



36386 Highway 58
Pleasant Hill, OR 97455
Phone: 541-746-9646
FAX: 541-746-2537
www.pleasanthill.k12.or.us

Commitment, Excellence, Community

PLEASANT HILL SD #1
SCHOOL BOARD MEETING MINUTES - Revised
Monday, February 8, 2021; 7:00 p.m.

Stream live at <https://www.pleasanthill.k12.or.us/virtual-school-board-meetings>

1.0 CALL TO ORDER

Board Chair Jeff Bernardo called the February 8, 2021 School Board Meeting to order at 7:01 p.m. Board members present were Vice Chair John Oldham, Curt Offenbacher, Stephen Hammond, and Wylda Cafferata. Also present were Superintendent Scott Linenberger, Elementary School Principal Devery Stoneberg, High School Principal Randy Fisher, Special Education Director Whitney Connolly, Business Manager Sheri Longobardo, Lane ESD Superintendent Tony Scurto, Lane ESD Board Member Rose Wilde, and Accuity LLC CPA Kori Sarrett.

Curt Offenbacher read the Mission Statement.

2.0 ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

3.0 APPROVAL OF MINUTES

3.1 Approve January 4, 2021 Board Meeting Minutes (**Exhibit 2021.143**)

The January 4, 2021 board meeting minutes were approved by consensus.

4.0 CONSENT AGENDA

There were no consent agenda items.

5.0 REPORTS & DISCUSSION ITEMS

5.1 Presentations

5.101 Student of the Month – Avery Laird

Principal Fisher shared a video congratulating Ms. Laird for her great work this year. Principal Fisher, High School Counselor Cheryl Ruiz, Assistant Principal Erik Hoberg, Middle School Assistant Principal Brandon Haberly, Joe Neill, High School Secretary Noell D’Agosta, Heidi DuChateau, and Angela White all congratulated Ms. Laird for her hard work, many accomplishments, and positive attitude towards students and staff alike. Ms. Laird’s mother, Heidi, thanked Pleasant Hill School District for allowing her to thrive since moving into the district when Avery was in the 7th grade.

The Board congratulated Ms. Laird for all of her work as well, and thanked her and her family for being a great part of the Pleasant Hill School District and community.

5.102 Most Improved Student of the Month – Kylee Smith

Principal Fisher shared that Kylee Smith, Most Improved Student for the month of January, has done a fantastic job this year. Ms. Smith has been attending class Zoom meetings as well as Limited In-Person Instruction sessions. She is doing everything she can to take advantage of opportunities to improve her education during these trying times.

5.103 Accuity LLC Financial Findings for year ending June 30, 2020
CPA Kori Sarrett reported the financial findings by Accuity LLC. Ms. Sarrett thanked Business Manager Sheri Longobardo for all of her hard work and efficiency, stating that PHSD was one of the easiest to work with during the virtual auditing “learning curve.” Kori stated there were no internal control findings this year. The board was presented with multiple letters meeting required communications. These letters included beginning and ending audit communications, and a letter from Accuity LLC Management stating all information was truthful.

Two of the three recommended adjusting journal entries referenced taxes receivable. The Business Manager does not have the opportunity to book these from the county prior to Accuity receiving the trial balance. These audit adjustments are very normal and are not cause for concern.

The third journal entry is reclassifying revenue from federal to state. This entry is primarily an extra precaution detailing how federal funds are turned into state funds, and where the revenue comes from. There is also no concern surrounding this adjustment.

The limit for federal expenditures in one year is \$750,000 and the district used \$798,000, resulting in a Single Audit. The firm audited the Title I program, finding all certifications, backup documentation for payroll information to be very detailed and properly reported.

Overall, funds gained approximately \$100,000. This was a pleasant finding due to the current funding and Covid-19 pandemic situations.

The board thanked Ms. Sarrett and Ms. Longobardo for their hard work providing this detailed report.

5.2 Principals’ Reports

5.201 PHHS Report – Randy (Exhibit 2021.144)

Principal Fisher presented the board with information regarding the high school “D” & “F” grade report. In comparison to last year’s report, there are an increased amount of “F” grades. This could be due to multiple things, most likely attributed to students not being physically in classrooms this year. In comparison to other districts across the state, PHHS has a lower percentage of “F” grades, but staff agrees that even 9.8% is unacceptable. Student Success Teams meet weekly, determined to improve these numbers and help students be successful with their education. Showing a weekly report, there has been tremendous improvement since the beginning of the school year.

The board stresses the importance of keeping students engaged. These improvements throughout the year show the dedication of students and staff to stay engaged and consistent. Principal Fisher pointed out that when Limited In-Person Instruction began, there were many improvements in students’ grades.

