

Governance Committee Notes

June 5, 2019

4:00 pm – 6:00 pm

South Coast ESD Board room

Attendees: Tenneal via WebEx, Bruce Levy, Kathleen Stauff, Corinne Potts, Kathy Metzger

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.**

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

LEADERSHIP TEAM WILL TRAINED TO USE THE TRIANGLE THROUGHOUT THE 19/20 YEAR USING DIFFERENT SCENARIOS.

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.

- Tenneal reported that the ESD has made major hiring process gains. She discussed the white paper that was created and how screenings are providing better data. The next step is to have interviewers follow up with three additional questions to dig down to get specific data.

- Kathleen shared an interview of a potential candidate on 6/4/19 and reviewed the interview process and creation of follow up questions with the team.

- The team had a conversation how use the interview system well and continue to find ways to make it better.

– Kathleen responded that the system is working but there is a need to write better questions and a need for training to use the system. A good balance is to have different people in the interview and then discussion afterwards to create the follow up questions. While it may be time intensive with

practice it may shorten the time/process but interviews can be time dependent on which position is being interviewed for.

- Tenneal shared the equity piece has yet to be worked in to hopefully help with a more diverse staff.

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. **COMPLETED**

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

COMPLETED

- Corrine asked how and when the Triangle would be used? Tenneal indicated it is already being introduced at new hire and the recent new staff orientation. Administrators will use professional learning to conceptualize it for all staff next year and are working on what the training will look like for next year.

Tenneal providing a workshop at the COSA's Principal conference in July.

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

- The Board approved last month and Kathy M forwarded email payroll info today to Angila/Business Office. PlanMember will be participating in Administration Professional day and SCESD in service week.

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.

- Tenneal reported the leadership team agreed to all do the same training for all three programs which will be strategic and overarching.

2. **Review of the year**

- Hire to Retire

- Positive Progressive Intervention ▲ completion - see above.

- Update on Hire to Retire/Retention:

The team discussed the Hire to Retire phases and that we are currently focusing on retention, implementing mentoring, retirement planning. The question of what else was posed.

Comments from staff of no room for advancement, not feeling appreciated, they don't have positive relationships with the people they work with were shared and discussed.

- No room for advancement could include building other responsibilities into the position, using a new skill. How to advance a position like an IA with ideas of having a lead IA, participate in committee work, take a class, look at contract to see what forms of assistance are available, staff certification through SWOCC pathways (sign up, provide funds, certification at the end of the course) were suggested.

ACTION -

- **Staff involvement in the Baking committee which would fall under a committee lead by staff members.**

- **Propose to the board mechanisms to get more people involved in committee meetings.**

- **Change meeting times? If it is important to people they would make the time to attend.**

- **Offer to attend virtually, invite someone specifically.**

- Offer an ESD staff only movie night, start with something quarterly or at the beginning of the year kick off.
- Star employees. This had been attempted with the Employee Spotlight but try to infuse the Professional Norms (best Customer Service, Best Use of Person First Language, etc.)
- Provide Professional Working Agreement award at the end of the year.

Tenneal shared two new projects:

The new Remind app and how it will help keep staff connected. A quick text and staff will know about weather days, classroom meeting cancellations, etc.

SafeOregon.com., is an online reporting system for students to use if they feel threatened, bullied, in crisis. The reports will come to Kathleen, Allyson, Cynthia and Kathy M for homeschoolers.

3. Contract evaluation

ACTION - The team agreed to have a subcommittee review the list over the summer and present recommendations to the committee(s) for discussion at the September meeting.

Future - discussion

- Traits of ESD employees
- Equity plan
- Elevator speech

ACTION

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