

**Gervais School District #1**  
**School Board Regular & Executive Session Meeting Minutes**  
**Thursday, July 16, 2020**

**REGULAR SESSION**

Director Jirges called the School Board of Gervais School District #1, Marion County, into a Regular Session on Thursday, July 16, 2020, at 5:00 p.m. via ZOOM online. Board members present included: Henry Bustamante, Maria Caballero, Michael Jirges, Lorraine Martin and Debbie Sullivan. Others present included Dandy Stevens and Sandra Segura.

**1.0 CALL TO ORDER**

**1.1 Pledge of Allegiance**

Director Jirges called the School Board Meeting to order with the Pledge of Allegiance at 5:00 p.m.

Director Jirges reminded all that if they wished to speak during public forum they should indicate that using the "chat" feature.

**2.0 INTRODUCTIONS & ANNOUNCEMENTS**

Ms. Stevens announced that the district would be receiving AVID, Measure 98, and a third of the Student Investment funds. She added that the district was awarded a grant for the preschool program for eighteen slots and will be recalling some employees to work. She said that she would share more details as she knows more. The district also received news that Oregon Schools will be fully funded at 9 billion for the 2020-2021 year.

**2.1 Public Forum Sign-Up:**

None.

**Public Forum Sign-Up included:**

None.

**2.2 Visitor Guest Book**

Those present included: Michelle Chase, Caryn Davis, Creighton Helms, Stacey Helm, Bob Martin, and Sylvia Valentine-Garcia.

**3.0 APPROVAL OF MINUTES**

Director Martin made the following suggestions/corrections to the minutes from the Regular Session for June 18, 2020.

**Regular Session for June 18, 2020**

- On the visitors guest book, Caryn's name was misspelled
- Under "Budget Update" change from "notes" to "noted" and change from "Investing" to "Investment Act"
- Under "Summer School Update" change from "returned" to "return"
- Under "Returning to School in the Fall" add "like" after "logistics of how it would look..", insert "that" on the last sentences after "She stated..", and cross out "and" and add "in" under "fall sports at this point..."
- Under "Other" change from "equality" to "equity."

There was a motion made by Director Bustamante and seconded by Director Martin that the Gervais School District Board of Directors approve the minutes of the Regular Session for June 18, 2020, and minutes of the Working Session for June 25, 2020, including the corrections mentioned by Director Martin. The motion passed 5-0.

**4.0 PUBLIC FORUM:**

Director Jirges asked if that if anybody wished to speak they should indicate by typing in the "chat box" feature.

Ms. Steven also asked if anyone in the audience wished to speak.

No one indicated that they wished to speak.

## 5.0 REPORTS

Ms. Stevens said that the administrators reports would be part of the blueprint report later in the agenda.

### Financial Report-

Ms. Davis (Business Manager) shared the following details from her written report.

- **Salaries**-98% spent out of what was budgeted.
- **Associated Payroll**-92% spent out is \$415K less than what was budgeted. It does not include the total amount saved by doing the furlough days.
- **Purchased Services**-that amount has gone up about \$40K since the report was printed. Pointed out that Dr. Helms is negotiating about \$50K for services not delivered. That payment is not reflected in the report. She thinks that will end below the budget.
- **Supplies & Materials**- quite low. We will have more spent to end the fiscal year. She said that she has taking care of some invoices but thinks the district will be under budget.
- **Capital Outlay**-amounts will stay the same.
- **Other Objects**-amounts will stay the same.
- **Transfers**- amounts will stay the same.
- **Other Uses of Funds**-same as presented on the report

Ms. Davis asked if there were any further questions on the checks.

There were no further questions by the School Board other than asking when the fiscal year ends for 2019-2020.

### Superintendent Report-

Ms. Stevens gave an update on the summer school program for the first two weeks. She said that there was room for 100 students, but the number of students attending was lower. She noted that students looked happier in the second week versus coming in the first week of summer school. North Marion kids are also attending our summer school program online. She said that she had to deal with two instances of possible infections already and had to work closely with Marion County, the school nurse, and the summer school principal. She stated that by having the opportunity to pilot a few things, she feels that we will be well prepared for the fall.

