

Sustainability Committee Notes

January 7, 2019

4:00 pm – 6:00 pm

South Coast ESD Board room

Attendees: Tenneal, Billie, Frank, Kathy, Jerry

Absent: Jackie, Corri, Fred Clauson, Angila

Sustainability CIP Goals:

- Improve professional development opportunity and usefulness score to the plan year percentage.
 - Review the reasonableness of the goal
 - Collect information on what PD means to staff
 - Offer at least 3 organization-wide trainings
 - Technology
 - Mental Health/Social Emotional
 - Student Behavior
- Focus on Safety Plan prevention strategies within the organization/programs.
- Re-establish the goals/outcomes of the committee group.
 - Team members commit to fully engage in meetings and activities
 - Establish goals and review at board meeting
 - Confirm attendance requirements
 - Share quarterly at board meetings the attendance rates

AGENDA

1. Review Action Items

From Sustainability committee:

- Administrators to use specific language “This Professional Development training/activities....” to communicate staff is attending PD.

- Collect and share data from staff – what PD is and an activity.

- Marketing/labeling/definition from the organization what is PD to staff.

- Two levels of PD – personal/professional and organizational.

- Managers researching and bringing training ideas back to the next Managers meeting – who will provide and what the training will look like.

ACTION – Review Customer Satisfaction survey at next meeting.

TABLED TO NEXT MEETING

ACTION – Look at giving PD attendees “5 Star PD” recognition.

MANAGERS ARE WORKING ON

ACTION – Frank to research/provide a list of what we need/plan for Technology and how to deploy
WORKING ON

ACTION – Technology Plan to be presented to the Board at their retreat in August 2019.

AUGUST 2019

ACTION – Put Frank on the team to verify the key fob system will work with electrical outages in the area and that the system will work for the organization.

BRANDIE WILL SET UP MEETING WITH MIKE B, FRANK, KATHY M.

ACTION – Brandie/Mike working to get quotes for Gold Beach office awnings, windows, door, back wall, stucco on back for the November Board meeting.

BEING PRESENTED 1/8/19

ACTION – Safety marketing plan – signage for classrooms.

TENNEAL WORKING ON WITH SAFETY COMMITTEE AND COMMUNICATION TEAM

ACTION – Tenneal will write yearly goal/plan to address this year's data.

STILL IN PROGRESS

ACTION – Possible Auditor presentation to the Board in January (via in person/WebEx/Sustainability committee) if needed.

ON BOARD AGENDA 1/8/19

ACTION – Take committee attendance back to Managers – what would work for the organization?

TO MANAGERS MEETING 1/14/19

ACTION – Change to a base number of at least one board member/one Administrator and additional staff to add to the score? COMPLETED

ACTION – Attendance will be a combination of 4 people consisting of assigned Administrators and Board members. COMPLETED

2. **Budget/Audit**

Audit – to be presented at Board meeting. Notation of copier costs. Valuation of services- letter to board meeting, pay next year to have valuate liability costs (insurance).

ACTION – Tenneal to follow up with PACE about valuation.

Budget calendar –

ACTION - draft presented to the board for approval tomorrow night.

Budget committee meeting -

ACTION – The team agreed to have dinner and a building tour beginning at 5:30 pm and asked to have Coach House cater the dinner.

ACTION – The team requested to add the current renovation budget review under agenda items A-H

ACTION – The team requested the following Tier 2 programs presentations:

ALS

EI/ECSE – program downstairs/any increase to overhead/remodel/carry over

CTE -

PERKINS

3499/C3

3. **Technology Plan**

- Key fob – short term and long term discussion.

Should we have an electronic system to monitor in and out? Who currently has keys/what do they go to? The county has a system which provides an automatic lock/unlock, inactivate/activate immediately, who is allowed in the building and at what time.

Operations/Technology/Maintenance to research – every door in and out or certain doors have a keyfob and costs. Include conversations with BAH and the Coos County courthouse.

Security would be helpful, can we add an extra door if/when needed, locks on doors for sensitive areas,

ACTION – Operations/Technology & Maintenance to set up a meeting and research for ease of use, timeline – in place and functioning by June 30

ACTION - Brandie to doodle to Frank, Mike, Kathy M – meet before the end of January.

ACTION - Brandie to follow up with door installers – when better to wire during doors going in or after?

4. **Maintenance Plan**

- Update progress – Brandie presented information that will be going to the Board meeting tomorrow night for review and approval:

Parking lot

Early Learning Center

Gold Beach building

- Project updates- Brandie presented information that will be going to the Board meeting tomorrow night for review.

Warehouse restoration

Exterior door replacement

Open projects -

Landscaping

Exterior lighting

Security cameras

5. **Safety Plan**

- Safety campaign – review of campaign for 2018-2019.

- SAIF report – review and discussion of SAIF report with the team.

6. **Strive to THRIVE**

- Customer Satisfaction Survey

ACTION – moved to next meeting for discussion/changes/updates.

7. **Future**

- Contract analysis – Tenneal had a process set up to review and assess contract prior to renewal, what did we like/not like but the process has not been followed through in the past six years.

ACTION – Tenneal to take process/form to Leadership team for review and to possibly assign contracts for them to review.

- Technology plan due June 30, 2019

- Review Long Range Plan

ACTION

- Which Board member will be presenting at the Board meeting? - Billie Reeves.

COMPLETED