

Sustainability Committee Notes
October 8, 2018
4:00 pm – 6:00 pm
South Coast ESD Board room

Attendees: Tenneal, Billie, Jackie (by conference call), Kathy, Frank, Angela
Absent: Jerry, Corri

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. **Professional development – PIP**

Discussion of information from All Staff Day

- Means to me – Staff indicated specific items to learn

- Accessing it looks like – more general terms, more organizational driven.

- Applying what I learned looks like – more general terms, more organizational driven.

ACTION –

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.

Behavior/Social/Mental/Emotional health trainings –

Consider staff reaction to the student’s behaviors and how to keep safe, happy and healthy.

Staff need to consider the life of the child.

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

PIP - Professional Development plan pulled together by the Managers group and review the PD survey.

ACTION – Sustainability committee to review Customer Satisfaction survey at next meeting.

2. **Technology Plan**

Discussion of Social Media/Facebook – in order to have an active Facebook page SCESD would need a person assigned to track/update – cost of that position. The impact should be studied.

Marketing and communication – new position, how to pay that person?

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

Programs to work with Frank for trainings

YTP – WebEx

ALS – Google/Chrome books

Regional

Central Office

History – funding from the fire paid for systems and equipment back in 2011, the need for a technology plan for replacement, building technology, etc.

Discussion of past directors, work completed, what still needs to be done, work on the long range plan, equipment is starting to fail, the need for deferred technology.

Concern is lack of support at the provider level.

How much to save/make sustainable and not triage.

Currently \$83, 000 in deferred.

ACTION - Frank to research/provide a list of what we need/plan for and how to deploy.

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

3. **Maintenance Plan**

Tenneal to take plan on for the year until 6/30.

Recognition of board member G.Thurkow who empledored SCESD to save \$50,000/year.

Brandie and Mike presented information on maintenance projects Friday, 10/5.

Discussion of the roof, plumbing, EI/ECSE hot water and bathroom remodel, painting, doors, asphalt/paving, GB office.

Warehouse – information from PACE today. Discussion of asbestos removal language, bids coming in, hope to start in November and could take up to 8 weeks to completion.

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.

ACTION – Brandie/Mike working to get quotes for awnings, windows, doors, back wall, stucco on back for the November board meeting.

4. **Safety Plan**

Tenneal to transition Safety Team Leader from Brandie to herself for the year until 6/30.

Tenneal will write a goal addressing the mod rates/insurance rates that we currently have to pay and safety incentives used to keep staff safe.

Regular fire drills, safety response plan ready, building security safety check for central office and new for GB office, increase of homeless traffic/trash.

Admin retraining staff who had filed an 801. Providing information on when and what to file an 801.

High cost risk pool for the next 3 years.

ACTION – Safety marketing plan – signage for classrooms.

- Tenneal will write a yearly goal/plan to address this year's data.

5. **Strive to THRIVE**

- Budget/Audit – The Auditors are in the building and Angila reported things are going well.

Currently the BO down one person, to start 10/15. How many positions to hire for and how to pay for those positions.

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

- Building remodel – see Maintenance plan information above.

6. **Other**

Committee attendance discussion on who is mandatory or voluntary attendance.

Invite and incentivize committee attendance – leave early if no sub required, like the safety coupons?

ACTION – Take back to Managers – what would work for the programs?

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

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

ACTION

- Billie Reeves to report at the October 16th board meeting.

COMPLETED