



# Jefferson County School District 509J

UNITE. ENGAGE. SOAR.

**Jefferson County School District 509-J**

**445 SE Buff Street, Madras, OR 97741**

Board of Directors **BOARD MEETING** Minutes of:

*August 10, 2020 @7:00pm*

509-J BOARD  
**APPROVED**  
September 14, 2020

## **REMOTE ACCESS ONLY**

Due to the COVID-19 state-wide restrictions and Governor Brown's "Stay Home, Save Lives" order, the Jefferson County School District 509-J Board Meeting will meet virtually via ZOOM.

Join Zoom Meeting

<https://us02web.zoom.us/j/88332790604?pwd=WFNtUFVTajZQZXBGVWJsUTlyaXVBZz09>

Meeting ID: 883 3279 0604

Passcode: 91919601

Phone

(253) 215-8782

Meeting ID: 883 3279 0604

Passcode: 91919601

## **REGULAR SESSION (7:00PM)**

**ATTENDANCE:** Board Chair Jamie Hurd, Vice-Chair Laurie Danzuka, Courtney Snead and Tom Norton *[left meeting at 7:48pm]*

**ABSENT:** Kevin Richards, Tom Norton *[left meeting at 7:48pm]*

### **REGULAR SESSION -**

Board Chair Laurie Danzuka called the meeting to order followed by the Pledge of Allegiance

### **AGENDA ADOPTION**

Superintendent Parshall informed the board that there are some policies that were updated for bracketed language that would be shared.

Jamie Hurd moved to approve the agenda as presented; motion passed – **Approved 4/0.**


### **PRESENTATIONS/REPORTS/COMMUNICATION/DISCUSSION ITEMS**

- **Community Communication**

Superintendent Parshall shared document from community member – Letter to Governor Brown (from Dr. John Powell).

- **Reopening Planning Update**
  - Operational Blueprint for School Reentry 2020-2021
  - Comprehensive Distance Learning

Superintendent Parshall and Curriculum Director Melinda Boyle explained the two new options to return to school based on the newest State guidelines based on our health metrics:




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**509J SAFE RETURN TO SCHOOL**  
**TWO OPTIONS**

**OPTION 1: Comprehensive Distance Learning**

**A: Comprehensive Distance Learning Model (CDL)**  
*Temporary Option*

- Teachers, students, and classmates engaged with district content/materials, working from a distance
- Live engagement tools such as Google Meets (K-12), video and audio recorded lessons
- Regular and predictable schedules and routines for daily on-line learning activities
- Increased quantity of instruction and student work aligned to Oregon Standards
- Improved engagement with classroom and group activities
  - Consistent and regular teacher feedback on academic work and academic grades
  - Regular group check-ins with a teacher for social and emotional connection
  - Support for technology usage for students and families
  - Clarity around attendance and participation
    - Counseling and mental health services
    - Family engagement and partnerships
    - Opportunity for small group on-site instruction




**B: Return to School On-site Full-time**  
*The Goal*  
 When Oregon Health Authority and Oregon Department of Education guidelines allow, and we can ensure safety, students will return to daily, regular in-person learning.  
  
 In the event of another school closure, we will return to a Comprehensive Distance Learning Model.
 

**OPTION 2: Enroll in CASA Online Learning**

**Why choose JCSD 509J's CASA Online Learning instead of a charter school or other online school?**  
**A flexible, fully online learning K-12 experience for 509J students.**

- Students guided by our Jefferson County on-line teachers
- Students participate 5 days per week in a full load of courses
- Personalized support and tutoring available
- Self-paced curriculum with additional benefit of our elective course catalog
- Teacher-led instruction can be structured and differentiated to meet the needs of English learners.
- Students are expected to engage on a daily basis for attendance and make weekly progress based upon pacing guides for completion of courses.
- Students in CASA Learning will graduate with their resident school peers and will have their resident school name on their diploma and transcript
- Students may remain in full-time online learning regardless of local and state metrics. Every nine weeks there is an opportunity to transition to on-site learning.



