

**Gervais School District #1
School Board Regular & Executive Session Meeting Minutes
Thursday, August 20, 2020**

REGULAR SESSION

Director Bustamante called the School Board of Gervais School District #1, Marion County, into a Regular Session on Thursday, August 20 16, 2020, at 6:00 p.m. via ZOOM online. Board members present included: Henry Bustamante, Maria Caballero, Michael Jirges, Lorraine Martin (joined at 6:05) and Debbie Sullivan. Others present included Dandy Stevens and Sandra Segura.

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 6:03 p.m.

Director Bustamante reminded all that if they wished to speak during public forum they should indicate that using the "chat" feature.

2.0 INTRODUCTIONS & ANNOUNCEMENTS

Ms. Stevens announced that the district received a mini-grant that will help purchase the curriculum for the AD's Act. It's a suicide prevention program, something that was passed in one of the last legislative sessions and is required curriculum for all schools.. The district received \$990 that will be enough to cover for the curriculum for K-12.

2.1 Public Forum Sign-Up:

Michelle Chase.

Public Forum Sign-Up included:

None.

2.2 Visitor Guest Book

Those present included: Andrew Aman, Melissa Ayala, Michelle Chase, Caryn Davis, Kay Gage, Creighton Helms, Bob Martin, Ken Stott, Sylvia Valentine-Garcia, and Dawn Zielinski.

3.0 APPROVAL OF MINUTES

There was a motion made by Director Jirges and seconded by Director Bustamante that the Gervais School District Board of Directors approve the minutes of the Working Session for July 9, 2020, Regular & Executive Session for July 16, 2020, and Working Session for July 22, 2020. The motion passed 5-0.

4.0 PUBLIC FORUM:

Ms. Chase said that she has some concerns about the modified school calendar.

Ms. Stevens said that this was discussed already, and notification was sent out.

Director Martin responded that this is not the place to address those types of concerns and that she would need to arrange a time to meet with the superintendent about this.

5.0 REPORTS

Ms. Stevens said that administrators would not report at this time until school blueprints are discussed later in the agenda. She said that she would have the Business Manager proceed with her report.

Financial Report

Ms. Davis pointed out from her report on the 600 budget code that there was quite a lot of money that was spent and that was due to insurance and other dues and fees that were paid. She also noted the that revenue reported was incorrect

because it showed no revenue for the 20-21. She said that there is revenue and that it's there is actually a 2.39M in revenue for July. She is working on getting solid numbers to wrap up the 19-20 school year and have things ready for auditors.

Superintendent Report

Ms. Stevens shared that the district would be getting \$219,890 from ESSER/CARES money that needs to be spent on things related to the COVID-19 situation. A second grant of money that came to the district is \$161,160 for a Comprehensive Learning Grant. Districts are required to share this money with private schools based on a formula.

Ms. Stevens shared that money will also pay for hotspots, internet/connectivity, insurance for Chromebooks, face masks, face shields, gloves, etc. She said that other things to keep in mind are that there is a 50% increase in transportation since we will be bringing students in pods. Adjustments that have already been made to save money are no field trips and we will also be saving on special education trips that will not be happening this year.

Ms. Stevens shared that current enrollment is at 916. That is 44 students short of what was projected. She said that money wise that means about \$300K short. She shared results from calls that were made home and noted that 150+ parents said that they would do the online option only. She said that she is concerned about the liability of employees returning to work because the insurance will not cover if people get sick while in the district. Superintendents are asking the legislators to pass some protection for districts. She said that another concern that she has is the 25% reduction in funds. She said that she does not know what that would mean for the district. She shared ways that the district has already saved money including not hiring a special education director, not hiring a 6-12 Choir Teacher, and doing furlough days. She said that by running a food services program, the district was able to save money that needs to be spent this year. Classified employees will work 3-4 hours in food services, part of their salary will be paid from food services and we will be able to save some money in the general fund. She also has asked principals to be mindful when ordering supplies. She noted that there would be savings with athletics because of what they are proposing not to travel. The district will also see a saving in not hiring substitutes.

