

**Columbia Gorge Education Service District
Designated Duties and Authorities
2021-2022**

Adopted July 21, 2021

Patricia Sublette, Superintendent

1. Chief Executive Officer
(Superintendent/Clerk)
2. Banking Authority
3. Budget Officer Auditors for 2019-20
4. Custodian of Funds
5. Notice to Assessor to Levy Taxes be
Authorized
6. Renewal of Clerk's and Other Bonds
7. Authority to Approve Budget
Appropriation Changes
8. Authority to Borrow within Adopted
Budget
9. Authority to Invest Funds
10. Authority to Pay Bills and Expend Funds
11. Authority to Pay Payroll and Fixed
Charges
12. Authority to Employ Classified
Personnel (To set salaries but not
annual increases)
13. Authority to Submit Grant Proposals for
State/Federal Funds

Auditors for the 2020-2022 Year
Accuity, LLC

Check Signing Authority

1. Patricia Sublette, Superintendent
2. Penny Grotting, Assistant
Superintendent

Depository of School Funds

Superintendent's Discretion

Executive Assistant for the Board

Susan Vallie

Insurance Agent of Record

Columbia River Insurance

Legal Counsel

1. General/Personnel - Garrett, Hemann,
Robertson
2. Negotiations/Union Affairs
 - a. Oregon School Boards Association
 - b. Hungerford Law Firm

Local Contract Review Board

CGESD Board of Directors

Newspaper of Record for Legal Notices

Columbia Gorge News

Regular Meeting Day

Third Wednesday of each Month
Starting at 7pm

Safe Deposit Box Access

1. Patricia Sublette, Superintendent
2. Susan Vallie, Executive Assistant

Meetings may be held via Zoom, in the ESD
Board Room or at a location within component
district boundaries.

2021-2022 Regular Meeting Schedule

July 21 st	Zoom
August 18 th	To be Determined
September 15 th	To be Determined
October 20 th	To be Determined
November 17 th	To be Determined
December 15 th	To be Determined
January 19 th	To be Determined
February 16 th	To be Determined
March 16 th	To be Determined
April 20 th	To be Determined
May 18 th	To be Determined
June 15 th	To be Determined