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Within our growing, diverse community, we sow the seeds of opportunities to raise prepared, resilient students

## **School Board Meeting Packet**

**Wednesday, May 17, 2023**

### **Regular & Executive Session**

The Gervais School District #1 Board of Directors will convene in a Regular Session at 6:00 p.m. Following the Regular Session will be an Executive Session in the District Office Conference Room & via ZOOM.

Persons having questions about, or requests for special needs and accommodations, should contact the Director of Special Services at the Gervais School District Office. Contact should be made at least 48 hours in advance of the event.

Individuals needing accommodations regarding translation should contact the Director of Federal Programs at the Welcome Center Office x4010. Contact should be made at least 48 hours advance of the event.

*Gervais School District is an equal opportunity educator and employer. El Distrito Escolar de Gervais es una empresa educadora de oportunidad igual.*



Within our growing, diverse community, we sow the seeds of opportunities to raise prepared, resilient students.

The Gervais School District #1 School Board, Gervais, Oregon, will convene in a Regular Session at the District Office Conference Room and via ZOOM on **Wednesday, May 17, 2023, at 6:00 p.m. Following the Regular Session will be an Executive Session.** The agenda for the Regular Session meeting includes, but is not limited to, the following business:

- **Policies Second Reading**
  - EHB: Cybersecurity
  - IGBHD: Program Exemptions
  - JGE: Expulsion
  - JEC: Admissions
  - KL: Public Complaints
- **Textbook Adoption for Math & English Language Learners**

- **OSBA Scholarship**
- **Bond Update**

<https://us02web.zoom.us/j/kUoNNjUj7>

The Gervais School District #1 School Board, Gervais, Oregon, will hold an Executive Session under ORS 192.660 (2) (d) "Labor Negotiator Consultation" at the District Office Conference Room and via ZOOM online platform on **Wednesday, May 17, 2023**, immediately following the Regular Session.

Gervais Elementary \* Gervais Middle School \* Gervais High School

# GERVAIS SCHOOL DISTRICT

Agenda of May 17, 2023, School Board Meeting

District Office Conference & via ZOOM

<https://us02web.zoom.us/j/87094360844?pwd=MmNjb3A0YWRYeXBxTGZOFNZQWluZz09>

290 First Street

Gervais, Oregon 97026

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ITEM	RESPONSIBILITY	TIME
<b>1.0 CALL TO ORDER</b>	Chairperson	6:00 p.m.
1.1 Pledge of Allegiance		
<b>2.0 INTRODUCTIONS &amp; ANNOUNCEMENTS</b>		
2.1 Public Forum Sign-Up	Chairperson	
2.2 Visitor Guest Book	Chairperson	
2.3 Announcements	D. Stevens	
▪ Retirees		
<b>3.0 APPROVAL OF MINUTES (pages 5-13)</b>	Chairperson	6:15 p.m.
3.1 Regular & Executive Session April 18, 2023		
3.2 Working & Executive Session April 4, 2023		
<b>4.0 PUBLIC FORUM</b>	Chairperson	6:25 p.m.
4.1 Public Participation in Board Meetings (Gervais School District Policy BDDH-AR)		
<i>Statements by members of the public should be brief and concise. The chairperson may, at his/her discretion, establish a time limit on discussion or oral presentation by a visitor on any topic. Speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints concerning individual school personnel. The Chairperson will direct complaints to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. At this time, members of the public are invited to present concerns to the Board.</i>		
<b>5.0 REPORTS (pages 14-34)</b>		
5.1 Student Council Report	Ashtyn Sattergen	6:35 p.m.
5.2 Administrators Report	Administrators	
▪ Federal Programs/Special Programs		
/Preschool School	C. Helms	
5.3 Financial Report	C. Davis	
5.4 Superintendent Report	D. Stevens	
<b>6.0 BOARD FOCUS/MEMBER TOPICS</b>	Chairperson	7:45 p.m.
<b>7.0 CONSENT ITEMS (pages 35-37)</b>	Chairperson	7:50 p.m.
7.1 New Hire/Temporary/Extra Duty		
7.2 Contract Change/Recall/Renewal		
7.3 Reduction in Force/Resignation/Termination		
7.4 Classified and Managers Renewals 2023-2024		
7.5 Out-of-State Travel		
7.6 Out-of-State Travel		

ITEM	RESPONSIBILITY	TIME
<b>8.0 ACTION ITEMS (pages 38-50)</b> <b>8.1 Policies Second Reading</b> EHB: Cybersecurity IGBHD: Program Exemptions JGE: Expulsion JEC: Admissions KL: Public Complaints <b>8.2 Textbook Adoption for Math &amp; English Language Learners</b>	Chairperson	7:25 p.m.
<b>9.0 DISCUSSION ITEMS</b> <b>9.1 OSBA Scholarship</b> <b>9.2 Bond Update</b>	D. Stevens	7:40 p.m.
<b>10.0 FUTURE AGENDA ITEMS</b>		
<b>11.0 ADJOURN</b>	Chairperson	8:00 p.m.

# Gervais School District 1

Code: BDDH-AR  
Revised/Reviewed: 10/17/19; 7/16/20  
Orig. Code(s): BDDH-AR

## Public Comment at Board Meetings

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

To make a comment or present a topic during public comment, if the opportunity is available on the Board agenda, please sign the public signup sheet upon arrival to the meeting. An individual that has signed up and has been invited to speak by the Board chair and will be allowed three minutes.

Any person, who is invited by the Board chair to speak to the Board during a meeting, should state their name and address and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose and will be allowed five minutes.

Please keep in mind that reference to a specific employee or group of employees, is prohibited as follows: Board policy BDDH - Public Comment at Board Meetings:

### “Comments Regarding Staff Members -

Speakers may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for Board consideration of a legitimate complaints-involving-a staff member. The association contract governing the employee’s rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, their supervisor and the Board.”

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure. A hearing conducted before the Board regarding personnel shall take place in an executive session.

**The Board requests that a topic or comment is limited to three minutes or less. A spokesperson is limited to five minutes or less.**

**Gervais School District #1  
School Board Working & Executive Session  
Meeting Minutes Thursday, March 16, 2023**

**WORKING SESSION**

Director Bustamante called the School Board of Gervais School District #1, Marion County, into a Working Session on Tuesday, April 4, 2023, at 6:00 p.m. Board members present included: Henry Bustamante, Maria Caballero, Ana Contreras, Maria Contreras, and Angie Toran. Others present included Dandy Stevens, Sandra Segura, and Kristen Miles (OSBA Representative).

**Visitor Guest Book:**

**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**

Ms. Steven made the following announcements:

**JUUL Settlement**

Ms. Steven said she wanted to give an update on the JUUL litigation. It has been resolved, and the district will receive a monetary settlement.

The social media lawsuit outcome was announced and is being covered in the media. She shared that she had planned to share the information tonight, but things got ahead of her. She has been interviewed several times by TV stations regarding the topic. Things are going on Facebook about this topic. She wanted to clarify that staff and several parents support this and that it does not cost the district any money. Once the process starts, more districts will join. She indicated that the media outlets' asked questions due to our participation in the JUUL Settlement. They thought Gervais was a good example when they learned how social media affects kids dealing with social/mental health and with the constant pressures. They felt Gervais's kids were a good representation of what kids are dealing with nationwide.

**Turf Fields**

Ms. Stevens said that there was no update. She will have more information at the next regular meeting.

**Daycare Program**

Ms. Stevens announced that the district would be closing the daycare program for the coming year due to its inability to sustain itself. She expanded that to sustain the program; the district would have to ask the parents to pay more, which would be too costly for parents to pay. ESSER funds were being used to support part of this program because district staff members use that service. The district can no longer sustain the program due to the cuts in funding but would be glad to offer it in the future if funding is available.

Dr. Helms said that four staff members have children in the daycare that this decision would impact and that he has already had a one-on-one conversation with each of them to explain the reasoning for the decision to close the daycare. Eleven children use that daycare service, and numbers have come down due to financial issues or other factors. Current daycare employees most likely have a position at the preschool program due to the possibility of other employees' resignations at the end of the year.

**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:**

None.

## **8.0 ACTION ITEMS**

None.

## **9.0 DISCUSSION ITEMS**

### **9.1 Review Information Regarding ELD Project and OSBA Scholarship with Kristen Miles**

Ms. Miles discussed with the group things to start thinking about as they moved on with the project.

- As the data is gathered, a monitoring plan can be built.
- What point during the year would you like to hear about this data?
- What type of data do you expect the reports to contain?
- What are your expectations?
- What kinds of questions can you ask?
- What are the Strategic Plan priorities?

Dr. Helms shared that this year the district is being very intentional with ELD students taking the ELPA test because it's important data for this project. He said every EL student took the ELPA test before spring break, except four at the elementary school that needed to be tested. The goal is to finish the window by testing 100% of the students. Dr. Helms said that he has sat down with ELD teachers and checks in every two weeks, and Dr. Atwood is ensuring they keep the pace going.

Ms. Stevens said that she hopes that more students pass the test. There has been a conversation with students about the mindset. Especially those thinking that they cannot do it. She also shared that data shows that 9<sup>th</sup> graders struggled even before the pandemic with low percentages. Although by the 12<sup>th</sup> grade, they can catch up and make it.

Dr. Helms said that when he presents, he wants to be realistic but optimistic and feels we will see positive change. He feels that the interventions happening for those students all day, learning English, will help change things.

There was a brief discussion that there are 120 English Language Learners districtwide and that the high school alone has about 60.

Ms. Stevens said that once the data from this year comes in, it will be easier to set realistic goals. She added that the district staff is purposeful in all student assessments. Other assessments are reviewed as well to be able to gauge growth and determine where the gaps are in student learning. She recommended that the board to build accountability and set schedule updates to the board on I-ready, Equity Lens, etc. An idea that she suggested was reporting quarterly and discussing data points during scheduled working sessions. Ms. Stevens said these conversations would continue until the Strategic Plan work is done and every student can see themselves in the Strategic Plan poster.

Ms. Miles said that the data could be embedded with other reports, and the board's role would be to ask what is needed from the board. Some examples could be adopting a curriculum, approving professional development, etc. That will be something to remember as data is reported to the board. Ms. Miles said that as far as she has heard from all, the project is heading in the right direction, and she will send the scholarship money to the district for \$2500.

There was a brief discussion by the group regarding the timeline of the application and the process of how students will be communicated about this opportunity. The group discussed how great this opportunity is for the board to engage in student learning. The group agreed to review applications by the next board meeting to award scholarships.

### **9.2 Willamette Career Academy Funding-OSBA Letter**

Ms. Stevens asked the board for approval regarding sending a letter to OSBA to respond to their lack of support for more funding for CTE opportunities and Willamette Career Academy. She stated that she is disappointed at OSBA because their organization partners with about twenty-two districts in providing certain services, and it's discouraging that there is a lack of support for student opportunities.

### **9.3 Update on Board Members Attending City Council Meeting**

Ms. Stevens informed the school board they had been on the agenda to speak at the next City Council meeting. The group discussed the logistics of presentations and who will be presenting.

#### **10.0 FUTURE AGENDA ITEMS**

Director Bustamante called an Executive Session at 6:54 p.m. under ORS 192.660 (2) (d) "Labor Negotiator Consultation."

Director Bustamante adjourned the Executive Session at 7:01 p.m. and reconvened the Regular Session.

#### **11.0 ADJOURN**

##### **11.1 Adjourn Regular Session**

Director Bustamante adjourned the Regular Session at 7:02 p.m.

#### **APPROVED**

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Board Chairperson

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Board Secretary

DRAFT



**Gervais School District #1  
School Board Regular & Executive Session  
Meeting Minutes Tuesday, April 18, 2023**

**REGULAR SESSION**

Director Bustamante called the School Board of Gervais School District #1, Marion County, into a Regular Session on Tuesday, May 18, 2023, at 6:00 p.m. 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, Eliana Belle, Caryn Davis, Lucas Hill, Dusty Price, Todd Schweitzer, and Toni Williams-Johnson.

