

Governance Committee Notes

April 8, 2019

4:00 pm – 6:00 pm

South Coast ESD Board room

Attendees: Tenneal, Corinne, Bruce via conference call, Kathleen, Kathy M

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 by April 8, 2019.

COMPLETED APRIL 8, 2019

ACTION – Tenneal to partner Professional Working Agreement and Progressive Positive Intervention Program and create training for Managers to include documentation due August 19, 2019.

CONTINUING TO WORK ON AND TO BE COMPLETED BY DEADLINE.

ACTION – market the positions better, improve screening, conduct better pre-reference/reference checks, create a rubric/guidelines of follow up reference checks, secondary digital due April 8, 2019.

COMPLETED APRIL 8, 2019

ACTION – Tenneal/Kathy Metzger to work on best practices, guidelines, verbal or digital, laws, pre-reference. – NOT SURE WHAT THIS IS REFERENCING – DELETE 4/8/19.

2. Positive Progressive Intervention ▲ Review

The team reviewed the draft and discussed the process.

ACTION – Tenneal to review and resurrect the bottom box on the original which provided worst case scenario information going directly to the top/pink.

ACTION – The team agreed to make the changes and implement in programs immediately.

3. **Organizational**

Contractor Performance Evaluation Process

The team reviewed the Contractor Performance Evaluation Process document.

Discussion of the need definition of what/who is a contract(or), the need to break the list up to which committees and the history of why we're doing this and use the data for an effective conversation with the contractor.

ACTION – The team agreed to use the most current form (Kathy to send to the team by Friday 4/12) in committees throughout the next year and update if needed.

ACTION – Kathy & Tenneal to review vendor list and narrow down to provide list to committees for review by August 2019.

4. **Hire to Retire**

- Hire to Retire Plan/Process review

- Reference check rubric

- Digital references

- Marketing positions

The team reviewed all documents and discussed how the hiring process is currently working, what reference checks are acceptable and what reference checks need to look like after the interview.

- Hiring checklist – the document/checklists were reviewed by the Program Secretaries. The team discussed the current checklist which also had input from the Communication committee (Dave) for the new employee.

Discussion of mid-year onboarding, check ins with employee and program administrator, evaluation system, technology checklist and the employee needs/wants

- Retirement planning

SCESD had first retirement workshop and 2 more coming in the month of April.

ACTION – to Communication committee to sign on with Haven Group to provide free/no fees in addition to American Fidelity.

5. **Professional Norms**

- Professional Development plan – the team discussed the Professional Development survey, the size and scope of what is being asked and providing PD to responses every two years.

ACTION – Kathleen created a two year PD plan and has asked the Leadership team to provide the same training through the next year, which they have all agreed to.

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?