Board Chair Oldham called the Board to order at 6:48 p.m. for the Budget Committee Applicant Interview. Mr. Raegen Miller, Budget Committee Applicant, introduced himself as a resident of Creswell residing on Morningstar Road, within the Pleasant Hill School District. Mr. Miller is the Vice President for Research Partnerships for Teach For America. Responding to a question from Wylda Cafferata, Mr. Miller explained he began his career as a school teacher specializing in math and subsequently transitioned into research. He said he wrote Research Policy in Washington, D.C., then moved to Teach For America, which recruits and trains teachers for high poverty school districts. Board Member Offenbacher asked about Candidate Miller’s experience with state funding systems. The candidate explained he has studied funding systems and has been exposed to the state funding system in Oregon for a few years. He said he served on a Massachusetts charter school board and is acquainted with the vocabulary of school funding systems as well as having transferable knowledge. Board Member Cafferata said she was excited to consider Mr. Miller’s application and see him engage the Board. Mr. Scurto echoed her comment and confirmed with Mr. Miller he has reviewed the Board calendar and is available for meetings. The Board thanked Mr. Miller for his candidacy.

Board Chair Oldham called a recess at 6:53 pm

1.0 CALL TO ORDER. The meeting of the Pleasant Hill School Board was called to order by Chair John Oldham at 6:59 p.m. 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 Scurto, Superintendent; Caroline Passerotti, Business Manager; Devery Stoneberg, Elementary Principal; Randy Fisher, High School Principal; Thad Holub, High School Assistant Principal; and Connor Baker, Student Representative.

Wylda Cafferata read the District’s Mission Statement aloud.

2.0 INTRODUCTION OF AUDIENCE. Scott Rose and Tim Ganey from DLR Group; Raegen T. Miller, Budget Committee Applicant; Randoph Hamtil, Parent; Emily Quindry, Parent; Moria Hamtil, Student; Jennifer Waites; Kelli Martin, High School Teacher; Dave Ackland, OSEA President; Heather Holte, Head Softball Coach; Tiffany Smith, Softball Athlete, Heather Waites; Bruce Patterson, Maintenance; and Darlene Baker, Parent 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 December 16, 2013 Board Meeting were presented to the Board. The Board provided revisions to the discussion about the Educational Facilities Master Plan. The Minutes will be presented for approval at the January 27, 2014 meeting.

4.2 Minutes of the November 18, 2013 Board Meeting were approved by consensus with the following changes: Section 5.3, Finance, clarification of the letter Ms. Cafferata is to write to the Land Board is in support of the sale and Section 11.0, clarifying summarization of a discussion with Cathy Thompson, Creswell School Board.

5.0 REPORTS & DISCUSSION ITEMS (Part 1)

5.1 Presentations

- Student of the Month. Moria Hamtil was honored as Student of the Month. She has participated in six years of Volleyball, serves as Senior Class President and Student Council President, participates in REACH, Operation Impact, Ascensions, Lunch Monies, Track, and serves as a 4th period Office Aide. Board Chair Oldham thanked her for her leadership on behalf of the Board.

- Most Improved Student of the Month. Isaiah Martin was honored as the most improved Student of the Month. He was not in attendance. Board Chair Oldham requested Mr. Holub relay the Board’s congratulations to Mr. Martin.

- Volunteer of the Month. Margaret Lueders was honored by the Board as the Volunteer of the Month. Mr. Fisher advised Ms. Luedens has helped with Blood Drives, Medical Records Driving, Field Trips to Cadaver Lab with Sue Doe, and health checks at the Elementary School.

5.2 Quarterly Reports (Oct-Dec 2013) (Exhibit 1314-41)

- Enrollment. Mr. Scurto reviewed the report highlighting enrollment. He said as of December 31, 2013 the District has a student population of 433 at the High School and 479 Elementary students. He said that places the District slightly above the projected target of 879 students.

