

**South Coast ESD**  
**Continuous Improvement Plan (CIP)**  
**2019-2020**

1. The Organization's leaders (Sup, Admin, and Board) will develop and implement the continuous improvement plan, program improvement plan and board improvement plan.
  - a. The management team and board will conduct a data dive to evaluate data.
  - b. The management team will draft the CIP, present it to the board, the board will adjust/adopt.
  - c. The administrators will develop/implement a program improvement plan.
  - d. The board will develop a board improvement plan (BIP).
  - e. All plans will be implemented and reported on by August 2020 Board Retreat.
  
2. Implement a District-Wide professional development plan that addresses the long range plan needs, district survey data responses and local and state plan needs (e.g. title III, professional development survey, SSA plan etc.)
  - a. Develop a professional development plan that addresses the core district needs by August 30, 2019.
  - b. Identify three training days, conduct training and evaluate their effectiveness by June 30, 2020.
  - c. Identify the required trainings for all new staff and develop a strategy to ensure that new staff in future years receive the training.
  
3. Safety
  - a. Develop and implement organizational safety goals.
    - i. Identify safety marketing campaign needs monthly based on data.
    - ii. Develop an action plan based on check point data review on safety hazard identification/remediation monthly.
    - iii. Pinpoint trainings based on injury data by August 30, 2020.
  - b. Develop and implement OSHA safety team goals based on data needs
    - i. Given that SCESD is in the high cost risk pool, the safety team will monitor the rate of 801s monthly, determine if organization wide interventions are necessary and intervene as needed by June 30, 2020.
    - ii. Given the variety of catastrophes that could transpire at any organization (i.e. earthquake, environmental disaster, intrusion etc.) SCESD will have detailed plans and staff training for identified catastrophes by June 30, 2020.
    - iii. Given the introduction of students to the Coos Bay and Gold Beach Office sites, conduct a review of necessary emergency practices and develop systems to adhere to best practices in this new context by June 30, 2020.

#### 4. Communication

- a. Complete a strategic communications plan with three years of activities by October 31, 2019.
- b. Using the communication audit as a guide, prepare a communication “brain” for the district by June 30, 2020.
- c. Based on the audit document, implement three new internal and external communication strategies by June 30, 2020.
- d. Given the communication and marketing strategies, develop a process to integrate them throughout the organization and develop sustainable structures to ensure they are consistently implemented by December 1, 2020.

#### 5. Equity Plan

- a. SCESD staff and stakeholders will receive training on equity related topics such as race, gender, age, sexual orientation, culture, religion family structure, socio-economics and/or disability including administration, board members, staff, parents and students by June 30, 2020.
- b. Professional/personal development for all administrators to develop skills and capacity to address issues of equity at the district, building and school level will be provided on an on-going basis by June 30, 2020.
- c. The Hire to Retire Committee will identify a professional development plan for teachers that support the acquisition of instructional strategies that address equitable outcomes for all students by June 30, 2020.
- d. The hire to retire committee will establish a mechanism to monitor the implementation of the equity plan by June 30, 2020.
- e. Using the Oregon Department of Education Title IX district audit document, the ESD will conduct an audit of the Gold Beach ESD District Office and implement necessary changes and recommend long term needs by June 30, 2020.
- f. SCESD staff will encourage involvement with the equity perspective through marketing/communication strategies, sharing SCESD plan and providing side by side supports by June 30, 2020.

#### 6. Hire to Retire

- a. Given the hire to retire program, the organization will develop and evaluate a new orientation and on-boarding program and report to the board by October 31, 2020.
- b. Given the hire to retire program, the organization will develop a least three new tools to increase staff access and/or involvement in the organization by June 30, 2020.
- c. Given the hire to retire program, the organization will research, develop and implement at least two new retention programs by June 30, 2020.

#### 7. Governance

- a. Given the long range plan and tools associated with monitoring goals, review and modify tools as needed by May, 2020.

- b. Given the need for more specific information from parents and community members, programs will develop and implement monitoring tools such as focus group data, survey tools, parent tools etc. by June 30, 2020
- c. Given the need for more staff participation, the organization will develop an incentive program to encourage involvement in committees by September 30, 2019.

#### 8. Sustainability

- a. Given the Student Success Act (SSA), the organization will learn about and communicate a white paper about how the ESD is involved in its implementation by October 30, 2019.
- b. Given the SSA, the ESD will provide technical assistance and develop a monitoring system in order to annually assess its effectiveness by June 30, 2020.
- c. Given new state/regional grants (e.g. attendance, emergency preparedness, 3499, EAC), the ESD will develop and present the implementation plans by December 30, 2019.
- d. Given new state/regional grants (e.g. attendance, emergency preparedness, 3499, EAC), the ESD will evaluate the return on investment including financial sustainability and effective service provision by June 30, 2020.

#### 9. Maintenance & Technology

- a. Given the deferred maintenance of the Gold Beach office, the ESD will evaluate the needs of the building and complete maintenance by June 30, 2020.
- b. Given the need to proactively maintain both buildings, the ESD will develop and utilize a needs to budgeting process presenting to the board how much should be saved in deferred maintenance yearly as well as how the deferred maintenance will be provided each summer by February 2020.
- c. Given a new technology department structure, the organization will develop new systems to provide consistent customer service to internal and external customers by June 30, 2020.