

A weekly update for NWRESD Employees

SEARCH THE MONDAY MEMO

ALL 2014-15 ISSUES

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search for specific text using the Adobe Acrobat's 'find' feature.

Questions? Contact the Communications Department at mstenberg@nwresd.k12.or.us.

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, June 1, 2015



THIS WEEK:

- Peer Recognition
- All Staff Inservice: Monday, August 31
- Year-end Payroll Information
- PATH Newsletter for June (Practical Autism Tips Here)
- Stay Connected via Facebook and Twitter
- Summer Break Reminders
 1. Service Center "Closed to the Public Days"
 2. Out of Office Messages for Phone and Email
 3. Laptop Drop-off
- Required Benefits and Dependent Review Appointment
- Professional Development Workshops
- Upcoming Events
- Let's Hear from You

Peer Recognition

This year's Peer Recognition Program comes to an end next Monday, June 8...

This is the last week to go [online and submit a co-workers name](#). Thank you to everyone who participated and made the program a success - we've tossed 490 Baseball Bob's into the world to-date! A new recognition theme will be introduced at the August 31 staff Inservice.

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition: **Kathi Ayala, Marie Winterscheid, Paula Mills, Cindy Hutchison, Lana Mann, Stephanie Rose, Emma Stolter, and Melissa Buchanan.**

All Staff Inservice: Monday August 31, 2015

All 500+ NWRESD staff gather for renewal and team building during our All Staff Inservice – the only time all year we're all in one place. Our 2015 event takes place **Monday, August 31**, at Hillsboro's Gordon Faber Recreation Center/Hillsboro Stadium. We'll post information on the staff web site as it becomes available: www.mynwresd.org (on top right of home page under Quick Links).

Year-end Payroll Information

As we come to the end of this fiscal year, please remember that you will need to turn in **2 timecards** for this upcoming period. If you have any questions, please contact Payroll at payroll@nwresd.k12.or.us, or call either 503-614-1259 or 503-614-1495.

1. Your first timecard will be from 05/10/15 to 06/09/15.
2. The second timecard will be from 06/10/15 to 06/30/15. We understand that for this second timecard, you may need to estimate your time/leaves. Please fill out your timecard the best you can. If something changes, you will need to refill out and sign a new timecard and make sure it is turned into payroll to replace the original.

PATH Newsletter for June (Practical Autism Tips Here)

<http://www.nwresdrelatedservices.org/asd-path-newsletter.html>

This month's newsletter focuses on summer safety, sensory activities and tips for summer. We hope you enjoy our newsletter and find the information useful. We look forward to resuming our newsletter in the fall and we hope you have a great summer!

Safety Survey: Please Share Your Input

<http://goo.gl/forms/qdjpxhLWoD>

We need staff feedback regarding safety efforts at NWRESD. We welcome your ideas on how we can continually improve and will turn some of them into action items for next year. Thank you in advance for your thoughtful completion of the survey. We will share the information and changes that will be implemented as a result of what YOU share with us.

Please take a moment to complete the following short survey: <http://goo.gl/forms/gdjpxhLWoD>

Stay Connected This Summer via Facebook and Twitter

NWRESD uses Twitter to communicate job openings, stories we've shared with the media, and other information. Our Facebook page is another tool to help keep all 500+ ESD staff connected. Both are great ways to stay in touch and up-to-date over the summer!

- Twitter: www.twitter.com/nwresd. Click the 'Follow' button on the top right corner. You can get real-time updates by choosing to receive NWRESD tweets via text.
- Facebook: www.facebook.com/NWRESD

Required Benefit and Dependent Review Appointment

[Please click here to schedule an appointment](#)

- The link above will take you to the American Fidelity online appointment scheduler. Each ESD program will be provided with a classified substitute to cover for regular classified staff during his/her one-on-one meeting. Licensed staff should schedule their one-on-one meeting during prep or other non-student contact times.
- **June dates are reserved for School Age staff only** due to the limited number of dates available prior to start of their summer break. All other staff can schedule a date/time to meet with an American Fidelity Representative in July.
- If you received an email indicating you need to certify that your dependents are eligible for coverage Dependent Verification Review (DVR), please be sure you have those documents available at the time of your appointment: [DVR FAQ link](#)

Summer Break Reminders

1.) Service Center "Closed to the Public Days"

The ESD's 2015-16 operational calendar is posted at www.mynwresd.org > Community > Calendars.

The information below applies to the four Service Center buildings. On the days when service centers are closed to the public, staff may work at the direction of their supervisor. If you have questions about your work schedule, please speak to your immediate supervisor or program administrator:

- JULY CLOSURES—Thursday, July 2, Fridays: July 3 (holiday), July 10, July 17, July 24, July 31
- AUGUST CLOSURES—Fridays: Aug. 7 and 14

2.) Out of Office Messages for Phone and Email

- Outlook email: www.mynwresd.org > Departments > Technology

- Voice mail messages for staff with Polycom phones: (503) 614-1799 from any phone and follow the prompts (press 0 for mail box options...)

3.) Summer Laptop Drop-off

Staff using agency laptops will need to turn them in at some point over the summer for maintenance and to apply encryption software to help keep confidential data secure. If you have questions, please contact Eve or Troy at (503) 614-1400, or helpdesk@cascadetech.org.

- Download the Laptop Summer Drop-Off form from the staff web site at www.mynwresd.org > “Forms” on the top right corner (also under I want to > Find a form).
- Fill out the form and place it inside the laptop case before dropping it off at the Regional Office in Hillsboro.
- Service centers may want to designate someone to collect the laptops and then bring them to the Washington SC in one batch.

Professional Development Workshops

Visit our great workshop web site and explore a wide variety of professional development offerings and events: <https://cascadetech.wildapricot.org/>.

Upcoming Events

- **Leadership Team Meeting** Tue., June 16, 8:30-11:30 a.m./Washington Service Center
- **Board Meeting**—Tue., June 16, 6:00 p.m./Washington Service Center
- **All Staff Inservice**—Mon., August 31 at Hillsboro Stadium

Let’s Hear From You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions to mstenberg@nwresd.k12.or.us by Thursday to be included in the following week’s Memo.

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, May 25, 2015

(Sent Tuesday, May 26)



THIS WEEK:

- Peer Recognition
- Staff Retirement Receptions
- **ALL STAFF: Benefits Review Appointment**
- Year-end Payroll Information
- Summer Break Reminders
 1. Service Center Closures
 2. Out of Office Messages for Phone and Email
 3. Laptop Drop-off
- **Healthy Futures Deadline Approaching**
- **Professional Development Workshops**
- **Inservice: Monday, August 31**
- **Let's Hear from You**

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition: **Debbie Bailey, Jennifer Ranger, Lori Kellogg, Scott McCallum, Laurie Harrison, Stephanie Rose, and Emma Stotler.**

Staff Retirement Receptions

Join us in celebrating staff who are retiring at the end of this school year with individual, county-focused receptions:

- **Tillamook County - Cynthia Parker**
Thursday, May 28, 3:30
- **Clatsop County - Deborah Justice and Cindy McGrorty**
Friday, May 29, 12:00 to 1:00
- **Columbia County - Carrole Johnson**
Friday, May 29, 12:00 to 1:00

ALL STAFF: Required One-on-One Benefits Review Appointment

[Please click here to schedule an appointment](#)

The link above will take you to the American Fidelity online appointment scheduler. Each ESD program will be provided with a classified substitute to cover for regular classified staff during his/her one-on-one meeting. Licensed staff should schedule their one-on-one meeting during prep or other non-student contact times.

Please Note: Due to the limited number of dates available prior to start of summer break for School Age staff, all dates in June are reserved for **School Age staff only**. All other staff can schedule a date/time to meet with an American Fidelity Representative in July.

If you received an email indicating you need to certify that your dependents are eligible for coverage (Dependent Verification Review*), please be sure you have those documents available at the time of your appointment.

Benefit Dependent Verification Review (DVR): [FAQ link](#). *You will have received an email from Tammie Wing last week if the linked FAQ information applies to you.*

SUMMER BREAK REMINDERS

1.) Service Center Closures

The ESD's 2015-16 operational calendar is posted at www.mynwresd.org > Community > Calendars.

The information below applies to the four Service Center buildings. On the days when service centers are closed to the public, staff may work at the direction of their supervisor. If you have questions about your work schedule, please speak to your immediate supervisor or program administrator:

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Year-end Payroll Information

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2. The second timecard will be from 06/10/15 to 06/30/15. We understand that for this second timecard, you may need to estimate your time/leaves. Please fill out your timecard the best you can. If something changes, you will need to refill out and sign a new timecard and make sure it is turned into payroll to replace the original.

Healthy Futures Deadline Approaching

Employees who enrolled in Healthy Futures that they must complete their Health Assessment by May 31. For more information please go to <http://www.oregon.gov/oha/OEBB/Pages/HF-HA.aspx>

Professional Development Workshops

Visit our great workshop web site and explore a wide variety of professional development offerings and events: <https://cascadetech.wildapricot.org/>.

Inservice: Monday August 31, 2015

All 500+ NWRESD staff gather for renewal and team building during our All Staff Inservice – the only time all year we're all in one place. Our 2015 event takes place **Monday, August 31**, at Hillsboro's Gordon Faber Recreation Center/Hillsboro Stadium. We'll post information on the staff web site as it becomes available: www.mynwresd.org (on top right of home page under Quick Links).

Let's Hear From You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions to mstenberg@nwresd.k12.or.us by Thursday to be included in the following week's Memo.

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, May 18, 2015

(Sent Tue., May 19)



THIS WEEK:

- Peer Recognition
- Staff Retirement Receptions
- Benefit Dependent Verification Review (DVR)
- It's EASY to Support the ESD's Foundation
- Healthy Futures Deadline Approaching
- Staff Suggestion Box Responses
- Listening Sessions with Superintendent Sager
- Professional Development Workshops
- Inservice: Monday, August 31
- Let's Hear from You

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition: **Misty Averette, Debbie Bailey, Roxanne Bartlett, Tamra Frame, Sharon Hazard, Sandi Luth, Janine Mobley, Jayne Morton, Richard Schuler, and Marie Winterscheid.**

Staff Retirement Receptions

Join us in celebrating staff who are retiring at the end of this school year with individual, county-focused receptions in May:

- **Washington County = Today!** Tuesday, May 19. 3:30. Program will begin at 4:00.
- **Tillamook County:** Thursday, May 28. 3:30 p.m.
- **Clatsop County:** Friday, May 29. 12:00 to 1:00.
- **Columbia County:** Friday, May 29, 12:00 to 1:00.

Benefit Dependent Verification Review (DVR): [FAQ link](#)

You will have received an email from Tammie Wing yesterday if the information below applies to you.

1. If you currently have an enrolled dependent(s) (spouse, domestic partner, birth children, step children, adopted children and/or children for which you have legal guardianship), you will need to participate in a Dependent Eligibility Review from the Oregon Educator Benefit Board. This is an OEBB requirement for all NWRESD employees with enrolled dependents.
2. The Eligibility Review will be conducted by American Fidelity in conjunction with your Section 125 open enrollment June 1 – July 15, 2015. Employees will be required to provide certification that their dependent(s) is/are eligible for coverage. It is imperative that you review [the FAQ's](#) as soon as possible to establish the specific documentation you will be required to provide to allow you time to obtain/order it if necessary.
3. **Failure to provide proof of dependent eligibility will result in terminated coverage of your dependent(s) effective no later than August 30, 2015, and they will not be able to be added back onto coverage during a future enrollment period.**

4. **NEXT STEP:** You will receive an email next week with a link to American Fidelity's online scheduling system. Please use the link to schedule a date/time to meet with an American Fidelity representative at your site or at the closest Service Center. Each school will be provided with one classified substitute to cover for regular classified staff during his/her one-on-one meeting. Licensed staff should schedule their one-on-one meeting during prep or other non-student contact times. **Please Note: June dates are reserved for personnel working at school age sites only** (i.e. Cascade Academy, Pacific Academy, Levi Anderson, PACE, etc.). All other staff should schedule their one-on-one meetings for one of the date/times in July.
5. **QUESTIONS** not answered by [this FAQ link](#) - contact American Fidelity Assurance at 877-293-1090.

It's EASY to Support the ESD's Foundation at www.nwresdfoundation.org > Give

You already make a difference for kids and families in the work you do every day. Please consider financial support of our annual grant program...

1. [Donate monthly via payroll deduction](#)
2. [Fred Meyer Community Rewards](#)
3. [Click.Buy.Help.org](#)

Healthy Futures Deadline Approaching

Employees who enrolled in Healthy Futures that they must complete their Health Assessment by May 31. For more information please go to <http://www.oregon.gov/oha/OEBB/Pages/HF-HA.aspx>

Staff Suggestion Box Responses

View the most recent submissions and responses at the end of this email and on the [staff web site](#) in two spots: Quick Links or 'I want to...' > 'Suggest an improvement'.

Listening Sessions with Superintendent Sager

Washington Service Center: Wed., 5/20 at 4:00 p.m.

Professional Development Workshops: Visit our great workshop web site and explore a wide variety of professional development offerings and events: <https://cascadetech.wildapricot.org/>.

Inservice: Monday August 31, 2015: All 500+ NWRESA staff gather for renewal and team building during our All Staff Inservice – the only time all year we're all in one place. Our 2015 event takes place **Monday, August 31**, at Hillsboro's Gordon Faber Recreation Center/Hillsboro Stadium. We'll post information on the staff web site as it becomes available: www.mynwresd.org (on top right of home page under Quick Links).

Let's Hear From You: Staff is encouraged to share items in the weekly Monday Memo. Email submissions to mstenberg@nwresd.k12.or.us by Thursday to be included in the following week's Memo.

Staff Suggestion Box Responses

The submission form and past suggestions/responses are on the [staff web site](#) in two spots: Quick Links or 'I want to...' > 'Suggest an improvement'.

SUGGESTION: "Hello, I'm in my first year as the Early Intervention Specialist in Clatsop County. Is there ever any collaboration between EI Specialists and what home services look like? I'd love to have the opportunity to meet with them maybe once a year to talk about what services look like and what others are doing."

RESPONSE: We've shared your email with the EI/ECSE coordinator in Clatsop County and she will get in touch with soon!

SUGGESTION: "A vending machine with lunch food in it."

RESPONSE: We have looked into this in the past because it seems like a win-win. However, vendors have explained that we would not generate enough volume at any one of our sites to ensure that the food does not spoil.

SUGGESTION: "Many of our WSC office chairs are older & well used offering little back support. The seat cushions are flat and adjustments on the chairs are broken. These chairs are quite uncomfortable. Please consider replacing these with new chairs for staff who spend a majority of their day sitting at work stations. Thank you."

RESPONSE: Replacing old chairs are a department responsibility, so please speak to your supervisor. Our Facilities Department will be sending an email to all supervisors outlining the process to replace old chairs.

MONDAY MEMO
Online at www.mynwresd.org
A weekly update for NWRES D Employees
Monday, May 4, 2015



THIS WEEK:

- Celebrating Licensed Appreciation Week
- Peer Recognition
- **IMPORTANT: Benefit Dependent Verification Review (DVR)**
- Staff Retirement Receptions
- PATH Newsletter: Practical Autism Tips Here
- Heathy Futures Deadlines Quickly Approaching
- 2015-16 Program Calendars
- Listening Sessions with Superintendent Sager
- Professional Development Workshops
- Let's Hear from You

Celebrating Licensed Appreciation Week

"A teacher affects eternity; he can never tell where his influence stops." - Henry Brooks Adams

This week is Licensed Staff Appreciation Week. In our four-county region, 220 licensed ESD staff members make a difference in children's lives each day... ***Thank you for your commitment to children and families!***

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition:

May 4: Mark Abbenhaus, Kathi Ayala, Debbie Bailey, Lisa Bates, Priscilla Castelleno, Beth Catt, Kristy Friday, Sonia Hinojosa, Nena Hurd, Andrea Keifer, George Kollinzas, Kim Meacham, Anjanette Moon, Veda Nomura, AnaLia Oliva, PACE Staff at Glencoe and Tom McCall, Kristen Rivas, Andre Schellhaas, Kendra Wasson, Laurie Wilson, Olga Wilson, and George Wintersheid.

April 27: Lee Ann Banning, Lisa Bates, Leslie Bispham, Patricia Burros, Gemi Cerpa, Sean Dickey, Kristine Greene, Cindy Hutchinson, Maria Lopez, Tim Prosser, Jerry Reyes, David Rose, Marty Rose, Kendra Wasson,

IMPORTANT! Benefit Dependent Verification Review (DVR)

- Employees who are required to complete the DVR have been identified and were notified by email on April 1, 2015.
- If you did not receive an email, but you DO have benefits eligible dependents please contact Laura Sandstrom at American Fidelity Assurance at 877-293-1090.

This year, Oregon Educator Benefit Board will be conducting a Dependent Eligibility Review of all NWRES D employees with benefits eligible dependents.

If you have dependent(s) (spouse, domestic partner, birth children, step children, adopted children and/or children for which you have legal guardianship) who are eligible for benefits through OEBC, you will be required to provide certification that the dependent(s) is/are eligible for coverage. The Eligibility Review will be conducted by American Fidelity in conjunction with your Section 125 open enrollment June 1 – July 15, 2015.

Failure to provide proof of dependent eligibility will result in terminated coverage of your dependent(s) effective no later than August 30, 2015 and they will not be able to be added back onto coverage during a future enrollment period.