To view more detailed information and complete forms to make your selections, please visit our website at:  
<https://www.jcsd.k12.or.us/district/returning-to-learning/> **DEADLINE: THURSDAY, AUGUST 20, 2020**

Superintendent Parshall explained that there will be a much more robust comprehensive learning model than we had in the spring (when our district was closed short term then extended). Now, we have had an understanding that it could continue going into the fall so we have prepared and have had robust professional learning for our teachers so they will be much better positioned with the skills and knowledge they need to teach virtually. He shared some examples of the professional development they have had and plan to have in the fall. Superintendent Parshall shared that there has been much more clear guidelines from Oregon Department of Education on engaging families and student; and what minimal face-to-face instructional time should look like, and our district will communicate clearly so all of our teachers know what our expectations are of

a school day and all the families are clearly aware of what instruction should look like. Superintendent Parshall also shared that we have ordered Chromebooks and hotspots for those who do not have devices at home; some of the items have been funded by grants and some with district dollars, but we are much more prepared to meet the technology needs of our students and families. He explained that there still are challenges in regards to cell coverage – if there are areas with no cell coverage a hot spot will not work; this is a national issue, a statewide issue and certainly a local issue as we work to make sure broadband coverage is extended to rural areas throughout our country.

Tom Norton's asked Superintendent to simplify the process and explain how it will look differently than what took place in the spring – for example - for an elementary student, how will it look different, rather than just a packet of homework, and if there is a high school student with advancement classes – how will that student get the extra help needed?

Superintendent Parshall shared about the learning day overview (by grade level) from Oregon Department of Education and explained various grade level scenarios to the comprehensive distance learning.

Grade Level	Teacher- Facilitated Learning* (Daily/Weekly)  <i>Must account for at least 50% of Instructional Time</i>	Applied Learning  <i>Must not account for more than 50% of Instructional Time</i>	Nutrition and Wellness (snack, lunch, rest, connect, time management)  <i>Does not count for Instructional Time</i>
<b>K-3</b>	2 hours, 20 minutes per day 11 hours, 40 minutes per week (Required Minimum)	Daily/weekly  No Required Minimum	Daily 2 hours recommended
<b>4-8</b>	2 hours, 30 minutes per day 12 hours, 30 minutes per week (Required Minimum)	Daily/weekly  No Required Minimum	Daily 2 hours recommended
<b>9-11</b>	2 hours, 50 minutes per day 14 hours, 10 minutes per week (Required Minimum)	Daily/weekly  No Required Minimum	Daily 2 hours recommended
<b>12**</b>	2 hours, 45 minutes per day 13 hours, 45 minutes per week (Required Minimum)	Daily/weekly  No Required Minimum	Daily 2 hours recommended

\*Based on 165 day school year and a 5-day week (50% calculation based on dedicated instructional hours in Division 22; recess, professional development, and parent/teacher conference allowance was subtracted prior to the calculation)

\*\* Twelfth-graders typically follow established daily high school schedules, but end their school year earlier than students in Grade 9-11.

Answering Tom Norton's questions, Superintendent Parshall also explained the next efforts they are hoping to finalize (after the next set of guidance tomorrow) is the work with the students

with special needs; English language learner students and those advance placement students who need additional assistance.

Tom Norton said he has heard from a lot of people about their concerns about comprehensive distance learning and asked if there will be communication reflecting what Superintendent Parshall just explained.

Superintendent Parshall explained that there was communication sent out last Thursday evening and he is preparing additional communication for this Thursday to explain the more robust instructional program. He shared that families will be able to come in when they get their Chromebooks and receive some hands-on instruction on how to navigate the Chromebook the first week of school and then again have training on Google Classroom and Google Meets in hopes to help families learn the technology pieces as they proceed.

