

South Coast ESD
Continuous Improvement Plan (CIP)
2019-2020 Review of Progress

1. The Organization's leaders (Sup, Admin, and Board) will develop and implement the continuous improvement plan, program improvement plan and board improvement plan.
 - a. The management team and board will conduct a data dive to evaluate data.
 - b. The management team will draft the CIP, present it to the board, the board will adjust/adopt.
 - c. The administrators will develop/implement a program improvement plan.
 - d. The board will develop a board improvement plan (BIP).
 - e. All plans will be implemented and reported on by August 2020 Board Retreat.

The data dive was completed, CIP, PIP and BIPs were written and approved. Throughout the year the plans were implemented. While the COVID response detracted from completion of some of the activities the lion share of the work was completed.

2. 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.

The district completed the development of a PD plan for the year to include three workshop days. 2/3 were completed prior to COVID, the last was cancelled as it was prepared as an in person workshop and we were not ready to scale up to an online meeting at that time. The leadership team added another day of onboarding training for new staff to include required trainings that staff would need to access future workshops and have a baseline understanding of the organization's professional expectations for equity, trauma informed practices etc.

3. 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
 - i. 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.
 - ii. 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.

- iii. 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.

The safety team developed and implemented a 19-20 safety campaign and identified training needs for staff based on data. The safety team is OSHA compliant and analyzes data monthly. The organization reduced its 801's by 50% in 18-19 making it difficult to reduce again in 19.20. Last year we had 3 801s and this year we had 4 however the amount out of pocket was significantly lower. As a result of our efforts SAIF insurance dropped \$30,000 for the 20-21 year. The Emergency Operations team met monthly to develop plans for catastrophes. We were working on the evacuation plan when COVID hit and we transitioned to communicable disease of which is completed. We are also partially done with communications and continuity of business plans as well. The team is also systematically adding plan steps to address students in our central offices to include, fire drill and earthquake drill as well as modifying the general practices to an increased level of safety for students instead of only adult staff.

4. Communication

- a. Complete a strategic communications plan with three years of activities by October 31, 2019.
- b. Using the communication audit as a guide, prepare a communication "brain" for the district by June 30, 2020.
- c. Based on the audit document, implement three new internal and external communication strategies by June 30, 2020.
- d. Given the communication and marketing strategies, develop a process to integrate them throughout the organization and develop sustainable structures to ensure they are consistently implemented by December 1, 2020.

The communications audit and plan with three years of activities were completed. Three new strategies were identified but not all implemented due to COVID. The website, Remind and Newsletter were identified. The newsletter outline was completed but not implemented. The communication strategies have been implemented. The structures are not sustainable at this time – it still requires the communications sub-committee to monitor the implementation.

5. Equity Plan

- a. SCESD staff and stakeholders will receive training on equity related topics such as race, gender, age, sexual orientation, culture, religion family structure, socio-economics and/or disability including administration, board members, staff, parents and students by June 30, 2020.
- b. Professional/personal development for all administrators to develop skills and capacity to address issues of equity at the district, building and school level will be provided on an on-going basis by June 30, 2020.
- c. The Hire to Retire Committee will identify a professional development plan for teachers that support the acquisition of instructional strategies that address equitable outcomes for all students by June 30, 2020.
- d. The hire to retire committee will establish a mechanism to monitor the implementation of the equity plan 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. SCESD staff will encourage involvement with the equity perspective through marketing/communication strategies, sharing SCESD plan and providing side by side supports by June 30, 2020.

The administrator equity training was completed. 2/3 of the staff was completed before COVID cancelled the final training. C was not completed in its intended form rather we addressed it from determining strategies for equitable access to Distance Learning after COVID hit. The communications work was completed as well as the mechanisms to monitor the equity plan. The LRP and the Strategic Plans (Communications & Equity) are embedded into the CIP process and monitored by committee processes. Data dives by administrators and board members round out the process.

6. Hire to Retire

- a. Given the hire to retire program, the organization will develop and evaluate a new orientation and on-boarding program and report to the board by October 31, 2020.
- b. Given the hire to retire program, the organization will develop a least three new tools to increase staff access and/or involvement in the organization by June 30, 2020.
- c. Given the hire to retire program, the organization will research, develop and implement at least two new retention programs by June 30, 2020.

The new onboarding and orientation program was evaluated using a survey and processes adjusted. We started three new staff involvement tools to include: committee vouchers, clubs and Remind. Two new retention programs were also started retirement planning and mentoring with the licensed group.

7. Governance

- a. Given the long range plan and tools associated with monitoring goals, review and modify tools as needed by May, 2020.
- b. Given the need for more specific information from parents and community members, programs will develop and implement monitoring tools such as focus group data, survey tools, parent tools etc. by June 30, 2020
- c. Given the need for more staff participation, the organization will develop an incentive program to encourage involvement in committees by September 30, 2019.

The customer assistance survey and PD survey were modified. The communications and equity plan were developed and implemented as well. Focus groups, parent café's and empathy interviews were scheduled and cancelled due to COVID. The customer assistance survey was adjusted to begin to measure parent input and the information will assist us moving forward. During the COVID response, programs increased written communication, digital access to tools and made consistent connections with families but it was not what we had hoped at the beginning of the year. The staff committee voucher program was implemented and well received.

8. Sustainability

- 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.

The ESD learned SSA, trained leadership and the board on its requirements. Tenneal sat on the SSA state rule making committee. A plan was developed for SSA and approved however COVID has impeded its true implementation. The board was updated on all new state grants and the ROI was evaluated at committee. Moving forward the REN, SSA will result in new positions at the ESD and the other programs have maintained in the next year with staffing intact.

9. Maintenance & Technology

- a. Given the deferred maintenance of the Gold Beach office, the ESD will evaluate the needs of the building and complete maintenance by June 30, 2020.
- b. Given the need to proactively maintain both buildings, the ESD will develop and utilize a needs to budgeting process presenting to the board how much should be saved in deferred maintenance yearly as well as how the deferred maintenance will be provided each summer by February 2020.
- c. Given a new technology department structure, the organization will develop new systems to provide consistent customer service to internal and external customers by June 30, 2020.

The restoration of the Gold Beach office will be completed by the end of the summer. It was a little delayed as a result of COVID. The needs to budgeting process worked well with the maintenance budget but the deferred maintenance process was less than successful due to the lack of a business manager this year. The team will continue to work on the GB and CB deferred maintenance plans next year. The technology team did develop new systems to improve end user processes including deploying computers, onboarding staff and refining ticket support system.