

**Gervais School District #1  
School Board Regular Session  
Meeting Minutes  
October 17, 2024**

**REGULAR SESSION**

Director Bustamante called the School Board of Gervais School District #1, Marion County, into a Regular Session on Thursday, October 17, 2024, at 6:00 p.m. Board members present Henry Bustamante, Ana Contreras, Jenny Jones, and Angie Toran (Director M. Contreras absent). Others present included Dandy Stevens and Sandra Segura.

**Visitor Guest Book:**

Andrew Aman, Bruce Beebe, Debbie Bauman, Caryn Davis, Debbie Fen, Creighton Helms, Ben Poff and Cathrine Thurber Brown.

**Online Guests:**

**1.0 CALL TO ORDER**

**1.1 Pledge of Allegiance**

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

**2.0 INTRODUCTIONS & ANNOUNCEMENTS**

**2.1 Public Forum Sign-Up:**

**Sub Recognition-Catherine Thurber-Brown by Oregon Substitute Teachers Association**

Ms. Stevens announced that today the Oregon Substitute Teacher Association was here to recognize Catherine Thurber-Brown as the substitute of the year.

Ms. Catherine Thurber was recognized by Ms. Stevens and Mr. Aman for serving the school district as a substitute for about nine years. They both indicated that her passion and patience for teaching kids are noticeable, and it's great to have her at the high school.

**Future Board Meeting**

Ms. Stevens said that she wanted to double-check with all board members about future meetings (November and December) because it's important that there is a quorum because the bond needs to be approved in order to move forward.

The board members discussed dates that they would not be able to attend.

Ms. Stevens informed the board members that the gates to the track will be closed at dusk starting tomorrow due to some complaints received from the community that some people have come in with aggressive animals that are loose and scaring people. Other complaints are that individuals are coming in and going through the walking trails late at night doing inappropriate things. The district cameras can see some images but cannot see the details to identify the individuals. These incidents have been reported to law enforcement, but there has been no response. Ms. Stevens says that she wants to ensure that everyone is safe. Signs were put up that gates would be closed at dusk.

**3.0 APPROVAL OF MINUTES**

Director Jones said that she had a minor grammatical correction that she had already mentioned to Ms. Segura.

**Motion:**

There was a motion made by Director A. Contreras and seconded by Director Toran that the Gervais School District Board of Directors approve the minutes from the Regular & Executive Session on September 19, 2024. Motion passed 4-0. (Director M. Contreras was absent)

**4.0 PUBLIC FORUM:**

None.

**5.0 REPORTS**

**Student Council:**

Gabby Luna and Lucero Morales reported the following for student activities.

- Details were provided about dress-up days for spirit week at the high school.
- Homecoming is on Saturday, October 19, 2024, and it will be held at the middle school gym. The theme for homecoming is "Inside Out"
- Received a T-Mobile grant for sports and will be eligible to apply for any future grants.
- An update was given about football, soccer, cross country, and volleyball.
- Gave a summary of all the activities FFA members are working on this month.
- Provided a Yearbook update that they have been doing interviews and writing stories. Yearbook members have trips planned one next week and another one in December.
- NHS is planning a blood drive on November 12<sup>th</sup> and welcomes the community to donate blood.
- The Aguilas de Oro club has been practicing hard to perform at the Dia de Los Muertos event and will attend the elementary school for an assembly.
- After-school homework help has started for students who need it. Transportation is available for students who prearrange.
- College & Careers coordinates through advisory groups for college opportunities.

#### **Administrator Reports:**

#### **Federal Programs**

Dr. Helms shared the following things.

- **Strategic Plan**

Goal #1-The district will promote social and emotional growth to support the mental well-being of all and create an environment of empathy and respect. The individuals responsible are Creighton Helms and Sarah Bradley.