**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**

**Recognition of Licensed Employees**

The Board recognized and proclaimed a resolution to recognize licensed employees the week of May 8-12. Director Bustamante read the resolution to the group.

The Board thanked the licensed staff for working hard and prioritizing students' education.

Ms. Belle was present at the meeting to represent the licensed group and received the message on behalf of the group.

**2.1 Public Forum Sign-Up:**

No one signed up to speak.

**Public Forum Sign-Up included:**

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

**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 March 16th.

**Motion:**

There was a motion made by Director A. Contreras and seconded by Director Caballero that the Gervais School District Board of Directors approve the minutes from the Regular & Executive Session on March 16, 2023. The motion passed 4-0. (Director Toran was absent)

**4.0 PUBLIC FORUM:**

**REPORTS**

**Student Council:**

No student was present to report.

**Administrators Report:**

**Gervais High School**

Mr. Aman (high school principal) reported the following things about the high school.

- The YouthTruth survey was done in November, and the data will be reviewed by staff during two sessions to determine the next steps for next year based on the data received.
- 11% of GHS families completed the survey. Data indicates that compared to other high schools, the highest-rated themes are relationships and school safety, and the lowest are resources and engagement. The highest-rated question was about

- families and teachers caring about each other. Staff also agree with the data that the high school is a welcoming place.
- The YouthTruth data results for staff, compared to other high schools, indicated that the highest-rated themes are professional development and support and school safety. The lowest-rated themes were engagement and relationships. The highest-rated question was, "I receive regular feedback from my colleagues and the lowest was, "My school empowers me to use creativity in my work."
  - Student participation in the survey was about 80+%. The highest-rated themes were "belonging & peer collaboration" and "culture." The lowest rated themes were "academic challenge and relationships". The highest-rated question was, "I enjoy school most of the time." The lowest-rated question was, "I try to do my best in school."
  - Forecasting for the coming year is being done for grades 10<sup>th</sup>-12<sup>th</sup>, and we had a 9th-grade parent orientation to talk to incoming high school students about expectations. Twenty-five families were in attendance for 8<sup>th</sup> grade parent night. Forecasting is completed for the 9<sup>th</sup> grade. Three new elective choices exist journalism, yearbook, and print production.
  - The high school plans to send the same number of students to WCA for the coming year. The high school will seek students who are a good fit for WCA. Student field trips are taking place for students to see their options.
  - The Chemeketa EMT program will be offered to high school students. Students enrolling in that program will spend half their day at the Chemeketa campus.
  - The College and Career Center will go through revamping to provide more resources for students. The GEAR Up coordinator who will take charge of these resources, will attend a two-day retreat with other coordinators around the state.
  - FAFSA applications are being completed and submitted.
  - There are a few educational field trips planned for students, such as Chemeketa's open house and Powell's.
  - Seniors' activities will be the same as last year, parade before the ceremony and senior trip.
  - Upcoming events/activities for high school students are a blood drive, macho volleyball, FFA plant sale, prom, and the Mr. and Ms. Gervais pageant.

### **Gervais Middle School**

Ms. Williams-Johnson (middle school principal) introduced the middle school leadership students and leadership advisor Mr. Hill.

The leadership students shared the following things:

- No one eats alone program to prevent student social isolation
- Expanded on details about assemblies where teachers select certain students to recognize
- Published two issues of a student newsletter for middle school
- The different dances that they have organized

Mr. Lucas said teachers give out tickets to students as part of PBIS to have an opportunity to win prizes, and the students are selling healthy snacks and fundraising for dances. The students made posters to celebrate black heritage month.

Ms. Williams-Johnson commended Mr. Lucas for doing a great job in his role. She said the leadership students are the heart of the school. Leadership students take the course for a full semester, and to be part of the class, students must have a signature from a teacher. Students are not required to be "A" students.

Student of the Month was delayed this month, and integrity is the theme to be selected as a student of the month. Advisory teachers are the ones that pick those students to be recognized. Conferences in the evening had lower attendance than in the afternoon. Conferences in the fall had better attendance. The event showcasing student work was a success, and it was cool to watch students show off their work to their parents.

Testing will be done in two days, and snacks will be provided. During the two-day testing window, students will be given morning and afternoon shorts breaks. She hopes that by following this new strategy, it will help students to do better in testing.

### **Gervais Elementary School**

Mr. Price (elementary principal) reported the following things.

- Shared how successful STEAM nights have been for students with great participation in several activities.
- Students have taken field trips to OMSI and Silver Creek. Newcomers (English Language Learners) got to talk about things during their trip to Silver Creek.
- There are several afterschool clubs offered to elementary students because of the Latinx grant. The clubs are well attended and help open students' minds.
- There will be some changes in staffing due to individuals retiring this year and new hires.
- A story was shared attributing to the quality of staff that worked with elementary students.

Director A. Contreras commended all the staff for doing an awesome job because she knows how difficult an educator's job is.

Ms. Stevens said she would have Mr. Schweitzer go now instead of waiting until later in the agenda to discuss the Frontier Charter Academy Budget.

### **Frontier Charter School**

Mr. Schweitzer, after hearing the administrator's reports, praised them for doing an outstanding job. Mr. Schweitzer reported that enrollment for Frontier Charter Academy is down and had to reduce three FTE. He said that they were good quality teachers but had to make the reduction. He thinks that their budget will decrease by 400K. Student numbers are increasing slowly compared to what they projected. The projection count is 363 students. Another adjustment they had to pause was the contribution of 3% to a 403b account contribution for employees. Staff is offered PERS. Their staff received a step increase but did not receive a COLA increase for the coming year. Otherwise, the budget is healthy, and we are fortunate to have hired Ms. Wolfer to manage their FCA finances.

Ms. Stevens reminded the board that they would approve this later in the agenda during the action items.

### **Financial Report**

Ms. Davis (business manager) thanked the board members for completing their Statement of Economics Interests questions. Ms. Davis went over page 27 of her financial report to explain in detail all the funds. Certain areas have some cushion for extra grants if the district receives them. She referenced that the report says local and state sources anticipate getting \$3.5M which is the state school fund. One factor is that Frontier Charter School enrollment numbers were less than anticipated, and some grants were figured in that the district will not receive. She pointed out in the year-to-date column, Revenue is \$22M. The district had budgeted \$29M, with expenses at \$14M. She noted that on page 31, the impact of decreasing enrollment numbers for Frontier Charter shows in this report. All reports included in the board packet are, as expected, up to date. She said she is working on the budget for the coming year, and the general fund is very tight for the coming year.

### **Superintendent Report**

Ms. Stevens said she has focused on three areas budget, bond, and bargaining. Regarding the budget, the district will propose a budget making the best estimate possible with the guidance of the administrators from all schools. She said adjustments would be made if the budget came higher. She shared that the elementary still has one blended classroom. Her priority would be to have an unblended classroom at the elementary school. She feels that blended classrooms are hard on teachers and students. She pointed out the board would see personnel movement under the consent agenda items. This is due to staff retiring and cuts at the middle school, and technically there are no layoffs now because the staff is being transferred into those positions. One lay-off for the elementary school is due to another staff member having seniority/bumping right over the music teacher. That person will stay on our recall list for any future openings. Another movement that the board might see is with the current daycare staff. There may be positions at the preschool program that they can move to due to the possibility of having staff from that program resign at the end of the year. She informed the group that the next budget meeting is scheduled for May 2<sup>nd</sup>. She stated that regarding the make-up snow-up make day, staff will not need to make it up because the district meets the instructional hours required. She recommends not making it up because there is no need. Lastly, Ms. Stevens shared that Representative Tracy Kramer reached out to her about giving testimony on the grant for the high school roof to the Joint Committee at Portland Community College. She explained the process for giving testimony because numerous people were there, including representatives from the City of Gervais testifying about the Fire Station. She said that she heard back from Tracy Kramer that her testimony made an impression on them.

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

None.

## **7.0 CONSENT ITEMS:**

### **7.1 Approve**

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

Jeshua Zabala, GMS Teacher

Justin Wilson Gabor, Assistant High School Principal/GMS & GHS Athletic Director

#### **Extra Duty:**

Julie Powers, Attendance Specialist

### **7.2 Approve**

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

Julie Powers, from Facilities Secretary to Assistant Facilities Manager (0.5 FTE)

Sterling Roberts, GHS Teacher to GES Teacher

Stephanie So, from GES Teacher to GES TOSA-Special Programs

### **Recall:**

**7.3 Approve**  
**Resignation/Retire/Termination/Non-Renewal:**  
Sheena Bettis, GHS Teacher  
Griselda Cueto, Cook  
Ruby Dettwyler, GES Teacher  
Kay Gage, GES Teacher  
Marci Lister, GES Teacher  
Austreberto Delgado Mendoza, GHS Soccer Head Coach  
Eleanor Piazza, GES Teacher  
Enrique Sandoval, Girl's Head Basketball Coach  
Ben Schultz, Boys Head Basketball Coach

**Decline:**

**Reduction in Force:**  
Jane Carter, GES Teacher

**Other:**  
**Transfers:**  
John Cook, from GMS Teacher to GES Teacher  
Cassie Miller, from GMS Teacher to GES Teacher

**7.4 Approve**

**Baseball Co-op**

Gervais District#1 Board of Directors approves baseball Co-op with North Marion for spring 2023, as shown on agenda items 03-23-7.4.

**Motion:**

There was a motion made by Director A. Contreras and seconded by Director M. Caballero that the Gervais School District #1 approve the consent items listed in masse. The motion passed 4-0. (Director Toran was absent)

**8.0 ACTION ITEMS**

**8.1 Frontier Charter Academy Budget for 2023-2024**

**Motion:**

There was a motion made by Director A. Contreras and seconded by Director Caballero that the Gervais School District #1 approve the Frontier Charter Academy Budget for 2023-2024, shown on agenda item 04-23-8.1. The motion passed 4-0. (Director Toran was absent)

**8.2 OSBA Board Vacancy**

No interest from any of the board members.

**8.3 Turf Field**

Ms. Stevens said that she needs approval from the school board to move forward in the process with the turf field. She said that she and Ms. Davis are researching to see if the district needs to go through a bidding process before moving forward. By the time this is decided, the bond election will occur. If the district does not get the grant for the roof, then the board would need to decide if the district would use FCA money.

Director Bustamante asked if excavation is included in the 350K figure for the turf field.

Ms. Stevens said that would be included in the portion of the materials covered.

**Motion:**

There was a motion made by Director A. Contreras and seconded by Director M. Caballero that the Gervais School

District #1 approves Superintendent Stevens to move forward with the turf field process. The motion passed 4- 0. (Director Toran was absent)

#### **8.4 School-Based Health Center Approval Letter**

**Motion:**

There was a motion made by Director A. Contreras and seconded by Director M. Caballero that the Gervais School District #1 approves Superintendent Stevens of crafting a letter of support for the School-Based Health Center. The motion passed 4- 0. (Director Toran was absent)

### **9.0 DISCUSSION ITEMS**

#### **9.1 Bond Update**

Ms. Stevens listed all the bond mailings that will be mailed in the following weeks, informing the community about the bond and tax assistance grant. She indicated that other items, such as door hangers, yard signs, and banners, had been ordered to spread the word. The district will have food/bouncy houses available during the cleanup day in Gervais, and a table will be set up to ask attendees if they are registered to vote. If not, then assistance will be available to get them registered. The PAC members will text individuals to ask if they wish to participate in door-knocking because not many have volunteered. Ms. Stevens said she would attend the seniors' assembly to remind them about voting. The videos the Millennials created have had many reviews, and no negative comments have come up. During May, the goal is to target in-town voters since last year's results indicated that not everyone voted.

