

**Gervais School District #1
School Board Regular & Executive Session
Meeting Minutes Thursday, March 17, 2022**

REGULAR SESSION

Director Bustamante called the School Board of Gervais School District #1, Marion County, into a Regular Session on Thursday, March 17, 2022, at 6:00 p.m. via ZOOM online. Board members present included: Henry Bustamante, Maria Caballero, Ana Contreras, and Maria Contreras (Director Toran was absent). Others present included Dandy Stevens and Sandra Segura.

Visitor Guest Book:

Andrew Aman, Caryn Davis, Kay Gage, Creighton Helms, Bob Martin, Julie Powers, Ken Stott, Sylvia Valentine-Garcia, Katie Schweitzer, and Melissa Wolfer.

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

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

2.0 INTRODUCTIONS & ANNOUNCEMENTS

2.1 Public Forum Sign-Up:

Public Forum Sign-Up included:

None.

Working Session on Thursday, April 7, 2022

Ms. Stevens reminded the school board that there would be a working session on April 7, 2022, to report quarterly Strategic Plan progress and discuss equity lenses examples.

Frontier Charter School Presentation

Ms. Wolfer (Business Manager) reported the following things about Frontier Charter School:

- Built on a student enrollment of 425 and a beginning fund balance of \$1.2M.
- There are currently 39 staff members, including 3 specialists and a 1 FTE equivalent counselor position.
- Expected grants that were included in the 22/23 budget were the High School Success Grant and the Summer School State funds.
- The budget includes funds for staff and student device refresh, stable staffing levels, modest COLA and health insurance Cap increase for returning staff, a contingency of over 7% of budgeted general fund expenses, and a projected ending fund balance of over 10% of the general fund budget.

3.0 APPROVAL OF MINUTES

Motion:

There was a motion made by Director A. Contreras and seconded by Director M. Caballero that the Gervais School District Board of Directors approve the minutes from the Regular & Executive Session on February 17, 2022. The motion passed 4-0. (Director Toran absent)

4.0 PUBLIC FORUM:

Director Bustamante read policy BDDH-AR regarding public participation in the board meeting.

REPORTS

Student Council Report:

Mr. Aman said that Uriel Aguilar is at a State Convention and that he would be reporting on his behalf. He reported on the following:

- ✓ A barbecue will follow on Friday after spirit week
- ✓ Prom is scheduled for April 30th at the Mt. Angel Convention Center
- ✓ The senior class “hangouts” are being planned out for every other Friday for the class to start connecting
- ✓ Fifty-three prom dresses were donated
- ✓ In the process of having a hardbound yearbook that the student leadership team will take the lead on
- ✓ Had a district-wide leadership attendance event at the elementary to start an attendance campaign. The district will be ordering t-shirts for the campaign and have the leadership students own it.

Administrators Reports:

Gervais High School

Mr. Aman said that two bulletin boards are up; one at the high school and one at the middle school to celebrate music month. He said that Mr. Roberts has been a great addition to the high school staff and is bringing music back. He also reported that an art student Emily Veytia in Ms. Orschel’s class got recognized in an art showcase for her book interpretation. He stated that it was inspiring to see a shy student be recognized and blossom throughout the years.

Mr. Stott and Mr. Aman reported the following highlights for the high school.

- ✓ The softball team is playing their first home game today
- ✓ The track team had their first meet yesterday at Sprague High School and did well.
- ✓ Update on Youthtruth:
 - Students have taken the survey two years in a row.
 - Each advisory group has selected a student representative to review the data with the administrators. The students have met five times to review the data. The task assigned to the students was to go back to their advisory groups and present the data to the students to discuss why they answered the questions the way they did.
 - Students’ representatives have done one out of three presentations. The first one was in engagement. The second presentation will be focused on the academic challenge, and the third one will be focused on relationships.
 - There are other areas of focus that the staff is looking at. For example, the counseling team looks at the emotional/mental health responses.
 - In academic challenges, students say that they want more academic challenges, and staff said the same thing regarding this question. However, the “academic challenge” perspective that was received is different from students and staff.
 - Administrators found significant benefits in having honest conversations with students regarding the questions asked in the survey and then having the students go to their classmates to discuss.
 - Dual credit will be offered as a response to the academic challenge piece. Details were provided on how this would be provided to high school students.
- ✓ An honors diploma will be offered to high school students next year. In addition, the material will be embedded in regular classes for those students that would like to complete a more rigorous workload.
- ✓ The high school is exploring the option of a modern classroom, a method of pre-planning presentations and putting them on YouTube videos. The idea is for students to have the opportunity to view the material ahead of time and come prepared to class, ready to discuss. A couple of staff members have shown interest in this initial stage of the planning process. This is a regional initiative that the Willamette Career Academy started to see how many teachers show interest in this option.

The group briefly discussed the benefits of recording lessons for other students who need more academic assistance.

Gervais Elementary School

Dr. Helms reported the following highlights for the elementary school.

