

Gervais School District #1
School Board Regular & Executive Session Meeting Minutes
Thursday, November 19, 2020

REGULAR SESSION

Director called Martin the School Board of Gervais School District #1, Marion County, into a Regular Session on Thursday, November 19, 2020, at 6:00 p.m. via ZOOM online. Board members present included: Henry Bustamante, Maria Caballero, Lorraine Martin and Debbie Sullivan. Others present included 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.

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

Ms. Stevens announced that more details will be posted on the Gervais School District website in regards to tutoring services. She also stated that the new board member applicant has joined the meeting.

Director Martin welcomed the applicant and asked her to share her experience and why she would like to be on the School Board.

Ms. Contreras shared her experience and the amount of years that she has lived in this community. She stated that she wants to be part of this Board because she would like help to get more Latino parents involved. She added that she wants to give her time, skills/talents, represent the Latino population, strengthen partnerships and really encourage students to success. She stated that she does not want any student to fall through the cracks during these difficult times.

Director Bustamante said that it is good to see her involved and he is excited to see the diverse experience and resources that she will bring to the Board.

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

Director Martin said that she saw a few minor grammar errors but she has no corrections of the minutes.

There was no further discussion.

There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District Board of Directors approves, the minutes from the Working & Executive Session on October 6, 2020 and the minutes from the Regular Session on October 15, 2020. The motion passed 4-0.

4.0 PUBLIC FORUM:

None.

5.0 REPORTS

Student Council

Uriel Aguilar-Torres (ASB Vice-President) reported that they had a drive in movie night and it sold out. Every day since the beginning of October students have been doing a spirit day. He shared that today was writing down what they were thankful for and it was shared with their classmates in class. FFA had competitions virtually and second place overall. They will also be competing again on Saturday with Silver Falls.

The Board asked further questions about the movie night and the number of students that participated during spirit week.

Uriel said that the permit for movie night only allowed 50 attendees to be able to keep things safe for all. He said that in regards to spirit week there were a number of students that participated, but it was mostly 10th and 12th grader'.

Ms. Stevens asked Uriel if he would like to share his experience participating in the CTE academy.

Uriel said that it was a cool experience and good to see that the technology will be there and the classes that will be offered, but he will only get to enjoy it for one year since he will be graduating next year.

Ms. Stevens thanked Uriel for participating and for providing input from a student's perspective. She said that it was important to hear a student's voice in that process.

Ms. Stevens asked the administrators to share a couple highlights that are going on in their buildings.

Administrators Reports

Dr. Helms shared that the elementary received two awards; one was a \$5K award from a grant from the Portland STEM Metro Hub. He said that 80% of that money will go towards digital learning platforms that the elementary already uses and pays for. It will be a reimbursement of those expenditures. \$1K will go towards art and STEM supplies. Some will be for STEM kits that will go home to kids while we continue with the long distance learning and other funds will go to the planter boxes that the Welcome Center donated to them. One of the planter boxes went into the elementary outdoor garden space and the other went to the lower gym to turn it into a STEM garden area with creative PVC piping and lighting to manipulate different things so kids can experiment with the amount of water that radishes will receive and the amount of light carrots will receive to form hypotheses. Other good news received was that the elementary was designated as a National Blue Ribbon Wellness School. Only two schools get this designation in the State of Oregon. The elementary will get a banner, a plaque from the ODE, a \$2500 grant and be recognized at the State Wellness conference in the spring of 2021. Dr. Helms thanked Ms. Fitz-Henry and Ms. Karns for making this accomplishment happen. He noted that this is the second national recognition that the elementary has received in a two year period. The first recognition was as a National Beacon School. He asked if there were any further questions from his report or Special Education Department.

Director Martin asked about the number of elementary students that are participating in the tutoring services being offered.

There was a brief discussion that there are mostly middle school students that are participating and a minimal amount of elementary students are attending. It was also discussed that it is being advertised through flyers delivered by food services, via robo calls and posted on the website.

Ms. Valentine-Garcia added that forms were created to collect data on how much time is being spent with each student to be able to see where the most need is.

Preschool/Federal Programs

Ms. Valentine-Garcia gave details about why the registration process for having preschool age students attend was delayed. She explained that the district gets notified when a child is approved to attend the Preschool Program. She stated that all

Preschool registrations go through ODE and Marion and Polk County Early Learning Hubs. She added that they are now using bus routes; there are two preschoolers that are riding the bus. She said that there are no guidelines to follow for preschool age students but they are still practicing social distances to be safe. Details were given about the play area/ items that were purchased for the kids using additional funds that the district received for startup up. The district opened more space to spread out more and improve social distancing.

