Commitment, Excellence, Community

SCHOOL BOARD MEETING/WORK SESSION
MINUTES
Monday, September 12, 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 7:02 p.m. Other board members in attendance were Wylde Cafferata, John Oldham, Curt Offenbacher and Barbara Orre. Others in attendance were Tony Scurto, Superintendent; Sheri Longobardo, Business Manager; Randy Fisher, High School Principal; Thad Holub, High School Assistant Principal; Devery Stoneberg, Elementary Principal and Becky Johnson, Board Secretary.

The Board requested a moment of silence to honor the life of Jordan Jeffs. Kevin Parrish followed by reading the Mission Statement aloud.

2.0 INTRODUCTION OF AUDIENCE
Boy Scouts Troop 116 Members: Laura Panella, Chris Waters, Gabe Placko, Charlene Placko, Nate Placko, Jillian Placko; Caroline Passerotti, Retired PHSD Business Manager; Jeff Bernardo, parent and Kathy Faber, parent, were present.

3.0 ADDITIONS OR DELETIONS TO THE AGENDA
A revised agenda was distributed.

4.0 APPROVAL OF MINUTES
The August 15, 2016 Board Meeting Minutes were approved by consensus. The Board expressed appreciation for the Board Secretary’s work on the minutes.

5.0 REPORTS & DISCUSSION ITEMS
5.1 Facility Update
Superintendent Scurto reported that school started on time and provided updates on the projects.

Bus Loop – This item has been completed; parent and bus traffic is now split. Initially, there was a backup on Enterprise Road, but we believe we have corrected the issue.

Elementary – The new classroom addition is completed, although we are addressing a few other cosmetic items.

High School – We received notice of substantial completion to move into the new areas. Work continues on smaller items such as adjusting day-light sensors in classrooms, missing lights, a science room electrical outlet and other minor items that teachers are bringing to our attention. Larger issues such as flooring, duct sizing and science room
counters are being addressed with Chambers Construction. At this time we have rejected the quality of the repairs to chips in the concrete flooring. This item will need to be corrected when school is not in session. Our Facilities Management Team is handling large issue items due to the significant dollar amount. The District is currently working on a security gate to be completed later this month and courtyard planters are scheduled to follow shortly after.

Overall, students and staff seem to be happy in the spaces.

5.2 Enrollment Update
Superintendent Scurto reported that the 2016-17 enrollment numbers look positive. During budget time last spring we predicted 993 students. Our latest count this week is 1,015 students. We believe the increase is coming from a move-in bubble, Open Enrollment and Inter-District Transfers. The official first quarter numbers will be reported during a later meeting.

5.3 2015-16 Year-End Financial Reports
Ms. Passerotti presented the 2015-16 year-end financial reports ending June 30, 2016. The year-to-date summary compares the actual results to budget and also the projections in place at the time the 2016-17 budget was developed.

General Fund
In looking at the actual results, Pleasant Hill School District had total resources of $10,761,082 and total expenditures of $8,973,092 in the General Fund for 2015-16. This results in an ending fund balance for the year of $1,787,990 million, representing a growth of $114,000 during the year, but $6,363 lower than expected in the May projections. The ending fund balance represents 19.7% of operating revenues and is very close to two months average operating expenditures, the reserve target established by GFOA. Our revenues were $89,701 higher than projected in May. Common School Funds and tax receipts were also higher than projected. We expect the state funding received in 2016-17 will be adjusted downward by approximately $80,000 as a result. Our expenditures were $96,064 higher than projected in May due to a variety of adjustments between the General Fund and certain grant and reserve funds. We ended 2015-16 in a strong position, with over $1.7 million in reserves.

Capital Projects
This report shows a monthly breakdown of resources and expenditures for the bond project. Year-to-date bond resources were $16.3 million at the beginning of the year. Resources increased by $66,000 due to interest earnings. Expenditures were $14.2 million, of which $13.5 million was dedicated to expenditures at the high school and elementary. Other costs included $685,000 for purchased services. The year-ended with a fund balance of $2,099,046 which is expected to be fully expended in the 2016-17 fiscal year.

Grants/Reserves
The District benefited from $438,819 in grants during the year. The District received $373,696 in Federal grants, $3,355 in State grants and $61,716 from private sources. The Pleasant Hill Education Foundation alone provided $29,845 of our private sources, which is a true testament of our strong community support. Grant proceeds were $286,000 lower than in 2014-15 due to the IDEA grant decreasing by $145,159 and other grants ending. The District collected $936,591 in reserves outside the general fund in 2015-16. Sources for this amount came from the beginning fund balance and $433,000 in transfers from the General Fund. Expenditures totaled $79,958, leaving $856,663 in reserves. Expenses this
year were lower than usual due to focusing on our bond project and some expenses were absorbed by the General Fund. Ms. Passerotti noted that the ending fund balance in reserves were $146,000 higher than expected when the 2016-17 budget was adopted. If a higher level of spending is needed, the Board can pass a resolution to access these funds. Also, the $324,830 Insurance/Benefit fund is the District’s PERS reserves to help cover the expected four percentage point increase beginning July 2017. Other special revenue accounts are the Japanese Exchange Program, PHSD Preschool and Student Activity Funds. For the past two years, additional resources from the Japanese Exchange Program have gone to assist the District’s music program. The balance of $6,148 in the preschool fund will be available to support the program during 2016-17. The Student Activity fund carried over $130,812 which is primarily held at the middle and high school for athletics, student clubs, jazz festival, yearbook and textbook deposits.

