NEVADA STATE HIGH SCHOOL

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PERFORMANCE EVALUATION – EDUCATIONAL CONTRACTS

1. CONTRACT IDENTIFICATION Wells, Ra'Chanel

PART I – GENRAL CONTRACT DATA

2. AGENCY/EMPLOYEE *(Name, address and ZIP code)*
Dr. Ra'Chanel A. Wells
725 S Hualapai Way, #2118
Las Vegas, NV 89145

3. TYPE OF CONTRACT
(Check One) ⇨

A. EMPLOYEE OF SCHOOL
X NEGOTIATED AGREEMENT ☐ PART-TIME STAFF ☐ OTHER:

B. OUTSIDE AGENCY
☐ MEMORANDUM OF UNDERSTANDING ☐ OTHER:

4. TYPE OF WORK:
X MANAGEMENT ☐ SERVICE ☐ OTHER:

PART II – PERFORMANCE EVALUATION OF CONTRACT QUARTERLY ROCK *(Check appropriate box)*

5. PERFORMANCE INDICATORS	RESULT	DONE | NOT DONE
i. Spring FY2023: Host Three Employee Evaluation Trainings	2/3	In Progress
ii. Spring FY2023: Obtain approval on Execution o Board Approved Transition Plan		In Progress

6. OVERALL EVALUATION

☒ OUTSTANDING ☐ SATISFACTORY ☐ UNSATISFACTORY

7. NARRATIVE SUMMARY OF PERFORMANCE

Dr. Ra'Chanel Wells serves as new Chief Integrity & Accountability Officer, a new position that is assuming the role of former Chief Operations Officer, Dr. John Hawk. With the new Accountability chart, Dr. Wells reports to the governing body, and is responsible for Third Party Contractors, Human Resources, and Contracted IT Systems. The functions of Dr. Wells role include LMA, Performance Evaluations/ Audits, Research & Development, Keeper of the Culture and Ideas/ Creative. Dr. Wells established a 90-day transition plan that is still in progress. The plan includes hosting three employee evaluation trainings and seeking approval from XLT of the progress of her transition plan to present to the governing body.

First 30 days- Dr. Wells leveraged both Dr. Welsh and Dr. Hawk as advisors and mentors during her learning plan (February- April). Each week, she has met with Dr. Welsh, CEO, to leverage his support as both supervisor and mentor in understanding NSHS policies and procedures, culture, and how to best support NSHS within her scope. Dr. Wells participated in weekly Questions for Success sessions from February to March with Dr. Hawk, former COO, for training and on the functions of the CIAO role, the history of NSHS, and practices that govern the NSHS framework. To further understand, the EOS framework, Dr.Wells read, What the Heck is EOS? and Rock Fuel. She is currently reading her third reading on EOS, Traction: Get a Grip on Your Business. Dr. Wells successfully established a Culture Committee Team with diverse representation of NSHS in an effort to give staff members a place to address concerns, share ideas, and make suggestions to improving their workspace. During the first meeting the Culture Committee established expectations for the committee, determined the next steps for addressing employee retention and morale. In addition to serving as CIAO, Dr. Wells assumed the full-time duties of the Human Resource Coordinator, as that position is vacant. Employment at NSHS was an overall 27 % when Dr. Wells joined. To address employee concerns of burnout, turnover, and lack of work life balance, Dr. Wells focused her first 60 days with consistent efforts to drive recruitment. Dr. Wells has successfully placed five positions within NSHS, thus securing all open positions for the Marketing and Engagement Department. Dr. Wells has aggressively targeted qualified applicants and secured interviews for the positions of Educational Advising Coordinator, Campus Instructional Assistant Director, and Special Programs Coordinator positions. Although ensuring to tackle the needs of staffing, Dr. Wells has supported the importance of Right People, Right Seats in alignment with the EOS model.

Due to the ongoing allegations of toxic, hostile work environment, Dr. Wells understood the importance of improving morale at NSHS, and therefore within the first 30 days made a visit to all eight NSHS sites in Las Vegas and hosted a virtual visit for the Meadowwood site to build rapport and trust, by offering support to all NSHS staff members. Each week she ensures to send positive messages in Basecamp to encourage, inspire, uplift, or just spread some good news celebrating employee birthdays and work anniversaries. Dr. Wells has worked with staff addressing their needs and concerns. During a 03/31 Collaboration Day, staff were asked why they were still at NSHS, and Dr. Wells name was listed as one of the reasons. During that same session, staff were asked, what's one positive thing taking place at NSHS, and again, "Hiring Dr.Rae" was one of the things listed.

Dr. Wells has hosted two employee evaluation trainings, and will host a third by 04/14/2023, thus hitting her targeted goal of hosting three employee trainings within the first quarter. Her first employee evaluation training for supervisors was a Tips for Success session to prepare supervisors for the upcoming evaluation process. The second employee evaluation training was hosted on 03/31/23 during Collaboration Day for all staff. That training was to prepare staff with expectations and a timeline of the employee evaluation process. The third employee evaluation training will be for supervisors on 04/14/2023 to review any changes made to the evaluation process so that all are in alignment with staff recommendations.

To increase productivity and streamline the hiring process, Dr. Wells has researched the best hiring practices and software for optimization. Dr. Wells is still reviewing other resources to conduct a fit analysis to present to XLT for consideration to conclude her recommendation.

On 03/31 the governing body tasked Dr. Wells with taking on the recommendations by the HRC for implementation with specific assignments including but not limited to: developing a timeline and action plan, conducting an Impact Map, assessing behaviors/ policies align with DEIB, assessment of HR functions, conducting stay interviews, review onboarding process, friends in the workplace, staff feedback on EOS and current performance incentives. To date, Dr. Wells has researched and interviewed third party consultants to work in collaboration with conducting an Impact Map. Dr. Wells is working with the Culture Committee to create a process for prioritizing feedback for stay interviews. In addition, Dr. Wells has established weekly communications through Basecamp, so staff are aware of EAP and wellness benefits. Dr. Wells is working on a strategic plan to present to the governing board to implement the recommendations by HRC. In a meeting on 04/07, with XLT reviewing employee concerns, Dr. Wells advocated on behalf of the employees to remove the attendance weight from the employee evaluation so that employees are no longer penalized for taking earned accrued PTO. Dr. Wells is progressing and on track with her transition plan and anticipates being complete at the end of the first quarter.

9. DIRECTION FOR NEXT YEAR

1) Continuing to support NSHS in implementation of strategic improvement plan for employee morale, retention, and recruitment.
2) Foster the Culture Committee in moving towards initiatives that promote workplace equity.
3) Broaden the scope of Human Resources to meet the needs of employees: work life balance, employee recognition, effective evaluation tools, employee resources for engagement.

11. PROCESSED BY

A. ORGANIZATION *(Type or print)*		
Nevada State High School		
B. NAME AND TITLE *(Type or print)*	C. SIGNATURE	D. DATE
Dr. Ra'Chanel A. Wells, Chief Integrity & Accountability Officer		4/15/2023

12. GOVERNING BODY APPROVAL

A. ORGANIZATION *(Type or print)*		
Nevada State High School		
B. NAME AND TITLE *(Type or print)*	C. SIGNATURE	D. DATE
Mr. Matthew Fox, Esq., Chair		4/20/2023