

HE'E Staff Summary Sheet

| | To | Action Yes/No/ Comments | Date | | To | Action Yes/No/ Comments | Date |
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| 1 | HE'E Coalition | | | 6 | | | |
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| Name of Requester David Tom | | | Organization Good Beginnings Alliance | | Phone 531-5502 (dtom@goodbeginnings.org) | | Suspense Date July 15, 2011 |
| Subject Proposed HE'E Policy Issue Vetting Process | | | | | | | SSS Date July 7, 2011 |

Summary

1. **PURPOSE:** The purpose of this staff summary sheet is to obtain HE'E's approval of a proposed policy issue vetting process.
2. **BACKGROUND:** During the June 8, 2011 HE'E Policy Team meeting, we discussed the need for a clearly defined administrative process to initiate potential policy issues for HE'E. The team agreed that potential policy initiatives can come from anyone in the HE'E Coalition, and that our team would recommend the criteria and form for policy issues. HE'E approval is required for this proposed process to ensure our coalition can achieve our [second priority area](#) of "Influencing public policy that affects education." Moreover, HE'E must act quickly on key policy issues, as evidenced during the recent Legislative Session and the Board of Education's (BOE) request for HE'E's perspective on two issues (to be discussed in upcoming staff summary sheets).
3. **DISCUSSION:** To ensure a broad-based and fair vetting process, the Policy Team developed the following proposed criteria for policy issues to be considered by the HE'E Coalition:
 - a. Issue is consistent with the HE'E Platform (see Tab 1).
 - b. Issue was raised by a HE'E member or working group and information presented to the Policy Team
 - c. Issue originated from a HE'E member or organization and was presented to the Policy Team consistent with HE'E mission to support Coalition members
 - d. Policy issue before BOE, DOE, State Legislature, or Governor's office consistent with HE'E mission to collaborate and provide a forum for policy discussion

Note: If an issue meets one of the above criteria, the Policy Team will disseminate the information via HE'E Staff Summary Sheet (SSS) and ask for comments within __ working days (TBD based on timing of issue, decision making by applicable organization, etc.). Upon receipt of comments, Policy Team will send the final SSS for voting by HE'E coalition members. Finally, Cheri Nakamura and/or Kathy Bryant can communicate the HE'E position in writing to the applicable entity (e.g., DOE, BOE).

4. **RECOMMENDATION:** Policy Team approves and HE'E members and participants have a chance to comment.

SIGNED

1 Tab
HE'E Platform