- **Performance Indicator 1a: Support all stakeholders in the implementation of a Social Emotional Learning curriculum, based on survey data received during the 2023-2024 and throughout the 2024-2025 school year.**

**Implementation Measure 1a: Create a new scope & sequence document and continuous professional development plan by September 30, 2024, and report progress on the action plan to the board at their November 2024 Meeting.**

- A new scope & sequence document has been created for PreK-12<sup>th</sup>. This document is also being used for our students in the transition program.
- Have been in it for about four weeks so the data is very fresh at this point. Progress will be monitored closely as time progresses to see what the data says.
- Have not heard from anyone that this new scope & sequence document is not working. The goal is for the district to continue using "second step" and not change to another curriculum.
- The advantage to this curriculum is that the district will be able to keep track of data as students move grades.

- **Performance Indicator 1b: Assess the perception of "Belongingness" among district students, staff, and community members, and implement initiatives to specifically address the results at the individual, school, and whole-district levels.**

**Implementation Measure 1b: Leverage available data tools (DESSA, YouthTruth, Healthy Teen, School Belongingness Survey, local surveys, etc.) to create strategies and suggestions for different stakeholders to engage with, and report progress on this plan and implementation to the board at their January and May 2025 meetings.**

- This year the goal is for students to feel a "sense of belonging". The goal is to make students feel that they belong.
- Social workers and counselors are in the infancy stages of this work on how to approach it districtwide.
- The counselors/social workers are starting to have YST monthly meetings again where they discuss trends that are happening with Gervais students and surrounding communities. Before COVID there was a regional YST that included law enforcement, counselors and other individuals that would come together to discuss trends among other districts/communities. Those regional meetings are starting again as well, and Gervais will host them all this year.

- **Performance Indicator 1c: Prioritize efficacy in the referral, staffing, and 360-degree communication process of the Behavior Support Team (BST) so all members of an individual student's support network are empowered to assist students in their social-emotional-behavior journey.**

**Implementation Measure 1c: by September 30, 2024, create a calendar for (a) school mental health support team members to regularly meet with teaching teams, for (b) administrators to build social-emotional "check0ins" during**

every Early Release Wednesday staff meeting and (c) modify the behavior referral procedures to include mandatory two-way communications throughout the process. Report progress on this plan to the board at their January and May 2025 meeting.

- Continue the conversation on trying to educate everyone regarding the role of the behavior support team.
- Starting to put into practice the 360-feedback process when teachers are doing a behavior support referral to find solutions to the student behavior needs.
- Currently in the initial stages of this process.

### **Summer School Data**

Dr. Helms reported the following about the summer school program.

- Student attended summer school by invitation this year. The invitation was extended to a 1/3 of the students that scored the lowest scores in iReady.
- The slides included data on iReady & iReady Math for students in grades 1-8. The data was compared from all students and students who attended summer school. The data indicated a negative number in reading for all students and a positive number for students who attended summer school. It was noted that national numbers for those grade levels are in the -50 and anything below -15 is better than national reading levels. The data shows numbers below -6 for Gervais students.
- Data was shared for reading and math for each of grades 1-8. The data showed an increase in reading levels for several of the grades for students that attended summer school.
- A slide was shared with information on how many points summer school attenders increased compared to all student's data.
- It was also shared that the district did a program during the spring called "blitz" for elementary students. The district hired two teachers to run this program that was fully focused on reading and math. Students were invited to get intense intervention for two months. The data indicates with the intense spring interventions and summer school there was growth for 3<sup>rd</sup> grade students in reading and math.
- Overall, the data indicates that investing in interventions during the school year and summer school helps move the needle for student achievement.
- With all the efforts/interventions put on students in grades 1-8 are doing better compared to national numbers.

There was a brief discussion by the group on what could help to have students get caught up with academics. The interventions done by the "Blitz" and summer school program is a good example.

### **Biliteracy Seal**

Mr. Aman & Mr. Poff shared the following things.

