



Matthew Fox, Esq.
Chair

Jesse Welsh, D.Ed.
Chief Executive Officer

MEMORANDUM

TO: Nevada State High School Governing Body
FROM: Jesse Welsh, Chief Executive Officer
SUBJECT: Executive Update
DATE: April 20, 2023

A. Follow up Actions from HRC Report

Following up on specific directions from the March 30 Special Governing Body and as outlined in the Human Resources Connection report, consistent progress has been made in the following areas:

- Hold all-staff meeting regarding the findings of the reports to build trust and transparency in the process.
 - A collaboration day activity was held on March 31 to review the report and prioritize areas for improvement. Staff identified three priorities, including (1) work/life balance and working outside of regular hours, (2) performance reviews, and (3) ability to take PTO as priority issues. The Executive Leadership team met on 4/7 to identify specific solutions and next steps in each of these areas.
- Establish a cadence and process for regular one-on-one meetings and a template for discussion and expectations.
 - Structures and systems for a variety of one-on-one meeting structures were researched and shared and discussed with the Executive Leadership Team. A structure for regular one-on-one meetings occurring bi-weekly or monthly has been established and communicated to build supervisor/employee relationships, identify areas where support or intervention is needed, review long term goals, and identify what supervisors can do to support employees.
- Consider if 30-60-90 day check-ins need to be completed by a third party and the potential cost associated with doing so.
 - HRC indicated their cost for this service is \$275 per hour and each check-in would be 20 to 30 minutes. Based on historical data, and not including student workers, the annual cost of implementing this action step would be in the range of \$6,100 to \$8,250 annually, not including additional costs associated with following up with supervisors on data from check-ins. Based on this information, it is recommended to keep 30-, 60-, and 90- day check-ins in house as part of the onboarding process.



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- Provide training to supervisors on how to provide real-time feedback / Train leaders to focus on noticing and giving positive recognition on a regular basis. Have supervisors ask team members how they want to be recognized.
 - In collaboration with the Nevada Department of Education and WestEd, supervisors are engaging in a three-session series, *Coaching Fundamentals Micro Network Series*, designed for school and district leaders to refine their coaching skills to effectively support their teams. Session dates are 4/19, 5/26, and 5/3 and supervisors will take learning from sessions to provide better real-time feedback and positive recognition.
- Implement improvements in communications across teams.
 - A collaboration day activity is planned and scheduled for April 28 to review current cross-team communication structures and identify and develop solutions for specific improvement.
- Conduct annual, in-person, mandatory third party DEIB training.
 - Following research and outreach to local companies and agencies that offer high quality, in-person training, the Nevada Association of Employers was selected to provide training on July 27 with all staff.
- Conduct annual, in-person, mandatory third party training on harassment prevention.
 - Following research and outreach to local companies and agencies that offer high quality, in-person training, the Nevada Association of Employers was selected to provide training on July 27 with all staff.

B. Continuous Improvement Points (CIP) Update

In an effort to streamline the process for tracking and reporting CIPs for internal offerings, the internal system for tracking was updated. Each employee will be provided with a PDF summary page of internal offerings completed twice annually to include in their mid-year and end-of-year CIP logs. The PDF summary page lists all of the CIP activities completed for the year, CIPs by category, indicating if the employee is currently exceeding standards, and identifies the number of CIPs needed to exceed standards if applicable. Employees will still be responsible for tracking CIPs throughout the year outside of the two runs of this report and will still need to track completion of external offerings.



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C. Registration Update

The lottery for 2023-2024 enrollment was conducted on March 20 in accordance with SPCSA requirements. Based on the established enrollment caps approved as part of friendly amendment approved in January 2023, there were no students placed on the initial wait list for a seat. As of April 6, there are 465 active students in the registration process. Of those, 144 (35%) have completed an initial consultation appointment.

Campus	Active Applications as of 4/5/22	Active Applications as of 4/13/23
Downtown Henderson	61	80
Henderson	134	101
Las Vegas Downtown	34	15
Las Vegas Southwest	69	88
Las Vegas Summerlin	55	60
Las Vegas Sunrise	44	31
North Las Vegas	45	30
Northwest	57	63
Reno Meadowood	12	12
Grand Total	511	465

Sincerely,



Jesse Welsh, CEO