

**Gervais School District #1
School Board Regular & Executive Session
Meeting Minutes Thursday, January 11, 2024**

REGULAR SESSION

Director Bustamante called the School Board of Gervais School District #1, Marion County, into a Regular Session on Thursday, January 11, 2024, at 6:00 p.m. Board members present included: Henry Bustamante, Ana Contreras, Maria Contreras, and Jenny Jones. Others present included Dandy Stevens and Sandra Segura.

Visitor Guest Book:

Melinda Fitz-Henry, Creighton Helms, Lenthal Kaup, Julie Powers, Doug Loiler, Dusty Price, Tracy Lewis and Toni Williams-Johnson.

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

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, they should make sure that comments are kept brief and concise and within the time limit of three minutes.

Frontier Charter Academy Presentation

Ms. Wolfer and Ms. Schweitzer shared the following things for Frontier Charter Academy.

- Mission statement.
- All the work/projects that students do in classes align with the mission statement, especially using critical thinking skills.
- Demographics mirror the state demographics compared to other online schools around the state.
- What is unique is that FCA has students from all over the state with different backgrounds and perspectives.
- Enrollment has increased.

Director Jones asked if enrollment was where they thought it would be.

Ms. Schweitzer said that it is less but during COVID enrollment increased. Now, some students have gone back to buildings, and the typical students are enrolling for different reasons.

Ms. Wolfer shared information about FCA's audit and added that FCA was using some COVID funds for operating costs, and carryover is at 10%. FCA is stable financially.

Ms. Schweitzer said that all virtual schools have a niche. At FCA, students attend classes and move on with their classmates. They do not speed through classes like other online schools. The attendance rates are high and are also high looking at the Oregon average. Having regular attendees speaks well of what teachers are doing in the classroom. Graduation cohorts are low. FCA has a 70% graduation rate and 89% on track to graduate. Ms. Schweitzer shared enrollment numbers with students with IEPs, ELL, and 504. FCA offers many technology tools to their students to succeed in class. FCA continues to have frontier days so that students can meet at one location and meet each other in person and they can bring their families. Ms. Schweitzer listed all the clubs that are offered at FCA that are student and staff-driven. FCA has started a junior and regular honor society that has been great for students.

Superintendent's Evaluation by Kristen Miles (OSBA Representative)

Ms. Miles (OSBA Representative) said that tonight she would like to discuss the standards that the board would like to evaluate the superintendent on. Ms. Miles shared the standards that the superintendent was evaluated on last year. She indicated that the board has the option to evaluate the superintendent with other standards if they choose. She said that she wanted to share the historical data to help the board decide how to proceed with this year's evaluation. Ms. Miles asked the board members if they wished to use the same process as last year.

There was a brief discussion by the group to use the same standards and do the survey as done last year. The group said they would like the survey to go out to individuals who have direct knowledge of the superintendent's work.

Ms. Stevens said that last year she provided a list of individuals to that would know her work such as Strategic Planning work. She added that she will also add non-representative employees.

Ms. Miles shared the timeline for the superintendent's evaluation. She said that the survey will be open for ten days for individuals to complete. This group will gather again on February 8, 2024, to discuss the results of the survey. Board members will have the opportunity to provide their own input regarding the standards selected to come up with a final public statement.

3.0 APPROVAL OF MINUTES

Director Jones said that there was a minor error regarding the meeting date which she mentioned to Ms. Segura ahead of time.

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 Regular Session on November 16, 2023. The motion passed 5-0.

4.0 PUBLIC FORUM:

Director Bustamante read the rules for the public forum.

No public comment was made.

REPORTS

Student Council:

Ms. Stevens said that there will be no student reports tonight.

Administrators Report:

Technology Department

Ms. Lewis shared the following about the Pikmykid app:

- The app is being used at elementary schools to communicate when parents are picking up their children.
- The app comes with other modules, such as an emergency alert and emergency reunification. The district is due now to review its emergency plans.
- Alerts customized to the district or school's needs. Including non-emergency alerts for a counselor to check in with a student.
- A committee will be formed to integrate the new emergency tools and determine what buttons to select in the new app.

There was a brief discussion about whether the app would need a connection to Wi-Fi or cellular. The app has only been used to pick up kids at elementary school and once a committee is formed and can determine the good things from the current reunification protocol and what buttons are needed then it will be used for emergency reunification.

Ms. Stevens said that the district would also involve law enforcement to provide input through this process. She said that perhaps this could be tested during summer school (smaller scale) to make any necessary tweaks.

