



**Columbia Gorge Education Service District**  
*Dedicated to Enhancing Educational Opportunities*

## **Minutes of the Regular Meeting of the Board held on January 19, 2022**

Starting at 7:00pm ~ This Meeting was held Virtually, via Zoom

*These are unofficial minutes. The Board has not approved them.*

### **Members Present:**

- Suze Nigl, Chair
- Paul Zastrow, Vice Chair
- Ian Stromquist
- Stacey Holeman
- Stephanie Ritchie
- Doug Nelson

### **Staff/Guests Present:**

- Pat Sublette, Superintendent
- Penny Fender, Assistant Superintendent
- Jamie Campos, Financial Controller
- Bob Dais, Director of Human Resources
- Alison Donnelly, Director of Health Services
- Christa Rude, Four Rivers Early Learning and Parenting Hubs Director
- Christy Christopher, STEM Hub Director
- Gabrielle DeLeone, Regional Educator Network Director
- Jonathan Fost, Migrant and Native American Education Director
- Mauree Donahue-Revier, REN Design Coach/Coordinator
- Lori Burkart, EI/ECSE Assessment Specialist
- Scott Whitbeck, Director of School Improvement
- Shira Skybinsky, Four Rivers Early Learning and Parenting Hubs Assistant Director
- Stan Felderman, Director of Technology
- Susan Vallie, Executive Assistant

### **Call to Order and Flag Salute**

Chair Nigl opened the meeting at 7:00pm.

Director Ritchie led the Pledge of Allegiance.

### **Introductions**

Introductions were not necessary.

### **Comments from Audience about Non-Agenda Items**

Board members expressed appreciation for the chocolates they received. The ESD had sent the chocolates, a token gift, to thank the board for their service and to express gratefulness for them this month, which is Board Appreciation Month.

### **Presentations/Reports**

#### *2020-2021 CGESD Audit Report*

Due to a scheduling error, the audit report had to be postponed until the March meeting.

### *Superintendent's Message*

Superintendent Sublette opened her report by sharing her appreciation for the board, especially this month, which is Board Appreciation Month.

On a sad note, the superintendent shared that Susan Leddick, one of the Columbia Gorge ESD Design Team leaders, had unexpectedly passed away. She then went on to add how the work of the design team has essentially been completed and is now being summarized into a one-page document.

The superintendent then spoke of her participation on a Federal Advocacy Committee which targets federal legislation for the support of ESD's across the nation. Some of the topics they are currently working on include cyber security, E-Rate programs and staffing shortages.

The Local Service Plan for the 2022-2023 school year is being presented this evening for adoption. In addition to the traditional services, which have been offered in the past, this upcoming year the ESD will also be offering districts Medicaid Billing and E-Rate support services. It was noted nursing services for the Hood River County School District will remain as contracted service for the upcoming year.

The Superintendent concluded her report by sharing how ESD's across Oregon are experiencing growth and expanding their services to districts in many ways. She acknowledged the work of the Oregon Association of ESD's and their former Executive Director Gary Peterson for laying much of the groundwork which has allowed Oregon ESD's the opportunity for the growth they are seeing today.

### *Assistant Superintendent's Report*

Assistant Superintendent Fender, in addition to preparing for the upcoming school year, continues to assist districts with their preparation for the state's integration of six aligned programs. Those programs include:

- High School Success (HSS)
- Student Investment Account (SIA) within the Student Success Act
- Continuous Improvement Planning (CIP)
- Career and Technical Education - Perkins V (CTE)
- Every Day Matters (EDM)
- Early Indicator and Intervention Systems (EIS)

### *Personnel Report*

Bob Dais, the Director of Human Resources, reviewed a list of recent new hires. The list included two employees who have been submitted for board approval this evening; Kirstin Walker, a Non-Licensed Administrator for the 21<sup>st</sup> Century After School Program and Josephine Colburn, who has been hired as a Data and Engagement Specialist for the Regional Educator Network, which is a Licensed position.

### *Financial Report*

Jamie Campos, the Columbia Gorge ESD Financial Controller, briefly spoke of how items mentioned in the audit report were being addressed, in addition to how her department has been engaging in Medicaid billing training, and the processing of W2's and 1099's which will be going out at the end of this month.

Regarding notations for improvement mentioned in the audit it was made clear no one had done anything wrong. However, a need was found for processes to be revisited and procedures enhanced, which currently is underway. An audit of the new/enhanced fiscal processes being put into place will take place in the Fall.

Meetings with program directors have been set regarding the budget process and allocation of funds. These are being held to ensure all have a solid understanding of the new process being put into place, and how they may affect department budgets.

#### *Health Services*

Director Allison Donnelly was excited to share information regarding a recently awarded grant to support health and nursing services in schools. Partnerships continue to be built to assist with the delivery of health services in Wasco County and a suicide prevention "Train the Training" program will be taking place at the end of February. She also reported how the electronic charting program is going well, and what an asset Eileen Raffett, the new School Health (Medical) Assistant for Health Services, has been for the nurses.

