DRAFT
SCHOOL BOARD MEETING
MINUTES
Monday, December 16, 7:00 p.m.
Pleasant Hill Community Center

1.0 CALL TO ORDER
The meeting of the Pleasant Hill School Board was called to order by Chair Oldham at 7:00 pm in accordance with the public notice of the meeting. Other Board members in attendance were Vice Chair, Kevin Parrish; Wylda Cafferata; Barbara Orre; and Curt Offenbacher. Others in attendance were Tony Scorto, Superintendent; Caroline Passerotti, Business Manager; Devery Stoneberg, Elementary Principal; Randy Fisher, High School Principal; and Connor Baker, Student Representative.

Curt Offenbacher read the District’s Mission Statement aloud.

2.0 INTRODUCTION OF AUDIENCE.
Kirk Miller, High School Teacher; Gary Shearer; Darlene Baker; Scott Rose from DLR Group; Ron Blatch, Parent; Kari Blatch, Parent; Reece Blatch, Student; and Bruce Patterson, Maintenance Manager were in attendance.

3.0 ADDITIONS OR DELETIONS TO THE AGENDA.
A revised agenda was provided to the Board members.

4.0 APPROVAL OF MINUTES
4.1 Minutes of the November 18, 2013 Board Meeting will be emailed to the Board for additional review. (Exhibit 1314-34).

5.0 REPORTS & DISCUSSION ITEMS (Part 1)
5.1 Presentations

- Student of the Month. Reece Blatch was honored as Student of the Month. He recently joined the Pleasant Hill School from a neighboring district. He is a Mr. Billie participant, Varsity Soccer Team Captain, REACH member, National Honor Society member, is in his second year of sign language at the University of Oregon; a member of the deaf community and a 2013 homecoming prince. Randy Fisher expressed appreciation for Reece’s contributions and congratulations were offered by the Board.
- Most Improved Student of the Month. Brandon Billow was honored as the most improved Student of the Month. Principal Fisher said he has done a great job working on academics and improving in those areas. Mr. Billow was not present.
• Volunteer of the Month. Marion Brown was honored by the Board as the Volunteer of the Month. Principal Stoneberg shared Ms. Brown just completed her 2nd book fair for the Elementary which raised $5,700. Ms. Brown is on the PBIS Billie Spirit Committee and has taken over the Billie Buck program for the Elementary. Ms. Brown was described as gracious, willing to work with changes and a wonderful parent volunteer. The Board offered their thanks for Ms. Brown’s contribution. She was not present due to inclement weather.

5.2 Audit Report for Year Ended June 30, 2013 (Exhibit 1314-35). Caroline Passerotti, Business Manager, presented the June 2013 Audit report to the Board. She reported the financial report received a clean audit opinion with no reservations. The auditors had no concerns about the district’s performance in relation to state minimum requirements or compliance with federal grant awards. They reported no significant audit findings or significant deficiencies in relation to best practices. Ms. Passerotti attributed the success of the findings to Cindy Smith, former Business Manager.

The auditors noted four Best Practices – No Significant Deficiencies in their findings for Board consideration

(1) Governing Body Monitoring. The auditors recommended the Board articulate their monitoring practices and record them in the minutes when those activities occur.

(2) Fidelity Insurance Coverage. A recommendation was made the Board examine the exposure risk of carrying cash and investment balances in excess of the insurance coverage amount and make a determination as to the amount of insurance coverage they feel is prudent. Caroline Passerotti explained the current coverage is $50,000 for blanket crime; and a bond for Tony Scurto and herself of $100,000 respectively. Tony Scurto added it may be a good time to reassess as the coverage has not been reviewed in a few years.