Ms. Stevens praised Ms. Valentine-Garcia for establishing networks/relationships with the Early Learning Hub and getting that program started. She said this has created more access to more funds, and a great space for kids. She thinks that Gervais will be a model that others can follow.

Ms. Valentine-Garcia said that they were very cognizant about the curriculum being used to make it an easy transition for kids going into Kindergarten. She said that they are also using Bridges Math and looking at the new social and emotional curriculum that the elementary adopted because that has been approved now by the early learning hubs preschool programs. She said that they want to make sure that they are using curriculum that will be useful for kindergarten readiness and make it a seamless transition.

Gervais Middle School

Mr. Martin said that he was disappointed to hear about the shutdown of LIPI. He said that gave students a spark/motivation to be able to come to school in small groups. He also reported that staff have been working hard and now are seeing less F's. He said that it has been very helpful to be able to bring in small groups through LIPI and hopes to get that back going again in the near future. He said that some kids have also been in to get some counseling services from Ms. Vilma Chan-Vasquez and Ms. Fenya Aman. He said that staff has been working very hard and had some discussion with parents in regards to Pearson online learning. That is going better for kids now with the trouble shooting. Mr. Martin recognized Ms. Aman for getting her certification to be a qualified mental health assistant. He said that is a big accomplishment for her. He stated that it is a huge benefit to the whole team for the social emotional Health of the students.

Gervais High School

Mr. Stott said that he would like to recognize Uriel for organizing and making movie night happen and helping with FFA competitions. He also praised Ms. Dilson for hosting the FFA competition virtually.

Mr. Aman gave an update on the efforts of knocking on students' homes. He said that their main focus is students that are not engaging: seniors, new students, and freshmen. He said that they have knocked on 413 doors and hope to knock at every student's door in the future. He said that they also knocked on doors to give kudos/prizes for students who are engaging and having success. He said that they are starting to see the success of the door knocking. He said that in addition to the door knocking they will be setting up parent meetings with senior parents to make sure that they are on track to graduate and to discuss post graduate plans. They are starting to see some success with seniors engaging and raising their grades recently.

There was a brief discussion that work is available for students to catch up during the next break that they can access through google docs. A message went out multiple times notifying students about this opportunity.

Director Bustamante asked to be excused from the meeting at 6:39 p.m.

Ms. Valentine-Garcia shared more details about tutoring services available for students and how they are able to access work during the break.

It was recommended that when administrators from the high school do the door knocking to alert parents about it due to parents different work schedules.

Mr. Stott said that teachers are constantly looking at the content that they are presenting to the students to reduce what is being presented. Teachers are also assessing how they do testing. He said that they are shortening the number of questions that are being asked in tests and them forming questions on the tests that have more focus on what the student learned.

Advisory teachers are also working with kids that are assigned to them to give them personal attention. Students in advisory have taken an interest aptitude test to be able to compile what students are interested in, what they are good at, and what they wish to do after graduation. He said that they hope that this has a good impact on students through the challenges times to be able to plan long term.

They have encouraged seniors to tutor freshman and now have 21 seniors that would like to tutor. They have also encouraged staff to adopt 2-3 seniors to make sure that they see them graduate. He said that they will be meeting with each senior and that parents in the next couple of weeks via ZOOM to make sure they have the supports they need. He said that juniors have received plans on how to make up for deficiencies and seniors have received graduation plans.

Financial Report

Ms. Davis reminded all that she is doing reports that are more relevant and useful and is narrowing that down to six reports. She provided the following additional information in regards to each of the reports. She said that the first three reports are connected to all funds.

Budget Summary for All Funds

- The fiscal year reports show that the district has spent 23% of the budgeted funds forexpensitures. Revenues are at 27% and that is good to see because you do not want expensitures to be in line with revenues at this point since the district does three big payrolls in June.

Board Revenue for All Funds

- This report shows all funds and what fund revenues go into it. It breaks it down by location such as for the elementary, middle school. etc. She said that this report is generated by WESD and she is not able to change it but she would rather have it be done via fund versus by location to be able to read it a lot better. She will follow through and work with the WESD to change this report.

All Funds Monthly Expenditure Overview

- It shows year to date expenditures, year to date salaries and benefits, year to date purchase services, and other expenses. We are underspending compared to past years in October. We are right where we should be with the exception of what Frontier Charter payments are doing which we are seeing the graphs climb every month. She pointed out in Capital Outlay that \$93K more was spent than we've seen before and that is for computers that were purchased this year for all teachers and is coming out of comprehensive learning.

She said that the next three reports reference the general fund.