The board also appreciates the data being reported, hopes to compare these numbers to historic and future data to learn how best to help students improve and be on-track to graduate.

5.202 PHES Report – Devery (Exhibit 2021.145 a-c)

Report cards with grades for the second nine weeks have been sent to families. Students who attend class on-site were given their report cards to hand deliver to parents, while those participating in distance-learning only were mailed their report cards.

PHES Principal Stoneberg shared that grades 4 & 5 will begin hybrid learning on February 16, 2021. In response to a survey distributed by PHES, 100% of families responded and shared their thoughts and hopes for moving into hybrid learning. From this survey there are 52 fourth graders and 43 fifth graders who will be participating in this hybrid learning model.

When planning for this new instruction model, teachers and staff considered students who currently have siblings attending class on-site. There will now be 13 classes for grades K-3, two 4th grade hybrid classrooms, and three 5th grade hybrid classrooms during the morning session. During the afternoon session there will be one class for grades K, 1, 2, 3, and 5, and two classes for 4th grade hybrid learning. With the addition of these students on-site, PHES will now offer transportation for both morning and afternoon classes.

On Friday, February 5 the elementary school held another professional development day. Barbara Steinberg worked with classified staff to develop effective intervention instruction skills.

Ms. Steinberg will also be working with licensed staff in a Curriculum Mapping 101 workshop. The goal is to develop an English Language Arts curriculum map for grades K-5 based on the new Oregon standards.

The Pleasant Hill Improvement Plan Team requested reporting on relationships, literacy, and engagement. Relationships and engagement have been great this year. Principal Stoneberg shared that 110 families attended the first Virtual Holiday Sing-a-long. Families are also participating in Monthly Materials Distribution Days. Approximately 93% of families participating in distance-learning only have come to pick up materials. Those who are unable to come are contacted directly by teachers or office staff. Families are engaging with their teachers and students via Seesaw very regularly. Approximately 99% of families have engaged through Seesaw, while 1% are unable to engage due primarily to internet connectivity issues.

Principal Stoneberg presented the board with this year's DIBELS benchmarks aligned to PHES Data Scorecard. There are fewer tests given this year due to unique education circumstances. Pleasant Hill is one of very few districts able to complete universal screenings this year. Many students have improved and moved from the "Intensive" category to "Strategic" or "Benchmark" levels. Kindergarten is tested in Letter Naming Fluency, Nonsense Word Fluency, and Oral Reading Fluency. First graders are tested in Nonsense Word Fluency and Oral Reading Fluency, while grades 2-5 are only tested on Oral Reading Fluency. Principal Stoneberg is working with Kay Lynn Thomas and many other teachers to develop a plan to improve Oral Reading Fluency across all grades. Principal Stoneberg was proud to share that every student who tested improved their word fluency by at least double their previous scores.

Board member Stephen Hammond recognized all the hard work and sacrifice that teachers, staff, and administrators have put forth in an effort to make all of these improvements.

5.3 Superintendent Report

5.301 Policy Updates – Covid-19 Related Leave

The following policies were adopted in June of 2020 and expired on December 31, 2020. These policies and Administrative Rules are now being removed from the district's policy

lists. These Covid-19 Related Leave policies are no longer relevant, therefore the district will remove them from their list. The district's Sick Leave policy will remain in effect.

- GCBDAAGDBDAA – *Delete*
- GCBDAAGDBDAA-AR (1) – *Delete*
- GCBDAAGDBDAA-AR (2) – *Delete*

5.302 Local Service Plan (LSP) – 2021-23 Year One (Exhibit 2021.146)

Lane ESD Superintendent Tony Scurto discussed the highlights of the Local Service Plan. This new plan will take effect in the Fall of 2021. Each year, component school districts must approve a local service plan that is reflective of their desires. There are four areas that the LSP historically supplies services for: administrative, technology, school improvement and special education.

New services are being developed as district needs are changing through the years. Districts have recently also expressed a desire for school nursing services.

Another new service that district Superintendents have expressed desire for is communication assistance. Communication services would allow smaller districts to have better two-way contact with families and community members. Lane ESD hopes to be able to provide these services to districts in the new LSP. A third (new) opportunity will be legal services. Superintendents are expressing desires to have easier access to timely legal services. These services would not replace current approved attorneys and/or PACE protection.

As part of the Student Success Act, ESDs were allowed to keep funds intact in order to support district Student Investment Account (SIA) plans. After districts reached out to communities and received feedback about how SIA funds should be spent, ESDs assessed where their plans overlap district plans. These overlaps show where services can best be provided.

Superintendent Council voted unanimously in December to approve the plan, the Lane ESD board voted to approve the plan in January. School districts have until March 1st to approve this new LSP.