- Revenue and Expenditures. Business Manager Caroline Passerotti reviewed the General Fund Revenues and Expenditures report dated January 8, 2014. The revenues represent two-thirds of budgeted revenue, and expenditures represent one-third of budgeted expenditures for the fiscal year. Ms. Passerotti said changes to the report provided at the last meeting include a $1.00 change to the beginning fund balance to match the audit report and corrections to interest earnings. Financial Projections were reviewed and a date changed noted. Ms. Passerotti advised she has added a report column identifying changes from the last projection in an effort to make the report easier to interpret. She reviewed changes to projected revenues, including anticipated changes to the State School Fund that are premature to speculate on. She said the net of changes is a $35,000 decrease in State School Fund revenue from last quarter’s projection. Business Manager Passerotti said the expenditure side of the report reflects substantial changes as the actual numbers on staff compensation are now available. She reminded the Board that projected salaries in excess of budget include the addition of a 5th grade teacher as well as a 2% rather than 1% increase in cost of living increases for classified employees. She said PERS
savings were substantial due to the drop in PERS rates. The expectation of under-spending in supplies and purchased services may result in $60,000 - $70,000 in savings within those areas. Assuming there is no additional draw-down to cover salary overages the District is now looking at an increase in the ending fund balance of about $230,000.

John Oldham clarified the end balance reflects spending approximately $500,000 in expenditures more than we received in revenues according to this report, which Caroline Passerotti confirmed. Wylda Cafferata thanked Caroline Passerotti for the additional column of “Change from Last Projected Amount.”

- Food Service. Business Manager Passerotti identified a report in the packet showing monthly revenues and expenditures for the Food Service Fund and advised the report title should read 2nd Quarter Actual.

- School Safety. Tony Scurto reported the District has a team attending an “I Luv U Guys” workshop on February 7, 2014 as part of a county-wide effort to check our operations, update them and coordinate to use similar language in buildings as well as law enforcement and first responders. Devery Stoneberg reported Elementary School safety actions including a month Safety Committee meeting, updating handbooks, and performing monthly safety drills. In addition she reported the Elementary School holds two Safety Weeks a year and includes First Student in those exercises. Randy Fisher reported High School actions include working on drills, the PBIS committee, a Safety Committee, and Safety Committee Week. He commended Bruce Patterson for his excellent performance in updating the High School fencing plan, one of the primary safety actions this year.

- Grants. Ms. Passerotti reviewed the Grant Report noting several items new to the report, including the Chintimini Grant, payments to the host family of a Japanese exchange student, and Oregon FIRST Robotics grant. Mr. Scurto reported the District’s successful participation as a five district consortium in the Health Occupations Grant which develops health occupation curriculum. He explained Teacher Sue Doe was a key component in this initiative and will be teaching a health occupations class next semester. Curt Offenbacher pointed out the District still does not seem to successfully take part in many grant opportunities and queried why that was. Wylda Cafferata pointed out Mr. Offenbacher has raised that valid issue before and suggested the hire of a grant writer could be considered during the next budget cycle.

Board Chair Oldham thanked Caroline Passerotti, Budget Manager, for her financial reports.

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). The public was asked by Board Chair Oldham to hold comments related to Agenda Item 8.101 Softball Field Fence Donation until that time on the agenda. No comments were received from the public.

7.0 CONSENT AGENDA. No consent agenda was presented for Board Approval.
8.0 BOARD ACTION ITEMS

8.1 New Business

8.101 Softball Field Fence Donation (Exhibit 1314-42) Superintendent Tony Scurto reviewed Exhibit 1314-42. The softball team has raised funds and requested to gift those funds to the District to install a permanent fence at the softball field. Head Softball Coach Heather Holte has met with Bruce Patterson for review and approval of the fencing proposal. Mr. Patterson made appropriate adjustments to the plan to accommodate school needs and is in support of the request for a four-foot high standard chain link fence as outlined. Mr. Scurto noted the Boys’ Baseball team has a fence as well as the Babe Ruth team. Superintendent Scurto stated he was in support of the request. Chair Oldham expressed his appreciation to the team for the gift and Principal Fisher commended the softball coaching staff for their valuable program which continues to improve.