Year to Date Expenditures by Major Objects

- Those are compared to the last three years. What you see is that 2020-2021 data is missing. Usually you see those transfers posted in October but she has not posted those until the month of November and they will show on next month's financial reports. She said that in the blue sections, you will see that salaries are lower than past years. That is due to possibly a few things that she will talk about in the next report.

General Fund Expenditures & Revenues

- Salaries & associated payroll costs show lower than in past years and that is due to extra duty not being turned in, resignations/openings that were not filled, and some changes with some coaches on how they are paid. She feels that those things have had an impact on the numbers.

Financial Projections

- This report is required to be presented to the Board. It's projecting a positive outcome by the end of the year. Everything is in line with where things should be at this point.

She said the audit is close to being finished due the format that was used this year. She said that she just had to submit a couple more things to them.

Director Martin asked when the Board should anticipate a report.

Ms. Davis said that it should be done by December. She will confirm the timeline with them.

There was brief discussion on when auditors have reported in past years.

Superintendent

Ms. Stevens said that in a partnership with the Wellness Committee, the district was able to give a turkey to every staff as a thank you since we are not able to meet in person and share food. A recipe book from our own staff recipes was also distributed to every staff member. She said that she wanted to inform the Board that she will be sending out an email to all staff about disengaging during the break to do self-care, since it's been a stressful few months for everyone. She recommended not working or checking email during Thanksgiving Break including herself. There will be a message on all staff emails that we will be on break, and starting on next Wednesday after 2:00 pm, we will not be checking/responding to email until Monday, November 30th unless it's a true emergency.

The Board thanked her for taking the lead in making that happen.

6.0 BOARD FOCUS/MEMBER TOPICS:

Director Martin asked the Board members to share what they learned in the sessions that they attended at the Virtual OSBA convention.

Director Martin said that there were two sessions she really learned from. One was COVID-19 Response in Small School Districts. It had relevant information to our district and making improvements on a 90 day cycle.

Ms. Stevens shared that she attended the 90 day cycle and feels that there are applicable strategies that our district can use. She also said that she enjoyed the keynote speaker who talked about how to recognize if you are bias and move forward. She noted that the district was going to bring the keynote speaker this fall, but it did not work out. She would like to see the district and the community engaged to do this type of work in the future. In addition to those sessions she said that she also enjoyed the testimonials from students' perspectives while doing comprehensive long distance learning. She encouraged board members to go back to listen to those sessions.

Director Martin said that she really encourages the other board members to go back and listen to the Making Improvements on a 90 Day Cycle session. She said that it's really relevant to the type of work that the district will be starting soon in creating a vision, mission, and strategic plan.

7.0 CONSENT ITEMS:

7.1 Approve

New Hire / Temporary:

Extra Duty:

7.2 Approve

Contract Change / Renewal:

Recall:

7.3 Approve

Resignation/Termination/Non-Renewal:

Vasena Masalign, GES Instructional Assistant

Katherine Valentine, GES Instructional Assistant

Decline:

Reduction in Force:

Comments:

No comments were made.

Motion:

There was a motion made by Director Caballero and seconded by Director Sullivan that the Gervais School District Board of Directors approve the consent items en masse as listed on the agenda. The motion passed 3-0. Director Bustamante left the meeting early.

8.0 ACTION ITEMS

8.1 Policy Second Reading

KG: Community Use of Schools Facilities

KG-AR: Administrative Procedure and Fee Schedule

Comments:

Ms. Stevens said that there was a minor change on the liability amount based on feedback from an insurance company but there were no changes to the overall structure, processes or fees schedule.

Motion:

There was a motion made by Director Martin and seconded by Director Caballero that the Gervais School District Board of Directors approve changes to policies KG and KG-AR as shown on the agenda... The motion passed 3-0. Director Bustamante left the meeting early.

8.2 Healthy and Safe Schools Plan-Annual Statement

Comments:

Ms. Stevens said that this report is done by Mr. Miller annually regarding hazardous materials, how they are disposed of, and when it was done.

Motion:

There was a motion made by Director Caballero and seconded by Director Martin that the Gervais School District Board of Directors approve the Healthy & Safe School Plan Annual Statement as shown on agenda item 11-20-8.2.1. The motion passed 3-0. Director Bustamante left the meeting early.

8.3 OSBA Board of Directors Position 11

Director Martin asked if anyone had time or had questions in regards to the applicants.

Director Sullivan said that she is having technical issues but will go with the candidate with majority of votes by the board.

Director Martin recommended waiting to cast a vote until the Special Session in December 1st to be able to give everyone enough time to read the candidates application and to include input from the new board member.

The board agreed to postpone the vote until December 1st.

