

**Gervais School District #1  
School Board Regular Session Meeting Minutes  
Thursday, October 21, 2021**

**REGULAR SESSION**

Director Contreras called the School Board of Gervais School District #1, Marion County, into a Regular Session on Thursday, September 21, 2021, at 6:03 p.m. via ZOOM online. Board members present included: Maria Caballero, Ana Contreras, Maria Contreras and Angie Toran (Director Bustamante was absent). Others present included Caryn Davis, Dandy Stevens, and Sandra Segura.

**1.0 CALL TO ORDER**

**1.1 Pledge of Allegiance**

Director Contreras called the School Board Meeting to order with the Pledge of Allegiance at 6:03 p.m.

Director Contreras read the policy BDDH-AR regarding the public forum and explained the process of signing up to speak during the public forum.

**2.0 INTRODUCTIONS & ANNOUNCEMENTS**

**2.1 Public Forum Sign-Up:**

Lenthal Kaup.

**Public Forum Sign-Up included:**

None.

**2.2 Visitor Guest Book**

Andrew Aman, Creighton Helms, Tracy Lewis, Bob Martin, Gustavo Muñoz, Julie Powers, Ken Stott, and Sylvia Valentine-Garcia.

**2.3 Announcements**

**3.0 APPROVAL OF MINUTES**

**Comment:**

Director A. Contreras mentioned that she noticed a minor error on page 8. It states, "Director Martin, and it should be Director Bustamante."

**Motion:**

There was a motion made by Director A. Contreras and seconded by Director Caballero that the Gervais School District Board of Directors approve the minutes with the changes mentioned from the Working Session on August 5, 2021, Regular Session on August 19, 2021, and Regular Session on September 15, 2021. The motion passed 4-0. (Director Bustamante was absent)

**4.0 PUBLIC FORUM:**

Mr. Kaup stated that he continues to have concerns about students not reading at grade level. He said that he understands that every student will continue their education beyond high school. He stated that he wants to ensure that all students are offered the same opportunities to reach their potential.

**REPORTS**

**Student Council Report**

Uriel Aguilar (ASB president) announced that homecoming was a success. He said that approximately 162 attended, which is a record-breaking number. He also shared that the student body will have a spirit assembly for the soccer and volleyball teams because they made it to finals. FFA is doing good and heading to the national convention. Uriel asked if the board

members had any further questions.

There was a brief discussion regarding the new sound system that was purchased and on the number of students that will be attending the FFA convention.

#### **Administrators Reports:**

Ms. Stevens said that she asked Mr. Muñoz and Ms. Lewis to present at this board meeting, but she mentioned that the administrators are present if you have any further questions regarding their written reports.

#### **Technology Department**

Ms. Lewis reported a breakdown of the technology purchases. For example, the number of laptops and Chromebooks purchased with COVID funds. In addition, she stated that the district was able to claim for damaged Chromebooks. Finally, she reported that the district has upgraded to faster internet from Fast Ethernet (100 Mb) to Gigabit Ethernet (1000Mb connections) and shared a snapshot of the new website design.

There was a brief discussion on the number of Chromebooks that were turned in damaged/lost, the number of cameras installed throughout the district, and the game streaming option for parents.

#### **Maintenance Department**

Mr. Muñoz reported that the custodial department hired two additional custodians. He shared that the custodial department had a training recently to update custodians on procedures. Mr. Muñoz stated that the custodial department would be focusing on deep cleaning and organizing buildings during the coming breaks. He said that during this pandemic, they all make sure everything is sanitized thoroughly. He stated that some of the other projects they will focus on are adding a new gym floor and replacing some of the old furniture at the middle school.

There was a brief discussion on how often doorknobs and desks are sanitized in the building. It was also discussed that there had been a couple of times that subs were hired to help sanitize.

Director A. Contreras asked if water fountains were on for students to drink water from.

Mr. Muñoz said that they are off and that they only have the refillable water bottle fountains on.

#### **Financial Report:**

Ms. Davis reviewed the end fund balance report for November and shared that numbers increase due to payments from taxes. Another factor impacting numbers is that the instructional staff is paid for three months during May and June, which is why numbers decrease. That is why fund balance takes a drop. She said that regarding the projections about ending fund balance, the district is 100K higher than projected. She explained the new reports that showed how much of the budgeted amount we have received today compared to last year from July to September. She noted that it does the same for special revenue funds and all sources, including capital funds. Ms. Davis also informed the board that she is currently working with auditors, but things are moving slowly because they had to shut their business for ten days due to COVID. She asked the board members if they had any further questions about her reports.

Director M. Contreras said that she likes the graphs provided because you can compare things to the previous year. She also asked if Ms. Davis could expand further on the day-to-day sources and why there is a variance.

Ms. Davis said that the reason is that grants are spent, and then the district claims the things that are encumbered.

Director Toran asked Mr. Davis to expand on tax money collected from new homes built within the district.

Ms. Davis said that is a construction excise tax, and that is put on a separate account. She could have those figures included in next month's board packet.