Tom Norton thanked Superintendent Parshall for the update and as a final comment he said he realizes it is a work in progress but please get the communication out to families.

Jamie Hurd noted there are a lot of families that have questions and asked where is the best place to get their questions answered (about the new guidance) – their Principals?

Superintendent Parshall said he will be sending out communication on Thursday evening that will hopefully answer a lot of their questions; they can certainly contact their principals but he wants to respect the fact that the Principals will be very busy during this time too and hopes that the families will look to the communication first in hopes it will answer their questions and then call.

Laurie Danzuka said it would be helpful if they include guidance for parents/families on how to navigate the process for their children during the comprehensive distance learning.

Superintendent Parshall explained that he appreciates the questions and concerns the board members are bringing up and explained that they are looking into additional non-traditional support for families (especially in technology and academics) during this time.

- Health Metrics [New Metrics, Released July 28, 2020](#)

Superintendent Parshall introduced Kira Fee, director of student services to report on health metrics for Jefferson County School District. Chair Danzuka requested that Kira please explain what areas of support she will be providing in her role.

Kira Fee, director of special services shared that in her role this year she will be supporting special education, counselors, 504, TAG, nursing and probably some other areas yet to be identified as we move through the comprehensive distance learning. We are very fortunate to have a strong partnership with Jefferson County Public Health Department and they have been meeting with the school team weekly so we can understand how the numbers in Jefferson County effect our ability to in-person learning. There are three metrics we have to meet (1) positivity rate of less

than 5% at State level as well as the (2) Jefferson County level and (3) a case count of less than 20 per 100,000 people (for our county that means about 2 cases) per week; and all of those have to be met per week for three consecutive weeks. Right now our current case count is over 200 and our County's positivity rate is around the 16% range. We are also looking at the metrics that would allow for some exceptions for limited in-person learning for small groups as well as our younger (K-3<sup>rd</sup> grade) groups. We would need a positivity rate of under 5% and the case count can be up to 30 for 100,000 – about seven cases per week.

Superintendent Parshall asked Jefferson County Health Department Director Michael Baker if he has anything to add. Michael Baker said that Kira covered the metrics well and we are far from meeting the current metrics.

Courtney Snead asked if 'we see there is a light at the end of the tunnel' and there is a time we can move to on-site learning, what does that timing look like and what would be the preparation for that? Superintendent Parshall explained that we shifted from onsite to distance learning and that is our focus right now, but we will continue to monitor the health metrics and adjust as we go along; we will pull our planning team together to prepare for onsite. We are hoping that we can meet the health metrics to allow for the small group instruction sooner.

Jamie Hurd asked if there is an update on the counselors getting together to help provide mental health services to our students. Superintendent Parshall explained that is a work in progress and during the first few weeks of school there will be some climate classroom building and also social emotional lessons at all levels so we can support the social emotional needs of all our students. That is part of the planning - the social emotional learning process will be a part of our opening process and just developing a culture of care during this difficult time for all of us.

Laurie Danzuka asked if Superintendent Parshall could share about what protections are being made for staff entering schools. Superintendent Parshall asked Lynn Evans, director of human services and operations to speak regarding that topic.

Lynn Evans shared that they are working on a checklist for all custodians; we have invested in hand sanitizer to be installed at nearly every classroom, gloves, face coverings, and face shields, signs for physical distancing and no-touch water fillers to replace the existing water fountains. Superintendent Parshall also shared that in addition to the personal protective equipment that we purchased, Oregon Department of Education is supplying thousands of masks and face shields for staff and students and they will be coming through distribution through the Jefferson County ESD.

***[Tom Norton left the meeting a 7:48pm]***

Board Chair Danzuka offered a comment –aware of the rural district that we are in and how we are taking tiny steps to address the changes as they arrive; there are a lot of concerns in the community about how things will happen (safety of kids, staff, schools, and buses) there are so many moving factors involved as we continue to address how we are going to be able to continue

to educate the students safely in our district. She appreciates all the time that people are putting in, the due diligence as we continue to try and get much needed services to the students that we serve.