Ms. Stevens reported that there were about 600 Chromebooks that were checked out by families and they are slowly being returned to get them cleaned up for distribution.

There was a brief discussion about the Chromebook distribution.

Ms. Stevens said the district has not made any claims so far and will be repurchasing insurance for Chromebooks since the district will distribute Chromebooks again.

There was some discussion about kindergarten enrollment and how enrollment numbers increase as the beginning of the year progresses.

6.0 BOARD FOCUS/MEMBER TOPICS:

No topics were brought up by the School Board members.

7.0 CONSENT ITEMS:

7.1 Approve

New Hire / Temporary:

Madeline Bowman, Elementary Teacher

Extra Duty:

Lisa Ludwikoski, Summer Meals Food Service

Sara Broadhurst, GHS Counselor Stipend

7.2 Approve

Contract Change / Renewal:

Maria Guerrero, GMS Office Manager

Recall:

Crystal Camacho, Preschool Worker

Mercedes Cruz, Early Childhood Instructor (.2 FTE)/ELD Teacher (.8 FTE)

Amy Frazier, Daycare Assistant

Diana Kennedy, Daycare Worker

Anastasia Londura, Preschool Instructional Assistant

Esperanza Rivera, Daycare Worker

Mariana Ruiz, Daycare Worker (.5FTE)

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

Madeline Bowman, Volleyball Head Coach

Sandra Cauley, Cook

Kevin Davidson, Assistant Volleyball Coach

Decline:**Reduction in Force:****7.4 Approve****2020-2021 Substitute Teacher Pay Rate**

The Gervais School District #1 Board of Directors approves 2020-2021 Substitute Teacher per rate of \$188.00 per day, and after ten consecutive days in a single assignment, the rate would increase to \$207 per day.

7.5 Approve**2020-2021 Driver's Education Tuition**

The Gervais School District #1 Board of Directors approves the 2020-2021 Driver's Education Tuition, at the rate of \$150.00 per student ages 15-17 with permits and \$200.00 for students age 18 or over or those that obtain their license during the class for the 2020-2021 school year. If students qualify for free and reduced lunches, the cost will decrease to \$75 for those ages 15-17 with permits.

7.6 Approve**2020-2021 Service Contracts**

Gervais School District Board of Directors approves the 20/21 Service Contract awarded to JKW Psychological Services in the amount of \$58,000 (reference Policy DJCA).

7.7 Approve**2020-2021 Milk Products Vendor Change**

Gervais School District #1 Board of Directors approves the change of milk vendor to Spring Valley Dairy, as shown in Agenda Item 08-20.7.7.

Comments:

Ms. Stevens said that the district was able to recall the daycare/preschool employees due to a grant that the district received and that the State also allowed the district to open the daycare to staff and the public. First, the district will enroll kids whose parents are essential workers and offer remaining open slots to staff who would need to pay to enroll their child. She said that by charging it will not cost the district anything to come out of the general fund. She added the daycare can operate with ten kids but would like to see at least twenty enrolled.

Motion:

There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District Board of Directors approves the revised consent items en masse as listed on the agenda. The motion passed 5-0.

8.0 ACTION ITEMS**8.1 Adoption of Online Curriculum Platform for 2020-21 School Year****Comments:**

Ms. Stevens shared the following options that Pearson Online Curriculum offers to students.

- ✓ Has practice videos
- ✓ Different curriculum for K-12
- ✓ Core and electives are offered
- ✓ Electives for 5th grade and up
- ✓ The teacher has control of the sequence of the course offerings
- ✓ The programs offered are very competitive compared to brick and mortar
- ✓ Teachers and administrators will receive training on the programs
- ✓ Pearson talks to Powerschool
- ✓ Will take care of hard copy mailing supports to students' homes
- ✓ Teachers will take the lessons ahead of time to see if any supplies are needed to be sent home through our food services program.
- ✓ Kids will have support by a homeroom teacher and an instructional assistant
- ✓ Will help teachers with the pedagogy on how to be an online teacher
- ✓ Professional development will be available
- ✓ A catalog will be available for kids to look at electives to select electives.