Director Toran said that it would be interesting to watch over the years.

#### **Superintendent Report**

Ms. Stevens said she would discuss some items during the action and has nothing additional to share from her written report.

Director Contreras recessed the meeting at 6:41 p.m.

**6.0 BOARD FOCUS/MEMBER TOPICS:**

Director A. Contreras called the meeting back at 6:45 p.m.

Director A. Contreras asked if any of the board members had any focus items that they would like to discuss during this time.

No items were brought up by the board members.

**7.0 CONSENT ITEMS:**

Director A. Contreras asked if everybody had the opportunity to review the additional consent items listed in red.

No further comments were made.

**7.1 Approve**

**New Hire / Temporary/Rehire:**

Ty Brack, GHS Substitute Teacher  
John Cook, Temp GES Digital Instruction Specialist Teacher  
Griselda Cueto, Cook  
Jasmin, Enciso-Anaya, Temp GES FLC Instructional Assistant  
Fatima Gonzalez, Daycare Worker  
Yolanda Pico, Preschool Worker  
Theresa Reynolds, High School Science Teacher

**Extra Duty:**

Benoit Berho, GHS Head Soccer Coach  
Andre Brown, GHS After School Instructional Assistant  
Courtney Karns, GES Choir  
April Joy-Koer, GHS After School Teacher  
Becki Lader, GHS After School Instructional Assistant  
Tami Pizer, GHS After School Instructional Assistant  
Charmayne Robinson, GHS JV Volleyball Coach  
Sterling Roberts, GHS Choir Instructor  
Andrea Vega, GHS After School Instructional Assistant

**7.2 Approve**

**Contract Change / Renewal:**

Amy Frazier, from Daycare Worker Four Days to Daycare Worker Five Days  
Fatima Gonzalez, from Daycare Worker to Welcome Center Secretary  
Lilia Guerrero, from Childcare Worker to GES Instructional Assistant  
Alejandra Martinez, from GES Elementary Instructional Assistant to GHS ELL Instructional Assistant  
Adelita Ruiz, from Instructional Assistant, ELL Elementary Teacher

**Recall:**

**7.3 Approve**

**Resignation/Retire/Termination/Non-Renewal:**

Kristin Carnat, 504 Facilitator  
Annie Owen, GHS Girls Assistant Coach  
Todd O'Connor, GMS Girls Middle School Basketball Coach  
Stephanie So, NEHS Advisor  
Andrew Sullivan, GMS Instructional Assistant

**Decline:**

**Reduction in Force:**

**Motion:**

There was a motion made by Director Caballero 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 Bustamante was absent).

## **8.0 ACTION ITEMS**

### **8.1 Division 22 Standards for K-12 Education**

Ms. Stevens said that the state generated this report and explained that each of the administrators is assigned some standards to make sure the district is in compliance. If the district is not in compliance, those are marked as such, and the administrators write down corrective action plan and timeline.

Ms. Stevens shared that the district is not in compliance with the following standards.

#### **581-022-2030 District Curriculum**

Ms. Stevens said the district is currently working on K-12 alignment that is why Ms. Atwood was hired in a TOSA position to start working on that. She said that the district had not had a consistent focus on vertical alignment. She said that the district would begin working with the high school and down to the lower grades. She stated that this is also one of the Strategic Plan goals.

Director Toran asked to explain further.

Ms. Stevens said that it's about preparing students and figuring out the proper assessments to give students to see where they need support. She said that currently, the elementary does an excellent job because they do have several assessments in place, but the district does not have very many for the upper grades.

#### **581-022-2060 Comprehensive School Counseling**

Ms. Stevens said that the district started working on the social and emotional component last school year. She said a piece that the district is lacking is a PEP Plan for 7<sup>th</sup> to 12<sup>th</sup> grade. This plan reflects what students grow over time. That is a work in progress, and we expect to have it in place by the end of the school year.

#### **581-022-2500 Programs and Services for TAG Program**

Ms. Stevens said that Ms. Atwood is working on putting together a TAG program. She said that Ms. Atwood's first task is going by teacher recommendation and parent recommendation. She said that teacher training is scheduled for next August. The idea is that there is a differentiation between talented and gifted students.

Director Toran said that South Salem has a good TAG program.

Ms. Stevens said that Ms. Atwood has the skill set to do this work, and things are going well.

#### **Motion:**

There was a motion made by Director A. Contreras and seconded by Director Caballero the Gervais School District #1 Board of Directors approves the Division 22 Standards for K-12 Education within the OARs as presented by Ms. Stevens. The motion passed 4-0 (Director Bustamante was absent).

### **8.2 Board & Superintendent Working Agreement**

Director Contreras said that she has reviewed the agreement and feels that it ties nicely with the district goals and wonders if anybody else has any input.

#### **Motion:**

There was a motion made by Director Caballero and seconded by Director A. Contreras that the Gervais School District#1 Board of Directors approves the Board & Superintendent Working Agreement as shown on the agenda. The motion passed 4-0 (Director Bustamante was absent).

