

**Gervais School District #1**  
**School Board Executive & Regular Session Meeting Minutes**  
**Thursday, December 17, 2020**

**EXECUTIVE SESSION**

Director Martin called the School Board of Gervais School District #1, Marion County, into an Executive Session on Thursday, December 17, 2020, at 5:30 p.m. via ZOOM online under ORS192.660 (2) (d) "Labor Negotiator Consultation". 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.

Director Martin adjourned the Executive Session at 5:55 p.m.

**REGULAR SESSION**

Director Martin called the School Board of Gervais School District #1, Marion County, into a Regular Session on Thursday, December 17, 2020, 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.

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**

**FCA Annual Update**

Mr. Schweitzer, Mr. Neal, Ms. Schweitzer, and Ms. Wolfer presented the following information on Frontier Charter School.

**Mission**-It was noted that their mission statement is still the same because it touches on who they are, technology that is used, the professional opportunities that are offered, and how and what they communicate with their families.

**Student Ethnicity**-on ethnicity they represent what other charter schools represent in the state. The primary ethnicity is white.

**Gender**-Reflects about the same amount for both genders.

**Location of the Students**-students are registered from all over the state.

**Staff by Position**-staff population has grown with the growth of student population.

**Student Membership**-there was growth in enrollment ending last year at 519 to 585 this year but it was pointed out that they get paid from seconded quarter counts.

**Financial Audit Summary**-reflects low steady growth. There is a cap of the number of students that FCA takes but currently they have not met the cap due to the classroom restrictions that the state has set. Due to economic indicators, FCA will be conservative with their budget and forecast model. Revenue and expenditures also reflect the growth in student numbers.

**Regular Attenders**-No data available due to the distance mandate. A slide was shared with like schools when students were attending regularly. The slide indicated that FCA students do really well at attending compared to other schools. It also shows that students are engaging with the teachers and the curriculum that is being used and want to attend.

Director Bustamante asked what constitutes attending regularly for FCA?

Mr. Schweitzer said that during this time they are only required to have two contacts on different days with a teacher of record per week. It could be a phone conversation about an assignment or a live class but they encourage for students to have contact 15-20 times a week in order to be successful. Contact can be counted when students are attending a live class or feedback on an assignment. He said that there are plenty of opportunities for students to engage during the live classes. Parents also have contact with principals. That way they know exactly what their students are doing and whether FCA is a good fit for them.

**Grad Data by Credits**-Mr. Neal shared the percentages of senior, junior, and sophomore credit breakdowns. He pointed out that during the pandemic new students enrolled and some students struggle with earning credits but they are now offering credit recovery for them to catch up. He said that there are some scenarios that will need some help to be able to

graduate but he feels positive that they will earn all the credits that they need. He said that they are very excited to graduate the first senior class this year. He added that credit recovery will be offered during the summer for returning students that need it.

**SBAC**-State testing was cancelled 2019-20 and unfortunately cancelled again for 2020-21. The focus will be for seniors to complete Essential Skills and Credit Acquisition for 2021 graduation.

**Accreditation**-received full accreditation this year.

**Current School Year 2020-21**-a breakdown was given on enrollment, percentage of IEP's/ELL/504, number of staff members, and technology being used.

**Clubs**-Mr. Neal gave details about the clubs offered at FCA. The clubs that are offered are Cooking Club, Bison Student News, French Club, National Honor Society and Singing Club. He said that some of the clubs that will be offered during 2<sup>nd</sup> semester are Cooking Club for High School, Art Club and a Podcasting Club.

Ms. Stevens thanked the FCA staff for being a resource last spring when the district was launching online education. She said that it was very helpful to have their teachers connect with the district's teachers to help them. She feels that it's a great partnership that the district has with FCA.

#### **2.1 Public Forum Sign-Up:**

None.

#### **Public Forum Sign-Up included:**

None.

#### **2.2 Visitor Guest Book**

Those present included: Andrew Aman, Melissa Ayala, Eliana Belle, Tim Bowman, Michelle Chase, Kay Gage, Creighton Helms, Eleanor Piazza, Tricia Devine, Bob Martin, Kalynn Naulty, Beau Neal, Judith Santos, Katie Schweitzer, Todd Schweitzer, Ken Stott, and Melissa Wolfer.

### **3.0 APPROVAL OF MINUTES**

Director Martin asked the Board Members if there were any changes to the minutes.

No changes were suggested.

There was a motion made by Director Bustamante and seconded by Director Contreras that the Gervais School District Board of Directors approve the minutes from the Regular & Executive Session on November 19, 2020 and the minutes from the Special/Executive/Working Session on December 1, 2020. The motion passed 4-0. Due to technical issues Director Caballero could not use the voice feature during the meeting.