### **HEARING OF CITIZENS / DELEGATIONS**

Due to the COVID-19 Statewide restrictions and Governor Brown's "Stay Home, Save Lives" order, the Jefferson County School District 509-J will accept public comment in writing prior to the meeting. If you are a member of the community and wish to provide a public comment, in written format ONLY. Written comments must be received by 1:00 pm on Monday, August 10, 2020 and will be read during the public comment section of the virtual meeting on Monday, August 10, 2020. - Thank you for your understanding and cooperation. Please submit your [COMMENT HERE](#)

There were no comments for the evening.

Superintendent Parshall reminded the board that the personnel agenda has been updated to reflect the recommended hiring of one teacher and one counselor at Warm Springs and one teacher at Bridges High School.

### **ACTION ITEMS**

#### **A. Consent Agenda**

- Approval of Board Minutes of **June 3, 2020**
- Personnel Action (updated)

Courtney Snead motioned to approve the consent agenda as presented; motion passed – **Approved 3/0.**

#### **B. Resolution #21-02, Various Grants (\$960,476)**

CFO Martha Bewley explained Resolution #21-02 to the board detailing the breakdown of the \$960,476.

Jamie Hurd motioned to approve Resolution #21-02, Various Grants (\$960,476) as presented; motion passed– **Approved 3/0.**

#### **C. Resolution #21-03, Purchase of Delivery Truck**

CFO Martha Bewley spoke to this resolution explaining that we had budgeted for the purchase of equipment for support services, and the delivery truck (for food services) that has been used for delivering meals is not repairable so they are requesting to use the funds from the support services, transferring them over to enterprise and community services to purchase a delivery truck.

Courtney Snead motioned to approve Resolution #21-03, Purchase of Delivery Truck as presented, motion passed – **Approved 3/0.**

#### **D. Non-Represented Employee Handbook (Update)**

Lynn Evans explained the changes made to the updated Employee Handbook; sharing that the items that changed are underlined and in bold print; she said there were not real material changes, there was clean-up and clarifications and noted the new changes on pages two, three and six.

Board Chair Danzuka noted for clarification that this is for Administrative, Supervisory & Confidential employees and asked if there are any questions from the board; with none, she called for a motion.

Courtney Snead motioned to approve the Non-Represented Employee Handbook as presented; motion passed – **Approved 3/0.**

#### **E. Ratification of Madras Education Association Re-Opener Items**

Superintendent Parshall explained the Ratification reflects the collaborative agreement with MEA that includes a 2% COLA; Insurance CAP to \$1385 and site differential for certified staff working at Warm Springs K-8.

Courtney Snead asked if MEA has already approved the ratification. Superintendent Parshall confirmed - yes.

Courtney Snead motioned to ratify the Memorandum of Agreement between Jefferson County School District 509-J and the Madras Education Association as presented; motion passed – **Approved 3/0.**

#### **F. Ratification of Oregon School Employees Association Re-Opener Items**

Superintendent Parshall explained that they reached a tentative agreement with OSEA for same 2% COLA and insurance CAP; and they will be taking a ratification vote next week. Lynn Evans shared that they will actually be taking a ratification vote on August 13<sup>th</sup>.

Jamie Hurd motioned to ratify the Oregon School Employees Association Re-Opener Items; motion passed – **Approved 3/0.**

#### **G. Approval of Non-Represented Employees COLA of 2%**

Superintendent Parshall explained that this action item is a request for the same 2% COLA for non-represented employees (administrators, supervisors and confidential staff). Courtney Snead asked what we budgeted for in terms of COLA. Superintendent Parshall said we budgeted for 2% for all of our groups.