The group discussed involving students in this process and providing gift cards to get them interested in helping.

Director A. Contreras and Director M. Contreras volunteer to do door-knocking. Director Bustamante would like to donate money to purchase gift cards to hand out.

#### **9.2 Policies First Reading**

Ms. Stevens expressed that this set of policies has minimal changes and said she would have the technology director review the Cybersecurity policy. The KL policy only had minimal changes on the timeline to make a decision to a complaint in 30 days.

#### **9.3 OSBA Scholarship Application**

The group discussed that the applications used previously worked with minimal changes. The group approved to have the application due by May 12<sup>th</sup> (three weeks) to be able to recognize the recipients at the senior award night.

#### **9.4 Draft OSBA Letter**

The school board approved Ms. Stevens to drafting a letter to to OSBA, addressing the issue of not showing support for Willamette Career Academy.

### **10.0 FUTURE AGENDA ITEMS**

Director Bustamante called an Executive Session at 7:25 p.m. under ORS 192.660 (2) (d) "Labor Negotiator Consultation."

Director Bustamante adjourned the Executive Session at 7:54 p.m. and reconvened the Regular Session.

### **11.0 ADJOURN**

#### **11.1 Adjourn Regular Session**

**APPROVED**

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Board Chairperson

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Board Secretary

DRAFT

# Monthly Administrator Report For Gervais School District Board

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**Date:** May 2023

**Department of Student Services and Federal Programs**

**Administrator:** Dr. Helms

## **1. Special Education/Section 504**

- This is a very busy season for case managers, our district psychologist, and other special education personnel as they attempt to complete two major end-of-the-year tasks:
  - Complete as many Child Find initial evaluations as possible and determine eligibility so the mandated 60-school day consent window does not roll over into the 23/24 SY. Although this is necessary at times, and the process is not rushed because of it, it can create short timelines in the Fall when case managers return in September, and it adds potential complications of considering “summer learning loss” and other variables that are not a factor right now.
  - Preparing “turnover” documents for teachers next year, especially for those students promoted from 5<sup>th</sup> to 6<sup>th</sup> grade, or 8<sup>th</sup> to 9<sup>th</sup> grade. Case managers want to ensure there is no loss in services as students move from one teacher to the next, or one school to the next, and these documents ensure that next year’s teachers can learn about their future students and their IEPs/Section 504 plans.

## **2. English Language Development**

- At the time this report was submitted, the largest batch of ELPA scores have not been released; the anticipated release date is 5/12. I am optimistic about our scores, and I look forward to providing a full report during the May 2023 school board meeting.
- During the month of April, a diverse community of licensed and classified staff representing all three levels (GES, GMS, and GHS) evaluated ELD curriculum adoption material options for the 23/24 school year. During the May 2023 school board report, along with the aforementioned ELPA scores report, I look forward to discussing the committee recommendations with the board and how these materials align with both our short and long-term goals for the department.

## **3. Early Learning**

- This month, all Preschool classes attended a field trip to the Gilbert House in Salem. It was a fantastic experience for our students, many of which attended the children’s museum for the first time.
- On May 3<sup>rd</sup>, thank you to a wellness grant facilitated by Melinda Fitz-Henry (GSD Food Services), the Early Learning Staff (preschool and daycare) took part in an awesome staff morale event: a mobile “escape room” company came to us and set up an escape room-scenario in one of the preschool classrooms. Along with a catered lunch, the staff had a great opportunity to bond together – I am very appreciative of all their hard work with our youngest learners.
- The preschool staff is working hard in preparing “turnover” documents for those students who are leaving preschool this year and promoting to Kindergarten next year. We are looking forward to a fun and successful Kindergarten “Jumpstart” program this summer, and we want those students to have a very successful start to their first year as elementary students!

## **4. Nursing Department.**

- The district remains on track to meet all deliverables this month to the Oregon Health Authority regarding our School-Based Health Center (SBHC). We continue to partner with Orchid Health as our Medical Sponsor, and I look forward to inviting them to a school board meeting later this summer so they can provide a presentation on their organization, how they have supported other SBHCs, and how the envision partnering with Gervais SD to provide unique and needed services to our students and our community.

## 5. Counseling Department

- Counselors are preparing to assist staff at all three buildings with the End-of-Year DESSA assessments (K-8 are conducted by teachers; 9-12 are student self-assessments). When that data is available, counselors and admin will analyze it and make preliminary support plans for this summer and next year.
- This year, we have been partnering with OYEN, an emotional wellness center out of Woodburn, to provide a social worker for our students during the week. This is through a LatinX grant that OYEN received (the same grant we received that provides afterschool opportunities for GES and GMS students) and is at no cost to us. OYEN is hopeful they will receive the same grant funding for the 23/24 fiscal year and if so, they will continue providing social worker services to our students during the summer and throughout the next school year.

## 6. Community Engagement

- Our Gervais Community Clean-Up Day Lunchtime celebration event (April 22<sup>nd</sup>) was a great success. We fed around 250 people, children were thoroughly entertained with a variety of bounce houses and field games (soccer, frisbee, etc.), and we supported nearly a dozen people register to vote. Our “Gervais: Know Your Health” booth was used for the first time, with many people receiving free blood pressure checks and information from our OHSU nursing candidate students about how to improve their health.
- At the time this report was submitted, all details are being finalized for the May 11<sup>th</sup> Mental Health Fair (5:30pm-8pm, Gervais High School). We are expecting a very large crowd and I look forward to giving a full detailed report during the May 2023 board meeting. We appreciate our partnership with the Willamette Health Council in helping us host this fantastic event for the community.

## 7. Summer School

- Summer School is beginning to take shape:
  - Mr. Price (Gervais Elementary School) and his team have access to a \$23k Kindergarten Jumpstart grant, and his team will be organizing a Jumpstart program for incoming Kindergarten students. More details from him will likely be shared when he is prepared to do so.
  - We are anticipating a significantly reduced level of funding from the last two years and will likely only be hosting students who qualify under migrant status for grades 1<sup>st</sup>-8<sup>th</sup> during the month of July (based on funding requirements from the WESD Migrant Services Department). The program will still be STE(A)M-themed with a focus on academic skills recovery. We are also finalizing details of hosting two binational teachers from Mexico during the July program (at no cost to the district).
  - Another successful high school credit recovery program (grades 9<sup>th</sup>-12<sup>th</sup>) is being planned for the final two weeks in June. Mr. Aman (Gervais High School) will be using a combination of several grants to support this program. More details from him will likely be shared when he is prepared to do so.



**Enrollment**9<sup>th</sup> = 8310<sup>th</sup> = 68 (-2)11<sup>th</sup> = 8112<sup>th</sup> = 80 (-2)TOTAL = 312 (-4)  
(as of 5/1/23)**Attendance**

2022-23

September

95%

October

91%

November

86%

December

87%

January

89%

February

86%

March

87%

April

86%

MayJune**Discipline Referrals**September

2

October

1

November

1

December

0

January

0

February

1

March

1

April

0

MayJune**Announcements/Actions / Planning / School Improvement**

-The Doernbecher Pageant was a huge success! Thanks to Fenya Aman for making this happen. We raised \$7,441 for Doernbecher Children's Hospital.



-It is the Home Stretch of the school year! We are looking forward to seeing our Seniors Graduate!

-All forecasting for next year is finished! We are almost finished putting together the Master Schedule for 23-24.

-The Chemeketa Brooks project is coming together – courses have been chosen for Seniors to take to obtain an EMT certification for 23-24 school year. More to come!

-We will have our 2<sup>nd</sup> YouthTruth presentation soon – Staff Data.

-Staff evaluations are currently being finished for the year.

-SBAC Testing for ELA and Math is in progress for Juniors.

-Round 3 of IReady Testing is in progress.

-The Math Team has been working closely with Bonny for Math Curriculum Adoption.

-After school Reading and Math interventions are still happening!

- Sophie has been working extra hard planning for Oregon GearUP! We are currently working to convert our library into a “true” College and Career Center.
- A special group of Juniors have been mentoring some of the GMS 8<sup>th</sup> grade students – a new project Toni Johnson put together.
- We had our LockDown Drill for the year – it was successful.
- We say goodbye to Sheena Bettis – she has been a very special part of GHS and we will miss her dearly.
- SST continues to meet to support students. We are excited to have Laura Zurita return shortly after Spring Break.
- STEM has moved on to their Earth science unit. They are currently learning about Earth's internal processes and cycling of matter. They studied a geologic map of Oregon today to make inferences about the volcanic history of our state. We are talking about the Juan de Fuca plate and the big earthquake that is predicted to occur in Oregon. Unfortunately geologic time works differently that time we are used to. it could happen in our lifetime or not. I have several students who will probably earn college credit for chemistry. We are working our way through the curriculum and getting all of the college requirements met.

### Special Report from Rafael Ruiz – our Foreign Exchange Teacher from SPAIN!

PE was a special subject at GHS this year. We had an exchange teacher coming all the way from Spain, and many things were very different for everyone. He was new to the specific subject taught, and of course he was new to the country and the culture, not to mention the Gervais area. It took a while to get used to how things are done, but he always gave his best in this process. In the end, the experience for the teacher has been a very constructive one, with a lot of learning that will be useful in the future, a few obstacles overcome, a lot of experiences and a lot of great people and great professionals. In the other way, the teacher tried to help students not only with PE related issues, but also trying to offer a different point of view, sometimes because of a different culture of precedence, sometimes because of age, or any other reason that makes us all different.

Fifth period was definitely the most special of all, the one that offered the most special moments. That was the one that gathered all of our students with disabilities (together with some middle schoolers often times), with a few of other students without specific disabilities. This scenario made us call the period “Unified PE”, starting an unprecedented trend in our district. It is my sincere hope that this trend is not lost in the future, and my hope that these words can help. I was not a specialist myself, but together with the incredible and invaluable help of the IA professionals, we achieved incredible advances in social interaction, relationships, communication, mobility, agility, and much more, and these achievements happened as much towards the students with disabilities as towards all the rest of us participant in this period. It was really moving to see new things happen, new progress, every single day at school.

Around the end of January, all this dynamics led us to start the Unified Basketball Team, also a first in our district, and with the help of all participants, administrators, teachers, coaches, IAs, families, authorities, and the leadership coming from the hand (and brain) of Dr Helms, we were able to successfully make this work to an unforgettable experience for each and everyone of us. Let me please share my passion for this particular approach to the educative process. Let’s make Gervais a reference not only in education along the area, but especially in Unified Education. After only one season, it’s already paying forward.

This is finally my last paragraph. It is only to Thank each and everyone that made my experience possible. Of course, count on my if I can be of any help at any point from here on. I will not mention names in the fear that I will leave too many behind, so let me just say Thank You Gervais Community. You are now engraved in my heart. I wish I could return only a tenth of what I’m taking with me.

### **Counseling News**

- Laura has 11 students registered for her group, called Intuned.
- We are overwhelmed with referrals, partnering with OYEN and Bright Ways.
- Laura will soon be going into advisories to offer life skills lessons.
- Forecasting in the classrooms is done! Andrea now has a lot of “clean-up” to do with collecting missing students and making edits to class lists.
- We continue to meet weekly to discuss scheduling for the master schedule considering all the moving pieces and forecasted needs.
- Forecasting for current 9th-11th graders is scheduled for the last 2 weeks of April.
- OYEN has now met with the first student at GHS. We have more ROI’s out there so will have more referrals soon.
- Drop-ins for counseling needs continue to keep us busy.
- Our 2 Counseling Aides completed a successful Superhero Clothing Drive to help support Project Lemonade’s Superhero Shopping Event for foster youth.