Curt Offenbacher moved to accept the gift of fence construction to the softball field. Wylda Cafferata seconded the motion. The motion passed unanimously.

8.102 Open Enrollment (Exhibit 1314-45). Superintendent Tony Scurto told the Board a decision must be made by the end of February as to whether students from outside the District will be accepted into the PHSD and if so, how many. Mr. Scurto reviewed current enrollment reports and reminded the Board the kindergarten classes are most difficult to predict. He asked the Board what data he could provide to fuel their decision and recommended the Board begin by reviewing current and past class sizes. He said some grades are currently at a tipping point to hire new staff. Barbara Orre requested data on the overall building occupancy and capacity. Kevin Parrish requested clarification around accepting siblings from open enrollment families and granting them priority. Mr. Offenbacher requested data around class size. Chair Oldham reminded the Board the graduating class is the lowest on record at 54 students. Mr. Parrish also requested data of disciplinary actions related to open enrollment students vs. district residents. He said this data could support or refute anecdotal feedback that other districts are sending PHSD their troubled youth. Student Representative Baker asked if open enrollment would be reinstated statewide in 2017, to which Mr. Scurto replied that was unknown. Mr. Parrish also asked that transportation issues be included in the report to be provided by Tony Scurto.

8.2 Old Business

8.201 Educational Facilities Master Plan (Exhibit 1314-44). Scott Rose from DLR Group reviewed the presentation provided in the Board Packet. He clarified that of the Core Issues identified within the packet, items 1-9 were part of the original June draft and items 10-11 were added based on polling or feedback. He explained to the Board the current question is how we move forward with design.

Mr. Rose said the goal was to create an identity and separation for students grades 6-8 and 9-12 respectively within separate core academic wings.

Scott Rose suggested there are two options for presenting the Districts needs to the public. The first is to identify a scope of work, and the second is to identify and present a specific design. Generally a design process is not moved forward until funding has been identified. Mr. Rose explained he has participated in successful bond processes.
using either option; however, he feels it is more effective to provide the public a synopsis of the project rather than a specific design.

Board Member Offenbacher clarified the current bond expires in 2016, and the proposed bond schedule reflects a full year of construction prior to that expiration. Mr. Rose, in concert with Business Manager Passerott, explained to the Board the mechanisms allowing a district to spend bond monies after approval but before issue. They also explained that the bonds could be structured so as to allow minimal effect on the tax rates due to the overlap. Mr. Rose suggested if the bond was approved the District could work with Piper Jaffray, formerly Seattle Northwest Securities, around funding strategies. Caroline Passerott told the Board she would ask Carol Samuels from Piper Jaffray to model a bond structure for the Board to review in an effort to smooth out the rate to the extent possible. Board Member Offenbacher said if the materials Mr. Rose presented are provided to the public the same questions around tax rates and bond dates will be asked, and the Board should be prepared to answer them.

Mr. Rose noted the materials provided assume a May 2014 bond election; however, a November election remains an option. He strongly recommended a May bond despite the large amount of work it would require due to short timelines. He said May ballots tend to be more positive and provide construction timelines which allow for work to begin in the summer rather than winter months.

Scott Rose spoke to the Board about the need for a Public Advocacy Committee (PAC). He explained that a PAC leads the promotion campaign, including fundraising, while the District guides and leads the effort and conducts a neutral information campaign.

Responding to a question from Mr. Kevin Parrish, Mr. Rose reviewed a cost comparison handout outlining the differences in cost between renovating and building new. He summarized saying the cost to renovate is two-thirds of the cost than new construction and noted that the life expectancy is longer and space more ideal with new construction. He also said renovation holds a much higher risk than new construction due to contingencies.

Board Chair John Oldham asked the DLR Group for a list of how numbers in the exhibits were arrived at for reference. Mr. Parrish asked the DLR Group for a historical synopsis of how the conclusions were reached and a recommendation from the DLR Group of what the District should do next. Mr. Parrish explained he plans to use that as a source document as the public asks questions. Mr. Rose said he fully supports the plan as presented by the Facilities Group and would have the requested information to the Board by their January 27, 2014 meeting.