If you have questions not answered by [this FAQ link](#), please contact American Fidelity Assurance at 877-293-1090.

Staff Retirement Receptions in Each County

Join us in celebrating staff who are retiring at the end of this school year with individual, county-focused receptions in May:

- **Washington County:** Tuesday, May 19. 3:30. Program will begin at 4:00.
- **Clatsop County:** Wednesday, May 29. 12:00 to 1:00.
- **Columbia County:** Wednesday, May 29, 12:00 to 1:00.
- **Tillamook County:** Thursday, May 28. 3:30 p.m.

PATH Newsletter: Practical Autism Tips Here

This month's newsletter focuses on disability awareness, college preparation for students with ASD and an Early Intervention Parent Training Series. Read PATH here: www.nwresdrelatedservices.org/asd-path-newsletter.html.

Heathy Futures Deadlines

[Learn more about Oregon Educators Benefit Board's Healthy Futures Program here](#)

1. May 31, 2015

- If enrolled in Healthy Futures must complete their Health Assessment by May 31, 2015.
- For employees enrolled in a Kaiser medical plan, please complete your health Assessment at <https://healthy.kaiserpermanente.org/html/kaiser/index.shtml>
- For employees enrolled in a MODA medical plan, please complete your Health Assessment at <https://www.modahealth.com/oebb>

2. August 15, 2015

- You must complete your two healthy actions by August 15, 2015. Just a few ideas for healthy actions that are endorsed by OEBC are:
 - I. [Better Choices, Better You](#)
 - II. [Heathy Team Heathy U](#)
 - III. [MoodHelper](#)
 - IV. [Weight Watchers](#)

2015-16 Program Calendars

In addition to the ESD operational calendar, school programs and EI/ECSE calendars are now available at www.mynwresd.org > Community > Calendars.

Listening Sessions with Superintendent Sager

- Cascade/Pacific Academy: Wed., 5/6 at 2:00 p.m.
- Washington Service Center: Wed., 5/20 at 4:00 p.m.

Professional Development Workshops: Visit our great workshop web site and explore a wide variety of professional development offerings and events: <https://cascadetech.wildapricot.org/>.

Inservice: Monday August 31, 2015: All 500+ NWRES D staff gather for renewal and team building during our All Staff Inservice – the only time all year we’re all in one place. Our 2015 event takes place **Monday, August 31**, at Hillsboro’s Gordon Faber Recreation Center/Hillsboro Stadium. We’ll post information on the staff web site as it becomes available: www.mynwresd.org (on top right of home page under Quick Links).

Let’s Hear From You: Staff is encouraged to share items in the weekly Monday Memo. Email submissions to mstenberg@nwresd.k12.or.us by Thursday to be included in the following week’s Memo.

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, April 20, 2015



THIS WEEK:

- Peer Recognition
- 2015-16 Agency Calendar
- Leadership Library for All Staff
- Weight Watchers At Work
- Safety in Motion Training: We Need YOU
- Staff Suggestion Box Response
- Listening Sessions with Superintendent Sager
- Professional Development Workshops
- Let's Hear from You

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition:

- **This Week:** Mary Caldwell, Lori Davis, Tiffany Hall, Bree Heavenrich, Rosalyn Kekahuna Ouderkirk, Germond Laura, Heather Leader, Jerry Maling, Cindy McGarty, Open-Ended Response Open-Ended Response, and Shelly Stout.
- **Week of April 13:** DeAnna Anderson, Melissa Buchanan, Kris Bunn, Lori Davis, Justice Debbie, Fay Ellett, Becky Heikkila, Payman Ibrahim, Cathy Jensen, Joanne Kalk, George Kollinzas, Troy Kujala, Wayne Oshior, Alice Parr, Catherine Steadman, Lesley Upham, and Krista Wilson.

2015-16 Agency Calendar

The ESD Operational calendar can be accessed at www.mynwresd.org > Community > Calendars

Leadership Library for All Staff

If you just didn't get enough of how awesome Dave Weber's presentations were last month (or heard after the fact), we have an offer you can't refuse: Four copies of his book *Leadership Redefined* just landed at the Leadership Library at Washington Service Center and you can borrow a copy! Stop by the library (it's where HR used to be) or email Andrea Keifer akeifer@nwresd.k12.or.us to check it out. They may go fast, so a hold can be placed just like a REAL library. We are ordering copies of Dave's other book, *Sticks and Stones Exposed*, so watch the Monday Memo for availability.

For those of you who said, "WE have a Leadership Library?! Yes, we do. Go to [Professional Library](#) > Catalog > Copy Categories and look for "Leadership Library" on the list, and then choose View. You can also do a search under Basic. Look for Leadership under Location in the search results.

Weight Watcher At Work

Open house Wednesday, April 29, from 4:00 to 5:00 p.m. at the Regional Office in Hillsboro

Thanks to all our fall/winter session attendees, we have a big group and lots of participation, support, and SUCCESS – we always welcome new faces, so come see what we’re all about! The next k series is scheduled to start Wednesday, May 6. It is VERY IMPORTANT that we have a minimum of 15 registrants prior to this start date or the start of the series will be delayed.

At our next regular meeting, leader, Kim Peaslee will be providing OEBB renewal certificates for the current members who have attended 10 out of the last 13 weeks. We welcome any new attendees – remember that family members who qualify for OEBB insurance are eligible as well, and can sign up for our location number and can weigh in here, at any other OEBB At Work meeting, or at ANY WW location – ultimate flexibility!

How to Register:

- Call 1-866-531-8170 and have your OEBB insurance card handy
- Give location #26969-NW Regional ESD/Zip Code 97124
- Meeting Day: Wednesday
- Weigh In: 4:00-4:30 p.m.
- Meeting Time: 4:30-5:00 p.m.
- Week #1: Wednesday May 6, 2015
- Weight Watchers will provide you with a confirmation code, and will mail you a packet with your pass so you can attend meetings in other locations. Bring your confirmation number to the first meeting you attend.

Safety in Motion Training: We Need YOU!

We are down to under 10 staffers who have still not taken the Safety in Motion (SIM) training this school year. Why should you participate? Because once everyone has taken this short, information training the ESD will save 5% on our insurance rates! ***If you need a SIM trainer to come to your site please contact Sharon Meeuwsen at 503 614-1432 or sharonm@nwresd.kd12.or.us.***

Staff Suggestion Box Responses

The submission form and past suggestions/responses are on the [staff web site](#) in two spots: Quick Links or ‘I want to...’ > ‘Suggest an improvement’. Here’s the most recent submission and response:

“Hold the 2015 inservice at a venue where we could be out of the hot sun or could the activities on the field occur in the morning before the day gets too hot.”

- **Response:** We had great feedback on the 214 inservice at the Hillsboro Stadium - the venue worked great for activities, use of the big screen, and benefit vendors. We’ve reserved the stadium again for 2015, but will watch the weather and if it is either too hot or rainy we have the option of moving to the north facing football side that is under cover.

Staff Retirement Receptions in Each County

Join us in celebrating staff who are retiring at the end of this school year with individual, county-focused receptions in May. If you plan on retiring from NWRESD with PERS prior to July 1, 2015, or know of someone who will, please let the Human Resources Dept. know to help us plan: 503-614-1445.

- **Washington County:** Thursday, May 19. Time TBA.
- **Clatsop County:** TBA
- **Columbia County:** TBA

- **Tillamook County:** Thursday, May 28. Time TBA

Listening Sessions with Superintendent Sager

- Columbia Service Center: Fri., 5/1/ at 3:15 p.m.
- Cascade/Pacific Academy: Wed., 5/6n at 2:00 p.m.
- Washington Service Center: Wed., 5/20 at 4:00 p.m.

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A weekly update for NWRESD Employees
Monday, April 6, 2015



THIS WEEK:

- Peer Recognition
- PATH Newsletter
- Safety in Motion Training (SIM)
- Regional Safety Meeting. Everyone's Invited!
- Staff Suggestion Box Responses
- Listening Sessions with Superintendent Sager
- Professional Development Workshops
- Inservice: Monday August 31, 2015
- Calendar of Events
- Let's Hear from You

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition:

Angela Bispham, Tami Frame, Kathy Fernandez, Melinda Halverson, Deb Hill, John Jackson, Tim Miles, Ana Morehouse, Michelle Shahtout, Craig Spooner, Heidi Underhill, and George Winterscheid.

PATH Newsletter: Practical Autism Tips Here

This month's newsletter focuses on Autism Awareness Month, student/child transitions, transitions from high school and a student based business. We hope you enjoy the newsletter and find the information useful. <http://www.nwresdrelatedservices.org/asd-path-newsletter.html>.

Safety in Motion Training – we need YOU!

We are down to 43 staffers who have still not taken the Safety in Motion (SIM) training for the 14-15 school year. Why should you participate? Because once everyone has taken this short, information training the ESD will save 5% on our insurance rates! Trainings have been set up at the WSC in the Washington room for Thursday April 9, and Friday April 17 at 3:00 p.m. - register here:

<https://cascadetech.wildapricot.org/Calendar>.

- If you need a SIM trainer to come to your site please contact Sharon Meeuwsen at 503 614-1272 or sharonm@nwresd.kd12.or.us.

Regional Safety Meeting – Everyone’s invited!

- **TOPIC:** Standard Response Protocol
- **DATE/TIME:** Wednesday, April 15, from 2:30 to 4:00 p.m.
- **LOCATION:** Washington Rooms at the Regional Office in Hillsboro

Kevin Sutherland of the WACO Sheriff’s Office and Beaverton SD Director of Public Safety will be presenting on Standard Response Protocol (SRP) from the I Love You Guys Foundation, created in memory of a student killed when a gunman entered her school in Platte Canyon.



“A critical ingredient in the safe school recipe is the uniform classroom response to any incident that is a threat to student safety.” SRP is based not on individual scenarios, but on response to any given situation:



Officer Sutherland has partnered with many other agencies in his work, and will bring a wealth of practical experience to share with us to use in our own classrooms and programs.

Staff Suggestion Box Responses

Responses to recent suggestions are available at www.mynwresd.org > I want to > Submit a suggestion.

Listening Sessions with Superintendent Sager

- Cascade/Pacific Academy: Tue., 4/7/2015, 8:30 a.m.
- Lifeworks: Thurs., 4/8/2015, 2:15
- Clatsop Service Center: Monday, April 13. 3:00 p.m.
- Columbia Service Center: Fri., 5/1/2015, 3:15 p.m.
- Cascade/Pacific Academy: Wed., 5/6/2015, 2:00 p.m.

Professional Development Workshops

Visit our great workshop web site and explore a wide variety of professional development offerings and events: <https://cascadetech.wildapricot.org/>.

Inservice: Monday August 31, 2015

All 500+ NWRESD staff gather for renewal and team building during our All Staff Inservice – the only time all year we’re all in one place. Our 2015 event takes place **Monday, August 31**, at Hillsboro’s Gordon Faber Recreation Center – we’re using the football stadium this year! We’ll post information on the staff web site as it becomes available: www.mynwresd.org (on top right of home page under Quick Links).

Calendar of Events

- **Board Meeting**—Tuesday, April 7, 6:00 p.m., Board Room/Hillsboro

Let's Hear From You: Staff is encouraged to share items in the weekly Monday Memo. Email submissions to mstenberg@nwresd.k12.or.us by Thursday to be included in the following week's Memo.

MONDAY MEMO

Online at www.mynwresd.org
A weekly update for NWRESD Employees
Monday, March 16, 2015

THIS WEEK:

- Spring Break
- Peer Recognition
- March Madness Fun for the Foundation
- There's Still Room to Join in 3 Great Workshops This Week!
- NWEA Executive Board Meeting
- Preparedness Quick Tip
- Listening Sessions with Superintendent Sager
- Professional Development Workshops
- Inservice: Monday August 31, 2015
- Calendar of Events
- Let's Hear from You

Spring Break

All NWRESD service centers and program sites will be closed to the public next week, March 23 through 27, for spring break. If you have questions about your work schedule, please speak to your immediate supervisor or program administrator. Have a safe and enjoyable time off!

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition:

Priscilla Castellano, Janice Essenberg, Sarah Foster, Veronica Garafias, Veronica Garcia, Dana Gold, Becky Heikkila, Debbie Justice, Rosalyn Kekahuna Ouderkirk, Julie Lavers, Tina Mam, Debbie Meeuwesen, Teresa Norman, Molly O'Harrow, Daniliz Ortega-Reyes, Alice Parr, Dawn Plews, Roy Polito, Tim Prosser, Jerry Reyes, Shari Rofini, Andre Schellhaas, Diana Snow, Laura Spiering, Tera VanDyke, Pam Voss, Lynn Williams, Jennilyn Wilson, Olga Wilson, Jan Winthrop, and Loreli Wright.

March Madness Fun for the Foundation

Brought to you by the fun guys at ORVED

Want to benefit the kids we serve AND join in a little friendly March Madness excitement?! Even if you don't know anything about men's college basketball it's still ***really fun*** to participate. Submit a bracket based on wild guesses and see what happens!

1. Simply go to http://www.runyourpool.com/join_info.cfm and submit an NCAA men's championship bracket by 9:00 A.M. THIS THURSDAY.
Pool ID: 40873, Password: Nwresd
2. To be eligible for the ***really fun*** part, make at least a \$10 donation** to the ESD's Foundation BY MARCH 28.

***REALLY FUN* PART:** On Monday, March 30, the top two scorers will guess a number between 1 and 10. Closest to the number gets to choose between the opportunity to work with the Foundation Grant Committee to direct which ESD program is granted March Madness donations or a \$50 Amazon card donated by a generous staffer (second closest guess gets what's left).

1. ****Donation: Have Your Donation to us by Sunday March 28:** \$10 minimum via cash, check to ESD Foundation (@ ESD in Hillsboro), or online use a credit/debit card or your PayPal account: <http://www.nwresdfoundation.org/donate-securely-online.html>. *This is not a raffle. If you choose to participate you are making a \$10 donation to the ESD Foundation (you are welcome to donate more!).* If you pay by credit card, PLEASE DO NOT add a special message before submitting. Our online giving program will shut us down if the word raffle is used.
2. **Questions?** [Contact the fun guys at ORVED](#).

There's Still Room to Join in 3 Great Workshops This Week!

Sign up online or onsite the day of the workshop (with verbal approval from your supervisor)

To learn more and register click on a link below, [watch this video](#), and visit <https://cascadetech.wildapricot.org/>.

1. Tuesday March 17, at the Washington Service Center

- I. [Sticks & Stones Exposed: The Truth Behind Words & Relationships](#) from 8:30 to 11:30 a.m.
- II. [I'm Spread So Thin... You Can See Through Me!](#) from 1:00 to 4:00 p.m.

2. Wednesday, March 18, at the Washington Service Center

- I. [My Inbox is Full and I Can't Get Out](#) from 8:30 to 11:30 a.m.
- II. [Sticks & Stones Exposed: The Truth Behind Words & Relationships](#) from 1:00 to 4:00 p.m.

NWEA Executive Board Meeting

The NWEA Executive Board meets in the Columbia Room at the Regional Office in Hillsboro Wednesday, March 18, at 5:30 p.m. For more information contact Karen James at 503-740-3915.

Preparedness Quick Tip

Keep a bag of personal safety items under your bed. Most injuries after natural disasters are cuts to hands and feet. This week, put an old pair of sturdy shoes and work gloves under each person's bed. Extra credit: Add a flashlight with extra batteries and a whistle!

Listening Sessions with Superintendent Sager

James is scheduling sessions with staff now through May. Here's what is on the calendar so far:

- *(Clatsop Service Center will be rescheduled)*
- Tualatin ECC: Tue., 3/17/2015, 3:30 p.m.
- Woodside ECC: Wed., 3/18/2015, 12:45 p.m.
- Cascade/Pacific Academy: Tue., 4/7/2015, 8:30 a.m.
- Lifeworks: Thurs., 4/8/2015, 2:15
- Columbia Service Center: Fri., 5/1/2015, 3:15 p.m.
- Cascade/Pacific Academy: Wed., 5/6/2015, 2:00 p.m.

Professional Development Workshops

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Inservice: Monday August 31, 2015

All 500+ NWRES D staff get together for renewal and team building during our All Staff Inservice – the only time all year we’re all in one place. Our 2015 event takes place **Monday, August 31**, at Hillsboro’s Gordon Faber Recreation Center – we’re using the football stadium this year! We’ll post information on the staff web site as it becomes available: www.mynwresd.org (on top right of home page under Quick Links).

Calendar of Events

- **Spring Break**—Monday, March 23-Friday, March 27, 2015
(NOTE: EI/ECSE Spring break runs two weeks: Monday March 23 through Friday, April 3)

Let’s Hear From You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions to mstenberg@nwresd.k12.or.us by Thursday to be included in the following week’s Memo.

MONDAY MEMO
Online at www.mynwresd.org
A weekly update for NWRESD Employees
Monday, March 9, 2015



THIS WEEK:

- Peer Recognition
- Inservice: Monday August 31, 2015
- Timesheets Due Tomorrow: March 10
- Program Highlight: Migrant Education
- Required Staff Training: Safety in Motion (SIM)
- HR Presents: 2 days/3 Fun & Informative Workshops
- Pot-O-Gold Raffle to Benefit the Foundation
- Listening Sessions with Superintendent Sager
- Planning Ahead for Spring Break
- Professional Development Workshops
- Calendar of Events
- Let's Hear from You

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition:

Julieann Been, Youn Han, Andy Hecht, Jennifer Herinckx, Carrie Heuberger, John Jackson, Stephanie Johnson, Joy Lamb, Michawn McCutcheon, Felicia Miller, Daniel Morell-Hart, Anne Ness, Brittnee Osmon, Marta Perez, Kristen Rivas, Chad Stewart, Emma Stotler, Jana Swedo, Chris Urban, Lynn Williams, and Jennilyn Wilson.

