

Governance Committee Notes

June 4, 2020

4:00 pm – 6:00 pm

South Coast ESD Board room

Attendees: Bruce, Tenneal, Kathy, Corinne, Kathleen, Barb and Shannyn

Absent: Brandie

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.
ACTION – This was derailed by the COVID pandemic in March.
- 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.
The team discussed plans to reboot family and focus groups next year. Further discussion that families might currently only see being "stuck at home" and operating in a new environment. They initially received ALS weekly letters and will receive one more to close out the year. EDS's are being tasked to collect information from families next year.
ACTION – The team will need to decide what is appropriate to use for data for the long range plan, look at what is the right data to collect.
- 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**
ACTION – Continue the current process next year.

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.
The team discussed rebooting the REMIND committee focus group and to see what works or not, does it

need to be enhanced or not, who signed up and will they use next year to be able to review again, the need to work on at classroom level (EI/ECSE), and that SCESD has new ALS teachers coming on in 20-21 who are fluent with REMIND and who might be able to help facilitate the program and or ask to take the lead/host afternoon PD around REMIND.

It was noted some staff using REMIND very well and the use of Zoom and YouTube have helped with communications within the organization.

- 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 IA work with SWOCC.**

Tenneal is also working with SOU/U of O, Micro-PD in video 30 min blocks and IA's were provided 30-40 hrs. PD through the COVID closure.

ACTION - The subcommittee needs to review level I,II,III IA positions

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.

The organization was able to complete 2 of 3 trainings this year.

ACTION – The Equity and Admin team are working on programs for next year using hybrid presentations to keep things moving forward.

ACTION – SCESD will get an ODE grant for Admin training LGBTQ+ region wide

ACTION – ODE/NAPE is working on a pilot program with the SCESD region for school board training including partnering with OSBA.

ACTION – Safe Space training will be offered but not mandatory at SCESD. A train the trainer will be provided for consortium districts and other organizations to participate.

- 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 – The team will identify what training is needed at the classroom level.

- d. The hire to retire committee will establish a mechanism to monitor the implementation of the equity plan by June 30, 2020.

ACTION: To be established and implemented for fall.

AGENDA

1. Action Item Review

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. **Suspended due to COVID 19.**

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**

ACTION - The team used data to form focus groups. **These were scheduled but did not occur due to COVID 19**

ACTION - Empathy interviews involving nontraditional ESD staff. **To start in the fall.**

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

ACTION - Conversation about stipend and elevator speech completed and will be implemented next year.

- 2. Review Long Range Plan/CIP – The team reviewed the goals – see notes above.
- 3. Hire to Retire update – The team reviewed – see notes above.

4. Equity update – The team reviewed – see notes above.
5. Ideas for next year – what do we want to keep, discard or add?
 - The team discussed what next year might look like and would like to pursue the following:
ACTION – Focus groups discussing what worked this year for staff/parents/families to help improve current methods, review what did we learn and improve systems.
 - The team discussed surveys to possibly include technology questions, the number of families who want to come back, the timing of the survey and possible need for two surveys.
ACTION – Send out a survey over the summer addressing starting with the current teaching format and hopes for the upcoming school year.
 - Discussion about daycare
ACTION – Tenneal to work with Corinne and districts to help investigate daycare options.
ACTION – Tenneal and Kathleen to work on social-emotional training for staff to be ready when schools open in the fall.

The team discussed state funding which is not as bad as predicted, a short legislative session in late June, the hopes for additional federal funds and the CAT tax.

End of year processes – the team discussed the exiting staff during the week of 6/15, storage of classroom supplies/equipment, technology staging space for equipment being brought in, the distribution of June paychecks, reopening the building, summer school using the distance learning for all format, review/discussion of reopening schools and what protocols may look like moving forward.

All Staff day will be different due to COVID 19 restrictions so we will be offering mini all staff days throughout the week with morning and afternoon schedules and possible lunch offerings.

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