## 6.0 BOARD FOCUS/MEMBER TOPICS:

Director Caballero and Ms. Stevens shared what they learned at the virtual Summer Boards Conference this past weekend.

Director Caballero emphasized the importance to further educating parents on following the Governor's orders to keep everyone safe, supporting the Superintendent, and keeping information current on the website to update parents and the community on the current situation.

There was a brief discussion about the logistics of graduation scheduled for August 8, 2020 at the high school football field.

## 7.0 CONSENT ITEMS:

### 7.1 Approve

#### New Hire / Temporary:

Valerie Schockelt, Temporary High School Math Teacher  
Jessica Cruz Cruz, Summer School Instructional Assistant  
Lalani Elizondo, Summer School Custodian  
Kate Talbot, College Career Programs Coordinator  
Arlette Tapia Lopez, Summer School Instructional Assistant  
Omar Orobio, Summer School Custodian  
Xairren Ramon, Summer School Custodian  
Xaden Ramon, Summer School Custodian  
Kimberly Vela, Middle School Science Teacher

**Extra Duty:**

Melissa Ayala, Summer School Instructional Assistant, Summer Meals Foodservice  
Kathleen Batz, Summer School Instructional Assistant, Summer Meals Foodservice  
Carrie Ballweber, Summer School Meals Foodservice  
Eliana Belle, Summer School Teacher  
Madeline Bowman, Summer School Teacher  
Amanda Braswell, Summer School Teacher  
Reginald Brown, Summer School Instructional Assistant  
Suzanne Bustamante, Summer School Teacher  
Maricruz Camacho, Summer School Secretary  
Kristin Camat, Summer School Teacher  
Vilma Chan Vasquez, Summer School Counselor  
Michelle Chase, Summer School Teacher  
Mercedes Cruz, Summer School Teacher  
Tiffany Fast, Summer Meals Foodservice  
William Fenner, Summer School Teacher  
Kay Gage, Summer School Teacher  
Norma Guzman, Summer Meals Cook  
Bernadette Hamberger, Summer Meals Cook  
Alia Lader, Summer School Instructional Assistant  
Becki Lader, Summer Meals Foodservice  
Anastasia Londura, Summer School Classified Teacher  
Estella Moreno, Summer School Classified Teacher, Summer Meals Foodservice  
Tamara Pizer, Summer Meals Foodservice  
Erica Ramon, Summer Meals Cook  
Jennifer Rodriguez, Summer School Secretary/Instructional Assistant  
Adelita Ruiz, Summer School Instructional Assistant, Summer Meals Foodservice  
Valerie Schockelt, Summer School Teacher  
Ben Schultz, Summer Technology Representative  
Stephanie So, Summer School Teacher  
Alyssa Ventura, Summer School Instructional Assistant  
Maria Ventura-Lopez, Summer School Instructional Assistant, Summer Meals Foodservice  
Charlene Weidemann, Summer School Secretary  
Michelle Zelenka, Summer Meals Foodservice

**7.2 Approve****Contract Change / Renewal:****Recall:****7.3 Approve****Resignation/Termination/Non-Renewal:**

Tracy Jackson, Head Football Coach  
Sieweng Teo, Daycare Worker

**Decline:**

**Reduction in Force:**

**7.4 Approve**

**2020-2021 Per Diem Rate**

Gervais School District #1 Board of Directors approves the per diem rate set by the IRS on the GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

**7.5 Approve**

**2020-2021 School Board Guidelines**

Gervais School District #1 Board of Directors approves the 2020-2021 Board Guidelines, as shown in Agenda Item 07-20-7.5.

**7.6 Approve**

**2020-2021 Food Products and Non-Food Supplies Requirements Award**

Gervais School District #1 Board of Directors approves to award the 2020-2021 Food Products and Non-Food Supplies Requirements RFP to Sysco Portland as per agenda item 07-20-7.7.

**Comments:**

Director Jirges pointed out that there was a revised consent item list.

**Motion:**

There was a motion made by Director Martin and seconded by Director Bustamante 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**

**8.1 Elect 2020-2021 Board Chair**

Director Jirges opened nominations for Board Chair for the 2020-2021.

Director Jirges said that the Director that gets elected Board Chair would not start until the next board meeting.

