

**Gervais School District #1
School Board Regular Session Meeting Minutes
Thursday, December 16, 2021**

REGULAR SESSION

Director Bustamante called the School Board of Gervais School District #1, Marion County, into a Regular Session on Thursday, December 16, 2021, at 6:00 p.m. via ZOOM online. Board members present included: Henry Bustamante, Maria Caballero, Ana Contreras, (Director M. Contreras was absent). Others present included Caryn Davis, Dandy Stevens, and Sandra Segura.

Visitor Guest Book:

Uriel Aguilar, Andrew Aman, Fenya Aman, Laura Clifton, Caryn Davis, Annie Gilland, Dora Guerrero, Creighton Helms, Julie Powers, Ken Stott, Steve Tuchscherer, Sylvia Valentine-Garcia

1.0 CALL TO ORDER

1.1 Pledge of Allegiance

Director Bustamante called the School Board Meeting to order with the Pledge of Allegiance at 6:00 p.m.

2.0 INTRODUCTIONS & ANNOUNCEMENTS

Audit Report

Ms. Stevens announced that auditors would be reporting at this time online.

Steve Tuchscherer said that the financial audit was successful and praised Ms. Davis for being attentive to the auditors' requests and doing a great job keeping finances well organized and in good standing. Mr. Tuchscherer said that he would briefly overview what is involved in an audit.

Mr. Tuchscherer reported that they look at the following areas:

- The goal with every audit is to issue a letter with "no material misstatement."
- The first step is learning the accounting system that the district uses for finances. The district uses an accounting system that every other district uses in Oregon; Infinite Visions.
- Learn internal controls processes of who does what in terms of accounts payable, payroll, journal entry, and receiving cash.
- Assess the risks if something could go wrong that is not detected. For example, they perform procedures of examining checks, reconciling receipts from information provided by ODE, county property tax. In addition, they examine journal entries to ensure that bank reconciliation is done and that they agree with financial statement balances.
- Review several budgetary accounts to make sure that they are balanced.
- Review long-term debts (PERS liability, bonds, etc.)
- Review quarterly payroll reports and reconcile reports to see whether the amount of payroll reported makes sense with the number of employees.
- Ensure that property taxes are reported correctly.
- Report on compliance issues; for example, all banking, insurance, contracting laws are followed.
- Ensure that all compliance rules are followed when spending money received from federal grants or the Oregon Department of Education (ODE). Further details about this are included in the audit report.

Mr. Tuchscherer asked the board if they had any questions about his presentation and commented that board members play a big part in the internal controls system. Mr. Tuchscherer suggested that the board members get involved and ask questions about the finances to know what is going on.

The board members asked no further questions.

Ms. Stevens announced that the district received the 10K OEA choice grant. The wellness committee had saved some money paired with this grant to create a walking path about a mile long for the community to use. She said they would get woodshop students involved by making benches and hoping to roll it out to the community in the spring. The pathway will have a separate entry, so the community can access it during school hours if they wish.

2.1 Public Forum Sign-Up:

Ms. Stevens asked that anyone who joined virtually and wanted to speak indicate using the text feature.

No one responded that they wished to speak.

Public Forum Sign-Up included:

None.

3.0 APPROVAL OF MINUTES

No changes to the minutes.

Motion:

There was a motion made by Director Bustamante and seconded by Director A. Contreras that the Gervais School District Board of Directors approve the minutes from the Regular Session on November 29, 2021. The motion passed 4-0. (Director M. Contreras was absent)

4.0 PUBLIC FORUM:

Director Bustamante read a statement regarding public participation in board meetings.

No one signed up for public comment.

REPORTS

Student Council Report:

Uriel Aguilar reported that students are currently doing a Christmas scavenger hunt, and it has been very successful with the students because they can win a gift card. He noted that the Winter Arts Night was a hit. A student band, the music club, the drama club, and the Aguilas de Oro club performed. FFA is doing well, placing third in overall knowledge at the capital FFA competitions. Basketball and Wrestling have begun. He also reported that they would have an event coming up with staff and students competing against each other. This year they will not compete against North Marion.

