

**Gervais School District #1  
School Board Regular & Executive Session  
Meeting Minutes Thursday, August 17, 2023**

**REGULAR SESSION**

Director Bustamante called the School Board of Gervais School District #1, Marion County, into a Regular Session on Thursday, July 20, 2023, at 6:00 p.m. Board members present included: Henry Bustamante, Maria Contreras, Jenny Jones, and Angie Toran. Others present included Dandy Stevens and Sandra Segura. (Director A. Contreras was absent)

**Visitor Guest Book:**

Lenthal Kaup and Cassie Ross.

**1.0 CALL TO ORDER**

**1.1 Pledge of Allegiance**

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

**2.0 INTRODUCTIONS & ANNOUNCEMENTS**

**Swearing of Board Member (policy BBBB)**

Director Bustamante swore in Jenny Jones as a board member for the Gervais School District board of directors.

**All Staff In-Service August 30, 2023**

Ms. Stevens announced that the district will have its District-Wide In-Service on August 30, 2023, with a well-known guest speaker, and lunch will be provided. She extended the invitation to the board members if they wanted to join.

She also reminded the board members about the following:

- The Open House for all schools is August 31, 2023.
- The district garage sale date changed due to the high temperatures.
- Mandatory annual training is ready for you to start doing them.

**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 Regular & Executive Session on July 20, 2023.

No corrections.

**Motion:**

There was a motion made by Director M. Contreras and seconded by Director Toran that the Gervais School District Board of Directors approve the minutes from the Regular & Executive Session on August 17, 2023. The motion passed 4-0. (Director A. Contreras was absent)

**4.0 PUBLIC FORUM:**

Director Bustamante reminded the public of the guidelines that need to be followed when speaking during public forum.

Mr. Kaup said he continues to be concerned about things that must be fixed in the school buildings. One is the sewer for the dressing rooms at the high school, not having proper roof draining, and the heating system in the south wing of the high school. He said that he would like a professional to look at those problems to get them taken care of.

## REPORTS

### Student Council:

No student was present to report.

### Administrators Report:

Ms. Stevens reported that tonight she will have the principals give reports for each of their buildings. She asked Mr. Price to proceed with his report.

### Gervais Elementary School

Mr. Price reported the following for elementary school.

- Migrant summer school went well, enriched with language lessons.
- Have a Jumpstart week scheduled to help orient kids and get to know where kids are academically to test them.
- There are several hires for the elementary school, approximately about 22 new hires. Half of the elementary teachers will be new and have several new instructional assistants.
- A current teacher will play the role of TOSA and serve, to assist the principal in different duties. Another TOSA will be focused on student's behaviors. The goal will be to get to know each of the students attending the elementary.
- Added two new classrooms, a TOSA position for Math and Science work.
- The Latinx grant and other grants, such as the STEAM grant, will help support the afterschool offerings for students in choir, violin club, coding, robotics, and gardening to provide equity for our community. This is all funded through the Latinx grant.

### Gervais Middle School

Ms. Williams-Johnson reported the following for the middle school.

- Shared new hires for the middle school: history teacher, science teacher, and office secretary.
- Due to the endorsements of the new teachers, students will be able to receive a full year of science and history.
- The Science and Math will be moved to the same wing of the building to make collaborating more accessible, as will Language Arts and History (moving to the west wing).
- The middle school schedule will match the high school schedule. Classes for middle schoolers will be 56 minutes long. The advisory will be changed to homeroom, and the students will have the same advisory homeroom teacher for all three years to start building good connections with kids and parents (the class is 35 minutes long-4<sup>th</sup> period class). The homeroom will be 35 minutes long.
- Most Wednesdays will be early release. 8:00 a.m. to 1:00 p.m. Will have two PLC's to collaborate and will also have grade-level groups.
- For the first time, the middle school has planned a "Moving Up" activity for incoming 6<sup>th</sup> grade with fun activities to get to know the teachers and learn where their lockers will be and several other activities. Students will be getting swag.
- The middle school will start a student buddy program in September or October for new incoming students, so they do not feel as intimidated walking into a new school. The student buddy will take the new student around to meet people around the school.
- The middle school will implement a new rule of no cell phones during the day. The goal will be for kids to learn to talk to each other. Data indicates that excessive cell phone use causes more negatives than positives.

There was a brief discussion by the group on the process & consequences that will be used for non-cell phone use during the day for middle schoolers. Parents will be informed that if there's an emergency during the school day, they may contact the school office.

### Gervais High School

Mr. Aman & Mr. Wilson-Gabor reported the following things for the high school.