Director Jirges and Director Bustamante nominated Director Martin as Board Chair.

Director Martin accepted.

Director Jirges said that if there were no other nominations he would now closed nominations for Board Chair.

**Motion:**

There was a motion made by Director Bustamante that the Gervais School District #1 Board of Directors elects Lorraine Martin to be the Board Chair for 2020-2021. (Director Martin abstained from voting). The motion passed 4-0.

## **8.2 Elect 2020-2021 Board Vice-Chair**

Director Jirges opened nominations for Vice-Chair for 2020-2021.

Director Jirges nominated Director Bustamante.

Director Bustamante accepted.

Director Jirges closed nominations.

### **Motion:**

There was a motion made by Director Martin that the Gervais School District#1 Board of Directors elects Director Bustamante to be the Vice-Chair for 2020-2021 (Director Bustamante abstained from voting). The motion passed 4-0.

## **8.3 Authorization for the Superintendent to do RIF/Layoff Notifications for Programs as necessary**

Ms. Stevens said there is so much uncertainty on how funding will look that she would like to get permission from the School Board to be able to do RIF/Layoff notifications for programs as necessary. She added that this does not mean that the district plans to do RIF/Layoffs. She would like to be prepared just in case decisions need to be made rapidly to give proper notifications to the unions.

### **Motion:**

There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District Board of Directors gives Superintendent Dandy Stevens authorization to do RIF/Layoff notifications for Programs as necessary. The motion passed (5-0).

## **8.4 Adjusted School Calendar for 2020-2021**

Ms. Stevens said that she is bringing this adjusted school calendar for approval because she would like to give parents an idea of how school is going to look in the fall. She stated that she was glad that the district was able to pilot safety measures during summer school and feels confident about the plan. She said that the intention is to have a good plan in place for a face to face/online education combination or entirely online just in case the Governor shuts us down again.

She pointed out the following modifications to the school calendar following the Hybrid Model.

- ✓ Every Monday is set as a workday that will be used for students to work from home online; teachers will use it for professional development time, and parent contact time.
- ✓ We will be observing Veteran's Day on November 30<sup>th</sup> versus November 11. The licensed Association have already agreed and we still have to work with the classified union to approve this.
- ✓ This calendar will be the Hybrid model school calendar with a rotation of different pods coming in twice a week face- to -face and working online from home on the other days.
- ✓ A survey will be done by phone asking parents if they prefer a combination of face to face and online instruction or completely online education, and to have them commit to their choice.
- ✓ The district will be partnering with a company called Pearson for the online education piece. Teachers will be receiving professional development in doing an online curriculum.

There was a brief discussion about board members' concerns about doing the switch so rapidly if the Governor shuts schools down, and the students ending up working entirely online with a different teacher.

Ms. Stevens said that if we went completely online, students would have the same teacher. She said that is one of the reasons why when calling parents, we are asking for their commitment at least for a semester to prevent issues.

**Motion:**

There was a motion made by Director Jirges and seconded by Director Bustamante that the Gervais School District Board of Directors approves the adjusted School Calendar for 2020-2021 as presented by Ms. Stevens. The motion passed (5-0).

**8.5 Policy Second Reading**

Section AB: Board Policies

Section C: Administration Policies

The policies were reviewed by the School Board and the following recommendations were made. The School Board also wondered if we should not require an address as it states in policy BDDH-AR when speaking during a public forum.

Section AB: Board Policies

AC-AR: Discrimination Complaint Procedure

- Recommended to keep bracketed language “superintendent [designee]” and change from 5 days to 10 days in regards to the appeal process.

BBC: Community Members

- In the last sentence in the first paragraph. Should say community member’s...

Section C: Administration Policies

CHA: Development of Administrative Regulations

- Keep this one and delete policy BFCA since they are similar.

**Motion:**

There was a motion made by Director Jirges and seconded by Director Caballero that the Gervais School District Board of Directors approves to delete, adjust, and adopt the policies under section AB and Section C as discussed and listed on agenda item 07-20-8.5.1. The motion passed (5-0).

**9.0 DISCUSSION ITEMS**

**9.1 Board & Superintendent Goals**

Ms. Stevens shared the goals that the School Board worked with Kristen Miles from OSBA at the last Working Session on 10/15/19. She recommended that they work on the 2020-21 goals at the last PSP session scheduled with Ms. Miles scheduled for 8/6/20 and present the goals at the August regular session.

