

**Gervais School District #1
School Board Regular Session Meeting Minutes
Thursday, October 15, 2020**

REGULAR SESSION

Director Bustamante called the School Board of Gervais School District #1, Marion County, into a Regular Session on Thursday, October 15, 2020, at 6:00 p.m. via ZOOM online. Board members present included: Henry Bustamante, Maria Caballero, Michael Jirges, Lorraine Martin (joined 6:04 p.m.) and Debbie Sullivan. Others present included Dandy Stevens and Sandra Segura.

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

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

Ms. Stevens reminded all that if they wished to speak during public forum they should indicate that by using the "chat" feature.

2.0 INTRODUCTIONS & ANNOUNCEMENTS

Data Vision Creating a New Community Video

- Ms. Stevens said that Datavision has partnered with a third party to do a video of the district's efforts to help families throughout long-distance learning. She said that it will be about two minutes long and that there is no cost involved.

Safe Routes to School Division Update

- Ms. Stevens announced that the district received a grant for consultation services regarding safe routes to school. She said that the Oregon Department of Transportation assigns a person to analyze how students get to school other than the option of riding the bus. They look at routes where they are walking, bike riding, or skateboarding. They look at the infrastructure needed in the city for kids to make it safely to school. It also includes training for children in regards to how to ride a bike to school safely. This piece will go very well with our facility use grant which is one component of long-term planning. This grant is also connected to a grant that the city of Gervais's applied for that will help with the installation of sidewalks, lights, and crosswalks signals. She said that this is an excellent partnership with the city.

FDAB Opening for School Board Members

- Ms. Stevens informed the board members that the Fair Dismissal Appeals Board (FDAB) has many openings for board members who wish to be part of this organization. A letter was included in the packet with more details. She said FDAB exists to hear appeals of teacher and administrator dismissals. She said that this is a very formal process. She believes they meet once a month virtually.

OSBA Virtual Annual Convention

- Ms. Stevens announced that registration is open for those board members that wish to attend the OSBA annual convention. She said that the convention will be held virtually this year and will have Reverend Bryant Marks again as the keynote speaker focusing on race and equity. She said that this topic goes well with the discussions that the administrators and board members have been having regarding equity focus and she encouraged them to attend if possible. She asked if anybody wishes to attend to let Ms. Segura know to register all interested at once.

COSA Conference

- Ms. Stevens said that she now has the link to the COSA conference for those who wanted to see it and could not attend. She said that she would email the link to all to watch at a later time.

2.1 Public Forum Sign-Up:

None.

Public Forum Sign-Up included:

None.

2.2 Visitor Guest Book

Those present included: Melissa Ayala, Andrew Aman, Michelle Chase, Caryn Davis, Kay Gage, Creighton Helms, Esther Oropeza, Ken Stott, Bob Martin, and Sylvia Valentine-Garcia.

3.0 APPROVAL OF MINUTES

Ms. Stevens that on page 7 “Person” is misspelled. It should be “Pearson”.

There was a motion made by Director Martin and seconded by Director Caballero that the Gervais School District Board of Directors approves with correction mentioned, by Ms. Stevens, the minutes of the Regular & Executive Session for September 17, 2020. The motion passed 5-0.

4.0 PUBLIC FORUM:

None.

5.0 REPORTS

Ms. Stevens said that Ms. Fitz-Henry (Food Services Director) wanted to share that the waiver to feed kids as long as the district is doing long distance learning has been extended.

Ms. Stevens said that all administrators are joining via ZOOM and are available for further questions regarding their written reports if board members wish to ask other questions.

Director Sullivan asked about the percentage of students that are participating in class currently.

There was a brief discussion about attendance reports that are not accurate to give percentages. The high school administrators said that the percentages would not be accurate until the data is cleaned up. The administrators said that things look a lot better after the door knocking that they have done. They have talked to students that it is not just about logging in every day, but also engaging.

Director Martin asked how things are going with elementary kids logging in.