### **4.0 PUBLIC FORUM:**

None.

### **5.0 REPORTS**

#### **Student Council**

Judith Santos (ASB Secretary) reported on student participation during spirit days, Doernbecher Pageant and leadership future plans.

There was further discussion about details of spirit days and how hard the leadership group has been working this year to keep school spirit going.

#### **Administrators Reports**

Director Sullivan would like to have attendance added to the administrator's reports including Samuel Brown.

Ms. Stevens said that Samuel Brown is embedded under the high school.

Mr. Aman said that currently it's hard to run reports on attendance because the criteria is very different now.

Director Sullivan clarified that she meant to provide enrollment numbers by grade.

### **Gervais Middle School**

Mr. Martin reported that the middle school applied for a CTE grant and should know very soon if it will be awarded. He said that the students did an aptitude test and they will be starting the CTE opportunities with the eighth graders first and work down to the lower levels. He stated that he is very excited for this new opportunity that middle schoolers will have to get started early on a career pathway.

### **Tutoring Opportunities**

Ms. Valentine-Garcia reported that the number of students attending tutoring services in the evenings individually or in groups is growing. She said that they are in need of more tutors for Wednesday nights. She said that some students attend on a regular basis because they just need someone to be there for them. She said that they also find that some parents join with their students because they want to know if they are missing any assignments. Some tutors have access to all the missing assignments. She feels that it will just get busier as the year progresses.

Director Martin asked if there will be enforcement on truancy like in normal times.

Ms. Stevens said that under the guidance of ODE, districts are not able to penalize students for not attending or hold them accountable for not attending.

Ms. Valentine-Garcia added that if students attend tutoring that is counted as attending for the day.

### **Update on Athletics Through COVID-19**

Mr. Bowman reported on the third plan that came from OSAA this year in regards to athletics.

The presentation included the following:

- ✓ Evaluation of the state guidance about the different changes in sports starting in the fall to the present.
- ✓ State guidance is based on the new county metrics. 29 counties are currently at extreme risk including Marion County.
- ✓ Details were given on the capacity allowed in occupancy depending on the sector risk that the county is in. The definitions of "Outdoor" and "Maximum Indoor Occupancy" were given. The numbers shared include everyone: scorekeepers, team players, coaches, referees, administrators, etc.
- ✓ Full contact sports are prohibited at the moment. There are some sports that are not prohibited that fall under the minimal, medium, or non-contact category.
- ✓ Mr. Bowman gave the status of the district being a high risk level county. He said that the sports that could happen are baseball, softball, track, and soccer. The allowable number is 25% or 50 people total whichever is smaller. He said that football can condition but cannot have full contact. He explained what would be allowed if the county was under high risk level which allows indoor use with a capacity limit. Full contact sports is still not allowed for any level.
- ✓ Details were given about the four season approach for sports.

It was shared that the district is trying to regionalize so that students are not traveling hours on a bus when going to compete. They are trying to schedule districts that are close to Gervais. There are limits on the number of contests that some sports are permitted to have.

### **Financial Report**

Ms. Davis said that she included the budget summary for all funds in her report and she would like to point out a couple of things; one is a negative balance due to food services expenditures, but the district will be reimbursed eventually and will be in good shape. She stated that the amount is higher this year because food is being distributed all over the district and was distributed during the summer too. She indicated that during the month of November the district typically receives a

lot of revenue, but this year the district has received less compared to last year and it could be that tax payments have not been made by some people due to COVID-19, but she is keeping a close eye on that.

She noted that she received a state fund estimate based on the first quarter ADM and it came to about \$22K less than expected. Things that impacted this amount were ADM and transportation and local revenue had a slight change. Another thing that she pointed out was the audit process. She said it is being delayed and the audit will not be completed in time. The district will not be getting funding from the state until February. She explained the process with auditors is that they make requests for documents and then she submits them. She said that she has had to send documents twice for the same request. The process has been delayed with capital assets in regards to the loan that the district pays directly to Johnston Control. The auditors are not used to seeing this type of thing where the district pays directly to an organization and this situation is delaying things. She stated that the district will lose about \$500 to \$600 in interest. She said that the district is not in any crunch to worry it's just that the financial reports will be messy in January because things are not going to line up.

Ms. Davis asked the board if they had any further questions.

Director Bustamante asked if the auditors could pay the district back for the loss of interest.

Ms. Davis said that she will try to see if the district can get it back. She said that she is also going to research to see if the district is tied in any way to stay with this organization.

