SCHOOL BOARD MEETING
MINUTES
Monday, January 22, 2018 7:00 p.m.
Pleasant Hill Community Center

1.0 CALL TO ORDER
The regular meeting of the Pleasant Hill School Board was called to order by Chair Wylda Cafferata at 7:02 p.m. Other board members in attendance were John Oldham, Curt Offenbacher, Jeff Bernardo and Barbara Orre. Others in attendance were Scott Linenberger, Superintendent; Sheri Longobardo, Business Manager; Randy Fisher, High School Principal; Devery Stoneberg, Elementary Principal; Lisa Taylor, Special Education Director; Becky Johnson, outgoing Board Secretary and Rita Grimes, incoming Board Secretary.

John Oldham read the Mission Statement.

2.0 INTRODUCTION OF AUDIENCE
Jennifer Robbins, community member; Savannah Best, PHHS student; Brian Wilson, PHHS student; Arthur Jones, grandparent; Anita Jones, grandparent, Kevin Wilson, parent; Cindy Wilson, parent; Joy Best, parent, Raymond Best, parent.

3.0 BUDGET COMMITTEE INTERVIEW
As there was only one applicant for the open Budget Committee seat – Jennifer Robbins – Wylda Cafferata asked if other board members had any questions for her; there were none. Ms. Cafferata thanked Ms. Robbins for volunteering for the position.

4.0 ADDITIONS OR DELETIONS TO THE AGENDA
There were no additions or deletions to the agenda.

5.0 APPROVAL OF MINUTES
The December 11, 2017 Board Meeting Minutes were approved by consensus.

6.0 CONSENT AGENDA
   6.1 Personnel
       6.101 Accept Hiring of Colby White, Special Educational Assistant
       6.102 Accept Resignation of Jennifer Robbins, Accounts Payable Specialist
       6.103 Accept Hiring of Becky Johnson, Accounts Payable Specialist
       6.104 Accept Hiring of Rita Grimes, Board Secretary/Assistant to the Superintendent

   6.2 Lane Educational Service District – Local Service Plan, Year Two

Jeff Bernardo moved to approve the Consent Agenda in its entirety. Curt Offenbacher seconded the motion. The motion passed unanimously.
7.0 REPORTS & DISCUSSION ITEMS

7.1 Presentations
7.101 Student of the Month
High School Principal Randy Fisher introduced Brian Wilson and read comments from his teachers about his accomplishments. Ms. Cafferata presented a certificate and Mr. Fisher presented a medal. Brian spoke about how his parents supported him in his academics.

7.102 Most Improved Student of the Month
Mr. Fisher introduced Savannah Best and read her teachers’ comments relative to her improvement. Ms. Cafferata presented her with a certificate and Mr. Fisher presented a medal. Savannah also expressed gratefulness for her parents’ support.

7.103 Volunteer of the Month
Ms. Stoneberg recognized Kathy Christianson – a longtime resident, parent and grandparent – as Volunteer of the Month. She helps in the library once a week and is kind to all she encounters.

7.104 School Board Recognition
The proclamation from the Governor naming January 2018 as School Board Recognition Month was presented. Ms. Cafferata noted the Board’s appreciation for the posters and cards posted around the room expressing gratitude to the Pleasant Hill School Board from district students.

Becky Johnson thanked the Board for their support while she was Board Secretary and expressed appreciation for what they do. The Board thanked Ms. Johnson for her work.

Ms. Cafferata presented an appreciation gift – a Pleasant Hill coffee mug – to new Board member Jeff Bernardo.

7.2 Principal Reports
Elementary School Principal Devery Stoneberg reviewed her report, Exhibit 1718.71, included in the Board packet. Jeff Bernardo asked about the Oregon Coast Aquarium show and Ms. Stoneberg explained that it will be the second time the exhibit has come to the school. Ms. Stoneberg also announced that a generous, anonymous donor offered to pay for an artist in residence at the elementary school this year.