- ✓ 5th graders are doing an extensive unit on water. In addition, students are looking at conservation projects and building water filters out of household materials and recyclables. These projects integrate science, social studies, and writing.
- ✓ 4th graders are raising baby chickens to see the whole process from chicks hatching from eggs and becoming baby chickens to teach them Science principles/concepts and have hands-on experience.
- ✓ Started a garden growing carrots with light on one side and no light on the other side to see the effects on the growing process. Students noticed that the carrots with no light started leaning towards the side where there

was light.

- ✓ Ms. Obendorf started an after-school garden club and has 60 students interested.
- ✓ The coding club started with lots of interest. The members met on two different days due to the level of interest.
- ✓ The elementary is preparing for SBAC testing.

Financial Report:

Ms. Davis said that she would like to highlight a couple of things from her report.

Ms. Davis shared the following:

- ✓ **Revenue**- the district is at 77.80% of the budget year to date in all resources. At the 2/3 mark of the fiscal year. That is approximately what is expected in the general fund. In July, the district received double the state funds payment.
- ✓ **Special revenue funds**-are at 28.28% for all sources of funds. The reason is a cushion that was built because we did not know what was ahead of us. A lot of these funds are from grants. Funds are spent and then claimed.
- ✓ **Expenses**-year to date on purchase services the district is at 61.12%. This is primarily a payment to Frontier Charter Academy. We pay for two months in July.
- ✓ **Salary and Benefits**-Year to date is 53.20%. This is because most of the employees are paid three checks in June.

Ms. Davis said that in addition to her financial highlights, she is sharing a statement on behalf of Tracy Lewis, Technology Director, regarding the infrastructure upgrades that are listed in the consent agenda items asking for the approval of \$73,849.80 to pay to Ednetics for infrastructure upgrades to be charged to ESSER II grant funds. She indicated that spending more than 25K needs to go to the board for approval. Ms. Davis pointed out the statement that Ms. Lewis wrote describing how the funds were spent.

Superintendent Report:

Ms. Stevens shared details about the elementary principal hiring process and who served on the panel for the search. She said that she hopes to have selected a candidate after Spring Break. Ms. Stevens pointed out a document title "A Look Forward" that was not included in the board packet that she would like the board to review and be ready to discuss at the next meeting on April 7th. The document talks about what will happen if the district continues to decline in enrollment. In addition, it talks about what happens if districts cannot sustain finances. She said that she was not sure if people know what happens if a district cannot sustain itself and wanted to put that out there.

There was a brief discussion that the community is not aware of what could happen if the bond does not pass, and that it is perfect timing to bring this up right now due to all the changes taking place around the community. The board is added that the community needs to know that it is crucial to update buildings to prevent the district from being absorbed by a bigger district.

The board approved the superintendent sharing this document with others to create awareness of what could happen to the district if declining enrollment continues.

Ms. Stevens also informed the board that the district had received a visit from OSHA due to an anonymous complaint. She shared details on what was brought up from the OSHA visit. She notified the board that the district received a fine of \$1300 and that the district had 30 days to appeal. Many of the items they listed as findings the district will dispute.

6.0 BOARD FOCUS/MEMBER TOPICS:

Director Contreras asked the board to read an email that she sent out early this week regarding the formation of a possible rural caucus. She said OSBA is reaching out to rural districts to see if there is interest in forming a rural caucus to have our voices heard. Director Contreras said that it's important to get involved in knowing what is going on with other districts.

7.0 CONSENT ITEMS:

7.1 Approve

New Hire / Temporary/Rehire:

Jakob Fisher, Student Custodian
Edward Guerrero, Student Custodian

Ethan M. Hurtado-Shore, Student Custodian

Extra Duty:

William Fenner, Middle School Head Track Coach
Xaden Ramon, Middle School Head Track Coach
Charlene Weidemann, Elementary Student Council Advisor

**7.2 Approve
Contract Change / Renewal:**

Recall:

**7.3 Approve
Resignation/Retire/Termination/Non-Renewal:
Bob Martin, GMS Principal (effective June 30, 2022)**

Decline:

Reduction in Force:

**7.4 Approve
Ednetics Infrastructure Upgrades
Gervais School District#1 Board of Directors approves \$73,849.80 of Ednetics infrastructure upgrades to the district to be charged to ESSER II grant funds.**

Ms. Stevens informed the board that Mr. Martin will be retiring by the end of this school year. Originally, he was going to retire next year. She shared that she called a meeting with the middle school staff to make them aware of his resignation and that the position would be posted as soon as the following week.

Motion:

There was a motion made by Director A. Contreras and seconded by Director M. Caballero that the Gervais School District Board of Directors approve the consent items as listed en masse on the agenda. The motion passed 4-0 (Director Toran was absent).

8.0 ACTION ITEMS

- 8.1 Policy Second Reading**
 - DH: Loss Coverage**
 - GBL: Personnel Records**
 - IGBB: Talented and Gifted Program**

Comments:

There was a brief discussion about if staff can ask to make copies of their personnel file and that the district is in the process of working with ODE on how talented and gifted students are identified.

