1.0 CALL TO ORDER
The meeting of the Pleasant Hill School Board was called to order by Chair Oldham at 7:01 pm in accordance with the public notice of this 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, Assistant High School Principal and Connor Baker, Student Representative.
Kevin Parrish read the District’s Mission Statement aloud.

Connor Baker was introduced to the Board as the Student Representative.

2.0 INTRODUCTION OF AUDIENCE. Carol Samuels, Piper Jaffray’s Northwest Representative; Ed Rowell, parent; Linda Rowell, parent; Jennifer Rowell, student; Clarissa Anderson, parent; and Darlene Baker, parent, were in attendance.

3.0 ADDITIONS OR DELETIONS TO THE AGENDA. No additions or deletions to the agenda were offered.

4.0 APPROVAL OF MINUTES
4.1 Minutes of the October 28, 2013 Board Meeting were approved with two edits requested by Wylda Cafferata. (Exhibit 1314-28).

5.0 REPORTS & DISCUSSION ITEMS (Part 1)
5.1 Presentations
• Student of the Month. Keegan Veltman was honored by the Board as November Student of the Month. Principal Fisher explained Keegan is a member of High School Dance and Cross Country Team. He has worked at the High School on multiple projects and wants to become a lawyer and police officer. Mr. Veltman was not in attendance.
• Most Improved Student of the Month. Jennifer Rowell was honored by the Board as the most improved student of the month. Principal Fisher said she has done a wonderful job working on her academic performance. A certificate was
presented to her by Board Chair Oldham and congratulations offered by the Board.

- Volunteer of the Month. Clarissa Anderson was honored by the Board as November Volunteer of the Month. Principal Fisher, reading from an excerpt from a recommendation by High School Teacher, Kris Violette, said Clarissa Anderson is a blessing to the music department and has volunteered to find new trophy sponsors for the Jazz Festival. Recently she drove to Portland for a 6:00 am Krispy Kreme pickup. Ms. Anderson always replies to communications with positive feedback, encouragement and willingness to help. Board Chair John Oldham presented her with a certificate and thanked her for her service on behalf of the Board.

5.2 Board Presentation, Piper Jaffray, (Carol Samuels, Jennifer Wilson). Ms. Samuels provided the Board a Power Point presentation including a primer on bonds and information specific to the Pleasant Hill School District (handout/Power Point presentation).

Responding to questions from the Board Ms. Samuels explained that timing for the ballot is critical. Historically, May has indicated a 54% success rate for ballots compared to a one-third success rate in November. She encouraged the Board to review what other items will be on the ballots and any other mitigating factors specific to the community prior to the deadline. She said assessed value growth averages 3% and is rebounding, however, the report projects future growth more conservatively. She reminded the Board that levy rates have been historically volatile due to unexpected growth in assessed value and the effects of refinancing outstanding bonds.

Ms. Samuels reviewed a summary of structuring scenarios for the GO Series 2015 Bonds. Assumptions built in are (1) sell the bond of June 2015. (2) a 20 year bond issue and election in November of 2014 or May of 2105 would be required. (3) a growth assumption of 2%, 2.5% to 3% is also built in. The three options reviewed were: 1/a $0.10/$1,000 rate; 2/a $1,000,000 need and 3/continuing the $1.75 levy. She spoke regarding methods for messaging the Board’s bond and recommended the Board not allow the numbers to drive what is needed, but rather let the projects drive the initiative.

Ms. Samuels provided a comparison of levy and bond rates in neighboring districts showing Pleasant Hill in the middle percentile of both. Discussion around a potential bond term took place and Caroline Passerotti asked the Board to consider the average useful life of the project as well. Kevin Parrish said he would like to see the facility committee’s recommendations around this to allow the initiative to be truly project driven.

Caroline Passerotti, Business Manager, told the Board to refer to her for questions subsequent to this presentation and she would in turn contact Ms. Samuels, if needed. The Board thanked Ms. Samuels for her presentation.

5.3 First Quarter Reports. (Exhibit 1314-29)

- Enrollment. Tony Scurto advised the report scope ended September 30, 2013. He reviewed the totals in the reports which showed an increase in 30 students over 2012. Replying to a question from Board Chair Oldham, Principal Stoneberg replied the Elementary has lost one student to their resident district and two due to family needs. Principal Fisher said the high school numbers are
similar and reminded the Board that many open enrollment families applied to multiple districts.

