

## Sustainability Committee Notes

October 5, 2020

4:00 pm – 6:00 pm

via Zoom

Attendees: Billie Reeves, Bruce Levy, Cynthia Barthuly, Jackie Crook, Tenneal Wetherell, Jerod Nunn, Kathy Metzger

### 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.

- Tenneal discussed the need to adjust/suggest a new question to get to the data we're looking for.

**ACTION – Tenneal to take new/updated question to leadership and then back by 1/25/21 meeting.**

- 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.

- Tenneal discussed the need to reword the question due to the current low percentage rate.

**ACTION – Tenneal to take new/updated question to leadership and then back by 1/25/21 meeting.**

### 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.

The team discussed the current gaps with staff and community and parent responses.

**ACTION - Need to collect/provide a better way to collect parent information moving forward.**

### Sustainability CIP Goals:

- A. Develop a business office communications plan by November 1, 2020 to include
  - a. Introduction of Staff, their roles and how to get a hold of them
  - b. Regular updates on pay distribution and information that effects staff pay, benefits or leaves  
The team discussed the need to increase communications, trainings and reminders to help staff be more comfortable and increase the trust level with the business office.
- B. Ensure that seamless systems are maintained in the areas of payroll, leaves through training, documentation and oversight throughout the year with a summary provided to the board by August 30, 2021  
**ACTION – Tenneal and Jerod will work with the business office team to move this forward by 6/30.21.**
- C. SCESD will review and implement the deferred maintenance planning document for maintenance by March 30, 2021.  
**ACTION - Budget planning will be completed by 3/31/21 to ensure the planning document is sustainable moving forward.**
- D. SCESD will develop a deferred technology document by June 30, 2021.  
Tenneal, Jerod and Muslim have been meeting every 3 weeks working to review replacement needs,

licenses, receivables and costs.

**ACTION – The team will put the information together and present to the board in June 2021.**

- E. SCESD will monitor and communicate budgetary issues related to COVID and the state of the economy to the administration and district budgeting teams at least 5 times by June 30, 2021.
- The team discussed working within an economic downturn with probable dramatic changes to be made to the budget given the SSA/HSSA funding in the next biennium. Deferred funding will be difficult but will be made during the budget process so programs can plan for purchases and emergencies.

### **Safety**

- Develop and implement organizational safety goals by June 30, 2021.
- Identify safety campaign needs by October 1, 2020 and implement based on campaign's action plan and due dates.
- Analyze injury data monthly, intervene and pinpoint necessary organization wide trainings based on injury data by August 30, 2021.
- Safety team will evaluate COVID protocols monthly, identify/address concerns and assist with the development of protocol implementation and report the summary of data by June 30, 2021.
- Develop and implement OSHA safety team goals based on data needs by June 30, 2021.
- 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, 2021.
- 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 at least three identified catastrophes by June 30, 2021.

**ACTION – Communication, COOP, and Health and Safety Annex to be completed by 6/30/21.**

## **AGENDA**

### 1. Review Business Office functions

Payroll -

Staff leaves -

- The team discussed ideas around what are currently being done regarding paycheck, insurance, deductions, leaves and cross check systems.

- Jerod is working to make the office more efficient, less paper, direct deposit with email notification, make sure all products are correct, to make things right and take care of issues right away.

- Discussion of how leaves are computed, paystub comparison to Frontline, should that information be included on the paycheck at all, staff have been provided documentation containing the type of leave for each position, how much, when leave is awarded vs used. Jerod shared both systems (IVisions and Frontline) mirrored each other at the beginning of the fiscal year in July.

**ACTION – Provide a Business Office Q&A in the weekly Bulletin board – send to Communications committee on 10/19/20.**

**ACTION – Update website with explanations of each staff and what they do with links for staff to click on by 1/25/21.**

**ACTION – Update forms/make them fillable on the Business Office page in the Forms Library by 6/30/21.**

**ACTION – Host a Business Office conversation or provide a suggestion box – to Communication committee on 10/19/20.**

**ACTION – Discuss with the Governance committee survey/focus group/program meetings questions/feedback, by units/groups on 1/13/21.**

**ACTION – Put an “ask Jerod a question” option on the Business Office webpage by 6/30/21.**

**ACTION – Provide all staff emails from Tenneal/Jerod to provide information/update staff during critical times of the year for the Business Office.**

**ACTION – Tenneal, Jerod will work on a plan and work with Kathy on a communication plan by 1/25/21.**

## 2. Safety Plans

Technology Safety Campaign – the team reviewed technology safety campaign and discussed cyber security and attacks, user security awareness provided in this year’s safe schools trainings, the process of the internal phishing attack and tying it to the safety coupon if the staff fails 3 times and the need for password, zoom and technology security.

**ACTION – The technology team is working on a 21/22 technology security review for the organization.**

**20/21 Safety Team goals** – the team reviewed the safety campaign what is included in the safety campaign including monthly review of data and follow up with reminders if needed, which staff are most effected, continued trainings if needed, discussion of the Active shooter training being postponed until 21/22, continuous review of COVID protocols, updating Hep B/Blood spill and a new asbestos plan.

**ACTION - Tsunami drills for GB office and CB office by 6/30/21.**

**COVID report** – Tenneal provided an update. Coos county currently has increased cases, she reviewed the metrics, local and ODE updates/changes and the redesign of reopening structure.

## 3. Deferred Maintenance and Deferred Technology plans – create subcommittee.

The team discussed the need for both plans.

**ACTION - Tenneal, Jerod, Muslim, Mike Baumer, Kathy – the subcommittee will summarize current projects and needs and report/draft by 1/25/21.**

**ACTION – Tenneal, Jerod, Kathy, Jackie, Cynthia – subcommittee leader to set meeting and report/draft by 1/25/21**

## 4. Audit/Budget committee – create subcommittee. The Auditors are scheduled 10/19-21, 2020.

The committee goal is to review budget committee, supplemental budget document, review audit information and prepare for board presentation.

**ACTION – Jerod, Bruce, Billie, Kathy – subcommittee leader to set meeting and report/draft by 1/25/21**

**ACTION – Audit presentation at January meeting, subcommittee to prepare document on findings to present to the board.**

**COMMITTEES GET TOGETHERS – NOV. 16, MARCH 15, MAY 24 FROM 4-6 PM IN THE SCESD CONFERENCE ROOM or VIA ZOOM DEPENDING ON COVID-19 RESTRICTIONS.**

### **20/21 committee members**

Board – Jackie Crook, Billie Reeves, Bruce Levy

Administrators – Chair Tenneal Wetherell, Jerod Nunn, Cynthia Barthuly, Kathy Metzger

Licensed staff: Open

Full-time staff: Open

Part-time staff: Open