

Sustainability Committee Agenda

March 31, 2021

4:00 pm – 6:00 pm

via Zoom

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. TO SUB COMMITTEE

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.

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. SUB COMMITTEE FORMED

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

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.

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

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

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

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.

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

ACTION – Jerod will bring the updated asset list back to the committee in March for review.

ACTION – Tenneal to create white paper for brains for deferred funding.

ACTION – Tenneal to re-write end fund balance policy.

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.

AGENDA

1. Review 21/22 LSP orders
2. Review Budget meeting planning
3. Gold Beach/Coos Bay roof updates
4. Review deferred maintenance – board options white paper
5. ESSR II spending plan

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