

Interim Transition TF Meeting #4
June 3, 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
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

Meeting Notes:

1. Tasks for interim director
Staff checklist for fall start
Agenda for teacher training (old and new teachers), D&I
Back-to-school registration forms
Back-to-school communications to families
Back-to-school communications to staff
Hire coaches for fall sports
Department budgets
Organization Assessment (job descriptions, organizational structure)
Back-to-school workshops
New teacher orientation

New teacher mentoring meetings
Design student engagement model
Develop AD job descriptions
Complete investigations

2. Calendar items

Aug 18-19 New teacher orientation
Aug 23-27 Teachers return, teacher workshops
Aug 26 Back-to-school night for students

3. Documents to collect

Student/Parent Handbook
Activities Handbook
Academic Agreements (Counselors?)
Coaches and Activity Directors Handbook
Access to files: Emails, work files, personnel files

4. Key issues to research and decide

Vaccine mandate for teachers?
Require teachers to be on campus?
Vaccine mandate for students?
Require students to be on campus?