Mr. Poff said that every state has a biliteracy program and it's up to the school whether to put the program in place. He indicated that Ms. Stevens had asked to get this started several years ago and now that is the reason why he is here to get board approval to move forward. Mr. Poff indicated that the Gervais plan is highly influenced by the Salem/Keizer plan. There are two parts to the plan. The first part is that students will have a seal on their diploma and get a certificate awarded by the state. The steps to earn the seal students are to show proficiency in one or two languages (would earn a multi seal for two languages). After earning the seal then the state sends the certificate to be given to the student at graduation. The other part is that students would earn high school credits by showing proficiency in another language other than English. This is a good way to acknowledge those individuals who know more than one language. Also, this is another way for our ELL students to earn credits for graduation requirements. The test does include some English components so there is a concern for those newcomers that might not know enough English to be able to pass the test. The high school currently has twenty-one students interested in earning this seal. Mr. Poff said that he is excited about this program it will benefit our student population and recognize the students for knowing more than one language. He anticipates as the word gets out more students will be interested in participating.

There was a brief discussion on the details of the exam and how students are being identified to participate in the exam.

Ms. Stevens added that this does not necessarily require board action, but if there are any concerns about moving forward the board would need to make them aware.

### **Equity Committee**

Mr. Aman shared the following about the equity committee.

Mr. Aman said that he would report on GSD Strategic Goal#2.

**Cultivate equity by honoring diversity, using inclusive practices, and supporting students to achieve their unique potential.**  
**Performance Indicator 2a: Educate students, staff, and families about the rich history and diverse culture of Gervais to help**

build a stronger sense of community.

**Implementation Measure 2a:** Each building will incorporate the shared vision "We are Gervais!" in a beginning-of-year school assembly and the GSD Equity Team will then produce four students' videos (November, January, March, May) to share diverse family stories and culture. Videos will be published through email, social media platforms and district websites.

- Videos were created by Mr. Gomez and published throughout the school year last year via email to staff. The videos included students from diverse backgrounds.

**Performance Indicator 2b:** The GSD Equity Team will train all district staff to use the GSD Equity Lens and facilitate its use in various district and building decision-making teams.

**Implementation Measure 2b:** The GSD Equity Team will train staff during Inservice week (August) to use the GSD Equity Team, lens and will then facilitate its use in 3 different decision-making teams in each building by November 1, 2024, February 7, 2025, and May 2, 2025.

- Started to run the equity lens but need to do a better job this year.
- Trained staff during the Inservice week on how to use the Equity Lens.
- At the high school the equity lens will be rolled out during PLC groups in November 2024.

**Performance Indicator 2c:** The GSD Welcome Center will help new students and families to communicate their story, interests, and needs with school staff.

**Implementation Measure 2c:** The Welcome Center will implement a new intake interview process (August) that helps students and families share important information about them with building staff. Review this new intake process with the involved district and building staff and make any adjustments as needed (October 2024, January 2024, and May 2025).

- This process is to ensure that building staff are familiar with the new student and know more about how to provide the right services for the student through a questionnaire that is done by the parents/guardians.
- The next step is to revisit the questions that are being asked of the parents/guardians to ensure that they do not feel that the questions feel too intrusive.
- The group reviewed the questions that the Equity Committee created to ask about new students.

#### **Business Manager Report:**

Ms. Davis reported the following.

- Under the budget summary report, this month's report includes bond proceeds and bond premiums which were not in the last month's financial reports.
- Under the year-to-date revenues for the general fund including the Frontier Charter School. Frontier Charter School projected that they would have 418 students but came down to 342 students. The district projected 829 students, and the enrollment numbers are at 908. That means that Frontier Charter School will be getting less funding, but the district will get more due to the enrollment increase. Under the row "general fund revenue" & "general fund expenditures" it was noted that the previous year's amount was \$7,806,816 and the current year's is \$4,759,091 that is because the beginning fund was included in the previous year's amount and this year it has not been rolled into the new this year. Beginning projections are approximately \$6.8M for this year, but there are still minor adjustments that are being done.
- Under the year-to-date revenues for the general fund. All regular salaries are paid from the general fund. The report reflects an increase of 12.8% this year compared to last year. Keep in mind that the increase is due to COLA & a step increase for employees. In addition, the district increased staff that continue their employment this year.