Board Chair Jeff Bernardo asked for clarification surrounding communication services and how they would be provided. If PHSD chooses to purchase this service, there will be a communication officer assigned to the district who also serves other districts. These communication officers would provide survey production/distribution, district announcement letters/drafts, and many other related services, potentially including social media engagement services. Superintendent Linenberger's goal is to provide the community with up-to-date accurate information in a timelier, more efficient manner.

Superintendent Scurto expressed his appreciation of the partnership between districts and Lane ESD. This strong cooperation is helpful in all areas, including the vaccination of educators endeavor that is not included in the LSP.

Lane ESD board member Rose Wilde acknowledged the great work that the school board has done making the tough decisions regarding reopening the schools.

Ms. Wilde shared an important subject that is being pointed out among many different associations and advocacy groups: rural broadband. The focus is getting every student access to internet services. This subject is on both federal and state agendas to be

discussed. It is a high priority to ensure each student has access to education, especially during these times of virtual learning.

5.303 Covid-19 Update

Superintendent Linenberger reminded the board that the district has updated filtration systems at both PHES & PHHS in the areas that students will primarily be. The district utilized Elementary & Secondary School Emergency Relief (ESSER) funds to provide these filtration system updates and personal protection equipment (ie. masks/face shields, etc). Pleasant Hill intends to continue utilizing these funds to update additional areas such as the District Office. These filtration systems filter many airborne pathogens including Covid-19, common cold, flu virus, and more.

District staff was sent a survey asking (anonymously) if they would opt to get the Covid-19 vaccine were it made available. There were approximately 100 staff members who said yes. At this time the district has gone through two rounds of vaccination allotments. In these first two rounds there have been 40 employees vaccinated. In the next round of allotments, the district will have 14 available doses for employees. An additional 1,000 vaccines were made available for educators in Lane County and many Pleasant Hill employees were able to take advantage of that opportunity. Superintendent Linenberger thanked Springfield School District for hosting these vaccination clinics at Hamlin Middle School. The next round of vaccines will be hosted by the Bethel School District.

Governor Brown previously announced that the county health metrics are no longer mandatory, but optional. As a reminder, if districts choose to operate outside of the health metrics, their liability protections are no longer in effect. In order to offer on-site instruction, districts operating outside of the metrics must have trained staff able to provide nasal swabs, and a plan in place to implement these procedures by March 1, 2021. Even though the metrics are now optional, the Ready Schools Safe Learners plans are not negotiable. District reopening blueprints must be approved by OHA, ODE, and local public health departments. If a district's plans change from Limited In-Person Instruction to Hybrid plans, a new blueprint must be created and approved. PHSD is not operating outside the metrics and is permitted to bring back grades 4 & 5 in a hybrid learning model. The district is planning ahead in order to take advantage of the opportunity to bring more students back by having trained staff to administer nasal swabs, and having updated blueprints in preparation for this learning model. These blueprints still outline social distancing and mask wearing requirements, neither of which have changed. Pleasant Hill School District has their updated blueprints for K-5 and 6-12 on the district website. During these changing instruction models, Comprehensive Distance-Learning is still available.

The nasal swab process that must be in place before March 1st is a step towards the district bringing students and staff to campus. These swabs will be administered if a student or staff member shows signs/symptoms related to Covid-19. The swabs will not be invasive, they will be shallow nasal swabs. Parental consent forms must be signed before a student may be swabbed. If a parent/guardian does not permit the student to be swabbed or the student receives a positive test result, parents will be asked to pick their student up and take them off-campus. If a staff member with symptoms chooses not to be swabbed or tests positive, they will also be asked to leave the campus. Staff and families in the

Pleasant Hill School District have been very diligent and proactive by teaching from home or keeping their students home and utilizing virtual learning options.

At this time, Lane County has a County Case Rate per 100,000 people of 206. With this statistic the county remains in the “Orange Zone.” Being in this zone the district may carefully phase in on-site or hybrid learning for elementary schools. PHSD currently has grades K-3 on-site under the original K-3 Exemption. If the county moves to “Yellow Zone,” the district will have two weeks to implement an on-site hybrid model for middle school grades. Grades 6-9 will be the next to return to campus due to scientific statistics stating that younger students are less likely to carry the virus or be infectious. Once these plans are implemented, if the county returns to “Orange Zone,” PHSD would continue to allow the phasing in of additional grades. The administration team is working diligently on regulations, staffing, and transportation plans in order to bring students back as safely and quickly as possible. Within the PHSD district lines, there are ten cases total. There are three currently infectious, and one individual who has tested positive and remains off-site. There are zero school-age cases reported. The metrics are continuously being monitored for districts to make the safest decisions on a day-to-day basis.

Superintendent Linenberger continues to promote professional development and communication. Staff has participated in training presentations and information sessions, ensuring everyone is up-to-date with their understanding of the newest blueprints and regulations.

