

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

**WORKING SESSION**

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

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

**WORKING SESSION DISCUSSION ITEMS:**

**Mission and Vision**

- The School Board discussed the priorities and components/pillars that were crafted from prior work sessions with the assistance of OSBA and agreed to have the priorities be aligned with the district's mission and vision with the exception of adding wording about equity for every student to be successful.
- The School Board agreed to have a committee made up of different stakeholders to provide input in regards to the Mission and Vision before adopting one. They added that the committee has a clear direction of what is expected of them to accomplish.
- Ms. Stevens said that she would work out the logistics and provide documents to get this committee started and added that the committee would get together via ZOOM in breakout rooms led by administrators. She would have them work on phrases or words to bring back relevant priorities and components/pillars to the School Board for approval. She will also ask if they would like to add some thoughts to the components/pillars and she will note that when she brings it back to the School Board.

**Board & Superintendent Goals**

- The School Board reviewed the District Goals from 2019-20 and determined that if they are still relevant, they would keep the same goals with the following:
  - o **Revise Goal 1**-Ensure each student has equitable access to personalized learning and supports to achieve their highest academic potential through adoption/review of policies and allocation of funds.
- The School board agreed to keep the other two goals since they are still relevant given with all that has happened this year.

**Motion:**

There was a motion made by Director Bustamante and seconded by Director Martin that the Gervais School District Board of Directors approve the 2020-21 District Goals with adjustments discussed by the School Board. The motion passed 5-0.

- Ms. Steven's said that based on what Board approved tonight and with the Mission and Vision work, she will craft out a draft of her goals and bring it back to the Board to approve at the next regular Board meeting in October or at a later Working Session. She asked if there is anything the School Board wishes her to focus on. She will add the equitable access and professional development.
- It was recommended to add language about engaging with parents due to having distance learning for all students and being transparent with checking student's grades and on not having parent teacher conferences in person.

There was a brief discussion on how things are going in regards to the technology challenges students faced to get school started. Ms. Stevens said that it was what was expected and now we are going down the peak and things are better, but it has been quite challenging for staff.

The School Board asked to have report on progress with the committee being formed to give input on the Mission and Vision statements by November.

Director Martin adjourned the Working Session at 5:33 p.m.

**1.0 CALL TO ORDER**

### **1.1 Pledge of Allegiance**

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

Director Martin reminded all that if they wished to speak during public forum they should indicate that by using the “chat” feature.

## **2.0 INTRODUCTIONS & ANNOUNCEMENTS**

Ms. Stevens reminded the Board that the mandatory training on Child Abuse Reporting is now available to complete by all Board members and if anyone needed assistance logging in to Safeschools to let her know.

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

None.

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

None.

### **2.2 Visitor Guest Book**

Those present included: Andrew Aman, Creighton Helms, Ken Stott, Bob Martin, and Sylvia Valentine-Garcia.

## **3.0 APPROVAL OF MINUTES**

Ms. Segura said that the following corrections need to be made in the minutes.

### **August 6, 2020-Working Session**

- Change to Director Martin called the meeting to order.

### **August 20, 2020-Regular & Executive Session**

- Change to Director Bustamante called the meeting to order.
- Change to Director Martin adjourned the meeting.

There was a motion made by Director Jirges and seconded by Director Bustamante that the Gervais School District Board of Directors approve the minutes of the Working Session for August 6, 2020, Regular & Executive Session for August 20, 2020. The motion passed 5-0.

## **4.0 PUBLIC FORUM:**

## **5.0 REPORTS**

### **Gervais High School-**

Mr. Aman reported that now that they are into week two of online education, they are now ready to knock on students' doors for those that have not engaged yet in classes. He also reported that they have begun planning for when students can come back in the buildings in small groups. He said that these plans include bringing kids in small groups for different categories such as academics, athletics, and career and technical education. He reported that half of the staff have not been in the buildings physically due to the air quality, but do want to come to the building and the other half likes to teach from home.

Mr. Stott reported that they have twenty or fewer students that have not engaged fully and added that it would be great to get out and see kids and knock at their doors to get them engaged.

There was further discussion that most of the students that have not engaged are the same students in grade 11<sup>th</sup> and 12<sup>th</sup> grade that did not engage last spring or have gotten full-time jobs. It was stated by the administrators from the high school that they would also stress that the expectation is higher to attend school this year compared to last spring.