Middle and High School Principal Randy Fisher reviewed his report, also Exhibit 1718.71, included in the Board packet. He reported that there were 579 students registered in the Middle and High Schools. In answer to Mr. Bernardo’s question about how the anti-bullying program was going, he replied it was going well and that a big assembly was recently held with topical skits. He also noted that FFA students in the new welding classes recently attended a welding competition where they took first place.

Ms. Cafferata asked for more information about the need for extra staffing next year. Mr. Fisher explained that both the upcoming 6th grade and junior classes are expected to be over 90 students, precipitating a need for more core classes for both grade levels. He is just starting to lay groundwork and preparing the board for the extra FTE in case it’s needed next year.

7.3 Superintendent Report
7.301 Facility Update
Superintendent Linenberger reviewed items on his report noting that the science countertops were installed over the winter holiday and that Jim Dienstel is working with Rainbow Pump for piping and tank upgrade recommendations for the wells. Mr. Linenberger said the district didn’t plan on the fire department using our chlorinated water on the recent
community fire. He suggested updating the system to allow for unchlorinated use. There
was a brief discussion regarding the fire department using the school district’s water tank(s).
Mr. Linenberger will set up a meeting with Fire Chief Andrew Smith to discuss this matter.

John Oldham asked if Chambers Construction had completed all bond project work. Mr.
Linenberger replied that they are continuing to work on a couple outstanding warranty
issues.

7.302 Division 22 Standards
Mr. Linenberger called the Board’s attention to the Division 22 Report to the Community
where he noted that every compliance item is checked “In Compliance.” He said both
principals had reviewed it and that he had done some random testing to make sure that each
item was completed, which they were.

7.303 Personnel Recommendations
The Board and Mr. Linenberger discussed how much employment paper work the Board
wanted to see. He said he had spoken with Oregon School Board Association and was told
that as long as the district is following process, the paperwork doesn’t need to come before
the Board. He discussed the level of detail in the hiring recommendations that are brought to
the Board. The Board would like to see Personnel Recommendations for all licensed staff
and may consider a shorter form for classified staff and coaches.

7.304 Handbook
Mr. Linenberger introduced the updated handbook noting that it will be sent out
electronically. A hard copy will be given to new staff. He is also working on the 2018-19
staff handbook.

7.305 Requests for Proposal
- Elementary Library Connector
  Mr. Linenberger reminded the Board that, last spring, they agreed to build an elementary
  connector to the library and that the project needed to move forward. The project will
cost about $80,000 and means adding a door to the elementary school and to the library
as well as a protective wall on the parking lot side. He indicated he would not need to do
an RFP as the project is under $100,000, but would need to get three bids. Discussion
ensued around planning for the connector and the potential of adding a canopy until Mr.
Linenberger had enough information to proceed on getting bids for a walkway without a
 canopy.

- High School Gym Roof
  The Request for Proposal process is underway.

- First Student Contract
  Mr. Linenberger would like to ask First Student for a contract extension rather than
  create a new Request for Proposal as bidding was not strong during the process last time.

7.4 2nd Quarter Reports 2017-18
7.401 Enrollment
Since the board had hard copy for review, Mr. Linenberger asked for questions. There were
none.

Mr. Bernardo asked for clarification regarding the number of teachers needed for the two
large classes previously mentioned. Mr. Fisher explained that 90 students in a class means
three teachers for core subjects while over that number may create a need for a fourth
teacher.
7.402 Financial Reports
Business Manager, Sheri Longobardo, reviewed 2nd Quarter Reports as of December 31, 2017. She discussed the revenues and expenditures noting that the district received 95% of anticipated tax revenues, 62% of anticipated State School Fund Revenues, and used 34% of budgeted expenses. Compared to last year, tax revenue is coming in earlier and expenditures are on track.

The Capital Projects Fund shows very little activity, other than the auxiliary gym floor, as the bond project is coming to a close.

Projections for the General Fund showed a few changes in revenues expected but it is a little soon to predict expenditure trends.

The Cash and Investment Fund showed a healthy balance in the LGIP account. Tax revenues and State School Fund payments go into that account and funds are transferred into checking as needed.