Dr. Helms said that things are improving week by week, but they are still struggling with engagement and connectivity. Students were turning in homework and he praised the staff for doing a phenomenal job. He added that it’s hard to get them engaged at the elementary level because they do not have a driving force of completing credits and graduating like the older students.

There was a brief discussion on how successful the reading contest has been with elementary students and that it will continue throughout the fall.

Limited-In-Person Instruction (LIPI)

Gervais Middle School-

- Mr. Martin reported that they would have 10 to 20 ELD students, and students that need extra support in Math attending small groups next week.

Gervais High School-

- Mr. Aman said that they are finding that 9th graders need academic support and that they come in to get the extra help. He added that groups could not be larger than ten students.
- Mr. Stott said that they would also be bringing in students that had incompletes from last spring.
- Mr. Stott said that they will be doing health screening but will not be doing temperature checks for the students coming in.

Gervais Elementary School-

- Dr. Helms said that they bring in 30 students a day and explained how students would be social distancing from each other and have rotations of groups every other day. He added that they would increase the numbers slowly to the limit they feel comfortable with the safety protocols and until they max out on the numbers of students allowed in the building.

Business Manager Report-

- Ms. Davis reported that she added more graphs to her board report. She hopes to condense things, so she has more summaries instead of having several pages to make it easier to read for all. She said she plans to do a monthly expenditure overview summary for all funds to reduce her financial report pages.
- She had a pre-audit financial report and have already talked about this in past meetings. Auditors will be coming in next week. She will report to the board once the audit is done with.
- She asked the board members for approval to remove the report of employee checks and who they were issued to from the monthly financial report.
- She reported that revenue was down because grant claims are not done until the end of September and funds don't show on the reports until October. Expenditures were less than planned, about 53K, which left us in a favorable surplus position of about 36K. As far as the purchase services they are still over-planned, that is because of the Frontier Charter Academy (FCA) situation she mentioned last month.
- She pointed out that she has some minor changes regarding the processes in the Business Office to the Process and Procedures manual for approval in the consent items. She said that she has been looking at examples from other district manuals and will be revising the manual overall in the future.
- She stated that Jill Woodard's contract was approved for \$58K at a prior meeting for services. She noted that those services have increased to \$84 700.00 this year for the services she provides to our students. She said that is an increase of about \$3.35 per hour.
- She added that she included the Budget Calendar preparation & the appointment of a Budget Officer, which is normally the Business Manager, for approval in the consent items and also on the calendar, it states that at this point, the board would normally appoint budget committee members but currently there is no need to appoint any.

The majority of the school board members said they were fine with dropping the employees check list report from the monthly financial report.

There was a brief discussion about whether there are enough funds to cover the school psychologist's increase and where it will be paid from.

Superintendent Report-

- Ms. Stevens said that most of her report will be in the action and discussion items later on the agenda.
- Ms. Stevens said that she wanted to remind all that in regards to the comprehensive learning order. The district will be doing the Hybrid Model, where students would do a combination of face to face and online. We are currently following the comprehensive model that is directly online and are only allowed to do LIPI. The district had slated to return to a Hybrid Model on November 3rd but we cannot return fully face to face until the health metrics are met, which are set by the health authorities and the Governor. She pointed out that some big districts have notified families that they will not be returning to a Hybrid Model until February. She said that due to the health metrics, the Gervais School District would not start the Hybrid Model November 3rd and she communicated this to parents. The district will continue with comprehensive learning and bring in small groups through LIPI. She has already shared this information with the staff at the staff meeting. She said that she will be communicating with parents about the current status regarding returning face to face. In her communication, she will say that students will not return fully face to face until health metrics are met in the county.

Director Sullivan said that it's essential to know when students are starting back that way, so families can do future planning in regards to making arrangements for childcare. She asked if things could change after the elections are done.

Ms. Stevens said that she does not think that things will change after the elections. She said that the Governor had started a task force that has yet to convene and has asked the Oregon Health Authorities to start surveying hospitals but we must consider that major holidays are coming up in the next months. The likelihood of numbers spiking is good due to all the gatherings coming up during the breaks. She also mentioned that she had a meeting with other superintendents from districts affected by the fires and said that they have doubled in infections.