Inservice Date

All 500+ NWRESD staff get together for renewal and team building during our All Staff Inservice – the only time all year we're all in one place. Our 2015 event takes place **Monday, August 31**, at Hillsboro's Gordon Faber Recreation Center – we're using the football stadium this year! We'll post information on the staff web site as it becomes available: www.mynwresd.org (on top right of home page under Quick Links).

Timesheets Due Tomorrow: March 10

Due to Spring Break, payroll must be processed earlier than normal. Submit your timesheet to your supervisor by tomorrow, Tuesday, March 10. Late timesheets will be processed in the April payroll.

Program Highlight: Migrant Education

The Cesar E. Chavez Leadership Conference (CECLC) took place last Friday at Western Oregon University. It was a great day where students were able to learn, grow, have fun and feel part of a large and important community.

Latino High School Students from all over Oregon participated in the conference, which included workshops, a speech by Cesar Chavez partner Dolores Huerta, a dance, and many other activities. Around 140 students from 9 different high schools in NW Regional participated. **Tillamook High School student Claudia Pardo** was awarded one of 25 \$1,000 CECLC scholarships (visit the staff web site to see a photo). In addition, two students from Knappa High School placed in the art contest.

Required Staff Training: Safety in Motion (SIM)

SIM is a proven safety training system that reduces the occurrence of strains and sprains – the number one type of workplace injury. All NWRESD employees are required to attend training this school year. For the 62 people not yet trained, please consider signing up for this last class offered before spring break: [SIM Training 3/16/2015, 3:00 to 3:45 p.m., NWRESD WSC Washington Room](#). The training is approximately 45 minutes, but please allow for an hour.

HR Presents: 2 Days/3 Fun & Informative Workshops

To learn more and register click on a link below, [watch this video](#), and visit <https://cascadetech.wildapricot.org/>

1. Tuesday March 17, at the Washington Service Center

- I. [Sticks & Stones Exposed: The Truth Behind Words & Relationships](#) from 8:30 to 11:30 a.m.
- II. [I'm Spread So Thin... You Can See Through Me!](#) from 1:00 to 4:00 p.m.

2. Wednesday, March 18, at the Washington Service Center

- I. [My Inbox is Full and I Can't Get Out](#) from 8:30 to 11:30 a.m.
- II. [Sticks & Stones Exposed: The Truth Behind Words & Relationships](#) from 1:00 to 4:00 p.m.

Pot-o-Gold Raffle to Benefit the Foundation

Our thanks to the generous, anonymous staffer who donated the jar and the candy!

One lucky person will win this jar of delicious See's chocolates to share with their lads on St. Patrick's Day! BEST OF ALL: The drawing supports the ESD Foundation fall 2015 grant program.

- **DRAWING:** 4:00 p.m. today, Monday March 9 (this gives us time to send the jar to the winner via courier if necessary).
- **COST:** Tickets are 3 for \$5, cash (or check to ESD Foundation) payable at the front desk of the Hillsboro Office or via ESD courier or mail.



Want to get in on the fun but can't get payment in before 4:00 today? We'll put your name in the drawing for you- simply email your IOU for the number of tickets you'd like by 3:00 today to mstenberg@nwresd.k12.or.us. Please send in your payment by the end of this week.

Listening Sessions with Superintendent Sager

James is scheduling sessions with staff now through May. Here's what is on the calendar so far:

- *(Clatsop Service Center will be rescheduled)*
- Tualatin ECC: Tue., 3/17/2015, 3:30 p.m.
- Woodside ECC: Wed., 3/18/2015, 12:45 p.m.
- Cascade/Pacific Academy: Tue., 4/7/2015, 8:30 a.m.
- Lifeworks: Thurs., 4/8/2015, 2:15
- Columbia Service Center: Fri., 5/1/2015, 3:15 p.m.
- Cascade/Pacific Academy: Wed., 5/6/2015, 2:00 p.m.

Planning Ahead for Spring Break

All NWRES D service centers and program sites will be closed to the public March 23-27 for spring break. If you have questions about your work schedule, please speak to your immediate supervisor or program administrator.

Professional Development Workshops

Visit our great workshop web site and explore a wide variety of professional development offerings and events: <https://cascadetech.wildapricot.org/>.

Calendar of Events

- **ESD Board Meeting**—Tuesday, March 10, 6:00 p.m., NWRES D Board Room/Hillsboro
- **Spring Break**—Monday, March 23-Friday, March 27, 2015
(NOTE: EI/ECSE Spring break runs two weeks: Monday March 23 through Friday, April 3)

Let's Hear From You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions to mstenberg@nwresd.k12.or.us by Thursday to be included in the following week's Memo.

MONDAY MEMO

Online at www.mynwresd.org
A weekly update for NWRESD Employees
Monday, February 23, 2015



THIS WEEK:

- Peer Recognition
- Upcoming Classified Appreciation Week
- HR Presents: 2 days/3 Fun & Informative Workshops
- Preparing for Retirement with Social Security: Dinner & Learn Workshop
- Listening Sessions with Superintendent Sager
- Emergency Preparedness: Build a Kit
- Professional Development Workshops
- Calendar of Events
- Let's Hear from You

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition: **Bill Alton, Ankia Cordell, Laura Germond, Jessica Hutchins, Julie Lavers, Kim Meacham, Michelle Milburn, Rikkie Schley, Dan Vandehey, Hung Wasson, and Megan Wattman-Turner.**

Upcoming Classified Appreciation Week

Next Week (March 2-6) is statewide Classified Employee Appreciation Week. Classified staff are the backbone of the public school system, and at Northwest Regional ESD, we are thankful for the 275+ Classified employees throughout the four counties contributing to the success of students in the region.

To our Classified Staff members: This year, in lieu of an agency-wide token of appreciation, and in an effort to focus on building community, ESD supervisors will arrange a date to gather staff together to celebrate over a treat or a meal - whatever works best for the individual department, program or team. So, watch next week for a thank you note and an invitation to a gathering of your peers!

HR Presents: 2 days/3 Fun & Informative Workshops

To learn more and register click on a link below, [watch this video](#), and visit <https://cascadetech.wildapricot.org/>

1. Tuesday March 17, at the Washington Service Center

- I. [Sticks & Stones Exposed: The Truth Behind Words & Relationships](#) from 8:30 to 11:30 a.m.
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- I. [My Inbox is Full and I Can't Get Out](#) from 8:30 to 11:30 a.m.
- II. [Sticks & Stones Exposed: The Truth Behind Words & Relationships](#) from 1:00 to 4:00 p.m.

Preparing for Retirement with Social Security: Dinner & Learn Workshop

Hosted by Jason Tei, of First Investors Corporation. The seminar will benefit most employees within 10 years of retirement, but will be generic enough so that any employees may attend regardless of their tenure.

- **Date/Time/Location:** Thursday, Feb. 26, from 4:15 to 5:15 p.m., at the Washington Service Center in Hillsboro.
- **To Register:** If you wish to attend, please RSVP to Jason Tei at jason.tei@firstinvestors.com or 503-296-7676. Ext. 251. He will be providing dinner, and needs an accurate head count.
- **Download a [Flyer](#)**

Jason will cover these topics and a lot more:

1. Basics of Social Security
2. Age Eligibility with personal and spousal benefits
3. Benefit Estimates - Direct where to obtain; Review an example of a new one
4. Methods of drawing an income from Social Security and how to maximize total benefits

Listening Sessions with Superintendent Sager

James is scheduling sessions with staff now through late spring. Here's what is on the calendar so far:

- Tillamook Service Center: Thur., 3/5/2015, 4:00 p.m.
- Clatsop Service Center: Fri., 3/13/2015, 3:30 p.m.
- Lifeworks: Thurs., 4/8/2015, 2:15
- Columbia Service Center: Fri., 5/1/2015, 3:15 p.m.

Emergency Preparedness: Build a Kit

If a disaster strikes our community, we all know that we might not have access to food, water, or electricity for some time, but how many of us have actually at least begun gathering emergency kits? Here are some resources to help you put together supplies for home, office, school, and car. Take just one or two steps this week and you will be a little closer to staying safe and healthy during and after a disaster:

- <http://www.ready.gov/kit>
- <http://emergency.cdc.gov/preparedness/kit/disasters/>
- <http://www.redcross.org/prepare/location/home-family/get-kit>

You should know: At the ESD's April 15, 2015, Regional Safety Committee meeting (which is open to all staff) Beaverton School District's school safety officer will discuss Standard Response Protocol (SRP) Training - designed to provide consistent actions among all students, staff and first responders during school emergencies. For more information about the April Regional Safety Committee meeting, contact [Kerri Smith](#).

Professional Development Workshops

Visit our great workshop web site and explore a wide variety of professional development offerings and events: <https://cascadetech.wildapricot.org/>.

Calendar of Events

- **Classified Recognition Week**—March 2-6, 2015
- **Tillamook Listening Session with Supt. Sager**—Thursday, March 5, 4:00-5:00 p.m., Tillamook Service Center
- **ESD Board Meeting**—Tuesday, March 10, 6:00 p.m., NWRESB Board Room/Hillsboro
- **Spring Break**—Monday, March 23-Friday, March 27, 2015
(NOTE: EI/ECSE Spring break runs two weeks: Monday March 23 through Friday, April 3)

Let's Hear From You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions to mstenberg@nwresd.k12.or.us by Thursday to be included in the following week's Memo.

REGULAR FEATURES

- [EMERGENCY CLOSURE INFORMATION FOR STAFF @ www.mynwresd.org/emergency-closures.html](http://www.mynwresd.org/emergency-closures.html)
- [Job Openings](#)
- [Staff Suggestion Box](#)
- [Shop online and Support the Foundation](#)

MONDAY MEMO

Online at www.mynwresd.org
A weekly update for NWRESD Employees
Monday, February 9, 2015



THIS WEEK:

- Presidents' Day Holiday
- Peer Recognition
- HR Presents: 2 days/3 fun & informative workshops
- Listening Sessions with Superintendent Sager
- Emergency Preparedness: Make a Plan
- Professional Development Workshops
- Calendar of Events
- Let's Hear from You

Presidents' Day Holiday

All NWRESD service centers and program sites will be closed next Monday, Feb. 16, in recognition of Presidents' Day. Have a safe and enjoyable three-day weekend!

What exactly are we celebrating on Presidents' Day? In 1968, Congress created a uniform system of federal Monday holidays, shifting three existing holidays from their true date to a Monday, including George Washington's birthday. Then there's Abe: Lincoln's birthday is also in February (12th), but because two federal holidays in one month was a bit much, his special day got tucked in with Washington's. So, Presidents' Day is in reality a day to honor just two Founding Fathers: George Washington and Abraham Lincoln (because really, not all presidents deserve a special recognition).

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition:

Tammie Carlson, Karen Crowley, Mary Dorry, Kristy Friday, Cynthia Hutchison, Lana Mann, Solange May, Shannon McKinnis, Debbie Meeuwsen, Pam Pumphrey, Kristen Rivas, Kathe Schwartz, Catherine Steadman, Shane Vandehey, Megan Wattman-Turner, Champaine Whitlatch, Krista Wilson, and Olga Wilson.

HR Presents: 2 days/3 fun & informative workshops

To learn more and register click on a link below or visit <https://cascadetech.wildapricot.org/>

1. Tuesday March 17, at the Washington Service Center

- I. [Sticks & Stones Exposed: The Truth Behind Words & Relationships](#) from 8:30 to 11:30 a.m.
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Listening Sessions with Superintendent Sager

James is scheduling sessions with staff now through late spring. Here's what is on the calendar so far:

- Tillamook Service Center: Thur., 3/5/2015, 4:00 p.m.
- Clatsop Service Center: Fri., 3/13/2015, 3:30 p.m.
- Columbia Service Center: Fri., 5/1/2015, 3:15 p.m.

Emergency Preparedness: Make a Plan

Your family may not be together when a disaster strikes so it is important to plan in advance: how you will get to a safe place; how you will contact one another; how you will get back together; and what you will do in different situations. Read more about Family Communication during an emergency: <http://www.fema.gov/media-library/assets/documents/34330>.

Did you know? The ESD is in the process of creating a Continuity of Operations Plan (COOP) which will guide us in ensuring mission-essential functions will continue after a disaster.

Professional Development Workshops

Have you visited our great web site where staff can explore a wide variety of professional development offerings and events? Visit <https://cascadetech.wildapricot.org/>.

Calendar of Events

Leadership Team Meeting—Tuesday, Feb. 10, 8:30-11:30, Washington Rms. Hillsboro Office

Presidents' Day Holiday—Monday, Feb. 16. All ESD sites will be closed

ESD Board of Directors Meeting—Tuesday, Feb. 17, 6:00 p.m., Board Rm. Hillsboro Office

EI/ECSE Program Break—February 16-20

Classified Recognition Week—March 3-7, 2015

Tillamook Listening Session with Supt. Sager—Thursday, March 5, 4:00-5:00 p.m., Tillamook Service Center

Spring Break—Monday, March 23-Friday, March 27, 2015

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- [Job Openings](#)
- [Staff Suggestion Box](#)
- [Shop online and Support the Foundation](#)
-

MONDAY MEMO

Online at www.mynwresd.org
A weekly update for NWRESD Employees
Monday, February 2, 2015



THIS WEEK:

- Peer Recognition
- February is Black History Month
- PATH: Practical Autism Tips Here
- National Wear Red Day
- Staff and Program Highlights
- Listening Sessions with Superintendent Sager
- Emergency Preparedness: Tackle '1 Thing-at-a-Time'
- Professional Development Workshops
- Calendar of Events
- Let's Hear from You

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition:

Claude Allen, Cynthia Barlow, Melissa Buchanan, Marie Burkhardt, Veronica Garfias, Laura Germond, Tiffany Hall, Laurie Harrison, Patricia Jolly, Keri Knight, Paula Mills, Angie Moon, Ronalee Moore, Julio Reyes, Shari Rofini, Shari Rofini, Laura Seeley, and Jan Winthrop.

February is Black History Month

- Background: Black History 'Week' was first established in 1925 through the efforts of historian Carter G. Woodhouse to raise awareness of African American's contributions to civilization. The celebration expanded to a month in 1976, and pays tribute to the generations of African Americans who struggled with adversity to achieve full citizenship in American society.
- Educational Resources: Use these links to learn more and to access teaching resources:
 - Smithsonian
 - africanamericanhistorymonth.gov

PATH: Practical Autism Tips Here

This month's newsletter contains commonly asked questions about autism, a student success story, 'Teacher Tip' for February, and Valentine's Day activities. Please share this valuable resource with families who will benefit from the information.

National Wear Red Day

Go Red for Women Friday, Feb. 6

Heart disease is the leading cause of death for women. You can help spread awareness about the perils of heart disease by learning more at the two links below and wearing red this Friday, Feb. 6.

All NWRES D owned facilities have automated external defibrillators (AEDs) and staff trained to operate them (Red Cross First Aid/CPR/AED training). Watch for more information from the ESD's Safety Oversight Committee as they work to set up additional trainings.

- [American Heart Association](#)
- [The National Institute of Health](#)

Staff and Program Highlights

- **Scott McCallum**, Vision Services Coordinator, recently returned from the East Coast where he trained teachers of the visually impaired how to utilize the OAKS Online Braille Interface*, which allows blind students to access the same online test and the same number of testing opportunities as their sighted classmates. Last week's training was the second time Scott has traveled elsewhere to share his knowledge around the Nation, and it will not be his last! We're proud to work with you Scott.

**The online testing system is adaptive, meaning that each student's test is unique and adapts to the level of difficulty most appropriate for that student, providing a more precise measure of what students know and are able to do and provides students and teachers with immediate feedback on whether or not a student has met standard. In the past, Braille users had to work their way through thick stacks of printed test pages and students could only take the test once.*

- **Migrant Ed Program:** Here's a great follow up to last week's story about Gema Garcia, Oregon's Migrant Student of the Year: http://www.dailyastorian.com/Local_News/20150202/everyday-people-ahs-senior-is-oregons-top-migrant-student

Listening Sessions with Superintendent Sager

James is scheduling listening schedules with staff beginning this week and running through the spring. Here's what is on the calendar so far:

- PACE Tom McCall: Wed., 2/4/2015, 3:00 p.m.
- Hillsboro Education Center: Fri., 2/6/2015, 9:00 a.m.
- Tillamook Service Center: Thur., 3/5/2015, 4:00 p.m.
- Columbia Service Center: Fri., 5/1/2015, 3:15 p.m.

Emergency Preparedness: Tackle '1 Thing-at-a-Time'

Do 1 Thing is a non-profit organization working to help build stronger communities. When people are prepared themselves, they can help their neighbors and free up emergency responders for life-threatening situations. Learn how easy it is to get started by tackling just one step each month at <http://do1thing.com/>.

Professional Development Workshops

NWRES D and its Cascade Education Alliance (CEA)* partners have developed a great web site where staff can explore a wide variety of professional development offerings and events, including software training and user groups. Visit <https://cascadetech.wildapricot.org/>.