Ms. Stevens asked how streaming of the games is going on YouTube.

Uriel Aguilar said that streaming is going well. He thought they would have issues there, but everything went great.

Administrators Reports:

Ms. Stevens stated that the oral reports would be given in addition to the written reports from the elementary and middle school.

Elementary:

Dr. Helms shared a story of a struggling elementary student and how proud he is of his staff for genuinely showing that they care about every student that attends the elementary. Dr. Helms pointed out that it is natural this year that students are struggling, but the staff cares about seeing them succeed. Dr. Helms encourages everyone to follow the elementary on Facebook to see all the great things happening in the building. He shared how the elementary students raise salmon fish eggs and then release them to the Willamette River, a great STEM learning opportunity. Dr. Helms invited the board members to stop by to see the fish egg cycle and other learning opportunities.

There was a brief discussion regarding how beneficial it has been this year to have a solid, robust counseling team to help with the social/emotional component for students that need it.

Ms. Stevens asked Ms. Aman to report for the middle school since Mr. Martin (principal) would attend the first away wrestling match with middle school students.

Middle School:

Ms. Aman reported that the middle school started the "Oregon Battle of the Books" a couple of weeks ago. She stated that GMS now has a wrestling team. They had not had a wrestling team in about twelve years. The middle school is in the process

of asking students about electives they wish to take for the second semester. They did a food drive K-12 and collected names of struggling families, which went well. Lastly, the middle school put the food together to take struggling families in the Gervais community.

There was a brief discussion on the number of wrestlers that have joined the wrestling team.

Financial Report:

Ms. Davis shared a report that she did not include in her written board report. The information in the report included projections and contingency amounts. She indicated that the district's money generated from sponsoring the Frontier Charter School goes in a separate account, and it can only be spent by taking board action. She stated that revenue for Frontier Charter School is down due to low enrollment. She noted that the district would closely look at the finances as the year progresses. Ms. Davis asked the board if they had any further questions about her report or the audit report.

Superintendent Report:

Ms. Stevens said enrollment is currently a concern regarding the district's budget. She expressed that the district has been mindful of finances since the COVID-19 shutdown. The district took advantage of having employees take furlough days and used the benefits of Workshare. She said enrollment is a statewide concern; the state is about 20K students down. It's very concerning because some students are not enrolled anywhere. She shared that she asked the office staff to pull students' names for which the district has not received records requests and start calling them to see where they went. She expressed that every child who registers to be homeschooled has to register through the WESD to ensure the district knows they are being homeschooled. The district will have a better idea about enrollment numbers in mid-January because families are returning from visiting families outside the country. She shared that she would like to put together a campaign to promote the good things happening in the district and let families know about the extended opportunities offered in the district.

There was a brief discussion by the school board that it's an excellent idea to put a campaign together to draw a map on how students can achieve their goals. In addition, the School Board suggested having students' and teachers' testimonials, which can be very powerful.

Ms. Stevens explained how the state bases the funding on the last two years of student enrollment. She stated that the impact on the budget would be next year. She shared the approximate amount the district receives per student. She also said that she would not reduce staff mid-year; it is not healthy for students academically. She hopes that further in the spring, enrollment numbers will increase.

Other things that the group made comments on or wondered about:

- ✓ The number of students that are homeschooled that reside in the district?
- ✓ No shutdowns of an entire building due to COVID-19 cases.
- ✓ Students need to be part of the campaign to promote the district to make it more powerful.
- ✓ Recommended putting information about the district opportunities on the Sacred Heart bulletin to attract that pool of students to come to Gervais instead of private high schools.

6.0 BOARD FOCUS/MEMBER TOPICS:

None.