#### **Superintendent's Report:**

Ms. Stevens provided an update on the consequences that were given to the individuals who made the social media threats. She said that it was found that the threats were not credible. Ms. Stevens said that she is thankful that the FBI and Gervais police were involved. This incident was a lesson to teach students that when they are told not to do something it's real that there are consequences to bad choices made.

There was a brief discussion by the group that it's a good idea for the superintendent to send communication to the parents to make them aware of what information she can share about the incident and to ensure parents that the district will do anything possible to keep students safe and to get the message out that the district will not tolerate those type of behaviors. Ms. Stevens expanded on the expulsion process followed by the district and what reasons would cause a student to get expelled.

Ms. Stevens informed the group that she and the administrators attended a training session and stole good ideas about dealing with things during election times regarding freedom of speech. She indicated that next week, staff will have training on how to

address the upcoming election season. Training guide. Remain neutral. As a teacher, you do not take a stance politically. The approach is inviting people into conversation but free from racist comments and hate speech. etc. Our students here have built long relationships and do not foresee it as a problem—proper dress code with messages. Protest and walk out. The district has a policy that there will be consequences if they leave. Hope is that we are going to be proactive. She asked the group if they had any questions about the handout to contact Ms. Stevens. Teachers teach how our government runs. All can be related to historical events.

Director A. Contreras asked what you do when you get complaints from a teacher. Ms. Stevens said that you would follow the complaint procedure. She will also put this out for parents to see the district's approach during this election.

#### **Student Searches**

Ms. Stevens is asking to adjust the language. She informed the group that vaping sensors were working. Kids are getting more innovative on how to hide the tools kids are using to vape. We learn that a wand could be used because it detects metal. She intends that if we use a wand on a student due to suspicion and it beeps, they will be sent home because they could be hiding tools under their garments where the administration cannot search. Ms. Stevens asked the board members to look at the proposed language in the AR and let her know if there were any questions about it. There have been some students who are vaping marijuana. Those students were brought to expulsion. Those students were put on abeyance and followed a contract such as doing a drug assessment.

There was a brief discussion about what happens if the parent does not want their student to be searched.

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

- **Representing Gervais School District at OSBA Convention Nov. 7 -Strengthening Board-Clerk Partnerships"**

Ms. Segura informed the school board that she was invited to speak at the OSBA conference to board secretaries about "strengthening board-clerk partnerships" and wanted their input on what they see as strengthening our board's relationship.

The board members share the following.

- Great communication-texting
- Strong work ethic
- Easy to approach
- Share knowledge with others on training taken
- Transparency
- Open-minded

The group discussed their appreciation for Ms. Segura's collaboration and professionalism as board secretary.

Director Bustamante offered to partner with Ms. Segura to present at the OSBA conference and Director A. Contreras offered to write an outline for the presentation.

### **7.0 CONSENT ITEMS:**

#### **7.1 Approve**

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

Stephanie Heckert, Accounting Clerk  
Alicia Nichols, Cook

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

Mary Barfknecht, GHS After School Teacher  
April Joy-Koer, GHS After School Teacher  
Nikita Kalugin, GHS Assistant Wrestling  
Samantha Palmer, Dungeons & Dragons Club Advisor  
Ben Poff, GHS After School Teacher  
Rudy Silva, Middle School assistant Soccer Coach  
Jacob Vasas, GHS Assistant Boys Basketball coach

#### **7.2 Approve**

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

Sasha Chesnokov, from .5 FTE middle school secretary to 1 FTE middle school secretary

**Recall:**

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

**Decline:**

**Reduction in Force:**

**Other:**

**Transfers:**

**7.4 Approve  
Declare Surplus**

Gervais District#1 Board of Directors approves to declare surplus of the following item.