*CEA supports the staff and students of the school districts located in Oregon currently being served by Columbia Gorge ESD, Multnomah ESD, Northwest Regional ESD, and Willamette ESD. [Learn more.](#)

Calendar of Events

- **PACE Listening Session with Supt. Sager**—Wednesday, Feb. 4, 3:00-4:00 p.m., PACE
- **NWRES D Board of Directors Meeting**—Thursday, Feb. 5, 6:00 p.m., Work Session followed by Regular Board Meeting, Board Rm. Hillsboro Office
- **HEC Listening Session with Supt. Sager**—Friday, Feb. 6, 9:00-10:00 a.m., Hillsboro Education Center
- **Leadership Team Meeting**—Tuesday, Feb. 10, 8:30-11:30, Washington Rms. Hillsboro Office
- **Presidents Day Holiday**—Monday, Feb. 16. All ESD sites will be closed
- **NWRES D Board of Directors Meeting**—Tuesday, Feb. 17, 6:00 p.m., Board Rm. Hillsboro Office

- **EI/ECSE Program Break**—February 16-20
- **Classified Recognition Week**—March 3-7, 2015
- **Tillamook Listening Session with Supt. Sager**—Thursday, March 5, 4:00-5:00 p.m., Tillamook Service Center
- **Spring Break**—Monday, March 23-Friday, March 27, 2015
(NOTE: EI/ECSE Spring break runs two weeks: Monday March 23 through Friday, April 3)

Let's Hear From You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions to mstenberg@nwresd.k12.or.us by Thursday to be included in the following week's Memo.

REGULAR FEATURES

- [EMERGENCY CLOSURE INFORMATION FOR STAFF @ www.mynwresd.org/emergency-closures.html](http://www.mynwresd.org/emergency-closures.html)
- [Job Openings](#)
- [Staff Suggestion Box](#)
- [Shop online and Support the Foundation](#)

MONDAY MEMO

Online at www.mynwresd.org
A weekly update for NWRESD Employees
Monday, January 26, 2015



THIS WEEK:

- Peer Recognition
- Migrant Student of the Year for the State of Oregon
- Support the ESD's Foundation by Shopping at Fred Meyer
- Columbia County Happenings
- Staff and Program Highlights
- Professional Development Workshops
- Let's Hear from You

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition: **Melissa Buchanan, Mary Carpio, Marianne Como, Elizabeth Frank, Jillynn Garcia, Cynthia Hutchison, Lois Parsons, David Rose, Laura Seeley, Noriko Sugita, Paul Troolines, and Sandra Zaragosa.**

Migrant Student of the Year for the State of Oregon

NWRESD EL/Migrant Ed staff attended the Oregon Association for Comprehensive Education (OACE*) conference in Seaside this past weekend where one of the students in the program, **Gema Garcia**, was selected as Oregon's Migrant Student of the Year!

Gema works in the Migrant Ed summer school and provides child care for parent meetings, among other things. It was a great honor for her, and very rewarding for staff.

** OACE's missions it to keep Title I administrators, teachers, and educational assistants informed of and prepared to meet federal program goals.*

Support the ESD's Foundation by Shopping at Fred Meyer

Did you know that our Foundation participates in Fred Meyer's Community Giving program? In 2014, 59 raised \$2,500 for us simply by linking their Fred Meyer Rewards card to the Foundation!

It only takes a minute to sign up and you'll continue to earn your Rewards Points, Fuel Points, and Rebates, just as you do today: www.fredmeyer.com/communityrewards. Search for us by our name or non-profit number 90245. For more information, visit www.nwresdfoundation.org/fredmyercommrewards.html.

Columbia County Happenings

Learn more and download flyers at <http://www.nwresd.k12.or.us/columbia/index.html>

- **Kindergarten Transition Workshop for Families:** Tuesday, Feb. 17, 5:00 -7:00 p.m. Childcare and dinner provided. RSVP 503--366-4100.
- **Every Child Ready to Read @ Your Library:** The ESD and St. Helens Public Library have teamed up to provide parents with the info they need to prepare their children for school. We're offering six, one-hour workshops to support children birth to age 5 in the areas of early literacy skills and brain development.
- **ASSIST Training: Applied Suicide Intervention Skills:** February 12 & 13, 8:30 a.m. to 4:30 p.m., at Columbia Service Center in St. Helens.

Staff and Program Highlights

- **ASD Workshop:** Thanks to **Stacie Peeler and Jackie Bergerson** for all of their hard work on a great presentation to childcare providers about how to support children with sensory processing difficulties. The training was a collaborative effort with Child Care Resource & Referral as part of a grant to promote inclusion for children with disabilities. Stacie and Jackie worked with 35 early childhood educators and care providers in two different sessions. Recipients received a comprehensive handout and a book about activities to do with children with sensory processing difficulties.
- **Toy Drive:** The **Tillamook Service Center** is a collection point for "Henry's 2nd Annual Red Tricycle Toy Drive". Henry was an ECSE student in Washington County who passed away at age 3 from complications from Leukemia. The toys will be donated to Randall Children's Hospital on Feb. 9, Henry's birthday, to bring some joy to the kids being treated there. Learn more: <https://www.facebook.com/events/662672047175177/>
- **Talent Among Us:** Kudos to ESD Vision Teacher **Kristen Buhler** who, in her spare time, performs with and is artistic director for a Portland-based vocal ensemble known as the Julians. Kristen also tours internationally, and has recorded professionally with the internationally recognized group Cappella Romana.

Staff Suggestion Box Responses

Responses to recent suggestions are available at www.mywresd.org > I want to > Submit a suggestion.

Superintendent Search

Thank you to everyone who took the time to join on of the listening sessions or share thoughts via the online survey. Learn more on the [Superintendent Search](#) page of the staff web site.

Professional Development Workshops

<https://cascadetech.wildapricot.org/professional-development>

Let's Hear From You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions to mstenberg@nwresd.k12.or.us by Thursday to be included in the following week's Memo.

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, January 5, 2014



THIS WEEK:

- Peer Recognition
- Superintendent Search: Share Your Input
- Announcing Two New NWRESD Web Sites
- Required Staff Training: Safety in Motion (SIM)
- PATH Newsletter (Practical Autism Tips Here)
- Student Artwork Displays
- Mileage Rate Change
- Professional Development Workshops
- Calendar
- Let's Hear from You

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at

www.mynwresd.org/peer-recognition: Laura Anderson, Shannon Henry, Marcia Kent, Heather Leader, Eric Lloyd, Rusty Manire, Lana Mann, Solange May, Sue Ellen McArthur, Paula Mills, Ana Lia Oliva, Brenda Reed, Emma Stotler, Debbie Sullivan, and Laurel Verloo.

Superintendent Search: Share Your Input

As you know by now... the ESD's Board of Directors is accepting applications for the position of superintendent in their search to find a leader to replace retiring Superintendent James Sager. James will finish this school year with us, capping off 32 years of service to Oregon students both as a teacher and administrator.

- **How to Stay informed:** Staff are encouraged to visit the [Superintendent Search](#) page on the home page of the staff web site under the Quick Links heading. You'll find the search timeline, links to the schedule of listening sessions and the [survey](#), as well as the application.
- **Listening Sessions:** The Committee is facilitating two final listening sessions with staff this week; please consider attending a session that's convenient for you: Washington Service Center: Thursday, Jan. 8, 3:30-4:30 p.m., and Clatsop Service Center: Friday, Jan. 9, 3:00-4:00 p.m.
- **Survey:** Please consider sharing your input via the [online survey](#), available through Thurs., Jan. 15. The survey asks four questions, but you are encouraged to share any constructive comments that will help the Search Committee develop a strong candidate profile.

Announcing Two New NWRESD Web Sites

1. **Professional Development:** The new Prof Dev and Events web site at <https://cascadetech.wildapricot.org/> consolidates a wide variety of professional development and events available including software training and user groups. PDUs will be listed in the event description when available. The site is linked on the home page of the staff web site under the Quick Links heading.
2. **External:** Just a head's up that we will launch a shiny new external web site in the coming weeks. The new site presents our program and service offerings in a format that much more user-friendly for our constituents.

Required Staff Training: Safety in Motion (SIM)

SIM is a proven safety training system that reduces the occurrence of strains and sprains – the number one type of workplace injury. All NWRESD employees are required to attend training this school year. Several trainings are scheduled at the Washington Service Center, and we are working to schedule them in multiple locations this winter. We will notify staff through emails and the Monday Memo when those have been put on the schedule.

The training is approximately 45 minutes, but please allow for an hour. View the schedule and sign up for a session at www.cascadetech.wildapricot.org/Employee_Safety.

PATH Newsletter (Practical Autism Tips Here)

<http://www.nwresdrelatedservices.org/asd-path-newsletter.html> - This month's newsletter contains tips for helping children navigate the state assessments, information about the assessments and practice tests, fun January activities, and an Autism Checklist for the New Year.

Student Artwork Displays

Thanks to the many students and teachers whose artwork has brightened the hallways at the Regional office so far this year! To add your classroom art to the rotation email mstenberg@nwresd.k12.or.us.

Mileage Rate Change

The mileage rate has changed to 57.5 cents per mile up from .56 cents in 2014. Any travel done after the 1st of January needs to be on the updated form. If it is done on the wrong one, it will be sent back. Thank you!

Professional Development Workshops

<https://cascadetech.wildapricot.org/professional-development>

- [Critical Friends Protocol Training-Twilight sessions](#)
 - * 01/15/2015 4:00 PM • NWRESD Hillsboro
- [5 Easy Steps to a Balanced Math Program](#)
 - * 01/20/2015 8:30 AM • NWRESD Hillsboro
- [Writing CCSS ELA Performance Tasks](#)
 - * 01/21/2015 8:30 AM • NWRESD Hillsboro
- [Understanding Frameworks of Poverty-aHa Process!](#)
 - * 02/05/2015 8:30 AM • NWRESD Hillsboro
- [Substitute Survival Skills-Session I](#)
 - * 02/12/2015 4:00 PM • NWRESD Hillsboro
- [Flipping Your Lesson to Teach CCSS,](#)
 - * 02/13/, 02/27, & 03/13 8:30 AM • NWRESD Hillsboro
- [Substitute Survival Skills-Session II](#)
 - * 02/19/2015 4:00 PM • NWRESD Hillsboro
- [Substitute Survival Skills-Session III](#)
 - * 02/26/2015 4:00 PM • NWRESD Hillsboro

Calendar

- **Superintendent Search Listening Session**—Wednesday, Jan. 8, 3:30 p.m., Hillsboro Office
- **Superintendent Search Listening Session**—Thursday, Jan. 9, 3:00 p.m., Clatsop Service Center
- **Last Day to Access Supt. Search Survey**—Thursday, January 15: [Survey Link](#)
- **MLK Holiday**—Monday, January 19. All programs/sites closed.
- **ESD Board Meeting**—Tuesday, January 20, 6:00 p.m., Hillsboro Office

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, December 15, 2014



THIS WEEK:

- Peer Recognition
- Share Your Input with the Board Superintendent Search Committee
- Foundation Open House Tuesday
- News from the Tillamook Service Center
- Required Staff Training: Safety in Motion (SIM)
- Professional Development Workshops
- Calendar
- Let's Hear from You

NWRESD service centers and program sites will be closed to the public from Monday, Dec. 22, through Friday, Jan. 2. If you have questions regarding your work schedule, please speak to your supervisor.

Have a safe and enjoyable break and see you on Monday, Jan. 5!

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about [the program](#): **Tonia Brown, Vicki Clark, Randi Cooper, Anika Cordell, Richard Goldner, Maggie Groce, Carrole Johnson, Bonnie Jolly, Lana Mann, Linda Mannenbach, Christina Meier-Nowell, Wayne Oshiro, Katie Pratt, Gerry Reyes, Szaboccs Sudy, and Kellye Trant.**

Share Your Input with the Board Superintendent Search Committee [Informational web page](#)

Stay informed: Staff are encouraged to visit the [Superintendent Search](#) page on our staff web – linked under the Quick Links heading on homepage. You'll find the search timeline, links to the schedule of listening sessions and the [survey](#), as well as the application.

Listening Sessions: The ESD Board Superintendent Search Committee *will facilitate listening sessions with component superintendents and ESD staff to gather information they will use to develop a candidate profile. The Committee needs staff input so please consider attending a session that's convenient for you:

- Washington Service Center: December 16, from 3:30-4:30 p.m.
- Columbia Service Center: December 18, from 3:00-4:00 p.m.
- Washington Service Center: January 8, from 3:30-4:30 p.m.
- Clatsop Service Center: January 9, from 3:00-4:00 p.m.

*Search Committee Members: Board Chair Christine Riley, and Directors Marilyn McGlasson, Connie Green, and Kathy Samsel.

Foundation Open House Tuesday

Everyone is invited to stop by the Foundation Office at the Washington Service Center Tuesday for delicious treats, good cheer, and fun door prizes (we'll draw one name every 15 minutes)! We look forward to the opportunity to thank everyone for their support over this past year... See you there!

- Tuesday, December 16, between 4:00 and 5:30 p.m.
- Foundation Office at Washington Service Center

News from the Tillamook Service Center

(See the [web version of the Memo](#) for photos)

- We had a wonderful celebration of Boss's Day that was held in honor of Kim Durrer here at our center. We all pitched in for a catered lunch from the high School Hospitality and Tourism Program and had a grand time celebrating that with her.
- The Tillamook County BookMobile is visiting the ESD's Service Center preschool on the first Monday of every month for about 15 minutes. Our students are allowed to go out to BookMobile and check out books and also have a short story time.
- We want to congratulate our Safety In Motion (SIM) Trainer, Linda Mannenbach, for all her hard work that she has done training our staff with the required training. Every one of our staff is now trained for the year. She did a GREAT job!!

Required Staff Training: Safety in Motion (SIM)

SIM is a proven safety training system that reduces the occurrence of strains and sprains – the number one type of workplace injury. All NWRESD employees are required to attend training this school year. Several trainings are scheduled at the Washington Service Center in December, and we are working to schedule them in multiple locations starting after Winter Break. We will notify staff through emails and the Monday Memo when those have been put on the schedule. The training is approximately 45 minutes, but please allow for an hour.

- View the schedule and sign up for a session at www.cascadetech.wildapricot.org/Employee_Safety.

Professional Development Workshops

<https://cascadetech.wildapricot.org/professional-development>

- * [Critical Friends Protocol Training-Twilight sessions](#) 01/15/2015 4:00 PM • NWRESD Hillsboro
- * [5 Easy Steps to a Balanced Math Program](#) 01/20/2015 8:30 AM • NWRESD Hillsboro
- * [Writing CCSS ELA Performance Tasks](#) 01/21/2015 8:30 AM • NWRESD Hillsboro
- * [Understanding Frameworks of Poverty-aHa Process!](#) 02/05/2015 8:30 AM • NWRESD Hillsboro
- * [Substitute Survival Skills-Session I](#) 02/12/2015 4:00 PM • NWRESD Hillsboro
- * [Flipping Your Lesson to Teach CCSS](#) 02/13/2015 8:30 AM • NWRESD Hillsboro
- * [Substitute Survival Skills-Session II](#) 02/19/2015 4:00 PM • NWRESD Hillsboro
- * [Substitute Survival Skills-Session III](#) 02/26/2015 4:00 PM • NWRESD Hillsboro

Calendar

- **Foundation Open House**—Tuesday, December 16, 4:00 to 5:30 p.m., Regional Office
- **ESD Board Meeting**—Tuesday, December 16, 6:00 p.m., Board Room/Regional Office
- **Winter Break**—Monday, December 22 through Friday, January 2

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, December 08, 2014



THIS WEEK:

- Peer Recognition
- Timesheets due This Wednesday
- Update: Cyber Week Online Auction
- Winter Break Reminders
- Foundation Open House
- Superintendent Search Listening Sessions
- Required Staff Training: Safety in Motion (SIM)
- Professional Development Workshops
- Calendar
- Let's Hear from You

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition: **Mark Abbenhaus, Meaghan Drapeau, Sarah Foster, Kacie Hopkins, Rusty Manire, Linda Mannebach, Tim Miles, Colleen Nolan, Brittnee Osmon, David Rose, Michelle Sparks-Smith, Lesley Upham, and Bret Wonderlick.**

Time Sheets due This Wednesday

Due to Winter Break, payroll must be processed 10 days earlier than normal. Please make sure you report all absences through [SmartFind Express](#) and submit your timesheet to your supervisor by Wednesday, December 10. Late timesheets will be processed in the January payroll.

Update: Cyber Week Online Auction

In just three days, our grant program grew \$3,270 stronger because so many friends supported the online auction. Thank you everyone who participated. We'll keep you informed about the fabulous impact your resources make on the kids and families we serve!

Winter Break Reminders

NWRESD service centers and program sites will be closed to the public from Monday, Dec. 22, through Friday, January 2. We'll re-open Monday, Jan. 5. Exception: The last day for EI/ECSE programs and staff is Thursday, Dec. 18. If you have questions regarding your work schedule, please speak to your supervisor.

Foundation Open House

YOU are invited to stop by the Foundation office for some delicious treats, fun door prizes, and general good cheer! We look forward to the opportunity to thank everyone for their support over this past year... See you there!

- Tuesday, December 16
- Between 4:00 and 5:30 p.m.