5.4 Financial Report

5.401 2nd Quarter Financial Report (Exhibit 2021.147 a-d)

Business Manager Sheri Longobardo presented the board with the monthly financial activity for the fiscal year beginning July 1, 2020. The beginning fund balance has been increased from the projected budget number based on the audit budget number. The increase is largely the result of the drop-off in expenditures when the school changed to distance-learning in March of 2020. With these changes, the ending fund balance is much higher than predicted.

Ms. Longobardo shared a General Fund report that also included encumbrances and a rough projection for the year. The projection is subject to change due to the uncertainty of how the remainder of the year may change. Comments on the requirements indicate that some positions were not filled from the General Fund because other financing was available, making the General Fund under budget. Comments also noted that transportation costs are much lower due to reduced charges and currently running limited school routes. These figures could change if school reopens and additional routes are scheduled. With the additional students on campus routes and cohort numbers will change, but regulations will still be followed.

The next report presented to the board was the Cash & Investments Report. The Student Body Accounts are much lower than historical years. These accounts show very little activity due to school closure and much less student activities happening.

The final report shows balances on reserve funds as well as two Special Revenue Funds. These balances reflect that transfers have been made and show what has been spent from the reserve and special revenue funds.

6.0 PUBLIC FORUM – PHSD posts the upcoming agenda on our website www.pleasanthill.k12.or.us the Friday before regularly scheduled Monday school board meetings. This will allow for public comment

prior to the board meeting. Please click on the tab provided to share your comment(s) for the school board to consider at the upcoming meeting.

The board acknowledged previously submitted comments and encourages anyone to submit any comments/questions at any time.

7.0 BOARD ACTION ITEMS

7.1 New Business

7.101 Accept Accuity LLC financial findings for year ending June 30, 2020

Wylde Cafferata moved to accept Accuity LLC financial findings for year ending June 30, 2020. Stephen Hammond seconded the motion. The motion passed unanimously.

7.102 Approve District Calendar for 2021-22 school year (**Exhibit 2021.148**)
Superintendent Linenberger explained that beginning the school year on an “untraditionally” early date allowed PHSD to take advantage of having grades K-3 on-site earlier than many area schools.

Mr. Linenberger has received feedback from the public regarding the early start date (August 31, 2021) and has not received comments/feedback from staff. The board has mixed thoughts regarding the early start of the school year. On one hand, students tend to be less productive later into summer, making the extension of the school year further into June less appealing. On the other hand, many families traditionally make plans for the last week of summer (Labor Day weekend), which makes the earlier start date less appealing.

Curt Offenbacher moved to approve the 2021-22 district calendar as presented. Stephen Hammond seconded the motion. The motion passed 3:2 with Stephen Hammond, Wylde Cafferata, and Curt Offenbacher voting in favor, and Jeff Bernardo and John Oldham voting against.

8.0 FUTURE BOARD MEETINGS

- Board Meeting – February 22, 2021; 7:00 p.m. – *Virtual Until Further Notice*
- Board Meeting – March 8, 2021; 7:00 p.m. – *Virtual Until Further Notice*

9.0 ANNOUNCEMENTS/OTHER

9.1 Superintendent Evaluation Process (Exhibit 2021.149**)**

Board Chair Jeff Bernardo will distribute to the board the document used to begin the evaluation process for the Superintendent. Mr. Linenberger has distributed his self-evaluation to the board. On February 22, 2021 the board will discuss their individual findings in Executive Session and reach a single rating consensus for each of the nine evaluation criteria. The board will send the evaluation ratings and its supporting comments to the Superintendent.

On March 8, 2021 the board will meet in Executive Session to discuss these ratings with the Superintendent. The Superintendent may provide additional data/information related to any standards in question. The board will prepare a brief statement to be read in open session regarding the evaluation.

The board will meet in Executive Session again on April 5, 2021 to discuss goals for the Superintendent’s next contract year.

9.2 Resignation of Jonathan Nixon, Speech Therapist

9.3 Attendance at past Board Meetings

Superintendent Linenberger shared that there were 17 viewers at the board meeting on January 4, 2021.

9.4 The board will be interviewing middle school students for the “Spotlight on Education” to be discussed at the upcoming meeting on February 22, 2021. Ms. Cafferata looks forward to hearing responses from students regarding her questions previously submitted.

9.5 Board Chair Jeff Bernardo addressed a comment regarding recordings of board meetings. Historically the board has used the minutes as record of meetings. The board will add this topic to a future agenda for further discussion. Until then, the minutes will continue to be the record.

10.0 ADJOURNMENT – 9:16 p.m.

Signed: _____, this _____ day of _____, 2020.
Jeff Bernardo, Board Chair