

Governance Committee Agenda

June 5, 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 by 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.

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

Action Items from April meeting

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.

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

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.

2. **Review of the year**

- **Hire to Retire**

- Positive Progressive Intervention ▲ completion
- Retention – brainstorm
- Update on Hire to Retire

3. **Contract evaluation**

4. **Future - discussion**

- Traits of ESD employees
- Equity plan
- Elevator speech

ACTION

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