### **Gervais Middle School-**

Mr. Martin reported that the primary job for these two weeks had been calls on questions about how to login to the different platforms. He said that the secretaries have been working making calls and leaving messages for the parents whose students have not logged in. He said that they are finding this fall that now that parents are back to work, it's challenging for some students to get up early in the morning to start their classes. Another thing that they found out and got resolved was that some students were logging in using other students' names. He said that now students are beginning to understand that grades will be given and that attendance will be taken every day. He also reported that they have started with Imagine Learning and things are as he expected. Issues are all about how to log in, but for the most part, everything is going great. Also, he reported that after the phone calls are made and there is no response, they will start knocking on students' doors as well. He said that teachers are also reaching out to those students.

### **Gervais Elementary School-**

Dr. Helms referenced all the tools that teachers were using and pointed out the new tools being used. He said they are doing a phenomenal job at managing all of them. He said that he is pleased with all the engagement and attendance. He said that overall, it has been a good start for the elementary. He announced that Pearson online would be starting next Monday. Dr. Helms praised his staff for their hard work.

There was a brief discussion by the School Board that it was great to see the elementary staff introduction on video.

Dr. Helms said that they will continue to do that and that he will also make other videos and post them to have new students get familiar with the building and staff before they come into the buildings.

There was a brief discussion about the rotations of synchronized physical education and synchronized music online education opportunities for students at the elementary. They are videotaped for viewing at a later time if students are not available to check into those classes based on their schedules. It was also mentioned that the librarian assistant would start doing reading sessions online for kids grades K-2 to have another option for kids to engage.

### **Preschool/Daycare Program-**

Ms. Valentine-Garcia reported that the district was able to reopen a childcare program and currently has 13 kids attending, ten full-time and three that are attending part-time. Also, she said that the district was awarded the Preschool Promise Grant and will have eighteen slots available to run preschool. She said that the district received extra money for an outdoor play yard for the kids to play. She noted that guidelines for preschool age students are different than regular school-age students and will allow us to open the preschool. Ms. Valentine-Garcia gave more details on how preschool-age kids can keep their distance from each other in different areas.

There was a brief discussion on how helpful it was to have brought students in during summer school and having the daycare open for first responders because that helped staff to be prepared for the preschool program and follow the guidelines.

### **Financial Report-**

Ms. Davis (Business Manager) reported the following things in addition to her written report.

- She pointed out that she was able to include some visual graphs from Forecast5 in her report and hopes it was helpful.
- Most areas are aligned as they were projected with the exception of the payments to the Frontier Charter School due to a higher ADM count than what the district budgeted for. Paying for 575 ADM and budgeted for 541 ADM. The numbers will be adjusted when the district has more solid enrollment numbers in October.
- Spending less money in the general fund in salaries and benefits due to the furlough days taken by year-round staff.
- Noted that on the year-to-date expenses by object, the graph shows an increase over the years due to the partnership with Frontier Charter School that is making the graphs go up.
- Ending fund balance is more than expected due in part to the furlough days. Did not spend as much on consumable supplies, and had more revenue in our taxes than what the district budgeted for.
- Gave a brief update on Workshare that there is still a small amount of staff that are waiting to receive their money.

Ms. Davis asked if there were any questions on her financial report.

The School Board did not have questions on her financial report but did comment that it's nice to see the graphs that she added to her report.

**Superintendent Report-**

Ms. Stevens reported that the district has to be mindful of how money is spent. She said that she is concerned due to the decrease in enrollment. Districts will receive less money due to the \$3 Trillion budget cut and will see additional budget cuts due to the fires. She added that saving the ending fund balance money will save jobs for the future. She also said that the district has gained a couple of homeless kids due to the fires and might gain more.

There was a brief discussion on the number of students that have signed up for online distance learning for the full year and that staff have voiced concerns about returning to the building only a minimal amount have due to health reasons. Ms. Stevens said that Ms. Valentine-Garcia and her summer school staff set a good start and example for doing things well.

There was a brief discussion about what sports are holding practices but no competitions at this point in time.

**6.0 BOARD FOCUS/MEMBER TOPICS:**

**Volunteer Opportunities Due to the Fires-**

There was a discussion that there are volunteer opportunities for people that have experience working with animals for the Mill City and Santiam Canyon. More information is on the Marion County Public Works website for anyone interested.