#### *Four Rivers Early Learning and Parenting Hubs*

Director Christa Rude shared how the report on innovations, between business and childcare, will help expand considerations with the Regional Solutions Team. In addition to serving families in the region, team building has been a key focus for the Hub. Hub staff have been coming together for regular meetings and participating in Dare to Lead training.

#### *STEM Hub*

Director Christy Christopher spoke of the recently awarded microgrants the Hub received for educators, across the five-county region, and how Marker Clubs are expanding. She also spoke of how the Hub has collaborated with the South Wasco County School District and the Hood River County School District on a CTE Revitalization grant submission. The grant is focused on robotics and computer science.

#### *Regional Educator Network*

Director Gabrielle DeLeone has been busy onboarding new staff and is excited about the growth of her program, along with the efficiencies it will bring. The REN has been hosting a book study group for educators in the region. The group is currently studying *Belonging Through a Culture of Dignity*. And, new hire Josephine Colburn was recently awarded a Racial Justice Institute Fellowship, which comes with an award to develop a place and community-based project.

#### *Migrant and Native American Education Program*

Per Director Jonathan Fost, last month the program held a "Pathway to Scholarships" workshop for 16 students. The focus of the workshop was to assist students with applications for colleges and scholarships. Staff continue to meet regularly with those who attended. On the other end of the age spectrum, the development of a Learn-by Doing Playgroup, of up to 5 students per session, will be starting soon and planning for the upcoming migrant summer school program is under way.

When asked by the Chair if she had anything to share, Mauree Donahue-Revier spoke of her mentoring of new teachers, in both large and small group interactions.

### *School Improvement*

Scott Whitbeck, Director of School Improvement was happy to report all positions have been filled for the Chenoweth Elementary After School Academy. Now focus will be put on expanding the program to the other element school in The Dalles, by Spring. In addition to working on the afterschool program, he is also helping with a federal program corrective action review and the rollout of the top two English Language Arts curriculum selections for testing in the North Wasco county School District.

### *Technology*

Per Director Stan Felderman, his department has been working on E-Rate programs, which will assist districts with improved services. Upcoming projects are being reevaluated, because of supply chain issues, and the team will be receiving, and deploying, 2500 new Chromebooks for D21.

### *Early Learning Programs*

Maggie Lowe, the Early Learning Programs Director, was unable to attend the meeting this evening.

## **Consent Agenda**

Approve Minutes from the Regular Meeting of the Board, held on December 15, 2021

- a. Ratify Financial Reports for December, 2021
- b. Acceptance of Awarded Grant Funds
  - i. From OHA to support the impact of COVID on Nursing Services
- c. Approval of the following Hires:
  - i. Kirstin Walter  
Program Director - 21st Century After School Program
  - ii. Josephine Colburn, Data & Engagement Specialist  
Licensed Position/Regional Educator Network
- d. Approve Out of State Travel Requests:
  - i. Superintendent Sublette - Women in ESA Leadership Annual Conference  
April 28 – 29, 2022/Charleston, SC
  - ii. Claire Ranit, School Safety & Prevention Specialist  
Nation School Safety Conference July 23-30, 2022/Orlando, FL
- e. Approval of Contracts:
  - i. E-Therapy for Direct teletherapy and indirect services

It was moved by Director Nelson to approve the consent agenda as amended.

Director Zastrow seconded the motion and it passed unanimously.

The E-Therapy contract had been added after the initial agenda was published.

## **Discussion/Action Items**

- a. Second Reading, and adoption of, OSBA Recommended Policy Updates and Revisions for Columbia Gorge ESD Policies in Section F – Facilities

It was moved by Director Zastrow to approve the policies in section F.

Director Ritchie seconded the motion and it passed unanimously.

- b. Acceptance of the 2020-2021 Audit Report  
This was postponed until the February Meeting.

c. Approval of the Local Service Plan 2022-2023 School Year

It was moved by Director Zastrow to approve the 2022-2023 Local Service Plan. Director Stromquist seconded the motion and it passed unanimously.

**Additional Item:**

**General information for the Board and items not requiring Board approval**

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- **There were no OSBA Recommended Policy Updates/Revisions presented at this meeting for a first reading.** Policies from Section G – Personnel will be presented for a first reading in February.
- **Zone 3 Vacancy** – Since the last meeting, there have been no applications received.
- **Pending Zone 6 Vacancy** – As it turns out, Ian Stromquist will be able to continue to serve. Ian currently represents Zone 6 in Hood River County (voting precincts 1, 2, and 5). The term for this position ends June 2023.
- **OSBA Regional Listening Session, in The Dalles** - Members were reminded of the session which will be held on Monday, April 11, 2022. The OSBA Listening Sessions are being held in lieu of the traditional Fall Regional Meetings. This is currently scheduled to be in person, but COVID-19 safety measures may require a change to the meeting format.
- **OAESD Spring Conference** – This is currently scheduled to be held March 9<sup>th</sup> through the 11<sup>th</sup> at Sunriver Resort. Board Members are invited to attend and asked to let Susan Vallie know if they were interested in going.
- **CGESD January 2022 Staff Newsletter** – The CGESD has started to publish a monthly employee newsletter highlighting staff and department activities. The newsletter was well received by the members of the board.

**Adjourn**

Chairman Nigl adjourned the meeting at 8:17pm.