



ESTABLISHED 1834

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

School Board Meeting Packet

Thursday, July 20, 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.



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REGULAR SESSION

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 **Thursday, July 20, 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:

Reports:

Action Items:

Elect 2023-2024 Board Chair
Elect 2023-2024 Board Vice-Chair
Appoint Board Member
OSBA Board Member for Position 12
Classified Collective Bargaining Agreement
Superintendent's Agreement

Discussion Items:

Superintendent & Board Goals
Working Session- Tuesday, August 29, 2023

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86075743884>

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EXECUTIVE SESSION

The Gervais School District #1 School Board, Gervais, Oregon, will hold an Executive Session under ORS 192.660 (2) (h) "Legal counsel" at the District Office Conference Room and via ZOOM online platform on **Thursday, July 20, 2023**, immediately following the Regular Session.

This institution is an equal opportunity provider. Esta institución ofrece igualdad de oportunidades

GERVAIS SCHOOL DISTRICT

Agenda of July 20, 2023, School Board Meeting
District Office Conference & via ZOOM
290 First Street
Gervais, Oregon 97026

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

ITEM	RESPONSIBILITY	TIME
1.0 CALL TO ORDER	Chairperson	6:00 p.m.
1.1 Pledge of Allegiance		
2.0 INTRODUCTIONS & ANNOUNCEMENTS		
2.1 Public Forum Sign-Up	Chairperson	
2.2 Visitor Guest Book	Chairperson	
2.3 Announcements	D. Stevens	
	▪ OSBA Summer Board Conference August 11-13, 2023	
	▪ August 18th and 19th Garage Sale-Tent at Gervais Elementary School	
3.0 APPROVAL OF MINUTES (pages 4-12)	Chairperson	6:15 p.m.
3.1 Regular & Executive Session June 15, 2023		
4.0 PUBLIC FORUM	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>		
5.0 REPORTS (pages 14-27)		
5.1 Superintendent Report	D. Stevens	6:35 p.m.
6.0 BOARD FOCUS/MEMBER TOPICS	Chairperson	6:45 p.m.
7.0 CONSENT ITEMS (pages 28-33)	Chairperson	6:50 p.m.
7.1 New Hire/Temporary/Extra Duty		
7.2 Contract Change/Recall/Renewal		
7.3 Reduction in Force/Resignation/Termination		
7.4 Board Guidelines 2023-2024		
7.5 Declare Surplus		
7.6 2023-2024 Produce Products Award		
7.7 Contracted Services		
7.8 Budget Officer for 2024-2025		
7.9 2024-2025 Budget Calendar		

ITEM	RESPONSIBILITY	TIME
8.0 ACTION ITEMS (pages 34-52)	Chairperson	7:00 p.m.
8.1 Elect 2023-2024 Board Chair		
8.2 Elect 2023-2024 Board Vice-Chair		
8.3 Appoint Board Member		
8.4 OSBA Board Member for Position 12		
8.5 2023-2025 Classified Collective Bargaining Agreement		
8.6 Superintendent's Agreement		
9.0 DISCUSSION ITEMS (pages 53-54)	D. Stevens	7:15 p.m.
9.1 Superintendent & Board Goals		
9.2 Working Session- Tuesday, August 29, 2023		
10.0 FUTURE AGENDA ITEMS		
11.0 ADJOURN	Chairperson	7:30 p.m.

**Gervais School District #1
School Board Regular & Executive Session
Meeting Minutes Thursday, June 15, 2023**

REGULAR SESSION

Director Bustamante called the School Board of Gervais School District #1, Marion County, into a Regular Session on Thursday, June 15, 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, Caryn Davis, Lenthal Kaup, and Toni Williams-Johnson.

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

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

BUDGET HEARING

1.2 Modifications for 2023-2024 Budget

Director Bustamante announced that the public would have the opportunity to comment on the budget during this time. Director Bustamante asked Ms. Caryn Davis to read the 2023-2024 budget resolutions.

Ms. Davis proceeded to read the following resolutions. See action items for actual verbiage.

Resolution#06-23-8.1.1 Adopting the 2023-2024 Budget
Resolution#06-23-8.1.1 Making Appropriation for the 2023-2024 Budget
Resolution#06-23-8.1.3 Imposing & Categorizing the Tax

1.3 Discussion of 2023-2024 Budget

Director Bustamante asked if there were any further comments or questions.

The public had no comments.

Director Bustamante closed the budget hearing at 6:07 p.m. and proceeded with the Regular Session.

2.0 INTRODUCTIONS & ANNOUNCEMENTS

Athletics Recognition

The school board recognized Izzy Boyd, Olivia Boyd, and Gotty Ramon for their outstanding athletic performance.

Summer Board Conference August 11-13 at Salem Convention Center

Ms. Stevens informed the board that the summer board conference is coming up on August 11-13 at the convention center in Salem, and if any board members wish to attend, contact Sandra for information.

End of the Year All Staff Party-June 16, 2023

Ms. Stevens extended an invitation to the all-staff end-of-the-year party that will be held at the Topwire Hop Project. She said this would be the first social gathering outside the district since COVID.

OSBA PSP Scholarship Recipients for 2023

Ms. Stevens announced the recipients of the OSBA 2023 scholarship.

Alisha Avalos, Sofia Contreras, Lauren Ferschweiler, Natalie Gieselman, and Alexa Quintero.

Ms. Stevens stated that this year's senior class received \$797K in scholarships. She expressed that this is very powerful for such a small class. She said she would ensure this gets posted so people can see how much kids can gather for their higher education.

OSBA Correspondence

Ms. Stevens said that she added a packet regarding a letter sent to OSBA to support additional funding for WACA. Mr. Green responded and told him through email that she would share his correspondence with the board and WACA leadership so all know where OSBA's perspective regarding additional funding.

Board Resignation

Director Caballero announced that she would resign from her board position due to medical reasons.

The board thanked Director Caballero for her commitment as a board member for many years.

2.1 Public Forum Sign-Up:

Lenthal Kaup.

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 Budget Committee Session on May 2, 2023, and the Regular & Executive Session on May 17, 2023.

Director M. Contreras pointed out that the day was listed as "Tuesday" and it should be "Wednesday" on the Regular & Executive Session minutes.

Motion:

There was a motion made by Director A. Contreras and seconded by Director M. Contreras that the Gervais School District Board of Directors approve the minutes from the Budget Committee on May 2, 2023, and the Regular & Executive Session on May 17, 2023, with the corrections noted. The motion passed 3-0. (Director Toran was absent & Director Caballero resigned earlier)

4.0 PUBLIC FORUM:

Mr. Kaup said he is concerned about the number of repairs needed around all facilities. He said that several businesses in town could perform fix those repairs. He is also concerned about students not reading at grade level, which needs to be corrected. He said some students could have vision problems that need to be checked, and he mentioned a good source.

Maria Caballero left the meeting at 6:24 p.m.

REPORTS

Student Council:

No student was present to report.

Administrators Report:

➤ Equity Committee

Mr. Aman provided the following update:

- Mr. Price has taken the lead on this committee and has done a great job leading it.
- The committee is made up of people that bring different perspectives.
- The committee came up with an Equity Lens that is now ready, it is easy to follow and can be used to guide things such as curriculum adoption, and new policies.
- The committee tested the Equity Lens on attendance since it's an area that encompasses everyone.
- A survey was sent out to receive feedback from different stakeholders. Overall, the feedback was very honest from those individuals that completed the survey. The data will be shared with building leadership.
- Next year the committee will be able to take the next step of having one of the committee members help facilitate and walk through the equity lens to see if we are being inclusive in all areas.

➤ Gervais High School

Mr. Aman reported the following things for the high school:

- Graduation happened last week. The graduation rate is at 92%, and it might go higher over the summer. Oregon's

- average is 81%. Students will have the opportunity to finish during summer school.
- Staff have been good at ensuring seniors complete their work and graduate.
- Staff did a survey last year looking back on what went well and what did not. They did say that advisory could always improve. Now that the high school has a GEAR UP coordinator, that individual can offer a more robust advisory. The advisory will have new expectations for the coming year, including a leadership team. The plan is to make it linear for middle school and high school and to create more of a college campus feel for students.
- Disciplinary items in progress include the implementation of in-school suspension and a new rule for cell phone usage because they find that students are asking to go to the bathroom to use their cell phones.
- It was announced that there are several new positions for next year; Assistant Principal/Athletic Director, FFA teacher, ELD teacher, and Instructional Assistant for the alternative program.
- Summer school will run from June 20 to 30 for high school students. After June 30th, courses will be available online through PAWS for students to continue doing work. It has been confirmed that 85 students will attend summer school. If students do not show up, then they will door-knock.
- Praised the staff for always going above and beyond to help our students succeed.

Ms. Stevens said that ODE now allows us to pull charter school data so that it does not affect the district's data, such as the graduation rate. She also commented that, for the moment, the district will no longer accept transfers for seniors. We currently have 85 seniors and no capacity to serve more.

➤ **Gervais Middle School**

Ms. Williams-Johnson presented the following for the middle school:

- Enrollment is currently at 195.
- Celebrated student of the month for May and June.
- Celebrated teacher appreciation week with lots of food, and they appreciated it.
- Student referrals increase towards the end of the year.

There was a brief discussion about whether it's normal to have that number of referrals towards the end of the school year and what types of referrals are considered major things.

Ms. Stevens added that some have police involvement, and the district uses a data suite embedded in PowerSchool for behavior components.

Director A. Contreras asked if that was available for parents to view.

Ms. Stevens said she does not think it's available for parents to view.

Ms. Williams Johnson continued with the highlights for the middle school.

- The leadership class and Mr. Lucas did an electronic yearbook that will be sent out to all students in a hard copy so their peers can get it signed.
- Eight grade promotion went well; there were 78 eighth graders, but only 76 were promoted. One did not walk for medical reasons, and the other student did not complete all the promotion requirements. The results are still impressive.
- 92% of students were eligible for a trip to Oaks Park. The requirement was that they had to get a "C" or better in their classes.
- The middle school had a field day for all, which went well. Everyone had fun.
- The middle school will do something new called "moving up" next school year. The sixth-grade teacher team went to the elementary and introduced themselves to the 5th graders and will invite them to the event on August 24th to welcome them and make their transition easier. Six graders will get to know where their lockers will be, and they will also get t-shirts and attend other planned activities.
- Lockers will be moved to the gym, and a couple of teachers will move classrooms.
- A new Science teacher will be joining the middle school, and it will be good for the students to have two full-time Science positions.
- The middle school will have a new PE teacher in the coming year.

Director A. Contreras said that it's such a great idea to do the "moving up" event to help student transition go so much smoother. She praised Ms. Williams-Johnson for doing a great job in her leadership role.

Ms. Stevens said that Mr. Price had another event at the elementary at the same time, so he will not be here to present.

Financial Report

Ms. Davis shared the following things in addition to her written report.

- All financial things are as expected during the year.

- The district will continue to use Modified Accrued for the district's accounting method versus Modified Cash Basis Accounting. Research was done on the other option discussed at the last meeting, and it's too expensive to move in that direction.
- SB1149 & Facilities Funds Anticipated Capital Projects for 2023-2024-Ms. Davis shared that several projects need to be taken care of, such as the roofs in all the buildings, including the daycare. The district applied for two grants and hopes we can obtain the grants to take care of the projects. The district will use ESSER funds for HVAC upgrades.
-

Superintendent Report

Ms. Stevens reported the following things connected to the SB1149 & Facilities Funds Anticipated Capital Projects for the 2023-2024.

- The district received an insurance payout when we experienced high winds and damage to the elementary roof. Those funds will be used to repair a portion of the roof for the elementary.
- With the state funding coming to \$10.2B, the district moved some staff members' salaries from ESSER into the general fund.
- ESSER leftover funds will be used for HVAC upgrades and mainly boiler systems.
- The district did not receive the "American Energy" Grant but will apply again next year in the fall.
- The high school roof is quite expensive because it's a special type that requires a specialized roof company to repair and guarantee the work. The district did receive a bid for 1M dollars.
- There is a possibility that the district could use some of the funds put aside from sales of schools and funds collected from sponsoring Frontier Charter School if enrollment continues to decrease. Due to the continuous lack of funding from the state, a discussion would need to be held with the board to decide how to best use the funds.
- The district has parking lot problems, including having a gravel parking lot for most of the parking. The gravel sometimes can cause individuals to step wrong, making it unsafe to walk, and there are areas where water accumulates a lot, and staff must walk through puddles during the rainy season. The draining issue was created by the City of Gervais, and a discussion is in the works to solve this problem. A third party provided a quote of \$70K for the projects first phase.

