

Sustainability Committee Notes

June 17, 2020

4:00 pm – 6:00 pm

South Coast ESD Board room

Attendees: Cynthia Barthuly, Jackie Crook, Kathy Metzger

Absent: Tenneal Wetherell, Janelle Ward, Jerry Holcomb, Shelby Parks, Billie Reeves

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.
Trainings were provided by/on Sam Glenn at All Staff day, NAPE, QPR, Communications, LSP/Budgets, and ACES. Data will be collected and presented at the board retreat in August.
- 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. **Completed**

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.
New programs/services included Emergency Operations Planning, several new grants were written, Crisis Prevention was added under the Mental Health annex in the EOP, a Suicide Prevention policy was presented and a Communicable Disease annex will be included in Reopening Oregon.

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.
Data will be presented at the board retreat in August.
- 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.
Data will be presented at the board retreat in August.
- 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.
Data will be presented at the board retreat in August.
- g. Given the evaluation system in the area of professionalism, all evaluated ESD members will demonstrate proficiency to the plan year percentage rate.
Evaluations were halted in March due to the COVID 19 pandemic and will begin again in the fall.

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. **Data to be presented at the board retreat in August**
- 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. **Completed**

- 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.) **Title III funding is being rolled into 20/21. Data will be presented at the board meeting in August.**
- g. Develop a professional development plan that addresses the core district needs by August 30, 2019. **NAPE will return in 20/21 to complete trainings.**
- h. Identify three training days, conduct training and evaluate their effectiveness by June 30, 2020. **Two of three trainings were completed and evaluated.**
- i. Identify the required trainings for all new staff and develop a strategy to ensure that new staff in future years receive the training. **The Leadership team reviews yearly.**

Safety

- a. Develop and implement organizational safety goals.
 - i. Identify safety marketing campaign needs monthly based on data. **The safety committee initiated the Parking Lot Slow Down campaign and continued the Action phase of the safety awareness campaign.**
 - ii. Develop an action plan based on check point data review on safety hazard identification/remediation monthly. **The safety team reviews quarterly safety inspections and will be implementing a new safety hazard plan to include staff notification of issues using Red/Yellow/Green stickers for problem areas. This will be presented during All Staff day.**
 - iii. Pinpoint trainings based on injury data by August 30, 2020. **The team requested trainings for lifting and safety campaign reminders in the fall.**
- 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. **Completed**
 - 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. **The team discussed the earthquake drill and the scheduled I Love You Guys for August.**
 - 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. **ECC and Gold Beach EI/ECSE students have participated in monthly fire drills.**

AGENDA

1. Review Long Range Plan/CIP – See notes above.
2. Review budget committee meeting
 The team reviewed and discussed the presentation using Zoom, different formatting of the budget documents due to business manager limitations and the change from reading the budget letter to providing a memo.
ACTION – the team agreed to continue with the budget memo and would like to have a budget summary for review before the budget meeting.
3. Discussion financial of impact of COVID 19
 The team discussed items ordered and what still needs to be ordered, assisting the districts with PPE ordering and continuing to review PPE recommendations with staff.
ACTION – the team requested gathering data of COVID costs to determine if a COVID/Pandemic budget needs to be created.

4. Gold Beach office
 - Review of cost
 - Review items completed
 - Pictures

The team reviewed the information provided by Brandie.

Discussion of additional small projects (address AVA issues, provide an ADA ramp for the side entrance, etc.) to complete and having a board meeting in the GB office in September.

ACTION – Kathy to find the total budget utilized for the GB office.

5. Ideas for next year – what do we want to keep, discard or add?
 - Follow up on deferred maintenance
 - Continue surveys for PD/Customer Assistance
 - Safety – update/keep campaigns, continued review with staff
 - Review COVID issues – costs, is there a need for a COVID specific budget moving forward?
 - What are the estimated costs for each EOP annex if a catastrophic event were to take place?

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