Commitment, Excellence, Community

SCHOOL BOARD/BUDGET MEETING
MINUTES
Monday, May 9, 2016, 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 Kevin Parrish at 7:00 p.m. Other board members in attendance were Wylda Cafferata, John Oldham, Curt Offenbacher and Barbara Orre. Others in attendance were Tony Scurto, Superintendent; Caroline Passerotti, Business Manager, Randy Fisher, High School Principal; Thad Holub, High School Assistant Principal; Devery Stoneberg, Elementary Principal; and Becky Johnson, Board Secretary.

Wylda Cafferata read the Mission Statement aloud.

2.0 INTRODUCTION OF AUDIENCE
Bill Allsup, Budget Committee Member; Gary Shearer, Budget Committee Member; Jessica Crawford, Budget Committee Member; Joyce Weaver, Budget Committee Member; Chuck Spies, Budget Committee Member; Timothy Meinzen, PHHS Teacher; Bailreet Pawar, PHHS Student; Darlene Baker, community member; and Kathy Faber, community member, were present.

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

4.0 APPROVAL OF MINUTES
The April 25, 2016 Board Meeting Minutes were approved by consensus with the following change to Item 8.201, Superintendent Evaluation “Chair Parrish reported that Superintendent Scurto is doing a wonderful job, exceeding or meeting expectations in all areas included on the Superintendent Evaluation Form.”

5.0 REPORTS & DISCUSSION ITEMS
5.1 Presentations
Thad Holub, PHHS Assistant Principal, presented Bailreet Pawar with the award for Student of the Month. Ms. Pawar takes a number of Advanced Placement courses and maintains an impressive GPA. In addition to her strong academic success, Ms. Pawar is involved in Chess, Destination Imagination, Recycling Club, Mr. Billie, Cupcake Club and the school newspaper. Mr. Holub announced that Scott LeClair was the Most Improved Student of the Month. Superintendent Scurto recognized Joan Hladky as Volunteer of the Month. Ms. Hladky is a former teacher here and although now retired.
you wouldn’t know because of her many hours of service. Ms. Hladky runs the Destination Imagination program and is a positive role model for our students.

5.2 Principal Reports
In addition to the written reports, Principal Stoneberg mentioned that the 6th grade class returned safely from Newport and had a wonderful time. Ms. Cafferata thanked Principal Fisher for including the list of elective classes offered at the High School. There was a discussion regarding the 2016-17 class schedules. Principal Fisher will make a report to the Board regarding the proposed schedule at the June 6, 2016 meeting.

5.3 Facilities Update
Superintendent Scurto updated the Board on the current Bond projects.

*Elementary Addition* – Work is progressing on the upper areas. Doors and blinds are installed, painting is in progress and sidewalks should go in next week.

*Middle School/High School Addition* – Crews are working in the courtyard area installing waterlines, running roof drain piping and prepping for concrete paving next week. Mr. Scurto is meeting with the Pleasant Hill Education Foundation to discuss options for the courtyard design and funding, as this is now a District project. Floor polishing and interior painting in the north wing should finish this week, with crews moving onto the west wing next week. The foundation for the water tank is being poured this week and the tank will be installed next week.

*Auxiliary Gym* – Walls are roughed-in on the north end and exterior painting is scheduled for May 23, 2016. Mr. Scurto will be meeting with the architects on Wednesday to discuss paint colors. An additional parking lot will be added where the portable structures are currently located.

*Bus Loop* – The District has hired Johnson Broderick Engineering to design the bus loop.

The management team is in the process of working on a change order to extend Chamber’s contract to the end of July, as the original contract ends in May. Staff moving plans are being developed, and the critical capital items list will be reviewed in July once we have a better idea of the balance of bond funds. Construction tours are going well. Tours are scheduled for the first Thursday of the month at 3:00 p.m., contact the district office to sign-up.

Ms. Cafferata mentioned that she spoke with Jessica Jampolsky, the PHHS art teacher, about doing a mural on the new water tank. Ms. Jampolsky is willing to have her advanced art class work on this once she receives the dimensions of the tank.

6.0 BUDGET ORIENTATION
Ms. Passerotti conducted a budget committee orientation which reviewed the major points of the budget process the State School Fund grant, and the District’s latest financial projections. The first Budget Committee meeting, where the Proposed Budget will be presented, is scheduled for May 23, 2016.

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Budget Process
The purpose of the budget is to provide financial planning estimates for expenditures and revenues for a fiscal year, establish authority to spend public money and certify property taxes to the county assessor. According to Oregon Budget Law, every district must pass an annual budget, budget processes must comply with uniform procedures for preparing, presenting and administering the budget, citizens must be involved in the budget preparation process and the budget must be disclosed to the public before it is adopted. Each district must have a designated Budget Officer and Budget Committee and publish public notice of Budget Committee Meetings. Our District’s Budget Committee is comprised of five board members and five community members. The Budget Committee is a fiscal planning advisory committee where all members have equal authority and responsibility. The Budget Committee focuses on spending levels, while the Board focuses on programs.