6.0 BOARD FOCUS/MEMBER TOPICS:

7.0 CONSENT ITEMS:

7.1 Approve

New Hire / Temporary/Rehire:

Fenya Aman, GHS Assistant Volleyball Coach
 Melissa Ayala, GHS Summer School Secretary
 Sarahi Bazan, Summer School Instructional Assistant
 Amanda Braswell, GHS Summer School Teacher
 Andre Brown, GHS Summer School Instructional Assistant, Basketball Intramural Girls
 Steven Buchheit, Part Time Temporary Maintenance II
 Suzanne Bustamante, Special Ed. Stipend
 Rachel Bottomley, Summer School Instructional Assistant
 Alex Camacho, Basketball Intramural Boys
 Maricruz Camacho, Summer School Office Manager
 Kristin Camat, Special Ed. Stipend
 David Castle, Cross-Country Head Coach, Track Head Coach
 Veronica Chacon, Summer School Secretary
 Dante Chase, Summer School Instructional Assistant
 Michelle Chase, Summer School Teacher
 Madeline Crabtree, GHS Assistant Volleyball Coach, Summer School Instructional Assistant
 Mercedes Cruz, Summer School Teacher
 Jessica Cruz Cruz, Summer School Secretary
 Jasmin Enciso, Summer School Instructional Assistant
 Amber Enfield, AVID Coordinator
 Cindy Everts, Summer School Instructional Assistant
 Claxton Fernandez, GHS Assistant Football Coach (.5 FTE)
 Ricardo Ferreira, GHS Assistant Football Coach (.5 FTE)
 Ryan Figura, GHS Summer School Teacher
 Grant Funderburg, Special Ed. Stipend
 Sofia Garcia, GHS Summer School Teacher

Iban Gomez, Wrestling Head Coach
 Megan Gomez, Intramural Volleyball Coach
 Camille Hand, GES Teacher
 Holly Hamlin, National Honor Society Advisor
 Lucas Hill, GMS Student Council Advisor
 Debbie Holum, Pageant Coordinator
 Janelle Jackson, GHS Summer School Teacher
 Gerardo Jimenez, GES Counselor Stipend
 April Joy-Koer, GHS Summer School Teacher
 Diana Kennedy, Summer School Instructional Assistant
 Mitchell Kruse, Assistant Track Coach
 Becki Lader, Wellness Champion
 Kate LaFollette, GHS Summer School Teacher
 Lisa Ludwikoski, Summer School Teacher
 Richard Luna III, Intramural Football
 Molly McCargar, GHS Head Volleyball Coach
 Estella Moreno, Junior Class Advisor, Summer School Instructional Assistant
 Erin Navarrete, GHS Football Assistant Coach (.5 FTE)
 Juan Navarrete, Intramural Wrestling, GHS Head Football Coach
 Elizabeth Obendorf, Summer School Teacher
 Stephanie Oral, Summer School Instructional Assistant
 Andrea Oropeza, GHS Counselor Stipend
 Samantha Palmer, Drama Advisor (.5 FTE)
 Tamara Pizer, Wellness Lead Coordinator
 Jennifer Rodriguez, Intramural Track Coach, Summer School Secretary
 Adelita Ruiz, Basketball Intramural Girls, Intramural Volleyball Coach, Aguilas de Oro Advisor
 Scott James, Maintenance II
 Susan Smith, Special Ed. Stipend
 Stephanie So, GES National Honor Society Stipend
 Sarah Steele, Summer School Instructional Assistant
 Marisol Valle, GHS Summer School Instructional Assistant, K-8 Summer School Instructional Assistant
 Ruby Valle, Summer School Instructional Assistant
 Alyssa Ventura, Summer School Instructional Assistant
 Charlene Weidemann, GES Student Council Stipend, Wellness Champion, Summer School Office Manager
 Aloha Yoshinaga, GMS Counselor Stipend, GMS 504 Facilitator Stipend
 Laura Zurita Morales, GHS Counselor Stipend, GHS 504 Facilitator Stipend

Extra Duty:

7.2 Approve

Contract Change / Renewal:

Francisco Botello, from Part Custodian to Part-Time Maintenance

7.3 Approve

Resignation/Retirements/Termination/Non-Renewal:

Kristin Camat, GHS Assistant Girls Soccer Coach
 Kevin Davidson, GHS Head Softball Coach
 Daniel Knauf, GHS Assistant Boys Basketball
 Chantel Marquez, District Nurse
 Lindsay McCargar, GHS Assistant Softball Coach
 Shawna Olberding, GHS Instructional Assistant
 Ector Quintanilla, Intramural Football Coach
 Adelita Ruiz, .5 FTE Teacher
 Jorge Vera, Middle School Soccer Coach

Decline:

Reduction in Force:

Other:

Traci Riches, Leave of Absence for 2023-2024

Transfers:

7.4 Approve

Out-of-State Travel

Gervais District#1 Board of Directors approves travel for Celia Marquez to the PowerSchool University Conference on June 25-29 in Anaheim, CA.

7.5 Approve

2023-2024 Organization & Procedural Appointments

Gervais School District #1 Board of Directors approves the 2023-2024 Organizational & Procedural Appointments, as represented in Agenda Item 06-23.7.7.

7.6 Approve

Licensed Administrators, Classified Manager, and Confidential Agreements 2023-2024

Gervais School District#1 Board of Directors approves the salary schedules for the licensed administrators, classified managers, and confidential agreements as presented on agenda item 06-23-7.6.1

Approve

7.7 2023-2024 Dairy Products & Bakery Products Requirements Award

Gervais School District #1 Board of Directors approves awarding the 2023-2024 Dairy and Bakery Products to Spring Valley Dairy & Goody Man Distributing Inc. as per agenda item 06-23-7.7.

7.8 Approve

Anticipated Capital Projects for 2023-2024

Gervais School District #1 Board of Directors approves the anticipated capital projects for 2023-2024 as shown on the business managers report.

7.9 Approve

Declare Surplus

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

Beginning Sculpture, Davis Publications, 2005 Qty. 30

Experience Clay, Davis Publications, 2003 Qty. 30

Art Talk, Gencloe, 2005 Qty. 51

Discovering Art History, Davis Publications, 2007 Qty. 30

Math Textbooks

Elementary: Math Learning Center: Bridges (quantity available)

Middle School: EdGems: EdGems (quantity available)

High School: Glencoe: Algebra 1, Geometry, Algebra 2 (quantity available)

Motion:

There was a motion made by Director A. Contreras and seconded by Director M. Contreras that the Gervais School District #1 approve the consent items listed en masse. The motion passed 3-0. (Director Toran was absent)

8.0 ACTION ITEMS

8.1 Adopting the 2023-2024 Budget

Motion:

Director Bustamante made a motion, and seconded by Director M. Contreras, that the Gervais School District #1 approve adopting the 2023-2024 budget. The motion passed 3-0. (Director Toran was absent)

8.2 Making Appropriation for the 2023-2024 Budget

Motion:

There was a motion made by Director M. Contreras and seconded by Director A. Contreras that the Gervais School District #1 approves Making Appropriation for the 2023-2024 Budget. The motion passed 3-0. (Director Toran was absent)

8.3 Imposing & Categorizing the Tax

Motion:

There was a motion made by Director Bustamante and seconded by Director A. Contreras that the Gervais School District #1 approves Imposing & Categorizing the Tax. The motion passed 3-0. (Director Toran was absent)

8.4 Board Work Sessions and Regular Session Meeting Dates for the 2023-2024 School Year

Ms. Stevens shared that she highlighted a couple of dates that she wanted to get input from the board. One was the December board meeting date which would fall too close to the holiday. The first Working Session will be scheduled for August 29th, and she recommended that in that Working Session, the board does its self-evaluation. The Budget Committee schedule would follow the same pattern as this year, with one meeting and another reserved just in case it's needed.

The board approved changing the Regular Session from December 21st to December 14th and was good with the other proposed dates.

Motion:

There was a motion made by Director A. Contreras and seconded by Director M. Contreras that the Gervais School District #1 approve the Board Work Sessions & Regular Session Meeting Dates for the 2023-2024 School Year with revisions discussed. The motion passed 3-0. (Director Toran was absent)

8.5 Special Elections Results

Ms. Stevens said she included a separate packet for the special elections because she received it after the board packet went out, and the election results must be accepted and approved by the board. She indicated that even though Director Caballero had resigned already, the district must still accept the results.

Motion:

There was a motion made by Director A. Contreras and seconded by Director M. Contreras that the Gervais School District #1 approves the Special Elections Results as presented by Ms. Stevens. The motion passed 3-0. (Director Toran was absent)

8.6 Declare Board Vacancy

Ms. Stevens said she will have the board declare a vacancy now that Director Caballero has resigned, and she provided a draft vacancy timeline.

The board was good with the proposed timeline.

Motion:

There was a motion made by Director A. Contreras and seconded by Director Bustamante that the Gervais School District #1 approve Declaring the Board Vacancy. The motion passed 3-0. (Director Toran was absent)

9.0 DISCUSSION ITEMS

9.1 Graduation Ceremony & Dress Code Policy

The graduation ceremony policy was presented to the board, and a brief discussion was ensure about whether private school students could participate in the graduation ceremony. Private school/homeschool

students have been able to participate in clubs or sports. Still, the policy does not allow them to participate in graduation ceremonies because that could cause some issues. After all, high school has its color, and private schools have their own, which could create further issues.

Director A. Contreras said she wanted to look further into the policy because a private school parent approached her with the question.

9.3 Bond Update

The group discussed the following regarding the bond.

- There are not enough in-town voters voting.
- The district spent a significant amount of time speaking with people and sending information about the bond.
- An option could be to hire a polling company to be able to develop questions for the community in order to understand if the community is even interested in passing a bond. This is a decision that the board would have to make because it's costly to hire a polling company for this type of work. If a polling company is hired, it will come back with data after it's analyzed to determine the next steps.
- If a bond does not pass, funds accumulated from sponsoring Frontier Charter School would have to be spent because the district cannot operate with a \$10.2B funding from the state.
- There was an agreement by the group to move forward with the hiring of a polling company that the superintendent will be contacting to get the process going.

9.4 Strategic Plan Update

Ms. Stevens said that on Wednesday, fifteen staff members will meet with Jerry Colonna, who has helped facilitate the work with the Strategic Plan to start planning for the coming school year.

Ms. Stevens provided the following updates on the Strategic Plan progress for the year.

- Mr. Aman updated the Equity Committee's progress this year earlier in the agenda.
- Goal 1-Regarding the social/emotional goal, the goal was met. The group will meet again in October to create a calendar to plan for professional development and teach students strategies on how to cope with social/emotional things through advisory/homeroom. In terms of the data collected on how kids are feeling, that information will be pulled out to see what the next steps are and to know what professional development is needed. The board discussed how to talk to middle and high school students through advisory/homeroom to learn strategies to cope with things.
- Goal 2-Equity Lens is a state rule and must be implemented by 2025. The district has started the work to get ahead. In two years, we must upgrade to add more members to that committee and include board members and parents.
- Goal 3--Aligning curriculum to state standards. The district has a teaching and learning tab that people can access easily to look up the standards, curriculum, and instructional strategies.

Ms. Williams-Johnson said that Dr. Atwood has done a great job presenting to the staff step by step. It helped to have visuals for instructional strategies to implement in the classroom or just to remind them. Dr. Atwood has met with teachers; it has been very valuable to review to remind teachers about the different teaching practices to use in the classroom.

- Will target more ELD teaching strategies this coming year since that is one of the board's goals.
- I-ready data in the dashboard looks amazing despite students not always being here daily. Things are drilled down to domain and skill levels, and the instructors are already planning on how to determine areas that staff need to work on to help students next year, and from what the data shows, it is doable. Hiring additional people has helped greatly and changed things to serve students better. Reading scores are expected to increase due to the additional resources.

Ms. Williams-Johnson said she is pleased to see the 6th-grade teacher team excited to look at the I-ready data. This will be a game-changer. It will be nice to see that third test score to compare scores.

There was a brief discussion that now, with all the changes, textbook adoptions, and strong leadership, more professional development is positioned to work systemically, and it will be a game changer for all.

Ms. Stevens said she would contact Kristen Miles if the board were okay with facilitating the board self-evaluation work. That way, there is plenty of time for the board to work on the self-reflection in July and then discuss it at the August 29th Working Session.

10.0 FUTURE AGENDA ITEMS

Director Bustamante called an Executive Session at 7:51 p.m. under ORS 192.660 (2) (d) "Labor Negotiator Consultation."

Director Bustamante adjourned the Executive Session at 8:00 p.m. and reconvened the Regular Session.