### **8.3 Board Goals**

**Motion:**

There was a motion made by Director Caballero and seconded by Director A. Contreras that the Gervais School District Board of Directors adopts the Board Goals as shown on the agenda. The motion passed 4-0 (Director Bustamante was absent).

### **8.4 Superintendent Goals**

**Motion:**

There was a motion made by Director A. Contreras and seconded by Director Toran that the Gervais School District Board of Directors adopt the Superintendent Goals as shown on the agenda. The motion passed 4-0 (Director Bustamante was absent).

## **9.0 DISCUSSION ITEMS**

### **9.1 Policies First Reading**

AC: Nondiscrimination

BDDH: Public Comment at Board Meeting

DJC: Bidding Requirements

GBA: Equal Employment Opportunity

GBEA: Workplace Harassments

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

GBNAB/JHFE: Suspected Abuse of a Child Reporting Requirements

IA: Instructional Goals

IB: Freedom of Expression

IGBHA: Alternative Education Programs

IGBI: Bilingual Education

IIA: Instructional Resources/Instructional Materials

IJ: School Counseling Program

The board members and the superintendent reviewed each of the policies going for the first reading and gave the following suggestions/input.

#### **AC: Nondiscrimination**

Ms. Stevens said that much of the verbiage is grounded on law and does not have the option to choose verbiage.

#### **BDDH: Public Comment at Board Meeting**

Ms. Stevens said that she would like to know if whoever is speaking is a district resident. She said she is open to discussing public comments since it's currently limited to 3 minutes.

Director Toran said that she feels there is no need to extend the 3 minutes since Ms. Stevens is an excellent listener and always follows through.

The following input was given on policy BDDH.

- No public comment during working sessions.
- Include suggested topics in future agenda items.
- Comments submitted in writing within 72 hours are reasonable.
- Comments regarding staff members would like to follow policy KL.

#### **DJC: Bidding Requirements**

Ms. Stevens said that the board approves contracts and follows the Oregon Attorney General's Model Public Contract Rule.

#### **GBA: Equal Employment Opportunity**

All language is required.

#### **GBEA: Workplace Harassments**

All language is required.

#### **GBNAA/JHFF: Suspected Sexual Conduct with Students and Reporting Requirements**

Ms. Stevens stated that the law has changed, and now not only district employees are required to report, but others are also required to report. Ms. Stevens provided an example, so it was more straightforward for the board members on reporting requirements. In addition, she said that district employees/volunteers could not message students privately, even if it's a friend of the family. There was further discussion in regards to electronic communication with students. Ms. Stevens will work on the optional language and bring it back to the board for the second reading of the policy.

#### **GBNAB/JHFE: Suspected Abuse of a Child Reporting Requirements**

Ms. Stevens recommended that if the superintendent is the alleged perpetrator, the report shall be submitted to the "Federal Programs Director" since the district does not have an "Assistant Superintendent."

#### **IA: Instructional Goals**

Ms. Stevens said that you want to be purposeful because parents want to be involved. She stated that she wants to make sure all the tools/resources are available for students.

Director A. Contreras said that she is good with the proposed language.

#### **IB: Freedom of Expression**

Ms. Stevens said that there has to be a list of officers whenever there is an active club. She also said that the schools could not say "no" to a student-generated club as long as they have teacher supervision.

There was further discussion about the superintendent making the final decision when approving flyers to be posted and the process of complaints.

#### **IGBHA: Alternative Education Programs**

#### **IGBI: Bilingual Education**

#### **IIA: Instructional Resources/Instructional Materials**

Ms. Stevens said that she would like to include students in the policy when adopting instructional materials.

#### **IJ: School Counseling Program**

Ms. Stevens said that the district has already completed staffing for the counseling program. She noted that the last sentence on the optional language. She is not sure why they suggested that language.

### **9.2 ESSER III Feedback and Update**

Ms. Stevens said the district created a new tab on the district's website, and the public can see

information/input ESSER III. She said that good questions came up from the survey.

### **9.3 Pre-Bond Planning Committee Update**

Ms. Stevens said that the architect would develop options based on input /priorities from the Pre-Bond Committee and the survey. Ms. Stevens shared that she will be attending several meetings to ensure all the right stakeholders receive information about the district's plans regarding passing a bond. She said that a proposal would be put together later in the year to set dollar amounts for each option.

## **10.0 FUTURE AGENDA ITEMS**

### **11.0 ADJOURN**

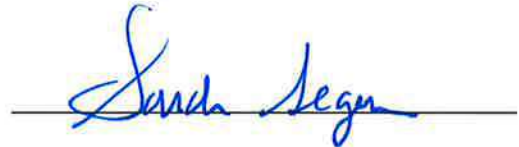
#### **11.1 Adjourn Regular Session**

Director A. Contreras adjourned the Regular Session at 7:50 p.m.

APPROVED



Board Chairperson



Board Secretary

