

Sustainability Committee Notes

October 9, 2019

4:00 pm – 6:00 pm

South Coast ESD Board room

Attendees: Billie Reeves, Cynthia Barthuly, Janelle Ward, Shelby Parks, Tenneal Wetherell, Kathy Metzger

Absent: Angila Petris, Jackie Crook

Sustainability CIP Goals:

- 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.
- 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. 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.

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
 - iv. 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.
 - v. 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.
 - vi. 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.

Sustainability Long Range Plan Goals:

- a. Using the Customer Assistance Survey, survey participants will respond that the ESD offered at least 5 professional development opportunities and will respond agree or strongly agree that it supported professional growth to the plan year percentage.
- b. Given the Safety plan, the organization will reduce claim frequency by the plan year percentage and work to get out of/avoid the high cost risk pool.

Quality Service

- c. Given the ESD Program Services and Sustainability metric, the ESD will increase it's offering of new and relevant programs and services from year to year to the plan year percentage rate.

Professionalism

- d. Given the Customer Assistance Survey, participants will respond most of the time or all of the time that the ESD staff respects the culture values and limitations of others to the plan year percentage rate
- e. Given the Customer Assistance Survey, participants will respond most of the time or all of the time that the ESD is available and provides the necessary assistance when called upon to the plan year percentage rate.
- f. Given the Customer Assistance Survey, participants will respond most of the time or all of the time that the ESD staff provides necessary assistance and is professional and collaborative in their interactions to the plan year percentage rate.
- g. Given the evaluation system in the area of professionalism, all evaluated ESD members will demonstrate proficiency to the plan year percentage rate.

AGENDA (please remind attendees to check if the downstairs alarm is set before exiting)

1. Review Action Items

ACTION – Safety marketing plan – signage for classrooms. Signs purchased, need to be laminated and hung up – by April 1st. COMPLETED

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

COMPLETED

2. Professional Development Plan

- The team reviewed and discussed the professional development plan, the possibility of changing some of the trainings that have already been offered, the need for the equity training and the possible need to reduce the number of trainings to provide a balance.

3. Updates on Technology and Maintenance

- Technology – discussion of the last year, where staff and projects are and what things look like moving forward.

- Maintenance – discussion of deferred maintenance, the work on the CB building last year, the GB office this year and the need to save for future projects.

4. Safety

- Safety campaign – the team reviewed the campaign that was approved by the safety committee.

- Safety team goals/processes – the team reviewed the current goals.

- SAIF report – the team reviewed the current SAIF report.

5. 2020-2021 Budget Development

- Processes/requirements/timelines – Tenneal shared what the budgeting process looks like, timelines, etc.

- Staff/community engagement – discussion of how to involve staff in the budget process.

ACTION – the team recommended to leadership to develop an engagement process with staff regarding unit costs.

- Budget meeting documents sub-committee – tabled until Jan 29th meeting.

6. Audit update

- Explanation of the process and requirements – discussion of requirements, a summary of what is provided and what the auditors look for.

- Update on progress – the business office is currently working on the audit for next week.

19/20 meetings scheduled in the SCESD board room from 4:00-6:00 pm on the following dates:

~~Oct. 9~~

Jan. 29

April 8

June 17 – if needed

COMMITTEES GET TOGETHERS – NOV. 18, MARCH 16, MAY 18 FROM 4-6 PM IN THE SCESD CONFERENCE ROOM

19/20 committee members

Board – Jackie Crook, Billie Reeves

Administrators – Chair Tenneal Wetherell, Angila Petris, Cynthia Barthuly, Kathy Metzger

Licensed staff: Shelby Parks

Full-time staff: Janelle Ward

Part-time staff: Open