

**Gervais School District #1  
School Board Regular Session Meeting Minutes  
Thursday, January 21, 2021**

**REGULAR SESSION**

Director Martin called the School Board of Gervais School District #1, Marion County, into a Regular Session on Thursday, January 21, 2021, at 6:00 p.m. via ZOOM online. Board members present included: Henry Bustamante, Maria Caballero, Ana Contreras, Lorraine Martin, and Debbie Sullivan. Others present included Caryn Davis, Dandy Stevens, and Sandra Segura.

**1.0 CALL TO ORDER**

**1.1 Pledge of Allegiance**

Director Martin called the School Board Meeting to order with the Pledge of Allegiance at 6:00 p.m.

Director Martin reminded all that if they wanted to speak during public forum, they should indicate that by using the "chat" feature. She added that the School Board will not hear complaints about staff members during this time.

**2.0 INTRODUCTIONS & ANNOUNCEMENTS**

**School Board Recognition**

Ms. Stevens recognized the board members for their years of service. She added that board members will receive a certificate via postal mail, as well. A proclamation was read by Ms. Stevens to honor the board members.

**Special District Board Elections**

Ms. Stevens announced that the district currently has three open positions for the special elections in May. She informed the board members about the time frame to submit their applications to the Marion County Elections Office (if their term is ending).

**Audit Presentation**

Ms. Davis introduced Mr. Roy Rogers from Pauly, Rogers Co., P.C. and asked him to proceed with his presentation.

Mr. Rogers shared components/details presented on the report regarding when an audit is complete.

Mr. Rogers shared the following:

- When an audit is conducted, there are three pieces that are reviewed: the accounting principles and auditing standards; the Oregon Municipal Audit Law and the related administrative rules; and the federal, state, and other agency rules and regulations related to expenditures of federal awards.
- The planning and scope/timing of the audit.
- The district received an "unmodified opinion," and was given a "clean" opinion with no reservations.
- There were no exceptions or issues requiring comments regarding the State minimum standards.
- There were no issues or findings at all on the Federal Awards.
- No management letter was issued, which is good.

Mr. Rogers commended the district's staff for doing such an outstanding job. He added that getting a good audit report is not easy because there are many complex standards that districts must follow. He said that they did not encounter any difficulties/disagreements with management, while doing the audit with staff. Finally, he shared best practices that they recommend but are not required to be followed, such as PERS and single member insurance. He also expanded with more details and asked the board members if they had more questions for him.

The school board members did not have further questions.

**2.1 Public Forum Sign-Up:**

None.

**Public Forum Sign-Up included:**

None.

## **2.2 Visitor Guest Book**

Those present included: Madelie Cortes, Kalynn Naulty, Roy Rogers, Sylvia Valentine-Garcia, Andrew Aman, Creighton Helms, Bob Martin, Caryn Davis, Ken Stott, Michelle Chase, Uriel Torres, Melissa Ayala, and Kay Gage.

## **3.0 APPROVAL OF MINUTES**

Director Martin said that she found a few typos but did not see any changes to the essence of the minutes.

There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District Board of Directors approve the minutes from the Executive and Regular Session on December 17, 2020. The motion passed 5-0.

## **4.0 PUBLIC FORUM:**

None.

## **5.0 REPORTS**

### **Student Council**

Uriel Aguilar shared that the student body had spirit days almost every Thursday. Uriel shared what some of the dress up days were. He said that another upcoming activity will be asking the students to share their goals for 2021.

Natalie Gieselman said that they have formed groups of students to work on certain activities, and her group is working on starting an online blog. The blog will be a good resource tool for students. She said that they are currently looking to get a good format for the blog.

Director Contreras asked what types of things students are looking for.

Natalie said students would like to see dates regarding reopening school and when sports are coming back.

There was more discussion on possible activities, dress-up days, and how students are missed doing in-person presentations to the School Board.