Grants – most federal and state grant funds are reimbursed through claims, so a negative balance is normal prior to reimbursement. Over $60,000 has been invested in the High School Success program which has been reimbursed by Measure 98 funds. Other grants include Youth Transition managed by Kathy Duval; Family Resource Center, directed by Lorena Hammond, focusing on early intervention programs like Raising a Reader, is funded through United Way. The Reserves Report shows a balance of $12,007 in the Instructional Materials Reserve as of December 31, 2017. The balance as of January 20, 2018 is down to $4,691 so some funds may be moved into that account if necessary.

Ms. Longobardo informed the board that representatives from Accuity, LLC, will present their 2016-17 audit report at the February 26 board meeting.

7.403 Safety Reports
Mr. Linenberger said he had been keeping the board up to date on district safety. He is currently working on a way to update and coordinate phone systems between the buildings in order to facilitate an “all page” to all schools which may cost around $1,350. He will be attending a SAIF School District Forum on February 14.

7.404 Achievement
As a review of the TAG program was recently given to the board, Mr. Linenberger had nothing new to report. Tom Kent, PHHS teacher, will present at the February 26 meeting to report on the program to keep high school freshmen on track. The Graduation Rate report will be presented at the next meeting. Mr. Linenberger attended a COSA training on using Measure 98 money. The money can be used only for improving graduation rates and most districts are putting it into keeping freshmen on track, as is Pleasant Hill. Usefulness of the plan may not be known for four years, when these students are graduating. Money is going to CTE programs, as well, which is relevant to the students.

7.405 Board Charge Review
Ms. Cafferata reminded the board that they agreed to look at the Board Charge every quarter. The Superintendent’s evaluation is coming up; a student representative to the board will report on what’s going well at school – and not well – at the February 12 meeting.
8.0 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.

No comments were made.

9.0 BOARD ACTION ITEMS

9.1 New Business

9.101 Review GCBDA/GDBDA Administrative Regulations (Exhibit 1718.75)

- GCBDA/GDBDA-AR (1) - Federal Family and Medical Leave/State Family Medical Leave
- GCBDA/GDBDA-AR (2) - Request for Family and Medical Leave
- GCBDA/GDBDA-AR (3) (A) - Certification of Health Care Provider (Employee)
- GCBDA/GDBDA-AR (3) (B) - Certification of Health Care Provider (Family Member)
- GCBDA/GDBDA-AR (3) (C) - Military Family Leave
- GCBDA/GDBDA-AR (3) (D) - Military Family Leave
- GCBDA/GDBDA-AR (4) - FMLA/OFLA Eligibility Notice to Employee
- GCBDA/GDBDA-AR (5) - Sample Designation Letter to Employee - FMLA/OFLA Leave
- GCBDA/GDBDA-AR (6) - Designation Notice - FMLA/OFLA
- GCBDA/GDBDA-AR (7) - Fitness-for-Duty Certification

Superintendent Linenberger stated that the Administrative Regulations were from a past policy update that had not previously been updated/added.

9.102 Adopt Policy BFD, Board Policy Implementation, First Reading.
This is a first reading to update current practices.

9.103 Amend Policy IL, Assessment Program, First Reading
This is a first reading of an update to our assessment program policy.

9.104 Amend Policy BBB, Board Elections, Second Reading

Curt Offenbacher moved to accept Policy BBB as amended. Barbara Orre seconded the motion. The motion passed unanimously.

10.0 FUTURE BOARD MEETINGS

- Board Meeting – February 12, 2018, 7:00 p.m., Pleasant Hill Community Center
- Board Meeting – February 26, 2018, 7:00 p.m., Pleasant Hill Community Center

11.0 ANNOUNCEMENTS/OTHER

- Ms. Cafferata thanked Mr. Linenberger for reporting on the law conference workshop he attended and for sharing it with the board.

- Board members indicated they were grateful for all the support shown in this month of board recognition.

- Barbara Orre thanked Becky Johnson for her work with the Board.
12.0 ADJOURNMENT
The meeting was adjourned at 8:42 p.m.

Signed: [Signature]
Wylda Cafferata, Board Chair
day of [Date], 2018.