8.4 Resolution 1-Adopts the proposed 2021-2022 OSBA Legislative Priorities and Principles

Ms. Stevens said that there is power in all districts adopting this resolution. By adopting this resolution it shows that OSBA has the districts' support when lobbying with the state representatives and it also shows what their priorities are for the coming year...

Motion:

There was a motion made by Director Martin and seconded by Director Caballero that the Gervais School District Board of Directors approve to adopt the proposed 2021-2022 OSBA Legislative Priorities and Principles, as shown on the agenda 11-20-8.4.1. The motion passed 3-0. Director Bustamante left the meeting early.

8.5 Student Success Officer-Funded by SIA Grant

Ms. Steven said this is from work that was done back in the fall /winter last year in regards to the Student Investment Account where different stakeholders provided their input through a survey. Continuing the relationship that the district has with the city of Gervais and the Police department so more wrap around supports can be offered to our families/students. The contract has been reviewed by an attorney and it's a pretty standard contract. Instead of calling it "School Resource Officer" it will be called "Student Success Officer". The name was changed in agreement with the City of Gervais & the police department. This position would serve to support preventive measures in order for students to make good choices and be successful. The district already has a contract with the City of Gervais for \$25K to help support the police department which gives the district access to resources that the officers offer. \$65K will be coming out of the grant to help support this officer. The officer will provide community education and outreach while going through COVID-19 times. This is a five year contract, but if funding were to become an issue the district can break the contract. This position has already been posted and the police department will gather the applications to share with the district to help select a candidate. Ms. Stevens hopes that we get someone on board by the end of January. She added that, for this year, the district is probably not going to use the full \$65K since the position is starting late in the year. Money not used will go towards the CTE facility.

Motion:

There was a motion made by Director Caballero and seconded by Director Martin that the Gervais School District Board of Directors approve the contract for the Student Success Officer funded by the SIA grant, as shown on the agenda 11-20-8.5.1. The motion passed 3-0. Director Bustamante left the meeting early.

9.0 DISCUSSION ITEMS

9.1 School Board & Superintendent Agree on Evaluation Process

Comments:

Ms. Stevens said that in the past OSBA has been a source to assist with the process. Since the year is moving rapidly she recommended making a decision sooner rather than later in regards to completing her evaluation.

Director Martin moved to move this discussion item to an action item to approve tonight Director Caballero seconded the motion.

There was a brief discussion by the Board that they wish to have the assistance of OSBA this year to help with the superintendent evaluation process.

Motion:

There was a motion made by Director Martin and seconded by Director Sullivan that the Gervais School District Board of Directors approve the Superintendent Evaluation Timeline for 2020-21, as shown on the agenda 11-20-9.1.1. The motion passed 3-0. Director Bustamante left the meeting early.

9.2 School Board Survey

Comments:

Ms. Stevens reviewed the survey that the School Board did by answering whether the superintendent is meeting or not meeting the standards on which she is evaluated. Data was compared to last year. She said that overall she sees on the responses that the Board is a lot more familiar with each of the standards. She noted last year there were a few standards that the Board did not know whether they were met. She noticed that this year the responses were rated high on the standards. It flushes out that as a Board you are engaging but it does not mean that you cannot improve. It just means that common language is used. She agrees that the district needs to move into the direction where data is being assessed, but understands that the district does not have the infrastructure at the moment. She would love to move in that direction in the future.

Director Martin said that when she was going through her answers they were easier to answer compared to last year.

Ms. Stevens said that these standards could definitely be embedded in the Strategic Plan work that the district will be starting soon. She said that she will be sharing this document with the gentlemen that will be helping with the Strategic Plan to have them become familiar with who the Board is.

9.3 Board Goals

Comments:

Ms. Stevens said that she took the liberty of creating some goals based on past conversations on accomplishing the mission and vision type of work.

Director Martin said that she likes having just a few goals instead of having too many goals and not doing things well. She suggested that the goals be postponed to month so the new board member and Director Bustamante can provide input.

The Board members present agreed to postpone approval until next month.

Ms. Stevens said that from now on she would like the Board/Superintendent goals to be completed in August each year. That way the board self-evaluation could be done in June and the results reviewed in July to set tentative goals and have them ready for approval in August. She also indicated to the School Board that there is nothing wrong with having the same goals for a year and a half. These goals could be revisited in June if they feel like keeping them and if they are still relevant they could be kept.

9.5 Superintendent Goals

Comments:

Ms. Stevens said that some of her draft goals were carried over from last year's goals. Some of it reflects some of the worked that was worked on the direction we are going to take in the next few months. She said that she is open to any input. Ms. Stevens went over each of her goals and the details on how they would be measured.