- Shared that 59 students were working towards recovering credits through summer school credit recovery. The staff will continue to work with these students through August to complete as many credits as possible by August 31st. Mr. Wilson-Gabor (Vice-Principal) has taken over this task. Odysseyware is the software that is used for students who are working towards recovering credits.
- All hiring for the high school is done. New hires were Ben Poff (Alternative Education Teacher), Katelyn Metzger (Agriculture Teacher), Justin Wilson-Gabor (Vice Principal/GMS & High School Athletic Director), Elizabeth Obendorf (moved from the elementary to ELD Teacher), Madeline Crabtree (moved from the elementary Instructional Assistant to the high school Instructional Assistant), and Becki Lader will be taking on Student Council.
- Mr. Wilson-Gabor is working on a new framework for the leadership group, and Becki Lader will be the new liaison for the student council. The new framework of expectation will include a new student constitution, a student of the month celebration each month, encouraging more student activities, and learning new skills to be more involved throughout the school process.
- Sophia Ferreira is the GEAR Up Coordinator and will oversee college and career opportunities for students. Ms.

Oropeza (counselor) and Mr. Wilson-Gabor will provide support. This position was made possible through a seven-year grant that the district received. The focus of this position will be to ensure that seniors have a plan in place in the springtime for after graduation, field trips to colleges and universities, and organizing visitors to come into the school.

- The new focus for advisory groups will implement a new program, "Character Strong." This program will encourage and support peer-to-peer and staff-to-student relationships and team building.
- Will have a new career inventory called "Find Your Grid." It's a grid based on your hobbies, and careers connected to your interests.
- Will start a GHS Leadership Team (new Site Council) comprised of teachers, parents, IA's, counselors, and administrators. This team will guide all decisions. The hope is that this work guides the strategic plan goals.
- Community hours are back, and different hours are required for each grade level. The high school staff will do its best to find local agencies for students to participate in.
- Embedded honors last year, and it will continue this year. The requirement to be an honor student is to have 26 credits total (1 extra credit in Science and Math, 3.6 GPA, and 10 credits in Honors Classes)
- Door knocking has been happening, and swag has been handed over to students to excite them about returning to school. Students are excited and smiling.

#### **Financial Report**

Ms. Davis reported the following things for financial reporting.

- Budget is where it was expected to be. There was a double payment to Charter Frontier School.
- The ending fund balance for 2022-23 will be presented at the September board meeting pending audit, but as far as the reports go, it's aligned and consistent with what was expected.
- The summer program was much smaller this summer, reflected in the reports compared to last year.
- A proposed resolution is included under the Action Items for approval that proposes to raise excise tax because rates have not been revised since 2021. The change will be a \$1.56 allowable limit. A brief explanation was given of how excise tax came into effect by the research done with the county. There are a few more districts that do offer the option of a tax exception. These funds will be used to build a primary fund for building repair needs.

There was a brief discussion by the group about what it means to file an exception and how much the district could have collected from all the filed exceptions.

#### **Superintendent Report**

Ms. Stevens said that she would do her report during the discussion items.

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

### **7.0 CONSENT ITEMS:**

#### **7.1 Approve**

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

Brenda Ballinger, GES Teacher  
Rachel Bottomley, Temporary Kindergarten Jumpstart IA  
Sasha Chesnokov, GMS Part-Time Secretary  
Cindy Everts, Temporary Kindergarten Jumpstart IA  
Sofia Guzman, Temporary Kindergarten Jumpstart Program Secretary  
Diana Kennedy, Temporary Kindergarten Jumpstart IA  
Benjamin Poff, GHS Alternative Teacher  
Elizabeth Smith, GMS Teacher  
Sarah Steele, Temporary Kindergarten Jumpstart IA

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

Carlos Camacho, GHS Boys Head Soccer Coach  
Lucas Hill, GMS Yearbook Advisor  
Becki Lader, GHS Freshman Advisor  
Sarah Orschel, GHS Sophomore Class Advisor  
Andrea Oropeza, GHS Senior Class Advisor

#### **7.2 Approve**

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

Madeline Crabtree, from GES Instructional Assistant to GHS Instructional Assistant

**Recall:**

Cindy Everts, Preschool Worker

**7.3 Approve****Resignation/Retirements/Termination/Non-Renewal:**

Madeline Crabtree, GES Instructional Assistant

Elizabeth Obendorf, GES Instructional Assistant

Yolanda Pico, Preschool Worker

**Decline:****Reduction in Force:****Other:****Transfers:****7.4 Approve****2023-2024 Substitute Teacher Pay Rate**

Gervais School District #1 Board of Directors approves the substitute pay rates as shown below.