11.0 ADJOURN

11.1 Adjourn Regular Session

Director Bustamante adjourned the Regular Session at 8:01 p.m.

APPROVED

Board Chairperson

Board Secretary

DRAFT

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.

Monthly Administrator Report For Gervais School District Board

Date: July 2023

Department of Student Services and Federal Programs

Administrator: Dr. Helms

1. Special Education/Section 504

- Senate Bill 819 recently passed, which is the bill that requires explicit parental consent, renewed monthly, for any student to be on an abbreviated school day (any schedule that is not a bell-to-bell equivalent as their grade-level peers). At this time, this will have a low impact on the GSD quantitatively, but will have an immediate, measurable impact regarding special education paraprofessional staffing and will be something we monitor closely on a case-by-case basis.
- The Special Education Department welcomes Stacey Helm, former 3rd and 1st-grade teacher at GES, as the new Special Education Learning Resource Room teacher at the elementary school!
- This coming school year, one of the primary goals for the Special Education Department is to build upon and improve our Transition Program, with a specific focus on creating a variety of meaningful, non-academic opportunities and activities (i.e., vocational education services, work experience) for students sixteen years or older on IEPs with significantly impacting disabilities. This goal represents seamless alignment with the district's goals around equity and inclusion.

2. English Language Development (+ Migrant/Newcomers)

- 22/23 was a highly successful first year of our new, more hyper-focused approach to ELD instruction throughout the district. The ELD team is very excited to build off this success during this upcoming school year, with several new items on our radar:
 - Grades 6-12 will be in Year 1 of their newly adopted ELD curriculum. Our goal with this curriculum three-fold: increase the academic rigor and expectations of our secondary-level ELs, create a greater sense of standards-based structure in their academic language acquisition process, and to focus heavily on the use of their productive language (speaking and writing).
 - K-2 will be conducting a modified pilot of the primary level equivalent curriculum being used at Gervais Middle and High School. The goals are relatively the same as those previously listed, but the language acquisition journey for students can be fundamentally different at the primary and secondary levels, and the ELD team wanted to spend more time evaluating curriculum change at the lower grade levels before any formal decision was made.
 - Grades 4th and 5th at Gervais Elementary will be teaching an ELD/Science Hybrid course this year. Those teachers, the Science TOSA (Stephanie So), the elementary administration, and myself have been working closely to create a program where 4th and 5th grade students are combining science and their ELD coursework together at appropriately differentiated levels. Our goal is to still give them meaningful English Language Development instruction but through a lens (science) that is highly tactile and engaging, which we believe will help those students connect with the instruction (both ELD and science) in a more relevant way.

3. Early Learning

- This summer, work is being done with the preschool curriculum (language arts, math, and SEL), specifically Scope & Sequence development and how our curriculum can be better aligned with Kindergarten beginning-of-the-year expectations.

4. Student Health Department

- Unfortunately, although all signs indicated we were nearing a successful partnership, Orchid Health ultimately determined that they could not partner with the Gervais School District to open our School-Based Health Center. Their decision had nothing to do with our district or our community – Orchid Health has recently sponsored several other health centers in the area and as a small organization, they were understandable caution about

spreading their resources too thin, too quickly. I am going back to the drawing board soon with the Oregon Health Authority to discuss what available next steps we may have as a district, and after that meeting, I will brief Mrs. Stevens for future considerations.

5. S.T.A.R. Team!

- Before the 22/23 SY ended, I challenged our counseling team to “rebrand” ourselves because that term (counseling team) that doesn’t capture everyone or everything that we do. As we strive to create a more unified identity, build more cohesion amongst the team itself, and better articulate the full nature of what we do (i.e., social work, 504s, BST, YST, SEL, counseling, and other staff member support (i.e., Jill Woodard, Jeanne Doyle, Fenya Aman, Andre Brown)), we are excited to start referring to ourselves as the “Student Thriving [with] Advocate Response” Team. First order of business is t-shirts with a new S.T.A.R. Team logo – if anyone on the school board would like one, please let me know!
- In August, the S.T.A.R. team will be getting together for our Back-to-School meeting. We’ll meet for an off-site teambuilding activity, followed by some timely team professional development about how we can support K-12 teachers asking for practical trauma-informed classroom support ideas, and a focus on the district’s Goal #1.

6. Summer School 2023:

- Our PreK-5th grade migrant-only summer school is up and running, starting July 10th and ending July 28th. It has a beach and oceanic theme to it, with a heavy emphasis on STE(A)M-based computer science learning. Our capstone experience will be visiting Newport on Tuesday, July 25th, where students will have a chance to explore the beach and visit the Oregon Coast Aquarium.
- Online Tutoring: Michelle Chase (2nd-grade teacher) will continue online tutoring throughout the summer. Over two-dozen students signed up and will receive asynchronous learning assignments via Google Classroom and a weekly 30-min synchronous tutoring session.

Technology Board Report – July 2023

Online Forms

Several district forms have been converted to Operoo and are ready to go live in the fall. The system is working well and will be beneficial going forward as new forms with complicated routing and approval requirements are needed.

E-Rate

I think we are close to receiving funding approval on the project to replace our fiber connections between the school campuses. If funded, there will be an unfunded expense to the district for trenching for the new lines.

Summer Projects

Our summer cleaning and upgrades are underway. Teacher laptops at GES and GMS are being replaced with new ones and the old ones are being redeployed to replace older laptops used by classified staff. We will also be cleaning all Chromebooks and make sure all district classrooms have full sets of Chromebooks. Lastly, we will remove all desktop computers from teachers' desks.

Surveillance Cameras

We are working on a plan to replace our surveillance camera system's backend with a newer AI-capable system. We have outgrown the storage capability on our current video server, and it is past its usable life and using obsolete software.

The cameras are also beyond their warranty, and we need better coverage in some areas, so we will need a plan to replace a number of cameras annually. As cameras are replaced, we will be able to take advantage of the AI features including automated threat detection, face and object recognition, real-time alerts, and faster forensic analysis.

The lowest surveillance system quote received in our bond preparations was \$250,500. We could institute a five year (\$50K/year) plan to replace the system incrementally, or perhaps consider a lease to replace the entire system at once and pay over time, or funding could be secured with a successful bond or other means in the future.

Gervais School Board Meeting
July 2023
Food Service Report

Contact Information:
melinda_fitz-henry@gervais.k12.or.us
503-792-3803 ext. 5050



Vendor Contracts for 2023-2024

Produce Bid

Gervais School District, along with 6 other school districts sent out a bid for proposal for fresh produce products.

Caruso Produce from Canby, Oregon was awarded the bid.

The award is from July 1, 2023 through June 30, 2024

Gervais Food Service Grab & Go Meals

Gervais Summer Grab & Go Meal are a huge success. With only three distribution days through July 5th we have served 5882 meals to the children of our community.

There have been many who have expressed appreciation for the school district helping the families by feeding their children.

We still have 7 more distribution days. They are Mondays from 11:30-12:30 at the GHS parking lot from June 10th-August 21st.

Bicycle Rodeo

The Bicycle Rodeo on June 27th had 105 community members attend. We had plenty of volunteers including the Middle and High School principals, and retired principal Ken Stott.

The entire Gervais police department attended, providing helmets and teaching bicycle safety.

The Northwest Hub made sure all the bicycles were in good shape, airing up tires, checking breaks, and other needed repairs.

Five children received free bicycles through the drawings, and every child went home with a pint of fresh berries from Bauman Farms.

Norma Guzman and Erica Ramon provided a free dinner for everyone.

Business Manager Report

School Board Meeting – July 20, 2023

Contact Information:

Caryn Davis

Email: caryn_davis@gervais.k12.or.us

Phone - 503.792.3803 ext. 5020



Gervais School District

ESTABLISHED 1834

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
- Contract for Psychological Services
- Budget Calendar 2024-25

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:

- The financial reports express a **preliminary view** of how the 2022-23 fiscal year is ending. There will be adjustments before the year is complete. There is nothing unexpected reflected in the reports, we still anticipate that the ending fund balance will be lower than what is currently being reflected.
- The **audit process** has once again started, with the first visit from our auditors occurring on July 10th.
- All contracts for greater than \$30,000 must receive board approval. I have included the **contract for JKW Psychological Services** for your approval as a consent agenda item. Last year, the total for this contract was \$89,597.64, for 23-24 the total will be \$97,180. This represents about an 8.5% increase. This contract is for 1040 hours (130, 8-hour days) of psychological services at our buildings.
- **Calendar for the 2024-25 Budget Cycle:** Please review the calendar of events for the 2024-25 budget preparation. You will also appoint the budget officer; this position is normally filled by the business manager.

Consent/Action Items:

Consent Item to Approve the contract for JKW Psychological Services

Consent Item to Approve Caryn Davis, business manager, as the Budget Officer for the 2024-25 budget cycle.

Consent Item to Approve the 2024-25 Budget Calendar

Gervais School District #1

Budget Summary - All Funds For the Period 06/01/2023 through 06/30/2023

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	\$396,036.77	\$5,157,726.71	(\$324,037.35)	\$49,878.53	(\$373,915.88)	-7.7%
State Sources (+)	\$15,614,963.09	\$812,104.89	\$15,096,206.57	\$518,756.52	\$0.00	\$518,756.52	3.3%
Federal Sources (+)	\$3,479,333.19	\$592,655.63	\$1,536,332.72	\$1,943,000.47	\$0.00	\$1,943,000.47	55.8%
Transfers (+)	\$852,500.00	\$0.00	\$497,287.58	\$355,212.42	\$0.00	\$355,212.42	41.7%
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	\$1,800,797.29	\$27,100,212.07	\$1,995,901.19	\$49,878.53	\$1,946,022.66	6.7%
Total : INCOME	\$29,096,113.26	\$1,800,797.29	\$27,100,212.07	\$1,995,901.19	\$49,878.53	\$1,946,022.66	6.7%
EXPENSES							
-							
Instruction (-)	\$14,211,716.34	\$2,011,215.77	\$12,407,924.45	\$1,803,791.89	\$1,257,897.32	\$545,894.57	3.8%
Support Services (-)	\$8,397,282.78	\$1,196,159.52	\$7,244,271.85	\$1,153,010.93	(\$131,514.90)	\$1,284,525.83	15.3%
Enterprise & Community (-)	\$1,474,439.82	\$238,057.41	\$1,221,693.27	\$252,746.55	\$30,604.32	\$222,142.23	15.1%
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	\$497,287.58	\$355,212.42	\$0.00	\$355,212.42	41.7%
Debt Service (-)	\$1,705,505.12	\$1,023,517.75	\$1,478,703.76	\$226,801.36	\$203,999.97	\$22,801.39	1.3%
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)	(\$4,468,950.45)	(\$22,863,060.91)	(\$6,233,052.35)	(\$1,360,986.71)	(\$4,872,065.64)	16.7%
Total : EXPENSES	(\$29,096,113.26)	(\$4,468,950.45)	(\$22,863,060.91)	(\$6,233,052.35)	(\$1,360,986.71)	(\$4,872,065.64)	16.7%
NET ADDITION/(DEFICIT)	\$0.00	(\$2,668,153.16)	\$4,237,151.16	(\$4,237,151.16)	(\$1,311,108.18)	(\$2,926,042.98)	0.0%

End of Report

Operating Statement with Encumbrance

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Report: rptGLOperatingStatementwithEnc

2022.3.21

Page:

1

2022-2023 Gervais SD 1 | All Funds Financial Overview

YTD Overview - Revenue June 2023

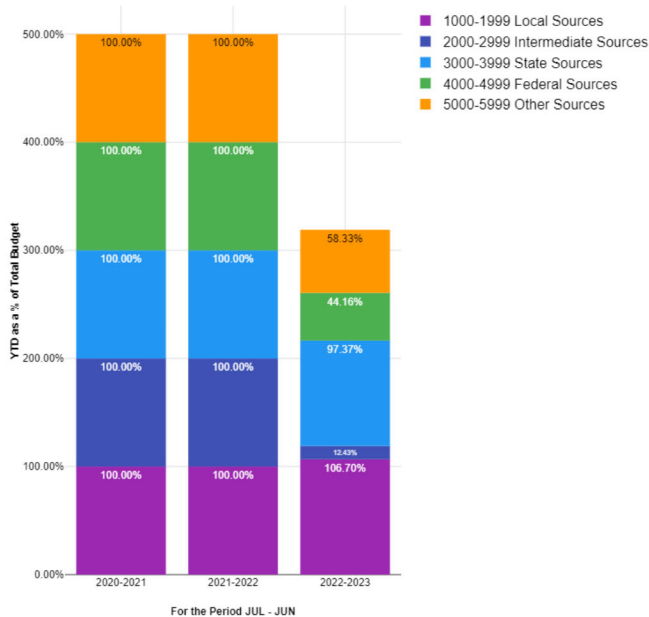


General Fund(s)		
YTD Local Sources	YTD State Sources	YTD All Sources (except 5400s)
105.70% of Budget	96.80% of Budget	97.88% of Budget
Prior Year YTD: 100.00% of Actuals	Prior Year YTD: 100.00% of Actuals	Prior Year YTD: 100.00% of Actuals