There was a motion made by Director A. Contreras and seconded by Director Caballero that the Gervais School District #1 Board of Directors adopt and/or approve changes to policies DH, GBL, and IGBB as shown in the action item 3-2208.1. The motion passed 4- 0. (Director Toran was absent)

- 8.2 Policy for Deletion**
 - GBLA: Disclosure of Information**

Comments:

Ms. Stevens said that this policy is up for deletion due to having verbiage embedded in the personnel policy.

Motion:

There was a motion made by Director A. Contreras and seconded by Director M. Caballero that the Gervais School District #1 Board of Directors approve the deletion of policy GBLA as shown in action item 3-22-8.2. The motion passed 4- 0. (Director Toran was absent)

8.3 School Calendar 2022-2023

Comments:

Ms. Stevens said with the adoption of this school calendar, the students would start school after Labor Day. The end of first semester is a bit later than usual, and Spring Break will be the last week of March, which aligns with the nearby colleges and universities. The unions have looked at the proposed calendar as well and are good with it.

Motion:

There was a motion made by Director A. Contreras and seconded by Director M. Caballero that the Gervais School District #1 Board of Directors approves the school calendar for 2022-2023 as shown in action item 3-22.8.3. The motion passed 4- 0. (Director Toran was absent)

8.4 Approval of Frontier Charter Academy Budget 2022-2023

Comments:

Presentation done earlier in the agenda.

Motion:

There was a motion made by Director M. Caballero and seconded by Director M. Contreras that the Gervais School District #1 Board of Directors approve the Frontier Charter Academy Budget for 2022-2023 as shown in action item 3-22-8.4. The motion passed 4- 0. (Director Toran was absent)

9.0 DISCUSSION ITEMS

9.1 Equity Lens

Ms. Stevens informed the board members that the Equity Committee brought up some examples of equity lenses that were attached to the board package and would like input from the board. Ms. Stevens said that there is good language from the examples and recommends leaving things simple since we are a small school district. She recommended that the board review the examples and be prepared to discuss at the next working session on April 7th to provide input to the Equity Committee.

9.2 Update on Joint Meeting with City Council

Ms. Stevens said that she had a debrief with Hilda and Susan from the City of Gervais. She shared that an outline or timeline will be put together on big grants coming up to start planning what grants to apply for. Hilda was asked to look at any grants that are coming up that are connected to infrastructure improvement or park grants. Ms. Stevens stated that the City of Gervais will be allocating some funds for that project, but it would also help if grant funds were available.

Ms. Stevens asked if anything stood out from the last presentation they wished to share.

There was a brief discussion by the school board members that it's important that property is found before planning any projects because some grants might require that a location is identified when applying. The board members discussed possible locations in the city that could be used. Another possible option that was mentioned was the Fiber Fab and building exploring different grants to be able to use that building for possible business opportunities to offer the community. Ms. Stevens said that the city is putting money aside to hire a facilitator to help the city do long-range planning, similar to what the district did in its facilities' long-range planning.

9.3 Notification of Possible Reduction in Workforce-Layoff/Recall

Ms. Stevens said that the district is required to notify the school board if there are any budget changes or reductions in workforce. She informed the board that the district would see a decrease in budget next year due to declining enrollment. The other component is that it's hard to predict whether any future shutdowns will happen to require students to return to online learning. She informed the school board that enrollment is down 100 students and that the district froze spending. The district is also looking at workforce reduction. Ms. Stevens said that the district will try to save jobs for current employees, so to start, the district will not replace employees that are retiring this year. The district will use as much money as possible from ESSER funds, shifting employees, and possible workforce reduction.

Ms. Stevens shared that the district is preparing surveys to send to parents whose students go to private schools to determine what will draw them to Gervais. Ms. Stevens stated that the district is focusing on key things in promotional material that a professional designer will prepare to attract more students to the district.

9.4 Bond Update

Ms. Stevens gave details on a parent meeting last Tuesday with the Spanish-speaking community. She said that the takeaway for those who showed up to the meeting was that the district was not asking for something unrealistic regarding the bond measure.

Ms. Stevens shared other future opportunities/events scheduled to ask questions about the bond. For example, the Political Action Committee (PAC) will do door hangs, emails, and fundraising, and will reach out to business partners to ask for a donation to help promote the bond.

10.0 FUTURE AGENDA ITEMS

11.0 ADJOURN

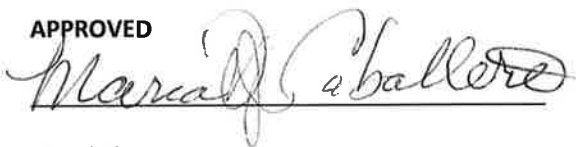
11.1 Adjourn Regular Session

Director Bustamante adjourned the Regular Session at 7:32 p.m.

Director Bustamante called an Executive Session under 192.660 (2) (h) " at 7:14 p.m.

Director Bustamante adjourned the Executive Session at 9: 11 p.m.

APPROVED



Board Chairperson



Board Secretary