Director Jirges announced that he would be resigning from his board position as of November 1st. Director Jirges shared his years of experience as a board member for six years and gave a statement. He shared a link with all about testimony from the legislator that online learning is not for all students and encouraged everyone to watch at their convenience.

The School Board thanked Director Jirges for his years of service.

7.0 CONSENT ITEMS:

7.1 Approve

New Hire / Temporary:

Molly McCargar, GHS Volleyball Coach

Juan Navarrate, GHS Head Football Coach

Elizabeth Obendorf, GES Instructional Assistant

Susan Smith, GES FLC Instructional Assistants

Extra Duty:

Kyle Buse, Head Girls Basketball Coach

Kristin Camat, Assistant Girls Girls Coach

David Castle, Head Track Coach

Martin Cortez, Head Boys Soccer Coach

Kevin Davidson, Head Softball Coach

Ricardo Ferreira, Assistant Football Coach

Lindsay McCargar, Assistant Softball Coach

Sean Mensing, Head Baseball Coach

Michael Mulkerin, Head Girls Soccer Coach

Todd O'Connor, Assistant Track Coach

Annie Owen, Assistant Girls Basketball Coach

Ector Quintanilla, Assistant Football Coach

Ben Schultz, Head Boys Basketball Coach

Brad Simmons, Assistant Boys Basketball Coach

Abel Valdez, Head Wrestling Coach

Sergi Yakis, Assistant Football Coach

7.2 Approve

Contract Change / Renewal:

Amy Frazier, from 191 days, 7.5 hours per day to 159 days, 5 hours per day, four days a week

Mariana Ruiz, from 191 days, 4 hours per day to 191 days, 7.5 hours per day

Recall:

7.3 Approve

Resignation/Termination/Non-Renewal:

Decline:

Reduction in Force:

7.4 Approve

2021-2022 Budget Calendar

Gervais District#1 Board of Directors approves the 2021-22 Budget Calendar as shown on agenda item 10-20-7.4.1.

7.5 Approve

Process & Procedural Manuals

Gervais District#1 Board of Directors approves the Process and Procedural Manual as shown on agenda item 10-20-7.5.1.

7.6 Approve

Appoint Budget Officer for 2021-22 Budget

Gervais District#1 Board of Directors appoints business manager, Caryn Davis, as budget officer for the 2021-22 budget.

Motion:

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

8.0 ACTION ITEMS

Ms. Stevens said that she would like to add to the action items “to declare a board vacancy” tonight. That way it gets posted by tomorrow and we can have someone appointed by November.

8.1 Declare Board Vacancy

Motion:

There was a motion made by Director Martin and seconded by Director Caballero that the Gervais School District Board of Directors approves to declare a board vacancy to take Director Jirges position. The motion passed 5-0.

8.2 Division 22 Standards for K-12 Education

Comments:

Ms. Stevens shared a PowerPoint that said that all districts are required to report annually to the community regarding the standards and noted that the timeline was changed this year to report by October (this was planned before COVID-19) just in case adjustments are needed. She said that the main idea when doing this report is that the districts are declaring that they are following the regulations/rules set forth by ODE to ensure that students are being educated with the highest level and rigorous education and that districts are meeting the uniform standards set by the Department of Education. If the district is falling short in some areas they do help districts to get better. This year's changes are based on a reduction of the standards by ODE from last year from 54 to 17 standards in the report. She said that the district is in a good position this year because a thorough review was done last year, and the district had determined what needed to be done. She explained the process is that districts are to identify areas in compliance and out of compliance. She pointed to the 54 standards that the district reported on her first year, and on this report, the district only has to report on 17 standards. She said that last year she had shared areas that the district was out of compliance and share an action plan on how the district would correct it. She said that last year some corrections were made to the diploma requirements, we had to do something with the personal education plan, we outlined sexual education for K-12, we made corrections with our assistant librarians to work with the state librarian, and health services were adjusted since a couple of topics were not covered. PE minutes were not met, but the required amount was waived due to the current situation this year. She said that the areas that one of the district is not in compliance is the TAG program. She reminded the board that the district had hired a third party person to do an audit of TAG, and based on that, the program was so deficient that there was no guidance other than getting a program started. She also said that in regards to having a comprehensive

