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*Commitment, Excellence, Community*

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**SCHOOL BOARD MEETING  
 MINUTES  
 Monday, October 21, 2019, 7:00 p.m.  
 Pleasant Hill Community Center**

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**1.0 CALL TO ORDER**

The Pleasant Hill School Board Meeting was called to order at 7:00 p.m. by Board Chair Jeff Bernardo. Others in attendance were Board Members Curt Offenbacher, Wylda Cafferata, and Stephen Hammond; Superintendent Scott Linenberger, Business Manager Sheri Longobardo, High School Principal Randy Fisher, Elementary School Principal Devery Stoneberg, Special Education Director Whitney Connolly, and Board Secretary Courtney Wilson. Board Vice Chair John Oldham was not present.

Curt Offenbacher read the Mission Statement.

**2.0 INTRODUCTION OF AUDIENCE**

High School teacher Sue Doe was present shortly after the call to order.

**3.0 ADDITIONS OR DELETIONS TO THE AGENDA**

Board Chair Jeff Bernardo requested to add item 6.3, OSBA Elections discussion to the agenda.

**4.0 APPROVAL OF MINUTES**

4.1 Approve October 7, 2019 Board Meeting Minutes (Exhibit 1920.55)

Board Member Wylda Cafferata requested that it be added to item 7.0 Public Forum that “the school district is under no obligation to implement any recommendations made by the School Shield Training Group.”

The minutes were approved as amended.

**5.0 CONSENT AGENDA**

Board Member Cafferata requested to move Policy IKA – Grading and Reporting System – to Board Action Item 8.2 for discussion and a vote.

5.1 Policy Updates – Second Readings

- Budget Committee – GBL (Exhibit 1920.56)
- Budget Transfer Authority – DBK (Exhibit 1920.57)
- Audits – DIE (Exhibit 1920.58)
- Bidding Requirements – DJC (Exhibit 1920.59)
- Personal Services Contracts – DJCA (Exhibit 1920.60)
- Salary Deductions – DLB (Exhibit 1920.61)

*Board Member Curt Offenbacher moved to approve Agenda Item 5.0, Consent Agenda. Wylda Cafferata seconded the motion. The motion passed unanimously with a vote of 4:0.*

## **6.0 REPORTS & DISCUSSION ITEMS**

### 6.1 Superintendent Report

#### 6.101 Enrollment – First Quarter & Current (Exhibit 1920.63)

Superintendent Linenberger presented enrollment numbers comparing the first quarter totals for the last ten years, as well as the year-to-date numbers in comparison to this time last year.

Chair Bernardo inquired about the descending numbers as classes move forward through high school, noting that last year's classes have each reduced in size. Principal Fisher confirmed that it was a trend, adding that there were a number of students who moved out of the district as well as students that weren't released to transfer into the district.

With the steady growth in the last ten years, the Board would like to have a future discussion about the long-term options when it comes to enrollment and inter-district transfers. The primary question is whether to remain at the current cohort projection and acceptance totals, or if the school has the ability to increase its number of students.

#### 6.102 Student Success Act (SSA)& Continuous Improvement Plan/Pleasant Hill Improvement Plan (CIP/PHIP) Updates (Exhibit 1920.64)

The Pleasant Hill Improvement Plan and Continuous Improvement Plan groups continue to gather and touch base regularly each week. On Friday, October 11 Principal Stoneberg and Superintendent Linenberger met with the curriculum director from LESD. The director made suggestions for edits prior to submitting the document to ODE. A community forum will be held on November 19, 2019 as well.

Principal Stoneberg and Mr. Linenberger presented at the Curriculum Leaders meeting and the School Districts Superintendents meeting. Their speeches included actions taken to date by our district regarding the Continuous Improvement Plan.

Pleasant Hill School District is remaining on track by ensuring all reporting is done properly and on-time. The primary changes in reporting are that the CIP/PHIP timelines will now be included in the narratives.

The administration team reviewed the Student Success Act survey results from the students, staff, and community. This survey was posted on the district website as well as sent via email. Students in grades 6-12 were invited to participate. The board commented on the differing language for answer options between students and parent/family/staff. The differences weren't intentional, but thought to be apt language for each response group.

Concerns were stated regarding the number of responses stating strong disagreement to the statement "Pleasant Hill schools are safe and welcoming." The board would like more details to be provided. An option for those who answered "Disagree" or "Strongly Disagree" to provide reasons for their responses would be appreciated. With regards to the "understanding and monitoring [student's] academic progress" answers, the board was pleased to see the higher numbers of "Agree/Strongly Agree"

answers. Board Member Wylda Cafferata pointed out that these responses reflect well on the goal to improve engagement within the school/community. It was suggested that, following board approval of the CIP document, these survey responses be provided on the district website and/or in the next district newsletter.

The board would like to see data provided at the second board meeting in November reviewing parent/teacher conference participation. This information will be gathered via online registration information and sign-ins.