- **Finance.** *(Exhibit 1314-30)* Caroline Passerotti, Business Manager, asked the Board to review the draft of the 2012-2013 audit and provide comment prior to the December Board meeting. Ms. Cafferata requested the traditional general letter to the Board be included in the audit draft which summarizes the audit areas of concern for the Board. Curt Offenbacher asked for clarification around capital assets listed. Ms. Passerotti explained that $8.8 million reflects buildings, vehicles and other similar items. She said it does not represent a spendable number and she would provide the Board a spreadsheet showing that amount in more detail at a subsequent meeting. Ms. Passerotti reminded the Board that revenues and expenditures are disproportionally high and low as a full payroll is not yet reflected on the report.

Ms. Passerotti reviewed the General Fund financial projections, explaining that the actual beginning fund balance of $1.4 million is higher than budget by almost $29,000. She noted that most revenues wash through the State School Fund formal and reviewed revenue accounts. Current taxes are projected to be $22,000 under budget representing the actual tax levy, a 3.2% increase in assessed values and $20,000 in higher than projected compression losses. The District will be receiving Federal Forest Fees, although this was not included in the budget. Common School Funds are projected to be about $6,000 lower than budgeted. Ms. Cafferata offered to write the letter on behalf of the Board supporting the land sale. She will also confirm if the Forest sale is successful, how the money would be used and/or invested.

State School Fund revenue is projected to be $118,000 lower than budget, as current average daily membership is four students fewer and per pupil funding amount are less than assumed when the budget was developed. The projected amounts also include a $50,000 cushion increase in the adjustment for average teacher experience or state funding decrease. Offsetting this reduction was a positive adjustment to 2012-13 state funding because of lower than projected property taxes and the receipt of a Small High School grant, neither of which were included in the budget. Overall, revenues are projected to be $13,000 lower than budgeted.

Ms. Passerotti said the combined effects of the higher-than-budgeted beginning fund balance and lower-than-budgeted revenues and expenditures was a projected ending fund balance of $827,000, $135,000 higher than budgeted. She reminded the Board that this is based on very preliminary expenditure projections.

- **Food Service.** *(Exhibit 1314-31)* Caroline Passerotti reviewed the Food Service Financial Statement in summary saying the numbers are not meaningful, as of yet as they do not reflect a full month of food service. Currently revenues are less than the prior year with expenditures remaining static. Supt. Scurto said if the meal count holds at the higher rate as it has for this September, the District will have to respond with a labor increase.
• Grants. (Exhibit 1314-32) Tony Scurto said grants pursued include a Common Core Grant and a Mentor Grant for 8th and 9th grade students. PHSD will be partnering with Churchill and 4J School District to run a mentoring program at the high school similar to what is being done at the elementary. These are due by November 21st and a summary will be provided at the next Board meeting.

• Achievement
  o Citizenship/Behavior Report. Principal Stoneberg reviewed the elementary report explaining it is segregated into Major and Minor offenses. Major offenses are referred to the Principal with Minor offenses handled in locale they are committed and a copy sent to the principal. The Other Behavior category reflects infractions on the bus. Referrals from last year decreased, which was attributed to the Billie Spirit Program. Responding to a question from Board Member Orre, Ms. Stoneberg confirmed buses are more crowded and there are four new drivers on board. She said she is working with transportation to assist in addressing issues.