### **Administrators Reports**

#### **Gervais Middle School**

Mr. Martin reported that he is part of CTE Consortium and will have a meeting this Saturday on what the next steps will be. He said that they will do an interest of inventory and a survey to see what students are interested in to offer as electives next year.

#### **Evening Tutoring Services**

There was some discussion that tutoring continues to be a success and that the staff are attempting different ways to have more students attend. Director Contreras said that she would have some gift cards donated to give to students to motivate them to attend.

#### **Gervais High School**

There was some discussion about seniors tutoring other students, the number of incomplete grades, and a focus on seniors and freshmen academics.

#### **Financial Report**

Ms. Davis gave a brief report for the Risk Management and Safety Committee. The report consisted of information about questions asked during the Risk Management meeting to make sure there is no fraudulent activity regarding the district's

finances and the type/number of staff incidents (mostly centered around food services staff). Ms. Davis also proposed that she would like future Risk Management meetings to be held at a board meeting versus having a separate meeting.

The Board members agreed to Ms. Davis's proposal.

Ms. Davis reported the following information about the finances of the district:

- The student count is currently 930 and projections were based on 960 students.
- Other factors that will impact the budget are student counts in the lower grade levels. The general fund will have to be monitored closely.
- **Budget Summary of All Funds** - went over "Instruction" accounts, and it was pointed out that most encumbrance is staff salaries; not all coaches have been paid; licensed increases were applied; and there is not as much extra duty going out this year. Supplies expenditures are higher, but a lot of the expenses the district has is shifting to grants. She noted that she is keeping a close eye on these funds.
- **Audit** - the audit is complete, and we will be receiving payment on time after all. The district will request bids for auditors and gave details on the RFP. The information is posted on the website. Ms. Davis asked for participation in the committee and asked for board members to review the proposals. Dates to review proposals will be February 8<sup>th</sup> and 10<sup>th</sup>.

Director Bustamante and Director Martin said they would volunteer.

### **Superintendent Report**

#### **Willamette Career Academy**

Ms. Stevens shared that the Willamette Career Academy selected a principal and shared her background. Ms.

Stevens shared a presentation with the following details about the academy:

- Number of slots available for the first year that the academy opens (and its second year).
- Number of districts that will be partnering with the academy.
- Classes at the academy will serve as an extension to a student's education.
- Purpose is to have students be career ready with integration of work-based practices.
- Tours of the facilities are available weekly.
- There will be partnerships with schools, staff, regional teachers, community colleges, and universities.
- Currently working on fundraising for private & foundations campaign.
- Making connections to industry partners.
- Forecasting will happen soon for the coming year.
- All sections of the academy will be fully equipped with the latest equipment and technology.
- All sections will have a classroom space and hands-on stations.

There was further discussion about how the students will be transported to the academy and recruiting staff.

Ms. Stevens said that she is proud to be part of this committee and is excited for this life-changing partnership for the kids.

#### **6.0 BOARD FOCUS/MEMBER TOPICS:**

None.

#### **7.0 CONSENT ITEMS:**

##### **7.1 Approve**

##### **New Hire / Temporary/Rehire:**

Bob Martin, GMS Principal  
Ken Stott, GHS Principal  
Sylvia Valentine-Garcia, Federal Programs Director

##### **Extra Duty:**

**7.2 Approve  
Contract Change / Renewal:**

**Recall:**

**7.3 Approve  
Resignation/Retire/Termination/Non-Renewal:**

Bob Martin, GMS Principal  
Ken Stott, GHS Principal  
Sylvia Valentine-Garcia, Federal Programs Director

**Decline:**

**Reduction in Force:**

**7.4 Approve  
COVID-19 Culturally Specific Community-Based Organizations Grant**

Gervais School District #1 Board of Directors approves applying for COVID19 Culturally Specific Community-Based Organizations Grant for \$56,250.00.

**7.5 Approve  
COVID-19 Culturally Specific Community-Based Organizations Grant**

Gervais School District #1 Board of Directors approves applying for the COVID-19 Culturally Specific Community-Based Organization Grant for \$48,586.00.