Mr. Rose introduced Tim Ganey, Educational Designer for DLR group. Mr. Ganey explained he has designed for a variety of schools across the country and said after reviewing the District’s goals, believed they aligned with guiding principals of school design across the nation. Board Chair Oldham thanked the DLR Group for their presentation.

8.202 Make-Up of School Closure Days (Exhibit 1314-45). Superintendent Scurto provided the Board a series of options to consider to make up days lost due to
He reported that Martin Luther King Day is not a day under consideration as it is a formal holiday; however, Presidents Day is not a legal holiday for schools and is available as a make-up day. Mr. Scurto reminded the Board June 12th and 13th were already scheduled as inclement weather make-up days. PHEA opinion reflected a split agreement on grading day usage. He also reminded the Board of the Senior class graduating in June and how that may impact their decision.

Superintendent Scurto told the Board the District would be above the state required instructional hours, whether it added back five or six days. He noted, however, that one of the days lost was an early release day, and that adding back six full days would result in more instructional hours than were in the original calendar. He added the options presented do not include contingencies for additional closure days. Any additional days could be addressed via State of Oregon emergency contingency plans. Mr. Offenbacher noted Eugene School scores are higher than PHSD despite fewer instructional hours.

Board Member Parrish reflected on Oregon being 40 of 50 states in student achievement, with the 4th worst graduation rate in the nation. He expressed desire to fully make up each day lost. Wylda Cafferata expressed concern with contingency days not being included in the options presented. She also noted that if we give advance notice to the students, staff and parents, she believes they will support the decision made. Curt Offenbacher said it was ideal to replace all lost days within the semester they were lost rather than extend the school year. Mr. Parrish noted that by using President’s day it allows choice to become a parental issue should that conflict with previously scheduled plan.

Principal Fisher, Principal Stoneberg and Superintendent Scurto told the Board they believed teachers and classified staff are very supportive of making the lost days up. Kelli Martin, High School Teacher, said one-third of the staff are willing to give up grading days as well.

The audience extended their appreciation for the District’s accommodation of the week of work lost by classified staff which affected their paychecks substantially. Superintendent Tony Scurto explained to the Board Ms. Longobardo, Payroll Specialist, took on the burden to accommodate that time and did an excellent job. The Board extended their appreciation to Ms. Longobardo.

Kevin Parrish moved the Board adopt the Exhibit 1314-45 Option A, amended to add President’s day as an additional school day which is enacted as follows: Monday, February 17 (President’s Day) Thursday, June 12 and Friday, June 13, (already designated as snow days) and the addition of Monday, June 16; Tuesday, June 17 and Wednesday, June 18th. Wylda Cafferata seconded the motion. The motion passed with Curt Offenbacher, Kevin Parrish, Wylda Cafferata and Barbara Orre in favor, and Board Chair John Oldham opposed.

8.203 Field Repair – Replacement Reserve Fund (Exhibit 1314-46, Reference Exhibit 1314-39)
Superintendent Tony Scurto reviewed estimated replacement costs for the turf field, explaining to the Board that while a dollar amount does not need to be established at this time, it may be prudent to establish a Replacement Reserve Fund. Curt Offenbacher said turf has improved substantially and he is hopeful the new field will last up to 20 years making it easier to establish monies for replacement. Mr. Offenbacher expressed concern that the Replacement Reserve Fund aligns with the Maintenance Fund as not to favor the football field over other items. Kevin Parrish commented on the low interest rates presented to the Board by Caroline Passerotti in her Exhibits and asked if PHSD was precluded from locating a better investment rate. In response she explained the District adheres to parameters set for them by Oregon Revised Statutes, and the low investment rate is a source of frustration for districts everywhere.

Curt Offenbacher moved to approve establishing a reserve fund for the field turf and track, Field Repair and Replacement Reserve Fund per Exhibit 1314-39. Kevin Parrish seconded the motion. The motion passed unanimously.