  o Principal Fisher reviewed the High School Report and clarified that staff has not yet entered all data sets for infractions into the system. He said the forms have been updated since the prior year by a PBIS team and SWIS also changed their interface. He thanked Thad Holub for his work on these issues. Wylda Cafferata asked how the data generated was used. Assistant Principal Holub explained they review locations where issues occur and target those areas. Wylda Cafferata asked why students were not on the PBIS team to which Thad Holub explained the group meets after school and while there is not student representation, they are considering having parents on the group. Board Member Cafferata encouraged the group to include students and parents. Student Representative Connor Baker asked for clarification around the High School’s work on Tobacco and Drugs, pointing out that it is the predominant infraction message to students but it appears only one actual infraction was committed per the reports. He asked why focus is not on other problem behaviors that are clearly more prevalent. Thad Holub replied stating their actions are 1) preventive and 2) many of those infractions simply are not caught, despite the high school’s knowing they occur. Discussion around e-cigarettes ensued as reports have been made of their use, but no actual infractions identified. Student Representative Baker asked if you could sort out infractions by teacher and subsequently offer that teacher assistance or training, if they are giving out large numbers of referrals. Wylda Cafferata asked if any of these are referred to peer mediation. Mr. Holub replied that he does refer to peer mediation when he gets the chance, however, student compliance with that program is difficult. Principal Fisher said a number of students are trained in peer mediation and the high school is working on getting that message to the student body. Mr. Fisher also clarified that teachers enforce behaviors in different ways which requires more teacher training or assistance. Mr. Fisher told the Board a short assembly will take place Monday, November 25 to discuss these issues. Board Chair Oldham thanked the principals for their reports.
5.4 Instructional Hours / 2013-14 School Year. Principal Scurto referred to the packet handout showing state instructional hours. He said Portland School District is involved in potential litigation around this which prompted him to look at the PHSD instructional hour compliance. He said currently PHSD is in compliance with classroom time hours even without 30 hours of professional development time, 14 hours inclement weather time, or parent teacher conference time which are also allowed to be included. He told the Board if this allowable time was counted, PHSD would exceed the requirements even further. Vice Chair Parrish requested Mr. Scurto continue to report only class time hours. The Board confirmed the hours reported include both a full time schedule for all high school students and kindergarten students.

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
• Resignation of Cheer Coach, Kristin Cook.

Curt Offenbacher moved to accept the resignation. Wylda Cafferata seconded the motion. The motion passed unanimously.

8.0 BOARD ACTION ITEMS
8.1 New Business
8.101 First Reading of Policies
• EBBB – Injury/Illness Reports. Mr. Scurto explained the PHSD does not have a current policy, however, effective July 2013 state law requires these reports. He requested the Board review the OSBA draft policy and provide comment in December. Curt Offenbacher clarified that injuries/illnesses may be reported on an 801 form already, thus the policy to be developed would be one consistent with law.
• EBCB – Emergency Drills. Principal Scurto said drills are conducted on a regular base per Oregon law. In addition the PHSD has other drills such as safety threats, intruder and lockdown drills. He said there are other drills to consider such as tsunami warnings. Mr. Fisher said that new research comes out regularly on lockdown drills and the PHSD is trying to stay ahead of the curve. Devery Stoneberg said the drills are completed a minimum of three times per year. Tony Scurto said the drills are updated at least once per year but not on a regular basis. Wylda Cafferata reminded the Board the safety committee meets monthly. Wylda Cafferata asked if student representation is included on the committee. Mr. Fisher said the Pleasant Hill Fire Department is interested in completing more drills with the PHSD. Ms. Cafferata suggested speaking with Dexter Fire Department as well.
• GCC Hiring. Handout. Tony Scurto said the sample policy provided originated from Wylda Cafferata and is an optional policy for the school district. John Oldham asked about the PHSD recruitment plan. Tony Scurto confirmed openings are sent out to the Register-Guard, Talent Ed and applicants solicited via colleagues. He said a University of Oregon representative recently spoke to the PHSD about recruiting not only when active openings occur, but at other times, insuring the District continues to attract quality candidates and advertises.
itself. Mr. Scurto noted the district anticipates multiple retirements over the next 4-5 years. Wylda Cafferata asked if recruiting preferences could be written as an Administrative Regulation, (AR) rather than policy. Tony Scurto said he was reminded by OSBA Peggy Schneider that practices should not be written into policy. Wylda Cafferata said that after reviewing the policies, it appears the Board can go into executive session to talk about potential hires but cannot discuss current staff. Kevin Parrish said that depending on when hires were made, that may require an extra meeting. Superintendent Scurto provided an example form taken from Bethel School District which summarizes candidate qualification for review by the Board. He suggested this could be provided with the Board consent agenda request. Mr. Fisher said the information on the form is already obtained by other means and it would not be cumbersome to fill it out. John Oldham asked if there are any other school districts which hold an executive session to discuss potential hires. Tony Scurto replied there are none known and said he would look into AR’s prior to the next meeting. Curt Offenbacher pointed out that when the budget is developed, the Board has input into approving the positions hired, however, often it is not clear what position they are hiring for. Randy Fisher explained that while they advertise for a specific position, often needs may be met by adjusting current staff into other positions and hiring new candidates who have multiple aptitudes. Wylda Cafferata said currently there is an initial license and standard license. This will be changing to three levels of license. She asked if Pleasant Hill had considered only hiring those with the highest level of license. Kevin Parrish asked if that may affect the collective bargaining process. Wylda Cafferata suggested the Board review the consent agenda and if questions arise, they could meet in an executive session. She also requested an additional category of “why the candidate was chosen” on the draft form provided. John Oldham requested the Board pend further discussion to the next meeting.