(3) Segregation of Duties. Due to limited available personnel it is not always possible to adequately segregate certain incompatible duties so that no one employee has access to both physical assets and the related accounting records or all phases of a transaction. The possibility exists that unintentional or intentional errors or irregularities could exist and not be promptly detected. A recommendation was made that the Board continually monitor the financial activities to mitigate this risk and consider obtaining additional fidelity insurance coverage to compensate. Ms. Passerotti noted that accounting support staff is down from a few years ago and as the budget develops the Board might take the opportunity to consider adding those hours back to support fiscal responsibility within the district.

(4) Student Body Funds currently use QuickBooks accounting software. The software may allow users to delete transactions with no audit trail remaining. A recommendation was made to evaluate the risk of using this program and consider purchasing an accounting software package specifically designed for student body fund accounting.

Business Manager Passerotti responded to a question posed at the November 18, 2013 Board meeting around capital assets. She explained there were four additions: turf/track, community center building, new boiler and exhaust blower fan. Deletions were in regards to the Trent property and Junior High.

Wylda Cafferata asked for clarification regarding the auditors comments there were “immaterial uncorrected misstatements” in the meetings with administration. Caroline Passerotti said there were six areas of material concern. 1/a monthly reconciliation, which is related to staffing capacity; 2/a disbursement that should not have been recorded as accounts payable; 3/a concern of depreciation of fixed assets when those assets may not have needed
depreciation applied to them; 4/no formal deposit policy for custodial credit risk and 5/a notation regarding PERS, OPSRP pickup and 6/a question on the financial monitoring of the Board.

Business Manager Passerotti referred to the monthly financial statements provided to the Board for review (handout) explaining there are a few adjustments in the food service reporting. She also noted that good strong collections on taxes so far have been seen. With no other questions or comments from the Board, Board Chair Oldham thanked Ms. Passerotti for her report.

### 6.0 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). No comments were received from the public.

### 7.0 CONSENT AGENDA

- 7.101 Approve Lori Griffiths, Temporary Cheer Coach, ½ Season, High School
- 7.102 Approve Arin Vanderhoff, Assistant Boys Basketball, High School
- 7.103 Approve Valerie Davis, TAG Teacher, Elementary
- 7.104 Approve Jeff Roberts, TAG Teacher, Elementary
- 7.105 Approve Terri Carpenter, TAG Teacher, Elementary

Tony Scurto said last year money was set aside for a TAG program in which elementary students could participate in an after school program, remain at school and ride high school buses home. The program is for grades K-1; 2-4 and 5-6 with a minimum of 5 and maximum of 20 students involved. The identification of students for the TAG program is outlined in policy and includes students qualifying at the 97th percentile on standardized tests, nomination by teacher or parent, and interview with school psychologist. In grades K-1, 2 students have been formally identified, in grades 2-4, 3 students identified and in grades 5-6, 11 students have been formally identified.

Board Chair Oldham, and Board members Parrish, Offenbacher expressed the desire to have seen the program initiated before the school year was half over. Board Member Orre requested an update on the program once it is underway.

**Board Chair John Oldham moved to approve the consent agenda in its entirety. Kevin Parrish seconded the motion. The motion passed unanimously.**

### 8.0 BOARD ACTION ITEMS

#### 8.1 New Business

- 8.101 Educational Facilities Master Plan. Gary Shearer and Darlene Baker presented a report (handout) to the Board on behalf of the Long Range Facility Planning and Community Outreach Group. Mr. Shearer provided a summary sheet of the committee’s actions which identifies 11 core issues with associated costs which the committee recommends be addressed in the near future. Darlene Baker added that feedback from the surveys reflected strong community support within the population that is directly connected with the school district. Ms. Baker added that if the Board chooses move forward with a bond, then effort needs to be spent to obtain support from those who do not have a direct connection to the school.

Tony thanked Darlene Baker and Gary Shearer for their presentation. He suggested the Board consider this presentation a first reading and at the January 13th Board meeting
discuss the report with a January 27th meeting goal of making decisions and accepting changes. Board Chair Oldham said the report appears to be a good reflection of what went on in each session. Wylda Cafferata echoed Darlene Baker’s comment around reaching out to those community members who are not connected to the school.

