

**Gervais School District #1  
School Board Regular Session Meeting Minutes  
Thursday, November 17, 2022**

**REGULAR SESSION**

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

**Visitor Guest Book:**

Mark Chase and Lenthal Kaup.

**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:**

No one signed-up to speak.

**Public Forum Sign-Up included:**

Director Bustamante asked the public if they signed up to speak to make sure that comments were kept brief and concise and to keep comments to a time limit of three minutes.

**Announcements:**

Ms. Stevens announced that Willamette Career Academy in Salem would have an open house on January 10 from 5:00 p.m. to 7:00 p.m. if any board member wishes to attend. Attendees can visit all six programs that they offer.

**3.0 APPROVAL OF MINUTES**

Director Bustamante asked the board members if they had any corrections to the board minutes from the Regular & Executive Session on September 15, 2022, and the Regular Session on October 20, 2022.

No corrections.

**Motion:**

There was a motion made by Director A. Contreras and seconded by Director M. Contreras that the Gervais School District Board of Directors approve the minutes from the Regular & Executive Session on September 15, 2022, and Regular Session on October 20, 2022. The motion passed 3-0. (Director Toran and Director Callabero were absent)

**4.0 PUBLIC FORUM:**

Mr. Kaup (community member) said that after reviewing the state report for the district, he is concerned that the Language Arts & Math scores are low. Mr. Kaup stated that he would like the data analyzed to improve students' scores in the future.

Mr. Chase (Gervais Police Chief) commended the district staff for an amazing event held for the community. He said that he had never seen such high attendance for a district event. In addition, Chief Chase handed out materials with information regarding the DARE program. He stated that the program has lessons for many age levels, and work is in progress to add lessons for middle school students. He expressed that all lessons are evidence-based. He indicated that there would be a group graduating in January, and he feels proud that Gervais has served as an example for the DARE program. The program was visited by a Canby officer who will be proposing the program in Canby. Mr. Chase stated that middle and high school principals are doing an outstanding job handling discipline issues. Mr. Chase said he is happy to see many good things happening for kids.

**REPORTS**

**Student Council:**

Ashtyn Sattergen (student council president) reported the following highlights for the high school.

- The health/attendance fair was very successful, and students enjoyed all the activities.
- In athletics, expect to have a great turnout for winter sports.
- Will be starting a unified basketball team of typical and special education students.
- Journalism club has published its second issue, and it has been a good fit to bring back since it had not been offered in a few years.

#### **Administrators Report:**

Ms. Stevens said that administrators were asked to submit a written report this month, and the only oral report today is from Dr. Helms (federal programs). If you have any specific questions for Mr. Aman or Ms. Williams-Johnson, they are available via zoom.

#### **Federal Programs**

Dr. Helms reported the following for federal programs.

- Currently working very hard to remove barriers to including students with disabilities. Some students with disabilities have enrolled in general education classes. One student is in the welding class, and accommodations have been provided for the student to be successful. The focus is looking at areas in which the student can excel. It's a different approach to things, but I have already met with the special education team to make them aware that changes will be made.
- Will be starting a unified basketball team at the middle school level and then moving towards participating in Special Olympics in seasonal sports. Jerseys will be purchased for the players, and some games will be scheduled with other districts with teams.
- The focus in the special education program moving forward is that the student is "everyone child" and change the narrative on how things were done before. A sheet has been given to administrators to look for things to help students with disabilities.
- Will start making "cougar biscuits" soon. This will help students learn how to bake and sell the product. It's a good transition program for students to learn valuable skills.
- Provided an update on federal program reports. Everything was allocated directly to supporting students and was very intentional.

#### **Financial Report:**

Ms. Davis (business manager) shared the following things.

- Expanded on a graph that included data for the last ten years regarding revenue from the state school fund. The graph shows the actual amounts received per student.
- Expanded on another graph that included data on revenue from all funds. The data shows numbers going down and then jumping up again. This is due to when a new biennium begins. It's normal to see that.
- Expanded on the last graph that included data on revenue by function from the state school fund per student. Pointed out that for 2020-2021 funds were moved out of the general fund due to some things being paid out of grants.
- Totals were provided for all the district's grants: M98-HSS, ESSER, SIA, and Latinx.

There was a brief discussion about ESSER's funds going away in the near future.