- Two sick beds

**7.5 Approve  
Two Co-Op for Wrestling**

Gervais District# Board of Directors approves the two co-op for wrestling with St. Paul.

**Motion:**

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

**8.0 ACTION ITEMS**

**8.1 Policies Second Reading**

JH: Student Welfare

JHCCF: Pediculosis (Head Lice)

**Comments:**

The group briefly discussed whether head lice treatment could be provided for families that cannot afford it.

Ms. Stevens said she would research to see if we can have that available.

Director A. Contreras asked if the policy language says "may provide information on treatment" and wonders if the district would just provide information since the student has head lice and if students would stay in school even if they do not receive treatment.

Ms. Stevens said they could not send the students home and would keep them in school.

**Motion:**

There was a motion made by Director A. Contreras and seconded by Director Jones that the Gervais School District #1 Board of Directors approve policies JH & JHCCF as shown on the agenda item 10-24-8.1 and include the minor language adjustment if it's allowed. The motion passed 4- 0. (Director M. Contreras was absent)

**8.2 Division 22 Standards for K-12 Education with the OAR's**

Ms. Stevens presented the following regarding Division 22 Standards.

- The process is followed to ensure that the district complies with the standards. Administrators, directors, and managers receive a Google doc from Ms. Segura when assigned standards are to be reviewed to determine whether the district complies. Everyone also receives a copy of the previous year's report to review.
- Shared a slide on the categories Division 22 standards focus on.
- It's an accountability tool to justify what the district does.
- All districts operate under the same standards across the state.

- If the district indicates in the report that it's out of compliance, the district owns it and provides a plan for addressing it.

**Reviewed the areas where the district was out of compliance for 2022-2023.**

- PE Minute requirement at the elementary school. ODE gave the district contacts to work on creative ideas for meeting the requirements. Now, the elementary school can provide an additional 15 minutes of PE time.
- Assessment of Essential Skills: Local Performance Assessment-the district started professional development in the spring of 2023. The district is only able to implement partially for 2023

**Reported that a couple of standards were waived for 2023-2024 or is a new rule adopted.**

- 581-022-2115(3) Assessment of Essential Skills-are waived for students graduating through the end of the 2027-2028 school year. Students are not required to pass SBAC or have a portfolio. Local Performance Assessment requirements in section (2) remain in effect.
- OAR 581-022-2120 Essential Skills Assessments for English Language Learners. This related policy requirement has also been waived through the end of the 2027-28 school year.
- A new rule that took effect for the 2023-24 school year. OAR 581-022-2515-Menstrual Dignity for Students. This was adopted by the State Board of Education in October 2023. This is the first time districts have reported compliance with this rule. This rule requires free and accessible menstrual products (tampons and pads) in every school bathroom K-12, instructions on using menstrual products within bathrooms, and Menstrual Health Education in the classroom as part of the health and sexuality education program.
- OAR 581-022-2220 Heath Services. New requirements were adopted by the State Board of Education in June 2023, requiring school districts to develop, implement, and annually update a written, prevention-oriented health service plan for all students. Dr. Helms and the counseling department have already started doing work on this. The district is fully in compliance.

**The district is not in compliance in the following areas.**

- **Section 2: Local Performance assessment requirement is not waived.**  
Policies governing the Assessment of Essential Skills, including diploma requirements and local performance assessments. One work sample per grade must be provided to students in grades 3-8 and one offered in high school, using Official State Scoring Guides, in the following areas: writing, speaking, math, problem-solving, and scientific inquiry, or comparable measures adopted by the district. It also defines Assessment of Essential Skills Review Panel (AESRP) policies/practices. The district had a professional day with teachers this year to make them aware of the parameters and to start entering in their grade books and be able to explain to their administrators details in regard to the unit they are teaching.

