

Governance Committee Notes
February 6, 2020
4:00 pm – 6:00 pm
South Coast ESD Board room

Attendees: Tenneal, Corinne, Bruce, Brandie, Kathleen, Barb, Kathy M, Shannyn Sullivan

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.

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. - **COMPLETED**

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. - **COMPLETED**
- 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. **Sent to REMIND committee focus group.**
- c. Given the hire to retire program, the organization will research, develop and implement at least two new retention programs by June 30, 2020. **PlanMember and American Fidelity.**

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.
Two equity trainings have been presented with the remaining on 4/10.
- 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. **ACTION – needs a subcommittee – see below.**
- d. The hire to retire committee will establish a mechanism to monitor the implementation of the equity plan by June 30, 2020. **EQUITY TEAM WORKING ON.**

AGENDA

1. Action Item Review

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

2/6 – Tenneal reported the ESD has offered two 2 hour equity trainings. The Communication committee reviewed the exit surveys. Data was not collected by staff position. The equity team is looking to put concepts into action next year.

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. COMPLETED

2/6 - They will report during this meeting.

2. Old Business

- Equity plan update and collaborative discussion.

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. COMPLETED

2/6 - On agenda today.

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

2/6 - On agenda today.

3. New Business

- Review subcommittee work

- Elevator speech – the team reviewed the draft and agreed it needed to be informal/overview with examples. Tenneal to use the draft as backup/core information to provide information for the individual to understand to be able to create/provide their own speech.

ACTION – Tenneal to provide examples of what could be said and an introduction and will bring back to the April meeting.

- IA retention/growth – Kathleen shared information about their meeting which had 15 attendees with 2 signing up for courses. Madie at SWOCC is working with Kathleen about other ideas/directions, including providing evening PD and payment for attendance. Classified staff don't access and need a mechanism to access PD funds described in their contract. The team is exploring Care Connections as a PD training possibility.

Discussion of the IA job description with proposed IA 1, IA 2, and IA 3 language, the need for input from admin/board/classified unit before moving forward.

ACTION – The committee will create a survey to determine when to offer trainings, send to the classified staff and bring the data back in April 2, 2020.

ACTION – Tenneal will have a conversation with the unit regarding the proposed IA job description.

- Customer Assistance Survey –the team reviewed the Parent and Community questions and made some additional changes to existing Parent questions.

ACTION – Tenneal and Kathy M to re-write intro paragraph and create questions at the end to address feedback and ease of the survey to send out with Home School spring mailing by 3/27.

- Stipend evaluation – the team reviewed the document, discussed evaluation of a stipend, that this is a pilot program and if goes well will take to the unions and then put the evaluation in Frontline next year.

- Onboarding tools – the team reviewed the new forms.

ACTION - The secretaries will use the new forms and provide feedback by 6/30.

- Analyze turnover/report – the team reviewed Brandie’s report with data from the 14/15 school year to current. There are a total of 92 employees leaving for a variety of reasons.

ACTION – Brandie will continue to collect data and update the graphs. ONGOING.

- Parent engagement plan – each program provided a plan using a variety of engagements and ways to collect data. The board is looking for ways to improve parent engagement.

ACTION – survey results will be discussed and data shared with the board by 6/30.

- Recruitment – information from another organization showing how staff refer a candidate and receive a coffee/gift card (see ORCA flyer) – the team discussed options, the history of where/how it is currently being used by ORCA, HR to track, costs to programs, and parameters to include giving to staff when hires stay 90 days.

ACTION – the team agreed to send to Dave Stauff to create communication/flyer and send out to staff using REMIND and the Bulletin Board by 3/30.

- Off boarding checklist – Discussion of yearend check out, making sure everything has been returned, need to note somewhere what has not been returned, staff need more time to complete the turn in time, IA’s check out with teacher in ALS classroom.

ACTION – request for a subcommittee to create a checklist and review the exit survey.

ACTION – Technology would like an off boarding checklist for technology items.

ACTION – HR would like an off boarding tool.

4. Subcommittee assignments

- Culture of on boarding new employees – the subcommittee to discuss classified staff need mentoring/soft landing/support while going to their classrooms. TOSAs currently supporting Life Skills staff. Committee – Brandie, Kathy, Barb, Bruce. Present at 3/16.

- Focus group – Committee - Tenneal, Shannyn, Gina and Dawn. Present at 3/16.

- On-going IA retention group – Committee – Kathleen, Corinne. Present at 3/16.

- Off boarding staff – Committee - Brandie, Kathy, Barb, Bruce. Present at 3/16.

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

April 2

June 4 – if needed

COMMITTEES GET TOGETHERS – 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