#### **Superintendent Report:**

Ms. Stevens reported the following things about the state report card.

- Report card data is preliminary data.
- Not unusual to see how the data turned out after two unusual years.
- A significant amount of parents opt out of students from taking the test.
- The data included Frontier Charter School, which may or may not have had an impact.
- Other factors impacting the data are ELL percentages, students with disabilities, and migrant or homeless students.
- Shared details on the number of staff members serving as administrators, teachers, instructional assistants, librarian assistants, etc.
- Some factors that impact data in learning are regular attendance percentages, students not speaking the language, 9<sup>th</sup> graders not meeting benchmarks (are already looking into disconnects), and percentages on track to graduate.
- Shared percentages on subgroups connected to regular attenders, mathematics, etc. (see report card documents in the November board packet).
- It is expected that data will change by the end of the year.

There was a brief discussion by the group that data results were as expected with all the things that took place through

COVID-19 and with many things teachers have going on. The group said that despite what happened, things are going well concerning the support for students, which shows.

Ms. Stevens stated that she is proud that the board will be focused on ELL students for the OSBA PSP project and that many changes are taking place for the special education department and not leaving any students behind.

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

Director A. Contreras stated that attending the OSBA conference was very rewarding and recommended that other board members attend in the future. She added that the speakers were great.

Director M. Contreras said she also enjoyed the conference and learning more about policies.

#### **7.0 CONSENT ITEMS:**

##### **7.1 Approve**

###### **New Hire / Temporary/Rehire:**

Andrea Barrera, GES Instructional Assistant  
Jessica Cruz Cruz, Welcome Center Secretary  
Cindy Everts, Preschool Worker  
Elizabeth Flores, Preschool Coordinator/Head Teacher  
Ethan Hurtado-Shores-Student Custodian  
Fernando Mendoza, Student Custodian  
Aloha Yoshinaga, Middle School Counselor  
Ruvisela Valle, Preschool Worker

###### **Extra Duty:**

Reginald A. Brown, Middle School Girls Basketball Coach  
Madeline Crabtree, GHS Volleyball Assist. Coach  
Iban Gomez, GHS Head Wrestling Coach  
April Joy-Koer, GHS After School Teacher  
Tatiana Kryukova, Russian Language Club Advisor  
Elizabeth Lopez, GHS After School Teacher  
Juan Navarrete, GMS Head Wrestling Coach  
Adelita Ruiz, Middle School Girls Basketball Coach  
Aloha Yoshinaga, Counselor & 504 Facilitator Stipend

##### **7.2 Approve**

###### **Contract Change / Renewal:**

Sylvia Barocio, from Daycare Worker to Daycare Lead Classified Teacher  
Rocio Chavez, from Temporary Preschool Worker to Permanent Preschool Worker  
Shandel Howell, from Temporary Cook to Permanent Cook  
Amy Frazier, from Daycare Worker 5 hours per day to Daycare Worker 7.5 hours per day  
Graciela Schroder, from Special Education Instructional Assistant to FLC Instructional Assistant

###### **Recall:**

##### **7.3 Approve**

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

Amy Frazier, Daycare Worker  
Alia Lader, FLC Instructional Assistant  
Megan Gomez, GMS Basketball Coach  
Debbie Holum, GHS Pageant Coordinator

###### **Decline:**

## **Reduction in Force:**

### **7.4 Approve**

#### **Declare Surplus**

Gervais School District#1 Board of Directors approves declaring surplus the items listed below.

- Discharge miscellaneous items from elementary school.
- Discharged books from the library
- Various unused teacher desk
- Various unused office chairs
- Miscellaneous early child furniture
- Unused equipment in GES gym locker rooms
- Two mobile basketball hoops from GMS
- Four sewing machines
- 4 oven bread sheets
- 2 small food processors
- 1 large baker rolling pin
- 2 square rolling flour bins
- 1 rolling storage bin without the lid
- Miscellaneous small kitchen items

#### **Motion:**

There was a motion made by Director A. Contreras and seconded by Director M. Contreras that the Gervais School District Board of Directors approve the consent items as listed en masse on the agenda. The motion passed 3-0 (Director Toran and Director Caballero were absent)

### **8.0 ACTION ITEMS**

#### **8.1 Policy Second Reading**

DBEA: Budget Committee  
EFA: Local Wellness  
IGAI: Human Sexuality, AIDS/HIV  
IGBB: Talented and Gifted Program and or Services  
IGBBA: Talented and Gifted Students  
IGBHE: Expanded Options Program\*\*  
IGDJ: Interscholastic Activities  
IK: Academic Achievement

#### **Comments:**

Director A. Contreras and Director M. Contreras stated that they are not comfortable with the language: "mutually monogamous relationships with an uninfected partner for adults" Both directors stated that language is concerning.

