

## Sustainability Committee Notes

March 31, 2021

4:00 pm – 6:00 pm

via Zoom

Attendees: Bruce Levy, Cynthia Barthuly, Jackie Crook, Janelle Ward, Jerod Nunn, Tenneal Wetherell, Kathy Metzger

Absent: Billie Reeves

Guest: Kathleen Stauff

### **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 - Need to collect/provide a better way to collect parent and community survey information moving forward. 3/31 – GOVERNANCE COMMITTEE IS MONITORING AND WILL BE REVIEWING THE PARENT CAFÉ INFORMATION.**

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

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

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

**ACTION – Discuss with the Governance committee survey/focus group/program meetings questions/feedback, by units/groups. FOCUS AND EMPATHY GROUPS COMPLETED, SUMMARY BY 4/5, ALL STAFF ON 4/9, SHARE WITH LEADERSHIP ON 4/12 AND TO BOARD AT RETREAT IN AUGUST**

**ACTION – The technology team is working on a 21/22 technology security review for the organization. KNOW BEFORE PROGRAM IS BEING USED TO EDUCATE STAFF ABOUT PHISHING**

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

**ACTION – The team agreed to wait for the quote for the auditor’s contract in Feb. for the sub-committee to review and then send recommendation for the March board meeting. COMPLETED**

**ACTION – The committee requested a follow up with next Technology Safety campaign steps report at the March 31<sup>st</sup> meeting.**

**ACTION – Kathy to add to the budget sub committee’s recommendation of Annie Sobota to the February board agenda for approval. COMPLETED**

**ACTION – Kathy to contact both budget committee candidates after board approval on 2/9. COMPLETED**

**ACTION – Ask Muslim to prioritize the asset 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. COMPLETED**

**ACTION – Jerod to add priority columns to the asset spreadsheet and send to Muslim by 1/29/21. COMPLETED**

**ACTION – Jerod will bring the updated asset list back to the committee in March for review. TENNEAL TO SEND OUT TO THE COMMITTEE**

**ACTION – Tenneal to create white paper for brains for deferred funding. TO BOARD 4/13**

**ACTION – Tenneal to re-write end fund balance policy. KATHY TO RESEARCH AND EITHER RE-INSTATE OR RECREATE.**

**ACTION - Jerod was requested to present the budget to the budget committee in May. COMPLETED 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. OSBA WEBINAR IN FEBRUARY, KATHY TO SEND HARD COPIES OUT IN APRIL, TENNEAL AND JEROD OFFERING BUDGET 101 ON 4/22.**

## **AGENDA**

1. Review 21/22 LSP orders – Tenneal reported all orders in except CB. CB still working with their charter school but CB indicated the district order would be the same as last year. Tenneal/Jerod to provide copies of CB last year’s orders to Program Admins to use to budget. Order amounts may be an issue for the Charter school so Tenneal will meet with them directly to verify services/amounts/costs. Other district orders are “normal”, LSP to be reviewed with staff on 4/9 and to include an explanation of the ordering process.
2. Review Budget meeting planning – Jerod reviewed the draft budget committee agenda that the subcommittee vetted and approved.
3. Gold Beach/Coos Bay roof updates – Tenneal shared the issues with the CB roof which was investigated with a scheduled court mediation date on 4/5/21. The company is fixing the issues on 3/30 & 3/31. At mediation financial/attorney fees will be addressed.  
GB roof update included the hiring of the restoration company, the need to replace the roof and insurance will cover the costs for issues inside the building.  
Jackie suggested putting on a pitched roof as opposed to another flat roof.  
**ACTION – Tenneal will contact Palm Industries about an estimate for a pitched roof.**
4. Review deferred maintenance – board options white paper – Tenneal reviewed the white paper with the team explaining how the deferred budgets came about, what work has been done, what still needs to be completed, how much money is needed and where it might come from, the need to get to a sustainable contingency level and then move a portion of any additional funds to deferred maintenance and technology as needed.  
Tenneal, Jerod and Laura agreed that the organization needs one million dollars for contingencies with a portion of any additional funds to go to deferred budgets.  
An additional discussion of deferred technology with current funding needs for a three year plan, the need for a long term plan, how quickly systems/equipment reach end of life and how much to set aside yearly?  
The team agreed Deferred Technology needs \$25,000/year and then to split any funds over the one million dollar contingency amount with Deferred Maintenance, Deferred Maintenance will have \$50,000/year budgeted and once the loan (\$50,000/year) is paid off the suggestion is those funds be split between both deferred budgets.  
**ACTION – This needs to be a yearly conversation after audit is complete in order to prepare to budget funds to deferred if contingency is over one million a year.**

5. ESSR II spending plan – Tenneal explained ESSR I and II allocations with ESSR II funds to be spent through 6/2022, EI/ECSE and Regional programs receive ESSR funding from LBL and the proposed use of funds for building needs (see list in meeting packet) which would provide additional work space, clean air, clean water for staff, students and families who come to the ESD.

The team discussed the remaining funds could be used for COVID Learning loss, summer learning programs, to entice staff to work during the summer, tutors, evening parent trainings with regional staff, parent café/parent advocate, shower vouchers, PPE, support resources, etc.

**ACTION - the team agreed to use funds for the proposed list and then set the remaining funds aside and use throughout the year.**

**ACTION – Tenneal will engage Leadership and staff to list needs and then review with the board.**

**COMMITTEES GET TOGETHERS – 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