There was further discussion that an email will go to the organization outlining all the frustration of delaying the process of the audit and will point out the new deadline given by the district. Further measures will be taken by the district if the deadline is not met for meeting their professional obligations.

#### **Superintendent Report**

Ms. Stevens reported that she communicated with the licensed union leadership team about the layoffs and she also communicated last week with the three impacted individuals and told them that the district will do its best to bring them back as long as the ADM numbers increase. This was delayed because the district hoped to have students back by second semester, but that did not happen due to the increased number of infections. She said that for now there is a minimal chance that students will be back other than in a hybrid model due to the high number of infections unless the Governor were to readjust the metrics which line up to what other states are doing. She said that there will be some adjustments made for second semester to the middle school schedule due to the low numbers. This is a conversation that started before COVID-19. There will also be some reconfiguring of classes in grades K-3. She noted that there is a trend nationwide of parents keeping Kindergarten students from attending school for their first year of education. The administrators will be looking at numbers closely for Kindergarten and first grade registration in the fall to do adjustments. Ms. Stevens said that the administrators will be working on clear communication to communicate to the parents when they return from winter break in regards to the changes.

Ms. Steven went over the process that they will follow for the Superintendent Evaluation this year with the assistance of OSBA.

The School Board discussed that the best date to meet is January 18, 2021 at 5:30 p.m. to complete this task.

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

Director Martin asked to move the action item up in the agenda to approve the resolution to recognize former board member Jirges.

#### **Motion:**

There was a motion made by Director Martin and seconded by Director Bustamante that the Gervais School District Board of Directors move the resolution to recognize former board member Michael Jirges for his years of service to Board Focus. The motion passed 4-0. Due to technical issues Director Caballero could not use the voice feature during the meeting.

Director Martin read the resolution attached to the School Board packet.

### **Resolution to Recognize Former Board Member**

#### **Motion:**

There was a motion made by Director Martin and seconded by Director Bustamante that the Gervais School District Board of Directors approve the resolution read by Director Martin to recognize former board member Michael Jirges for his years of service. The motion passed 4-0. Due to technical issues Director Caballero could not use the voice feature during the meeting.

The School Board expressed gratitude for the years of service that Michael Jirges provided to the district as a board member.

## **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:**

#### **Decline:**

#### **Reduction in Force:**

Mara Arnold, GES Teacher

Madeline Cortes, GES Teacher

Rachael Jones, GMS Teacher

### **7.4 Approve**

#### **Willamette Education District 2021-2023 Local Service Plan Resolution:**

Gervais School District #1 Board of Directors approves the Willamette Education Services District (WESD) 2021-23 Local Service Plan Resolution, as shown in Agenda Item 12-20-7.4.

**7.5 Approve**

**Transportation Mini Grant**

Gervais School District#1 Board of Directors approves applying for the ODE Transportation Mini Grant in the amount of \$15,000.

**Comments:**

Ms. Stevens pointed out that there is a revised consent item document that was sent to all. The item that was added is the approval for Ms. Fitz-Henry to apply for a grant.

**Motion:**

There was a motion made by Director Bustamante and seconded by Director Contreras that the Gervais School District Board of Directors approve the consent items en masse as listed on the agenda. The motion passed 4-0. Due to technical issues Director Caballero could not use the voice feature during the meeting.

**8.0 ACTION ITEMS**

**8.1 Policy Third Reading**

**Section I: Instruction**

**Section J: Students**

**Section K/L: District-Community Relations**

**Comments:**

Ms. Stevens said that the policies were available for the public to provide input but no input was provided.

**Motion:**

There was a motion made by Director Bustamante and seconded by Director Contreras that the Gervais School District Board of Directors approve and/or adopts changes to policies in section I, J, K/L as reviewed in the November Regular Board Session. The motion passed 4-0. Due to technical issues Director Caballero could not use the voice feature during the meeting.

**8.2 Policy Second Reading**

**ACB: All Students Belong**

**ACB-AR: Bias Incident Complaint Procedure**

**Comments:**

Director Martin said that in this policy and AR most of the wording is mandatory and there is not much that can be changed.

**Motion:**

There was a motion made by Director Bustamante and seconded by Director Martin that the Gervais School District Board of Directors approves and/or adopts changes to policies ACB and ACB-AR as shown in action item 12-20-8.2. The motion passed 4-0. Due to technical issues Director Caballero could not use the voice feature during the meeting.

**8.4 2020-2023 Licensed Collective Bargaining Agreement**

**Comments:**

Ms. Stevens referenced the summary of the major highlights of changes that were made that she provided in the board packet. She said that the summary included compensation, health benefits, tuition benefits, and added a new article in regards to video surveillance. Extra duty segments clubs were added and a committee that Bob Martin will lead to research to pay for extra duty as compared to like districts. She asked that this work be

completed by the spring to have it ready when the district starts negotiating with the licensed union. She stated that they will only be reopening articles 14, 16 and the extra duty in the spring.