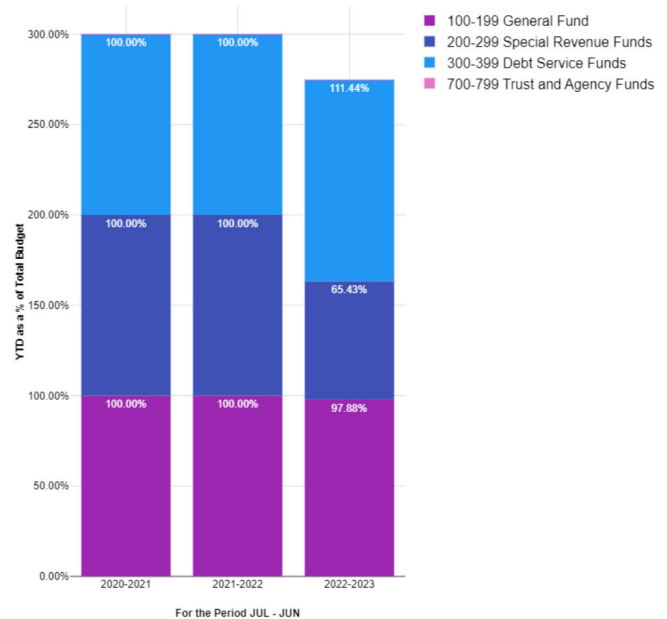
Special Revenue Funds		
YTD Local Sources	YTD State and Federal Sources	YTD All Sources (except 5400s)
96.66% of Budget	65.35% of Budget	65.43% of Budget
Prior Year YTD: 100.00% of Actual	Prior Year YTD: 100.00% of Actuals	Prior Year YTD: 100.00% of Actuals

All Funds		
YTD Local Sources	YTD State & Federal Sources	YTD All Sources (except 5400s)
106.70% of Budget	87.61% of Budget	89.94% of Budget
Prior Year YTD: 100.00% of Actuals	Prior Year YTD: 100.00% of Actuals	Prior Year YTD: 100.00% 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 June 2023



General Fund(s)

YTD Salary and Benefits

98.16% of Budget

Prior Year YTD: 100.00% of Actuals

YTD Purchased Services

82.68% of Budget

Prior Year YTD: 100.00% of Actuals

YTD Other Expenses

33.50% of Budget

Prior Year YTD: 100.00% of Actuals

Special Revenue Funds

YTD Salary and Benefits

82.92% of Budget

Prior Year YTD: 100.00% of Actuals

YTD Purchased Services

156.51% of Budget

Prior Year YTD: 100.00% of Actuals

YTD Other Expenses

35.87% of Budget

Prior Year YTD: 100.00% of Actuals

All Funds

YTD Salary and Benefits

93.71% of Budget

Prior Year YTD: 100.00% of Actuals

YTD Purchased Services

88.50% of Budget

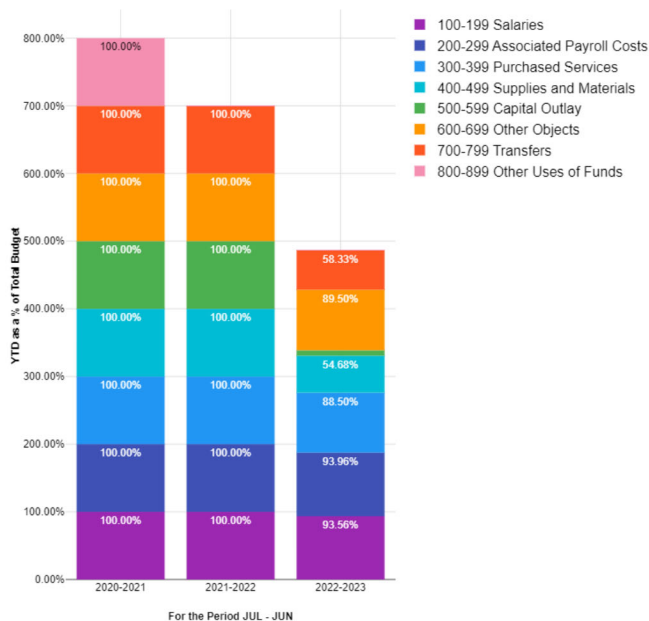
Prior Year YTD: 100.00% of Actuals

YTD Other Expenses

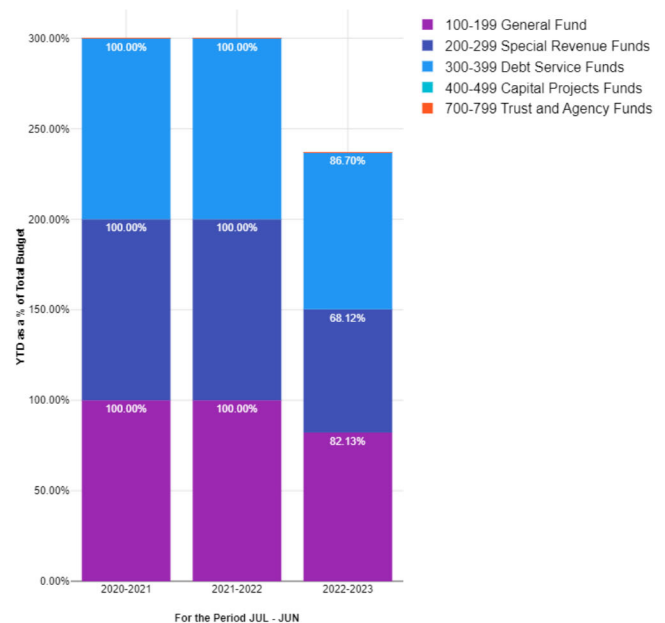
45.30% of Budget

Prior Year YTD: 100.00% of Actuals

All Funds YTD Expense as Percent of Budget by Objects



All Funds YTD Expense as Percent of Budget by Major Fund

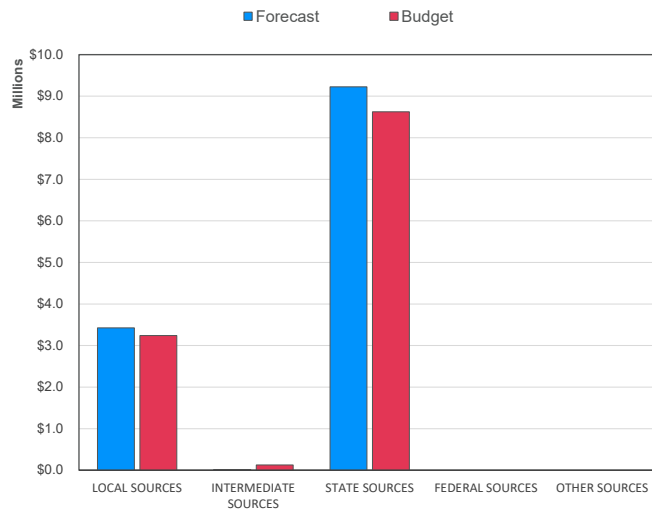


Aggregate | Financial Projection by Object

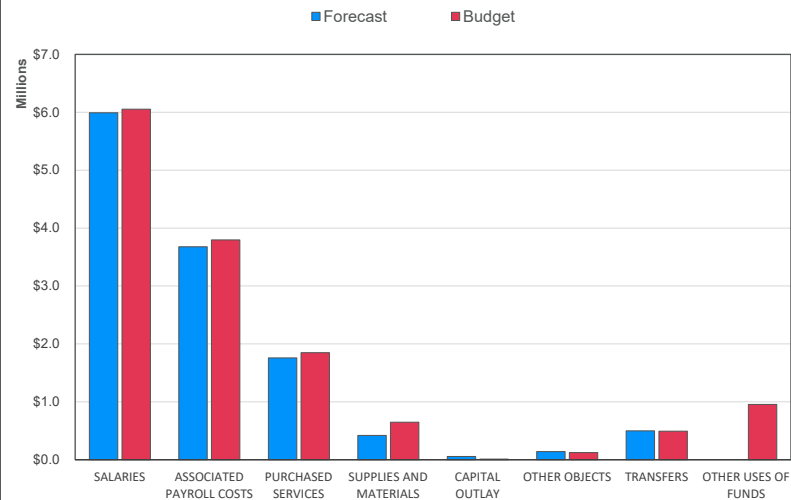
For the Period Ending June 30, 2023

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 3,285,614	\$ 2,010,673	\$ -	\$ 2,010,673	\$ 1,935,000	\$ 75,673
REVENUES						
Local Sources	3,127,127	3,423,912	-	3,423,912	3,239,381	184,531
Intermediate Sources	77,716	15,910	-	15,910	128,000	(112,090)
State Sources	8,485,397	9,224,865	-	9,224,865	8,623,095	601,770
Federal Sources	15,836	-	-	-	-	-
Other Sources	-	-	-	-	-	-
TOTAL REVENUE	\$ 11,706,077	\$ 12,664,687	\$ -	\$ 12,664,687	\$ 11,990,476	\$ 674,211
EXPENDITURES						
Salaries	\$ 6,076,859	\$ 5,990,641	\$ -	\$ 5,990,641	\$ 6,054,981	\$ 64,340
Associated Payroll Costs	3,735,424	3,677,731	-	3,677,731	3,794,798	117,066
Purchased Services	1,711,924	1,758,057	-	1,758,057	1,848,245	90,188
Supplies and Materials	350,908	419,778	-	419,778	648,580	228,802
Capital Outlay	34,645	54,256	-	54,256	10,000	(44,256)
Other Objects	122,948	140,183	-	140,183	122,255	(17,928)
Transfers	629,500	497,288	-	497,288	492,500	(4,788)
Other Uses of Funds	-	-	-	-	954,117	954,117
Other Expenses	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 12,662,208	\$ 12,537,934	\$ -	\$ 12,537,934	\$ 13,925,476	\$ 1,387,542
SURPLUS / (DEFICIT)	\$ (956,132)	\$ 126,753	\$ -	\$ 126,753	\$ (1,935,000)	
ENDING FUND BALANCE				\$ 2,137,425		

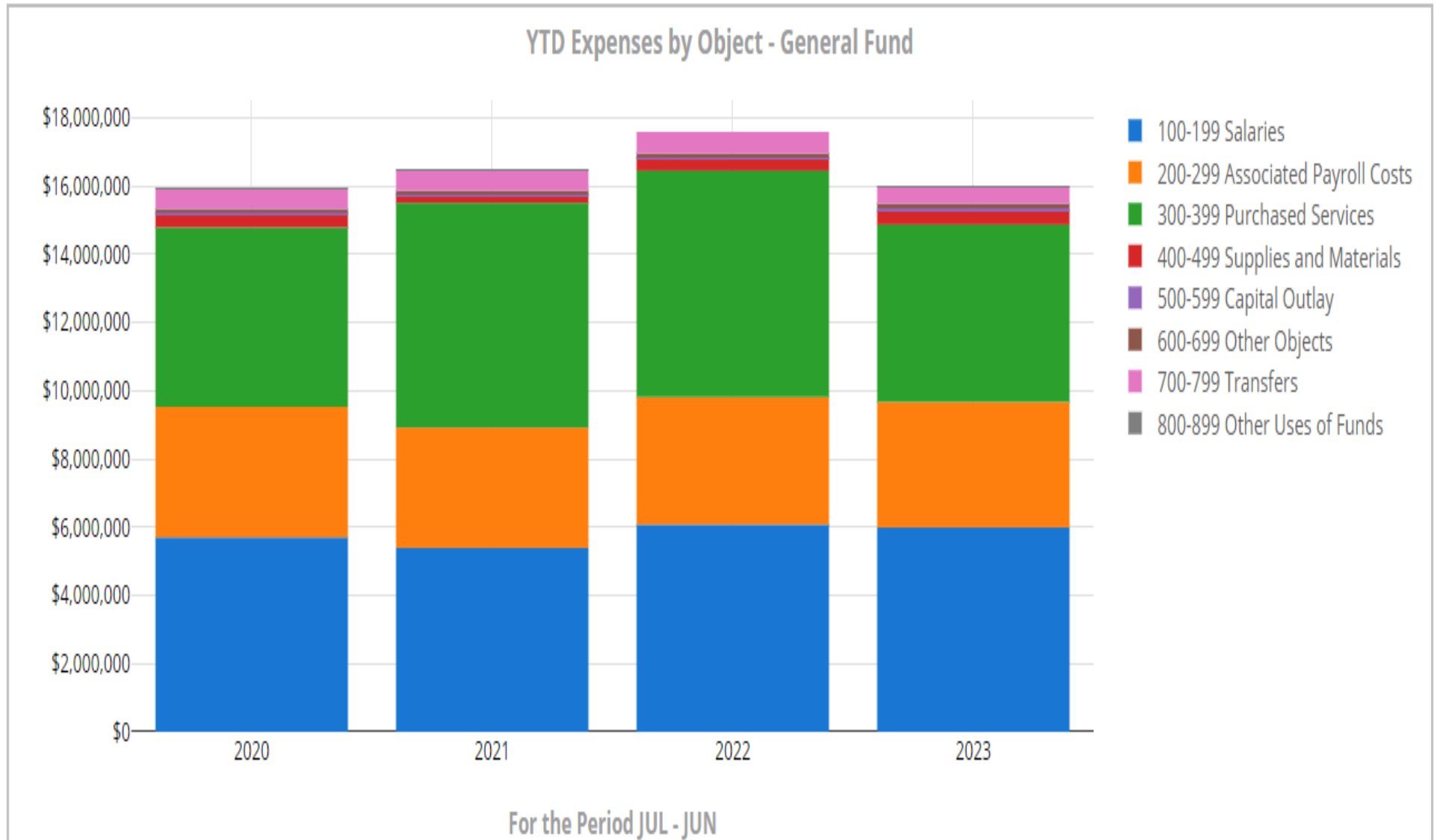
Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget



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





290 First Street
P.O. Box 100
Gervais, Oregon 97026-0100
Phone: (503) 792-3803
FAX: (503) 792-3809
www.gervais.k12.or.us

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

The parties to this contract are JKW School Psychological Services (Jill Woodard), hereafter referred to as the CONTRACTOR and the Gervais School District, hereafter referred to as the CONTRACTING AGENCY. This contract sets the terms of agreement for the providing of service described herein.

A. DESCRIPTION AND SCHEDULE OF SERVICE.

See Exhibit A

B. DURATION

The service begins upon execution of this CONTRACT and runs through June 30, 2024.

C. CONSIDERATION AND PAYMENT SCHEDULE

The CONTRACTING AGENCY shall compensate the CONTRACTOR for complete and satisfactory completion of the service described herein according to the following schedule.

\$97,180* *See Exhibit A

D. LIABILITY INSURANCE.

The CONTRACTOR shall carry professional liability insurance covering all actions in the performance of the SERVICE described herein.

E. REPRESENTATIONS AND WARRANTIES.

Each party hereto represents to the other that the party has the right to enter into this agreement, to grant the rights herein granted free and clear of all liens and encumbrances and fully to perform its obligations thereunder.

To the best of each party's knowledge, no claim or litigation is pending or threatened with respect to any property involved in this agreement or any right therein.

Contractor, to the best of Contractor's knowledge, after due inquiry, for a period of no fewer than six calendar years preceding the effective date of this Contract, faithfully has complied with:

- All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
- Any tax provisions imposed by a political subdivision of this state that applied to Contractor, to Contractor's property, operations, receipts, or income, or to Contractor's performance of or compensation for any work performed by Contractor;
- Any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and
- Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

Any goods, items, equipment, components, hardware, software, intellectual property rights, etc. delivered to or granted to Gervais School District under this Contract, and Contractor's Services rendered in the performance of Contractor's obligations under this Contract, shall be provided to Gervais School District free and clear of any and all restrictions on or conditions of use, transfer, modification, or assignment, and shall be free and clear of any and all liens, claims, mortgages, security interests, liabilities, charges, and encumbrances of any kind.

F. NON-WAIVER.

The failure of either party to insist upon strict performance of any provision of this agreement shall not be deemed a waiver of any right to insist upon performance of such provision or of any other provision of this agreement.

G. INDEMNIFICATION.

CONTRACTOR agrees to indemnify, defend and hold harmless the District and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributable in whole or in part to the acts or omissions of CONTRACTOR, and CONTRACTOR'S officers, agents and employees, in performance of this contract.

H. COPYRIGHT AND OWNERSHIP.

The CONTRACTING AGENCY shall own and hold copyright of the materials produced in the fulfillment of the CONTRACT including content, illustrations and format.

The CONTRACTOR shall make every effort to publicize the sponsorship of the CONTRACTING AGENCY in print materials involved in the fulfillment of this contract.

I. GOVERNING LAW

This agreement shall be construed, interpreted and governed by the laws of the State of Oregon.

J. TAX LIABILITY

The CONTRACTOR is responsible for filing all appropriate tax returns with the State of Oregon and the United States Government

K. RENEGOTIATION OR MODIFICATION.

Any alterations, variations, modifications to or waivers of provisions of the CONTRACT shall be valid only when they have been reduced to writing, duly signed and approved by both parties and attached to the original of the CONTRACT.

L. ENTIRE AGREEMENT.

The terms and conditions herein constitute the entire agreement between the parties and shall supersede all previous communications, either oral or written, between the parties relating to the subject matter herein. No agreement or understanding varying or extending these provisions shall be binding upon either party hereto, unless in writing signed by a duly authorized representative, and expressly referring to the CONTRACT.

FOR THE CONTRACTOR _____

DATE: _____

FOR THE CONTRACTING AGENCY _____

DATE: _____

Exhibit A – Description of Service

Jill Woodard will consult with the district SPED director and other district staff around the provision of behavior services for the students within the Gervais District. She will assist the district staff to support students with challenging behavior in both the regular classroom setting and self-contained classrooms, including serving students served in programs outside of Gervais School District. Jill will also provide evaluation services as requested by the district director in the areas she is licensed and trained to administer. Jill will attend meetings related to the students with behavior issues. Finally, Jill will provide training to Gervais staff to implement the behavior support plans as appropriate.

*Compensation for Jill Woodard DBA JKW School Psychological Services will be \$92 per hour x 1040 hours for the school year beginning the last week in August. The total for her services for 2023-24 school year be \$95,680. Jill will submit an invoice to the District Office on a monthly basis and the district will also cover costs for required professional development in the field of school psychology, up to \$1,500.00, total contract award \$97,180.

GERVAIS SCHOOL DISTRICT

Calendar of Events

2024-25 Budget Preparation

<u>Budget/Board Members</u>		<u>Budget Committee Members</u>	
Henry Bustmante	6/30/25	Alan Hanson	6/30/24
Ana Contreras	6/30/25	Karen Herinckx	6/30/24
Maria Contreras	6/30/27	Jenny Jones	6/30/24
Angie Toran	6/30/25	Vacant	
Vacant		Vacant	

<u>Done</u>	<u>Date</u>	<u>General Events</u>	<u>Where</u>
<input type="checkbox"/>	July 20, 2023	School Board Appoints Budget Officer	District Office
<input type="checkbox"/>	November 16, 2023	School Board Appoints Committee Members	District Office
<input type="checkbox"/>	October-December	Leadership Council reviews current/future programs Principals/Superintendent	Various Locations
<input type="checkbox"/>	February-March 2024	Budget 101/Orientation with Budget Committee	District Office
<input type="checkbox"/>	February-March 2024	Discussions on Budget with Admin, Supt and Business Mngr	Various Locations
<input type="checkbox"/>	March 2024	Superintendent & Business Manager Budget Discussions	Various Locations
<input type="checkbox"/>	April 18, 2024	Feedback to Board on Budget Development Status	District Office
<input type="checkbox"/>	May 2, 2024	Budget Committee Meeting (6:00 pm)	District Office
<input type="checkbox"/>	May 9, 2024	Budget Committee Meeting - if needed (6:00 pm)	District Office
<input type="checkbox"/>	June 20, 2024	Public Hearing at Regular Board Mtg (6:00 pm)	District Office
		Enact Resolution Adopting 2024-25 Budget	
		Adopt Budget	
		Make Appropriations	
		Impose and Categorize Taxes	
<input type="checkbox"/>	July 14, 2024	Certify District's Levy to County Assessor for 2024-25	Business Manager

<u>Done</u>	<u>Date</u>	<u>Budget Committee Meetings (All Members Must Attend)</u>	<u>Location</u>
<input type="checkbox"/>	May 2, 2024	Budget Committee Meeting (6:00 pm)	District Office
<input type="checkbox"/>	May 9, 2024	Budget Committee Meeting – if needed (6:00 pm)	District Office

<u>Done</u>	<u>Due Date</u>	<u>Legal Publication Timelines</u>	<u>Responsibility</u>
<input type="checkbox"/>	September to November 2023	Publish Notice of Budget Committee Vacancies (Paper, Website, District Listservs)	Business Manager/Admin Asst
<input type="checkbox"/>	April 3, 2024	Publish Notice of 1 st Budget Committee Meeting (Paper & Website)	Business Manager/Admin Asst
<input type="checkbox"/>	June 1, 2024	Publish Notice of Budget Hearing and Summary of Approved Budget Documents (Paper)	Business Manager/Admin Asst

* All meetings are open to the public and held at 6:00 pm *

Location: Gervais School District, Board Meeting Room, 290 First Street, Gervais, OR 97026
Call 503-792-3803 for additional information or
if any special accommodations are required for attendance at the meeting(s)



My contract

This is slated as an action item. I am asking for the same raise as the teachers and managers received (5% and a step). I am not asking for anything additional for this year.

Classified Bargaining Agreement

This is slated as an action item as well. You have seen the financial compensation (Article 11 and 14). As a review, there were several articles of language that we bargained as well. Here is a brief breakdown of articles that were negotiated. A copy of the new contract will be posted online in the coming weeks:

1. All articles that contained he/she were changed to gender neutral pronouns i.e. they, them, their
2. **Article 3**—Union Rights—language added that allows members to attend meetings during their work time and nonstudent contact time and make up their duties after the meeting ends.
3. **Article 4**—Workday and Work Schedule--cleared up definition of a work week, use of flex and comp time and how that would be recorded, payment of unused comp time and what happens should an employee be required to work during their meal time (such as during field trips).
4. Article 10—Holiday—Added Juneteenth to the holiday pay schedule. This brings 12 month employees to 10 paid holidays.
5. Article 16—Leaves—Personal leave can be cashed out at either \$75 per day or 50% of the employee's daily wage whichever is more; clarifying that leave is front loaded but if an employee leaves before the contract year ends, they will be required to pay back that leave if they have taken it; acknowledge "Paid Leave Oregon" and agree to follow all laws and rules regarding this leave; the district will create a sick leave bank committee to create a proposal for board consideration that allows the pooling of leave from both associations and non-represented employees to use. This work must be done by December. The board will begin receiving updates on this work in October.
6. Article 20—Reclassification—Allows both the association and the district to have conversations and make adjustments to job duties prior to being required to bargain.
7. Article 24—Safe Working Conditions—Allows for classified employees who work with students with disabilities to participate in safety planning meetings, IEPs, etc. as deemed necessary.

End of June work—Plans with admin team

June 21st-24th the administrative team attended the summer COSA conference and set aside time to work on wrapping up issues from the 2022-23 school year and getting a head start on planning for 2023-24. I feel like we made significant progress and are ahead in our work. We even had the new assistant principal for the high school zoom in from the East Coast for about 3 hours of work time. We addressed issues that did not work this past year, brainstormed how to make our processes better and set plans to work towards this success. This included adjusting the assessment calendar, having frank conversations about holding one another accountable and what happens when we don't do what we have agreed to do, looked at more professional development for ourselves in terms of using data and the dashboard, and being more accountable regarding staff observations and evaluations. We have a two-day training for the new teacher evaluation system in August. Your administrative team will also be attending the Math Institute at the WESD where all teachers who teach math will look at our district data, learn about our new math curriculum and having planning time. We also looked at the professional development calendar for teachers for the year and based on feedback from their surveys have begun to map out those offerings.

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:
Brenda Cruz Figueroa, Summer School Custodian
Isidro Diego Reyes, Summer School Custodian
Lilia Guerrero, Summer Technology Support
Sofia Guzman, Temporary Technology Representative
Becki Lader, Temporary Technology Representative
Celia Marquez, Temporary Technology Representative
Anai Perez, Custodian II
Ben Schultz, Temporary Technology Representative
Mayra Vasquez, Temporary Technology Representative

Extra Duty:

- 7.2 Approve**
Contract Change / Renewal:

Recall:

- 7.3 Approve**
Resignation /Retire/ Termination/Non-Renewal:
Sterling Roberts, GES Teacher

Decline:

Reduction in Force:

Other:

Transfers:

- 7.4 Approve**
Board Guidelines 2023-2024
Gervais School District #1 Board of Directors approves the 2023-2024 Board Guidelines, as shown in Agenda Item 07-23-5.