8.2 Old Business
8.201 Budget Committee Appointment(s). One application for the Budget Committee open position has been received; however, the candidate is not available for the December meeting. One position remains open and Chair Oldham asked the Board to continue with their recruiting efforts.

9.0 REPORTS AND DISCUSSION ITEMS (Part 2)
9.1 Superintendent’s Report.
• Facility Team Update (Exhibit 1314-33) Tony Scurto reported a positive reaction from the team toward placing a bond on the ballot. He reported the survey also showed heavy support and tempered that by reminding the board the surveys were handed primarily on campus or at campus events. He said a meeting will be held November 21, 2013 at 7:00 pm during which potential concept drawings from Scott Rose at the DLR Group will be reviewed.
• Energy Savings Projects. (handout). Supt. Scurto reported a strong partnership between PHSD and EPUD. He said the incentives and grants EPUD has assisted with, total approximately $38k per year, or ½ of a teacher. He thanked Bruce Patterson and Rob Currier of EPUD for their work on these projects saying they are a benefit to our school district. Randy Fisher also noted the district has two fathers employed by EPUD who are very helpful in keeping the school informed of outages or other issues.

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9.2 Principal Reports.
- PHES. Devery Stoneberg reviewed the PHES Principal’s Report (handout) She added November 21st and 22nd assemblies will be held from 1:20-2:00 pm and said if Board members attend she would like to include them in the Billie Spirit prizes by having them pick the most well behaved class for the Oscar prize. She said a proposal has been written for Tablets from Microsoft, however, they failed to honor their pricing and the school is now looking at iPad Minis.
- PHHS. Mr Fisher reviewed the PHHS Principal’s Report (handout). He said the Career Fair was a success, however, some of the student feedback reflected it was a little boring. He said Parent Teacher conferences were successful and asked for feedback from the Board on the new format. The Board consensus was that classroom visitation rather than only meeting teachers in the Gym was quite positive and they would like to see that continue. He said Thursday, November 21, 2013 at 2:15, an assembly for academic, attendance and behavior awards will be held and invited the Board to attend. Connor Baker, Student Representative asked if the new Chrome Books could be set up so an account doesn’t have to be created on each book? Mr. Fisher suggested a follow-up meeting with himself, Mr. Baker, and Mr. Jerry Pergamit to address that issue.

9.3 Action Log. Tony Scurto reviewed the Action Log with the Board and provided updates. Board and Administration consensus was Student of the Month lunch with Board members lacked interest and the program will be removed. Tony Scurto said he would follow up on the Technology Report.

10.0 FUTURE BOARD MEETINGS
Board Meeting – December 9, 2013, 7:00 p.m., PH Community Center

11.0 ANNOUNCEMENTS/OTHER
- OSBA Annual Convention, November 14-17, 2013
  o All Board members attended. Board Chair Oldham said OSBA offers on-site a free workshop on the Board’s role in student achievement. He requested the Board consider this opportunity. The Board consensus was this would be a positive opportunity and requested it be followed up on. Wylda Cafferata provided the Board key points and notes in written form on the sessions she attended. She summarized a discussion she had with Cathy Thompson from the Creswell School Board about half-days and meeting with teachers. She suggested a joint Board meeting next August.

- OSBA Board and Ballot Conference, Jan 10, 2014. The Board expressed interest in all attending this meeting.

12.0 The Board adjourned to Executive Session at 9:52 pm.
13.0 EXECUTIVE SESSION: Expulsion (ORS 332.061 (1))
14.0 The Board returned to Public Session at 10:20 pm.
15.0 ADJOURNMENT – The Board meeting was adjourned by the Board Chair at 10:20 pm

Signed: __________________________ on this _____ day of _______________________, 2013
Mr. John Oldham, Chair

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