### **College & Career**

- We attended the GEAR UP Retreat April 20-22 where we learned a lot more about the program and how we can run it at GMS & GHS.
- We are at 50% FAFSA Completion and continue to help students work on their applications and corrections needed through FAFSA+. We will be doing name drawings each Friday for those who have completed their application for prizes.
- Our 2 seniors who interviewed for the Ford Foundation Scholarship GOT IT!!!! Jazmin Gutierrez and Eric Morales are both Ford Foundation Scholars and will now get 90% of their unmet financial need covered by this scholarship! We are so very proud of the two of them!
- We took students to the Brooks Chemeketa Open House on April 25th where they learned about the different programs that are offered on that campus through hands on learning experiences.
- We are working on a few more field trips to get students out on college campuses and trade school sites before the end of the school year.
- We continue to have colleges and trade programs visit our campus to present to our students. We have had great turn outs for these. Last week RiverBend Materials visited and provided a very informative presentation in the library to about 40 students. Today we have Grand Canyon University visiting.

### **Training/Workshops/Conferences**

- Tucker continues to attend all things OSAA as the athletic director.

- Andrew attended a National Conference in New York City on 4/21 – 4/23 on the impact of COVID on learning and adolescent brains.
- Andrew attended the ACTE Training in Bend on 4/13 and 4/14.
- Andrew continues to attend Willamette School Improvement meetings.
- The Math Department is preparing for many PD events involving Math Curriculum Adoption.

### **Senior News**

- Mr. McCargar has been working hard to make sure all necessary plans for graduation are in order!
- All Seniors have been given plans for the last week of school – June 5 – 9
- Graduation is June 10<sup>th</sup>! Car Drive-Thru will begin at 9 AM with Graduation at 11 AM in the GHS GYM!

### **Leadership News**

- Sheena Bettis has officially left the building! We thank her for all of her hard work and dedication to GHS Leadership over the past many years.
- Prom was a success!
- All plans for future Leadership activities have been covered by our in-house staff.

### **AVID News**

One of our AVID seniors, Eric Morales, has received the Ford Family Scholarship. All the AVID seniors have selected their colleges.

AVID 10 & 11 visited Pacific University last Tuesday for a tour and admissions presentation.

AVID 9 is visiting University of Oregon next week.

### **Athletics**

Spring Sports are wrapping up. We are hosting the first annual Jeanie James High School Track Meet on Saturday May 13 at 9am. On May 1 we hosted our Middle School Track meet and big thanks to Coach Castle and his wife for all their hard work getting these meets organized. Also, huge thank you to Julie for all her help with Spring Sports and the track meets! Softball has made it through some crazy weather and thanks to Kevin being able to play lots of home games because of how hard he works to keep the field playable.

Last track season, Isaiah Martushev started pole vaulting. He was the first Gervais athlete to pole vault since the 2004 season (18 years). Isaiah's training last year was limited, as the Gervais pole vault pit was outdated and no longer legal for competition. This last summer, when West Salem High School purchased a new pole vault pit, they donated their old pit to Gervais. This modern and legal pit from West Salem High School is in excellent condition and has helped rejuvenate vaulting at Gervais.. Under the guidance of assistant coach Mitch Kruse, the track team now has five athletes pole vaulting, three boys (Isaiah Martushev, Gotti Ramon, and Daniel Phelan) and two girls (Citlali Munoz and Olivia Boyd). Isaiah currently has one of the top marks in 2A!

### **P.A.W.S.**

P.A.W.S. and Credit Recovery are doing outstanding. There have been 12 graduates from the PAWS program and the credit recovery students are making huge efforts to finish classes before the end of the school year. We started forecasting for next school year. Both programs are definitely meeting a need and look to have strong numbers again next year. I have included some photos from my classroom. They inspire my students every day to continue their journey even though it can be challenging. Thank you for all your support!



### **Willamette Career Academy**

Willamette Career Academy interviews are finished! We are in the process of finalizing candidates for next school year.

We had more applicants this year than any other year.

### **Clubs and Activities**

Drama

Dungeons and Dragons Club

Homework Club

Music Club

GSA

Journalism/The Inkling

Aguilas de Oro

FFA – Plant Sale was a success...as always!

# **Monthly Administrator Report to Board**

**Gervais Middle School**

**April 2023**

**Toni Johnson, Principal**

## **I. Attendance:**

- As of Monday, May 8
  - 6th Grade - 56 Students
  - 7th Grade - 61 Students
  - 8th Grade - 79 Students
  - Total = 196 Students

## **II. Staff and Student Recognition, Honors and Upcoming Events:**

- Student of the Month for March - Integrity
  - Daniel Tello, Jesus Hernandez, Brenda Martinez, Ernesto Alvarez, Callista Smith, Daisy Martinez, Yarely Santos, Leslie Mercado, Camilo Salcedo, Zocim Reutov, and Boston Waite
- Academic Ace for March
  - Ismael Puentes, Emily Guzman, Dyannah Carlos, Edgar Sandoval, John Herrera, Karina Vega, Fatima Gonzalez, Yarely Santos, and Sara Lee Morales

## **III. Major Referrals for March:**

- Total Referrals = 28
- State Reportable = 22 out of 28

## **IV. Academic Highlights and Actions Supporting School**

### **Improvement & Student Learning:**

- GMS Annual Career Day was April 5th - 15 Presenters from various
- Counselor Aloha took around 60 students bowling in Keizer on Early Release - April 12.
- ELA State testing was the last week of April. Now we are waiting on the results.

# Monthly Administrator Report for GSD School Board

**Date:** May 2023

**School:** Gervais Elementary School

**Administrator:** Dusty Price

## Student Enrollment Numbers (at the time that this report was submitted):

School	Beginning-of-Year 2022-2023	Current 2022-2023
Total	382	369

Grades	Beginning-of-Year	Current	Grades	Beginning-of-Year	Current
Kindergarten	71	68	3 <sup>rd</sup> Grade	67	67
1 <sup>st</sup> Grade	57	57	4 <sup>th</sup> Grade	59	59
2 <sup>nd</sup> Grade	61	58	5 <sup>th</sup> Grade	65	60

### 1. Academic Highlights, Data and Actions Supporting School Improvement & Student Learning:

- GES students finished the English Language Proficiency Assessment (ELPA) with 100% participation, thanks in large part to Dr. Creighton Helms and our GES ELD team: Raul Gomes, Mercedes Cruz, and Elizabeth Obendorf. We have shifted that momentum to our grades 3-5 students now participating in state testing. Kerry Broadhurst serves as our building testing coordinator and has been very intentional in creating our testing plan and schedule with supports for students needing special accommodations or separate spaces for testing.
- There have been some very challenging issues with student behavior involving a handful of students. Mostly in the lower grades, we have some students who have experienced tremendous trauma and have their lives completely upended and are having a very hard time coping in and out of school. When they become disregulated, several have become violent in throwing things in the classroom and hitting and kicking at counselors and administrators that are trying to help them calm down. We have had to create and adjust plans to be more responsive to these students' needs. The need for 1:1 supervision for a few students has strained our staffing capacity, but it has also demonstrated our capacity for serving our students with incredible care and concern. Though challenging, these student issues have revealed how empathetic our staff is and how we are working together to gather the wraparound resources needed to support these students and their families.

### 2. Activity Highlights, Staff and Student Recognition, Honors and Upcoming Events

- On Saturday, April 15, we had a group of English learner (EL) students who went on a field trip on Friday when there was no school to Silver Creek Falls. This was a great opportunity for experiential learning and to apply the lessons they have been learning in ELD class. We appreciate Ms. Obendorf for planning this trip and the staff who helped make it happen. There were several staff who attended to help these students have a great experience getting out into nature.
- The City of Gervais planned an Earth Day cleanup on Saturday, April 22 with the district hosting an event at GES for families to come get lunch, check on their voter registration, meet with the OHSU student nurses, and for their kids to enjoy several yard games and bouncy houses. It was a great event planned by Dr. Creighton Helms that brought a lot of families to the school for a fun afternoon of games. It gave families a chance to socialize and for parents and GES staff to connect throughout the event. It just reinforced the idea that our schools are the places where our community gathers.



- This week is Teacher Appreciation Week and we have something special planned for teachers every day to express our gratitude for their amazing work in our school. We started the week with our morning announcements video from the principal focused on the impact that teachers have and how important it is to express our gratitude to them each day. Students will be preparing cards for their teachers with the office leadership team, principal, district office, and classified staff bringing in treats each day.

### **3. Community Relations/Partnerships/Volunteers**

- GES staff have been helping to canvas for the upcoming school bond in the community. Using the MiniVAN app to target specific voters inside city limits, we have been encouraging our neighbors to support the schools and the desperately needed repairs and improvements to our facilities. This one-on-one interaction has been very powerful to open honest dialogue about the importance of supporting our schools along with the concerns or frustrations that community members have. Though we have not had a large turnout of GES staff volunteers, those who have helped canvas have found this to be a very positive experience.
- GES had been working with the South Salem STEM Partnership (SMSP) to support its ongoing STEAM transformation. With a lot of assemblies, after school clubs, and family activities now supporting science, technology, engineering, art, and math, we are wanting to develop a more clear vision and direction for STEAM in the school. With the hire of Stephanie So as the new GES STEAM TOSA, this is a great opportunity to reimagine what we want to do and to get a lot more intentional in what we are doing. SMSP will be meeting with us all day on Wednesday, May 10 to discuss summer plans, STEAM school certification, and project goals. We will be joined by the STEAM leadership team at Scotts Mills ES to help us collaborate together. We are excited for this new GES STEAM TOSA position and look forward to Stephanie helping to build more community and industry partnerships that give our students experiential learning opportunities.
- Partnering with South Salem STEM Partnership (SMSP), GES kinders recently participated in a virtual presentation from a video game designer. During OR STEAM Week May 8-12), SSMP has made available several virtual career connections similar to this one along with other lessons and activities that have been shared with GES teachers. These opportunities provided through the SMSP partnership have helped give us access to more industry partners and presenters and build real-life applications and connections to classroom learning.



Gervais School Board Meeting  
**May, 2023**  
Food Service Report

Contact Information:  
[melinda\\_fitz-henry@gervais.k12.or.us](mailto:melinda_fitz-henry@gervais.k12.or.us)  
503-792-3803 ext. 5050



### Farm to School 2021-2023 Grant

Gervais has received the two-year noncompetitive Farm to School Grant for the 2021-22 and 2022-23 school years. The award amount of \$15,871 has been spent as of April 30, 2023.

This grant has allowed us to purchase fresh fruit and vegetables, as well as food items processed in Oregon. The grant benefits our local farmers and producers as well as our schools.

There will be an opportunity to be granted additional funds during the month of May. Funding for the next biennium is not currently available.

### Gervais Food Service Summer Activities

#### Gervais Summer Grab & Go Meal Schedules

**June: Pick up Location: 1<sup>st</sup> street outside Gervais Elementary Kitchen**

- Tuesdays and Thursdays
- Dates: June 20, 22, 27 & 29.

**July & August: Gervais High School Parking Lot.**

- Monday and Thursdays
- Dates: July 6,10,13,17,20,24,27,31 & August 3,7,10,14,17,21 & 24

The dates are set to not conflict with any holiday or congregated servings.

**Bicycle Rodeo:** Partnering with the city of Gervais, Gervais Police Department, Woodburn Fire Department, Data Vision, and the Northwest Hub

- Gervais Elementary, cafeteria and covered area.
- June 27<sup>th</sup> 4-6 pm

This fun events include a free helmets from the police department, bicycle safety training, bicycle repairs, and drawings for new bikes or trikes.

Dinner is included.

### Upcoming Food Director Events

July 8-11, 2023: the Food Service Director will be attending the School Nutrition Association's (SNA) Annual Conference.

This conference includes 4 days of trainings in all areas of the school nutrition program.

## Technology Board Report – May 2023

### Online Forms

Our forms automation project continues with Operoo. As time permits, we are creating our existing forms in Operoo and receiving bi-weekly training in its operation.

### E-Rate

Our funding applications for our Internet and our connection with the Pioneer facility have been approved. We are still waiting for funding approval on the project to replace our fiber connections between the school campuses.