**581-022-2515 Menstrual Dignity for Students-requires free and accessible menstrual products (tampons and pads) in every school bathroom K-12, instructions on use of menstrual products within bathrooms, and Menstrual Health education in the classroom as part of the health and sexuality education.** This was adopted by the State Board in October 2023. The district turned down the menstrual period grant because the district is able to get free products, and by not taking the grant money, it gives latitude on how the district will comply with this. The district is partially in compliance. There are products in all the bathrooms except for the K-2 building. In that location products are in the staff bathroom. There are also products in every single front office and nurses' office. This will be on the list to get done because there will be a remodeling of a bathroom.

**Future requirements the district needs to report on.**

- **581.022-2000 Diploma Requirements**-Credit requirements for students graduating on or after January 1, 2027, include 0.5 credit in Personal Financial Education and 0.5 credit in High Education & Career Path Skills. The district is already in compliance and is offering credit/opportunities. We may need to change the name of the courses to reflect this. The instruction is occurring during the Advisory Group and Senior Survey.
- **581-022-2045 Substance Use Prevention and Intervention Plan.** Updated requirements for 2024-25: Requires a comprehensive plan for substance use prevention and intervention. Includes K-12 substance use prevention education that meets the health education standards; requires a minimum of 1 ODE Opioid Prevention Education lesson in grades 6, 7, and 8 and once in high school. The intervention plan must include school policies and procedures on substance use, resources and referral processes, and training and procedures for staff. The district is already working on this. The counselors are working on adding a lesson plan in advisory groups and health teachers talk about this during health class. A tab will also be included on the website with this required information.

The group briefly discussed whether it would be possible to have a kit available to detect substance use.

Ms. Stevens said that since the district does not have an SRO present, she would need to investigate whether one the district could have a kit available.

**Motion:**

There was a motion made by Director Contreras and seconded by Director Jones that the Gervais School District #1 Board of Directors approves Division 22 Standards for K-12 Education with the OAR's as presented by Ms. Stevens. The motion passed 4- 0. (Director M. Contreras was absent)

### **8.3 Transportation Resolution**

**Comments:**

Ms. Stevens referenced a handout regarding the transportation resolution and explained why it needs board approval. It's picking up students who are already on the regular routes that attend Sacred Heart. This is something that has been done previously.

**Motion:**

There was a motion made by Director A. Contreras and seconded by Director Jones that the Gervais School District #1 Board of Directors approve the transportation resolution as presented by Ms. Stevens. The motion passed 4- 0. (Director M. Contreras was absent)

## **9.0 DISCUSSION ITEMS**

### **9.1 Bond Project Update**

Ms. Stevens referenced a handout and shared the following.

- Shared the first design meeting for all buildings took place.
- Information will be posted on the bond tab on the website so that the community can see the most recent updates.
- November's board meeting the board will go into a contract review meeting where the project managers will present a finding of fact and have an opportunity for public input on what type of model the district wants to follow, such as general contractor delivery method where RFP is put out for one contractor or multiple. That contractor will be responsible for doing the sub-contractor's bids. All that work is in coordination with the architects and project managers. Mr. Rose will present in November about this. January board meeting will present the contractor for approval.

### **9.2 Update on District Test Scores**

Ms. Stevens said that she has no updates at this time. All newspapers have access, but the district does not yet. Ms. Stevens said that she thinks Gervais is doing well.

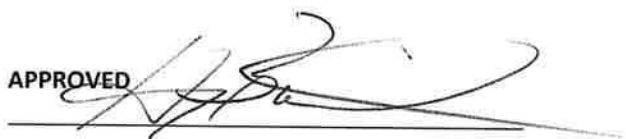
## **10.0 FUTURE AGENDA ITEMS**

## **11.0 ADJOURN**

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

Director Bustamante adjourned the Regular Session at 8:03 p.m.

APPROVED



Board Chairperson



Board Secretary