



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

## **Minutes of the Regular Meeting of the Board held on February 16, 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
- Antonia Sanchez, Migrant Education Coordinator
- Christy Christopher, STEM Hub Director
- Elizabeth Murphy, Early Learning Programs Assistant Director
- Gabrielle DeLeone, Regional Educator Network Director
- Jonathan Fost, Migrant and Native American Education Director
- Maggie Lowe, Early Learning Programs Director
- Mauree Donahue-Revier, REN Design Coach/Coordinator
- Scott Whitbeck, Director of School Improvement
- Shira Skybinskyy, Four Rivers Early Learning and Parenting Hubs Assistant Director
- Stan Felderman, Director of Technology
- Susan Vallie, Executive Assistant
- Tonia Sanchez, Migrant and Native American Education Administrative Assistant

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

Chair Nigl opened the meeting at 7:01pm and led the Pledge of Allegiance.

### **Introductions**

Introductions were not necessary.

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

There were none.

## **Presentations/Reports**

### *2020-2021 CGESD Audit Report*

Kori Sarrett, of Accuity LLC, shared how zero findings during the audit gave her reason to pause, and how many items noted were what she considered situational, due to COVID and staff changes. With additional staff on board, and new processes being put into place, she felt the identified deficiencies in this audit will not be found in future audits.

### *Superintendent's Message*

Superintendent Sublette shared how, with the latest COVID surge dissipating, the Oregon Health Authority and Department of Education will be shifting the decision-making responsibility for masking back to the local districts. This is anticipated to happen by the end of March.

The Design Team has formed several subcommittees. One will be focused on exploring space options which align with the needs of the ESD, both current and future, and available resources. The ESD currently occupies about 12,000 square feet of leased office space, and currently does not have capital funding available for a building. The other committee is working on redesigning remote/hybrid work expectations and agreements. The work of both committees will help shape future planning.

Regarding space, the Superintendent remarked how sadly one less space will be needed for the upcoming year as Penny Fender has submitted her resignation. Penny has accepted a full-time superintendent's position with the North Central ESD. How the void she is going to leave will be filled is currently in the fact-finding stage.

In conclusion she spoke of how this year has been one of reviews, and enhancements, of the ESD's processes and procedures in place. This is necessary and being done to ensure the needs associated with the continual growth of the ESD are supported.

### *Assistant Superintendent's Report*

June 30<sup>th</sup> will be the last day at the Columbia Gorge ESD for Assistant Superintendent Fender. The Assistant Superintendent shared how much she has enjoyed her time at the Columbia Gorge ESD, and how she looks forward to North Central ESD and the Columbia Gorge ESD continuing to work collaboratively together.

With mask mandates being moved to local control, helping the districts navigate the next steps in their COVID plans has been keeping her busy, along with preparation for testing session and Graduation Requirement Listening Sessions.

### *Personnel Report - Bob Dais, the Director of Human Resources*

In addition to the two new instructional assistants, for the 21<sup>st</sup> Century After School Program, listed on his report this evening, the Director of Human Resources pointed out how there are also two employees listed who have been submitted for board action this evening; Elizabeth Murphy and Penny Fender.

- Elizabeth Murphy has been selected as the new Assistant Director for the Early learning Programs. She will serve the balance of this year as a non-licensed Administrator. The

Behavior Specialist position which she will be vacating, to take this position, will be revisited for next year.

- Penny Fender, who has submitted her resignation as Assistant Superintendent for the Columbia Gorge ESD. This upcoming school year she will be taking on the role of Superintendent for the North Central ESD.

In addition to the two mentioned above, Licensed staff renewals and contract extensions for the upcoming year will also be a board action item later this evening.

#### *Financial Report –*

Jamie Campos, Columbia Gorge ESD Financial Controller, reported all Journal Entries for the 2020/2021 School Year have been entered and how an audit of newly implemented processes and procedures is taking place. An audit of systems is being done to insure what is being put into place is addressing the needs of the ESD.

Grant funds from the Oregon Department of Education have been delayed, due to technology issues on their side, which is expected to be corrected soon.

Recent meetings held with Program Directors regarding their budgets have proven to be beneficial, with both side gaining a greater understanding of each programs budgeting needs.

#### *Health Services –*

Director Allison Donnelly reported how feedback on the nursing program, which has been in place for three months now, has been good, and how the program continues to be actively involved in assisting with the health needs of the area.

Other updates shared included the customization of the charting system, to better fits nursing needs is underway and that One Community Health's telehealth mental health services have started in Dufur. In addition, the program will be soon hiring a Community Health Worker to help with student health services in North Wasco County Schools and plans for the Mobile Health Unit implementation is planned for the Fall.

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

Program Assistant Director Shira Skybinskyy, in the absence of the program director, gave a brief update. The Early Learning and Parenting Hubs will be deploying strategies learned during their recent Dare to Lead Training and have been working on the coordination of parent education efforts.

#### *STEM Hub - Director Christy Christopher .*

A new system for communication, in collaboration with the REN, is underway and a re-envisioning of the STEM Leadership team is taking place. The new focuses for the team; Empowered Educators, Informed Community, and Career Connected Learning. In addition, the hub is looking forward to upcoming events, including the return of the Gorge STEM fair which will take place in The Dalles and Hood River

#### *Regional Educator Network –*

Director Gabrielle DeLeone spoke of the positive feed back which has been received from the learning and coaching Book Study group the program has been hosting, in association with the Central Oregon REN. Plans for continuing, and adding, book study groups is underway. And,

the REN is looking forward to the Centering Equity in Human Resources Series which will be starting next month. The series, she said, is education focused but the topic is broad enough that it could also be of benefit for community partners.