There was some discussion about the participation with staff on the sandbox opportunity.

Ms. Stevens said that she had a follow-up meeting with 20+ staff members that participated and asked them for feedback. She said that she mainly had high school teachers participate, and they liked the variety of the tasks. She asked administrators to share more.

Dr. Helms said that the teachers at the elementary noted that it was well organized. They said that they did not see huge flags—the only thing they said is that it's not aligned with brick and mortar content.

Mr. Martin said that the middle school teachers said the same thing as the elementary staff that it's well organized and they have no concerns about the quality of the curriculum. He noted that some teachers are looking at using this as a supplemental exercise. Mr. Martin said that he feels that parents will be happy with the product overall.

There was some discussion about how much time teachers would be spending in the buildings/classrooms and how they would be teaching the classes. There was also a brief discussion that classified employees would be in the building more than teachers.

Mr. Stott reported that the high school has been using Edmentum since last spring and will continue to do so to be consistent because he said that there are a significant number of students that received incompletes last year that need to finish they will use Pearson with the electives.

Mr. Aman said that their primary focus would be the seniors first with the most incompletes.

Ms. Stevens stated that this is not an adoption cycle. She said that this is just a program used for this unique year. She said that if the district adopted something similar in the future, it would be more rigorous.

Motion:

There was a motion made by Director Martin and seconded by Director Bustamante that the Gervais School District Board of Directors approve the adoption of the Online Curriculum Platform for the 2020-21 School Year as presented by Ms. Stevens.

8.2 2020-2021 Licensed Administrators, Classified Managers, and Superintendent Agreements

Comments:

Ms. Stevens explained that Ms. Davis (Business Manager) asked other districts about phone stipends Many districts offer them 50 dollars and she felt it was a good amount to propose She said that in regards to wages, they are offering 3%. She explained further that this group is not on a wage scale. She noted that classified have steps that they move each year, and licensed employees moved as they get more education. Classified receive a 2.5% step increase each year, and licensed get a 3.5% increase due to their experience. Also included was an extra day of vacation after working 15 and 20 years in the district for year-round employees that get a vacation. They will also be able to cash out their vacation if they choose to. By adding this portion, it reduces the liability for the district if the employee were to leave with a lot of accumulated vacation time. This proposal was consulted before this meeting with the Board Chair and Vice-Chair.

Motion:

There was a motion made by Director Bustamante and seconded by Director Jirges that the Gervais School District Board of Directors approve the 2020-21 Licensed Administrators, Classified Managers, and Superintendent Agreements as shown on agenda item 09-20.8.2. The motion passed 5-0

8.3 2020-2021 Confidential Employment Agreements

Comments:

Ms. Stevens said that the proposed agreement for the confidential employees is similar to the administrator's agreement. The only difference is that they would like to have the option to cash out personal leave if not used.

Motion:

There was a motion made by Director Martin and seconded by Director Caballero that the Gervais School District Board of Directors approves the 2020-21 Confidential Employment Agreements, as shown on agenda item 08-20.8.3.1. The motion passed 5-0.

9.0 DISCUSSION ITEMS

9.1 Policy Second Reading

Section D: Fiscal Management Policies

Section E: Support Services Policies

Section G: Personnel Policies

Comments:

Ms. Stevens said that these policies have already been reviewed thoroughly during the first reading. Still, she recommended having the policies available longer for the public to review and doing a third reading at the next regular meeting.

There was a brief discussion by the School Board members that there is no need to spend more time on the policies since they have already been reviewed thoroughly, and giving the public one month to review is sufficient before the policies are adopted. There was also a brief discussion about policy DLBA: Advance Salary Payments. It was noted that advice was given by the district's attorney on the wording.

9.2 PSP Scholarship

Comments:

There was some discussion by the School Board that they wish to extend the application deadline since there were only three students that applied for up to five scholarship awards. They also discussed adding verbiage stating that the money can be used to purchase electronics that are needed for school.