### Summer Projects

This summer, staff laptops will be upgraded at GES and GMS. We will also be collecting Chromebooks from students at GHS to be cleaned, repaired, and updated along with all classroom Chromebooks. We will work from July 3<sup>rd</sup> through August 25<sup>th</sup>.

**Gervais School Board Meeting  
May 2023  
Maintenance/Custodial Report**



**Contact Information: Email – [gustavo\\_munoz@gervais.k12.or.us](mailto:gustavo_munoz@gervais.k12.or.us)**

In addition to regular maintenance and daily cleaning in all the buildings we had a total of 72 maintenance/custodial requests. We completed 43 of them, made plans for some, and are currently working on the rest of them. Right now, we are working diligently on cleaning and organizing storage spaces.

Highlights of what we completed in each building are listed below.

### **High School**

**Monthly Highlight:**

- Various projects in FLC room
- New desks in Room #1
- Set up and tear down for pageant.
- Compressor in shop fixed.
- Set up for track meet

**Ongoing projects:**

- Regular maintenance of buildings
- Clean and organize storage-ongoing
- Move east gate to side of building – We have shifted and will be working on enclosing what we have
- Parking lot estimates to resurface and repaint – Scheduled for Memorial Day weekend

### **Middle School**

**Monthly highlights:**

- Setup and tear down for student Assemblies
- Fixed automatic gate between buildings
- Hanging TV in front office

**Current projects**

- Regular Maintenance of Buildings
- Replacing heat pump air filters

### **Elementary School**

**Monthly Highlights:**

- Finished replacing of plastic sheeting in lower gym ceiling
- New ADA sink in lower gym bathroom
- Various projects in FLC Classroom
- Fixed gutter
- Moved equipment for earth day celebration

**Current Projects:**

- Regular Maintenance of Buildings
- Looking into long term roof fix – we have bids looking to schedule now
- Clean room #16 – we have been working on this a little at a time
- Cleaning of lockers rooms – storing items for a new garage sale there now.

### **Daycare/Preschool**

**Monthly Highlights:**

- Assembly of various furniture
- New gravel and edging around garden area

**Current Projects:**

- Getting estimates for a new roof – we have estimate, putting this project on hold for funding.
- Expanding covered play area
- Acquiring easement behind preschool
- Assembly and install shed

## Business Manager Report

### Gervais School Board Meeting

May 17, 2023

#### Contact Information:

Caryn Davis

Email: caryn\_davis@gervais.k12.or.us

Phone - 503.792.3803 ext. 5020



#### Reports/Document Included:

- **Budget Summary – All Funds**
- **Revenue – YTD All Funds**
- **Expense – YTD All Funds**
- **General Fund (without Charter) Financial Projection by Object**
- **YTD Expenses by Object – General Fund**
- **100 General Fund/105 Grant Indirects Month-End Fund Balances**

#### Report Comments:

*All Funds* reports include: 100-General Fund, 200-Special Revenue Fund, and 300-Debt Service Fund.

All General Fund reports include funds 100, 101 (Frontier Charter Fund) and 105 (Grant Indirect Fund), unless noted otherwise.

#### Key Financial Comments:

##### **Financial Reports:**

With just two months remaining in the fiscal year, we are lining up as expected, as represented in the following reports:

- **Revenue – YTD All Funds** shows that we have exceeded our budget for the General Fund YTD Local Sources. Local Sources would primarily be taxes. The General Fund YTD State Sources are slightly lower, due to the decrease in enrollment realized by Frontier Charter this year.
- **Expense – YTD All Funds** shows our General Fund YTD Salary and Benefits right where they should be. Special Revenue Funds YTD Salary and Benefits is lower, but in Special Revenue Funds, the budgeted amount is a capacity, not a firm expectation.
- **100 General Fund/105 Grant Indirects Month-End Fund Balances** appears like it will end slightly higher than prior year. I am expecting this figure to end slightly lower, at about the \$1.890 million.

##### **June's Board Meeting:**

A couple items I am working on for the June board meeting will be:

- The Use of Funds report for improvement projects. I wanted to wait until the Bond election, for obvious reasons, before presenting this report.
- I will be suggesting a resolution in June related to using both Modified Accrual (our current method) and Modified Cash accounting. This is due to GASB 87 and 96, these two new governmental accounting regulations are related to leases and subscription-based information tech arrangements, respectively. Our auditor is suggesting this change to help with this onerous reporting requirement.