The School Board agreed to postpone the goals until next month and work on them at the meeting scheduled for 8/6/20 with Ms. Miles.

Director Jirges said that he reached out to Ms. Miles and talked to her about equity and what is happening with a neighbor district. He added that some school boards are making resolutions on equity.

**9.2 PSP Dates to Meet with OSBA Representative Kristen Miles**

The agenda item was discussed during the discussion about Board & Superintendent Goals.

**9.3 Updates on Operational Blueprints & Timeline**

Ms. Stevens shared some of the components/requirements that are included in the blueprints that need to be submitted to ODE for each of the schools. She shared the blueprint from Gervais Elementary based on the Ready Schools, Safer Learners Guidance.

- **Disease Management**-superintendent is responsible for filling out this piece of the blueprint.
- **Physical Distance**-this piece was piloted during summer school, and it worked well, but it was easier to manage due to the low number of students attending. Dr. Helms' plan is purposeful and starts as soon as a student is walking into the building. Students will be trained about covering cough, washing hands, and there will not be traveling between rooms.
- Have to be able to easily identify where the students have been at all times.
- Furniture will be rearranged to keep the proper distance.
- Masks and face shields will be provided for staff.
- All schools are required to have an isolation room if a student gets sick.
- Staff will also be screened for symptoms.
- Volunteers will not be allowed, only essential personnel.
- Screen barriers in place for when specialists will be working one on one with students.
- Blueprint focuses more on keeping the facilities safe and not so much on the learning piece.
- There will be no offsite field trips.
- We will be doing outdoor school for 6<sup>th</sup> graders. More information to come on this topic in the future.
- Arrivals times for students will be later than before.
- Enough signage will be made up for the safety of all.
- Will work closely with the custodial/maintenance department to keep everything clean and disinfected.
- Will keep a close partnership with the health authorities and create a flow chart that will be shared with staff on what to do.
- All principals are working on all other details that are not included in the blueprint.

#### **GMS Blueprint**

Mr. Martin (middle school principal) shared some of the details/challenges specific to the middle school blueprint.

- Students will come to the building twice a week.
- The school day will start at 8:30 a.m.
- GMS will share some common spaces with high school.
- Currently do not have an isolation room or eating area but is working on that. The daycare facility is a possible location to be used as an isolation room for middle school students.
- Middle school does not have enough instructional assistants to supervise 100+ students in the classrooms. Will be working on that.
- Students will be in the same room all day, to maintain the social distance. That will be a challenge for middle schoolers not being able to move around.

There were further discussions by the School Board in regards to using the outdoors, if needed, while the weather is still nice, as well as students faking that they are sick and protective shields for teachers.

Ms. Stevens said that she does not foresee kids faking that they are ill because they are very eager to see their friends. She said that the students would be staggered away from teacher desks to prevent that close contact, but if the teacher requests a protective shield, one will be provided.

#### **GHS Blueprint**

Ms. Stevens shared some specific details about the high school blueprint.

- Students will be moving in one direction in the halls.
- Lunches will be staggered, and students will be eating in the upper and lower gym.
- There will be no basketball during lunches. There is the possibility of having kids play basketball using the outdoor hoops.

Ms. Stevens said that currently the only sports that are permitted are golf, softball, and soccer, and the other sports are just doing workouts. She added that she would email for the blueprints for all the schools for the School Board to review.

**EXECUTIVE SESSION**

Director Jirges recessed the Regular Session at 6:59 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, July 16, 2020 at 7:00: p.m. in the Gervais School District Conference Center. Board members present included: Henry Bustamante, Maria Caballero Mike Jirges, and Lorraine Martin, and Debbie Sullivan. Others present included Dandy Stevens and Sandra Segura.

**11.0 ADJOURN**

**11.1 Adjourn Executive Session**

Director Jirges adjourned the Executive Session at 7:18 p.m.

**11.2 Adjourned Regular Session**

Director Jirges reconvened the Regular Session and then adjourned at 7:21 p.m.

**APPROVED**

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Board Chairperson

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Board Secretary