4,950

Time Frame for Delivery of Services: Upon execution – October 31, 2010

Possible Vendors:

- Lily Bloom Domingo (our choice)
- Melodie Vega
- Mike Fahey

FRAMEWORK WORK GROUP
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GRAPHIC DESIGN CONSULTANT

Focus for Contract:

Design, develop and produce (print) an attractive brochure which graphically depicts Hawaii's early learning system framework document to be used by the ELC for public education and awareness around Hawaii's early learning system.

Selection Criteria:

- # of years in the business
- Experience designing attractive, eye-catching documents
- Familiarity with target audiences (i.e., policy makers, funders)
- Appropriateness of cost to required task

Dollar Amount Requested: \$3,500

Time Frame for Delivery of Services: Upon execution – December 31, 2010

Possible Vendors:

- Garrett Omoto (PID contact)
- Printing Concepts of Hawaii/Allan Kosaka (HSCO contact)
- David Kanaya (GBA contact)