counseling program, the counselors need to work together seamlessly K-12 because currently each building has its own programs that they are working on. The state has given the district an extension until next year since it's been challenging to get things done during COVID-19. She said the district received an extension in regards to meeting instructional hours at this time and for the plan to comply with TAG. She said that she feels confident with the report since each standard were reviewed thoroughly in the prior year.

There was further discussion that the district does not have the proper tools to identify students to start a TAG program.

Director Jirges said that in the past, he does not remember hearing the district not being out of compliance in a number of areas.

Ms. Stevens said that usually, people rely on SBAC testing, but since that is not available, the district would have to rely on something else that would need to be purchased. She said that some superintendents do not dive in as deep as others on the statutes regarding past reports, but when she started as superintendent, she wanted to get a feel of where the district was in all areas.

Director Martin said that is an excellent approach to take when new families walk into our district.

Ms. Stevens said that is why things have to be tightening in the areas of special education and the TAG program.

Director Martin said that for the motion, she would like to add "report" after "education".

The other board members agreed to add "report" to the motion.

Motion:

There was a motion made by Director Martin and seconded by Director Bustamante that the Gervais School District Board of Directors approves the Division 22 Standards for K-12 Education Report as presented by Ms. Stevens. The motion passed 5-0.

8.3 Presentation of the Student Investment Account Grant Agreement

Comments:

Ms. Stevens said that Ms. Segura emailed a copy of the agreement earlier in the week for all to review before the meeting. She reminded the board that this information had been shared before in a Working Session. She expressed that she will outline how the \$300K will be dispersed.

- ✓ Purchase technology that included devices, software and professional development that might be needed.
- ✓ Pay for part of the school Psychologist since hours were increased.
- ✓ Pay for additional social/emotional/mental health services, including the drug and alcohol counselor working with the high school and possibly some middle schoolers—also purchasing slots at the day treatment center that will be opening in Silver Falls district.
- ✓ Pay for creating the escalation rooms at the buildings for kids that might need that timeout space.
- ✓ Work with the Gervais Police department to create a community resource officer position that will focus on creating parent education opportunities regarding issues that impact their children. Will help with social-emotional issues on the parent's side and working with their kids.
- ✓ Set aside money to expand CTE opportunities for students at the new regional CTE facility in Salem.

Ms. Stevens said that if less money is in the areas mentioned, other areas could be picked to spend it on. She said the money should be coming in mid-November. She also shared that the district will be required to do some exhibits as evidence on how the money was spent and how it is tied to student growth and achievement. We will be doing surveys in regards to social/emotional because we need to testify and have evidence of how things are working or not working.

Director Jirges asked how achievement will be measured during COVID-19.

Ms. Stevens said that none of the tasks say the district will increase a certain percentage, such as reading, for example.

The school board members thanked Ms. Stevens for all her hard work on this grant.

Ms. Stevens said that it was a team effort from administrators, staff, parents, students, and community, and now they will see the money in action.

Motion:

There was a motion made by Director Jirges and seconded by Director Caballero that the Gervais School District Board of Directors approves the Student Investment Account Grant Agreement as presented by Ms. Stevens. The motion passed 5-0.

8.4 2020-2023 Classified Collective Bargaining Agreement

Comments:

Ms. Stevens shared some of the highlights from the summary that was included in the board packet. She talked about the duration of the agreement, articles that had language changes, and the one-time increase percentage for longevity classified employees. Ms. Stevens said that she appreciates how positive things went with the classified group. She felt that if there were any questions, things were talked about for clarity.

