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*Commitment, Excellence, Community*

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**BUDGET COMMITTEE MEETING  
MINUTES  
Monday, June 3, 2019, 7:00 p.m.  
Pleasant Hill Community Center**

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**1.0 CALL TO ORDER**

The June 3, 2019 Pleasant Hill Budget Committee meeting was called to order by Chair Jessica Crawford at 7:05 p.m. Budget Committee members in attendance were Jessica Crawford, Jennifer Robbins, Eric Geyer, Dan Kimball, Drew Gottfried, Jeff Bernardo, Kimberly Jeremiah and Curt Offenbacher. John Oldham and Wylda Cafferata arrived at a later time.

Others in attendance were Superintendent Scott Linenberger, High School Principal Randy Fisher, Elementary School Principal Devery Stoneberg, Special Education Director Lisa Taylor, Business Manager Sheri Longobardo, and Board Secretary Courtney Wilson.

**2.0 APPROVAL OF MINUTES**

- 2.1 Approve May 20, 2019 Budget Committee Meeting Minutes (**Exhibit 1819.162**)  
The May 20, 2019 Budget Committee Meeting Minutes were approved by consensus.

**3.0 BUDGET DISCUSSION**

- 3.1 Recommended Changes  
The committee discussed their thoughts on the proposed budget and asked more clarifying questions.

Budget Committee Member Drew Gottfried moved to change the contingency amount to 2% plus \$250,000 instead of 2% plus \$400,000. Jeff Bernardo seconded the motion. The motion failed 5-4 with one member abstaining.

Board Member Curt Offenbacher made the motion to change the contingency amount to 2% plus \$100,000. Wylda Cafferata seconded the motion. The motion failed 6-3 with one member abstaining.

*Budget Committee Member Eric Geyer made the motion to change the contingency amount to 2% plus \$175,000. Drew Gottfried seconded the motion. The motion passed with a vote of 9:1*

- 3.2 Receive Responses to Email Questions Submitted by Budget Members  
Business Manager Sheri Longobardo stated there were no email questions from Budget Committee members in response to the documents she sent out.

### 3.3 Discussion

Regarding the Contingency Funds which is historically set at 2% of the district's operating expenses, changes were discussed. This 2% would amount to \$214,918. With the potential State School Fund being finalized at a higher amount than projected, it was originally proposed to add an additional \$400,000 to this total to allow spending authority if funding came in higher. As a precaution, the Budget Committee proposed lowering the amount in the instance the State School Fund is not finalized at the projected \$9 billion mark. See above, agenda item 3.1 – Recommended Changes, for proposed amounts.

The question was raised about what this Contingency Fund is used for. Business Manager Sheri Longobardo advised that 2% is set aside for emergency purposes and has not been used in the past. If the district was funded at the higher amount, the Board could chose to approve a transfer of funds from the Contingency to the General Fund account enabling the district to access the increased funding.

Transfers to and from as well as balancing of Requirements and Resources were discussed. Setting up transfers from the General Funds to other accounts (i.e. Special Revenue Funds or Contingencies) would ensure that these accounts remain at their suggested balances. It was noted that the committee hoped we would not need to make the transfer out of the Insurance/Benefit Reserve and, if it was made, that it would be replenished with any additional funding that comes in.

The number of Special Education students is consistently rising and thoughts were shared about costs surrounding these programs. Under the Individuals with Disabilities Education Act (IDEA) federal funding provides free, appropriate education for students with disabilities. Adding an additional teacher and additional resources with these funds would assist with student retention and decrease the need to fund such a high amount of alternative education and out-of-district placement options with general funding.

The committee discussed student enrollment and increasing class sizes, as this seems to be an area of concern in the community (this is based primarily on the Budget Survey taken earlier this year). The Budget Committee is together in wanting to find the best way to resolve this issue. Budgeting for the future needs to be a priority. Business Manager Sheri Longobardo shared that the budget is consistent enough to have maintained all staff members from last year. It was suggested that once school is open after registration that the budget should allow for hiring new teachers if class sizes are larger than expected. The addition of classrooms would also need to be discussed if new teachers were going to be hired.. As of now Elementary School Principal Devery Stoneberg advised that she has potentially one classroom available. Portable classrooms may need to be brought to the schools in order to house the additional classes.

With the cohort numbers reaching the cutoff point it was asked if the inter-district transfers are going to be approved. The transfer requests will be decided on August 23<sup>rd</sup>, 2019 after registration numbers are confirmed. Concerns regarding timing and eligibility for school programs were raised. High School Principal Randy Fisher stated that if students are not admitted until August, they may not be eligible to participate in certain activities for the school year.

In summary, the board concurred that planning for the future in regards to enrollment and class sizes, Special Education programs and allotment of state funding are keynote topics. Once funding amounts have been more solidified, the board would like to have the option of reconvening in order to address distribution and how to approve it.

### 3.4 Additional Questions & Answers

*Regarding Budget line item 271, Insurance/benefits.*

There was quite a bit of conversation as to whether or not to take \$68,000 from this item (which to date has \$368,000 in the account) and to add it to the General Fund Account. Sheri noted that she would report to the board if this money is spent in the upcoming years' budget. If the funds are not used the \$68,000 would return to item 271 - Insurance/Benefit.

## 4.0 PUBLIC COMMENT

Community member and High School Food Service Coordinator Lisa Jones commented on inter-district transfers and the ability to reverse acceptance based on student behavior. Mrs. Jones also expressed that the option of hiring a Dean of Students is a great idea. She sees how much time administrators spend addressing student behavior and discipline, and this addition would give them more time to focus on their administrative duties.

Mrs. Jones appreciates that the board is thinking ahead and hoping to add new teachers to reduce class sizes. She suggested that hiring new teachers earlier in the year might be more beneficial. It seems that teachers are searching and applying sooner than August; they appear to be settled in more by August.

## 5.0 ACTION ITEMS

### 5.1 Motion to Approve 2019-20 Proposed Budget

Budget Committee Chair Jessica Crawford read the proposed motion:

"I move that the Budget Committee of the Pleasant Hill School District No. 1 approve the budget for the 2019-20 fiscal year in the amount of \$18,508,103 for all funds.

"This represents

- A General Fund total of \$13,146,732,
- A Special Revenue Fund total of \$3,891,665, and
- A Debt Service Fund total of \$1,469,706."

***Jessica Crawford moved to accept the 2019-20 Proposed Budget, as amended. The motion was seconded by Eric Geyer. The motion passed unanimously.***

Jessica Crawford also read the Resolution imposing property taxes:

"I also move that the Budget Committee approve property taxes for the 2019-20 fiscal year at the rate of \$4.6414 per \$1,000 of assessed value for the permanent rate tax levy, and in the amount of \$1,469,706 for the debt service levy."

***Jessica Crawford moved to accept the Resolution to levy taxes. Jennifer Robbins seconded the motion. The motion passed unanimously.***

## 6.0 FUTURE MEETING

- Board Meeting - Budget Hearing & Adoption, June 24, 2019 7:00 p.m. – Pleasant Hill Community Center

## 7.0 OTHER

There was no other discussion.

## 8.0 ADJOURNMENT

There being no further business for the Budget Committee, the meeting was adjourned at 9:27 p.m.

Signed: Wylda Cafferata on this 24<sup>th</sup> day of June, 2019  
Wylda Cafferata, Board Chair