

LEADERSHIP COUNCIL MEETING MINUTES  
March 6, 2012

Present: Joel Scherling, Pat Roschewski, Diane Stuehmer, Freida Lange, Sharon Katt, Betty VanDeventer, Sameano Porchea, Mark Shultz, Margaret Worth, Gary Sherman, Scott Swisher, Roger Breed, Brian Halstead, Mike Kozak (by phone)

1. Centralized "Help Desk" – Sameano Porchea

Sameano Porchea provided contact information for computer issues as well as a list of other situations. For a list of computer issues, see attached document. The contact information is either by email to [nde.networkshelp@nebraska.gov](mailto:nde.networkshelp@nebraska.gov) or by phone at 471-0959.

8. Messages to Superintendent – Roger Breed

Commissioner Breed asked for input regarding messages needing to go to Superintendents as he travels the state. The following list of topics was generated:

- LB 870 and accountability
- Teacher/principal evaluation system
- Virtual school opportunity – coalition of efforts, effort to move from print to digital (Mike)
- Superintendent endorsement, first year of experience coming within the next year (Sharon)
- Use it or lose it – Teach In Nebraska – for educator vacancy postings (Sharon)
- Assessment (Pat)
  - Test window 3/26 – 5/4
  - Online testing requirements – 2012-13
  - Release of writing results for grades 4, 8 and 11 on 5/29/12
- Common Core State Standards issues (Freida)
- Data Collection Window, reportable vs. real time, data quality, etc. (Sameano)
- GMS Application (Gary)
- School Safety (Joel)
- Rule 10 – seclusions/restraints clarification
- State Aid - \$852m (Brian)

12. Deputy Commissioner Swisher provided information regarding individuals registering for rooms and conferences and not cancelling the reservations if unable to attend. If an individual is unable to attend a conference or keep a room reservation, documentation evidencing an attempt to notify the entity of the inability to attend will be required. Any costs associated with a "no show" may be assessed to the individual.

An official statement regarding this matter will be developed and added to the Travel Administrative memorandum.

3. Employee Performance Management Update - Joel Scherling

Joel Scherling provided an overview (attached) of the Employee Performance Management system. More information and details about the implementation of the system will be provided as it becomes available. For more information, please see Joel Scherling. Unique instructions for supervisors and employees will be provided.

4. Board Meeting Follow Up – Roger Breed

Commissioner Breed reviewed the four vacancies on the State Board effective 2013. Rebecca Valdez and Mark Quandahl are unopposed.

Commissioner Breed reminded Council Members to be mindful of the time limitations on the State Board Agenda.

5. Virtual School Policy – Mike Kozak

Mike Kozak informed the Council of the development of a policy for virtual school use which could include possible changes in Rule 10. This is in the early stages and issues of certification, curriculum and other legal issues will need to be addressed. Sharon, Freida, Mike and Commissioner Breed will be involved in the policy development.

6. Data Conference Update – Sameano Porchea

Sameano Porchea provided updated information (attached) on the status of the 2012 Data Conference.

7. Administrators' Days – July 25 – Roger Breed

Commissioner Breed reminded Council Members to think about proposals and preparations for 2012 Administrators' Days.

8. Getting the Good News Out About Nebraska Schools – Betty VanDeventer (Nebraska Loves Public Schools)

Possible stories for inclusion in the *Getting the Good News Out About Nebraska Schools* series were generated. Please alert Betty to other possible story ideas. They include:

- Columbus ACT Pep Rally (March)
- Carol Rempp – Native Daughters
- Check 4 Learning

- SAT/ACT Students (May)
- Robotics Project
- Blue Ribbon Schools
- Data Conference
- Social Studies Standards
- Writing Results in May
- Architecture School in Omaha
- Data Conference – When We Stop Counting
- Avenue Scholars at Data Conference
- Schools using data

10. LC Pizza Lunch – Joel Scherling

A luncheon for the Council will be held at Noon prior to the April 11 LC meeting at 2:00 p.m.

11. Topics for Super Day Meetings – Roger Breed

Commissioner Breed informed the Council that a survey will be sent to staff seeking input for topics for Super Day Meetings as well as timing suggestions for Super Day.

12. Diane Stuehmer asked for guidance regarding loading Calendar information on personal smart phones. Commissioner Breed agreed to investigate the option. Mike Kozak also offered to investigate this issue.

12. Deputy Commissioner Swisher informed the Council that use of Facebook and Twitter continues to be reviewed for policy and procedures.

12. Deputy Commissioner Swisher informed the Council of the OCIO's efforts on providing training for retention of Email records.

The next Leadership Council Meeting will be April 11 at 2:00 p.m.

To keep this simple I would like to ask all NDE staff to email the [nde.networkhelp@nebraska.gov](mailto:nde.networkhelp@nebraska.gov) for all of their requests. If email is not working the requests can be called into the Network Help Line at 471-0959.