#### **Motion:**

There was a motion made by Director A Contreras and seconded by Director M. Contreras that the Gervais School District #1 approve to table policy IGAI for further discussion at the next regular session. The motion passed 2- 1. (Director Toran and Director Caballero were absent)

#### **8.2 Policy for Deletion**

IGBBC: Talented and Gifted-Programs and Services

#### **Comments:**

#### **Motion:**

There was a motion made by Director A. Contreras and seconded by Director M. Contreras that the Gervais School District #1 Board of Directors approve deleting policy IGBBC. The motion passed 3- 0. (Director Toran and Director Caballero were absent)

#### **8.3 Healthy and Safe School Plan-Annual Statement**

**Comments:**

Ms. Stevens said this report must be presented to the board for approval to inform the board of any asbestos found in the district buildings.

**Motion:**

There was a motion made by Director A. Contreras and seconded by Director M. Contreras that the Gervais School District #1 Board of Directors approve the Safe School Plan-Annual Statement as shown on agenda item 11-22-.8.3. The motion passed 3- 0. (Director Toran and Director Caballero were absent)

**8.4 OSBA Board of Directors Position 12**

**Comments:**

Directors A. Contreras and Director M. Contreras abstained from voting.

The motion failed. 1-2.

**8.5 OSBA Resolution 1-Adopts the Proposed OSBA Legislative Priorities and Principles**

**Comments:**

Ms. Stevens said that as the legislators reconvene, things change concerning priorities and principles. OSBA changed its priorities and principles, which is why it needs approval from the board.

**Motion:**

There was a motion made by Director A. Contreras and seconded by Director M. Contreras that the Gervais School District #1 Board of Directors adopt the proposed OSBA Legislative Priorities and Principals. The motion passed 3- 0. (Director Toran and Director Caballero were absent)

**9.0 DISCUSSION ITEMS**

**9.1 School Board & Superintendent Agree on Evaluation Process**

**Comments:**

Ms. Stevens said that she spoke to Kristen Miles about having the evaluation as part of the scholarship meeting and making sure that March 15<sup>th</sup> date is met, which law requires that all licensed employees are notified whether they have a job for the following year. She said the board would have to schedule an additional meeting in February.

There was a brief discussion by the board that they wish to move forward using the same process as last year and having OSBA assist through the evaluation.

**9.2 Policy First Reading**

IKF: Graduation Requirements\*\*

JHC: Student Health Services

KBA: Public Records Request

**Comments:**

Director M. Contreras said the only question she had on policy "IKF" is that it states that credits will be accepted from transferring in from a school in the state.

Ms. Stevens clarified that she does not know why it says in the "state". As long as the school is accredited,

credits are transferrable. That means from any state.

### **9.3 Frontier Charter School Draft Contract**

Ms. Stevens said that changes are reflected in red ink. She said that Frontier Charter School is asking for a ten-year contract for the stability needed to continue with regard to staff and student recruitment. She pointed out that there are plenty of provisions included in the contract. If things do not go right, either party could get out of the contract. She indicated that this is only a draft and will be added to the agenda for approval at the next regular session. If there are further questions in more depth, the board could schedule an executive session to review them. Ms. Stevens stated that the school is doing well and is doing a great job.

### **9.4 GES-HVAC Project**

Ms. Stevens said she wanted to give the board an overview of ESSER funds that must be spent by September 30, 2024. Funds available were a little over one million dollars.

