

Sustainability Committee Notes

January 29, 2020

4:00 pm – 6:00 pm

South Coast ESD Board room

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

Absent: Angila Petris, Jerry Holcomb

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.

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. - COMPLETED
- 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. - COMPLETED
- 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. - COMPLETED
- 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.

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

1. Old Business

Action Item Review

ACTION – the team recommended to leadership to develop an engagement process with staff regarding unit costs. Tenneal reviewed the presentation that was provided during the last PD day. COMPLETED ON 1/24/20.

2. Professional Development Plan

- Review progress – the team reviewed the first two days of training, the first involving equity, communication and ACES the second involved equity/micro messages, LSP, QRP.
- Discussion last day planning – discussion of the day included action planning for equity tools and growth mind set, different lunches and costs, training suggestions around behavior, grieving process/counseling, overview of All Staff PD day vs Program PD day, community resources, intervention strategies.

3. Updates on Technology and Maintenance

- Technology – tech team is faster, more responsive and the technology department is much more stable. They are still working on the back-up system, rebuilding servers. The tech team meets every Monday and is getting through Sysaid tickets well. They will be working on asset mapping moving forward.

ACTION – the tech team is working on a deferred technology plan.

- Maintenance – review deferred maintenance tool. The team meets and reviews projects, Sysaids, and continues work on both CB and GB “brains”. The maintenance tool will be ready for the February board meeting. Discussion of HVAC replacement, exterior paint, parking lot overlay, roof replacement and the amount needed to be saved per year and the impact on the organization.

ACTION – working on a deferred maintenance plan for GB by 2021.

4. **Safety update**

- MOD rate – Tenneal reviewed the current SAIF report with the team and shared a meeting with the SAIF representative and reported our MOD rate will drop significantly next year. The organization needs to be diligent to keep the rates down.

ACTION – Bring report to March Leadership and Board meetings.

FUTURE ACTION – Consider purchasing a number of days with no accident counter for GB.

5. **EOP update**

- \$75,000 grant from ODE and additional \$75,000 to provide trainings. Expanding to Douglas County in February. The steering committee and team meets monthly.

Tenneal reported on the fire drill with ECC students and blocks for exiting, active shooter signs and rubble signs have been ordered for future drills, there will be an ALICE training presentation to the safety committee in February and reunification training in August. Discussion of annexes to be applied to various situations.

ACTION – request to the board for a safety budget.

6. **New Business**

- Budget meeting planning

- Staff/community engagement – from the Governance committee with the question how do we/should we engage the community?

- Budget meeting – discussion of reading the budget message or provide a budget memo, budget development will be part of the memo (remove line item), only put in the supplemental document any shift or brand new program up or down 10% and this is what would be discussed at the budget meeting, request to provide dollar amounts for grants.

ACTION – the team agreed to have a memo read instead of the budget message.

ACTION – the team agreed to discuss/put in the supplemental document any new/shifts in programs up or down 10%.

ACTION – the team agreed to ask Alder Smoke house to provide dinner and Coach House if they are unavailable.

- Title IX update – team working in the GB office for accessibilities, mobility issues.

ACTION – report to the board on June 30, 2020 with remaining projects to be discussed and placed in deferred funding.

- Gold Beach office update - \$91,000 saved to spend in the GB office. New paint, back wall, awning, windows, doors, target dollars for signs, tables, chairs, changing table, new pictures, new cameras, alarm system, outdoor and indoor lighting, fencing, new outdoor play area for EI students. The team discussed removing the mural on the wall behind Sharon Rebischke's desk and ideas to accommodate possible repurposing/reposting.

ACTION – Tenneal, Brandie and Mike B will be working in February and March to clean/paint/organize and fix the interior.

ACTION – looking at long term maintenance needs of flooring, roof, and siding. Will address by 2021 using the deferred maintenance tool.

7. Subcommittee assignments

- Professional Development survey – Billie, Kathy, Cynthia, Janelle to meet on or before April 3rd and report at the April 8th meeting.
- Sub-committee to review deferred maintenance reports and then provide recommendations to the board. Tenneal, Mike, Jackie, Shelby to meet on or before April 3rd to report at the April 8th meeting.

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

April 8

June 17 – if needed

COMMITTEES GET TOGETHERS – 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