Superintendent Search Listening Sessions

Between December 10, and January 15, the ESD Board Superintendent Search Committee will hold listening sessions with component superintendents and ESD staff to gather information they will use to develop a candidate profile. Additionally, on December 10, they will share a survey link with component superintendents, ESD staff, and Oregon Association of ESD superintendents to gather further input. Here is the schedule of listening sessions for ESD staff:

- Tillamook Service Center - Open house format: December 10, from 11:15-12:15 p.m.
- Washington Service Center: December 16, from 3:30-4:30 p.m.
- Columbia Service Center *Tentative*: December 18, from 3:00-4:00 p.m.
- Washington Service Center: January 8, from 3:30-4:30 p.m.
- Clatsop Service Center: January 9, from 3:00-4:00 p.m.

Required Staff Training: Safety in Motion (SIM)

SIM is a proven safety training system that reduces the occurrence of strains and sprains – the number one type of workplace injury. All NWRES D employees are required to attend training this school year. Several trainings are scheduled at the Washington Service Center in December, and we are working to schedule them in multiple locations starting after Winter Break. We will notify staff through emails and the Monday Memo when those have been put on the schedule.

- View the schedule and sign up for a session at www.cascadetech.wildapricot.org/Employee_Safety.
- The training is approximately 45 minutes, but please allow for an hour.

Professional Development Workshops

<https://cascadetech.wildapricot.org/professional-development>

- NWRES D Curriculum & Instruction Meeting: Dec. 9, 10 am to 12 pm
- Critical Friends Protocol Training-Twilight session: Jan. 15, 4 pm
- 5 Easy Steps to a Balanced Math Program: Jan. 20, 8:30 am
- Writing CCSS ELA Performance Tasks; Jan 21 January, Jan. 21, 8:30 am
- Understanding Frameworks of Poverty-aHa Process! Feb. 5, 8:30 am
- Flipping Your Lesson to Teach CCSS: Feb. 13, 27, and Mar. 13

Calendar

- **Leadership Team Meeting**—Tuesday, Dec. 9, 8:30 to 11:30 a.m., Rms. 315 & 316/Regional Office
- **Foundation Open House**—Tuesday, December 16, 4:00 to 5:30 p.m., Regional Office
- **ESD Board Meeting**—Tuesday, December 16, 6:00 p.m., Board Room/Regional Office
- **Winter Break**—Monday, December 22 through Friday, January 3

Let's Hear from You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions by Thursday to be included in the following week's Memo: mstenberg@nwresd.k12.or.us.

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRES D Employees

Monday, December 1, 2014



THIS WEEK:

- Peer Recognition
- Cyber Week Online Auction
- Timesheets Due Wednesday, December 10
- Superintendent Search Listening Sessions
- Required Staff Training: Safety in Motion (SIM)
- Get the Emergency Closure App
- Emergency Closures: What you Need to Know
- Professional Development Workshops
- Calendar
- Let's Hear from You

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition: **Melanie Confer, Karen Crowley, Karen Crowley, Andrea Keifer, Warna Launsbury, Catherine Steadman, and Rosa Walker.**

Cyber Week Online Auction

Champion our students and families by participating in the ESD Foundation's online auction – 100 percent of the proceeds support the grant program. Use the link on any of our web sites* or access directly at <https://nwresd.schoolauction.net/cyberweek14/> (*www.nwresd.k12.or.us, www.mynwresd.k12.or.us, or www.nwresdfoundation.org)

Time Sheets due Wednesday, December 10

Due to Winter Break, payroll must be processed 10 days earlier than normal. Please make sure you report all absences through [SmartFind Express](#) and submit your timesheet to your supervisor by **Wednesday, December 10**. Late timesheets will be processed in the January payroll.

Superintendent Search Listening Sessions

Between December 10, and January 15, the ESD Board Superintendent Search Committee will hold listening sessions with component superintendents and ESD staff to gather information they will use to develop a candidate profile. Additionally, on December 10, they will share a survey link with component superintendents, ESD staff, and Oregon Association of ESD superintendents to gather further input. Here is the schedule of listening sessions for ESD staff:

- Tillamook Service Center - Open house format: December 10, from 11:15-12:15 p.m.
- Washington Service Center: December 16, from 3:30-4:30 p.m. (cont. next page)

- Columbia Service Center *Tentative*: December 18, from 3:00-4:00 p.m.
- Washington Service Center: January 8, from 3:30-4:30 p.m.
- Clatsop Service Center: January 9, from 3:00-4:00 p.m.

Required Staff Training: Safety in Motion (SIM)

SIM is a proven safety training system that reduces the occurrence of strains and sprains – the number one type of workplace injury. All NWRESD employees are required to attend training this school year. Several trainings are scheduled at the Washington Service Center in December, and we are working to schedule them in multiple locations starting after Winter Break. We will notify staff through emails and the Monday Memo when those have been put on the schedule.

- View the schedule and sign up for a session at www.cascadetech.wildapricot.org/Employee_Safety.
- The training is approximately 45 minutes, but please allow for an hour.

Get the Emergency Closure App

Sign up to receive updates on ESD and school district closures and delays on your smartphone via the Messenger app. Learn how:

- www.flashalert.net
- www.flashalert.net/messengerapp.html

Emergency Closures: What you Need to Know

<http://www.mynwresd.org/emergency-closures.html>

PATH: Practical Autism Tips Here

<http://www.nwresdrelatedservices.org/asd-path-newsletter.html>

This issue contains some nice tips for keeping your child busy during the winter break, visual cooking recipes, free schedule templates and more. We hope you enjoy our newsletter and find the information useful.

Professional Development Workshops

<https://cascadetech.wildapricot.org/professional-development>

- MATH-Smarter Balanced Assessment & Essential Skills Work Sample-ODE: 12/03/2014
- Vocabulary: The First Key to Unlocking Complex Text: 12/11/2014
- Flipping Your Class to Teach CCSS: Feb. 13, Feb. 27, Mar. 13

Calendar

- **Online Auction to benefit the ESD's Foundation**: December 1 -3. Also linked on www.nwresdfoundation.org, www.nwresd.k12.or.us, and www.mynwresd.org.
- **Leadership Team Meeting**—Tuesday, Dec. 9, 8:30 to 11:30 a.m., Washington Rms./Regional Office
- **ESD Board Meeting**—Tuesday, December 16, 6:00 p.m., Board Room/Regional Office
- **Winter Break**—Monday, December 22 through Friday, January 3

Let's Hear from You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions by Thursday to be included in the following week's Memo: mstenberg@nwresd.k12.or.us.

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, November 24, 2014



THIS WEEK:

- Thanksgiving Holiday and Early Release
- Peer Recognition
- Cyber Week Online Auction Countdown: 6 Days!
- Online staff Bulletin Board
- November is Native American Heritage Month
- Important Payroll and Benefit Information: Check Your Info on the Staff Web Portal
- Required Staff Training: Safety in Motion (SIM)
- Get the Emergency Closure App
- Emergency Closures: What you Need to Know
- Staff Suggestion Box Responses
- Professional Development Workshops
- Calendar
- Let's Hear from You

Thanksgiving Holiday and Early Release

All Northwest Regional ESD service centers and program sites will be closed this Thursday and Friday, Nov. 27 and 28, for Thanksgiving. Staff who work 30 hours or more a week will be allowed to leave work one hour early on the day prior to Thanksgiving. Staff must work the exact day prior to the holiday to take the early release. Have a safe and enjoyable break!

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition: **Mary Bambusch, Lauren Daehnke, Megan Drapeau, Linda Glen Barham, Holly Hooge, Carrole Johnson, Felicia Miller, Colleen Nolan, Kristen Rivas, Karen Shepherd, and Kat Sherer.**

Cyber Week Online Auction Countdown: 6 Days!

Champion our students and families by participating in the ESD Foundation's online auction – 100 percent of the proceeds support the grant program. Watch for a link in the Monday Memo and on our web sites beginning at 8:00 a.m. Monday, December 1. Thanks for your support!

Online Staff Bulletin Board

Have you visited the agency's online bulletin board recently? It's a great place to post "for sale", "wanted" and "free" items.. Postings are automatically deleted after two months. Access the bulletin board at www.mynwresd.org > Community > Bulletin Board (www.bulletinboards.com/v2.cfm?comcode=5825).

November is Native American Heritage Month

- **Background:** Native American Heritage month was established to recognize the significant contributions the first Americans made to the establishment and growth of the U.S.
- **Educational Resources:** Use this link to learn more and to access teaching resources about American Indian Heritage month from the Smithsonian:
www.smithsonianeducation.org/educators/resource_library/american_indian_resources.html.

Important Payroll and Benefit Information: Check Your Info on the Staff Web Portal

Please take a moment to review your current tax withholding status and double-check the accuracy of your mailing address and the spelling and format of your name on the on the staff web site under Tech Toolbox > IV Staff Web Portal (<https://visions.nwtoolbox.org/nwresd/>).

- **YOUR NAME:** Employee Resources > Contact Information. To make corrections, please contact HR at HRHelp@nwresd.k12.or.us.
- **YOUR MAILING ADDRESS:** If correct – do nothing. If incorrect – please update it online.
- **YOUR TAX WITHHOLDING STATUS (W-4):** Employee Resources > Employee Withholding Forms. To change withholding, download and complete a new W-4 (available on the web page), and turn it into the Payroll Department: payroll@nwresd.k12.or.us. The following links can help determine whether you need to update your W-4 tax information.
 1. www.irs.gov/Individuals/IRS-Withholding-Calculator
 2. www.irs.gov/pub/irs-pdf/p505.pdf

Required Staff Training: Safety in Motion (SIM)

SIM is a proven safety training system that reduces the occurrence of strains and sprains – the number one type of workplace injury. All NWRESD employees are required to attend training this school year. Several trainings are scheduled at the Washington Service Center in December (below*), and are working to schedule them in multiple locations starting after winter break. We will notify staff through emails and the Monday Memo when those have been put on the schedule.

***SIM at the Washington Service Center:**

- View the schedule and sign up for a session at www.cascadetech.wildapricot.org/Employee_Safety.
- The training is approximately 45 minutes, but please allow for an hour.

Get the Emergency Closure App

Sign up to receive updates on ESD and school district closures and delays on your smartphone via the Messenger app. Learn how:

- www.flashalert.net
- www.flashalert.net/messengerapp.html

Emergency Closures: What you Need to Know

<http://www.mynwresd.org/emergency-closures.html>

You are responsible to be familiar with expectations and procedures in case of ESD closures or delays due to weather or other emergencies. If you have questions, please talk with your supervisor:

1. All the information you need to make an informed decision is available on the Emergency Closure page of the staff web site www.mynwresd.k12.or.us. Look under Quick Links on the home page, or use the Community dropdown menu.
2. The ESD posts closures and delays to local media, both TV and radio, via www.flashalert.net.

3. Closure decisions are made after our component districts announce their decisions. Most of the times, if any of the component districts in a particular county remain open, that county's service center will also remain open.

Staff Suggestion Box Responses

Responses to suggestions submitted between November 3 and 20, are included below and on the home page of the staff web site under the Quick Links heading (www.mynwresd.org/suggest-an-improvement.html).

Professional Development Workshops

<https://cascadetech.wildapricot.org/professional-development>

- MATH-Smarter Balanced Assessment & Essential Skills Work Sample-ODE: 12/03/2014
- Vocabulary: The First Key to Unlocking Complex Text: 12/11/2014
- Flipping Your Class to Teach CCSS: Feb. 13, Feb. 27, Mar. 13

Calendar

- **Thanksgiving Holiday**—Thursday and Friday, Nov. 27 and 28.
- **Online Auction to benefit the ESD's Foundation**—December 1 -3. Link will be shared here and on www.nwresdfoundation.org, www.nwresd.k12.or.us, and www.mynwresd.org.
- **Leadership Team Meeting**—Tuesday, Dec. 9, 8:30 to 11:30 a.m., Washington Rms./Regional Office.

Let's Hear from You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions by Thursday to be included in the following week's Memo: mstenberg@nwresd.k12.or.us.

STAFF SUGGESTION BOX RESPONSES

November 3 to 20, 2014

SUGGESTION: Would it be possible to alter the wage system? Suggestion: Individuals are given a wage increase based on their performance, education, etc. Currently, I notice many educational assistants who do not pull their own weight, which causes the other EAs to work twice as hard on a daily basis. The system that exists now does not seem fair.

RESPONSE: The agency is required to follow collective bargaining agreement guidelines and changes to the compensation process are a contractual issue that would have to be bargained. Speak to your union representative.

SUGGESTION: I think it'd be nice if a separate email went out to everyone reminding them about our Bulletin Board. Everyone has stuff to sell, give-away or that they might need. I just can't believe this hasn't caught on more.

RESPONSE: We'll include reminders in the Monday Memo.

SUGGESTION: Update the link to the paycheck schedule. Currently it links to a schedule for the 12-13 school year.

RESPONSE: Done

SUGGESTION: I would like to suggest that we acknowledge cultural heritage months. For example, November is Native American Heritage month. Can we add this to the Monday Memo?

RESPONSE: Federally recognized cultural heritage months will be acknowledged in the Monday Memo (list below). Learn more at the Smithsonian Education web site www.smithsonianeducation.org/heritage_month/.

- Hispanic Heritage Month — September 15 to October 15
- American Indian Heritage Month — November
- African American History Month — February
- Women's History Month — March
- Asian Pacific American Heritage Month — May

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, November 17, 2014



THIS WEEK:

- Peer Recognition
- Foundation Grants Announced
- Cyber Week Online Auction Countdown: 13 Days
- Fundraiser for Pacific Academy
- Emergency Closure Reminders
- Flu Shot Clinic
- Professional Development Workshops
- Calendar
- Let's Hear from You
- Regular Features: Emergency Closure Info, Jobs, Suggestion Box, and Support Your Foundation

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition: **Elsja Collins, Amy Knoedler, Colleen Nolan, Bonnie Parker, and Catherine Steadman.**

Foundation Grants Announced

The agency's Foundation awarded 15 grants totaling \$16,063 last Friday. The award list is available here: www.nwresdfoundation.org.

Cyber Week Online Auction Countdown: 13 Days

Our online auction is one of the ways we fund the grant program, so please share the auction with family and friends! Anyone can participate no matter where they live - we'll have items to purchasers in time for the holidays! Watch for a link in the Monday Memo and on our web sites beginning at 8:00 a.m. December 1. Thanks for your support.

Fundraiser for Pacific Academy

Tomorrow, Tuesday, Nov. 18, Pacific Academy is having a fundraiser at Papa's Pizza at 5700 NW Blueridge Dr. Beaverton (Blueridge and 158th). When you order, simply let them know that you are a "Friend of Pacific Academy" and 50 percent of your purchase price will be donated to the school!

Student Council will be there from 6:00 to 8:00, but the fundraiser is all day. Consider ordering pizza for your department or team for lunch! Last year, the students earned \$456 for school equipment, fieldtrip scholarships, and food and treats for parties and dances.

Flu Shot Clinic

Arrangement are being made to have a flu shot clinic at each of the sites and service centers.

Rite Aid will be holding a Flu Shot Clinic at the Washington Service Center tomorrow, Tuesday, Nov. 18, from 11:00 to noon. Immunizations will be administered by a certified immunizing pharmacist and Rite Aid will bill your participating insurance carrier (they DO NOT bill Kaiser*). Covered family members can also receive shots.

- [Sign up for a timeslot on this Google doc](#) (login with your ESD email and password)
- Download, print, and fill out this form: www.nwresd.k12.or.us/fluform.pdf
- Bring the form and your insurance card to your appointment

***Kaiser members:** [Refer to the Kaiser web site for flu shot clinics](#)

Get the Emergency Closure App and Be in the Know About Closures and Delays

Sign up to receive updates on ESD and school district closures and delays on your smartphone via the Messenger app. Here's how:

- www.flashalert.net
- www.flashalert.net/messengerapp.html

Emergency Closures: What you Need to Know

<http://www.mynwresd.org/emergency-closures.html>

You are responsible to be familiar with expectations and procedures in case of ESD closures or delays due to weather or other emergencies. If you have questions, please talk with your supervisor:

1. All the information you need to make an informed decision is available on the Emergency Closure page of the staff web site. www.mynwresd.k12.or.us. Look under QuickLinks on the home page, or use the Community dropdown menu.
2. The ESD posts closures and delays to local media, both TV and radio, via www.flashalert.net.
3. Closure decisions are made after our component districts announce their decisions. Most of the times, if any of the component districts in a particular county remain open, that county's service center will also remain open.

Professional Development Workshops

<https://cascadetech.wildapricot.org/professional-development>

- Peer Review Panel Training Repeat: 11/18/2014
- ELA-session I: Smarter Balanced Assessments Grades 3-8 & HS: 11/19/2014
- ELA-session II: Preview DRAFT Oregon Writing Scoring Guide High School: 11/19/2014
- MATH-Smarter Balanced Assessment & Essential Skills Work Sample-ODE: 12/03/2014
- Vocabulary: The First Key to Unlocking Complex Text: 12/11/2014
- Flipping Your Class to Teach CCSS: Feb. 13, Feb. 27, Mar. 13

Calendar

- **NWRESD Board Meeting**—Tuesday, Nov. 18, 6:00 p.m., Regional Office
- **Thanksgiving Holiday**—Thursday and Friday, Nov. 27 and 28. NWRESD sites and programs closed
- **Online Auction to benefit the ESD's Foundation**—December 1 -3. Link will be shared on www.nwresdfoundation.org.
- **Leadership Team Meeting**—Tuesday, Dec. 9, 8:30 to 11:30 a.m., Washington Rms./Regional Office.

