

**District Name:** Alsea School District

**Quarter:** Quarter 1 (November 1, 2025 - January 30, 2026)

### Vendor Contacts

- Kyle Laier - [kyle.laier@inflexion.org](mailto:kyle.laier@inflexion.org)
  - Rachel Phillips - [rachel.phillips@inflexion.org](mailto:rachel.phillips@inflexion.org)
  - Michelle Liebhardt - [michelle.liebhardt@inflexion.org](mailto:michelle.liebhardt@inflexion.org)
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### Quarterly coaching summaries will be used to:

- Communicate progress on the coaching plan with the coaching recipient

### In addition,

- ODE will use information from coaching services summaries to track progress and to communicate with external parties (i.e. legislators) progress on coaching services.
- Provide documentation that will allow ODE to pay for invoices associated with the contract.

### Instructions:

- Prepare this report for the coaching recipient each quarter that you provide services.
- If an activity or service will exceed 8 hours, please describe the break-down of hours in the summary section.
- Include information on the metrics you've identified on the coaching plan in each report.
- Submit the completed Quarterly Coaching Summary Report at the same time as invoices to the Vendor [Smartsheet Submission Form](#).
  - o ODE CCPL staff will then share the report with the coaching recipient and their team on your behalf.
  - o Please include the names and emails of any of your team members that you'd like to copied in the email here: [michelle.liebhardt@inflexion.org](mailto:michelle.liebhardt@inflexion.org), [rachel.phillips@inflexion.org](mailto:rachel.phillips@inflexion.org), [kyle.laier@inflexion.org](mailto:kyle.laier@inflexion.org)

## Coaching Services and Activities

Activity or Service	Date of Service	Summary	Total Hours (V/IP)
A. Kickoff meeting	11/20/2025	Rachel Phillips and Michelle Liebhardt met with Shawna from ODE and Stacy Knudson	1 (V)
C. Support administration, analysis, and interpretation of the Portico Student Experience Survey	11/20/2025	Michelle Liebhardt set up and provided access to administration of the survey for Winter 2026.	4 (V)
B. Development of coaching plan	12/2/2025, 12/4/2025, 1/16/2026, 1/23/2026	Kyle Laier, Mike Garling, and Stacy Knudson drafted and refined the coaching plan over several conversations.	6 (V)
D. Support development of maxims	12/1/2025	Michelle Liebhardt prepared materials and surveys for community and staff engagement.	4 (V)
D. Support development of maxims	12/2/2025	Mike Garling spent a day onsite supporting Stacy Knudson in community and staff engagement.	8 (IP)
F. Progress monitoring and preparation of quarterly coaching reports.	1/30/2026	Kyle Laier, Michelle Liebhardt, and Rachel Phillips prepared quarterly coaching report for Q1.	1 (V)
<b>TOTAL HOURS</b>			<b>Virtual (V): 12 In-Person (IP): 8</b>

## Summary of Strengths/Observations & Next Steps

**Date:** 2/9/26

**Strengths Observed:** Strong understanding of creating a shared identity and holistic vision of student readiness as foundational to the work of shifting the overall culture and climate. The board is supportive of changes to improve climate and culture for students.

**Areas of growth:** "It's just Alsea" is the current attitude. There is a need to increase the engagement of community, families, staff and students to build a vision for the future.

**Measuring Progress:** Progress Markers, PGTs, local metrics

This report is following two coaching sessions and progress cannot yet be measured.

### Next Steps:

#### a. Vendor

- Inflexion will synthesize community engagement data and draft maxims.
- Kyle and Stacy will work with draft/new maxims to align them with the current draft board strategic plan.
- Kyle is going to work with staff and the school board to develop an understanding of the process and the purpose of developing a shared identity and holistic vision of student readiness in March.

#### b. Coaching Recipient

- District is requesting new logos with the maxims - Stacy is pursuing alternate funding as it doesn't fit within the CCPL coaching budget.
- Stacy will engage staff in a presentation on the "why" of this work at a staff meeting on Monday, April 13th. That will be followed up with presenting to the school board that night and explaining how we will connect this to the strategic plan they had been developing.
- Staff will lead grades 5-12 in the student engagement activity and survey that same week.
- District communication (Apptegy & possible a QR postcard) to all parents requesting survey participation. Instruct students to go home and engage parents.

**Note any coaching plan adjustments here:** None at this time.