

Interim Transition TF Meeting #3
May 27, 2021 3:00 pm

Members: Sandi Overson, Jeff Eng and Joell Pundsack

1. 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

Complete hiring for the Fall

Define student-centered approach

Onboarding of new teachers

Create positions for summer help in preparing for the Fall

Review budgets

Complete documenting personnel process

Complete staff reviews

Complete any outstanding investigations

Manage third party investigation

Student engagement and MSA community

Review Special ED director issues/SpEd Coordinator (Angie? Responsibilities? Review?)

Room assignments for SpEd?

Role of the interim director: The interim director shall have all the duties and responsibilities of the previous director in leading the operations of MSA for the next school year. The interim director shall prioritize the time spent on operational matters and in addressing those issues that have been unfinished or unattended to, and to improve those issues that have been lagging. The interim director will also be focused on maintaining and/or increasing communications with stakeholders.

The director is responsible for all operational matters first, then providing assistance with supporting governance and strategic matters second, not the other way around.

2. Update from Joell regarding list of all the tasks that will need to be completed and a timeline or approximate dates
3. Schedule TF meeting w/ Interim Hiring Task Force to coordinate a list of priority tasks
4. Schedule TF meetings w/ staff during weeks 1 and 2 to gather ideas for onboarding (after school is out)

5. Discuss scheduling meetings with Interim Director (ADs, rest of staff, teachers, board members)
6. What is the probable first day for the interim director?
7. Next TF Meeting?
8. Continue discussion of first several weeks of onboarding activities

Week 1

- Day 1: Morning - Welcome and meeting with Interim Director Transition TF
Afternoon - Move into office, gain access with keys and passwords
- Day 2: Morning - Benefits sign-up, tour of MSA and introductions to other staff (Lisa)
Afternoon - Meeting w/ ADs, Jeff and Nancy Dana -- ADs to discuss their responsibilities and priorities
- Day 3: Morning - Meet w/ Ken, meet w/ Joell, train on various operational procedures
Afternoon - Free office time to get settled
- Day 4: Morning - Meet w/ Joell, train on various operation procedures
Afternoon - Free office time to get settled, review of summer hours and office schedule (ADs required to be onsite $\frac{3}{4}$ time, office managers onsite 8 hrs/day)
- Day 5: Morning - Meet w/ Interim Director Transition TF to discuss list of priorities
Afternoon - Free

Week 2 - Outline General Staff Responsibilities and Priorities

- Day 6: Organizational assessment, establish weekly check-in with ADs, meet w/ Joell as needed
- Day 7: Morning - Meet w/ Carrie Hamm, Amanda Stout, and Justin Gehring to discuss responsibilities and summer projects
Afternoon - Organizational assessment, review of summer hours and office schedule (ADs required to be onsite $\frac{3}{4}$ time, office managers onsite 8 hrs/day), meet w/ Joell as needed
- Day 8: Organizational assessment, meet w/ Joell as needed
- Day 9: Morning - Open session to meet with teachers, meet w/ Interim Director Transition TF
Afternoon - Organizational assessment, outline staff responsibilities and priorities, meet w/ Joell as needed
- Day 10: Morning - Open session to meet with teachers
Afternoon - Organizational assessment and outline staff responsibilities and priorities, meet w/ Joell as needed

Week 3 - Outline Fall Return of Students

- Day 11: Weekly check-in w/ ADs
- Day 12: Morning - Meet w/ SAM
- Day 13: Morning - Meet w/ teacher board members

Day 14: Morning - Meet w/ Interim Director Transition TF

Day 15:

Week 4 - Review and Organize Other Operational Priorities

Unresolved issues and investigations

Third Party Investigation

Review Special Ed structure, processes, and procedures

Strategy

School Expansion

Transition TF Brainstorming

Work with Justin for digital document retention

Keys

Planning for reopening next year

Video/surveillance

List of Staff/Consultants and their jobs/skills to go to for help with questions

List of Department Chairs

BOD Introductions

Work with/meet with Assistant Directors

Gather necessary documents for any projects that the Interim is assigned by the BOD

Calendars for BOD, Academics and other Committees

List of all Committees/Task Forces

Access to MDE and other reports

Strategic Plan

Authorizer

Plan first day(s) of their jobs

Explanation of the website and where to find handbooks and other documents there.

What do they need to sign for employment? Such as contract, retirement, benefits?

What do they need to sign for legal reasons as the School Director? Such as bonds, bank account, credit cards, lawyer...

Task Force Charge?

Onboarding of interim director on processes and procedures

Liaison to board

Creating environment and structure for interim to succeed

Provide resources

Consulting assistance from Nancy Dana

Oversight

Additional onboarding considerations and topics to discuss (Jeff)

Board resolution for bank, etc.

Check E&O coverage

Liaison and communications with the BOD - Weekly/bi-weekly reports?

Communications protocols with stakeholders - What should BOD be included in?

Review of summer hours and office schedule

Areas of responsibility:

COVID funding and COVID-related PTO

Teacher workshops - Director and ADs (delegate to ADs)

Summer school -

Preparing for Fall start - back to school registration and computers, welcome back to school letter, all handbooks, completed in early August, determine first source of communication, training parents on how MSA will be communicating -- Delegate more to ADs, office managers, and counselors?

Review budget and financials???

Review operational processes

Address organizational culture and change management

Fall and winter sports - hiring qualified coaches, scheduling meets

Oversee staff hiring

Audit and outline new personnel policy - teacher licensing reviews, annual performance evaluations and reviews, annual goals

Audit and outline organizational structure and supervisory responsibilities -- in-depth review of all positions, including the job performance and evaluation system -- review current personnel files, conduct AD performance reviews

Address third-party investigation - develop action items and corrective measures

Enhance stakeholder engagement - students, parents, and staff

Enhance communications to stakeholders - students, parents, and staff, including an upgrade to the website design -- procedures provided by Shannon

Support consistent and accurate information - increase expectations for accuracy

Strategy and expansion plan

Designate interim director as SAM contact

Review math curriculum

Team building - develop positive school culture, cohesive

Remain student centered -- MCAs, ACTs, heavy exams, need to prioritize in terms of schedule

(Why are AP testing students denied the gym because of phy ed class?)

Three follow up priorities with tactics (from Mary Yapp):

1. + school culture
2. Mindset change
3. Policy re-evaluation

#1 incorporates org assessment and eval system review