Custodial Maintenance Department

Ms. Powers presented the following from the maintenance/custodial department.

- Started the year very busy with a garage sale, closing the daycare, and converting daycare into a student services center. Gates were taken out from the daycare outside area and put tables for staff to have an outdoor space to enjoy.
- The gates/fences were removed from the preschool program, and a new fence at a higher height was installed for security purposes.
- Installed a new gate with keycard entry from the east side allowing elementary staff to enter and exit easily. This came with an expense because the entire operating system had to be updated.
- A new water ceiling leakage issue was discovered in one of the rooms in the elementary. Issues are coming up that cannot be band-aid fixed due to the aging buildings.
- The district office now has two bathrooms. The majority of the work was done internally, and they look nice. Plumbing and flooring were outsourced.

- Middle school now has a staff room which has gotten good compliments. It's a good space for staff to meet as a group for staff meetings or to use as a workspace.
- Mr. Castle (track coach) approached a vendor, and he got them to donate gravel to spread into the walking paths. Chips were also added to the walking paths on which the community can walk a mile.
- Cross country uses those paths and it's good to have that space available for athletes from another district to use.
- The maintenance/custodial department continues to work on finishing spaces throughout the district to make them useful such as finishing the Samuel Brown building.

Ms. Stevens said that the track gate is kept open during the breaks for community access.

Food services:

Ms. Fitz-Henry reported the following regarding the food services department.

- Shared details about the requirements of the wellness policy. Nutritional standards need to be met for what can be served to students. Standards apply to the cougar Den, fundraisers, or whenever students are paying for food. There are federal guidelines of what goes into vending machines accessible to students, as well as added language of guidelines in the staff handbook.
- Alternatives are always offered for what can be served to students.
- This guideline is also connected to advertisement/marketing. Schools cannot advertise cookie dough on reader boards. Flyers can be sent home, but you cannot post on the website or post flyers in the buildings.
- Guidelines do not apply to parents' events.
- If guidelines are not followed the district may get fined.
- CEP increased percentages, which means the reimbursement rate per meal will be higher. This is good news.

There was a brief discussion that came about when they checked the student store in an administrative annual review. They can also show up unannounced to the district.

Transportation

Ms. Bartch reported the following regarding the transportation department:

- Transportation has eighteen drivers now. Some of those drivers are trainers or part-time employees. Five of those eighteen have students in the district, and two graduated from Gervais High School. Drivers are committed to this community and care about the kids.
- ODE requires a certain amount of training. In January the drivers did a training course on transportation for special needs students.
- We work hard to avoid accidents or any incidents.
- Started something new, and wanted to make sure we were on time to pick up students. Since the first week of school, all kids are in school on time other than a couple minutes late.
- Have an impressive number of Field trips/sports that have taken place this year Including all football games.

Director Bustamante asked if the buses have cameras outside.

Ms. Bartch said that they only have them inside.

Business Manager Report:

Ms. Davis reported the following:

- Added an aggregate financial report (in addition to the financial report) because numbers were looking off which impacted the ending fund balance. There will be more tweaking to get as close as possible to more accurate projections for the ending fund balance for this year. Discovered the error by reviewing with Forecast5 (an agency that assists with financial reports)
- Payroll costs impacted the budget this year because some staff that were paid out of ESSER funds got moved back into the general fund. The impact was about 11% increase. This will be reflected in the February financial report.
- Start to work on the budget for 2024-2025 process soon.
- The estimate of membership was 853 students, but now, with some students leaving the district, the numbers are down by 10 students. Another thing to keep in mind regarding enrolment is that a big senior class will be graduating, but the district projects more of an increase in kindergarten enrollment.

Ms. Stevens said another factor is that there was also movement due to semester changes with students transferring.

Superintendent's Report:

Ms. Stevens said she will do her report later in the agenda during the discussion. She will report on bond and early literacy grants.

6.0 BOARD FOCUS/MEMBER TOPICS:

Director A. Contreras said that she is not in favor of having public comment at the end of the meetings. It's wiser to have it in the beginning and then comment at the next meeting if they have any comments from the previous meeting.

