

## Sustainability Committee Notes

January 25, 2021

4:00 pm – 6:00 pm

via Zoom

Attendees: Billie Reeves, Bruce Levy, Cynthia Barthuly, Jerod Nunn, Kathy Metzger

Absent: Tenneal Wetherell, Jackie Crook, Janelle Ward

### **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. (A new goal has been adopted.)

### **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. 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.
- C. SCESD will review and implement the deferred maintenance planning document for by March 30, 2021.
- D. SCESD will develop a deferred technology document by June 30, 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.

### **Safety**

- A. Develop and implement organizational safety goals by June 30, 2021.
- B. Identify safety campaign needs by October 1, 2020 and implement based on campaign's action plan and due dates.

- C. Analyze injury data monthly, intervene and pinpoint necessary organization wide trainings based on injury data by August 30, 2021.
- D. 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.
- E. Develop and implement OSHA safety team goals based on data needs by June 30, 2021.
- F. 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.
- G. 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.

## 1. ACTION ITEMS

**ACTION – Tenneal to take new/updated professional development question to leadership and then back by 1/25/21 meeting. COMPLETED AND SHARED AT BOARD MEETING**

**ACTION – Tenneal to take new/updated safety question to leadership and then back by 1/25/21 meeting. COMPLETED AND SHARED AT BOARD MEETING**

**ACTION - Need to collect/provide a better way to collect parent and community survey information moving forward. TO SUB COMMITTEE**

**ACTION – Tenneal and Jerod will work with the business office team to create seamless processes by 6/30.21. ON GOING**

**ACTION - Budget planning will be completed by 3/31/21 to ensure the deferred maintenance planning document is sustainable moving forward. IN PROCESS**

**ACTION – The Tenneal, Jerod and Muslim will put a deferred technology plan together and present to the board in June 2021. COMPLETED**

**ACTION – Communication, COOP, and Health and Safety Annex to be completed by 6/30/21. IN PROCESS Cynthia shared the Mental Health Annex will be completed by 6/30/21 and the Threat Assessment will be completed in 21/22**

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

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

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

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

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

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

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

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

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

organization. **IN PROCESS**

**ACTION – Schedule tsunami drills for GB office by 6/30/21. SCHEDULED FOR SPRING**

**ACTION - The deferred technology subcommittee (Tenneal, Jerod, Muslim, Mike Baumer, Kathy) will summarize current projects and needs and report/draft by 1/25/21. COMPLETED**

**ACTION – The deferred maintenance subcommittee (Tenneal, Jerod, Kathy, Jackie, Cynthia) leader to set meeting and report/draft by 1/25/21. COMPLETED**

**ACTION – The audit/budget subcommittee (Jerod, Bruce, Billie, Kathy) leader to set meeting and report/draft by 1/25/21. COMPLETED**

**ACTION – Audit presentation at January meeting and the audit/budget subcommittee to prepare document on findings to present to the board. COMPLETED**

## **AGENDA**

1. Auditor contract expired – review for renewal or other options (Jerod & Kathy)  
Jerod reviewed the expired contract noting our audit was completed early this year. The team discussed currently no need for a single audit which would be a significant cost increase and the need to review timelines and a quote to be provided in February by the auditors.  
ACTION – The team agreed to wait for the quote in Feb. for committee to review and then send recommendation for the March board meeting.
2. Technology - Kathy  
- Update on plan – the team reviewed the Technology Safety campaign.  
ACTION – The committee requested a follow up with next steps report at the April meeting.
3. Safety update – review of SAIF and PACE rates. Kudos to the safety committee and facilities management.
4. Review Budget process - Jerod  
- Budget Subcommittee recommendations for new committee member – the team discussed the candidates and their qualifications.  
ACTION – The subcommittee recommends Annie Sobota for the budget committee.  
ACTION – Kathy to add to the February board agenda for approval.  
ACTION – Kathy to contact both candidates after board approval on 2/9.  
- Review Board budget – the team reviewed the board budget white paper and discussed what funding looks like for elections, negotiations and legal billings, etc.
5. Deferred Maintenance and Technology budget review/discussion – Jerod  
**Technology** - The team reviewed the deferred technology asset tool, discussed the amounts required to purchase the equipment and asked for the following action items to enable them to make recommendations:  
ACTION – Ask Muslim to prioritize the list from top priority/must have/cannot wait to low priority/can wait and the number of years before the need to replace the equipment again.  
ACTION – Jerod to add columns to the spreadsheet and send to Muslim by 1/29/21.  
ACTION – Jerod will bring the updated list back to the committee in April for review.  
**Maintenance** – The team reviewed the deferred maintenance asset tool.  
Additional discussion of how to fund the organization’s needs including moving a percentage/amount of the end fund balance to deferred tech/maint and adjusting the policy to create a minimum end fund balance.  
ACTION – Tenneal to create white paper for brains for deferred funding and end fund balance policy to be re-written.

6. Assign sub committees – Tenneal shared that an LSP explanation, COVID impacts and Unit costs will be shared at the All Staff PD day on April 9<sup>th</sup> PD day.
- The Budget subcommittee (Jerod, Billie, Bruce and Kathy) will meet March 15-19<sup>th</sup> to design the budget committee meeting March 15-19<sup>th</sup>.
- ACTION - Jerod was requested to present the budget to the budget committee in May.
- ACTION – Kathy to send out OSBA how to be a budget committee member mid/late Feb to the budget committee members in preparation for the May budget meeting.

**COMMITTEES GET TOGETHERS – 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: Janelle Ward

Part-time staff: Open