**7.6 Approve  
COVID-19 Culturally Specific Community-Based Organizations Grant**

Gervais School District #1 Board of Directors approves applying for the COVID-19 Culturally Specific Community-Based Organization Grant for \$4,920.

**Comments:**

Director Martin asked to move the rehiring of the three principals to a discussion item so that Ms. Stevens can expand on this further.

**Motion:**

There was a motion made by Director Martin and seconded by Director Bustamante that the Gervais School District Board of Directors approve to move the agenda item to a discussion item. The motion passed 5-0.

**Motion:**

There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District Board of Directors approve the consent items en masse as listed on the agenda. The motion passed 5-0.

**8.0 ACTION ITEMS**

None.

**9.0 DISCUSSION ITEMS**

**9.1 Re-hiring of Principals**

Ms. Stevens shared that it was apparent that these three administrators were thinking about retiring soon. The district strategically came up with a package to offer them, so that the district would not lose a wealth of knowledge from those individuals all at once. By doing this, the district will be able to save about 150K to 175K over two years. She shared that the high school principal will retire in a year (from this June), and the other two administrators will retire two years from June of this year. This will give the district enough time to be able to recruit and save money.

Director Martin said that it's great that a solution was created to a possible dilemma.

**Motion:**

There was a motion made by Director Bustamante and seconded by Director Martin that the Gervais School District Board of Directors approve the re-hiring of the three administrators in consent item 01-21-7.1. The motion passed 5-0.

**9.2 Policy First Reading**

GBEB: Communicable Diseases

GBEB-AR: Communicable Diseases

JHCC: Communicable Diseases-Students

JHCC-AR: Communicable Diseases-Students

GCBDA/GDBDA-AR (1): Federal Family and Medical Leave/State Family Medical Leave

GCBDA/GDBDA-AR (2): Request for Family and Medical Leave

GCBDA/GDBDA-AR (4): Sample Designation Letter to Employee-FMLA/OFLA Leave

IJ: School Counseling Program

JB: Equal Educational Opportunity

JFCM: Threats of Violence

**Comments:**

Ms. Stevens said that these policies are going for a first reading and most of the language is required. She added that the FMLA/OFLA policies were reviewed by the Business Office and made recommendations to what the district's current practice is in regard to optional language for those policies. She said that she would like to expand on the IJ: School Counseling Program policy. It references a Child Development Specialist but is not the direction that the district is going. The district plans to hire another counselor using student investment funds if available.

There was a brief discussion about how all the policies updates that are being reviewed today as first reading came out after the district started the policy rewrite. Those updates were not included while the district was doing the policy rewrite. The district will get more to update when the legislators reconvene and pass more laws affecting the policies.

**9.4 Policy to Delete**

IJ: School Counseling Program

The school board agreed to postpone this policy for deletion for next month because the new policy has not been adopted.

**9.5 Reopening Plans**

Ms. Stevens said that she will draft a letter to parents and send it out next week via email regarding the district's plan to reopen schools.

Ms. Steven shared a presentation regarding what the governor's orders were on December 23<sup>rd</sup>.