7.0 CONSENT ITEMS:

7.1 Approve

New Hire / Temporary/Rehire:

Ashley Cunningham, GES Special Education Instructional Assistant

Ricardo Ferreira, GHS FLC Instructional Assistant

Evdokia Gostevskyh, Preschool Worker

Extra Duty:

Makesha Bizon, Unified Special Olympics Basketball Coach

Andre Brown, Unified Special Olympics Basketball Coach

Carlos Camacho, GHS Girls Basketball Assistant Coach

Andy Cruz, High School Assistant Wrestling Coach

Benjamin English, GHS Boys Basketball Assistant Coach

7.2 Approve

Contract Change / Renewal:

Adelita Ruiz, from GHS Instructional Assistant to GHS ELD Teacher

Recall:

7.3 Approve

Resignation/Retirements/Termination/Non-Renewal:

Decline:

Reduction in Force:

Other:

Transfers:

7.4 Approve

Baseball Co-Op with North Marion School District

Gervais District#1 Board of Directors approves for the district to Co-Op with North Marion School District for Baseball.

Comments:

Ms. Stevens said that in the consent items for approval, they are partnering with North Marion to Co-Op for baseball.

Director Bustamante said it's good to see that we are continuing the unified games and that coaches are being recommended for hire.

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 Consent Items listed en masse. The motion passed 5-0.

8.0 ACTION ITEMS

8.1 Policies Second Reading

BD/BDA: Board Meetings

IGBB: Talented and Gifted Program and/or Services

Ms. Stevens said that these policies are up for a second reading and there have been no changes since they were presented for the first reading in November.

Motion:

There was a motion made by Director A. Contreras and seconded by Director Toran that the Gervais School District #1 Board of Directors approve policies BD/BDA and IGBB as shown on the agenda. The motion passed 5- 0.

8.2 Annual Report (HAAS)

Ms. Stevens said that this report has to be presented annually to the board to attest that proper required testing has been done in all buildings.

Motion:

There was a motion made by Director A. Contreras and seconded by Director M. Contreras that the Gervais School District #1 Board of Directors approve the annual report (HAAS) as shown on the agenda. The motion passed 5- 0.

8.3 Approve Sick Leave Bank Process

Ms. Stevens said that a committee was established to work on this process/guideline, and there are no changes to the document from the last time it was presented as a draft. The committee reviewed several documents from different districts before coming up with the draft.

Motion:

There was a motion made by Director A. Contreras and seconded by Director M. Contreras that the Gervais School District #1 Board of Directors approve the sick leave bank process as presented. The motion passed 5- 0.

8.4 Approval of the Early Literacy Grant

Ms. Stevens said that she submitted this before the break. She said that this grant is a non-competitive grant that every school that applies gets, and much is grounded on work that the district already has done, but the process does require seeking board approval. Also, the district must have it open for public comment/input. She said that this demonstrates the importance of literacy.

Other things that were shared about the grant were as follows:

- ✓ Can be used for K-5, but the district will focus on K-3
- ✓ It's a \$90M grant for the 2023-25 biennium funded through the Statewide Education Initiative Account. The hope is that the amount funded increases next biennium. The allocation for the district from these funds is \$70K, and for next year, it will be \$73K. These amounts will help offset the Reading TOSA salary.
- ✓ The deadline was January 8th, but some preliminary work had to be done before then.
- ✓ Had to do an assessment inventory and practices that the district is already engaging in.
- ✓ The district is in year two of this work (ahead of the game). The curriculum was adopted, and has engaged in continuous professional development.
- ✓ Pre-K curriculum has already been aligned and data analysis is every six weeks to ensure the district has the right support systems.
- ✓ YouthTruth data indicates good growth. More information will be shared at the next meeting.
- ✓ COSA approached the district to present during the summer on the work that Gervais is doing. Gervais is one of the few districts showing this type of growth in the state.

- ✓ Factors that need to be considered in this work are attendance, language exposure, and parent involvement. Due to excessive exposure to technology, students suffer with language.
- ✓ Areas of focus that are required include professional development and extended learning.
- ✓ Working hard through the teacher evaluation system to improve student engagement. The goal is to have bodies and minds present.
- ✓ Things that have helped a lot are the Latinx grant, bringing more student opportunities, and the high dosage of tutoring after school and during the summer. Adopting a K-12 curriculum has been a game changer for students. It would not have been possible without SIA funds.
- ✓ The district continues to have focus groups, roundtable discussions, emails, newsletters, family nights, conferences, a website, social media, annual reports, and surveys in support of the communication plan.
- ✓ Assessments include I-Ready, SBAC, Wonders, and Really Great Reading (includes an assessment tool).
- ✓ Matching funds: the district had already put aside money from Title 1A funds to support reading efforts.

Motion:

There was a motion made by Director A. Contreras and seconded by Director M. Contreras that the Gervais School District #1 Board of Directors approve the literacy grant as presented by Ms. Stevens. The motion passed 5- 0.