**Food Services**
Ms. Passerotti stated that we ended the year with $56,705, down only slightly from the previous year. Our food service program is operating at a sustainable level.

**Cash and Investment Report**
This report reviews all district cash accounts and investments as of June 30, 2016. Cash and investments totaled $6,890,962, representing Cash balances of $376,102 and investment balances of $6,514,860. Of this amount $3.1 million in investments are associated with the bond. Ms. Passerotti noted that the ending fund balance in the Capital Projects Fund as of June 30 was lower than this because bills paid in July and August for services incurred in June were charged back to the 2015-16 year.

5.4 Principal’s Report
Principal Fisher reported on recent high school events. Mr. Fisher thanked all who helped support our students with the loss of their classmate. He witnessed many people going above and beyond to show their support. It was truly amazing. Mr. Fisher also reported that due to an increased demand two sections of AP English will be offered this term.

Principal Stoneberg reported on the recent elementary school events. She is pleased with how students and staff are adapting to the new bus loop and the lunch and recess switch. Ms. Stoneberg has noticed an increase in student’s appetites which the change of having recess directly before lunch. Current happenings include Title 1 screening, safety drills, pictures and open house next week. The first 2016-17 Billie Spirit assembly was held which included a jog-a-thon kick off. Ms. Stoneberg presented to the Board a video featuring staff and classrooms including the new addition.

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).

Boy Scouts Troop 116 has four students that are becoming Eagle Scouts. The troop is requesting that the school assist as appropriate with this endeavor. Superintendent Scurto suggested they contact our maintenance lead and Mr. Meinzen to discuss their projects.

7.0 CONSENT AGENDA
7.1 Personnel
7.101 Approve Marci Dudley, Preschool Coordinator
7.102 Approve Emma Turner, SPED Educational Assistant 6-12th
7.103 Approve Bonnie Angco, Payroll Specialist
7.104 Accept Resignation of Jonathan Light, Music Teacher

7.2 Accept Financial Statement

*Curt Offenbacher moved to accept the consent agenda. Wylda Cafferata seconded the motion. The motion passed unanimously.*

**8.0 BOARD ACTION ITEMS**

8.1 New Business

8.101 OSBA Policy Analysis
The Board discussed contracting with the Oregon School Board Association (OSBA) to complete a comprehensive policy analysis. The last review was completed about five years ago. If approved, Ms. Johnson will coordinate an upcoming work session where the Board would work with OSBA on the analysis. Cost to cover this analysis could come out of the Board budget.

8.102 Policy JG, Student Discipline
8.103 Policy JFC, Student Conduct
This is a first reading on JG, Student Discipline and policy JFC, Student Conduct. Superintendent Scurto said these policies go together and the additions include behavior while on the bus and at school-sponsored activities which already fall under our normal expectations. Also, when disciplining students we need to make sure we are finding was to correct the behavior while continuing the academic learning process.

8.104 Policy IGBBB, Identification - Talented and Gifted Students among Nontypical Populations
Superintendent Scurto discussed the rescinding of policy IGBBB. The language from IGBBB was revised in due to an OAR rule change and then moved into policy IGBBA, Identification - Talented and Gifted Students which the Board approved at the June 20, 2016 meeting, therefore there is no need to keep policy IGBBB.

*Curt Offenbacher moved to rescind policy IGBBB, Identification - Talented and Gifted Students among Nontypical Populations. Barbara Orre seconded the motion. The motion passed three in favor to two opposed.*

8.2 Old Business

8.201 2016-17 School Board/Administrator Charge
The Board reviewed the charge and made the following changes:
1. Achievement – PHIP timeline should read “Report after each PHIP meeting”
2. Communication – Add “Review Board Charge” with a timeline to include as part of Quarterly Reports
3. Work Session Topics – Add “Policy Review”

*Wylda Cafferata moved to approve the 2016-17 School Board/Administrator Charge with the above amended changes. Barbara Orre seconded the motion. The motion passed unanimously.*

**10.0 FUTURE BOARD MEETINGS**
- Work Session – September 26, 2016 7:00 p.m., Pleasant Hill Community Center
11.0 ANNOUNCEMENTS/OTHER

We have an opening on the Budget Committee beginning in the 2017-18 school year. Please contact the District Office to apply.

Board members planning on attending the OSBA Fall Regional Meeting on October 11, 2016, at Lane Education Service District should contact Ms. Johnson.

Pleasant Hill Education Foundation is hosting an inaugural “Advocacy and Fundraising” breakfast on Friday, October 7, 2016 at 7:30 a.m. in the high school student center. The keynote speaker will be Dr. Nancy Golden, former Chief Education Officer.

Board member Curt Offenbacher shared an idea that he read about from the OSBA newscips regarding having classroom competitions for attendance. Principal Stoneberg noted that they are trying this at the Elementary this year. Classrooms that spell “perfect attendance” will be rewarded with activities such as extra recess, frozen yogurt party, 30 minutes extra PE and other treats.

12.0 ADJOURNMENT - 8:07 p.m.

Signed: Kevin Parrish, Board Chair, this 30th day of Sept, 2016.