Let's Hear from You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions by Thursday to be included in the following week's Memo: mstenberg@nwresd.k12.or.us.

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, November 10, 2014



THIS WEEK:

- Veterans Day Holiday Reminder
- Peer Recognition
- Emergency Closure Reminders
- Cyber Week Online Auction Countdown
- New Technology Equipment Available for Checkout
- Maintaining a Safe and Healthy Workplace
- Path: Practical Autism Tips Here
- Staff Suggestion Box Responses
- Professional Development Workshops
- Calendar
- Let's Hear from You
- Regular Features: Emergency Closure Info, Jobs, Suggestion Box, and Support Your Foundation

Veterans Day Holiday Reminder

In observance of Veterans Day, all Northwest Regional ESD offices and program sites will be closed tomorrow, November 11. We wish to express deep appreciation to our veterans at NWRESD for the sacrifices they and their families have made for our liberty and security. Thank you!

Peer Recognition

The following staff will receive a baseball Bob via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition:

Kaitlin Christiansen, Stephanie Crawford, Gayle Hernandez, Noelle Lamb, Erik Lloyd, Sue Nelson, Sarah Ryan Ahmed, Emma Stolter, Debbie Sullivan, and Hung Wasson.

Emergency Closure Reminders

<http://www.mynwresd.org/emergency-closures.html>

You are responsible to be familiar with expectations and procedures in case of ESD closures or delays due to weather or other emergency's. If you have questions, please talk with your supervisor. Here are four important things to know:

1. All the information you need to make an informed decision is available on the Emergency Closure page of the staff web site. www.mynwresd.k12.or.us, Look under QuickLinks on the home page, or use the Community dropdown menu.
2. The ESD posts closures and delays to local media, both TV and radio, via www.flashalert.net.
3. Sign up to receive updates on your smartphone or via email, or manage your existing FlashAlert account: www.flashalert.net.
4. Closure decisions are made AFTER our component districts announce their decisions. Most of the time, if any of the component districts in a particular county remain open, that county's service center will also remain open.

Cyber Week Online Auction Countdown: 20 Days | 13 hours

December 1 – 3 at www.nwresdfoundation.org

- **About the Auction:** The online auction is a fun way to get a head start on your holiday shopping and support our kids via the grant program! There are a lot of great items you won't find at the mall like spa packages, getaways, Blazer tickets, restaurant gift cards, wine, beer, an iPad Mini, holiday décor and gift wrap essentials, and a whole lot more! Fundraising goal: \$3,000.
- **Accessing the Auction:** A link will be posted on the web sites below and in the Monday Memo beginning 8:00 a.m. Mon., Dec. 1. The auction will be available from 8:00 a.m. Monday, Dec. 1 through 8:00 p.m. Wed., Dec. 3.
 - www.mynwresd.org
 - www.nwresd.k12.or.us
 - www.nwresdfoundation.org
- **Sharing the Auction:** Anyone can participate no matter where they live, so please share with family and friends. We'll have items to purchasers in time for the holidays!

New Technology Equipment Available for Checkout

A special thanks to the ESD's Foundation for providing the funds to purchase new video equipment for ESD staff to use to benefit students. The grant was submitted by Tina Meier-Nowell to produce videos to benefit students with autism. Tina offered that the equipment be made available for all staff to checkout through Roxane Bartlett in the Technology Department:

- Six each: Smartphone and Tablet tripod mounts
- HD camcorder with extra batteries, charger, SD card, and SD card reader
- Wireless lapel microphones for use with the camcorder
- A limited amount of iTunes monies to purchase iMovie for video editing on ESD iOS devices

In addition, the Technology Department recently purchased three Epson Data Projectors with also available for agency purposes.

Maintaining a Safe and Healthy Workplace

For those of us who spend the majority of our day at a desk, the workspace and equipment should be set up and used correctly to avoid injuries. If you feel a need to adjust your work space to fit your job, please let your immediate supervisor know. This is a requirement; please do not take it upon yourself to make modifications.

Your supervisor will work with you, and the HR, and Facilities Department to determine what needs to be done to maintain a safe and healthy work environment. Beginning in early 2105, the ESD will have several staff trained by SAIF to address workplace ergonomics. Here are a few ways we cube dwellers can prevent injuries:

- Place your work in front of you and sit tall while you work.
- Change your position often.
- Turn with your whole body instead of twisting to face your work.
- Take breaks to stretch or get out of your chair every 20 to 40 minutes. If you can, switch to another task.

Path: Practical Autism Tips Here

Tips for the onset of cooler weather, holiday cooking recipes and more: www.nwresdrelatedservices.org/asd-path-newsletter.html

Staff Suggestion Box Responses

Responses to Suggestions submitted between September 26 and November 3, are available at the end of this Monday Memo and on the staff website, www.mynwresd.org/ under 'I want to...' > 'Suggest an improvement'.

Professional Development Workshops

<https://cascadetech.wildapricot.org/professional-development>

- Writing Performance Assessments for ELA Reading & Writing: 11/13/2014
- Peer Review Panel Training Repeat: 11/18/2014
- ELA-session I: Smarter Balanced Assessments Grades 3-8 & HS: 11/19/2014
- ELA-session II: Preview DRAFT Oregon Writing Scoring Guide High School: 11/19/2014
- MATH-Smarter Balanced Assessment & Essential Skills Work Sample-ODE: 12/03/2014
- Vocabulary: The First Key to Unlocking Complex Text: 12/11/2014
- Flipping Your Class to Teach CCSS: Feb. 13, Feb. 27, Mar. 13

Calendar

- **Veterans Day Holiday**—Tuesday, Nov. 11. NWRESD sites and programs closed
- **Foundation Grants Announced**—Friday, Nov. 14
- **NWRESD Board Meeting**—Tuesday, Nov. 18, 6:00 p.m., Regional Office
- **Thanksgiving Holiday**—Thursday and Friday, Nov. 27 and 28. NWRESD sites and programs closed
- **Online Auction to benefit the ESD's Foundation**—December 1 -3. Link will be shared on www.nwresdfoundation.org.
- **Leadership Team Meeting**—Tuesday, Dec. 9, 8:30 to 11:30 a.m., Washington Rms./Regional Office.

Let's Hear from You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions by Thursday to be included in the following week's Memo: mstenberg@nwresd.k12.or.us.

Regular Features

- [Emergency Closure Info](#)
- [Job Openings](#)
- [Staff Suggestion Box](#)
- [Support Your Foundation](#)

Staff Suggestion Box Responses

September 26 to November 3, 2014

1. Suggestion: Perhaps consider using a higher contrast font on the mynwresd website. The grey font on white background is a little hard to read.

Response: Font has been changed to black.

2. Suggestion: I have read some very disturbing things about how Amazon does business and how bad the employees are treated. Number 1, they are NOT union, but that's just the beginning! Please use another way to send gifts because I threw my 20 dollar gift card away that I got for 10 years of service. That's how strong I feel about them! How about cash!

Response: By throwing the card away, you gave Amazon \$20. In an agency this large – 500 staff in four counties – it is not possible to please everyone. We choose a thank you that we believe most staff will appreciate.

3. Suggestion: With the new Outlook version for our email, all my emails in my "Keep" folder have been erased. I checked my email during the summer and never saw an email saying the new version of Outlook would delete my folder. I can't believe the emails I've had for years are gone and I referred back to them often. It's disappointing to say the least.

Response: The upgrade wouldn't have deleted existing folders. Please contact helpdesk@nwresd.k12.or.us to locate the missing folder.

4. Suggestion: Is it possible to receive information on how the sub finder system works?

Response: A FAQ is available on the web site at <http://www.nwresd.k12.or.us/subservices/index.html#faq>. It includes information for and about the four groups below. In addition, HR will be sending an email update to all staff this week.

FAQ's:

1. [Everyone](#)
2. [Employees](#)
3. [Substitutes](#)
4. [Specific district pay dates, pay rates, and maps](#)

5. Suggestion: I think that it would be really fun if we could have "Spirit" day 3-4 times during the year. On Spirit day, staff would be encouraged, on a Friday, to wear clothing that represents their favorite sports team, whether it's a local high school team, a favorite college or professional team, etc. It would be a fun way to show our spirit!

Response: Watch the Monday Memo for dates and themes!

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, November 3, 2014



THIS WEEK:

- Veterans Day Holiday Reminder
- Peer Recognition
- One Warm Coat Drive
- Countdown to the Foundation's Cyber Week Online Auction
- Suicide Prevention Training
- SAFE of Columbia County
- LegalShield
- Professional Development Workshops
- Calendar
- Let's Hear from You
- Regular Features: Emergency Closure Info, Jobs, Suggestion Box, and Support Your Foundation

Veterans Day Holiday Reminder

In observance of Veterans Day, all Northwest Regional ESD offices and program sites will be closed next Tuesday, November 11. We wish to express deep appreciation to our veterans at NWRESD for the sacrifices they and their families have made for our liberty and security. Thank you!

Peer Recognition

Congratulations to **Tiffany Hall** for being October's Random Drawing Winner. Tiffany will receive a small surprise at HISHER worksite this week!

The following staff will receive a baseball Bob via ESD courier—learn more about the program at

www.mynwresd.org/peer-recognition:

Ethan Akre, Lee Ann Banning, Melissa Buchanan, Karin Butterworth, Randi Cooper, Lauren Daehnke, Jessica Duffett, Kara Eck, Pat Fasana-Lynn, Kacie Hopkins, Ros Kekahuna, Julie Lavers, Lana Mann, Sharon Meeuwsen, Dia Norris, Kristin Scott, Craig Spooner, Megan Stenberg, Erin Yankus, and Sandra Zaragosa.

Cyber Week Online Auction Countdown: 29 Days | 14 hours

December 1 – 3 at www.nwresdfoundation

Get a head start on your holiday shopping and become a champion for some awesome kids! Again this year, there are numerous unique items to bid on - things you won't find at the mall: Gifts, getaways, Trail Blazer tickets, restaurant gift cards, wine, beer, and much more: www.nwresdfoundation.org beginning 12/01/14.

Coat Drives at the Service Centers

ESD Service Centers are collecting warm coats for children and adults. The coats will be donated to local agencies identified in each county. You can leave your donated coats in the marked box at each Service Center, or send to a Service Center via ESD courier. Columbia County is looking for sponsorship or partnership with companies to help meet the county's needs. If you have a connection or can offer assistance, please contact Cindy Jaeger or Karen Roldan at ColSC.

Suicide Prevention Training in Columbia County

ASIST (Applied Suicide Intervention Skills Training)

November 17 and 18, 8:30 a.m. to 4:30 p.m. at Columbia Community Mental Health.

Open to school personnel, community members, and parents. Participants must attend both days. Substitute costs for districts will be reimbursed at the determined rate upon request. Lunch will be provided and CEU's/PDU's. The deadline to register is November 10. For a registration form, please contact Cindy Jaeger at (503) 366-4100, or cjaeger@nwresd.k12.or.us.

SAFE of Columbia County

Support Advocacy Freedom Empowerment (SAFE) is an agency that support and services for all survivors of Domestic and Sexual Violence and provides prevention education and outreach in Columbia County. Recently, a fire in a portion of the home was damaged which housed domestic violence individuals. Many were moved in temporary housing while the rebuild occurred. They are now back in the house, but can use personal hygiene items, such as shampoo, soap, toothpaste, etc. We are asking that small baggies be assembled with sample size items to donate for the SAFE house. For more information please contact Cindy Jaeger at (503) 366-4100, or cjaeger@nwresd.k12.or.us. Thank you!

LegalShield

Mike Bishop, with LegalShield, will provide a 20 minute program on how to minimize the risk to you and your family from identity theft. No obligation, just information about the optional benefits available.

Also covered will be the Identity Shield and LegalShield Legal Plan which can provide your family Will, help with traffic tickets, contract review, and customer service Issues and other valuable benefits. Presentations will be scheduled a various sites and/or service centers. The first session will be Wednesday, November 12, at the Regional Office: 20 Minute presentations start at noon and 12:30. Lunch provided. Mike will also be available from 11:30 a.m. to 1:30 p.m.

Professional Development Workshops

<https://cascadetech.wildapricot.org/professional-development>

- Writing Performance Assessments for ELA Reading & Writing: 11/13/2014
- Peer Review Panel Training Repeat: 11/18/2014
- ELA-session I: Smarter Balanced Assessments Grades 3-8 & HS: 11/19/2014
- ELA-session II: Preview DRAFT Oregon Writing Scoring Guide High School: 11/19/2014
- MATH-Smarter Balanced Assessment & Essential Skills Work Sample-ODE: 12/03/2014
- Vocabulary: The First Key to Unlocking Complex Text: 12/11/2014
- Flipping Your Class to Teach CCSS: Feb. 13, Feb. 27, Mar. 13

Calendar

- **Foundation Grants Announced**—Friday, Nov. 14.
- **Veterans Day Holiday**—Tuesday, Nov. 11. NWRESD sites and programs closed.
- **NWRESD Board Meeting**—Tuesday, Nov. 18, 6:00 p.m., Regional Office
- **Thanksgiving Holiday**—Thursday and Friday, Nov. 27 and 28. NWRESD sites and programs closed.
- **Online Auction to benefit the ESD's Foundation**—December 1 -3. Link will be shared on www.nwresdfoundation.org.
- **Leadership Team Meeting**—Tuesday, Dec. 9, 8:30 to 11:30 a.m., Washington Rms./Regional Office.

Let's Hear from You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions by Thursday to be included in the following week's Memo: mstenberg@nwresd.k12.or.us.

Regular Features

- [Emergency Closure Info](#)
- [Job Openings](#)
- [Staff Suggestion Box](#)
- [Support Your Foundation](#)

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, October 27, 2014



THIS WEEK:

- Peer Recognition
- Message from Superintendent James Sager
- Plan, Prepare, Mitigate
- "Fall" Back Reminder
- Important Benefit Information from HR
- Battery Recycling Update
- Professional Development Workshops
- Calendar
- Let's Hear from You
- *Regular Features: Emergency Closure Info, Jobs, Suggestion Box, and Support Your Foundation*

Peer Recognition

The following staff will receive a baseball hacky sack via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition: **Vicki Clark, Heather Davis, Marry Dorry, Mary Dorry, Jessica Hutchins, Molly Iris, Sue Nelson, Jen O'Donnell, Stacy Rager, Debbie Sullivan, and Megan Wattman-Turner.**

Message from Superintendent James Sager

Our component superintendents met with the ESD Executive Team to discuss the 2015-16 Local Service Plan* last week. CFO, Janice Essenberg, did an exceptional job preparing a presentation and explaining the method by which funds will be allocated, and once again, the proposal received unanimous approval. The plan will be brought before the ESD Board for approval in November then the superintendents will share it with their boards to approve by March 1, 2015.

At the Local Service Plan meeting, the superintendent's participated in an activity titled "The History of Race in Oregon" led by the Oregon Center for Educational Equity. It was well received and provides the basis for future conversations and planning as we address the needs of our children living in poverty and from diverse cultural backgrounds. As always feel free to contact me if you have any questions: jsager@nwresd.k12.or.us or 503-614-1401.

*The Local Service Plan is both a document and a process required by state law that identifies the services that an ESD will provide its component school districts. The plan must receive approval from at least two-thirds of the school districts, representing more than 50 percent of the student population in each ESD region.

Plan, Prepare, Mitigate

Part of an occasional series sharing resources to help staff facilitate emergency preparedness at home & work

- Take minute to look over FEMA's site for parents, kids and educators. They offer fun and engaging games, templates, leveled-activities, and tools: <http://www.ready.gov/kids>

"Fall" Back Reminder

The official time to set your clocks back for the end of Daylight Saving Time this year is 2:00 a.m. on Sun., November 2. (DST begins the second Sunday of March and end the First Sunday of November.)

Important Benefit Information from HR

- **HSA** - 3 months of funds mailed Oct 13, 2014 to American Fidelity. Total remaining funds will be sent in January.
- **HRA** – First payment will be sent after the October 31 payroll, and should arrive in your account on or about November 15). Funds are sent monthly.
- **FSA** - First payment will be sent to American Fidelity after the October 31 payroll and should arrive in your account on or about November 15. Funds are deducted and sent monthly.
- **Dependent Care** - First payment will be sent to American Fidelity after the October 31 payroll and should arrive in your account on or about November 15. Funds are deducted and sent monthly.

Battery Recycling Update

The Regional Office is now ONLY accepting rechargeable batteries for recycling (and only work-related rechargeable batteries, please). Duracell and Energizer web sites, as well as staff at BatteriesPlus have confirmed that alkaline batteries do NOT need to be recycled, and should be disposed of in the trash. Thank you.

Professional Development Workshops

<https://cascadetech.wildapricot.org/professional-development>

- Examining Student Work: 10/30/2014
- Writing Performance Assessments for ELA Reading & Writing: 11/13/2014
- Session I: ELA Smarter Balanced Assessments Grades 3-8 and HS: 11/19/2014
- Session II: Preview DRAFT Oregon Writing Scoring Guide High School: 11/19/2014
- Vocabulary: The First Key to Unlocking Complex Text: 12/11/2014
- Flipping Your Class to Teach CCSS: Feb. 13, Feb. 27, Mar. 13

Calendar

- **Daylight Saving Ends**—Sunday, Nov. 2 at 2:00 a.m.
- **Foundation Grant Awards Announced**—Friday, Nov. 14.
- **Veterans Day Holiday**—Tuesday, Nov. 11. NWRES D sites and programs closed.
- **NWRES D Board Meeting**—Tuesday, Nov. 18, 6:00 p.m., Regional Office
- **Thanksgiving Holiday**—Thursday and Friday, Nov. 27 and 28. NWRES D sites and programs closed.
- **Online Auction to benefit the ESD's Foundation**—December 1 -3. Link will be shared as date gets closer.
- **Leadership Team Meeting**—Tuesday, Dec. 9, 8:30 to 11:30 a.m., Washington Rms./Regional Office.