#### Consent/Action Items:

None

## 2022-2023 Gervais SD 1 | All Funds Financial Overview

### YTD Overview - Revenue April 2023



#### General Fund(s)

##### YTD Local Sources

**102.15%** of Budget

Prior Year YTD: 93.87% of Actuals

##### YTD State Sources

**88.02%** of Budget

Prior Year YTD: 94.01% of Actuals

##### YTD All Sources (except 5400s)

**90.16%** of Budget

Prior Year YTD: 93.75% of Actuals

#### Special Revenue Funds

##### YTD Local Sources

**74.10%** of Budget

Prior Year YTD: 55.20% of Actual

##### YTD State and Federal Sources

**36.64%** of Budget

Prior Year YTD: 49.28% of Actuals

##### YTD All Sources (except 5400s)

**39.72%** of Budget

Prior Year YTD: 52.00% of Actuals

#### All Funds

##### YTD Local Sources

**94.28%** of Budget

Prior Year YTD: 82.68% of Actuals

##### YTD State & Federal Sources

**73.00%** of Budget

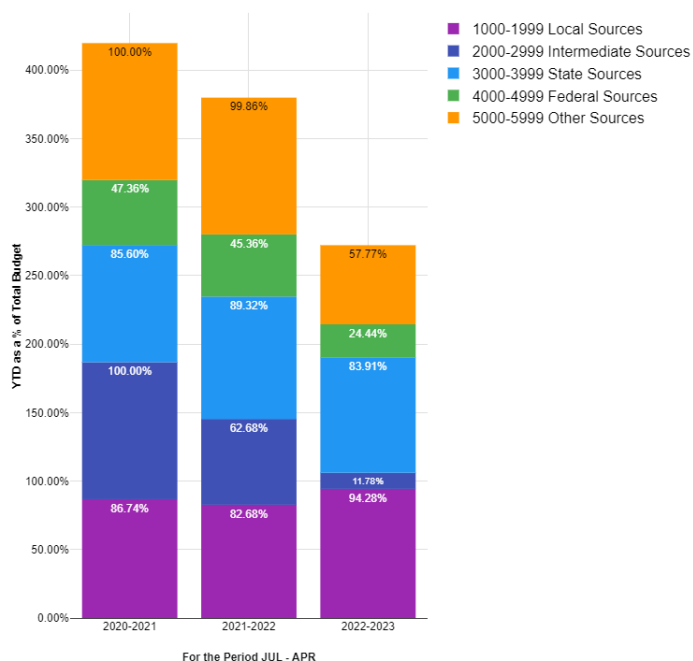
Prior Year YTD: 81.90% of Actuals

##### YTD All Sources (except 5400s)

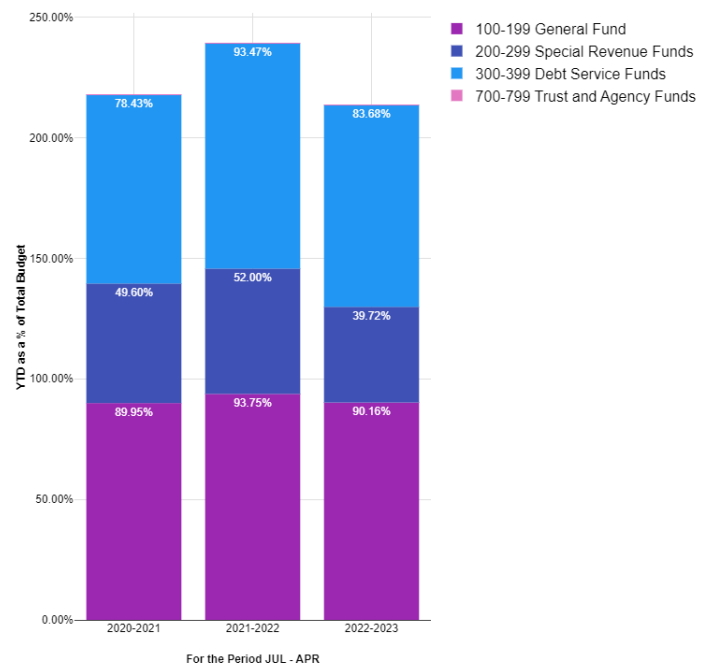
**76.31%** of Budget

Prior Year YTD: 84.92% of Actuals

All Funds YTD as Percent of Budget by Revenue Sources except 5400s



All Funds YTD as Percent of Budget by Major Fund except 5400s



## 2022-2023 Gervais SD 1 | All Funds Financial Overview

### YTD Overview - Expense April 2023



#### General Fund(s)

YTD Salary and Benefits

**69.15%** of Budget

Prior Year YTD: 70.51% of Actuals

YTD Purchased Services

**74.69%** of Budget

Prior Year YTD: 87.74% of Actuals

YTD Other Expenses

**29.09%** of Budget

Prior Year YTD: 92.64% of Actuals

#### Special Revenue Funds

YTD Salary and Benefits

**59.38%** of Budget

Prior Year YTD: 72.90% of Actuals

YTD Purchased Services

**98.17%** of Budget

Prior Year YTD: 64.52% of Actuals

YTD Other Expenses

**27.42%** of Budget

Prior Year YTD: 68.01% of Actuals

#### All Funds

YTD Salary and Benefits

**66.30%** of Budget

Prior Year YTD: 71.11% of Actuals

YTD Purchased Services

**76.54%** of Budget

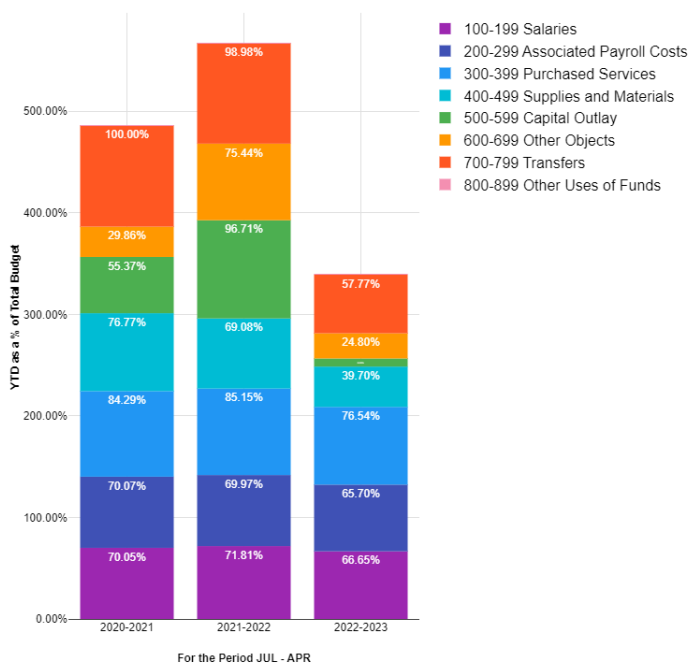
Prior Year YTD: 85.15% of Actuals

YTD Other Expenses

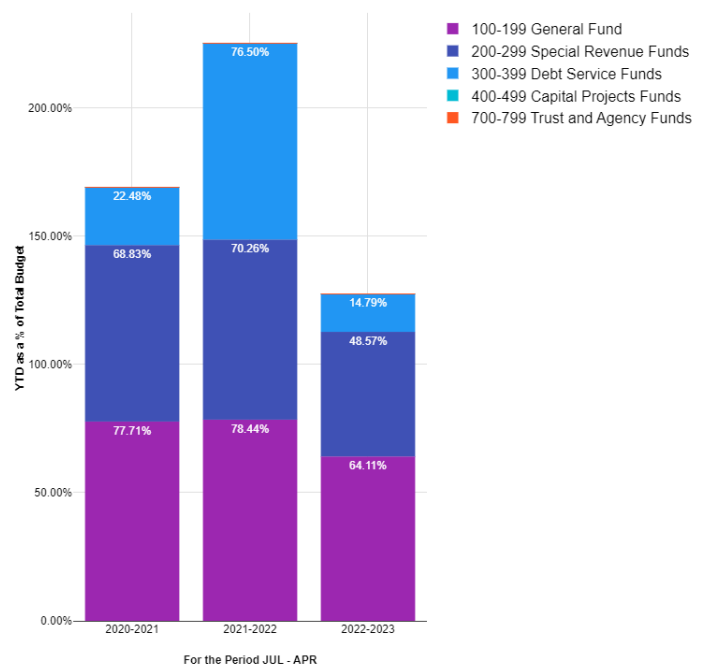
**25.51%** of Budget

Prior Year YTD: 76.92% of Actuals

All Funds YTD Expense as Percent of Budget by Objects



All Funds YTD Expense as Percent of Budget by Major Fund



# Gervais School District #1

## Budget Summary - All Funds For the Period 04/01/2023 through 04/30/2023

Fiscal Year: 2022-2023

☐ Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
INCOME							
-							
Local Sources (+)	\$4,833,689.36	\$99,269.18	\$4,557,058.42	\$276,630.94	\$0.00	\$276,630.94	5.7%
State Sources (+)	\$15,614,963.09	\$944,024.88	\$13,010,714.82	\$2,604,248.27	\$0.00	\$2,604,248.27	16.7%
Federal Sources (+)	\$3,479,333.19	\$94,895.77	\$850,216.54	\$2,629,116.65	\$0.00	\$2,629,116.65	75.6%
Transfers (+)	\$852,500.00	\$0.00	\$492,500.00	\$360,000.00	\$0.00	\$360,000.00	42.2%
Other (+)	\$4,315,627.62	\$0.00	\$4,812,658.49	(\$497,030.87)	\$0.00	(\$497,030.87)	-11.5%
Sub-total : -	\$29,096,113.26	\$1,138,189.83	\$23,723,148.27	\$5,372,964.99	\$0.00	\$5,372,964.99	18.5%
Total : INCOME	\$29,096,113.26	\$1,138,189.83	\$23,723,148.27	\$5,372,964.99	\$0.00	\$5,372,964.99	18.5%
EXPENSES							
-							
Instruction (-)	\$14,211,716.34	\$902,239.33	\$9,551,624.23	\$4,660,092.11	\$3,864,870.08	\$795,222.03	5.6%
Support Services (-)	\$8,397,282.78	\$787,785.28	\$5,414,544.97	\$2,982,737.81	\$787,069.45	\$2,195,668.36	26.1%
Enterprise & Community (-)	\$1,474,439.82	\$98,365.74	\$855,426.22	\$619,013.60	\$337,125.40	\$281,888.20	19.1%
Facilities Acquisition (-)	\$770,251.63	\$0.00	\$13,180.00	\$757,071.63	\$0.00	\$757,071.63	98.3%
Transfers (-)	\$852,500.00	\$0.00	\$492,500.00	\$360,000.00	\$0.00	\$360,000.00	42.2%
Debt Service (-)	\$1,705,505.12	\$0.05	\$252,185.98	\$1,453,319.14	\$203,999.97	\$1,249,319.17	73.3%
Contingency (-)	\$1,684,417.57	\$0.00	\$0.00	\$1,684,417.57	\$0.00	\$1,684,417.57	100.0%
Sub-total : -	(\$29,096,113.26)	(\$1,788,390.40)	(\$16,579,461.40)	(\$12,516,651.86)	(\$5,193,064.90)	(\$7,323,586.96)	25.2%
Total : EXPENSES	(\$29,096,113.26)	(\$1,788,390.40)	(\$16,579,461.40)	(\$12,516,651.86)	(\$5,193,064.90)	(\$7,323,586.96)	25.2%
NET ADDITION/(DEFICIT)	\$0.00	(\$650,200.57)	\$7,143,686.87	(\$7,143,686.87)	(\$5,193,064.90)	(\$1,950,621.97)	0.0%

End of Report

Operating Statement with Encumbrance

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Report: rptGLOperatingStatementwithEnc

2022.3.21

Page:

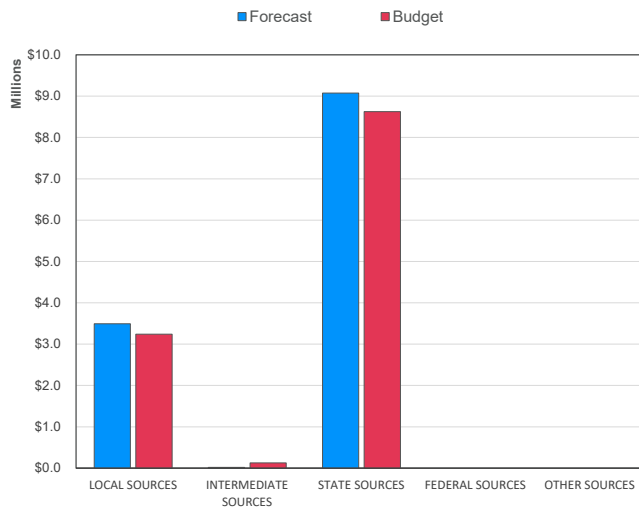
1

## Aggregate | Financial Projection by Object

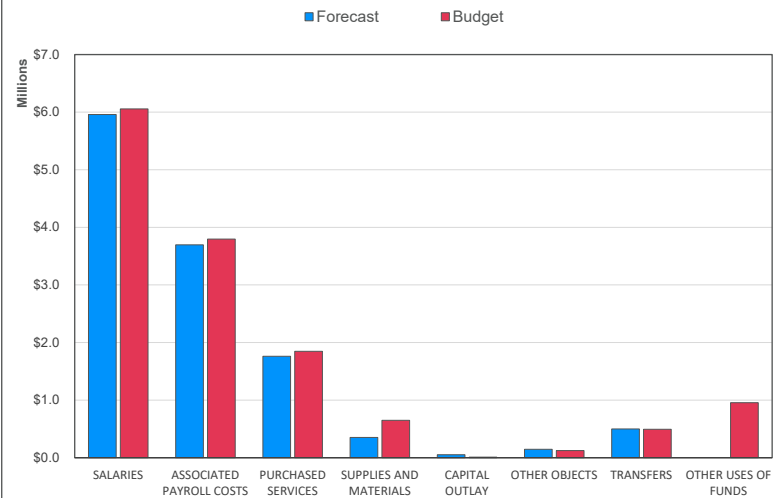
For the Period Ending April 30, 2023

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
<b>Beginning Fund Balance</b>	\$ 3,285,614	\$ 2,010,673	\$ -	\$ 2,010,673	\$ 1,935,000	\$ 75,673
<b>REVENUES</b>						
Local Sources	2,935,392	3,309,131	182,796	3,491,928	3,239,381	252,547
Intermediate Sources	48,714	15,083	2,500	17,583	128,000	(110,417)
State Sources	7,677,411	8,093,786	981,327	9,075,113	8,623,095	452,018
Federal Sources	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 10,661,517</b>	<b>\$ 11,418,000</b>	<b>\$ 1,166,623</b>	<b>\$ 12,584,624</b>	<b>\$ 11,990,476</b>	<b>\$ 594,148</b>
<b>EXPENDITURES</b>						
Salaries	\$ 4,324,121	\$ 4,235,654	\$ 1,722,571	\$ 5,958,225	\$ 6,054,981	\$ 96,756
Associated Payroll Costs	2,594,627	2,575,605	1,120,817	3,696,421	3,794,798	98,376
Purchased Services	1,193,673	1,255,745	506,010	1,761,754	1,848,245	86,491
Supplies and Materials	280,764	293,917	57,989	351,906	648,580	296,674
Capital Outlay	28,800	40,723	10,000	50,723	10,000	(40,723)
Other Objects	121,629	138,156	6,686	144,842	122,255	(22,587)
Transfers	623,070	492,500	5,030	497,530	492,500	(5,030)
Other Uses of Funds	-	-	-	-	954,117	954,117
Other Expenses	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,166,684</b>	<b>\$ 9,032,299</b>	<b>\$ 3,429,104</b>	<b>\$ 12,461,402</b>	<b>\$ 13,925,476</b>	<b>\$ 1,464,074</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 1,494,833</b>	<b>\$ 2,385,702</b>	<b>\$ (2,262,480)</b>	<b>\$ 123,222</b>	<b>\$ (1,935,000)</b>	
<b>ENDING FUND BALANCE</b>				<b>\$ 2,133,894</b>		