## 6.2 Financial Reports

### 6.201 Quarterly Financial Reports (**Exhibit 1920.65**)

Business Manager Sheri Longobardo presented the board with the first quarter financial reports. She noted that there is not much activity to report mostly due to inactivity so early in the school year. Ms. Longobardo also pointed out that the Beginning Fund Balance will change after the audit, which is scheduled for mid-November.

Revenues and expenditures are also going to start to reflect more accurately as the school year progresses. The State School Fund account reflects a double payment for the month of July. The Business Manager also noted that the negative number in the “Salaries” line is a result of totals that can’t be projected (i.e. substitute salaries). These numbers will fluctuate and be reflected in monthly reports.

With regards to cash accounts at each school, Ms. Longobardo noted that they are reconciled at the district level. It was clarified that the Pleasant Hill High School Money Market investment account is essentially a low-yield savings account.

As of September 30, 2019 all budgeted transfers between accounts have been made. These transfers totaled \$400,000.

### 6.202 PERS Employee Incentive Fund (EIF) Update

Business Manager Sheri Longobardo advised the board that she intends to meet with an expert next week to discuss questions the board has regarding the PERS EIF. Superintendent Linenberger shared that this expert is very intelligent and knowledgeable about the PERS system.

Board Member Curt Offenbacher shared his findings from a Legislative Fiscal Office report from January of 2018. The report summarized how PERS Side Accounts are beneficial and provides some information about what they are and how they work.

The board asked that the Business Manager provide information at the next board meeting regarding any possible penalties associated with opening a side account, and thoughts about what an appropriate amount to invest would be. The board intends to make a decision about how to move forward by December 1, 2019.

## 6.3 OSBA elections

With runoff elections for Lane area Board of Directors Position 6, and Legislative Policy Committee Position 6. Superintendent Linenberger will provide as much information as possible about the candidates at the next board meeting on November 4, 2019. Votes may be submitted by the board from November 11 – December 13.

**7.0 PUBLIC FORUM** – During this portion of the Board Meeting, members of the public are specifically invited to present items of commendation and/or concerns. At the discretion of the Board Chair, further public participation may be allowed at the time specific agenda items are under consideration by the Board (District Policy BDDH). Personnel matters may not be discussed in public at a School Board meeting. Members of the public who have personnel concerns or commendations should share them directly with the district superintendent.

High School Teacher Sue Doe thanked the Board for the hiring of an Athletic Trainer. Mrs. Doe stated that she spent her first nine years with the district as an acting athletic trainer and is grateful to have another person to help with many things, including student injuries and healing.

## **8.0 BOARD ACTION ITEMS**

### **8.1 New Business**

#### **8.101 Continuous Improvement Plan (CIP) Approval (Exhibit 1920.66)**

The approval of the Continuous Improvement Plan by the School Board is a requirement before a draft can be sent to the Oregon Department of Education (ODE). It was clarified that once the board approves the document changes can still be made if ODE deems it necessary.

The staggering of curriculum optimization goal dates was proposed in order to run in lock-step with the adoption of new curriculum requirements set by ODE. These will begin with English/Language Arts in the 2019-20 school year and Mathematics in the 2020-21 school year.

*Wylda Cafferata moved to approve the Continuous Improvement Plan as presented. Stephen Hammond seconded the motion. The motion passed unanimously with a vote of 4:0.*

### **8.2 Policy IKA**

Superintendent Linenberger informed the board that the adoption of this policy would reduce flexibility for grading at the primary level. Currently the district has this policy in place stating that “a five-letter grading scale with four passing marks and a failing mark is used” at the secondary level (Policy IKA – re-adopted 02/07/11). With the re-adoption of policy IKA including these changes the secondary grading level will also lose flexibility for weighted grades from Advanced Placement courses. These AP courses give 5 points for an “A” grade as opposed to 4 in a regular curriculum course, which will have an effect on the student’s GPA.

Due to a lack of motion, the amended policy IKA was not re-adopted by the board.

## **9.0 FUTURE BOARD MEETINGS**


- Board Meeting – November 4, 2019; 7:00 p.m. – *Pleasant Hill Community Center*
- Work Session/Board Meeting – November 18, 2019; 7:00 p.m. – *Pleasant Hill Community Center*
- Board Meeting – December 9, 2019; 7:00 p.m. – *Pleasant Hill Community Center*

## **10.0 ANNOUNCEMENTS/OTHER**

The School Health Advisory Committee (SHAC) Minutes were presented to the board as a supplemental document. Board Member Wylda Cafferata suggested that the SHAC revisit their goal progress around budget time to ensure they stay on track.

Chair Bernardo announced that there will be a National Honor Society induction ceremony on November 22, 2019 at the Eugene VFW Hall at 6:00 p.m. With new advisors the hope is to make this ceremony extra special and this location appeared to fit for these intentions.

**11.0 ADJOURNMENT – 8:23 p.m.**

Signed: , this 4th day of November, 2019.  
Jeff Bernardo, Board Chair