Substitute Teacher	10	Substitute Teacher	\$ 250.00	\$ 125.00	
Substitute Teacher	11	Substitute Teacher LT 11+ Consecutive Days	\$ 275.00	\$ 138.00	
Substitute Teacher	12	Summer School Substitute Teacher			\$ 35.00
Substitute Teacher	13	Substitute Teacher Extra Duty Hourly			\$ 35.00
Substitute Paraprofessional	20	Instructional Aide			\$ 15.83
Substitute Paraprofessional	21	Instructional Aide (Functional Learning Center)			\$ 17.68
Substitute Paraprofessional	22	Substitute IA - Summer			\$ 18.00
Library Assistant	1380OLD	Substitute Library Assistant			\$ 16.55
Secretary	30	Standard			\$ 16.15
Custodial	40	Custodian			\$ 17.01
Maintenance	80	Substitute Maintenance			\$ 20.59
Food Service	70	Cook			\$ 15.14
Preschool Worker		Preschool			\$ 15.30
Interpreter	5180	Standard			\$ 25.00

**7.5 Approve****2023-2024 Food Products and Non-Food Products Requirements Award**

Gervais School District #1 Board of Directors approves awarding the 2023-2024 Food Products and Non-Food Supplies Requirements RFP to Sysco Portland as per agenda item 08-23-7.5.

There was a brief discussion by the group concerning the pay for license substitutes.

**Motion:**

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

**8.0 ACTION ITEMS**

Ms. Stevens said that Ms. Davis explained this earlier in the agenda.

## **8.1 Updated Construction Excise Limits**

### **Motion:**

There was a motion made by Director M. Contreras and seconded by Director Jones that the Gervais School District #1 Board of Directors approve the updated construction excise limits as shown on the agenda. The motion passed 4-0. (A. Contreras was absent)

## **9.0 DISCUSSION ITEMS**

### **9.1 Working Session-Tuesday, August 29, 2023**

#### **▪ Superintendent & Board Goals**

Ms. Stevens explained that part of the working session would be to work on the board self-evaluation with Kristen Miles from OSBA and, based on that data, work on drafting board and superintendent goals for this year. She recommended that they ask again to apply for the PSP scholarship. She said that it was good for the board to be able to focus on learning more about ELD student growth. She wants to discuss this further once the data is presented at the working session. iReady Math and Reading data will be presented by multiple staff members at the working session.

### **9.2 New Strategic Plan**

Ms. Stevens expressed that the district is keeping the same goals and focusing on progress. Different reports will be given at the working session from all curriculum areas. The district is making steady progress. The strategic goals will not change. The only thing that will change will be the indicators.

### **9.3 Bond**

Ms. Stevens reported that the district is collecting a lot of data, and a more formal presentation will be presented at the September board meeting by the polling company the district hired, and there will be an opportunity to ask questions. She also informed the school board that she met with McKinstry Engineers, who helped the district apply for the Renew America grant (the handout was available on the sign-in table). These are good pieces to have available as the board makes project decisions. Since we have been talking about lack of funding. The district does have some ESSER funds that would need to be spent by September 2024. Ms. Stevens shared that several things need to be addressed with the buildings, and she wanted to share those things tonight so that thought is put on the different options to determine the best direction to move forward.

Ms. Stevens shared the following options/projects:

#### **GES HVAC Upgrades (cost \$3.1M)**

##### **Project#1 Modernize System (cost \$231K to \$282K)**

- Modernize the steam system, but it would still have the same burning hazards concerns. No air conditioning.

##### **Project#2 Unit Ventilator Upgrade (Cost \$1M to \$1.2M)**

- Unit ventilator upgrade. This will replace all the ventilators and replace the electrical panel. This was done to the high school with a loan that was taken out. The high school has HVAC systems in all the classrooms except for the halls, school office, gym, and cafeteria, meaning there are no heating or cooling problems for the high school.
- This update could be done at the elementary school but would only take care of the heating needs, air flow and not the air conditioning.
- \$2.5M to \$3M could have something like the system the high school has and would have the cooling and heating system.
- Air Conditioning for the gym and Agricultural shop at the high school (cos-working on pricing)

- An option could be to take out a loan to get these projects done. If you do take a loan for, say \$3M dollars the district would have to make annual payments of \$381K for 10-year loan and the district does not have the funds to make these payments.
- Have been in touch with Piper and Sandler, the district's finance people, to run some scenarios for the bond.
- The actual budget is being analyzed by a third party since some constituents are saying that district funds are not being used appropriately.
- Rebecca Stucker from IBI proposed meeting dates. Would like to start bringing community members who are against the bond to tour the building to see the needs and to ask them what they would vote on to pass. The main concern is that the buildings are worn out. The district is doing its best to repair things, but the bottom line is that the buildings are just worn out.
- More information will be provided at the next board meeting for the board to decide how to move forward.

More research will be done on this topic to report back in September or October.

There was a brief discussion on whether some of the projects could be done in phases instead of doing them all at once.

## 10.0 FUTURE AGENDA ITEMS

Director Bustamante called an Executive Session at 7:15 p.m. under ORS 192.660 (2) (h) "Legal Counsel."

Director Bustamante adjourned the Executive Session at 7:33 p.m. and reconvened the Regular Session.

## 11.0 ADJOURN

### 11.1 Adjourn Regular Session

Director Bustamante adjourned the Regular Session at 7:33 p.m.

APPROVED

  
 Board Chairperson

  
 Board Secretary