Jamie Hurd motioned to approve *the* Non-Represented Employees COLA of 2%, *motion passed* – **Approved 3/0.**

Superintendent Parshall explained the proposed OSBA Policy Updates – not a lot of substantive changes but necessary to get updated as many of them are required and aligned with the Senate Bill 155 and/or in alignment to Title IX Federal Law. Courtney Snead shared that she did take a look at the policies and they appear to not have a lot of substantive changes, a lot of cleanup and ORS references.

**H. OSBA Policy Updates – November 2019 (Vol. XLIII No. 2 sch)**

**I. OSBA Policy Updates – May 2020 (Vol. XLIII No. 4 sch)**

**J. OSBA Policy Updates – July 2020 (Vol. 64 No. 1 sch)**

Courtney Snead motioned to approve the policy updates as presented. Sharing the intent of the motion is for *action items H, I and J, all OSBA Policy Updates* as presented, motion passed – **Approved 3/0.**

**REMINDERS:**

OSBA Webinar, Board Roles & Responsibilities in the Time of COVID-19, **August 18, 2020**

Next Board Leadership: Tuesday, **September 8, 2020 @9am** (Laurie & Jamie)

Next Board Work Session: Monday, **September 14, 2020 @5:30pm**

Next Board Meeting: Monday, **September 14, 2020 @7:00PM**

Jamie Hurd asked if there would be opportunities for board members to stop by for some of the training. Superintendent Parshall shared that that information would be shared with the board members and asked that Curriculum Director Melinda Boyle send the board the schedule.

Superintendent Parshall shared the OSAA's guidance/update and that he, the high school administrator and the athletic director will be meeting to go over the guidance and how important it is to keep our students active and participating in athletics for their social emotional wellbeing.

**BOARD & SUPERINTENDENT HIGHLIGHTS**

- The OSBA is actively engaging in legislative lobbying and trying to get protections for school districts around litigation and trying to ensure that our funding remains a whole.
- Thank you to the district for the Summer Kindergarten acceleration program.
- Thank staff for the extra time people are putting in and how hard they are working.
- Thankful for the dedicated teachers opting in to training to be prepared.
- Thankful for the families (parents) for being kind and respectful through the process of surveys
- Thankful that Warm Springs community is being mindful about the health metrics and continue to be amazing partners doing what is best for our students.

Board Chair Danzuka asked about the updates to families – is there information to allow families to comment or provide influence or concerns – is there a comment or recommendation for that? Superintendent Parshall shared the frustration about the last survey, we asked families to



provide significant information, sent it out electronically and via mail but before the process was complete the guidance changed. He concluded, there will be a more thorough description of the comprehensive learning plan and consistent communication with our families.

Courtney Snead shared that she knows there is a lot of interest in our board meetings and communication to our families during this time ( Zoom meetings); and asked if there is a way we can place the dates of our board meetings in a more prominent area on our landing page and what the process is for submitting comments or a process of allowing comments.

Superintendent Parshall shared that they are working on the communication process and considering options of how to allow comments or questions for families that can be addressed. He also shared that Brian Crook principal at Madras High School; Bambi VanDyke principal of Warm Spring K8 and himself will be doing a live radio talk show on KWSO this Friday from 12-1pm and will be sharing information and fielding questions as part of the weekly talk show providing information to families. Courtney Snead suggested promoting it on social media for families to be aware as that would be helpful.

**MEETING CLOSURE/ADJOURNED**

Board Chair Laurie Danzuka expressed the importance of remaining positive during this difficult time as we continue to face challenges in our underserved community (especially in regards to connectivity). She is grateful for our community partners and accepting help in whatever form we can will be beneficial in our district.

With no further business Board Chair Laurie Danzuka adjourned the meeting at 8:26pm.

\_\_\_\_\_  
Tessa Bailey, Executive Assistant

***Draft to Board for approval at next meeting.***  
**Monday September 14, 2020**

\_\_\_\_\_  
Laurie Danzuka, Board Chair

\_\_\_\_\_  
Ken Parshall, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date