Revenues by Source | Forecast vs. Budget

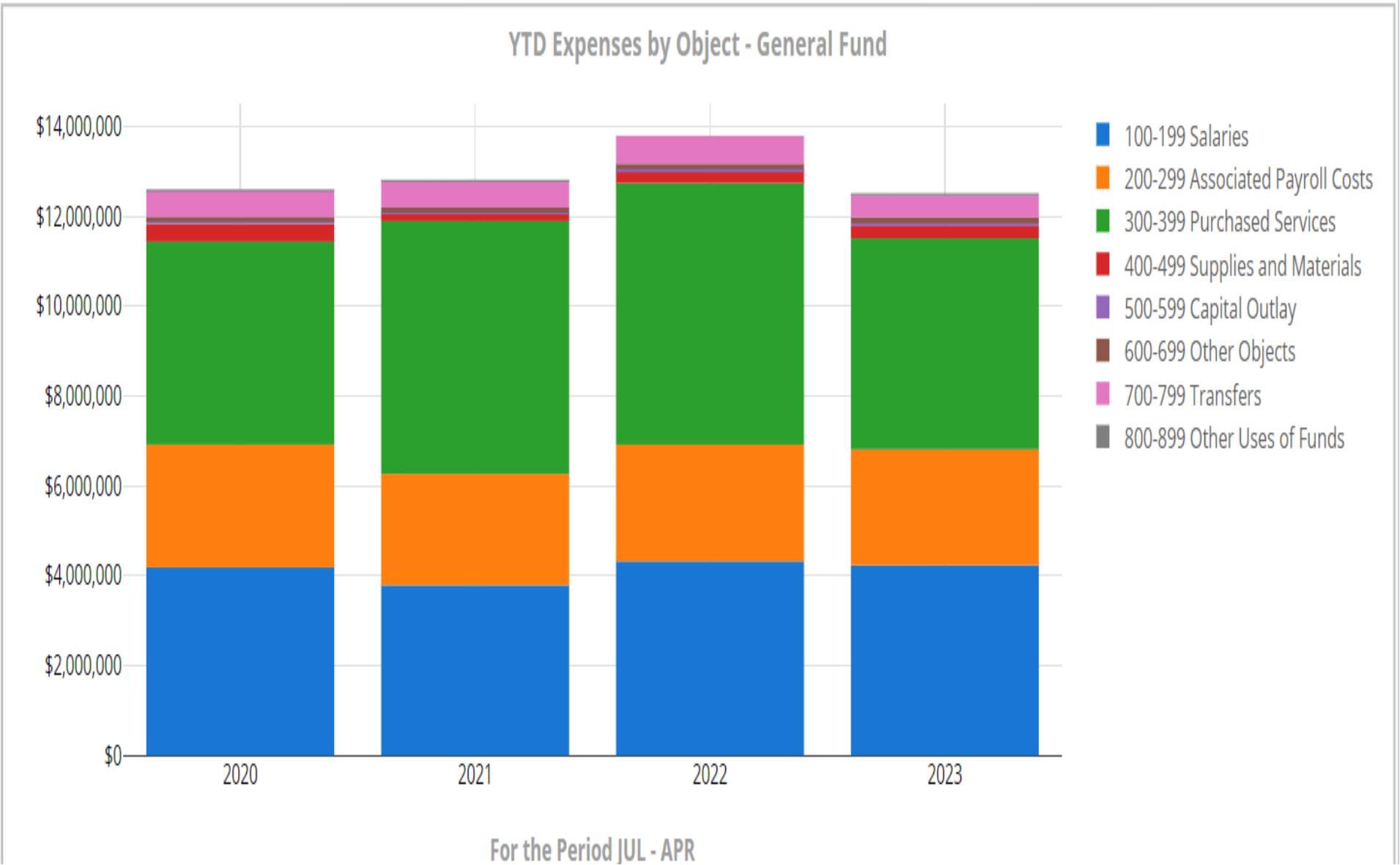


Expenditures by Object | Forecast vs. Budget



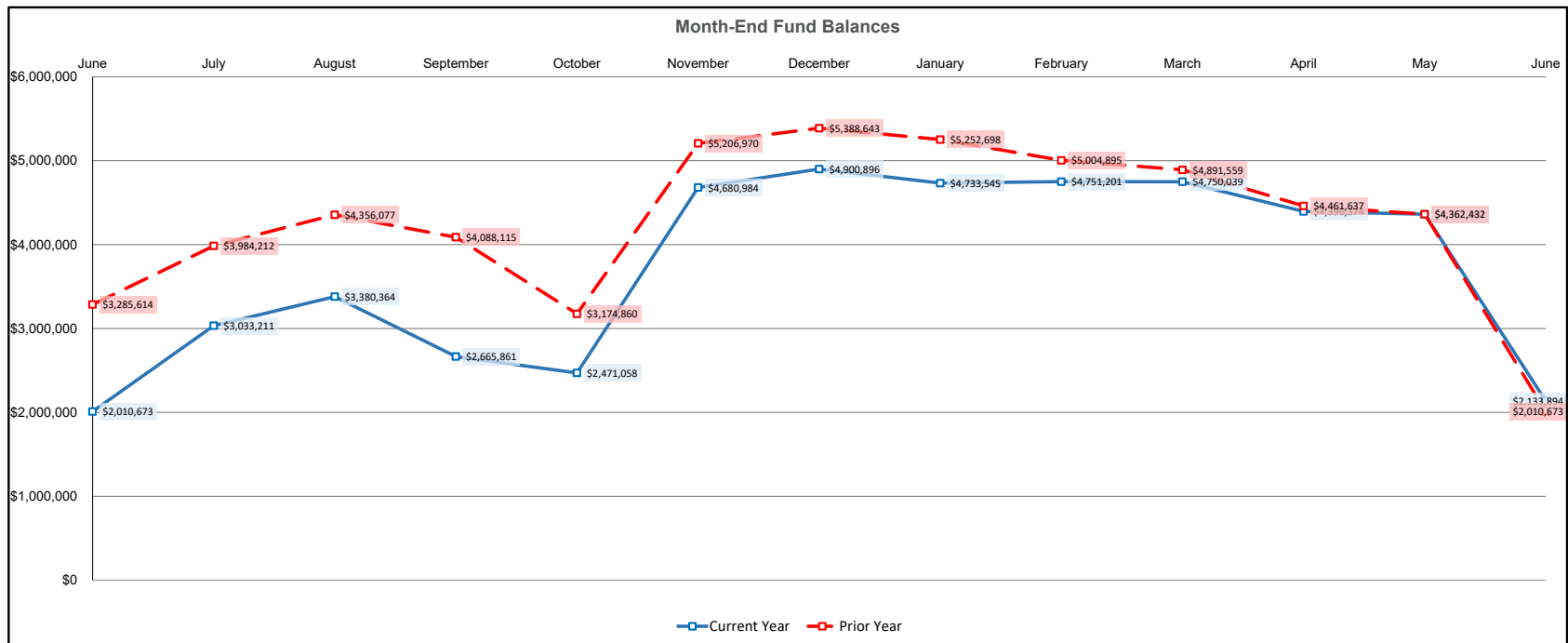


April, for the past 3 years, in comparison with April of the current year, showing where each of the General Fund major object expenditure categories were at for this specific point in time:



## 100 General Fund | 105 Grant Indirects

For the Period Ending April 30, 2023





#### Grant information/Budget

As the Oregon Legislature continues to proceed slowly with funding, I just wanted to remind you that the district has two major grant requests pending. The seismic grant for the high school which is \$2.5 million ask and would refurbish the gym structure including a portion of the locker rooms and a \$2.85 million capital improvement project for the high school and elementary school roofs. While these are competitive grants, I am hopeful that the district will receive both especially the capital improvement grant as we have Rep. Cramer's strong support on that. These monies, when combined with the bond dollars, should set the district up well to be able to cover all projects without having to value engineer the bond projects. Value engineering is a process that occurs when costs have risen and are now more than what bond dollars we have available. I received an update last week from our architect that stated she is seeing some costs decrease and she feels confident that should the bond pass, the projected cost estimates are accurate enough for all of our projects to be completed.

Most superintendents believe that the state is waiting until the next revenue forecast is made available (May 17<sup>th</sup>) to finish work on the state budget. However, that will also require that the legislators stop walking out of session.

#### Bond and Bargaining and other updates

My board report is very brief this month. I feel as if I have been working nonstop on the three "Bs" which are bond, budget and bargaining. We will go into executive session on Wednesday so I can provide you with the bargaining update.

The bond is a discussion item later in the agenda. It may be that the election results will be too close to know final counts before our meeting on Wednesday.

The PAC has raised just over \$5,500 and spent about \$4,900 to date on flyers, gift cards, mailers, yard signs and banners.

The final video ad should have been released last week (by Friday) and the district had ads appear on Youtube, Hulu, Google, Facebook and Instagram. There continues to be very little negative feedback or press. Also, Karen Herinckx had a letter to the editor in the Wednesday, May 2<sup>nd</sup> Woodburn Independent calling for support on the bond.

Moe Carrick and Leadership Team Work—This year we spent three, three hour sessions with Moe Carrick who is a leadership coach and a Brene Brown certified trainer. Each building brought 4 to 5 staff members to these sessions and as a team we worked on what it means to be a leader in this district. Our last session was May 10<sup>th</sup> and we are in the process of crafting ground rules for next year that will serve as the foundation for how the district and each building works to solve problems, create opportunities, etc. It was very powerful and the teams were even stating they were sorry to see it end and so we are also working on figuring out how to continue and expand the work for next year. The board will see a draft of the ground rules in July. The goal will be to incorporate them into the strategic plan and also roll them out to staff at our August Inservice.

**CONSENT ITEMS TO BE APPROVED EN MASSE**

**PROPOSED MOTION:** Move that the Gervais District #1 Board of Directors approve the consent items as listed en masse:

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**7.1 Approve**

**New Hire / Temporary/Re-Hire:**

Kaitlynn Ritoch, GES Teacher

Rachel Wilson, GES Teacher

**Extra Duty:**

Jennifer Rodriguez, Middle School Track Coach

Jorge Vera, GHS Girl's Head Soccer Coach

**7.2 Approve**

**Contract Change / Renewal:**

Kalynn Dees, from GES Teacher to GES TOSA Dean of Students (2023-2024)

Stacey Helm, from GES Teacher to GES Special Education Teacher

Sarah Steel, from Temporary FLC Instructional Assistant to Permanent FLC Instructional Assistant

Cassie Miller, from GMS Teacher to GES Physical Education Teacher

**Sarah Steele**

**Recall:**

**7.3 Approve**

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

Crystal Camacho, GMS Secretary

Angelica Cisneros, FLC Instructional Assistant

Megan Dilson, GHS Teacher

Ryan Figura, GHS Teacher

Felipe Gonzalez, Custodian

Lindsay McCargar, Senior Advisor

Vicente Morfin, Custodian

Charmayne Robinson, Coach Assistant Girls Basketball Coach

**Decline:**

**Reduction in Force:**

**Other:**

**Transfers:**

**7.4 Approve**

**Classified and Managers Renewals 2023-2024**

Gervais District#1 Board of Directors approves the Classified & Manager Renewal List for 2023-2024 as shown on agenda item 05-23-7.4.1.

**7.5 Approve**

**SSEP National Conference**

Gervais District#1 Board of Directors approves travel for Kristen Shirley to the 2023 SSEP National Conference on June 29-30 in Rockville, MD.

**7.6 Approve**

**Annual School Nutrition Conference**

Gervais District#1 Board of Directors approves travel for Melinda Fitz-Henry to attend the Annual Nutrition Conference on July 9-11th in Denver.

**Board Members:**

Bustamante

Caballero

A. Contreras

M. Contreras

Toran

**For:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Against:**

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**Abstain:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Name</b>	<b>First Name</b>	<b>Employee Category</b>
ALBEE,	ANGELICA	Classified
AMAN,	FEYNA	Classified
AYALA,	MELISSA	Classified
BALLWEBER,	CARRIE	Classified
BARRERA,	ANDREA	Classified
BOTELLO,	FRANCISCO	Classified
BOTTOMLEY,	RACHEL	Classified
BROWN,	REGINALD	Classified
CAMACHO,	MARICRUZ	Classified
CHACON VENTURA,	VERONICA	Classified
CHAVEZ RAMOS,	ROCIO	Classified
CHESNOKOV,	EPISTIMIA	Classified
CRABTREE,	MADLINE	Classified
CRUZ CRUZ,	JESSICA	Classified
DAVIS,	CARYN	Business Manager
DECKERT,	CIARA	Classified
ENCISO-ANAYA,	JASMIN	Classified
EVERTS,	CINDY	Classified
FERREIRA,	SOPHIA	Classified
FIKE,	DAWN	Classified
FITZ-HENRY,	MELINDA	Food Services Manager
FLORES DE TARULA,	LUZ	Classified
GIESELMAN,	KIMBERLY	Classified
GUERRERO ORTEGA,	DORA	Confidential
GUERRERO,	LILIA	Classified
GUERRERO,	MARIA	Classified
GUZMAN,	NORMA	Classified
GUZMAN,	SOFIA	Classified
HAMBERGER,	BERNADETTE	Classified
HOWELL,	SHANDEL	Classified
JOY-KOER,	PHILLIP	Confidential
JUAREZ,	ANA	Classified
KENNEDY,	DIANA	Classified
LADER,	BECKI	Classified
LAPARRA,	SUSAN	Classified
LEWIS,	TRACY	Director of Technology
LOPEZ DE SOLANO,	BENITA	Classified
MARQUEZ,	CELIA	Classified
MARTINEZ LOPEZ,	ALEJANDRA	Classified
MARTINEZ-OROPEZA,	ESTHER	Classified

MILLER,	REBECCA	Classified
MORENO,	ESTELLA	Classified
MUNOZ,	GUSTAVO	Maintenance/Custodial Manager
OBENDORF,	ELIZABETH	Classified
OLBERDING,	SHAWNA	Classified
ORAL,	STEPHANIE	Classified
PICO,	YOLANDA	Classified
PIZER,	TAMARA	Classified
POWERS,	JULIE	Classified/Facilities Assistant Manager
RAMIREZ,	ANDREA	Classified
RAMON,	ERICA	Classified
REYES,	ISIDRO DIEGO	Classified
ROBERTS,	DEBORAH	Classified
ROBINSON,	CHARMAYNE	Classified
RODRIGUEZ,	CRISTINA	Classified
RODRIGUEZ,	JENNIFER	Classified
SCHRODER,	GRACIELA	Classified
SCHULTZ,	BENJAMIN	Classified
SEGURA TARULA,	SANDRA	Confidential
SILVA,	RUDY	Classified
SOTO CORTES,	NORADELI	Classified
TARULA SEGURA,	GABRIEL	Classified
TARULA SEGURA,	GILBERTO	Classified
TORRES TAPIA,	MARIA	Classified
VALLE JIMENEZ,	MARISOL	Classified
VALLE-JIMENEZ,	RUVISELA	Classified
VAZQUEZ,	MAYRA	Classified
VENTURA,	ALYSSA	Classified
WARREN,	HAILEY	Classified
WEIDEMANN,	CHARLENE	Classified
WEIDEMANN,	PAMELA	Classified
WELLS,	KRISTEN	Classified

**POLICIES SECOND READING**

**Proposed Resolution:**

- EHB: Cybersecurity
- IGBHD: Program Exemptions
- JGE: Expulsion
- JEC: Admissions
- KL: Public Complaints

Move that the Gervais School District #1 Board of Directors approve the changes to policies EHB, IGBHD, JGE, JEC, and KL as shown in action item 5-23-8.1.

