

Governance Committee Agenda
February 6, 2019
4:00 pm – 6:00 pm
South Coast ESD Board room

Governance CIP Goals:

- Administrators will utilize the professional norms within their feedback to staff and in their evaluations of staff.
- The Organization's leaders (Sup, Admin, and Board) will develop and implement the continuous improvement plan, program improvement plan and board improvement plan.
 - The management team and board will conduct a data dive to evaluate data
 - The management team will draft the CIP, present it to the board, the board will adjust/adopt
 - The administrators will develop/implement a program improvement plan and present to the board
 - The board will develop a board improvement plan (BIP)
 - All plans will be implemented and reported on by August 2019 Board Retreat
- Re-establish the goals/outcomes of the committee group.
 - Team members commit to fully engage in meetings and activities
 - Establish goals and review at board meeting
 - Confirm attendance requirements
 - Share quarterly at board meetings the attendance rates
- Develop an understanding of the traits of an ESD employee and train the staff.
 - Address the overarching characteristics at all staff day
 - Embed the training in PIPs while folding in professional norms

AGENDA

1. Action Item Review

ACTION – On Triangle Form consider creating a box for a Fire-able offense and what that looks like/mean and how to make that jump.

ACTION – Tenneal to partner Professional Working Agreement and Progressive Positive Intervention Program and create training for Managers to include documentation.

ACTION – market the positions better, improve screening, conduct better pre-reference/reference checks, create a rubric/guidelines of follow up reference checks, secondary digital.

ACTION – Tenneal/Kathy Metzger to work on best practices, guidelines, verbal or digital, laws, pre-reference.

2. Positive Progressive Intervention ▲ Review

3. Organizational

Contractor Performance Evaluation Process

4. Hire to Retire

- Hire to Retire Plan/Process review
- Reference check rubric
- Digital references

- Marketing positions
- Hiring checklist
- Retirement planning

5. **Professional Norms**

- Professional Development plan

6. June meeting

Review of the year

Retention

Finalize retirement package

Culture discussion

Power of Attitude brainstorming – PD/Governing mechanism

7. **Future**

- Traits of ESD employees
- Equity plan
- Elevator speech

ACTION

- Which Board member will be presenting at the Board meeting?