



**Governing Board
Study Session Minutes
December 14, 2017**

- I. **CALL TO ORDER:** The study session was called to order by Mr. Sunn, Governing Board President at 4:07 p.m.

Roll Call: Mr. Delson Sunn, Mrs. Stacy Marchelli and Mrs. Nubia Briceno were all in attendance.

Administration Present:

Lorah Neville, Superintendent

Michael Welsh, Union Elementary Principal

Annamarie Dowling-Garrott, Dos Rios Principal

Susan O'Rielly, Executive Director of Business Services

Dr. Randy Watkins, Hurley Ranch Principal

Carrie Brandon, Director of Academic Services

Ana M. Elizalde, Director of Human Resources

II. **DISCUSSION ITEM**

- A. Quarter 1 staff survey highlights and action steps to address concern.


The purpose of the study session was to review Quarter 1 staff survey data and provide additional updates to the Board regarding the steps taken to address concerns that were brought forward either in the survey or directly to the Board.

See attached document for information related to each school site.

III. **CLOSING REMARKS - None**

IV. **ADJOURNMENT**

Motion by Mr. Sunn, seconded by Mrs. Briceno, to adjourn the study session at 4:24 p.m. Vote was unanimous. Motion carried.



Mr. Delson Sunn, President of the Board

2/8/2018

Date

Quarter 1 Feedback Survey Results Summary & Next Steps (First Provided 11-9-17)

Dos Rios

We had 21 responses which fell into 3 main categories: school-wide discipline, communication and new evaluation tool.

Mrs. Dowling-Garrott took the feedback and worked with staff on November 8 to review all of the comments and then identify solutions for the areas of concern. They worked in groups and every teacher was able to provide explicit ideas. The Teacher Leadership team will collaborate and identify next steps to prioritize actions and implement. One key concern for some staff was having a place to send students out of their room. Previously the buddy room served this purpose, however as students were not allowed to work when there thus were denied access to the curriculum and learning as well as having no due process before denying access. The process has been revamped so that there will be a place for disruptive students that follows district and federal guidelines for the removal of students from the learning setting.

Communication is appreciated, especially the newsletters. However the length of the newsletter needs to be revisited. Timeliness was also a theme so Mrs. D-G will utilize calendar strategies to ensure plenty of lead time for campus events.

Staff are appreciative of the efficiently run meetings, informative newsletter, efforts at collaboration, and positive rewards for kids, support and instructional leadership.

December 14, 2017 Update

Staff concerns brought up to the Board have been addressed with individuals as well where they relate to school-wide issues. Additionally, climate and culture are also part of the work that is happening based on the original feedback. Planning as a result of the 12/8 staff meeting included work with the PBIS Team on 11/21 and 12/5 to address clarity of school behavior plan expectations which was then reviewed with all teams during individual PLC time on 12/13.

Additionally, training has been provided to all staff on 11/29 and 12/13 with a further training on 1/31 to identify effective strategies for working with students to meet their varied social emotional learning needs.

The Communication concerns were immediately adjusted to included multiple, shorter, but more focused weekly newsletters with timelines and improved/increased communication through team leaders. One newsletter is essentially the nuts and bolts of the coming up week and the second is focused on instructional best practices and social emotional learning supports.

Concerns with regard to the new evaluation tool include assisting staff to access the online training and resources as well as ensuring observation feedback is provided in a timely manner to teachers through additional training with site administrators and Mrs. Block. This also includes one-on-one meetings with teachers when questions arise about feedback in order to better meet them where there are out.

Hurley

We had 16 responses which focused primarily on timely communication. Dr. Watkins has adjusted the process for newsletters as well as the number of events in order to keep things manageable for staff.

Staff are appreciative of the support they get from administration, their visibility and positive approach.

December 14, 2017 Update

A new weekly newsletter with key events for the month has been instituted. A review of events was conducted and reductions made where appropriate so the spring semester is not overwhelming for staff.

Union

We had 5 responses from Union. Staff would like to revisit the number of professional developments, review the district calendar to ensure testing and professional development don't overlap, and look for ways to increase teacher plan time.

Staff appreciate the support from site and district, Mr. Welsh's open door policy, the involvement of the Superintendent on campus, and the improved responsiveness of the Student Services Director.

December 14, 2017 Update

Based on feedback, we adjusted our calendar for future testing as well as reviewed and provided advance information for second writing assessment (district-wide).

We have proposed early release with a modified schedule to increase planning and professional development time district-wide for 18-19.

Next Steps:

- 1.) Quarter 2 Survey is scheduled to be collected in January.
- 2.) Send policy out to all employees regarding policy GBEA directing criticism to correct person.