Budget Committee responsibilities are to receive the Superintendent’s Budget Message and review the Proposed Budget, hear and consider public comment, discuss and make changes to the Proposed Budget as needed, approve the Budget, approve an amount or rate of total ad valorem taxes to be certified by the county assessor, and forward the Approved Budget to the School Board for additional public hearing and adoption. Ms. Passerotti stressed the importance of not discussing specifics of the Budget prior to the May 23, 2016 Budget Committee meeting.

Budget Document Organization
The Budget is organized by fund. Each fund includes estimated resources and requirements and needs to balance. Our district’s budget includes four funds: General Fund, Special Revenue Fund, Debt Service Fund, and Capital Projects Fund. All are categorized by fund number, then function, and then object (Example: General Fund-Instruction-Salaries). Ms. Passerotti discussed the income sources which make up each of the four funds and noted that all funds except the General Fund have restrictions on how monies may be allocated.

State Funding
The State School Fund (SSF) was created post Measure 5 by the legislature to equalize state aid to K-12 schools. This is funded by state general fund and lottery fund revenues which are appropriated by the legislature on biennial basis. The legislature approved a funding level of $7.376 billion for the 2015-17 biennium. Since we are entering the second year of the 2015-17 biennium, funding levels are more certain and SSF grant revenue is pretty much set.

Ms. Passerotti discussed in detail the State School Fund formula, which determines about 97% of the District’s operating revenue. The formula takes into account the number of students, students receiving special education services, students in poverty, students in foster care and an adjustment for small high schools, in addition to average teacher experience. It is expected that our District’s 2016-17 State School Fund Grant will be $6,106,514, which includes an estimate of $50,000 for both the Small High School Grant and High Cost Disability Grant. Ms. Passerotti also presented the 2016-2019 Financial Forecast which included a review of key assumptions and impacts for projected revenues and expenditures.

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).
Mr. Meinzen would like to plant a heritage tree in the new courtyard next year. Mr. Meinzen is in the process of growing honey locust saplings from the seeds of the tree near where Lincoln gave the Gettysburg Address.

Ms. Pawar shared her concern regarding the limited mental health services for students. She feels that there is a growing need for more mental health services within our schools. Ms. Pawar reflected on the District’s Mission Statement to help students succeed. She believes that in order for students to succeed they must have their mental health needs addressed. When asked how this could be accomplished Ms. Pawar suggested two ways, by connecting current school counselors with more outside resources and by providing training to our teachers on how to evaluate student depression. Ms. Cafferata invited Ms. Pawar to bring her suggestions to the next School Health Advisory Committee meeting on May 16th at 4:00 p.m. in Ms. McCool’s room.

8.0 CONSENT AGENDA

8.1 Accept Monthly Financial Statement

Wylda Cafferata moved to accept the consent agenda. Barbara Orre seconded the motion. The motion passed unanimously.

9.0 BOARD ACTION ITEMS

9.1 New Business

9.101 Approve Administrative and Confidential salary increase for 2016-17
Superintendent Scurto explained that this is a first reading for a cost-of-living adjustment (COLA) for our administrative and confidential staff. He reviewed salary increases for all employee groups over the past two years and the district’s general practice of aligning COLA increases with those given to licensed staff over their contract period.

9.102 Approve Superintendent salary increase and contract for 2016-17
This is a first reading to approve the Superintendent salary increase and contract for 2016-17.

9.2 Old Business

10.0 FUTURE BOARD MEETINGS

- Board & Budget Committee Meeting – May 23, 2016 7:00 p.m., Pleasant Hill Community Center
- Board & Budget Committee Meeting – June 6, 2016 7:00 p.m., Pleasant Hill Community Center

11.0 ANNOUNCEMENTS/OTHER

Curt Offenbacher announced that the Booster Auction held this past weekend continues to amaze him. The auction committee, students and other volunteers dedicated a lot of hard work and time to transform a nearby arena to make this event happen.

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The Pleasant Hill School District will hold an ‘Oregon Rising’ meeting on Monday, May 16, 2016 at 7:00 p.m. in the Pleasant Hill High School Student Center. ‘Oregon Rising’ is not associated with a specific measure, but rather a public outreach effort to get feedback about what Oregonians want K-12 education to look like. For more information on ‘Oregon Rising’ please visit http://oregon-rising.org.

Our school district needs your votes. We have applied for the Emerald People’s Utility District’s (EPUD) GREEN Grant to install a solar array at the elementary school. We are competing against two other schools and need EPUD customers to sign-up for the GREEN program and then vote for our school. Voting continues through June 9th.

12.0 ADJOURNMENT – 8:32 p.m.

Signed: [Signature]

Kevin Parrish, Board Chair

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