

Governance Committee Notes

September 23, 2020

4:00 pm – 6:00 pm

via Zoom

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

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.

AGENDA

1. Review Mission, Vision and Guiding Principles - add Equity and Student Success language.
ACTION - The subcommittee (Tenneal, Brandie, Marie) 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.
2. Create mid-year surveys for staff, parents and communities/districts around the COVID CIP.
3. Equity plan
ACTION – Dawn will work with SCESD staff to complete empathy interviews, SEL meetings and focus groups by 12/30/20. The team will review the data and design and implement activities Jan.- June 2021.
ACTION – present to the board at the October board meeting.
4. Hire to Retire -
5. Focus groups – data collection from parents.
ACTION – Dawn, Kathleen, Joyce and Corinne will work on parent cafes
6. HR “brain” – to be completed by 6/30/21.
ACTION – Brandie to share the structure with the leadership team.

COMMITTEES GET TOGETHERS – NOV. 16, 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 – Bruce Levy, Corinne Potts, Billie Reeves

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

Licensed staff: Sam Aley

Full-time staff: Open

Part-time staff: Open