

Governance Committee Agenda

January 13, 2021

4:00 pm – 6:00 pm

via Zoom

Attendees: Tenneal Wetherell, Billie Reeves, Corinne Potts, Dawn Granger, Joyce Merchant, Kathleen Stauff, Marie Simonds, Kathy Metzger

Absent: Brandie Monroe

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. SCESD will review and re-establish the organization's mission, vision and guiding principles to include statements of equity and student success by June 30, 2021.
SCESD will review the organization's evaluation metrics and determine if/how mid-year progress evaluations of staff, parents, district and community based on COVID related goals and the LRP can be development and implemented by June 30, 2021.
- b. SCESD will conduct staff focus groups and review data by December 31, 2020.

Hire to Retire

- a. The hire to retire committee will develop seamless systems for entry and exit by June 30, 2021 to include:
 - i. Checklists to ensure steps are missed
 - ii. Periodic follow-ups
 - iii. Mentoring check-ins and evaluations
 - iv. Training of all staff members who have implementation responsibilities
- b. The Human Resources (HR) department will complete a systems handbook that details the variety of HR practices conducted in the department by June 30, 2021.

- c. Conduct focus groups with SCESD staff and identify 3 ways to increase thrive practices based on data from by June 30, 2021.

Equity Plan

- a. SCESD staff and stakeholders will receive two trainings 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, 2021.
- b. The equity committee will develop the commitment to equity plan, identify ways to train staff on its use and on its implementation and a review tool/checklist will be developed and utilized throughout the organization.
- c. The hire to retire committee will develop a list of strategies and mechanisms to embed practices that increase the likelihood of a diverse employee population at the ESD.
- d. The communications committee and leadership team will identify a training program for teaching staff how to have effective conversations about equity.

ACTION ITEMS

ACTION - The Mission, Vision and Guiding Principles subcommittee (Tenneal, Brandie, and Corinne) will develop a draft by the next committee meeting, bring a draft to the April all staff PD day and finalize by 6/30/21.

ACTION – Dawn will work with SCESD staff to complete empathy interviews, SEL meetings and focus groups (12/20). The team will review the data and design and implement activities by 2021-2022.

ACTION – The equity plan will be presented to the board at the October board meeting. COMPLETED

ACTION – Dawn, Kathleen, Joyce and Corinne will work on parent cafes. 1/13/21 – ON GOING

ACTION – Brandie to share the HR brain structure with the leadership team at 2/2021 leadership meeting.

AGENDA

1. Review Mission, Vision and Guiding Principles – Tenneal presented the draft to the team. Discussion of the subcommittee thought process, language, updated titles and definitions.
ACTION – Tenneal to work with the subcommittee to refine, bring to March Committee Get Together and take to the board for final approval by 6/30/21.
2. Report on Interim Assessments – Dawn reviewed the subcommittee proposal with the team, the use of staff focus groups and empathy interviews data for use in 21/22, Kathleen reported on Parent Cafés which spoke to parent interaction with classroom staff and may be used to make changes. The subcommittee will need to work to frame questions for both groups.
ACTION – Dawn to work to provide Parent Café groups for the districts.
ACTION – Dawn and Kathleen to work on additional questions.
3. Bias incident and racial equity lens – Tenneal provided an update which included All Students Belong policy approval and now to work on the policy AR. It was noted the subcommittee was not interested in a racial equity lens but wants to fix the equity lens first by retooling questions for additional information and then merge racial equity there.
ACTION - Add to April All Staff PD day.
4. Hire to Retire – update on systems – Brandie to report at the next committee meeting.

5. Focus groups – reports. Dawn helped design a process that is productive for staff, data was pulled together and the report will be shared with the participants with changes to be made if possible.
ACTION – Leadership to review the data then back to the subcommittee (Dawn and Tenneal)
ACTION – Push the data out to all staff (when?)
6. Empathy interviews – Dawn to start in February with a target of twenty participants.
7. Frontline Central report – the team reviewed Brandie’s white paper.
8. Assign sub committees
 - Mission/Vision – Subcommittee (Tenneal, Brandie, Corinne) to meet once and then take draft to Committee Get Together in March for additional input.
 - Focus group to review data, create a mechanism to push out to staff and decide what to focus on possibly changing this year and what ideas to follow up on next year.
 - Parent Café – Dawn, Kathleen and Joyce will continue to offer and expand to district families.
 - Customer Assistance Survey out in April.

COMMITTEES GET TOGETHERS – MARCH 15, MAY 24 FROM 4-6 PM IN THE SCESD CONFERENCE ROOM or VIA ZOOM DEPENDING ON COVID-19 RESTRICTIONS.

20/21 committee members:

Board – Corinne Potts, Billie Reeves, Marie Simonds

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

Licensed staff: Joyce Merchant

Full-time staff: Open

Part-time staff: Open