Motion:

There was a motion made by Director Bustamante and seconded by Director Jirges that the Gervais School District Board of Directors approve awarding the three candidates that applied for the PSP Scholarship. The motion passed 5-0.

9.3 Policy First Reading

GCPC/GDPC: Retirement of Staff

GCPC/GDPC-AR: Re-Hiring of PERS-Retired Staff

Comments:

Ms. Stevens said that now retired employees could work as many hours as they wish. She said that she spoke with the district's attorney, and it was recommended that the district adopt the most recent verbiage in the policy and include an AR to go with it. Ms. Stevens said that these policies would go for a second reading in September's Board packet and asked the Board if they had further questions to contact her.

9.4 Update on Equity Research

Ms. Stevens said that equity is one of the things that all parties have to come together to have common conversations on our responsibilities, our roles and common definitions. She said that administrators are registered to attend an equity conference and she recommends that board members attend to have a common conversation altogether. Another resource that she shared was a packet from a workshop from OSBA's Summer Boards Conference. She said that one thing that needs to be thought out is how supports can be put in place to support equity for all students. In regards to the workshop from OSBA, she called attention to what they called the "opportunity gap." She said these are the systems that adults are responsible for. She said that the question is, how do we fill the gap to create equality and to achieve.

Another thing that she learned that it was helpful is the role of the School Board in ensuring equity in the district: Having core values, accountability, asking questions, sparking community engagement, and advocating. By having

the equity lens as a tool, it will impact students and hiring decisions. She said that she would like to contact the presenter to come and present to our community.

There was further discussion about having a Working Session to figure out the equity piece and how it fits, and to work on a mission, vision, and district goals as well.

The Working Session got scheduled for September 17, 2020, at 5:00 right before the regular session.

Director Jirges, Director Caballero, and Director Martin indicated that they wish to attend the COSA Conference virtually and Director Bustamante said that he would like to have the opportunity to watch it later since he is not available the date that it is scheduled.

9.5 Operational Blueprints

Ms. Stevens said that you would see that the schools each turned in a hybrid and a comprehensive model to ODE. She noted that these documents are templates with the ability to make adjustments. She added that these documents were sent to the school's nurse and will make adjustments to support secretarial staff. She pointed out one adjustment that was made was that the daycare would not work as an isolation room any longer because the district is offering a daycare program. She asked that if there were any further questions to let her know. She said that this would be communicated to parents too.

9.6 Beginning of School with Staff

Ms. Stevens shared the following highlights about the beginning of School.

- ✓ There will be a 6th grade and freshmen orientation day in which students will come face to face to the buildings in small groups.
- ✓ Kindergarten students will start off with packets instead of Chromebooks.
- ✓ Will be alerting parents that there is an increase in online predators. We will be partnering with the Gervais Police to have resources available for parents.
- ✓ We will have a virtual districtwide meeting on Tuesday at 11:00 a.m.
- ✓ Professional development will be offered on how to be an online teacher.
- ✓ Small sessions will be set up with Frontier Charter School teachers to connect with our teachers and serve as mentors.
- ✓ Classified staff will be helping part-time in the food services department.

There was a brief discussion on how difficult it is for teachers to transition so quickly to be online teachers, especially if you are beginning your career as a teacher.

10.0 FUTURE AGENDA ITEMS

EXECUTIVE SESSION

Director Jirges recessed the Regular Session at 8:01 p.m. and called the School Board of Gervais School District #1, Marion County into an Executive Session, under ORS 192.660 (2) (d) "Labor Negotiator Consultation" on Thursday, August 20, 2020, at 8:02 p.m. in the Gervais School District Conference Center. Board members present included: Henry Bustamante, Maria Caballero, Mike Jirges, and Lorraine Martin, and Debbie Sullivan. Others present included Dandy Stevens and Sandra Segura

ADJOURN

11.0

11.1 Adjourn Executive Session

Director Martin adjourned the Executive Session at 8:39 p.m.

11.2 Adjourned Regular Session

Director Martin reconvened the Regular Session and then adjourned at 8:40 p.m.

APPROVED

Board Chairperson

Board Secretary