

**Gervais School District #1  
School Board Working Session Meeting  
Minutes Tuesday, January 3, 2023**

**WORKING SESSION**

Director Bustamante called the School Board of Gervais School District #1, Marion County, into a Working Session on Tuesday, January 3, 2023, at 6:00 p.m. Board members present included: Henry Bustamante, Maria Caballero, Ana Contreras, and Maria Contreras, (Director Caballero was absent). Others present included Dandy Stevens and Sandra Segura.

**Visitor Guest Book:** Creighton Helms (Federal Programs Director), Kristen Miles (OSBA Representative), Rebecca Stuecker (IBI Group), and Steve Tuchscherer (CPA, Umpqua Valley Financial).

**1.0 CALL TO ORDER**

**1.1 Pledge of Allegiance**

Director Bustamante called the meeting to order at 6:00 p.m.

**2.0 INTRODUCTIONS & ANNOUNCEMENTS**

**Auditors Presentation**

Ms. Stevens asked the auditor to proceed with his presentation.

Steve Tuchscherer (CPA, Umpqua Valley Financial) introduced himself. Mr. Tuchscherer stated that the audit went well and that everyone in the district was responsive when documents were needed during the audit process. He expressed that some of the challenges they experienced were reporting standards changes, federal grants, and extra work with COVID-19 funding such as ESSER funds. He stated that the district is financially stable with a healthy ending fund balance. He said districts with a healthy ending fund balance are in good places to face financial unknowns and prevent losing programs in the future. He shared that internal controls are well-managed and distributed for a district the size of Gervais. He also made the board members aware of the questionnaire that they are required to complete to ensure that there are no risks involved in the internal control processes. He apologized for the questions that sometimes could be challenging to answer but are required when doing an audit. Mr. Tuchscherer asked the group if they had any further questions.

The group commended Ms. Davis for doing a good job with finances for the district.

Director M. Contreras asked if everything is acceptable in an audit, do districts still get a letter giving areas the district can improve?

Mr. Tuchscherer said that the district would receive a general letter about the audit, but he found nothing significant to be put in a letter for improvement. A letter is required to be sent to the Secretary of State regarding the audit. Mr. Tuchscherer covered details about PERS liability. Lastly, Mr. Tuchscherer thanked the board members for their service.

**Status of School Based Health Grant by Creighton Helms** (full presentation included in the board packet)

Dr. Helms presented the following information about the school-based health center.

**Phase I**

- Requirements are selective and rigorous for applying for a school-based health center.
- A lot of internal conversations took place during phase I. The intent was to be unbiased when gathering information on all needs and desires that exist or do not exist.
- Had a solicitation to gather data/provide input from different stakeholders, students, parents, and community members. The information was gathered through online surveys, information from parent meetings, district events, and a presentation to the City of Gervais. Key informed interviews were conducted, getting input from building principals, building managers, migrant newcomer community, and data from YouthTruth surveys and nurses data.
- All information will be posted on the website for transparency throughout the process.
- Shared some of the services that could be provided through the center.
- Have the option to opt out of some services for students and flexibility on different hours when the center would be open.

**Phase II**

- No capital funds will be needed for a building. Looking at Samuel Brown Academy building which already has a lot of

- the things needed to start the center.
- More monthly meetings will be held to provide information and get input from the community.
- Need to secure a partnership with the district to work on something like having a satellite campus for a health organization.
- Visits to other districts that have a health center will be scheduled.
- The district would be responsible for minimal things such as some supplies and electricity.

There was a brief discussion about health centers in other districts and potential partnerships.

### **3.0 APPROVAL OF MINUTES**

None.

### **4.0 PUBLIC FORUM:**

None.

### **5.0 REPORTS**

None.

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

None.

### **7.0 CONSENT ITEMS:**

### **8.0 ACTION ITEMS**

None.

### **9.0 DISCUSSION ITEMS**

#### **9.1 Superintendent Evaluation & OSBA Scholarship Project (by Kristen Miles from OSBA)**

##### **Superintendent Evaluation**

The group discussed that the process used for the superintendent evaluation would be the same as last year to keep building continuity. It was also discussed that it is best to have individuals familiar with the superintendent or participate in the survey. Logistics about the superintendent's evaluation timeline were discussed to schedule dates. Questions on the survey would be about the same, with some minimal changes for clarification on the meaning of some things. It was recommended that the number of individuals providing input be no more than 50.