Scott Rose from the DLR Group advised that a very detailed breakdown of an information campaign, timeline, activities, manpower and dates could be provided at the January 13th Board meeting. Connor Baker, Student Representative asked for clarification on the report’s cost figures totaling both $17,000,000 and $35,000,000. Mr. Rose clarified that the $17,000,000 reflects the Phase 1. If all items are accomplished, the total would be closer to $35,000,000. He cautioned that as Phase 1 is completed, there may be some project overlap and compression and needs should be re-evaluated every few years.

John Oldham noted any comments or questions should be referred to Superintendent Scurto who would work with Bruce Patterson or Scott Rose as needed.

8.201 Field Repair – Replacement Reserve Fund (Exhibit 1314-39). Caroline Passerotti said in response to the Boards’ request for a reserve to be created to begin funding future repairs or replacement of the turf facility, the ORS permits the district to create a reserve with a Board Resolution that is to be reviewed every 10 years. She referred the Board to Exhibit 1314-39, a draft resolution for first reading to begin the conversation. The fund would be in location where fees would be collected similar to the maintenance fund. Randy Fisher in conference with Curt Offenbacher said a replacement cost would be $200,000 - $300,000 which reflects approximately $3.00 a square foot, plus striping and other miscellaneous costs. Kevin Parrish suggested the Board identify a useful life span for the facility and set aside an annual amount based on a real cost analysis. John Oldham asked Caroline Passerotti to explain the limits on money usage once a fund is created. Caroline replied once a fund is established, outside its identified purpose, the monies can be accessed by a transfer between funds in a public process with Board Approval, or the fund could be dissolved. She added the Board could add a caveat to the resolution around funds being useable with Board approval for alternate usage. Wylda Cafferata commented on the balance between academics and athletics and using only usage fees toward a replacement fund. Randy Fisher noted that the usage throughout the day from students is substantial and he considers the facility as an extra classroom space the district has gained. John Oldham noted the track was at the point of being a liability issue without replacement and he supports reserving a certain amount of money. Curt Offenbacher agreed and added that outside support for future replacement may be easier to obtain if the district has done due diligence in planning for replacement. Caroline Passerotti agreed to draft a clause to be added to the draft resolution for review at the next meeting. Kevin Parrish also asked her to provide an estimated annual payment to reach a fund balance of $550,000 in 15 years.

8.103 Make up of School Closure Days. Superintendent Scurto explained with the recent loss of six teaching days due to inclement weather, a plan to make up hours needs to be created. The Board is responsible for changes to the academic calendar and thus this falls within their purview. The calendar currently has 2 days for inclement weather built in, thus 4 additional makeup days should be identified. Mr. Scurto added that he has spoken with a small number of teachers and staff. Those conversations reflect support of making those days up.

Pleasant Hill School District No. 1 is an equal opportunity educator and employer.
He presented options as follows:
1/ add 4 days on to the school year end.
2/ Use the current paid and/or nonpaid holidays of Martin Luther King Day, President’s Day, or Memorial day.
3/ Use currently scheduled grading days of January 31, April 11 and June 16th.
4/ any combination of the above.

The Board weighed the benefits and detriments of each scenario including effects on families, teachers, contractual agreements, semester end dates, graduation plans and curriculum. The Board expressed concern that the first date in question is January 20 which gives the district staff and families short notice for any change. They noted that a quick decision is necessary on this issue and regardless of the path chosen there will be unintended consequences on district members’ personal and professional plans. Barbara Orre added that winter has not yet begun and it may be prudent to build back in two more inclement weather days to allow for contingencies as well. Subsequent to discussion the Board directed Tony to open conversations with employee groups as necessary and present the Board with viable options for discussion and adoption at the January 13th, 2014 Board meeting.