**Discussion of In Person vs. Virtual Meetings-**

The School Board agreed to leave it up to the comfort level of each board member to do face to face School Board meetings following distance guidelines or join via ZOOM. School Board members will notify the district office the morning of the meeting if they wish to attend in person.

**7.0 CONSENT ITEMS:**

**7.1 Approve**

**New Hire / Temporary:**

Kevin Davidson, Part-time Temporary Maintenance Worker

**Extra Duty:**

Courtney Karns, GES Wellness Champion

**7.2 Approve**

**Contract Change / Renewal:**

Sofia Guzman, GES Secretary

**Recall:**

**7.3 Approve**

**Resignation/Termination/Non-Renewal:**

Crystal Camacho, Preschool Worker

Todd, O'Connor, Driver's Education

Esperanza Rivera, Daycare Worker

**Decline:**

**Reduction in Force:**

**7.4 Approve**

**2021 Graduation Date**

Gervais School District #1 Board of Directors approves the Graduation Date for the 2020-2021 school year as Saturday, June 5, 2021, at 11:00 a.m.

**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**

**8.1 Policy Third Reading**

Section D: Fiscal Management Policies

Section E: Support Services Policies

Section F: Facilities Policies

Section G: Personnel Policies

**Comments:**

It was noted that no input came from the community after being posted for about a month and the board would like to proceed to adopt the policies.

**Motion:**

There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District Board of Directors approves adoption of policies in sections D, E, F, F, as reviewed prior at the August Regular Session. The motion passed 5-0.

**8.2 Policy Second Reading**

GCPC-GDPC: Retirement of Staff

**Comments:**

Ms. Stevens said that the OSBA recommends that the district readopts the policy due to legislative changes allowing retirees to be rehired with no hour limitations.

Director Martin asked if the School Board wished to have further discussion about this policy.

The School Board did not have any further discussion.

**Motion:**

There was a motion made by Director Martin and seconded by Director Bustamante that the Gervais School District Board of Directors adopt or approve changes to policy GCPC/GDPC. The motion passed 5-0.

**8.3 OSBA Board of Director Nominations for Position 11**

Director Martin asked the School Board members if anyone would be interested in being nominated for this OSBA Board of Director position.

**Comments:**

There was no interest from the School Board members.

**9.0 DISCUSSION ITEMS**

**Facility Planning-**

Ms. Stevens said that this would be the third part of the long-range facilities planning. She said that in this part, it is determined how we want the facilities to look. The district would be responsible for providing the people, including Board members and the data. She noted that the first months would be analyzing data and looking at growth in population. She said that one thing they look at is projections on enrollment and what people want schools to look like. She said that the whole idea is to have a plan in place to go for a bond in about two years. She said that she wanted to bring this to the School Board to set a date in the books to continue this work. She also asked the School Board members if anyone wished to participate in this committee.

All board members said that they would be interested in doing some task, and Director Bustamante indicated that he would be interested in being part of the whole process.

**PSP Scholarship-**

Ms. Stevens said that there was no other interest from students on the Scholarship.

The School Board agreed to close it for this year and save the remainder of the money for next year.

**COSA Equity Conference-**

There was some discussion on having the option to view the conference for the majority of the Board Members who are not able to attend the conference to review at a later time.

Director Sullivan asked to be registered to attend the conference.

**Policy Review-**

Ms. Stevens said that there are still some policies to be reviewed to finish the policy rewrite. She said she would like to schedule a Working Session in early October to review sections I, J, K/L. She recommended October 6<sup>th</sup>.

The School Board agreed to meet on October 6<sup>th</sup> at 5:00 p.m. to review the remainder of the policies.

**Other-**

Ms. Stevens made the School Board aware that she took the freedom to offer districts affected by the fires to borrow Chromebooks and to deliver them to the students. She added that the fires would change the landscape for several districts. There was further discussion in regard to damage to buildings of other districts.

**10.0 FUTURE AGENDA ITEMS**

**EXECUTIVE SESSION**

Director Jirges recessed the Regular Session at 7:16 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, September 17, 2020, at 7:17 p.m. via ZOOM. Board members present included: Henry Bustamante, Maria Caballero, Mike Jirges, 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 7:54 p.m.

**11.2 Adjourned Regular Session**

Director Martin reconvened the Regular Session and then adjourned at 7:54 p.m.

**APPROVED**

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Board Chairperson

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Board Secretary