Director Jirges said that he has a conflict of interest since he has a close family member under the classified group.

Motion:

There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District Board of Directors approves the 2020-2023 Classified Collective Bargaining Agreement, as shown on the agenda. The motion passed 5-0.

9.0 DISCUSSION ITEMS

9.1 Board Self-Evaluation

Comments:

Ms. Stevens said that she sent everyone a link to complete a survey. She asked about discussing doing the self-evaluation earlier next time. That way, goals are set in September to start the school year. She noted that there would be three board positions open in the spring. She recommends doing the self-evaluation in June. She hopes that the current board members whose terms will end will continue their services, but she would like everyone to do the survey.

There was a brief discussion about moving the board self-evaluation timeline. The majority of the board members said they did not mind moving the timeline, as recommended by Ms. Stevens.

Director Jirges said that he wouldn't mind moving the time start to July or August since it's closer to knowing how the district did the previous year financially.

Director Martin stated that it would also be helpful if Director Jirges provided some input on how the board worked together.

9.2 Debrief on Mission & Vision Work

Comments:

Ms. Stevens said that she had a variety of audiences in the meeting; Gervais Telephone, City Manager, Director Jirges, school staff, administrators, police, and parents. She shared that they talked about how the district got where we are, and then groups went into break-out rooms with administrators facilitating and asking questions, sharing what we value the most, and gathering input on whether the district is heading in the right direction. She asked Mr. Jirges to chime in on his takeaway from the meeting.

Director Jirges stated that things went well with the input given by the attendees. He shared that the breakout room he attended talked about how things will look in the future. He said that he felt that it was a good use of an hour for all. Twenty-six people joined the meeting, which was a good turnout.

Director Martin said that she feels that now that things are being done virtually, attendance to meetings has improved since parents don't have to arrange for babysitting or travel time.

Ms. Stevens said that there was great participation in parent/teacher conferences. She stated that she feels energized regarding the input received from the meeting, since everyone has been in a crisis response mode for so long. She said that it is great to hear from everyone on the long-range planning for the district. She expressed that everyone seemed energized and thankful. She said that she asked the administrators to share notes to bring back from the meeting.

Director Martin said that she would like to continue the online option for the future when things get back to normal.

Ms. Stevens said that more details need to be flushed out to move forward with the mission and vision. She said that at this point, she does not have the time or skill set to devote to doing the final mission and vision. She said that the district has school improvement funds to seek professional help to support this. She has an appointment with a gentleman on Monday who can do this type of work. She would like to schedule a work session sometime in November, so when she talks to this gentleman, she has some proposed dates to schedule him.

The school board agreed for Ms. Stevens to proceed.

9.3 Policy First Reading

KG: Community Use of School Facilities

KG-AR: Administrative Procedure and Fee Schedule

Comments:

Ms. Stevens said that Ms. Jones looked at other districts' policies and recommended the changes shown in the board packet. She said that this would be the first reading and we will bring it back in November for a second reading.

There was further discussion and minor typos noted, about fees being more reasonable on the proposed changes. If a group does not feel that they fit any of the categories listed there is an appeal process.

Director Jirges asked if there are any records of how much usage we had after the prices were raised from the last policy change because he felt that the prices were relatively high.

Ms. Stevens said that she could not tell him exactly, but she does know that the district was booking everything we could before COVID-19 started.

9.4 Other

Director Martin asked if there was anything else in regard to policies before adoption next month.

Ms. Stevens said that changes were sent to OSBA on the last bunch and she will be doing a second reading in November. She recommends adopting int December to give enough time for the public to review them if they wish. After those are adopted, we will review any new policy updates since we started the policy rewrite. She recommended scheduling a work session to get them all done.

Director Sullivan said that she would not have much available during the month of November due to work and personal commitments.

10.0 FUTURE AGENDA ITEMS

11.0 ADJOURN

11.1 Adjourn Regular Session

Director Martin adjourned the Regular Session at 8:11 p.m.

APPROVED

Board Chairperson

Board Secretary