7.0 CONSENT ITEMS:

7.1 Approve

New Hire / Temporary/Rehire:

Graciela Schroder, GMS Instructional Assistant
Tatiana Kryukova, Daycare Worker

Extra Duty:

Emma King, National Elementary Honor Society Advisor

**7.2 Approve
Contract Change / Renewal:**

Recall:

**7.3 Approve
Resignation/Retire/Termination/Non-Renewal:
Katie Rozo, GES Teacher
Robert Wallace, GES Teacher**

Decline:

Reduction in Force:

**7.4 Approve
School Health Services Planning Grant
Gervais School District#1 Board of Directors approves applying for the School Health Services Planning Grant for \$90,000.00.**

**7.5 Approve
Gervais School District#1 Board of Directors approves to declare surplus the following items from the maintenance department.**

Wood tables

5- 30" x 60" \$20 each = \$100

1-48" x 20" \$20=\$20

1-30" x 30" wood computer desk =\$20

4-72" x 30" Wood table \$30 = \$120

7-4 drawer metal file cabinets \$25 = \$175

3- large teachers desks \$35 each = \$105

7- 60"-24" old wood HS tables \$20 each = \$140

1 -60" x 32" old wood HS tables =\$20

1- 72" x 32" Wood tables =\$30

2- 60" x 20" wood tables=\$40

1 – 30" x 60" old high school tables =\$20

Ms. Stevens asked the board members if they had any further questions on the consent items. She said that regarding the school health services planning grant. She plans to use those funds to open a health clinic for students/community and possibly have it at the Samuel Brown Academy building, which is currently located for easy access to our families.

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 consent items as listed en masse on the agenda. The motion passed 4-0 (Director M. Contreras was absent).

8.0 ACTION ITEMS

8.1 Policies Second Reading

CM: Compliance and Reporting on Standards

IKF: Graduation Requirements

IL: Assessment Program

JB: Equal Educational Opportunity

JBB: Educational Equity

JECB: Admission of Nonresident

JFC: Student Conduct

JFCF: Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence-Student

JFCJ: Weapons in Schools

JHFE/GBNAB: Suspected Abuse of a Child Reporting Requirements

JHFF/GBNAA: Suspected Sexual Conduct with Student and Reporting Requirements

KGBB: Firearms Prohibited

Comments:

The board members agreed not to approve policy KGBB: due to concerns about having weapon signs posted.

Director Toran asked to explain further the deletion of essential skills requirements.

Ms. Stevens said it became more challenging when COVID-19 hit to get students' examples when working online. She further explained that the standards are embedded in four contents; math, reading, science, and social studies. Although essential skills have been suspended, students must pass all four content areas, such as four years of language arts. Therefore, the essential skill was an alternative pathway.

There was a brief discussion about the processes used by the district when reviewing AR's.

The board members discussed further policies JBB and JFCF.

Motion:

There was a motion made by Director Bustamante and seconded by Director A. Contreras that the Gervais School District #1 Board of Directors approve the changes to policies CM, IKF, IL, JB, JBB, JECB, JFC, JFCF, JFCJ, JHFF/GBNAA, JHFF/GBNAA, and IGBI. The motion passed 4- 0 (Director M. Contreras was absent).

8.2 Consideration for a Gervais Bond Measure

Comments:

Ms. Steven presented out general sketches of the proposed changes for each building. Unfortunately, the drawings did not include a list of projects. She indicated that the bond would be for \$34,890,000. She announced that the district did get the 4M OSCIM grant, so the total for the bond that the taxpayer would pay for would be \$30,890,000.

There was some discussion about educational/explanatory materials needed for the bond that the district will have to pay for.

Ms. Stevens said that she has put aside funds that will not affect the general fund to pay for these expenses out of SIA funds. In January, she will be searching out people who hold leadership roles in our community to form the "Political Action Committee." This committee would raise money to purchase materials to say "vote yes" for the bond. She said she would also reach out to both unions to ask for donations because it is also in their best interest to have excellent facilities for staff to teach in. Another idea they are discussing to raise funds is having a Saturday market and inviting people from the community to volunteer to sell baked goods or other things to help raise funds.

