

Governance Committee Notes
September 25, 2019
4:00 pm – 6:00 pm
South Coast ESD Board room

Attendees: Tenneal Wetherell, Corinne Potts, Brandie Monroe, Bruce Levy, Shannyn Sullivan, Barbara Buckley, Kathy Metzger, Donja Pickering, Kathleen Stauff

Governance CIP Goals:

- a. Given the long range plan and tools associated with monitoring goals, review and modify tools as needed by May, 2020.
- b. Given the need for more specific information from parents and community members, programs will develop and implement monitoring tools such as focus group data, survey tools, parent tools etc. by June 30, 2020
- c. Given the need for more staff participation, the organization will develop an incentive program to encourage involvement in committees by September 30, 2019.

Hire to Retire

- a. Given the hire to retire program, the organization will develop and evaluate a new orientation and on-boarding program and report to the board by October 31, 2020.
- b. Given the hire to retire program, the organization will develop a least three new tools to increase staff access and/or involvement in the organization by June 30, 2020.
- c. Given the hire to retire program, the organization will research, develop and implement at least two new retention programs by June 30, 2020.

Equity Plan

- a. SCESD staff and stakeholders will receive training on equity related topics such as race, gender, age, sexual orientation, culture, religion family structure, socio-economics and/or disability including administration, board members, staff, parents and students by June 30, 2020.
- b. Professional/personal development for all administrators to develop skills and capacity to address issues of equity at the district, building and school level will be provided on an on-going basis by June 30, 2020.
- c. The Hire to Retire Committee will identify a professional development plan for teachers that support the acquisition of instructional strategies that address equitable outcomes for all students by June 30, 2020.
- d. The hire to retire committee will establish a mechanism to monitor the implementation of the equity plan by June 30, 2020.

Governance Long Range Goals:

- a. All ESD team members will participate in the adopted evaluation process and will demonstrate proficiency to the plan year percentage rate.
- b. Given the ESD Customer Assistance Survey in the area of growth, participants will respond agree or strongly agree that the ESD staff increase their professional practice in the scope of their work from year to year to the plan year percentage rate.
- c. Given the evaluation data system and the Customer Assistance Survey for staff in the area of growth, the organization will evaluate designated employees with evaluation feedback to the plan year percentage.
- d. Given the ESD Governing Design Committees (Governance, Communication, Sustainability), the committees will meet three times a year with at least 50% of participants present, review growth smart goals, analyze pertinent data and develop objectives to address the goals to the plan year percentage rate.
- e. Using the Local Service Plan metric, the combination of the participants understanding of the Local Service Plan, the district approval rate, and the percentage of flex credits utilized will equate to the plan year percentage.

- f. Given the Customer Assistance Survey, participants will respond agree or strongly agree that the ESD staff work collaboratively to implement program(s) that are flexible and creative in order to meet the needs of students, families and districts from year to year to the plan year percentage rate.
- g. Given the ESD Program Services and Sustainability metric, the ESD will increase it's offering of new and relevant programs and services from year to year to the plan year percentage rate.

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.

COMPLETED.

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. **COMPLETED.**

Action Items from April meeting

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

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

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

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. **COMPLETED.**

ACTION ITEM FROM LEADERSHIP AGENDA

ACTION - Put Professional Development survey out again next spring. **Survey to be sent out Spring 2020.**

ACTION – The team reviewed the goals and objectives that the Governance committee is tasked with.

2. Equity

- Review plan – the team reviewed and discussed the goals, action plans and metrics.

- Discuss Implementation – the ESD will be bringing in a NAPE presenter three times over the next year for all staff to participate during professional development, to assist in improving access, Title IX reviews have been put in place and discussion to put up “Who is safe” signs/info.

ACTION - Start slowly to come to common language, speech, accessibility.

3. Hire to Retire

- Review Hire to Retire program – discussion of phases with the team. We are currently “stuck” in the retention phase. The team also had a discussion of millennial employees.

- Update on New Employee Day, Orientation, All Staff Day – the Tenneal and Brandie shared the two days with new employees went very well, staff appreciated the break between new employee days and All Staff Day, the team discussed the need for additional insurance information, more information/time to review policies, technology onboarding took a long time but everyone left with a good understanding, implementation of the new/pilot mentor program, discussion of the potential need for mentoring classified/IA staff.

- Stipend evaluation process – staff are currently not evaluated for stipend positions. Discussion of addressing the position as a goal in current evaluations, create a one page evaluation, who to

evaluate?

- Retention study discussion – the team discussed generational needs/wants, what makes a staff person a lead and the opportunity to accept the role, peer training, courses/funding available for staff in the evening with the assistance of SWOCC.

ACTION – Corinne and Kathleen will work with SWOCC to see what courses are available and how to move evening classes forward by 2/6 meeting.

ACTION - Add course information and interest to PD survey. When PD survey is updated.

- Analyze turnover/report

ACTION – Brandie and Tenneal will research 5 years of data with regards to the staff position, the number of years in the position and the reason, if stated, for leaving the organization. Due at 2/6 meeting.

4. Long Range Plan – move to February meeting (provide copies for review)

- Review LRP

- Elevator speech subcommittee

- Ideas for how to reach groups in Customer Assistance Survey

- Survey tool subcommittee

ACTION – Tenneal to send out sub-committee requests for Stipend, Elevator speech and Customer Survey participants by 10/4/19.

19/20 committee meetings the SCESD board room from 4:00-6:00 pm on the following dates:

Sept. 25

Feb. 6

April 2

June 4 – if needed

COMMITTEES GET TOGETHERS – NOV. 18, MARCH 16, MAY 18 FROM 4-6 PM IN THE SCESD CONFERENCE ROOM

19/20 committee members:

Board – Bruce Levy, Corinne Potts

Administrators – Chair Tenneal Wetherell, Kathleen Stauff, Brandie Monroe, Kathy Metzger

Licensed staff: Shannyn Sullivan

Full-time staff: Barbara Buckley

Part-time staff: Open