8.5 Approval of New Letter for Seismic Upgrade for High School Cafeteria

Ms. Stevens said that the letter that was crafted for the seismic grant, even though it has been submitted, still needs board approval.

Motion:

There was a motion made by Director A. Contreras and seconded by Director M. Contreras that the Gervais School District #1 Board of Directors approve the seismic letter. The motion passed 5- 0.

8.6 Opioid Overdose Response Kits for Middle and High Schools

Ms. Stevens said that this toolkit was created by ODE, and the district will establish a committee to work on the details once the board approves it since it's unique to every family. Additional drafts will be presented to the board on how this process will work.

Director Contreras wondered if there would be a committee to work on a policy and if free kits would be offered.

Ms. Stevens said the district partners with law enforcement who carry Narcan. She will be talking to the Chief about having the SRO officer keep the medication in his office as well as having it available in the nurse's office. The district has money to purchase those items and is not able to get them from the Gervais Police.

Director Contreras asked if the district has had any incidents in schools.

Ms. Stevens said there was one adult crisis in the parking lot but no student incidents.

Director A. Contreras asked if there have been referrals for students who are considered at risk at home.

Ms. Stevens said that if the district suspects any abuse at home, they go through a drug & alcohol use referral to help the students and families. If a student is caught in school using it, that is an automatic referral. If we only suspect, then the counselors provide the appropriate resources for the student, and they are not disciplined.

Director A. Contreras asked what is done when a student is caught vaping.

Ms. Stevens said that when students are caught vaping or using marijuana, they are suspended pending expulsion, and an assessment is done to ensure there's no abuse/addiction.

Director Toran asked how this is monitored.

Ms. Stevens said that the administrators do their best to discipline them whenever they hear about an incident. She said that she understands that abuse has become a bigger problem since marijuana was legalized, but the district is trying its best to look for things and help students with appropriate resources if needed. The district will be getting vaping sensors so those sensors will detect those types of things.

Motion:

There was a motion made by Director A. Contreras and seconded by Director M. Contreras that the Gervais School District #1 Board of Directors approve Opioid Overdose Response process as presented. The motion passed 5- 0.

9.0 DISCUSSION ITEMS

9.1 Bond Update

Ms. Stevens reported the following updates regarding the bond.

- In December, there was a meeting at the valley farm; it was a well-attended meeting. There was a panel discussion that involved several individuals to provide different perspectives. The individuals that were on the panel were Representative Cramer, Rebecca Stuecker from IBM Group, and Gil Miller (parent/experienced construction builder). The individuals who attended asked good questions. The purpose of the meeting was focused on learning about the bond because it's time to pass a bond.
- Met with the Russian community and the right people attended the meeting that should be able to spread the word to communicate with others on the necessity of passing a bond.
- Jan 22nd is the next meeting; it will be at 6:30 p.m. at the Life Spring Church in Brooks. A mailer went out to register voters, but I planned on sending a second reminder.
- On January 18th will share the project priorities with the community to give input on their priorities on projects.
- There will be some non-negotiable things.

There was a brief discussion that this time around, people are more passionate about the bond and ask the right questions. The bottom line now is that it all comes down to economics and whether they want to pay by passing a bond for Gervais school.

Ms. Stevens said she would be sharing an incident of what happened at the elementary to demonstrate the urgency of passing a bond. A sub noticed the floor was wet and discovered a leak that managed to wet the subfloor. This transpired from an old radiator from the 1950s that stopped working. Mildew testing must be done to ensure that it's safe for students' and staff's health. Ms. Stevens said initially, when the district went for a bond, the ask was for 44 projects, but now it is being narrowed down to 22 projects to ensure that it's less costly to voters and to have a better chance of passing a bond. She said that she is doing her best to explore different solutions on how these projects could be paid out of other grants or other sources. She said that she has a pending discussion with the city manager because excise funds have not been paid to the district, and she was unaware of that. Excise funds are another source of funds that can be used for projects if the board chooses to. She stated that she continues to have discussions with other districts in case the bond does not pass to be prepared. Also, she shared that FCA is talking to other districts just in case the bond does not pass and the district closes, they would have to look for a sponsoring district to protect themselves. She indicated that on February 8th she will have the results of the project prioritization from community input to give recommendations.

10.0 FUTURE AGENDA ITEMS

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

Director Bustamante called an Executive Session under ORS 192.660 (2) (f) "Exempt Public Records"

11.0 ADJOURN

11.1 Adjourn the Executive Session

Director Bustamante adjourned the Executive Session at 8:17 p.m.

APPROVED

Board Chairperson

Board Secretary