- 7.5 Approve**
Declare Surplus
Gervais School District#1 Board of Directors approves declaring surplus the items listed below.
- Little tikes
 - Small basketball hoop
 - Chairs,
 - Small tables,
 - Books,
 - Big boat toy,
 - Easels
 - Cubbies
 - Bookshelf
 - Office desk
 - Conference table

- 7.6

Approve

2023-2024 Produce Products Award

Gervais School District #1 Board of Directors approves awarding the 2023-2024 produce to Caruso Produce as per agenda item 07-23-7.7.
- 7.7

Approve

Contracted Services

Gervais School District Board of Directors approves the 23/24 Service Contract awarded to JKW School Psychological Services for \$97,180. (reference Policy DJCA)
- 7.8

Approve

Appoint Budget Officer for 2024-2025

Gervais District#1 Board of Directors appoints business manager Caryn Davis as budget officer for the 2024-25 budget.
- 7.9

Approve

2024-2025 Budget Calendar

Gervais District#1 Board of Directors approves the 2024-2025 Budget Calendar as shown on agenda item 07-23.7.10.

Board Members:	For:	Against:	Abstain:
Bustamante	_____	_____	_____
A. Contreras	_____	_____	_____
M. Contreras	_____	_____	_____
Toran	_____	_____	_____

Board Members can request to have any consent item removed and made into an action item or tabled until a future meeting.

Gervais School District Board Guidelines 2023 – 2024

1. Discussion

Discussion is allowed **before** and **after** a **motion** is made. The Chair, with assistance from the members, will keep the discussion focused on the matter at hand.

2. Public Forum

Public comments and questions will be based on Board Chair discretion. Individual may be asked to submit their comments and/or questions in writing. The main purpose is for public input in relation to school issues. This time will not be used for debates.

Questions will be answered by administration or the Board, if information is readily available. If not, the answer will be sent by email, mail, or over the phone. Patrons speaking in public forum will not be allowed to address the audience, and must address comments to the board. Board Members will respond to audience comments after seeking permission from the Board Chair. Personnel issues shall not be discussed in public forum.

3. Action Items

The Superintendent will make recommendations with supporting data and financial impacts on items the Superintendent supports or doesn't support. Other items may have available background information, but no recommendation.

4. Meeting Length

All business will be conducted within four hours. A majority vote is required to extend the meeting time.

5. Financial Updates

The Superintendent and the Business Manager/Deputy Clerk will keep the board informed in financial areas, including overspending.

6. Reading of Action Items

Board policies and other action items requiring adequate time for public input will be presented for discussion one month prior to action being taken.

Gervais School District
Board Memo

Date: July 7, 2023
To: All Board Members
From: Food Service
Subject: Contract Agreement for Caruso Produce

The Gervais School District, along with the McMinnville School District, Cascade School District, Woodburn School District, North Marion School District, North Santiam School District Tigard-Tualatin School District, and Santiam School District have awarded Caruso Produce the produce bid for the 23-24 school year. The contract is from July 1, 2023-June 30, 2024.

I recommend the Gervais School Board approve the produce award to Caruso Produce.

Thank You

Melinda Fitz-Herny
Food Service Director



McMinnville

School District No. 40


800 NE Lafayette Avenue McMinnville, OR 97128 Phone: 503.565.4000 Fax: 503.565.4030

May 19, 2023

RE: RFP # P2023-2028
Oregon Buys

After technical evaluation of the submitted proposals for the RFP # P2023-2028 for fresh produce items; McMinnville SD, Woodburn SD, Cascade SD, Tigard-Tualatin SD, North Santiam, North Marion SD and Gervais SD are issuing an intent to award to Caruso Produce. We appreciate all the Vendors who submitted a proposal for this RFP.

Shiloh Ficek Nutrition Services Director
Contract Manager, McMinnville School District

Signature:  Date: 5/19/23



PRICE AGREEMENT

McMinnville School District,
800 NE Lafayette Ave,
McMinnville, OR 97128

This Price Agreement with the meaning of ORS 279A.010(1)(v) and ORS 279B.140 is hereby made between the McMinnville School District and Caruso Produce. CONTRACTOR, according to the following terms, conditions, and provisions:

1. **Contractor is identified as follows:**
Caruso Produce
2. **Contractor's Representative:**
Christopher Canty
3. **Address:** 2100 SE 4th Ave. Canby, Oregon 97013,
Chris Canty 503-961-2626
Type of Entity: Corporation
Federal ID: 93-0576185
State ID: 086839-14
4. **SERVICES TO BE PROVIDED:** To provide fresh produce products to McMinnville School District, Woodburn School District, Cascade School District, North Marion School District, Gervais School District, North Santiam School District, Tigard-Tualatin School District
5. **CONTRACT REPRESENTATIVE:** Shiloh Ficek
6. **DATE AND DURATION:** This agreement shall be effective commencing on July 1, 2023 and extending through June 30, 2024 unless otherwise terminated or extended.
7. **PAYMENT:** The MEMBER DISTRICTS shall pay the contractor as per the terms stated in the Request for Proposal P2023-2028
8. **THE CONTRACT:** The CONTRACTOR agrees to supply the goods as described in this agreement in accordance with the Terms and Conditions set forth in the Request for Proposal P2023-2028 and the Awarded Proposal (collectively "the Contract"). The contract shall constitute the full and complete agreement between the member districts and the contractor.
9. Member District's shall issue an ordering instrument to the CONTRACTOR within the meaning of OAR 125-246-0110(110)(b)
10. **Date of Agreement:** It is so agreed this 1st day of July, 2023

Caruso Produce, INC, CONTRACTOR
Signature: _____ Date: _____

McMinnville School District and Member Districts- Contract Manager
Signature: _____ Date: _____

ELECT BOARD CHAIR
Proposed Resolution:

The Gervais School District #1 Board of Directors moves to elect _____, as the 2023-2024 School Board Chair.

MOTION BY: _____SECONDED BY: _____

DISCUSSION: _____

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

ELECT BOARD VICE-CHAIR
Proposed Resolution:

The Gervais School District #1 Board of Directors moves to elect _____, as the 2023-2024 School Board Vice-Chair.

MOTION BY: _____SECONDED BY: _____

DISCUSSION: _____

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

APPOINT NEW SCHOOL BOARD MEMBER
Proposed Resolution:

Move that the Gervais School District #1 Board of Directors appoints _____ as a School Board member.

MOTION BY: _____ SECONDED BY: _____

DISCUSSION: _____

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



Gervais School District#1

PO BOX 100-290 1st ST
Gervais, OR 97026
Phone: 503-792-3801
Fax: 503-792-3809

SCHOOL BOARD MEMBER APPLICATION

Name: Jenny Jones Date: 6-16-23
Home Address: 9195 Portland Rd NE #3 Home Phone: 503-999-8156
OCCUPATION: Office Manager (Lakeview Dental Center, LLC)
BUSINESS ADDRESS: 2601 25th St SE Suite 430 Work Phone: 503-370-8778
Salem, OR 97305

DO YOU HAVE CHILDREN IN THE Gervais School District? ☒ Yes ☐ No If so, how many? 1

SCHOOL AND COMMUNITY ACTIVITIES and INVOLVEMENT: Worked at the D.O.,
served on the board prior, helped with school bond,
volunteer at schools

ARE YOU A REGISTERED VOTER? (required) ☒ Yes ☐ No

HOW LONG HAVE YOU RESIDED IN GERVAIS SCHOOL DISTRICT? 15 yrs.

ARE YOU A U.S. CITIZEN AND A CITIZEN OF OREGON? (required) ☒ Yes ☐ No

WHY ARE YOU INTERESTED IN SERVING AS A SCHOOL BOARD MEMBER? (use additional paper if more space is needed)

It's an opportunity to give back, to make a difference,
to be part of something bigger for our kids, staff,
and community.

PREVIOUS EXPERIENCE ON BOARDS, COMMITTEES, OR OTHER GROUPS:

Gervais School Board, Church committees, Royal Family Kids Camp

OCCUPATIONAL BACKGROUND (Prior Employment) (use addition paper if more space is needed)

Lakeview Dental, Gervais School District, Schutt Parts & Accessories

EDUCATIONAL BACKGROUND (use addition paper if more space is needed)

Northwest University

Signature: Jenny Jones

Timelines:

Vacancy Declared: June 15, 2023

Advertise School Board Vacancy: June 16, 2023

Applications Due: July 12, 2023

Candidates may attend Board Meeting for brief presentation & School Board Selection: July 20, 2023

Rating Process

	Name	Application Completeness & Quality of Answers Rating(1-4)	Board Presentation Rating (1-4)	Experience & Knowledge of Elected Boards Rating (1-4)	School Community Involvement Rating (1-4)	Total (a total of 16 is possible)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

This rating scale may be used to evaluate each candidate for the School Board Member vacancy.

Score rating description:

1 = No qualification

2 = Some qualification

3 = Qualified

4 = Highly qualified

OSBA BOARD MEMBER POSITION 12
Proposed Resolution:

Move that the Gervais School District #1 Board of Directors nominates _____ for the OSBA board position 12.

MOTION BY: _____SECONDED BY: _____

DISCUSSION: _____

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

CANDIDATE PERSONAL/PROFESSIONAL RESUME

OSBA Board of Directors

Name:

Date:

Address:

City/ Zip:

Business phone:

Residence phone:

Cell phone:

E-mail:

District/ESD/CC:

Local board term expires:

Years served on local board:

Deadline: Wed., July 26, 2023, 12:00 p.m.
E-mail completed Resume and Questionnaire
forms to: ltrissel@osba.org
or mail to:
Oregon School Boards Association
1201 Court St NE, #400
Salem OR 97301

Work or service performed for OSBA or local district (include committee name and if you were chair):

Other education board positions held/dates:

Occupation (Include at least the past five years):

Employers:

Dates:

CANDIDATE QUESTIONNAIRE

OSBA Board of Directors

Name:

Region:

District/ESD/CC:

Position #:

I certify that if elected I will faithfully serve as a member of the OSBA Board of Directors.

Name

Date

Be brief; please limit your responses to 50 words per question.

1. Describe in your own words the mission and goals of OSBA.
2. What do you want to accomplish by serving on the OSBA board of directors?
3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.
4. What do you see as the two most challenging issues faced by OSBA?

5. What do you see as the two most challenging issues faced by your region?

6. What is your plan for communicating with boards in your region?

Deadline: Wednesday, July 26, 2023, 12:00 p.m.

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

Schools attended (Include official name of school and where):

High school:

College:

Degrees earned:

Education honors and/or awards:

Other applicable training or education:

Activities, other state and local community services:

Hobbies/special interests:

Business/professional/civic group memberships; offices held and dates:

Additional comments:

Deadline: Wednesday, July 26, 2023, 12:00 p.m.

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

CLASSIFIED 2023-2025 COLLECTIVE BARGAINING AGREEMENT
Proposed Resolution:

Move that the Gervais School District #1 Board of Directors, Marion County, approves the 2023-2025 Collective Bargaining Agreement between Gervais School District #1 and Oregon School Employee Association AFT Local 6732, AFL-CIO which incorporates the changes to the 2023-2025 agreement as shown in action item 7-23.8.5.