8.204 Budget Committee Appointment

Wylda Cafferata moved to approve the appointment of Raegen Miller to the Pleasant Hill School District Budget Committee and welcome him enthusiastically. Curt Offenbacher seconded the motion. The motion passed, four in favor and Kevin Parrish abstaining due to his inability to attend Mr. Miller’s interview.


Board Chair John Oldham moved the Board accept the Financial Report for the Year Ending June 30, 2013 Exhibit 1314-35. Kevin Parrish seconded the motion. The motion passed unanimously.

9.0 REPORTS AND DISCUSSION ITEMS (Part 2)

9.1 Superintendent’s Report. Mr. Scurto referred to hiring policy handouts provided and suggested that as a Board, if classified and coaching hires are approved the policy titles should be changed to Employment of Personnel. Superintendent Scurto solicited comments and edits from the Board. Mr. Offenbacher requested the wording under background checks be changed to as required rather than as feasible. Mr. Fisher noted that when 150-200 applicants are received for a position it may have a financial impact for teachers to screen that many applications. He asked if the wording precluded a pre-screen by committee chair. Ms. Cafferata requested candidates be offered the position contingent on Board approval. She also requested as part of the submitted approval form a summary as to why the recommended candidate was selected. Tony Scurto agreed to make the changes requested and bring the policies to the Board for a second reading.

Superintendent Scruo reported the PHIP meeting will take place. On behalf of Susie Rexius, he extended a formal invitation to the Board to attend Casino Night on February 8, 2014 at 6:00 p.m. at the Eugene Hilton. Board Member Parrish extended gratitude to Connie Bates, Athletic Director, and Randy Fisher, Principal, for adjusting the athletic schedule to accommodate this event.
Principal Stoneberg reported the Elementary received an electrical upgrade of wireless access points during the break. She commended teachers for attending the OAKS required training for which all students between grades 3-8 will be assessed this year. Ms. Stoneberg noted this week is safety week at the elementary which includes fire, earthquake room clear and lockdown drills as well as partnership with First Student for a bus evacuation drill.

Principal Stoneberg welcomed four new families and eight new students to the building. She also reported Author Robert Young has worked with students and staff to share the writing process.

Ms. Stoneberg announced the Universal Easy CBM Reading screening is in need of volunteers on January 14th and 15th and Billie Spirit Assemblies will be held January 23rd and 24th.

Principal Fisher requested the principal reports be moved to the top of the agenda in order for early attendees to benefit from the report. He reported that state testing is beginning next week and ending on May 22, 2014; the holiday vocal concert is Thursday, January 16, at 7:00 p.m.; and Dancing with the Stars is on February 1. Mr. Fisher said four students have been chosen for placement in pre-apprenticeship programs in sheet metal, electrical, plumbing and building trades. He also reported that he and Superintendent Scuro were included in a discussion about Early College Options for high school students hosted by Lane Community College.

Tony Scuro reviewed the Action Log with the Board and provided updates to current items. Ms. Cafferata requested that the status of the quarterly teacher evaluations be added to the log.

The Board weighed the benefits of scheduling a meeting prior to January 27th to address timely agenda items related to the Educational Facilities Plan. Consensus was to retain the current meeting schedule without changes.

Principal Fisher extended kudos to the King of the Hill Wrestling Tournament which he described as a fantastic event.

Principal Fisher handed out the Activity Conflict document to the Board containing guidelines to follow when activity conflicts happen. Ms. Orre asked if the Elementary uses a similar document. Devery Stoneberg replied they do not, but she does meet with High School staff to avoid event conflicts.

Wylda Cafferata reported she spoke with author Paul Tough at the OSBA conference around nurturing students and the achievement gap. She said she has completed reading his book How Children Succeed and offered it to the Board for reading as well.
12.0 ADJOURNMENT – The Board meeting was adjourned by the Board Chair at 9:44pm

Signed: _________________________ on this _____ day of _______________________, 2014

John Oldham, Chair