



CONFIDENTLY LEADING THROUGH  
COLLABORATION, CUSTOMIZATION AND CREATIVITY

## Board Report December 2025 Achievement & Leadership

We are continuing the process of reviewing our current practices and procedures to find efficiencies with our operations. We are in process with many projects in the HR department, and we have begun the review process with Student Services.

**Goal Area:** Alignment of Structures, Systems, and Practices  
Create alignment and efficiency with and among all departments Student Services, L&L, Technology, and Human Resources Department (HR)

### Staff Evaluations (updated)

The administrative team is reviewing the evaluation process, timelines, and evaluation tool on December 18, 2025. Recommendations will be presented to the administrative team in January.

[Evaluation Form 2025-2026 V2 10.30.25.docx](#)

### Items in Progress (updated)

I am working closely with Mr. David Jones and the technology department to investigate programs or services to improve current practices

- All cabinet members need access to all job descriptions
- Digital form to request any positions at MOESC
- Systematic way to get new staff on technology in an efficient (fast) way
- Each department needs to create a list of onboarding information and share it with HR. List must be submitted to HR on or before the February Cabinet meeting.
- Digital workflow for contracts and timecards/activity logs
- Hiring and Recruiting
- Non-public partnerships need to be discussed. More attention, time, and resources need to be dedicated to fostering deeper relationships.
- Pricing Services and PD

### Student Leadership

Student Leadership Conference was canceled due to weather. We will reschedule for the spring, date is TBD.