

Interim Transition TF Meeting #2

May 18, 2021 3:00 pm

Members present: Sandi Overson, Jeff Eng and Joell Pundsack

1. Recap of the week, discuss community survey results regarding stakeholder suggestions for interim director goals (include results in file folder) -- probably considered urgent and important (See page 206 of the May 2021 board packet.)
 - #1 Fall planning
 - #2 Implement positive school culture
 - #3 Remain student centered

The director is responsible for all operational matters first, then providing assistance with supporting governance and strategic matters second.

2. Update from Joell regarding list of all the tasks that will need to be completed and a timeline or approximate dates
 - a. Joell will work on the following and share with group before the next meeting on May 27:
 - i. Organized order of onboarding tasks for the Transition Task Force prior to the Interim Director beginning
 - ii. List of office responsibilities and summer duties
 - iii. Onboarding for the Interim Director's weeks 1-4
3. Schedule TF meetings w/ staff during weeks 1 and 2 to gather ideas for onboarding (after school is out)
4. Schedule TF meeting w/ Interim Hiring Task Force to coordinate a list of priority tasks
5. Discuss scheduling meetings with Interim Director (ADs, rest of staff, teachers, board members)
 - a. The Task Force is working on the details
6. What is the probable first day for the interim director?
 - a. Meeting with Transition TF in morning; move into office, basic items such as keys, passwords, passcodes, benefits enrollment (day 1 or 2)
7. Next TF Meeting: Thursday, May 27 @ 3 pm