- The governor's order was for schools to have systems in place by February 15<sup>th</sup> so that schools can begin planning a return to school.
- Health metrics moved from mandatory to advisory.
- The governor directed the Health Authority to reconsider the metrics it was using. The metrics were readjusted and moved to advisory.
- A survey went out to staff and parents on January 12th to get input about returning to school. Another survey was sent to staff about vaccinations.
- Moving the health metrics from mandatory to advisory gave local schools the authority to decide when it is best to return to in-person schooling. Two important factors to consider before knowing what model of education will be offered to students, includes health metrics and liability insurance. Health metrics need to be low enough so that we are able to adhere to the necessary public health and safety protocols/requirements.. Districts to not have liability insurance for COVID-19. There is liability protection the state legislators helped pass, as long as districts are doing their due diligence.
- Currently there is too much instability if students start returning to school when infection counts are too high.
- Requirements are hard to follow, due to limitations in the school buildings.
- The district is only doing LIPI at the moment.
- The administrators will work on having systems in place by February 15<sup>th</sup> so they can begin planning a return to school.
- The district gets updates on a weekly basis on where our county infections/positive test numbers fall based on the Harvard Global Health Institute recommendations. Ms. Steven expanded on the chart (Harvard Global Health Institute recommendations) to better understand how to read the chart regarding the health metrics.
- Health and safety protocols must be reviewed to compare new requirements to old blueprints. She shared that there are numerous new components that need to be addressed in order to follow health and safety protocols.
- Logistics were shared about physical distance requirements by students and teachers in the classroom. This requirement has already been worked out.
- If a school is in a county that does not meet the advisory metrics; no later than March 1, 2021, the school must offer access to on-site testing for symptomatic students and identified staff on campus, as well as those with known exposures to individuals.
- Cohorting requirements did not change, the numbers are still the same. They were kept to 100 people within the educational week (including staff). This makes it difficult to manage things. There must be good contact tracing methods in place, in case there is a possible exposure.
- There is no mechanism in place, at the moment, to bring elementary kids back every day other than bringing kids in every other day if the K-2 building is considered its own building..
- An update was given regarding how many staff members said they would want to get vaccinated and locations where they can take the vaccine.
- Shared parent survey results. We received 117 responses, and 20 families said they were not interested in a hybrid teaching model. Using a Word cloud, Ms. Stevens shared the top three concerns that parents stressed in the survey. All concerns are addressed on the blueprints. Parents were asked about suggestions or ideas on how to solve the concerns. They were also asked about what they need from administration/administrators. We received 71 responses. Staff members were also asked the same questions. Ms. Stevens summarized the results on the staff responses and said that she has also shared their responses/concerns with the administrators to work out.
- Ms. Stevens shared target dates for hybrid teaching; revisiting/revising blueprints, including logistics of bringing students back when metrics allow; beginning work on cohort groups; training staff regarding protocols and procedures; OSHA requirements; possible hiring of another nurse/custodian; and communication plans to families.

There was a brief discussion regarding the possibility of liability insurance not covering the district's property and how the district has done its due diligence to follow all the requirements. The school board said that it wants kids back in school, but it wants the district to be caution. It also discussed how much energy is being put on this work to prepare everything instead of spending time elsewhere. We will increase LIPI and go from there. Possible target for students to return is April 5<sup>th</sup> depending on the metrics.

## **9.6 Update on Strategic Planning Committee**

Ms. Stevens said the Strategic Planning Committee and the Long-Range Facilities Committee met last Tuesday and said that they are ready to start parent/community engagement by asking them six questions that she will share with the board next week. She said that she will have more details at the February's board meeting. Currently, the district is going through a data process of what is important to people, what is going well, and what things the district can improve on. The committee members have said they are excited about the way things are coming together and have really enjoyed Mr. Colonna and how he is driving the committee.

**9.7 Update on Long-Range Facilities Committee**

Ms. Stevens said this committee also met last Tuesday, and in between meetings, it had sent out a survey asking what is working well and what is not working well, in terms of programs and facilities based on the kids' needs. Input has been gathered from students. The committee discussed how to prioritize the feedback. The focus of the breakout rooms was mainly on improvements that are needed inside the building, such as lighting and having enough square footage at the middle school and high school. There was further discussion in regard to whether matching state funding will still be available for when the district goes for a bond.

Ms. Stevens reminded the school board that all information regarding the Strategic Planning Committee and the Long-Range Facilities Committee are posted on the district's website.

**10.0 FUTURE AGENDA ITEMS**

**11.0 ADJOURN**

**11.1 Adjourn Regular Session**

Director Martin adjourned the Regular Session at 8:19 p.m.

**APPROVED**

  
Board Chairperson

  
Board Secretary