Below is a list of the more common requests:

- Desktop/laptop/peripheral help
- Email help
- E-Fax
- Access rights to servers, folders and databases
- Server performance issues
- Procurement for equipment and software
- New Employees needing network and/or email
- Terminated employees - contact as soon as you know
- All other services requiring Network Services attention

2012 Data Conference Status Update  
 Tuesday, March 06, 2012

**Future Dates for Data Conference**

2013: April 29-30<sup>th</sup>

2014: April 14-15<sup>th</sup> (proposed)

**2012 Data Conference Stats as of today**

Event Details	Count
Number of proposals and mini course	57
Internal Proposals	25
External Proposals	32
Proposal reviews complete	70%
Number of registered attendance	303
Number of vendors	5
Number of vendor sponsored breaks	1
Number of paid advertisements	0

**Upcoming dates...**

- Early Registration ends March 16th
- Proposals Review Selection Committee on March 8th
- Session titles, abstract and presenters displayed on website on March 13<sup>th</sup>
- Full Schedule for sessions on March 19th

**What's New?**

- Keynote Speaker, Marilyn Moore
- Over half of the proposal are district and ESU submissions
- "Dinner and a Movie"
- Promotional items, thank you items, raffle giveaways, banners
- New logo
- Student artwork on the cover of the program
- Discussion tables instead of information tables -Gathering topics from districts

**Schedule**

4/2/2012	12:30 PM	-	6:00 PM	Registration
Monday	1:00 PM	-	2:00 PM	Keynote Speaker
	2:00 PM	-	5:00 PM	Select-A-Sessions
	5:15 PM	-	6:15 PM	Discussion Tables
	6:30 PM	-	8:30 PM	Dinner and a Movie - Documentary, "When We Stop Counting". Dinner is included in the Registration cost. Please (RSVP).

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4/3/2012	8:00 AM	-	5:00 PM	Registration
Tuesday	8:30 AM	-	9:30 AM	Keynote Speaker
	9:30 AM	-	11:30 AM	Select-A-Sessions
	11:45 PM	-	12:45 PM	Lunch provided
	1:00 PM	-	5:00 PM	Select-A-Sessions



**Employee Performance Management**  
What it means for you

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**Performance Management**

- What is it?
- An ongoing process
- Our current system



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**What's Different?**

- A competency-based approach
- Addition of work performance or professional development goals
- Emphasis on high-quality development plans
- Regular/frequent reflections on performance

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**Benefits of New Approach**

Variety of "drivers" such as:

- To evaluate employee & organizational performance
- To determine employee development needs
- To enhance retention of top performers



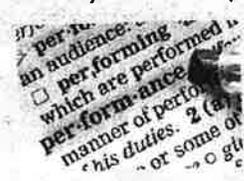
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**Competency-Based Approach**

- How performance results are achieved
- Benefits of the competency approach



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### State Employee Performance Dimensions

- 1) Quantity of output of work
- 2) Timeliness of delivery of output
- 3) Quality of work output
- 4) Use of resources
- 5) Customer impact/value added

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### State Employee Performance Dimensions

- 6) Freedom from unplanned support
- 7) Team/unit contribution
- 8) Productive work habits
- 9) Adding skills and capabilities
- 10) Alignment and compliance: walking the talk

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### Goals

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### Performance Goals

- Shift toward achievement orientation
- What is measured is what gets done
- Will make life easier



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### Development Plans



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### High-Quality Development Plans

- An integrated approach
- Employees & managers create the plan together



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## Quarterly Meetings



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## Quarterly Meetings

Opportunities to Reflecting on Performance

- Regular work "update" meetings
- Goal setting conversations
- Goal progress conversations
- Individual development plan progress
- Organizational progress updates

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## Implementation



## Timeline

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## Implementation Timeline

Final appraisals using current form

- Supervisors – No later than 9/30/12
- All others – No later than 12/31/12

Initial work in new system

- Supervisors – July-September, 2012
- Employees – October-December, 2012

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What  
You Can Do  
Now

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## Update Position Descriptions

Review/update position descriptions

- 5 - 7 essential (major) job functions
- Knowledge and skills necessary



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- Set some goals
  - Work performance goal
  - Professional development goal
- Write SMART goals
  - Specific, Measurable, Actionable, Relevant, Timely
- Set tasks and targets

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### Schedule a Quarterly Meeting

- Consider meeting to discuss performance at least one time outside of the regular appraisal conference in the last half of 2012

January	February	March
April	May	June
July	August	September
October	November	December

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**Additional training to be made available:**

- Goal Setting/SMART Goals
- Writing Effective Position Descriptions
- Conducting Effective Performance Appraisals

**Additional resources to be made available:**

- Model position description
- Performance dimensions with definitions
- Examples of personal and professional goals
- Example of a development plan

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Thank you!

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