SCHOOL BOARD MEETING
MINUTES
Monday, September 23, 2013, 7:00 pm
Pleasant Hill Community Center

1.0 CALL TO ORDER
1.1 The meeting of the Pleasant Hill School Board was called to order by Chair John Oldham at 7:05 pm in accordance with the public notice of this meeting. Other Board members in attendance were: Kevin Parrish, Board Vice-Chair, Wylde Cafferata, Barbara Orre, Curt Offenbacher. Also present were Tony Scurto, Superintendent, Caroline Passerotti, Business Manager, Devery Stoneberg, Elementary Principal, Randy Fisher, High School Principal, Thad Holub, High School Assistant Principal.

1.2 Kevin Parrish read the District’s Mission Statement aloud.

This meeting was preceded by the Executive Session: Labor Negotiation, per ORS 192.660(2)(d)

2.0 INTRODUCTION OF THE AUDIENCE
2.1 Audience members introduced themselves and were welcomed. In attendance were: Kathy Duval, HS Career Educator; Cheryl Brelsford, Counselor; Danielle Tubman, HS Science; Darlene Baker, Parent; Connor Baker, Student; Kelli Martin, Teacher.

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

4.0 APPROVAL OF MINUTES
4.1 Barbara Orre requested her comment in 6.0 Public Forum in regard to a class size discussion with Mr. Fisher be amended to reflect she had discussed the issue with Mr. Fisher and he was already aware of the concern. By consensus, the September 9, 2013 Board Meeting Minutes. The minutes were approved with the changes by consensus.

5.0 REPORTS AND DISCUSSION ITEMS
5.1 Year-End Reports for 2012-13
5.1.2 Enrollment. Superintendent Scurto provided an overview of enrollment stating we started academic year 2012-13 with 876 and ended with
881 showing a growth during the year. Headcount today totals 910 students breaking down to 431 High School and 479 Elementary. He said 879 ADMr was used to project funding for this year. He reported open enrollment numbers totaling 136 students who do not live in the school district gained over the full open enrollment period. For the current academic year, 80 open enrollment applications were received with 60 students arriving at the school year start. Reporting of the students in this group is being standardized to allow for more accurate projections and tracking. Challenges with reporting include open enrollment students who subsequently move into the district, lack of tracking from previous years, and one to one transfer students not being accounted for.

5.1.3 Finances. (Exhibit 1314-15) Caroline Passerot, Business Manager, reviewed unaudited actual financial statements for 2012-13 referring to Exhibit 1314-15. In summary she provided balances for general fund revenues comparing them to budgeted amounts. She also noted changes in state funding insurance and benefit reserve transfers. She noted the largest change in expenditures is due to staffs that have been brought in to support additional students. Responding to a question from Curt Offenbacher, Caroline said we did not budget in State Federal Forest Fees for 2013-14 and she does not believe we would receive them. She reminded the group that last year the Federal Forest Fees were not anticipated but were received. The Board thanked Caroline for the report, specifically the summary sheet. Caroline stated she would be providing that sheet on a quarterly basis.

5.1.4 Food Service. Caroline Passerot reviewed the June financial statements showing actual unaudited numbers. In summary, revenues totaled $20,000 above budget with resources $48,000 higher than budgeted. An ending fund balance was not budgeted. This type of fund does not allow reserves above a level. After confirming the recently purchased software was up and running, Barbara Orre noted there were improvements in the service that could be made if needed to reduce the fund balance.

5.1.5 Achievement. Superintendent Scurto noted he sent out achievement reports to staff last Friday. He noted the importance of staff in core areas being aware of where students were achieving. The achievement reports were reviewed. Mr. Scurto stated that the numbers being reviewed reflect all students PHSD is responsible for that go into the achievement compact. He said in Math, 4th graders are outperforming their peers 71/61 percent. In reading, PHSD is above or at performance standards for state averages. Discussion ensued regarding the standardization of these tests, the increasing cut scores and changing questions and standards. The Board expressed concern regarding the validity of the tests used as a standard benchmark tool for achievement. Superintendent Scurto said this is the fairest way to compare and looking at the numbers over time could be helpful. Superintendent Scurto then reviewed the cohort comparisons showing classes over education at PHSD. The Board requested to see the intact group as that would assist reviewing data for those who had education from K-12 at the PHSD without accounting for students moving in and out with open enrollment.
Wylda Cafferata expressed concern that the school is not speaking with the students about these test scores and their role in education. She said it is important that students see the connection to their future. Tony Scurto replied that those conversations are taking place, but more could be done. Kevin Parrish spoke saying that it is the Board’s responsibility to ask what our school is doing currently to meet standards and if they see that not everyone is above the state average in an area, the Board should review actions taken and evaluate their effectiveness.