MOTION BY: _____SECONDED BY: _____

DISCUSSION: _____

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

CLASSIFIED SALARY SCHEDULE 2023-24

2023-24 (3% COLA + additional % listed next to Classification Name)													Column 12 x 1.5% or 3% or 5%		
GROUP 1	1	2	3	4	5	6	7	8	9	10	11	12	Longevity1 (1.5%)	Longevity2 (3.0%)	Longevity3 (5.0%)
Child Care (LatchKey) 6%	\$15.02	\$15.40	\$15.80	\$16.20	\$16.62	\$17.04	\$17.48	\$17.93	\$18.39	\$18.86	\$19.34	\$19.83	\$20.13	\$20.43	\$20.83
Preschool Worker 8%	\$15.30	\$15.69	\$16.09	\$16.50	\$16.92	\$17.36	\$17.80	\$18.26	\$18.72	\$19.20	\$19.69	\$20.20	\$20.50	\$20.80	\$21.21
Instructional Assistant 3%	\$15.83	\$16.23	\$16.65	\$17.07	\$17.51	\$17.96	\$18.42	\$18.89	\$19.37	\$19.87	\$20.38	\$20.90	\$21.21	\$21.53	\$21.94
Instructional Asst - Bilingual 3%	\$16.14	\$16.56	\$16.98	\$17.41	\$17.86	\$18.32	\$18.79	\$19.27	\$19.76	\$20.27	\$20.78	\$21.32	\$21.64	\$21.96	\$22.38
Library Assistant 5%	\$16.55	\$16.97	\$17.40	\$17.85	\$18.31	\$18.77	\$19.26	\$19.75	\$20.25	\$20.77	\$21.30	\$21.85	\$22.18	\$22.50	\$22.94
Special Education Support Asst 2%	\$17.68	\$18.13	\$18.60	\$19.08	\$19.56	\$20.06	\$20.58	\$21.10	\$21.64	\$22.20	\$22.77	\$23.35	\$23.70	\$24.05	\$24.52
FLC Instructional Asst 2%	\$17.68	\$18.13	\$18.60	\$19.08	\$19.56	\$20.06	\$20.58	\$21.10	\$21.64	\$22.20	\$22.77	\$23.35	\$23.70	\$24.05	\$24.52
FLC Instructional Asst - Bilingual 2%	\$18.04	\$18.50	\$18.97	\$19.46	\$19.95	\$20.47	\$20.99	\$21.53	\$22.08	\$22.64	\$23.22	\$23.82	\$24.17	\$24.53	\$25.01
Student Advocate & Behavioral Mgt Coord 2%	\$21.00	\$21.54	\$22.09	\$22.66	\$23.24	\$23.83	\$24.44	\$25.07	\$25.71	\$26.37	\$27.04	\$27.73	\$28.15	\$28.57	\$29.12
College & Career Program 2%	\$21.00	\$21.54	\$22.09	\$22.66	\$23.24	\$23.83	\$24.44	\$25.07	\$25.71	\$26.37	\$27.04	\$27.73	\$28.15	\$28.57	\$29.12
GROUP 2	1	2	3	4	5	6	7	8	9	10	11	12	Longevity1 (1.5%)	Longevity2 (3.0%)	Longevity3 (5.0%)
Cook 3%	\$15.14	\$15.52	\$15.92	\$16.33	\$16.75	\$17.17	\$17.61	\$18.07	\$18.53	\$19.00	\$19.49	\$19.99	\$20.29	\$20.59	\$20.99
Head Cook 3%	\$16.70	\$17.12	\$17.56	\$18.01	\$18.47	\$18.94	\$19.43	\$19.93	\$20.44	\$20.96	\$21.50	\$22.05	\$22.38	\$22.71	\$23.15
GROUP 3	1	2	3	4	5	6	7	8	9	10	11	12	Longevity1 (1.5%)	Longevity2 (3.0%)	Longevity3 (5.0%)
Custodian 5%	\$17.01	\$17.44	\$17.89	\$18.34	\$18.81	\$19.30	\$19.79	\$20.30	\$20.82	\$21.35	\$21.90	\$22.46	\$22.79	\$23.13	\$23.58
Maintenance 2%	\$20.59	\$21.12	\$21.66	\$22.22	\$22.79	\$23.37	\$23.97	\$24.58	\$25.21	\$25.86	\$26.52	\$27.20	\$27.60	\$28.01	\$28.56
GROUP 4	1	2	3	4	5	6	7	8	9	10	11	12	Longevity1 (1.5%)	Longevity2 (3.0%)	Longevity3 (5.0%)
Secretary 2%	\$16.15	\$16.56	\$16.99	\$17.42	\$17.87	\$18.32	\$18.79	\$19.27	\$19.77	\$20.27	\$20.79	\$21.33	\$21.65	\$21.97	\$22.39
Secretary - Bilingual 2%	\$16.49	\$16.91	\$17.34	\$17.78	\$18.24	\$18.71	\$19.18	\$19.68	\$20.18	\$20.70	\$21.23	\$21.77	\$22.10	\$22.42	\$22.86
Office Manager 3%	\$18.21	\$18.68	\$19.16	\$19.65	\$20.15	\$20.66	\$21.19	\$21.74	\$22.29	\$22.86	\$23.45	\$24.05	\$24.41	\$24.77	\$25.25
Office Manager-Bilingual 3%	\$18.58	\$19.05	\$19.54	\$20.04	\$20.55	\$21.08	\$21.62	\$22.17	\$22.74	\$23.32	\$23.92	\$24.53	\$24.90	\$25.27	\$25.76
Accounting Clerk 3%	\$18.74	\$19.22	\$19.71	\$20.21	\$20.73	\$21.26	\$21.80	\$22.36	\$22.93	\$23.52	\$24.12	\$24.74	\$25.11	\$25.48	\$25.98
Migrant Community Liaison 2%	\$25.53	\$26.18	\$26.85	\$27.54	\$28.24	\$28.97	\$29.71	\$30.47	\$31.25	\$32.05	\$32.87	\$33.71	\$34.22	\$34.72	\$35.40
Computer Coordinator 2%	\$26.33	\$27.00	\$27.69	\$28.40	\$29.13	\$29.87	\$30.64	\$31.42	\$32.23	\$33.05	\$33.90	\$34.77	\$35.29	\$35.81	\$36.50
Student Account Specialist 2%	\$26.33	\$27.00	\$27.69	\$28.40	\$29.13	\$29.87	\$30.64	\$31.42	\$32.23	\$33.05	\$33.90	\$34.77	\$35.29	\$35.81	\$36.50
GRANDFATHERED GROUP				2023-24 (3% COLA)				\$1.50/hour is available for any position to which the District wishes to add lead responsibilities				STUDENT WORKERS		MIN WAGE	
GROUP 5 - GRANDFATHERED				Longevity 1	Longevity 2	Longevity 3	Current FTE Remaining on Grand-fathered Schedule								
GF Office Manager				\$23.91	\$26.36	\$30.00	1.00								
GF Computer Coordinator				\$35.62	\$39.30	\$44.73	0.50								
GF Student Account Specialist				\$35.62	\$39.30	\$44.73	0.50								

CLASSIFIED SALARY SCHEDULE 2024-25

2024-25 (2.5% COLA)													Column 12 x 1.5% or 3% or 5%		
GROUP 1	1	2	3	4	5	6	7	8	9	10	11	12	Longevity1 (1.5%)	Longevity2 (3.0%)	Longevity3 (5.0%)
Child Care (LatchKey)	\$15.40	\$15.79	\$16.19	\$16.61	\$17.03	\$17.47	\$17.92	\$18.38	\$18.85	\$19.33	\$19.82	\$20.33	\$20.64	\$20.94	\$21.35
Preschool Worker	\$15.68	\$16.08	\$16.50	\$16.92	\$17.35	\$17.80	\$18.25	\$18.72	\$19.20	\$19.69	\$20.19	\$20.71	\$21.02	\$21.33	\$21.75
Instructional Assistant	\$16.23	\$16.64	\$17.07	\$17.50	\$17.95	\$18.41	\$18.88	\$19.37	\$19.86	\$20.37	\$20.89	\$21.43	\$21.75	\$22.07	\$22.50
Instructional Asst - Bilingual	\$16.55	\$16.97	\$17.41	\$17.85	\$18.31	\$18.78	\$19.26	\$19.75	\$20.26	\$20.78	\$21.31	\$21.86	\$22.18	\$22.51	\$22.95
Library Assistant	\$16.96	\$17.40	\$17.84	\$18.30	\$18.77	\$19.25	\$19.74	\$20.25	\$20.77	\$21.30	\$21.84	\$22.40	\$22.74	\$23.07	\$23.52
Special Education Support Asst	\$18.12	\$18.59	\$19.06	\$19.55	\$20.05	\$20.56	\$21.09	\$21.63	\$22.18	\$22.75	\$23.33	\$23.93	\$24.29	\$24.65	\$25.13
FLC Instructional Asst	\$18.12	\$18.59	\$19.06	\$19.55	\$20.05	\$20.56	\$21.09	\$21.63	\$22.18	\$22.75	\$23.33	\$23.93	\$24.29	\$24.65	\$25.13
FLC Instructional Asst - Bilingual	\$18.48	\$18.96	\$19.44	\$19.94	\$20.45	\$20.97	\$21.51	\$22.06	\$22.63	\$23.21	\$23.80	\$24.41	\$24.78	\$25.14	\$25.63
Student Advocate & Behavioral Mgt Coord	\$21.53	\$22.08	\$22.64	\$23.22	\$23.82	\$24.42	\$25.05	\$25.69	\$26.35	\$27.02	\$27.72	\$28.43	\$28.85	\$29.28	\$29.85
College & Career Program	\$21.53	\$22.08	\$22.64	\$23.22	\$23.82	\$24.42	\$25.05	\$25.69	\$26.35	\$27.02	\$27.72	\$28.43	\$28.85	\$29.28	\$29.85
GROUP 2	1	2	3	4	5	6	7	8	9	10	11	12	Longevity1 (1.5%)	Longevity2 (3.0%)	Longevity3 (5.0%)
Cook	\$15.52	\$15.92	\$16.32	\$16.74	\$17.17	\$17.61	\$18.06	\$18.52	\$19.00	\$19.48	\$19.98	\$20.49	\$20.80	\$21.11	\$21.52
Head Cook	\$17.12	\$17.56	\$18.01	\$18.47	\$18.94	\$19.42	\$19.92	\$20.43	\$20.95	\$21.49	\$22.04	\$22.60	\$22.94	\$23.28	\$23.73
GROUP 3	1	2	3	4	5	6	7	8	9	10	11	12	Longevity1 (1.5%)	Longevity2 (3.0%)	Longevity3 (5.0%)
Custodian	\$17.44	\$17.88	\$18.34	\$18.81	\$19.29	\$19.78	\$20.29	\$20.81	\$21.34	\$21.89	\$22.45	\$23.02	\$23.37	\$23.72	\$24.18
Maintenance	\$21.10	\$21.65	\$22.20	\$22.77	\$23.35	\$23.95	\$24.56	\$25.19	\$25.83	\$26.50	\$27.17	\$27.87	\$28.29	\$28.71	\$29.26
GROUP 4	1	2	3	4	5	6	7	8	9	10	11	12	Longevity1 (1.5%)	Longevity2 (3.0%)	Longevity3 (5.0%)
Secretary	\$16.55	\$16.98	\$17.41	\$17.86	\$18.32	\$18.78	\$19.26	\$19.76	\$20.26	\$20.78	\$21.31	\$21.86	\$22.19	\$22.52	\$22.95
Secretary - Bilingual	\$16.90	\$17.33	\$17.78	\$18.23	\$18.70	\$19.18	\$19.67	\$20.17	\$20.69	\$21.22	\$21.76	\$22.32	\$22.66	\$22.99	\$23.44
Office Manager	\$18.67	\$19.14	\$19.63	\$20.14	\$20.65	\$21.18	\$21.72	\$22.28	\$22.85	\$23.43	\$24.03	\$24.65	\$25.02	\$25.39	\$25.88
Office Manager-Bilingual	\$19.04	\$19.53	\$20.03	\$20.54	\$21.06	\$21.60	\$22.16	\$22.72	\$23.31	\$23.90	\$24.51	\$25.14	\$25.52	\$25.90	\$26.40
Accounting Clerk	\$19.21	\$19.70	\$20.20	\$20.72	\$21.25	\$21.80	\$22.35	\$22.93	\$23.51	\$24.12	\$24.73	\$25.37	\$25.75	\$26.13	\$26.63
Migrant Community Liaison	\$26.17	\$26.84	\$27.53	\$28.23	\$28.95	\$29.69	\$30.45	\$31.23	\$32.03	\$32.85	\$33.69	\$34.56	\$35.08	\$35.59	\$36.28
Computer Coordinator	\$26.99	\$27.68	\$28.39	\$29.11	\$29.86	\$30.62	\$31.41	\$32.21	\$33.04	\$33.88	\$34.75	\$35.64	\$36.17	\$36.71	\$37.42
Student Account Specialist	\$26.99	\$27.68	\$28.39	\$29.11	\$29.86	\$30.62	\$31.41	\$32.21	\$33.04	\$33.88	\$34.75	\$35.64	\$36.17	\$36.71	\$37.42
GRANDFATHERED GROUP 2024-25 (2.5% COLA)					\$1.50/hour is available for any position to which the District wishes to add lead responsibilities				STUDENT WORKERS			MIN WAGE			
GROUP 5 - GRANDFATHERED	Longevity 1	Longevity 2	Longevity 3	Current FTE Remaining on Grand-fathered Schedule											
GF Office Manager	\$24.51	\$27.02	\$30.75	1.00											
GF Computer Coordinator	\$36.51	\$40.29	\$45.85	0.50											
GF Student Account Specialist	\$36.51	\$40.29	\$45.85	0.50											

SUPERINTENDENT’S AGREEMENT
Proposed Resolution:

Move that the Gervais School District #1 Board of Directors approves the superintendent’s agreement as presented on agenda item 07-23.8.6.