She also shared how, with the additional of Administrative Assistant Desirae Bellairs, momentum towards communication needs and goals for the program are being made. Currently, plans are underway for regular newsletters and updates to the programs' website.

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

Director Jonathan Fost spoke of the Resource and Service Fair for migrant and Latino/a/x families which is scheduled for next month. COVID Vaccines, and boosters, will also be offered at the event.

The Migrant Program has also been working with partners in California to increase summer school enrollment for families that come to the area for cherry harvest. In addition, the program is continuing to support outlying districts with their preschool and early education programs.

#### *Early Learning Programs –*

Director Maggie Lowe shared how pleased she was to welcome Elizabeth (Murphy), whose primary focus will be the preschools. In addition to Elizabeth, a new Instructional Assistant (Lizzett Piza) has been hired to fill the staffing needs of the Sunshine Kids Preschool.

The Early Learning Programs Parents' Committee continues to meet twice a month. The committee is made up of parents from all Early Learning Programs and have been helping to identify how the programs may be more visible in the community, by way of signage and an improved website. Referrals for the programs continue to grow with specialists are currently serving 114 children.

When asked if she had anything to share, Mauree Donahue-Revier, REN Design Coach/Coordinator spoke of her excitement about upcoming events and book studies along with the building of relationship with D21 educators.

#### *School Improvement –*

Director Scott Whitbeck has been focusing on the English language Arts Curriculum adoption for D21 and has been working on a professional development program which will include the intergradation of special programs. In addition, he reported the Oregon Department of Education Federal Programs Review is almost at complete and spoke of the work he has been doing with the development of a pathways program for high school students interested in the health services field, along with the development of a transitional kindergarten program.

#### *Technology -*

Per Director Stan Felderman, the department is in the process of developing a comprehensive technology plan for D21 and will be doing the same for the ESD. The plans will provide for consistent replacement of hardware, in addition to keeping web filtering and connectivity up to date. Along those lines, Four E-Rate proposals, for the strengthening of infrastructure and connectivity to the internet, have been submitted and have been receiving bids.

The recently delivered Chromebooks (2,500) for D21 are in the process of being prepared for deployment, server replacements for the ESD are in works and Talent Ed Records training has started for ESD Staff.

### **Consent Agenda - Routine items that require Board Action**

- a. Approve Minutes from the Regular Meeting of the Board, held on January 19, 2022
- b. Ratify Financial Reports for January, 2022
- c. Approve the hire of Non-Licensed Administrator Elizabeth Murphy, Assistant Director, Early Learning Programs
- d. Accept the Resignation of Penny Fender, Assistant Superintendent
- e. Acceptance of Additional Funding for STEM Programs
- f. Approval of Resolutions regarding Unanticipated Revenue
  - i. Resolution 2021-2022-12 - OHA for Health Services
  - ii. Resolution 2021-2022-13 - ODE for STEM Youth Voices Program
  - iii. Resolution 2021-2022-14 - ODE for STEM Beyond Schools Program
- g. Approval of Contract - Consulting Agreement with Teresa Cisneros for Facilitation and Coaching Services

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

Director Holeman seconded the motion and it passed unanimously.

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

### **Discussion/Action Items**

- a. Acceptance of the 2020-2021 Audit Report  
It was moved by Director Zastrow to accept the Audit.  
Director Nelson seconded the motion and it passed unanimously.
- b. Approval of the Budget Calendar for the 2022-2023 School Year  
It was moved by Director Zastrow to accept the Budget Calendar.  
Director Stromquist seconded the motion and it passed unanimously.
- c. Licensed Staff Contract Renewals and Extensions  
It was moved by Director Zastrow to accept the Contract Renewals and Extensions.  
Director Ritchie seconded the motion and it passed unanimously.
- d. OAESD Chair-Elect Nominations for 2022-2023  
It was moved by Director Zastrow to accept the nomination.  
Director Ritchie seconded the motion and it passed unanimously.  
*There was one nomination this year; Miriam Cummins of Linn Benton Lincoln ESD.*
- e. Superintendent Contract Renewal Process
- f. Superintendent Evaluation Process

*Agenda items e and f melded into the same conversation.*

The Superintendents current contract is set to expire at the end of this school year. Director Sublette shared how she would be happy to continue to serve the ESD.

A discussion regarding what the Superintendent Evaluation Process has looked like, in the past, ensued. The process has historically included the gathering of feedback from a focus group, for example the component School District Superintendents or ESD Director's, and a Superintendent/Board discussion of performance measured against standards and goals.

During the conversation, Director Nelson expressed his opinion that a written outline should be developed for the evaluation process which would provide consistency going forward.

At the next meeting of the board the evaluation tools to be used for this year will be discussed and identified.

### **Discussion/Action Items**

- **OSBA Recommended Policy Updates and Revisions** for ESD Policies in Section G – Personnel, for a first reading. Policies GA-GCBCA were presented.
- **Zone 3 Vacancy** – Since the last meeting, there have been no applications received.
- **Upcoming Event** – OSBA Regional Listening Session, in The Dalles. This event has been scheduled for Monday, April 11, 2022. Those interested in attending were asked to contact Susan Vallie ([svallie@cgesd.k12.or.us](mailto:svallie@cgesd.k12.or.us)). The session, which starts at 6:30pm, will be held at The Dalles Readiness Center. A dinner will be served, starting at 6pm.
- **CGESD February 2022 Staff Newsletter**  
Again, this month was very well received.
- **Design for the Future – Specification Overview**  
A one sheet, which highlighted the work of the Design Team, was shared.

### **Adjourn**

Chairman Nigl adjourned the meeting at 8:33pm.