Tony Scurto said evaluating learning is not solely about the test scores; it is about learning and relevance, as teaching is a science and art, with art being how you connect it to something that is relevant to most kids. Board Chair Oldham asked if the new mandated grading standards supported learning. Tony Scurto responded that the new grading standards require by June 10, 2014 parents will know exactly how students are performing with behavior removed. He said they will currently have the PHiP committees and school staff convening to discuss how to meet that requirement. Wylda Cafferata suggested that when reports to parent on that performance are made, it could be a teacher-facilitated report from the student.

Tony Scurto reviewed the reporting trends, showing a gap in what students receive by the time they reach 11th grade. He said the teachers are seeing that gap and trying to address it. Wylda Cafferata said she sent the board a graph with data showing that some school districts with fewer school days performing better than ours. She also noted, however, that overall, we are doing the same. Board Chair Oldham thanked Wylda for the information.

5.1.6 Grants. (Exhibit 1314-17) Caroline Passeroti provided an updated grants overview. The 2013 report shows the awards we received and expenditures made under them as well as ending fund balances and any additional funding for the current year. Caroline said we received almost $550,000 in grant awards and spent $460,000 with some being carried over. This year we’ve received $133,000, new IDEA sub-grants and we learned of the United Way grant coming through. The Work Force Investment Act distribution has been made for this year and Title Grant applications have been sent in. These should range from $200,000 or more and it is expected to see another $100,000 from IDEA. Caroline will update the Board when she has additional information.

Curt Offenbacher asked if PHSD is working with other school districts to obtain monies from ODE. Tony Scurto explained that we are in partnership with South Lane District on a Mentor Teacher grant and we are looking to enter consortiums on other grants. Tony said the grant timeline is changing to allow for districts to work as more of a consortium as well as simplifying the application process. PHSD is trying to position itself to respond to these opportunities.

5.2 PHHS Block Schedule—Academic Enhancement Time. Randy Fisher said he has been working with an LCC liaison to possibly offer courses such as culinary arts, robotics, AP course prep and community or union apprenticeship programs. He reported that Fire and Safety courses are still in the works. He turned the floor to Cheryl Brelsford and Kathy Duval to provide the report a report on activities during college and career prep time.
The activities provided this year are more intentionally focused to meet diploma requirements and have more career-related activities taking place. In addition, an educational plan and profile must be completed. Thirty-five minutes bi-weekly are allotted to the advisory section of the Enhancement time and is spent working on various projects. They advised this week’s activity included reviewing a transcript and working toward a 4-year educational plan. Other activities that may take place include using the CIS system, career assessments, career research, career outlook, wage outlook, college research, ASVAB and PSAT testing as well as a problem solving workshop, career fairs and Women in Trade career fair. Randy Fisher said this is only a portion of what is done during that Academic Enhancement time. He said in addition, teachers are on hand to offer retakes of testing and extra help. Kevin Parrish expressed concern regarding actual activities during Academic Enhancement/Enrichment time and inadequate definition of those titles. Tony Scurto clarified that this time is to allow staff members extra time to work with students who need it and the time is split between the Enhancement and Enrichment activities. Randy Fisher said in that block of time that the students are completing career-related learning skills and also are offered a help session for academics. Mr. Fisher offered an example of today’s schedule saying today we did advisory with all students, took a short break and relocated to provide assistance, help and enrichment time. HS Teacher Kelli Martin said she had over 30 students in her class during Academic Enhancement time with HS Teacher Danielle Tubman reporting 38. The two reported they have peer-tutors assisting during that time as enrichment activities.

The Board discussed and received clarification on the block schedule. Responding to a request from Board Member Kevin Parrish, student Connor Baker said while the block schedule was initially confusing it provides enough classroom time to finish a full lab, or take a full test instead of spreading it out over two days. Barbara Orre asked about classrooms being at different levels to which Principal Fisher explained he takes time to be sure students are placed correctly, based on their needs with the correct teacher. He said the plan is to have the staff involved in that. Curt Offenhacher noted the encouragement and value of peer tutors in the academic process. He also expressed concern around the state testing standards, noting that if they are not indicative of appropriate learning to teach a child to become a responsible tax-paying citizen, the students are lost. Wylda Cafferata explained a committee of teachers analyzes state testing questions, insuring none are memory questions and focusing on historical, geographical and thinking aptitudes. She said question development is not taken lightly.