MOTION BY: _____SECONDED BY: _____

DISCUSSION: _____

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

SUPERINTENDENT EMPLOYMENT CONTRACT
BETWEEN
GERVAIS SCHOOL DISTRICT #1
AND
DANDY STEVENS

THE BOARD OF THE GERVAIS SCHOOL DISTRICT #1 MARION COUNTY, OREGON

It is hereby agreed by and between the Board of the Gervais School District #1, located in Marion County in the State of Oregon (hereinafter called the District or Board), and Dandy Stevens (hereinafter called the Superintendent) that the District does hereby employ Dandy Stevens as Superintendent for the term of this Contract.

The Superintendent hereby accepts employment with the District upon the terms and conditions of this Employment Contract as follows:

1. DUTIES.

The Superintendent shall be the Chief Executive Officer of the District. As such, the Superintendent shall have the responsibility for execution of Board policy, whereas the Board shall retain the responsibility for formulating and adopting policy. The Superintendent agrees to diligently and faithfully perform the duties of the position pursuant to, and in compliance with, the laws of the State of Oregon and in conformance with the rules and policies of the District and the directions of the Board.

The Superintendent shall be responsible for all personnel matters, including the recommendation for hire, assignment, direction, evaluation, transfer, discipline and the recommendation for dismissal, of all staff subject to applicable Collective Bargaining Agreements, Board policies and Oregon law, and shall organize, reorganize and arrange the administrative and supervisory staff as best serves the District. The Superintendent shall employ all personnel subject to the approval of the Board.

The Superintendent shall attend each meeting of the Board, except when excused by the Board. Additionally, the Superintendent shall suggest policies, regulation, rules and procedures deemed necessary for the efficient and effective functioning of the District and in general shall perform all duties incident to the office of Superintendent and other such duties as may be specified or delegated by the Board. The Board shall, both collectively and individually, promptly refer all complaints, criticisms and suggestions to the Superintendent for study and recommendations.

The Superintendent hereby agrees to devote her full time, skill, labor and attention to District employment during the term of this Contract. However, the Superintendent may undertake a reasonable amount of consultative work, speaking engagements, writing, lecturing or other similar professional duties and obligations. The Superintendent will consult with the Board Chair before engaging in any such work.

2. COMPENSATION

A. Salary

The annual salary rate of \$ 163,562.00 for the 2023-2024 fiscal year shall be paid in twelve (12) monthly installments in accordance with Board policies governing administrative staff. The Superintendent may elect to take a portion of salary in deferred compensation in conformance with any such plan in which the District is participating.

The Board retains the right to adjust the annual salary of the Superintendent during the term of this contract. Salary increases may be awarded and shall not be less than provided for the licensed administrative staff for the 2023-2024, 2024-2025, and 2025-2026 fiscal years, upon satisfactory performance as determined by the Board. Salary adjustments will not reduce the annual salary as stated above unless such decrease is part of a uniform plan affecting salaries of all employees of the District. Any adjustment in salary made during the life of the Contract shall be in the form of a written amendment and shall become part of this Contract.

B. Health Insurance

- The District shall contribute toward a medical insurance program for the Superintendent and her family equal to that available to administrative staff of the District.
- An additional contribution will be made to the Superintendent HSA account of 2.5% of Superintendent 's base salary.

C. Expense Reimbursement

The District shall reimburse the Superintendent for reasonable expenses incurred by the Superintendent in the performance of her duties under this Contract in accordance with District policies and procedures. Including, but not limited to mileage, service club dues and expenses related to such memberships, out-of-district lodging, food and travel when incurred on behalf of the District and with the Board's prior approval.

D. Phone Stipend of \$75 per month, paid through payroll.

E. PERS/OPSRP

The District will pay, on behalf of the Superintendent, the employee's contribution to the Oregon Public Employees Retirement System.

3. TERM

This Agreement shall commence on July 1, 2023, and terminate on June 30, 2026. This contract shall automatically expire at the end of its stated term. However, the Board may elect to issue a subsequent or a new contract for up to an additional three (3) years at a time, however the total term of the contract can never exceed more than three (3) years at any time. It shall not be renewed by any statutory automatic renewal provision.

4. PROFESSIONAL GROWTH.

A. The District encourages the continuing professional growth of the Superintendent through participation, by the Superintendent, in:

1. the operations, programs, and other activities conducted or sponsored by, local, state, and national school administrator and school associations;
2. seminars and courses offered by public or private educational institutions; and
3. informational meetings with other persons whose skills or backgrounds would serve to improve the capacity of the Superintendent to perform her professional responsibilities for the District.

The District shall permit a reasonable amount of release time for the Superintendent to attend to such matters, shall pay necessary and reasonable costs for registration and meeting expenses, tuition, travel and subsistence expenses up to \$2,500 per year including technology purchases. All capital improvement (hardware) is property of Gervais School District.

- B. The Board shall pay the Superintendent's professional membership dues including, but not limited to, Confederation of School Administrators (COSA), Oregon Association of School Executives (OASE), American Association of School Administrators (AASA), Oregon School Personnel Association (OSPA), and American Association of School Personnel.
- C. The Board may pay for additional dues as may be requested by the Superintendent and approved by the Board.

5. EVALUATION

At least once each fiscal year, the Board shall be available to meet with the Superintendent for the purpose of evaluation of the Superintendent and for observations and recommendation for performance improvement. Additional evaluations may be conducted as the Board finds appropriate. Such evaluations shall be in executive session pursuant to ORS 192.660(2)(i). The written evaluation of the Superintendent will become a permanent part of the Superintendent's personnel file. The date and time of the evaluation meeting shall be agreed to by the Board and the Superintendent sufficiently in advance of the meeting to permit adequate preparation. The evaluation shall be made in reference to the Superintendent's position description and the goals and objectives established by the Board for the Superintendent. Evaluations shall be conducted for the purposes of improving District leadership, maintaining open and effective communication between the Board and the Superintendent and enhancing relations between the Board and the Superintendent. The Superintendent shall be entitled to meet with the Board to review the evaluation and to provide information that the Superintendent deems pertinent.

Annually, and not later than August 1, the Board shall, in consultation with the Superintendent, establish general goals and specific objectives for the school year. The goals and objectives shall be established in writing and be among the criteria for evaluation of the Superintendent.

6. MAINTENANCE OF LICENSE

The Superintendent shall furnish throughout the life of this Contract a valid and appropriate license as defined in ORS 342.140 to act as Superintendent in the State of Oregon as directed by the Board. Should the Superintendent fail to maintain a license in good standing, the Board may unilaterally terminate this Contract.

7. WORK YEAR.

The Superintendent shall be scheduled 260 contract days per year. This includes 220 workdays, thirty days of vacation and ten (10) paid holidays (New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day and the day prior to or after Christmas). The Superintendent may be paid for any vacation hours remaining at the end of the school year. Payment will be issued on the next applicable pay date in her regular check. In the event of resignation or termination of Employment, the Superintendent will receive pay for all unused accrued vacation.

8. SICK LEAVE

Sick leave accumulated by the Superintendent during employment with other Oregon school districts may be transferred to the Superintendent's sick leave account with this District upon the Superintendent's completion of 30 working days in the District. Following the transfer, the Superintendent may take up to 75 days of the previously accumulated and transferred sick leave pursuant to state law for the life of this Employment Contract. The Superintendent shall accrue additional sick leave pursuant to state law while employed with this District in accordance with ORS 332.507.

9. OTHER LEAVES.

The Superintendent shall be allowed up to four (4) days of paid personal leave for personal business matters and up to five (5) days of paid bereavement leave per year if necessary.

10. TERMINATION OF EMPLOYMENT CONTRACT.

A. Termination at the request of the Superintendent

In the event the Superintendent intends to act to terminate this Employment Contract prior to its termination date, he or she shall give the District ninety (90) days written notice of such intention.

B. Termination by mutual agreement

The Employment Contract may be terminated at any time and under any provisions mutually agreed upon by both parties.

C. Termination for cause

The Board may unilaterally terminate the Superintendent's employment for just cause, which shall mean conduct prejudicial to the District; gross neglect of duty or gross unfitness, as those terms are defined by the Oregon Teacher Standards and Practices Commission; insubordination; immorality; conviction of a crime; or material failure by the Superintendent to perform the terms of this contract.

Termination for just cause may take place only following a pre-termination notice, containing specific charges, and an opportunity to meet with the Board in executive session. If such a meeting does not resolve the issue, the Board may terminate the Superintendent, who may then request a hearing before an independent arbitrator selected in accordance with the Oregon Uniform Arbitration Act, ORS 36.600-36.740. The decision of the arbitrator shall be final and binding on all parties hereto. The Superintendent shall have the right to be represented by counsel at the Superintendent's expense, to hear and refute all testimony against the Superintendent, to bring witnesses to testify in her behalf, and to cross-examine any witnesses against the Superintendent. The Board shall pay the arbitrator's bill for services and expenses. Each party shall pay for their own counsel. In the event that the Arbitrator finds that the District has removed the Superintendent without just cause, the award shall include back pay and front pay in the amount the Superintendent would have earned for the remainder of the term of the Agreement, less any amounts the Superintendent actually or reasonably could have earned during that same time period, lost insurance benefit contributions, and the Superintendent's attorney fees for the defense of the Superintendent's case, but may not include reinstatement or punitive damages.

D. Termination without Cause

The Board may terminate the Superintendent's employment at any time without cause, and without the Superintendent's concurrence. However, if the Board choose to terminate the Superintendent without cause during the term of this Contract, the parties agree the District shall pay, liquidated damages in an amount equal to twelve (12) months' worth of salary and benefits to the Superintendent which is reflective of the damages due and owing for the termination of the Superintendent's employment agreement. In addition, the Superintendent shall be entitled to payment for all accumulated vacation, under this provision. Under such circumstances, the District shall have no further obligation to the Superintendent.

11. SEVERABILITY

If this Contract or any portion thereof, is held by the courts to be illegal or in conflict with any law or regulation of the State of Oregon, the validity of the remaining portions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular illegal term or provision.

12. ENTIRE AGREEMENT.

This Contract contains the entire agreement of the parties. Except as fully set forth herein, there are no other enforceable representations, agreements, or understandings, oral or written, between the parties relating to the subject of this Employment Contract.

The District, pursuant to the authority of its Board of Directors, has caused two originals of this Employment Contract to be signed in the name of the District by the Chair of the School Board, and the Superintendent has signed on her behalf.

DISTRICT:
THE BOARD OF THE SCHOOL DISTRICT

SUPERINTENDENT:

By _____
Board Chair

Dandy Stevens

Date _____

Date _____

DRAFT

Board Goals
2022-23 School Year

1. The board will focus on actions and services which assist staff in meeting the two primary goals as set forth by the ELD Department.

Those goals for this year are:

1) To provide each one of them [students], as individual learners, with the tools they need to access grade-level instruction and equitable opportunities for both core and elective classes; and

(2) To design and implement an ELD plan that makes the greatest long-term use of our resources in a way that provides ELL students with the best opportunities for language acquisition as early as possible in their educational experience with [the district].

To help facilitate those goals the board will:

- a. engage in learning inquiry and professional development opportunities to learn more about who these students are and the long-term ramifications for students who are unable to exit the program;
 - b. commit to community engagement and listening sessions with staff, students, parents and other stakeholders to understand how the board can create opportunities through actions such as budgeting and policymaking to address barriers; and
 - c. adopt a districtwide equity tool based on the “Resolution and Commitment to Educational Access and Inclusion” adopted in the 2021-22 school year.
2. The board will use Lone-Range Facility Planning Committee data to select district facilities most in need of improvement regarding ongoing safety issues, optimal learning spaces, and increased student, staff and community use.
 - a. The board will use steps outlined in the updated district Strategic Plan to guide this work.

Superintendent Goals 2022-23 School Year

1. Facilitate implementation of all goals of the GSD Strategic Plan and support persons responsible for monitoring the plan and reporting to board quarterly on the progress toward meeting each goal.
 - a. For performance indicators and measures (including timelines) refer to the Strategic Plan.
2. Facilitate School Board's progress toward meeting requirements for the OSBA Scholarship based on their adopted goals.
3. Further develop communications strategies and tools to engage a larger audience in the community in order to further develop transparency and support for the school district.