Let's Hear from You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions by Thursday to be included in the following week's Memo: mstenberg@nwresd.k12.or.us.

Regular Features

- [Emergency Closure Info](#)
- [Job Openings](#)
- [Staff Suggestion Box](#)
- [Support Your Foundation](#)

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, October 20, 2014



THIS WEEK:

- **Let's Hear from You**
- **Peer Recognition**
- **Pacific Academy Students Complete Teen CERT Program**
- **PATH Newsletter**
- **Support Your Grant Program**
- **Suicide Prevention Training in Columbia County**
- **Professional Development Workshops**
- **Calendar**
- **Regular Features: Emergency Closure Info, Jobs, Suggestion Box, and Support Your Foundation**

Let's Hear from You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions by Thursday to be included in the following week's Memo: mstenberg@nwresd.k12.or.us.

Peer Recognition

The following staff will receive a baseball hacky sack via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition:

Laura Anderston, Amanda Ankeny, Tammie Carlson, Gemima Cerpa, Claire Connell, Laura Christensen, Lori Davis, Leigh Leslie, Julie Sanders, and Talia Thelen.

Pacific Academy Students Achieve Emergency Response Certifications

For the second year, a group of students at Pacific Academy have put in HUGE effort and many hours training with the Beaverton Community Emergency Response Team (CERT), and are now considered trustworthy resources during a major disaster in our community. Pacific Academy piloted the program last year under the leadership of ESD staffer Lisa Bates, and Lisa was able to offer the semester-long elective to this year's students as well. The CERT graduation is Thursday, Oct. 30, at the TVF & R's Sherwood Training Center from 10:30 to noon.

Congratulations Pacific staff and students – we're proud to work with you!

PATH Newsletter: Practical Autism Tips Here

Preparing your child with autism for Halloween: www.nwresdrelatedservices.org/asd-path-newsletter.html

Support Your Grant Program

The Foundation will be auctioning off fun and unique items during the second annual Cyber Week Online Auction Dec. 1-3., 2014. This is a great place to do some holiday shopping AND benefit the grant program, all without having to brave the mall! ***We could use your help!***

- Please consider donating an item. Just send an email letting us know what you plan to donate to mstenberg@nwresd.k12.or.us and we'll take care of the rest.
- Ideas: Themed baskets or stand-alone items such as tickets to sporting or theater/arts events, restaurant or store gift cards, getaways/overnight stays.
- Turn it into a fun project by teaming up with co-workers, family, or friends to brainstorm and create a themed basket, or pool your resources to donate something you would want to purchase!
- **TIMELINE:** If you are considering a donation, we'd like to hear from you this week, and have all the donations in hand by Friday, November 14.

Suicide Prevention Training in Columbia County

ASIST (Applied Suicide Intervention Skills Training): November 17 and 18, from 8:30 a.m. to 4:30 p.m. at Columbia Community Mental Health. Open to school personnel, community members, and parents. Participants must attend both days. Substitute costs for districts will be reimbursed at the determined rate upon request. Lunch will be provided and CEU's/PDU's. The deadline to register November 10, 2014. For a registration form, please contact Cindy Jaeger at (503) 366-4100, or cjaeger@nwresd.k12.or.us.

Professional Development Workshops

<https://cascadetech.wildapricot.org/professional-development>

[Essential Skill of Math](#) 10/22/2014

[Session I- ELA Smarter Balanced Assessments Grades 3-8 and High School](#) 11/19/2014

[Essential Skill of Writing](#) 10/23/2014

[Session II-Preview DRAFT Oregon Writing Scoring Guide High School](#) 11/19/2014

[Examining Student Work](#) 10/30/2014

[Vocabulary: The First Key to Unlocking Complex Text](#) 12/11/2014

[Writing Performance Assessments for ELA Reading and Writing](#) 11/13/2014

[Flipping Your Class to Teach CCSS](#) Feb. 13 & 27, and March 13

Calendar

- **NWRESD Board Meeting**—Tuesday, Oct. 21, 6:00 p.m., Tillamook Service Center
- **Foundation Grant Awards Announced**—Friday, Nov. 14
- **Daylight Saving Ends**—Sunday, Nov. 2 at 2:00a.m.
- **Veterans Day Holiday**—Tuesday, Nov. 11. All NWRESD sites and programs closed
- **Thanksgiving Holiday**—Thursday and Friday, Nov. 27 and 28. NWRESD sites and programs closed
- **Online Auction to benefit the ESD's Foundation**—December 1 -3. Link will be shared as date gets closer.
- **Leadership Team Meeting**—Tuesday, Dec. 9, 8:30 to 11:30 a.m., Washington Rms./Regional Office

Regular Features

- [Emergency Closure Info](#)
- [Support Your Foundation](#)
- [Job Openings](#)
- [Staff Suggestion Box](#)

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, October 13, 2014



THIS WEEK:

- Let's Hear from You
- Peer Recognition
- Grant Deadline Wednesday
- Encouraging Early Literacy in Tillamook County
- Suicide Prevention Trainings in Columbia County
- Support our Grant Program: Donate to the Online Auction
- Receive Weather-Related Closures and Delays via Email or Cell Phone
- Professional Development Workshops
- Upcoming Events
- *Regular Features: Emergency Closure Info, Jobs, Suggestion Box, and Support Your Foundation*

Let's Hear from You

Staff is encouraged to share items in the weekly Monday Memo. Email submissions by Thursday to be included in the following week's Memo: mstenberg@nwresd.k12.or.us.

Peer Recognition

The following staff will receive a baseball hacky sack via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition:

Julieann Been, Priscilla Castellano, Shannon Copeland, Fay Ellett, Molly Holmes, Debbie Justice, Troy Kujala, Jennie Miller, Daniliz Ortega, Janice Ralph, Mardi Rose, Shelly Stout, Hung Wasson, and Eve Welcome.

Grant Deadline Wednesday

We're accepting grant proposals now through midnight this Wednesday, Oct. 15. Everything you need to know is available on the Foundation's web site: www.nwresdfoundation.org > Grants.

Encouraging Early Literacy in Tillamook County

Since 1948, the Tillamook County Library bookmobile has brought the library to the people! It's one of just a handful of full-size bookmobiles still in operation in Oregon. Now the children attending preschool at our Tillamook Service Center will have their very own bookmobile experience when the mobile library makes its monthly visit to the center. We'll post some fun pictures on the staff web site after next month's visit!

Suicide Prevention Trainings in Columbia County

The NWRESD and Columbia Community Mental Health (CCMH) are offering two suicide prevention trainings this fall:

1. **QPR (Question, Persuade and Refer) Training:** October 21, from 9:30 to noon in the auditorium at Rainier School District. Open to student leaders and school personnel. QPR is an approach to confronting someone about their possible thoughts of suicide. It is not intended to be a form of counseling or treatment, instead a means to offer hope through positive action. Schools from Columbia County are bringing their high school student leaders (20 or so per district for those participating). The auditorium can hold more, so if others want to join, that's great. Contact Cindy Jaeger at (503) 366-4100, or cjaeger@nwresd.k12.or.us (the event is free).
2. **ASIST (Applied Suicide Intervention Skills Training):** November 17 and 18, from 8:30 a.m. to 4:30 p.m. at Columbia Community Mental Health. Open to school personnel, community members, and parents. Participants must attend both days. Substitute costs for districts will be reimbursed at the determined rate upon request. Lunch will be provided and CEU's/PDU's. The deadline to register November 10, 2014. For a registration form, please contact Cindy Jaeger at (503) 366-4100, or cjaeger@nwresd.k12.or.us.

Support our Grant Program: Donate to the Online Auction

The Foundation will be auctioning off fun and unique items during the second annual Cyber Week Online Auction Dec. 1-3., 2014. This is a great place to do some holiday shopping AND benefit the grant program, all without having to brave the mall! **We could use your help!**

- Please consider donating an item. Just send an email letting us know what you plan to donate to mstenberg@nwresd.k12.or.us and we'll take care of the rest.
- Ideas: Themed baskets, or stand-alone items such as tickets to sporting or theater/arts events, restaurant or store gift cards, getaways/overnight stays.
- Turn it into a fun project by teaming up with co-workers, family, or friends to brainstorm and create a themed basket, or pool your resources to donate something you would want to purchase!
- **TIMELINE:** If you are considering a donation, we'd like to hear from you this week, and have all the donations in hand by Friday, November 14.

Receive Weather-Related Closures and Delays via Email or Cell Phone

Staff can subscribe to receive real-time closure and delay information from NWRESD and component districts via email and cell text messages at <http://flashalert.net/>. Once there, click on 'Portland', then choose the region you are looking for: NWRESD service centers and component districts are listed under "No. Ore. Coast Schools", "Columbia Co. Schools:", and "Washington Co. Schools".

Be sure you are familiar with how the ESD will communicate, and what your responsibilities are if the weather forces closures or delays, by visiting www.mynwresd.org > *Community* > *Emergency Closures* (there's also a link on the top right of the home page).

Professional Development Workshops

Leadership, math, reading, writing and a lot more at <https://cascadetech.wildapricot.org/professional-development>.

Upcoming Events

- **Leadership team Meeting**—Tuesday, October 14, 8:30 to 11:30 a.m. Washington Rms./Hillsboro Office
- **Grant Submission Deadline**—Wednesday, October 15, 11:59 p.m.
- **NWRESD Board Meeting**—Tuesday, Oct. 21, 6:00 p.m., Tillamook Service Center

Regular Features

- [Emergency Closure Info](#)
- [Job Openings](#)
- [Staff Suggestion Box](#)
- [Support Your Foundation](#)

MONDAY MEMO
ONLINE AT WWW.MYNWRES.D.ORG

A weekly update for NWRES.D Employees
Monday, October 6, 2014



THIS WEEK:

- Let's Hear from You
- Peer Recognition
- Required Online Trainings
- Absence Reporting: What You Need to Know
- Grants for Special Education
- Weight Watchers at Work
- Workshops
- Upcoming Events
- *Regular Features: Emergency Closure Info, Jobs, Suggestion Box, and Support Your Foundation*

Let's Hear from You!

Staff is encouraged to share items in the weekly Monday Memo. Email submissions by Thursday to be included in the following week's Memo: mstenberg@nwres.d.k12.or.us.

Peer Recognition

The following staff will receive a baseball hacky sack via ESD courier—learn more about the program at www.mynwres.d.org/peer-recognition:

Laura Anderson, Leslie Bispham, Margaret Brown, Melissa Buchanan, Elizabeth Frank, Sonia Hinojosa, Libby Kelly, Julie Lavers, Leigh Leslie, Anne Ness, Dawn Marie Powers, Carman Rice, Karen Roldan, Julie Sanders, Vicky Schroeder, Michelle Shatout, Hall Tiffany, Candice Tulberg, Tammie Wing, and Bret Wonderlick.

Required Online Trainings Deadline This Wednesday, Oct. 8

To access the staff trainings at Public School Works, go to www.mynwres.d.org, and click on the 'Required Online Trainings' link on the TOP RIGHT of the page, or use [this direct link](#).

If you took the trainings prior to receiving the email from Tammie wing on September 8, you will need to re-take them as the system was not set up for NWRES.D. You do not need to go through the entire training a second time but you do need to retake the tests. Once you've logged in, click 'Enter Class', then look for "Click to Take Test' on the left.

Absence Reporting: What You Need to Know

Regular attendance is critical to the smooth operation of programs and service to children in our region. When you need to miss work for any reason, please remember the following procedure for reporting your absence:

1. **Report the absence:** Report the absence: Log in to "eSchool Solutions SmartFind Express" via the staff web site www.mynwres.d.org > *I want to* > **Report an absence**, or call 503-614-1691. You will need

your User ID and PIN. If you need this information contact Subdesk@nwresd.k12.or.us. When you report your absence successfully an email confirmation is immediately generated and sent to your NWRES D email account.

- If you require a substitute, be sure to report your absence ***at least 90 minutes before your regular scheduled start time*** so that the system has the greatest opportunity to successfully find a substitute for the day. ***More than 90 minutes' notice*** provides the greatest opportunity to successfully cover your absence with a substitute.
 - Enter your absence as early as you know you will be gone. For example, if you are attending a conference you can enter that absence up to 364 days in advance, allowing a substitute to “pick the job up early” to provide coverage in your absence.
2. **Notify your site:** You may do this easily by forwarding the confirmation email you receive from SmartFind to the Admin. Assistant at your site/program OR you may leave him/her a voicemail.
 3. **Notify your supervisor.** You can include your supervisor on the same email forward listed above to streamline this process OR you may send a text OR leave a voicemail at their NWRES D extension.
 - Some supervisors will be juggling classroom and child-specific coverage that requires they know as early as possible about your absence – and they are checking the absence reporting system and their email as early as 5:30 am. Your supervisor may be specifically asking for a text or phone call if your absence is reported after 7:00 am (for example) because the absence reporting system may not be able to successfully locate a substitute for absences reported after that time. Electronic call-out for substitutes begins at 5:30 am, and greater difficulty filling positions is experienced by 7:00 am. Please follow your supervisor-specific direction for notification of absences reported after a specific time.

Please take a moment to log in to SmartFind express now to confirm that your work hours, site, and position are all accurate at this time:

- Direct link <https://cta.eschoolsolutions.com/logOnInitAction.do>
- Via www.mynwresd.org > I want to > Report an absence

If you have QUESTIONS, please clarify your absence reporting procedures with your direct supervisor.

Grants for Special Education

Northwest Regional ESD Foundation is accepting RFPs for grants today through midnight, Wednesday Oct. 15. ESD staff are strongly encouraged to apply for projects, supplies, equipment, etc. for your special education program or area of service. Everything you need to know is available on the Foundation’s web site: www.nwresdfoundation.org > Grants.

Weight Watchers At Work

We must have a **minimum of 15 members registered by the end of the work day Tuesday, October 7, to start the At Work session Wednesday, October 8.** If we do not have the minimum, we will have to delay the start of this meeting. Here's the registration procedure - PLEASE CALL THEM TODAY!

- **OEBB Weight Watchers Registration - Call 1-866-531-8170**
- **Have your OEBB card in hand**
- **Location Name / #26969 - NW Regional ESD / Zip Code 97124**
- **Day - Wednesday**
- **Weigh in - 4:00 - 4:30 p.m.**

- **Meeting - 4:30 - 5:00 p.m.**
- **Week #1 - Wednesday, October 7th**

[Professional Development Workshops](#)

Leadership, math, reading, writing and a lot more

Upcoming Events

- **Leadership team Meeting**—Tuesday, October 14, 8:30 to 11:30 a.m. Washington Rms./Hillsboro Office
- **Grant Submission Deadline**—Wednesday, October 15, 11:59 p.m.
- **NWRESD Board Meeting**—Tuesday, Oct. 21, 6:00 p.m., Tillamook Service Center

Regular Features

- [Emergency Closure Info](#)
- [Job Openings](#)
- [Staff Suggestion Box](#)
- [Support Your Foundation](#)

MONDAY MEMO
ONLINE AT WWW.MYNWRESD.ORG

A weekly update for NWRESD Employees
Monday, September 29, 2014



THIS WEEK:

- **Let's Hear from You**
- **Peer Recognition**
- **Back-to-School Grants for Special Education**
- **7 Ways to Fight the Flu**
- **AT&T Discount**
- **Weight Watchers at Work**
- **Required Online Trainings**
- **Staff Suggestion Box Responses**
- **Workshops**
- **Upcoming Events**
- **Regular Features: Emergency Closure Info, Jobs, Suggestion Box, and Support Your Foundation.**

Let's Hear from You!

Staff is encouraged to share items in the weekly Monday Memo. Email submissions by Thursday to be included in the following week's Memo: mstenberg@nwresd.k12.or.us.

Peer Recognition

Congrats to **Sharon Meeuwsen** for being our September "Random Drawing Winner". Sharon received a small surprise at her desk last Friday. The following staff will receive a baseball hacky sack via ESD courier—learn more about the program at www.mynwresd.org/peer-recognition:

Karin Butterworth, Lori Davis, Kristy Friday, Brandi Hanson, Sharon Hazard, Becky Heikkila, Angela Jensen, Erin Johnson, Bonnie Jolly, Marcia Kent, Sandi Luth, Jerry Maling, Scott McCallum, Sharon Meeuwsen, Tammee Meneghin, Dave Mihm, Michelle Milburn, Irina Piatski, Kristen Rivas, Laura Seeley, Groner Deaf/HH Team, Craig Spooner, Caitlin Standish, and Mackenzie Watkins.

Back-to-School Grants for Special Education

Northwest Regional ESD Foundation is accepting RFPs for grants today through midnight, Wednesday Oct. 15. ESD staff are strongly encouraged to apply for projects, supplies, equipment, etc. for your special education program or area of service. Everything you need to know is available on the Foundation's web site: www.nwresdfoundation.org > Grants.