She shared the following information:

- 20% of the funds must be spent on lost learning, and the rest could be spent on other things such as HVAC. The purpose is to keep buildings open for student learning and not just throw funds into anything.
- Have set aside \$398K for staffing. That represents one teacher for the elementary school. An instructional assistant, TOSA (attendance & discipline), and TOSA (literacy learning). Initially, the nurse was budgeted into this amount, but her salary was moved to the general fund. As students are returning, staff positions are being moved to the general fund to reflect the number of students the district serves.
- Set aside funds for professional development for the counseling department.
- Set aside funds for extra-curricular supplies/equipment.
- Spend funds on air purifiers.
- Other unexpected expenses were all the new newcomers enrolling in the district that the district did not have staffing for.
- The district is required to share funds with the charter school. The district helped to pay for a speech pathologist.
- When the district was going for a bond, we knew that the HVAC would cost \$462K with a project completion in 2024. That price has most likely gone up. Also, in the bond, project was proposed to add HVAC to the shop, which cost \$85K.
- The district will be left with about \$62K if the board decides to do the HVAC project, which will not leave a lot of funds for staffing for next year.
- If the board decides to move forward with upgrading HVAC, it needs to start thinking about staff reductions early in the spring or look into other funds for staffing needs.
- Replacing the boiler system at GHS and getting the vents going was over \$700K. It was a large project, not as complicated as how the elementary will be.
- Will be getting another check for excise tax money from the city. There is currently \$127K in this account.
- Looking at how we can bid for this type of project.
- If the district decides to go for a bond, then the board must make plans in early winter to set funds aside. All these decisions come with a choice of whether the district does the HVAC project or reduces staff if enrollment does not increase.

### **9.5 SIA 2021-22, 2022-23**

Ms. Stevens stated that the state requires that a report is given to the board regarding SIA (Student Investment Account) spending.

She shared that the following things have been paid out of SIA funds.

Focuses on four areas.

- Reducing class sizes, creating a well-rounded education for all grade levels, increasing instructional time if possible, and addressing health and safety needs.

The areas looked at when creating the 2021-2022 & 2022-2023 spending plan.

- Had a total of \$823,873.00 to spend.
- Pays for the TOSA (curriculum), alternative education teacher, school psychologist, and student

resource officer position (in partnership with the city).

- Textbook adoption. The district plans to do a textbook adoption every year. \$238K was budgeted for language arts; more was spent.
- Bought materials for afterschool Russian and Spanish programs.
- Paying student slots at Willamette Career Academy.
- Could not find an alcohol & drug prevention counselor, so the extra money was left to be used for something else.
- Parent engagement \$40K was set aside.
- Able to set aside some funds to pay for indirect needs. That is how the district can pay for FTE at the business office to help manage some of these grants.
- Was able to get professional development for the new textbook adoption, so teachers knew how to use them.
- Reserve money to bring the TAG program up to par.
- Four required questions need to be asked when reporting to prove accountability.
- Found that the district needed more resources for chronically absent students. Including home visits.
- Having funds available has been a real game changer. Because if funds are not there, how can the district compete with other districts?
- Funds have helped with to pay professional development.
- Can offer robust electives at middle school that is student-driven.
- The district hired a writer to help publish the newsletter every six weeks.
- Funds were set aside for mental health.
- Asking people to stay extra or work in the summer was challenging. They were all tired.
- Parent/community engagement-only limited to parents that are already connected. If they are not on a mailing list, the district does not have connections.
- Ongoing engagement-did a Youthtruth survey, had several committees, and tried to invite everyone to events and feel that the district did its best to connect to people in some capacity.
- Attendance-parents said that they wanted more opportunities, which came with more students coming back to the district.
- Doing the newsletter quarterly.

**Spending for 2022-2023**

- Proposed staffing similar to last year.
- Have been setting asides portions of funds for textbook adoption each year EL and Math. In the next run of funds.
- Costs have increased for Willamette Career Academy because now they have six programs. The district has 31 students attending. There is no cost for transportation.
- Increased the allotted amount for community engagement since the board asked to include a board focus and sending that out one per household for registered voters.
- More professional development is possible for counseling.
- More funds for TAG program.
- More funds for Chronic absenteeism.
- More professional development for elective classes.
- Paid for implementation and printing of the student newspaper "Inkling."
- Had professional development with Moe Carrick regarding equity and inclusion.

**10.0 FUTURE AGENDA ITEMS**

**11.0 ADJOURN**

**11.1 Adjourn Regular Session**

Director Bustamante adjourned the Regular Session at 7:56 p.m.

APPROVED



Board Chairperson



Board Secretary