There was further discussion that the whole process brought up some good points/perspectives from the group and everyone was respectful throughout the whole process.

**Motion:**

There was a motion made by Director Bustamante and seconded by Director Sullivan that the Gervais School District Board of Directors approve the 2020-2023 Licensed Collective Bargaining Agreement, as shown on the agenda 12-20-8.4.1. The motion passed 4-0. Due to technical issues Director Caballero could not use the voice feature during the meeting.

**9.0 DISCUSSION ITEMS**

**9.1 Update on Long-Range Facility Committee Meeting**

**Comments:**

Ms. Stevens shared that this committee met recently and all members were present. She added that this committee will serve as the engineer role in this process to provide the district input about how they see the district in the next five to ten years. This committee will meet three times. She said that some of the work that has already been done with this group includes conducting walkthroughs, attending staff meetings, getting input from students and parents through focus groups, and now will start creating a survey. Ms. Stevens went through the key milestones to the planning process to get to the goal. She shared that some of the work that already has been done is the seismic assessment, facility assessment, and a population assessment in partnership with Portland State University to assess growth of the population in next thirty years for the district. She said that a capacity analysis was done as well to see the number of students that can fit in those spaces and the next piece will be conducting advocacy interviews.

Director Bustamante said that this process was good to go through because it was helpful to find out the square footage capacity for each of the classes. He said that this will help the board make better decisions in the future.

There was a brief discussion that the district was praised for maintaining the buildings in good condition in spite of the age. They also pointed out that the buildings are coming to the end of their shelf life.

Ms. Stevens shared that there were videos done for the school buildings recently that really show the pride because that was something that the district did not prepare for and all the campuses looked very clean and it shows how the district really puts its best efforts to keep the buildings looking good. Ms. Steven said that after the findings are reported the next step would be to start working on a long and short term priorities. After that work is done then a long range facility plan report will be done and presented to the board. She said that all this work mirrors the work that the Strategic Planning Committee is doing and it was pointed out that the facilities could be a goal that could be set as the districts is getting data. Lastly, then after that work is done that the district can start planning to go for a bond. She said that other things that were brought up was the fact findings in regards to making the facilities seismically sound just in case there are any earthquakes. The meeting ended asking the committee about what is their biggest aspiration and their greatest fear for the district. She said that they will get results within a week.

**9.2 Update on Strategic Planning Committee Meeting**

**Comments:**

Ms. Stevens said that this committee is made up of a variety of community members, board members, staff members and will also get the clergy involved. She said that the things that Mr. Colonna shared with this group

were similar to what he had shared with the school board in regards to the reality factor, effort required, and ownership/alignment within, identification versus implementation, accountability, adjustment/modifications, leadership changes, resource allocation decisions and developing a sense of urgency around this work. She shared the key elements in the Strategic Planning process with the board and assured that work would be presented to them for consideration. Ms. Stevens said that another committee will be formed after June to monitor progress with the goals. This committee will involve teachers, administrators and other stakeholders. She said that some of the work that the current committee was asked to provide were core beliefs examples from other organizations and to send those to Ms. Jones to compile. They have also worked on a survey that they crafted from some questions at the last meeting to send out. She said that the district hired a great facilitator that always engages everyone in the process to make sure that everyone gets represented. She indicated that she is looking at reaching out to local industry groups in agriculture/manufacturing to start focus groups with them. She will also reach out to parents who have transferred their students into or out of the district to start a focus group to ask why they left the district or why they chose to come to our district. She said that others that she will reach out to are specific groups such as homeless, migrant, SpEd, TAG, ELL, Russian, etc. who are also groups that are reported on the state report card to get their input. She said that they will be purposeful with the Russian committee. She noted that she did reach out to some Russian parents but they did not have the time to commit. She has two individuals that will be helping her and she will depend on them to reach out to that community to ask them some questions. She said that another helpful tool that she will have done through this whole process will be adding a couple of tabs to our website for updates on Strategic Planning and the Long Range Facilities Committee so anything that is done gets updated on those tabs every month. She stated that she is very excited for this work because she has noticed lots of excitement and buy in with the committee that has gotten started.

**10.0 FUTURE AGENDA ITEMS**

**11.0 ADJOURN**

**11.1 Adjourn Regular Session**

Director Martin adjourned the Regular Session at 7:45 p.m.

**APPROVED**

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Board Chairperson

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Board Secretary