7 Ways to Fight the Flu

1. Wash your hands
2. Stop smoking
3. Avoid touching your face
4. Eat your fruits and veggies
5. Sneeze and cough into your elbow

6. Stay home if you're sick
7. Get your flu shot:
 - [Kaiser Members](#): Flu shots are free to beginning in October 4.
 - [Moda Health](#): Moda covers flu shot vaccinations as a part of the OEBC preventative services benefit.

AT&T Discount

NWRESD employees are eligible to receive a 17% discount off the base cost of their service and waived activation and upgrade fees. We are working on partnering with Verizon as well, and will share more information as it is available.

1. You must go in to an AT&T store with a check stub or NWRESD ID and tell them you are eligible.
1. You must provide the Fan # at the store so be sure to take it with you: Fan# 5412849.

Weight Watchers At Work

The absolutely free Weight Watchers At Work Series that is scheduled to start WEDNESDAY, OCTOBER 8, 2014, at the ESD's Hillsboro office. It's very important that we have a minimum of 15 prior to this start date. If we do not have the minimum, we will have to delay the start of this meeting.

- **WHY:** Receive guidance from a leader who lost weight and kept it off; Receive support, ideas and encouragement from the group; Access to eTools (the internet weight-loss companion to meetings); Convenience and flexibility of meetings at work.
- **WHO:** ALL NWRESD/OEBC staff
- **WHEN:** Wednesdays beginning Oct. 8, from 4:30 to 5:00 p.m.
- **WHERE:** NWRESD Hillsboro Office
- **HOW: After October 1...** Have the information below in-hand and call 1-866-531-8170
 - Location Name: #26969 - NW Regional ESD / Zip Code 97124
 - Day: Wednesday
 - Weigh in: 4:00 to 4:30 p.m.
 - Meeting: 4:30 to 5:00 p.m.
 - Week #1: Wednesday, Oct. 8, 2014.
 - Weight Watchers will provide you with a confirmation number on the phone once you have called into register. Please bring the confirmation number with you to the meeting.

Required Online Trainings

If you took the trainings prior to receiving the email from Tammie wing on September 8, you will need to re-take them as the system was not set up for NWRESD. You do not need to go through the entire training a second time but you do need to retake the tests. Click 'Enter Class', then look for "Click to Take Test' on the left. This should only take 15 or 20 minutes. A link is on the top right of the staff page: www.mynwresd.org.

Staff Suggestion Box Responses

Responses to Suggestions submitted recently are available at the end of this Monday Memo and on the staff website, www.mynwresd.org/, under I want to... > Suggest an improvement.

Workshops

- [Professional Development](#): Leadership, math, reading, writing and a lot more

Calendar of Events

- **Leadership team Meeting**—Tuesday, October 14, 8:30 to 11:30 a.m. Washington Rms./Hillsboro Office
- **Deadline to submit an ESD Foundation Grant**—Wednesday, October 15, 11:59 p.m.

- **NWRESD Board Meeting** – Wednesday, Oct. 21, 6:00 p.m., Tillamook Service Center

Staff Suggestion Box Responses

September 12-25, 2014

1. SUGGESTION: Powerwash the walkway along the south end of the parking lot once or twice during the rainy season. It is next to the woodland, so scum builds up that makes it quite slippery when wet.

RESPONSE: *"We'll take care of this - thanks."*

**2. SUGGESTION: Suggested enhancements to three sets of artwork in the district building:
RESPONSES ARE BELOW THE INDIVIDUAL SUGGESTIONS (2a, b, and c).**

2a. PHOTOS OF ONE-ROOM SCHOOLS: Type a description, frame it, and hang it in the vicinity of the photos with this information: The name of the photographer(s); When photographed; Which buildings are still standing as of (year).

RESPONSE: *"After investigating the back of the photos, we found only one included the photographer's name and the date photo was taken. This is a good opportunity for someone with the time and inclination to look into this more! The Communications Dept. is happy to be the collection spot for any information and will help format it for display near the photos."*

2b. HISTORIC REGIONAL PHOTOS: The captions currently on photos are good and should be left alone. However inside each photos case it would be nice if there were a typed document with some additional information, where known. For example in photos of towns and cities, the description could give the direction of the view, the names of streets in the foreground, and what building or business is currently located there as of (year). For fishing and logging photos, add some historical description of the techniques and equipment being illustrated.

RESPONSE: *"This sounds like it might be appropriate as a senior project for student in our region. We will share it with our High School principals and report back the results. Alternatively, this could also be an opportunity for someone with a fondness for regional history to look into this more, and the Communications Dept. would gladly help format the information for display."*

2c. OUTDOOR SCHOOL POSTERS: For each poster attach a note or place a note next to it stating the year of that poster.

RESPONSE: *"Some of the posters have dates on the back, which we'll work to get them noted on the front. Unfortunately most have no information. We checked with our Outdoor School Dept. and they have no easy way of figuring this out either."*

MONDAY MEMO

ONLINE AT WWW.MYNWRESD.ORG

A weekly update for NWRESD Employees

Monday, September 15, 2014



THIS WEEK:

- Let's Hear from You
- Peer Recognition
- Program Highlight: Regional Equipment Center
- Back-to-School Grants for Special Education
- Required Online Trainings
- In the News
- Workshops
- Upcoming Events
- *Regular Features: Emergency Closure Info, Jobs, Suggestion Box, and Support Your Foundation.*

Let's Hear from You!

Staff is encouraged to share items in the weekly Monday Memo. Email submissions to mstenberg@nwresd.k12.or.us by Thursday to be included in the following week's Memo.

Peer Recognition

The following staff will receive a surprise via ESD courier:

Claude Allen, Mary Bambusch, Deborah Boone, Melissa Buchanan, Josh Coles, Brenda Eagle-Timmons, Peggy Freund, Jeanne Gering, Jessica Hutchins, Libby Kelly, Troy Kujala, Herlinda Lambaren, Barb Lyons, Jerry Maling, Lana Mann, Tammee Meneghin, Anne Ness, Katie Pratt, Kristen Rivas, Diana Snow, Emma Stotler, Kathy Venti, Linda Walker, Jennilyn Wilson, and Krista Wilson.

Learn more about the program at www.mynwresd.org/peer-recognition.

Program Highlight: Regional Equipment Center



Did you know the ESD runs a fabulous "lending library" of adaptive equipment and assistive technology devices for students who receive services through the Northwest Regional Programs?

Watch their video to learn more: <http://youtu.be/VWZSQqFHrc>. (Kudos to **Tina Meier-Nowell** and **Emma Stotler** for the great video!)

- To qualify for loans, students must be eligible for Regional Program equipment loans under the categories of severe orthopedically impaired, visually impaired, or Deaf/Hard of Hearing
- Students who are not regionally eligible under the categories above, or have contracted services, can access to the equipment via rental agreements.

For more information about the Equipment Center, contact Janine Mobley, Coordinator, at 503-614-1658, janinem@nwresd.k12.or.us, or visit the web site at www.nwresdrelatedservices.org/regional-equipment-center.html.

Back-to-School Grants for Special Education

Northwest Regional ESD Foundation is accepting RFPs for grants today through Wednesday Oct. 15. ESD staff are strongly encouraged to apply for projects, supplies, equipment for your special education program! Everything you need to know is available on the Foundation's web site: www.nwresdfoundation.org > Grants.

Required Online Trainings

Public School Works is available for you to begin completing your required annual trainings. The trainings are a very important part of your development and the agency's regulatory compliance program.

- Please plan to complete your trainings at your own pace at a convenient time, prior to Wednesday, October 8.
- **Please note if you took the trainings over the summer you must retake as content has been updated. You can use the 'Take Test' feature – you do not have to go through entire course content again.**

In the News

We rely on **you** to let us know about the good things happening in our region and among our staff. To submit a blurb highlighting how we contribute to student success, simply email news@nwresd.k12.or.us.

Workshops

- [Flipping Your Class to Teach CCSS](#) (Full day Oct. 2 and Nov. 6; Partial day Dec. 4)
- [Collaborative Problem Solving Tier 1 Intensive Training Workshop](#) (October 22-24 in Hillsboro)
- [Professional Development](#): Leadership, math, reading, writing and a lot more

Calendar of Events

- **NWRESD Board Meeting**—Tuesday, September 16, 6:00 p.m. Board Rm./Hillsboro Office
- **Leadership team Meeting**—Tuesday, October 14, 8:30 to 11:30 a.m. Washington Rms./Hillsboro Office

MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, September 8, 2014



THIS WEEK:

- Peer Recognition
- Benefit Enrollment Deadline is Friday
- Required Online Trainings Available
- Back-to-School Grants for Special Ed Programs
- In the News
- Workshops
- Calendar of Events
- Let's Hear from You
- *Regular Features: Emergency Closure Info, Jobs, Workshops, Suggestion Box, and Support Your Foundation.*

Peer Recognition

The following staff will receive a surprise via ESD courier: **Jim Brunsmann, Randi Cooper, Jessica Hutchins, Katrina Lofland, Warna Lounsbury, Mardie Rose, Julie Sanders, Talia Thelen, and Kathy Venti.** Learn more about the program at www.mynwresd.org/peer-recognition.

Benefit Enrollment Deadline is Friday

- Open enrollment ends **THIS FRIDAY SEPTEMBER 12.**
- Everyone who completes their enrollment by Friday is entered in a raffle to win one of the following prizes: a Damian Lillard jersey, a pair of Damian Lillard Adidas Crazy Light Boost shoes, a Trailblazers hat, or an autographed Ricky Rubio jersey.
- All information is available on the benefits web page: www.mynwresd.org > For Staff > Human Resources > Benefits 2014-2015.

NEED HELP ENROLLING FOR BENEFITS –OR– ACCESSING THE STAFF WEB PORTAL TO UPDATE YOUR EMERGENCY CONTACT INFO?

Please come to one of the drop-in sessions listed below in the Clatsop Room at the Washington Service Center. *You'll need to check in with the receptionist.* In addition to the sessions, Tammie Wing is always available to assist you by phone from 8:00-4:30 M-F at 503-614-1482, so don't hesitate to call her if you have any questions.

- | | |
|--|-------------|
| <input type="checkbox"/> Monday, September 8 | 1-5:30 p.m. |
| <input type="checkbox"/> Tuesday, September 9 | 8-4:30 p.m. |
| <input type="checkbox"/> Wednesday, September 10 | 8-4:30 p.m. |
| <input type="checkbox"/> Thursday, September 11 | 1-5:30 p.m. |

Required Online Trainings Now Available

By now, you should have received an email from Tammie Wing, letting you know that Public School Works is available for you to begin completing your required annual trainings. The trainings are a very important part of your development and the agency's regulatory compliance program.

- Please plan to complete your trainings at your own pace at a convenient time, prior to Wednesday, October 8.
- Please note if you took the trainings over the summer you must retake as content has been updated. You can use the 'Take Test' feature – you do not have to go through entire course content again.

Back-to-School Grants for Special Ed Programs

Northwest Regional ESD Foundation will be accepting RFPs for grants beginning next Monday, September 15. ESD staff are strongly encouraged to apply for projects, supplies, equipment for your special education program! Everything you need to know is available on the Foundation's web site: www.nwresdfoundation.org > Grants.

In the News

We rely on **you** to let us know about the good things happening in our region and among our staff. To submit a blurb highlighting how we contribute to student success, simply email news@nwresd.k12.or.us.

Here's news about an upcoming event you can share:

- The Oregon Blind and Visually Impaired Student Fund (BVIS)* will be hosting the annual BVIS Fall Paralympic Experience for students who are blind or visually impaired at the Oregon School for the Deaf in Salem, Friday, October 3, from 9:00 a.m. to 3:00 p.m. Events include Judo, tandem cycling, track and field throwing events (Javelin, shot putt, and discus), and beep baseball/beep kickball. The sports will be presented and taught by accomplished athletes who are blind or visually impaired - some of the instructors have won numerous gold, silver, and bronze medals in multiple Paralympic games. The beep baseball/kickball will be taught by a member of a recent Beep Baseball World Series athlete.

**The BVIS fund was appropriated by the Oregon Legislature in 2009 to assure consistent and adequate funding for students upon closure for Oregon School for the blind. The Oregon Department of Education contracts with Northwest Regional Education Service District to manage the fund. Learn more about NWRESD Vision Services at www.nwresdrelatedservices.org/vsn-service-summary.html.*

Workshops

- [Collaborative Problem Solving Tier 1 Intensive Training Workshop](#) (October 22-24 in Hillsboro)
- [Professional Development](#) (including: leadership, math, reading, writing and more)

Calendar of Events

- NWRESD Board Meeting—Tuesday, September 16, 6:00 p.m. Board Rm./Hillsboro Office
- Leadership team Meeting—Tuesday, October 14, 8:30 to 11:30 a.m. Washington Rms./Hillsboro Office

Let's Hear From You: Staff is encouraged to share items in the weekly Monday Memo. Email submissions to mstenberg@nwresd.k12.or.us by Thursday to be included in the following week's Memo.

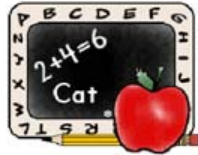
MONDAY MEMO

Online at www.mynwresd.org

A weekly update for NWRESD Employees

Monday, September 1, 2014

(Sent Tuesday, September 2)



THIS WEEK:

- **Welcome Back!**
- **Peer Recognition: Step Up to the Plate**
- **Benefit Enrollment Information and Help Sessions**
- **Required Online Trainings Available Soon**
- **Back-to-School Grants from the ESD's Foundation**
- **In the News**
- **Display Your Classroom Artwork**
- **Stay Connected**
- **Calendar of Events**
- **Let's Hear from You**
- **Regular Features: Emergency Closure Info, Jobs, Suggestion Box, and Support Your Foundation.**

Welcome Back!

Welcome back to staff who are returning this week after being off for the summer, and a warm welcome to all new staff members—here's to a great school year!

Please remember to wear your identification badge at all times while in ESD service centers, program sites, and component school district facilities. These badges will help us identify outside visitors as we work together to keep our buildings as safe and customer-friendly as possible. If you need an ID badge, please stop by the Human Resources Department between 8:30 a.m. and 4:30 p.m. to have your photo taken.

Peer Recognition: Step Up to the Plate

The following staff will receive their very own "Football Bag Phil" via ESD courier: **Elias Cooper, Cindy Jaeger, Terry Larkin, Lana Mann, and Elsa Young**. Learn more about the program at www.mynwresd.org/peer-recognition

Benefit Enrollment Information and Help Sessions

- Staff who complete Open Enrollment by September 12 will be entered in a raffle to win one of the following prizes: a Damian Lillard jersey, a pair of Damian Lillard Adidas Crazy Light Boost shoes, a Trailblazers hat, or an autographed Ricky Rubio jersey.
- Staff who indicated that they wanted their Open Enrollment packets via mail may not receive it until this week.
- All information is available on the benefits web page: www.mynwresd.org > For Staff > Human Resources > Benefits 2014-2015.
- If you enrolled in Healthy Futures last year, don't forget to enter your two activities.

- **NEED HELP ENROLLING FOR BENEFITS OR ACCESSING THE STAFF WEB PORTAL?** Please come to one of the drop-in sessions listed below in the Clatsop Room at the Washington Service Center. *You'll need to check in with the receptionist.* In addition to the sessions, Tammie Wing is always available to assist you by phone from 8:00-4:30 M-F at 503-614-1482, so don't hesitate to call her if you have any questions.

- Tuesday, September 2 1-4:30 p.m.
- Wednesday, September 3 1-4:30 p.m.
- Thursday, September 4 1-4:30 p.m.
- Friday, September 5 1-4:30 p.m.
- Monday, September 8 1-5:30 p.m.
- Tuesday, September 9 8-4:30 p.m.
- Wednesday, September 10 8-4:30 p.m.
- Thursday, September 11 1-5:30 p.m.
- Friday, September 12 8-4:30 p.m. (Open Enrollment closes at 4:30)

Required Online Trainings Available Soon

As of today, the required online trainings are NOT ready for staff to access. When they are ready, you will receive an email from Tammie Wing with the link. You will have 30 days from the date of that email to complete them.

Back-to-School Grants from the ESD's Foundation

The agency's Foundation will be accepting RFPs for grants Monday September 15 through Friday, November 14, and ESD staff are encouraged to apply! Everything you need to know will be available on the Foundation's web site later this week: www.nwresdfoundation.org > Grants.

In the News

We rely on YOU to let us know about the good things happening in our region and among our staff. To submit a blurb highlighting how we contribute to student success, simply email news@nwresd.k12.or.us.

Display Your Classroom Artwork at the Regional Office this year!

NWRESD and component district teachers are invited to showcase their students' art at the Regional Office in Hillsboro. To schedule your students into this year's rotation please contact the Communications Dept. at 503-614-1252 or mstenberg@nwresd.k12.or.us.

Stay Connected

The agency has an official Facebook page: <http://www.facebook.com/NWRESD>. It's also linked from both our public and staff web sites. We use Facebook and Twitter to communicate job openings, stories, events, etc. Sign up to receive tweets at www.twitter.com/nwresd. Checkout our YouTube Channel as well: www.youtube.com/nwresd-official.

Calendar of Events

- NWRESD Board Meeting—Tuesday, September 16, 6:00 p.m. Board Rm./Hillsboro Office
- Leadership team Meeting—Tuesday, October 14, 8:30 to 11:30 a.m. Washington Rms./Hillsboro Office

Let's Hear From You: Staff is encouraged to share items in the weekly Monday Memo. Email submissions to mstenberg@nwresd.k12.or.us by Thursday to be included in the following week's Memo.