##### **OSBA Scholarship Project**

Ms. Stevens reminded the board members that they agreed to look deeper into how the board can support ELD students to go over the bar in terms of passing the ELPA assessment. She went over what has been done up to this point to support students in connection to policy and engagement, including a presentation by Mr. Gomez and Dr. Helms that showed what happens to students when they do not pass the ELPA assessment. In November, some articles were sent to all board members to read that included ideas on how to best help students achieve the level where they need to be. It also discussed the work that the equity committee has started and how the equity lens and the resolution that the board adopted can pose questions about having more access. Since August, teachers have discussed best instructional practices and the importance of being mindful. The district had Dr. Atwood (TOSA) write instructional strategies and ELD strategies to try. A Staff survey was also conducted to see how things were going regarding this area.

Dr. Helms reported the following information regarding the initiatives that have already started.

- A survey was released before staff went on winter break, asking instructional assistants and teachers how the year had gone so far.
- The survey consisted of questions about language development for ELD students and how often the strategies are used by them. Staff provided input/ideas on ways that they can get more support from the district. One support that was listed from the input was technological support. Dr. Helms demonstrated one of the devices purchased by the district that translates to students instantaneously. The device can translate many languages. All newcomers will be given a device, as well as some of our ELL students, to help them overcome the language barrier and help them engage in class. The district wants to ensure that students are

engaging early enough with the help of these devices and not waiting 2-3 years to understand the language. Other great ideas were mentioned in the presentation by the staff.

- Dr. Helms also shared open-ended feedback from the staff that the survey was, for the most part, positive. Overall, the open-ended feedback stated that the teachers are using the strategies recommended, and having access to resources has been very helpful. It was also mentioned that more time is needed to implement them.
- The district purchased 15 devices to start a trial to see if it would be an effective tool for newcomers. Gervais is one of the only school districts that are using these devices.
- Had a meeting with a company about looking at another device that can translate in real-time what the teacher is saying. If Gervais gets this device, it would be one of the only school districts that have investigated this type of device.

## **9.2 Bond Presentation by Rebecca Stuecker**

Ms. Stevens showed the board members where on the district's website they could find the most recent information on the bond. She indicated that the information that is currently included in the PowerPoint point presentation, survey (back from the fall) information, and the notes/ideas from the last pre-bond planning committee meeting.

Ms. Stuecker stated that the last bond meeting went well and had some new members join.

Ms. Stuecker provided the following recap of the bond meeting.

- New members were invited to come earlier to the meeting to learn what has been done up to this point regarding the bond.
- Members were broken down into groups to write down priorities. All got mixed into the groups, so old members sat with new members.
- The members reviewed every line item and were given the opportunity to ask any questions and they went over the current costs for each of the projects.
- Reviewed the whole bond process and discussed the gathering of facts and what the grants have paid for.
- All the ideas/solutions from all the groups were compiled, and a document was created.
- The document (master list) was handed to all board members to have an opportunity to come up with what their priorities are for each of the buildings. The board members were told that if there are projects that they wish to take on later and pay with other means to go ahead and indicate that.

Ms. Steven expressed that when the groups met and started to give ideas/projects, the total cost was \$27.8M for projects, and the previous one had been \$35M with \$4M OSCIM money. Ms. Steven clarified that from the total cost of the bond, a portion would be paid from the OSCIM grant. Ms. Stevens said that after the board goes through all the projects and ranks them according to priority, she will go back to the bond committee and revise and have a proposal ready to present to the school board at February's board meeting. If the board decides to move forward on a bond. The district must file by February 25<sup>th</sup>.

The priority lists were posted in the conference room for the school board to look at and prioritize. Ms. Stuecker pointed out that one big noticeable change was that it was suggested to reduce the size of the additional building from the original plan and connect all the buildings. The plan would also include making the rooms larger (office and rooms 6 & 7), as discussed in the original plan.

Ms. Stevens suggested to the board members that if the projects total out to a certain amount and not all can be put on this bond this time, keep in mind that the district can go for a smaller bond in six years and pick up \$4M OSMIC grant money to finish the projects that did not make it on this bond project list.

There was a discussion by the group that the whole middle school campus be fenced in for security, like the Santiam Canyon school that the group visited. It was also discussed that the prices are for stick building because the prices for the modulars have gone up. All buildings at the middle school would look the same, and no demolition would be done. The old buildings would be painted, so they look nice.

Director Bustamante said that he feels it's important to refresh all the buildings in the middle school and make them look nice and not just focus on building a new building. He believes the students would like that.

The group discussed that it's important that the public sees the continuity of the projects and the options that the district has with money that has been saved that could be used for these types of projects/improvements.

**10.0 FUTURE AGENDA ITEMS**

**11.0 ADJOURN**

**11.1 Adjourn Working Session**

Director Bustamante adjourned the Working Session at 8:02 p.m.

**APPROVED**

A handwritten signature in dark ink, appearing to be "H. Bustamante", written over a horizontal line.

Board Chairperson

A handwritten signature in blue ink, appearing to be "Sandra Segura", written over a horizontal line.

Board Secretary