Director Martin said that she would like to do the same as with the Board goals, postponing approval until December to have input from the Board members that are not present.

9.4 Strategic Planning Task Force

Comments:

Ms. Stevens referenced the packet that she sent to all on work that Jeremy Colonna has done. The district will be hiring him to assist on the Strategic Plan work. This will be paid out of District Federal Improvement funds. She said look at his resume and experience. It makes a lot of sense to have someone that with that type of experience help lead this type of work to have a quality finished product. The goal is that when the Strategic Plan is done that everyone should be able to know what it means and what our beliefs are. She is working on names to form the committee. Jerry recommended asking different stakeholders to be part of it and needs some help at gathering committee members. She said that she would email the names of people that are on her list that have already accepted and asked all to let her know of any others they recommend. She currently has the City Manager, Datavision manager, and student representation that have committed. She only needs a couple of other groups to be represented. She asked if there were any further questions on how this would look.

Director Martin commented that looking at the paperwork she believes that a lot of the ground work has already been done as he lays out the process.

Ms. Stevens said that she would need commitment from one board member to be part of this. She indicated that the meetings will be held during the day. She said that she hopes that on December 1st someone will be able to commit to this work. She also gave logistics of the future meetings that are set for the remainder of the year for this work. She added that although data has been gathered, he will go through it to decide what we can use and in order to finish this comprehensive document, there still a lot of information that has to be compiled and agreed upon. This type of work goes parallel to the long range facility planning that will be done by the end of the year or early fall. This will help guide the district on how we want our facilities to be/look and put the district in a good position to go for a bond. She reminded all that we will be meeting with Jerry Colonna at 6:00 she recommends, now that we have other agenda items, that the meeting start earlier by an hour so we do not take Jerry's time.

The board members present were good with that.

Director Caballero offered to sit on this committee if other board members are not interested.

9.5 Policy First Reading

ACB: All Students Belong

ACB-AR: Bias Incident Complaint Procedure

Comments:

Ms. Stevens said that this policy has come about by recent action from the governor and ODE addressing that all students belong and making sure that when students are joining virtually or in the buildings, they are not subject to hate symbols, hate speech or discrimination. This originated from robust task force that the governor put

together where they listened to student testimonies and experiences of how they had suffered discrimination in trying to access their education. This also came following George Floyd's death and protests. We are required to have this policy adopted by January 1st as well as the AR. She said that there very little that districts can change as this was put together by attorney. She pointed out that the language on the bottom of the policy will disappear after the policy gets adopted. It just there for information.

There was a brief discussion on the bracketed language by the School Board.

Director Sullivan said that she would like the number of days to file other complaints to be aligned with other procedures. She said that she believes other procedures were reviewed last year so she just wants to make sure that they are aligned.

9.6 Policies Second Reading

Section I: Instruction

Section J: Students

Section K/L: District Community Relations

Comments:

Ms. Stevens suggested that the same process be followed as before where these policies are posted online for input followed by a third reading and adoption at the December meeting. She encouraged the board to email Ms. Segura about any errors but if there are major language changes, they would have to be discussed at the December meeting.

Director Martin said that it would be good to go that route since it's quite a large batch.

9.7 New Board Member Interview

Comments:

Ms. Stevens said that this is the time to discuss applicants. The board could also take action tonight to appoint and then have that person sworn in at the December 1st meeting and take their seat.

The board members approved to move this discussion item to an action item since there is only one applicant.

Motion:

There was a motion made by Director Martin and seconded by Director Caballero that the Gervais School District Board of Directors appoints Ana Contreras as the new board member. The motion passed 3-0. Director Bustamante left the meeting early.

10.0 FUTURE AGENDA ITEMS

EXECUTIVE SESSION

Director Martin recessed the Regular Session at 7:58 p.m. and called the School Board of Gervais School District #1, Marion County into an Executive Session, under ORS 192.660 (2) (d) "Labor Negotiator Consultation" on Thursday, November, 2020, at 7:59 p.m. in the Gervais School District Conference Center. Board members present included: Maria Caballero, Lorraine Martin, and Debbie Sullivan. Others present included Dandy Stevens and Sandra Segura.

11.0 ADJOURN

11.1 Adjourn Executive Session

Director Martin adjourned the Executive Session at 8:32p.m.

11.2 Adjourned Regular Session

Director Martin reconvened the Working Session and then adjourned at 8:32 p.m.

11.0 ADJOURN

11.1 Adjourn Regular Session

Director Martin adjourned the Regular Session at 8:32 p.m.

APPROVED

Board Chairperson

Board Secretary