Director Contreras said that community members who do not have children in school wondered if they voted "yes" for the bond and if the community could use the facilities for events.

There was a brief discussion regarding whether the proposed plan includes a multipurpose room by the middle school that could be a potential facility for the community to use but would involve minimal custodial fees to use the facility.

Ms. Stevens stated that she would also work on a Q & A sheet that would be very helpful to answer some of the questions.

Motion:

There was a motion made by Director A. Contreras and seconded by Director Caballero that the Gervais School District#1 Board of Directors approve moving forward with a Gervais bond measure as presented at December 9, 2021 working session. The motion passed 4-0 (Director M. Contreras was absent).

9.0 DISCUSSION ITEMS

9.1 Budget Committee Applications and Process

Comments:

Ms. Stevens said that three people applied for the Budget Committee. She suggested reviewing the applications and inviting all applicants to the January regular session to interview them to ensure they are a good fit. After interviewing the candidates, the board could then take action.

Director Bustamante said that every one of those individuals is qualified and a good fit. He said that he recommends moving forward tonight.

The school board agreed to appoint the three candidates to the Budget Committee.

Motion:

There was a motion made by Director A. Contreras and seconded by Director Toran that the Gervais School District#1 Board of Directors appoint Alan Hanson, Karen Herinckx, and Jenny Jones to the Budget Committee. The motion passed 4-0 (Director M. Contreras was absent).

9.2 School Board Evaluation

The School Board members agreed to postpone their evaluation until May or June due to most of the board members being so new to their positions to do a self-evaluation reflection.

9.3 Superintendent Evaluation

Ms. Stevens stated that she spoke to Kristen Miles from OSBA about a timeline because superintendents must be notified by March 15 of their contract renewal. She said that on January 20, in the regular session, Kristen will go over the 20 standards and have the board select the standards to be evaluated on. Then, Ms. Miles will work on a survey distributed for feedback. Ms. Stevens indicated that she would like to choose people who work closely with her on several projects. The plan is to send out the survey on January 26 by email and close it on February 9. Results would be presented through an executive session at February's board meeting and a self-evaluation. Then an additional meeting would have to be scheduled on March 1 or 7 to read her evaluation results in public.

The board agreed to have the special session on March 7.

9.4 Equity Committee Questions

Ms. Stevens stated that the Equity Committee had some questions, and she brought them tonight. She said that it's important that the board is included in this work to be on the same page.

The board members reviewed the Equity Committee's questions regarding Equity Stance and Equity Lens, asked for examples from other districts first, and highlighted things that best fit our district from those examples.

The board members asked if a copy could be given to students and parents for feedback, especially the Hispanic and Russian community?

Ms. Stevens said that she would plan on sending this in February.

9.5 Work Session with City Council

Ms. Stevens said that she would like to propose intertwining meetings with the city of Gervais at least once or twice a year to start discussions on how to build the Gervais community together. She suggests that at least

one board member approach the City Council at the January 6th council meeting to ask during public comment or be included on the city council agenda.

Director A. Contreras said she agrees with this proposal, but she would like to talk about important points before going to the City Council. She suggested having the school board have Strategic Plan regarding this possible partnership. She stated that she feels this partnership is necessary because many changes are happening around us, and she thinks we are unprepared.

There was further discussion on ways the district could partner with the City of Gervais.

Ms. Stevens said that this topic could be discussed further in January's regular session to develop a map of different ways the district can partner with the City of Gervais. Finally, Ms. Stevens asked the board members to email Director A. Contreras if they would like to present to the City Council.


10.0 FUTURE AGENDA ITEMS

11.0 ADJOURN

11.1 Adjourn Regular Session

Director Bustamante adjourned the Regular Session at 7:56 p.m.

APPROVED



Board Chairperson

Board Secretary