MOTION BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

DISCUSSION: \_\_\_\_\_

\_\_\_\_\_

<b><u>Board Member:</u></b>	<b><u>For:</u></b>	<b><u>Against:</u></b>	<b><u>Abstain:</u></b>
Bustamante	_____	_____	_____
Caballero	_____	_____	_____
A. Contreras	_____	_____	_____
M. Contreras	_____	_____	_____
Toran	_____	_____	_____

# Gervais School District 1

Code: EHB  
Adopted: 05/17/23

## Cybersecurity

The purpose of information security is to protect the confidentiality, integrity and availability of district data as well as any information systems that store, process, or transmit district data, and protect the information resources of the district from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. Information Confidentiality: The ability to access or modify information is provided only to authorized users for authorized purposes;
2. Information Integrity: The information used in the pursuit of the district objectives can be trusted to correctly reflect the reality it represents; and
3. Information Availability: The information resources of the district, including the network, the hardware, the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designated.

The requirement to safeguard information resources must be balanced with the need to support the pursuit of legitimate district objectives. The value of information as a resource increases through its appropriate use; its value diminishes through misuse, misinterpretation, or unnecessary restrictions to its access.

This policy and accompanying administrative regulation applies to all staff and third-party agents of the district as well as any other district affiliate, including students, who are authorized to access district data and to all computer and communication devices and systems that store, process, or transmit district data.

END OF POLICY

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### Legal Reference(s):

[ORS Chapter 192](#)  
[ORS 332.107](#)

[ORS 336.184](#)  
[ORS 646A.600 - 646A.626](#)

Children's Internet Protection Act, 47 U.S.C. §§ 254(h) and (l); 47 C.F.R. § 54.520.

Children's Online Privacy Protection Act of 1998, 15 U.S.C. §§ 6501 to 6505; 16 C.F.R. § 312.

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. § 99.

Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. § 1320d; 45 C.F.R. §§ 160, 164.

Protection of Pupil Rights, 20 U.S.C. § 1232h; Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. § 98.



# Gervais School District 1

Code: IGBHD  
Adopted: 7/15/93  
Revised/Readopted: 12/01/20, 5/17/23  
Orig. Code: IGBHD

## Program Exemptions\*\*

The district may excuse students from a state-required program or learning activity for reasons of religion, disability<sup>1</sup> or other reasons deemed appropriate by the district. Requests for excusal or accommodation must be in writing and must include the reasons for the request and a proposed alternative for an individualized learning activity which substitutes for the period of time exempt from the program and meets the goals of the learning activity or course being exempt. Requests may be filed by the student's parent or guardian, or by a student who is 18 years of age or older or who is an emancipated minor. Requests must be submitted to the principal.

The district will determine if credit will be granted for any alternative activity.

END OF POLICY

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### Legal Reference(s):

[ORS 336.035\(2\)](#)  
[ORS 336.465](#)  
[ORS 336.615](#)  
[ORS 336.625](#)

[ORS 336.635](#)  
[OAR 581-002-0035](#)  
[OAR 581-021-0009](#)

[OAR 581-021-0071](#)  
[OAR 581-022-2050](#)  
[OAR 581-022-2110](#)  
[OAR 581-022-2505](#)

<sup>1</sup> If the district receives a request for a disability accommodation, the district should consider its obligations under the Individuals with Disabilities in Education Act and Section 504 of the Rehabilitation Act.

# Gervais School District 1

Code: JGE  
Adopted: 12/21/17  
Revised/Readopted: 12/17/20, 5/17/23  
Orig. Code: JGE

## **Expulsion\*\***

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

A student may only be expelled for the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's conduct have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a direct threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing.

The Board delegates the authority to decide on an expulsion to the superintendent.<sup>{ 1 }</sup> The superintendent may designate another person to handle the potential expulsion, and the superintendent, a designee or another individual may act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will not be associated with the initial actions of the building administrators. The hearings officer will conduct the hearing and make a final decision regarding the expulsion. A decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review.

<sup>{ 1 }</sup> The Board can retain authority for all expulsions. If the Board chooses not to delegate this authority, any recommendations for expulsion from administration would come to the Board for resolution. The Board would have to meet and determine next steps for all expulsions.

If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At a future meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.

When a recommendation for an expulsion is made and a hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service<sup>2</sup> or by certified mail<sup>3</sup> at least five days prior to the scheduled hearing. Notice shall include:
  - a. The specific charge or charges and the specific facts which support the charge or charges;
  - b. A statement of intent to consider the charges as reason for expulsion;
  - c. The student's right to a hearing;
  - d. When and where the hearing will take place; and
  - e. The student may be represented by counsel or other persons.
2. If the parent or student not understand the English language, the district will provide an interpreter during the hearing. All communications will be in a manner that is understandable to the parents and student;
3. The student shall be permitted to have a representation present at the hearing to advise and to present arguments. The representation may be an attorney, parent or other person. The district's attorney may be present;
4. The student shall be afforded the right to present their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
5. The student shall be permitted to be present and to hear the evidence presented by the district;
6. The hearings officer or the student may record the hearing;
7. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;
8. A Board-conducted hearing or a Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:
  - a. The name of the minor student;
  - b. The issues involved, including a student's confidential records;
  - c. The discussion;

- d. The vote of Board members, which may be taken in executive session when considering an expulsion.

Prior to expulsion for reasons other than a weapons violation, the district must notify the student and parents of alternative programs of instruction or instruction combined with counseling and document this notification.

Students who are expelled may not attend any after-school activities and athletic events, or be present on district property without the written approval of the superintendent and/or school principal to participate in any activities directed or sponsored by the district. Students may attend an alternative education program in the district property with district approval.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660](#)  
[ORS 332.061](#)  
[ORS 336.615](#) - [336.665](#)  
[ORS 339.115](#)  
[ORS 339.240](#)  
[ORS 339.250](#)  
[OAR 581-021-0050](#) - [021-0075](#)

# Gervais School District#1

Code: JEC  
Adopted: 5/17/23

## Admissions\*\*

The Board is committed to providing an educational program for all students living in the district. The Board believes all students living in the district who have not completed 12 years of education should regularly attend a public full-time school and be included in the available educational programs.

A child is considered to be six years of age if the sixth birthday of the child occurred on or before September 1 immediately preceding the beginning of the current school term.

All new students must register in the office. Students enrolled in the district shall comply with Oregon laws related to age, residence, health, attendance, and immunization.

Students located in the district shall not be excluded from admission solely because the student does not have a fixed, regular and adequate nighttime residence or solely because the student is not under the supervision of a parent.

Students located in the district shall not be excluded from admission where they are otherwise eligible, not receiving special education, and they have not yet attained the age of 19 prior to the beginning of the current school year.

The district may admit an otherwise eligible person who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the person is shown to be in need of additional education to receive a high school diploma or a modified diploma.

Students who attend a district school on an interdistrict transfer or were admitted prior to 2019 through open enrollment are considered residents of the district.

Students living in the district who have attained the age of majority are considered residents of the district unless the student has transferred to another district via interdistrict transfer or open enrollment.

Minor students living with a parent or guardian who resides in the district are considered residents of the district unless the student has transferred to another district via interdistrict transfer or open enrollment.

Students who are in foster care<sup>1</sup> and who are placed in the district are residents of the district of origin, unless the court determines that attending in the district of residence is in the best interest of the student.

<sup>1</sup> "Foster care" does not mean care for children whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and for whom the child's parent or guardian retains legal guardianship.

Students who are military children<sup>2</sup> are considered resident of the district if the district is the district of military residence<sup>3</sup> for the military child. Parents of students who are military children must provide proof of residency within 10 days after the date of military transfer or pending transfer indicated on the official military orders.

Students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.

## END OF POLICY

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### Legal Reference(s):

[ORS 327.006](#)  
[ORS 336.092](#)  
[ORS 339.010](#)  
[ORS 339.115](#)

[ORS 339.125](#)  
[ORS 339.133](#)  
[ORS 339.134](#)  
[ORS 339.139](#)

[ORS 433.267](#)  
[OAR 581-022-2220](#)

Illegal Immigration and Immigrant Responsibility Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 (2018).  
McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act (ESSA), 42 U.S.C. §§ 11431, 11434a (2012).

<sup>2</sup> "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

<sup>3</sup> "School district of military residence" means the school district in which 1) the family of a military child intends to reside as the result of a military transfer; or 2) if the school district in which the family intends to reside is unknown, the school district in which the military installation identified in the official military order is located.

# Gervais School District 1

Code: KL  
Adopted: 11/21/19  
Revised/Readopted: 12/17/20, 5/17/23  
Orig. Code: KL

## Public Complaints\*\*

Board members recognize that complaints about schools may be voiced by employees, students, parents of students who attend a school in the district, and persons who reside in the district. When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be made to the superintendent.

A person may initiate a complaint by discussing the matter with the administrator. That administrator shall attempt to resolve the complaint within 10 working days of initiation of the complaint with the administrator. If the complainant is dissatisfied, the complainant may file a written complaint with the superintendent within 10 working days of the decision from the administrator. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved after 10 working days of receipt of the complaint by the superintendent, the complainant may appeal to the Board. A written complaint referred to the Board may be considered at the next regularly scheduled or special Board meeting. A final written decision regarding the complaint shall be made by the Board within 20 days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The timelines may be extended upon written agreement between the district the complainant.

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the request to place the complaint on a Board meeting agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is

complete, the results will be presented to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair should be made directly to district counsel on behalf of the Board. The district counsel shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

A complainant must file a complaint within the later of either time limit set below, in accordance with State law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.

The district's final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and the complaint is not resolved through the complaint process above, the complainant may file an appeal to the Deputy Superintendent of Public Instruction under OAR 581-001-0001 – 581-001-0023 (See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction).

### **Charter Schools of which the District Board is a Sponsor**

The district Board, through this policy, will not review an appeal of a decision reached by the Board of the Frontier Charter Academy on a complaint alleging a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter



581, Division 22 (Division 22 Standards), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of Frontier Charter Academy as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.

END OF POLICY

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**Legal Reference(s):**

[ORS 192](#).660  
[ORS 332](#).107

[ORS 659](#).852  
[OAR 581](#)-002-0001 - 002-0005

[OAR 581](#)-022-2370

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).  
Connick v. Myers, 461 U.S. 138 (1983).

**TEXTBOOK ADOPTION FOR MATH & ENGLISH LANGUAGE LEARNERS**  
**Proposed Resolution:**

Move that the Gervais School District #1 Board of Directors approve the textbook adoption for Math & English Language Learners as presented by Dr. Atwood.

MOTION BY: \_\_\_\_\_SECONDED BY: \_\_\_\_\_

DISCUSSION: \_\_\_\_\_

\_\_\_\_\_

<b><u>Board Member:</u></b>	<b><u>For:</u></b>	<b><u>Against:</u></b>	<b><u>Abstain:</u></b>
Bustamante	_____	_____	_____
Caballero	_____	_____	_____
A. Contreras	_____	_____	_____
M. Contreras	_____	_____	_____
Toran	_____	_____	_____