



Board Report February 2026 **Achievement & Leadership**

The focus of this work is to strengthen alignment and efficiency across organizational structures, systems, and practices while supporting high-quality service delivery across departments.

Work related to records retention is underway and progressing well. A review of retention requirements for services where MOESC is not the home school has been completed, with next steps focused on clarifying exactly which records must be retained in those situations. Updated retention language provided by legal counsel is currently being incorporated into the MOESC retention policy and AG8310.

In Title I and Multilingual Learner (ML) services, responsibility for Title I services has successfully transitioned to the Leadership and Learning department. Planning for this transition continues, with a meeting to be scheduled to address staffing structures, contracts, and service fee considerations to ensure continuity and sustainability.

Efforts to improve pricing of services and professional development are in progress. Leadership is developing a clear pricing process for one-off services that accounts for cost, margin, and overall organizational impact. A complementary profit and loss framework is planned and will align pricing decisions with long-term sustainability goals.

Significant progress has been made in strengthening the staff evaluation process. A single evaluation tool for all staff has been finalized for the 2025–2026 school year. Implementation of the evaluation process is currently underway, with support provided to directors. Communication regarding the updated process will occur through spring meetings with partners, and feedback will be collected via email. Directors are continuing to complete evaluations in alignment with established policy timelines.

Work related to contract management, project management, staff time tracking, and workflow systems is advancing. An internal team has been formed to research integrated system solutions that include HR, contract management, IT ticketing, workforce tracking, and reporting. Vendor demonstrations and research will occur through February and March, with system selection anticipated in April. Integration is planned for April through July, followed by deployment in August.

Planning for a professional development management platform is also underway. The identified solution must support scheduling, registration, communication, and certificate management to improve efficiency and user experience.

All job descriptions have been fully updated, converted to PDF format, and centralized in a read-only cabinet folder. Editing access is limited, with Cabinet members granted read access to ensure consistency and transparency.

In the area of onboarding, departments are currently developing onboarding checklists, which are scheduled to be submitted to leadership in March. Once departmental materials are complete, onboarding documents will be finalized and submitted to HR to support a more consistent onboarding experience across the organization.

Finally, progress continues on the construction project. The conference center is currently in the design phase. Phase 1, which includes the front office, conference center office, and parenting room, is expected to begin in March following delays related to HVAC design and city permitting. Phase 2, which includes renovation of the Board room, two new offices, and a small meeting room, will begin after the front office and adjacent spaces are relocated, with completion targeted on or before August 1, 2026. Design and quotes for digital room and office displays are complete, with purchase orders in process. Installation of signage and displays is planned for completion by June 1, 2026.