8.2 Old Business
8.201 Second Reading of Policies
EBBB – Injury/Illness Reports (Exhibit 1314-36)

Kevin Parrish moved to approve Policy EBBB – Injury Illness Reports. Wylda Cafferata seconded the motion. The motion passed unanimously.

EBCB Emergency Drills (Exhibit 1314-37)

Kevin Parrish moved to approve Policy EBCB Emergency Drills. Barbara Orre seconded the motion. The motion passed unanimously.

GCC – Recruitment of Licensed Staff (Exhibit 1314-38). Tony Scurto said this policy is used when hiring an employee. He added an AR could be drafted to complement this policy (GCC-AR) specific to hiring for licensed staff, classified staff and coaches. He explained the policy GCC can be approved as is, and he will bring the AR to the Board for review, discussion and approval. Responding to a question from Kevin Parrish, Tony Scurto, clarified the AR would be more specific to hiring areas such as coaches, and classified staff.

Kevin Parrish moved to approve Policy GCC Recruitment of Licensed Staff. Wylda Cafferata seconded the motion. The motion passed unanimously.

8.202 Budget Committee Positions. Tony Scurto reminded the Board only one candidate has been identified for the two open positions. That candidate will be meeting with the Board during the January 13, 2014 meeting.

9.0 REPORTS AND DISCUSSION ITEMS (Part 2)
9.1 Superintendent’s Report

Supt Scurto reported due to a stellar crew, the interior and exterior of the buildings were ready each day if school had been held during the inclement weather. He added the cooperation between First Student and the district, specifically with Michelle Banks and
Kevin Weinheimer, led to early closure decisions being made. He thanked the group for their work.

9.2 Principal Reports.

- PHES. Principal Stoneberg shared the success of the Billie Spirit assemblies. She invited the Board to attend an assembly to witness the students’ positive enthusiasm. She said the Elementary is reviewing standards--based reporting and is also working with LBL to see what a report card for next year would look like. She thanked the staff for their good work toward the PLC time on aligning their standards. She said she is waiting for state department word for direction on how to gain access to those funds. Lastly, Ms. Stoneberg invited the Board to a band concert Thursday evening at 7:00 pm in the elementary gym. The Board thanked Ms. Stoneberg for her report.

- PHHS. Principal Fisher reviewed the rescheduling of events resulting from the inclement weather closure. He said his staff is doing a great job of working in their teams on best educational practices and Common Core Curriculum. He provided the Board a list of courses the High School offers for college credit via an agreement with Lane Community College. The Board thanked Mr. Fisher for his report.

9.3 Action Log. Tony Scurto reviewed the Action Log with the Board and provided updates. The Board instructed the OSBA Bonds, Ballots and Building Conference be added to the action log as well, as the Achievement work session.

10.0 FUTURE BOARD MEETINGS

   Board Meeting – January 20, 2014, 7:00 p.m., PH Community Center
   Board Work Session – January 27, 2014, 7:00 p.m., PH Community Center.

11.0 ANNOUNCEMENTS/OTHER

   o OSBA Bonds, Ballots and Buildings Conference, January 10, 2014
   o OSBA Achievement Work Session.
   o Wylda Cafferata shared she was pleased to see the new mission statement on the website. She also asked the Board if they had a chance to review the Common Core to which Kevin Parrish and Curt Offenbacher replied affirmatively. She said the webinar was around Board responsibility for Common Core and she found it useful.
   o Barbara Orre shared the girls middle school team are scheduled to be guests of the UO Womens Basketball Duck Team on Friday night. KEZI may provide coverage for that.

12.0 The Board adjourned to Executive Session at 8:55 pm.
13.0 EXECUTIVE SESSION: Expulsion (ORS 332.061 (1))
14.0 The Board returned to Public Session at 9:20 pm.
15.0 ADJOURNMENT – The Board meeting was adjourned by the Board Chair at 9:20 pm

Signed: _________________________ on this _____ day of _______________________, 2013

Mr. John Oldham, Chair