5.3 Class Size Update. (Exhibit 1213-16) Superintendent Scurto referred to the handout he provided for the Elementary School. Randy Fisher provided the Board Members an update in their packets for the High School. Mr. Fisher explained the titles and said during a regularly-scheduled day, class size averages 23 students per teacher, per class. Referring to a concern brought forth by student Conner Baker at the September 9 Board Meeting regarding class size he said he is aware the class in question exceeds that average and the teacher has specifically asked him to wait before removing students until adequate grade data has been obtained. Responding to a question from the Board he explained if a section has
no, or very few students in it, it is often a class with an advanced section held at the same time — Metals, or Child Development, for example.
Principal Fisher said scheduling is completed by adding each student’s needs into the Pinnacle Scheduling System. At that point, he hand-schedules, insuring each student has an appropriate schedule based on what they were recommended for. The needs are separated into sections of classes and the sections reviewed to attempt to grant each student their first, second and third request. When formal registration begins in August, it is altered to meet those requests as well.

5.4 Summer Work Report. Caroline Passeroti reviewed a list of projects organized by size and category. The total project cost reflects $175,000 with total cost to the district of $148,000. Energy rebates, grant monies and student labor and materials provided the savings in project cost. She noted the report indicates costs were $10,000 over budget, which is misleading as several projects arose after the budget was developed, such as the High School Gym Girls’ Restroom and drinking fountains. In addition, money was leveraged with rebates and partnerships to use it effectively. There is also a building enhancement project for the building adjacent to the community center which the foundation has contributed to. Curt Offenbacher noted the security fencing has an open gate in the rear of the gym to which Randy Fisher explained that the plan is currently to install latches to let people out and not in. That should be completed soon.

6.0 PUBLIC FORUM – In response to a personnel issue brought to the board, a community member was advised to speak to the building principal, and if the issue is not remediated to speak to the superintendent, however, the Board is unable to address personnel issues at a public meeting.

7.0 CONSENT AGENDA
7.1 Personnel
7.101 Approve Heather Van Ordstrom, Food Service, Elementary. Curt Offenbacher moved to approve Heather Van Ordstrom as Food Service, Elementary, the motion was seconded by Kevin Parrish and passed unanimously.

8.0 BOARD ACTION ITEMS
8.1 New Business No new business was reported by the Board.
8.2 Old Business
8.201 CCG—Licensed Evaluation of Administration (Exhibit 1314-03) Motion was made by Kevin Parrish to approve item 8.201, CCG, Licensed Evaluation of Administration as submitted. Wylda Caflerata seconded the motion. The motion passed unanimously.

8.202 GCN—Evaluation of Licensed Staff (Exhibit 1314-04) Motion was made by Wylda Caflerata to approve item 8.202 GCN, Evaluation of Licensed Staff as submitted. Kevin Parrish seconded the motion. The motion passed unanimously.

8.203 JHCCA—HIV, HBV and AIDS (Exhibit 1314-05)
Motion was made by Kevin Parrish to approve policy JHCCA while simultaneously deleting policy JHCCB, replacing it and references to it with policy JHCCA. Wylda Cafferata seconded the motion. The motion passed unanimously.

8.204 JHFF—Reporting Requirements Sexual Conduct (Exhibit 1314-06)
Subsequent to discussion the Board requested modification to the policy changed a reference in the third paragraph to immediate supervisor and accepting previous changes.
Motion was made by Kevin Parrish to adopt JHFF as modified. The motion was seconded by John Oldham and passed unanimously.

8.205 JOB—Personably Identifiable Information (Exhibit 1314-07)
Motion was made by Kevin Parrish to adopt JOB Exhibit 1314-07. The motion was seconded by Wylda Cafferata and passed unanimously.

9.0 FUTURE BOARD MEETINGS
Board Meeting – October 14, 2013, 7:00 p.m., PH Community Center
Board Work Session – October 28, 2013, 7:00 p.m., PH Community Center

10.0 ANNOUNCEMENTS/OTHER
- OSBA Annual Convention, November 14-17
  The full Board Membership will be attending.
- OSBA Regional Workshop, Lane ESD, Oct. 1 at 5:30 pm
- Wylda Cafferata requested the action log be reinstated to the board packet. Tony Scurto agreed saying he would add it back in.
- Wylda Cafferata distributed notes to the Board summarizing her read of the previously noted “Smartest Kids in the World Book.”
- Randy Fisher noted that there is a double-header soccer and football game this Friday night. – Friday night, we have a double-header soccer and football game.
- Devery Stoneberg advised the Elementary has open house on Thursday evening.

11.0 ADJOURNMENT The Board meeting was adjourned by the Board Chair at 8:51 p.m.

Signed: [Signature] this 28 day of Oct., 2013

Mr. John Oldham, Chair