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Commitment, Excellence, Community

SCHOOL BOARD MEETING MINUTES

November 2, 2020; 7 p.m.

Live Stream - www.pleasanthill.k12.or.us/virtual-school-board-meetings

1.0 CALL TO ORDER

Board Chair Jeff Bernardo called the November 2, 2020 School Board Meeting to order at 7:02 p.m. Board members present were Vice Chair John Oldham, Curt Offenbacher, Stephen Hammond, and Wylda Cafferata. Also present were Superintendent Scott Linenberger, Business Manager Sheri Longobardo, Elementary School Principal Devery Stoneberg, Special Education Director Whitney Connolly, High School Principal Randy Fisher, and Lane ESD Advisor Sue Wilson.

Wylda Cafferata read the Mission Statement.

2.0 ADDITIONS OR DELETIONS TO THE AGENDA

Superintendent Scott Linenberger sent the board an updated version of the school reopening metrics after the board packet was sent. These new documents will replace the current exhibit numbers 2021.99a & 2021.102.

3.0 APPROVAL OF MINUTES

3.1 Approve October 19, 2020 Board Meeting Minutes (**Exhibit 2021.78**)

The October 19, 2020 Board Meeting Minutes were approved by consensus.

4.0 CONSENT AGENDA

4.1 SIA Agreement (**Exhibit 2021.79**)

The Student Investment Account (SIA) Grant Agreement was posted on the Pleasant Hill School District website for public viewing and feedback/comment after the October 19, 2020 board meeting. There were no public comments/questions brought to the board. Board member Wylda Cafferata noted for the record that she appreciates all of the work that has been put into this Grant Agreement and application process.

4.2 Board Policy Second Readings

- EBBA – First Aid – *Highly Recommended* (**Exhibit 2021.80**)
- ECAB – Vandalism/Malicious Mischief or Theft – *Optional* (**Exhibit 2021.81**)
- EEAE – Student Transportation in Private Vehicles – *Highly Recommended* (**Exhibit 2021.82**)
- EIA – Insurance Programs – *Optional* (**Exhibit 2021.83**)
- GBED – Medical Examinations/Drug Testing – *Highly Recommended* (**Exhibit 2021.84**)
- GCPB/GDPB – Resignation of Staff – *Highly Recommended* (**Exhibit 2021.85**)
- IGBAG – Special Education - Procedural Safeguards – *Required* (**Exhibit 2021.86**)
- IGBAG-AR – Special Education - Procedural Safeguards – *Required* (**Requires Board Adoption**) (**Exhibit 2021.87**)
- IGBC – Title I/Parent Involvement – *Required* (**Exhibit 2021.88**)
- IGBHA – Alternative Education Programs – *Required* (**Exhibit 2021.89**)
- IGBHB – Establishment of Alternative Educational Programs – *Required* (**Exhibit 2021.90**)

- IGBHC – Alternative Education Notification – *Required* (Exhibit 2021.91)
- IGBI – Bilingual Education – *Required* (Exhibit 2021.92)
- IICA – Field Trips and Special Events – *Optional* (Exhibit 2021.93)
- IJ – Guidance Program – *Highly Recommended* (Exhibit 2021.94)
- JEBA – Early Entrance – *Conditionally Required* (Exhibit 2021.95)

Wylde Cafferata moved to approve the Consent Agenda including Items 4.1, SIA Grant Agreement, and 4.2, Board Policy Second Readings. Stephen Hammond seconded the motion. The motion passed unanimously.

5.0 REPORTS & DISCUSSION ITEMS

5.1 Principals' Reports

5.101 Student(s) of the Month

High School Principal Randy Fisher announced October's Student of the Month, Kylie Miles. Ms. Miles is doing an excellent job with her online work and excelling in her environment.

Mason Wong is the Most Improved Student of the Month for October. Mr. Wong is doing a wonderful job and thriving with his online schoolwork.

The board congratulated both students and is appreciative that the students are still being recognized in these unprecedented circumstances. Principal Fisher shared that, even though the senior students are the only ones presented, the school acknowledges students in all grades.

5.102 PHHS Principal's Report/PHIP Report – Literacy & Engagement (Exhibit 2021.96 a-c & 2021.97)

Principal Fisher presented the board with teacher's conference engagement. Teachers held conferences on October 22 & 23 for seven hours each day. There were 855 meetings booked by high school teachers in total. These numbers do not include the regularly scheduled weekly meetings held with students who may be struggling and needing additional assistance.

Teachers make contact with parents and students on a weekly basis in this current environment. Grades are to be updated on Mondays and data is run each Tuesday. This data is used to categorize students into three groups (needs assistance, doing well, and exceeding). Teachers will then reach out to those students needing assistance by meeting in one-on-one or small group meetings. Student progress is documented and those who have not shown improvement will be presented to the Distance Learning Coordinators (DLC) at the Grade Level Meetings on Fridays. Struggling students will be contacted and supported by the DLC and all new progress is documented. If the DLC are unable to successfully support the struggling students, the administrative team is notified. The administration follows the same steps with the students. If the administrative team still doesn't see progress they will determine additional actions to be taken. Principal Fisher presented an example of how the teams document all information and progress made.

At this time, approximately 20-30% of students are categorized in the "needs assistance" group. This number is down from approximately 50% at the beginning of learning in the current learning environment. In comparison, PHSD is trending similarly with other schools.

- 5.103 PHES Principal’s Report/PHIP Report – Literacy & Engagement (**Exhibit 2021.97 & 2021.98**)
Principal Stoneberg informed the board that 70% of the K-3 students are currently enrolled in on-site learning. Grades 4 & 5 currently have 142 students enrolled in distance learning. Parent-teacher conferences saw a 99% engagement from families, primarily via video conferencing. Staff did a great job removing barriers, including holding socially distanced in-person conferences for those families with poor internet connection. Elementary School staff reaches out to families weekly with updates on students and events.

Grading day is November 6th. Staff is preparing to write the first progress reports of the school year. These are mostly going to be follow-up reports from parent-teacher conferences. There will be fewer comments on these progress reports, in comparison to what will be included in the semester report cards.

The first professional development opportunity for all staff will be on November 13th. Licensed staff will be meeting with Jen Hunt and Laura Nelson from Shannon McCaw Curriculum to discuss engagement, motivation, and best practices in math instruction. Classified staff will be working with Barbara Steinberg from PDX Reading to discuss development in implementing various intervention tools for struggling readers.

Principal Stoneberg explained the At-A-Glance district report card. There is much less data on this report card than in previous years, due to the conversion from full-time in-person learning to solely supplemental learning in March of 2020. Distance learning was implemented shortly after, but was not as advanced as current distance learning techniques. Principal Stoneberg did report that these new developments in distance learning and data gathering have allowed data teams to analyze DIBELS reports and assist struggling students, drastically improving success in the last month.

The Parent Teacher Organization typically raises \$20,000+ per year. This year the PTO has agreed to support students, with the help of the school, by providing one free book per month to students in order to support literacy.

Lane County Regional Arts reached out to Principal Stoneberg with an opportunity to participate in the Art Stream program. This program gives students the opportunity to interact with various artists across different platforms from performing arts to visual arts. The Superintendent and Business Manager approved the use of the Beyond K-12 Funds to participate in this program. This program will be integrated into the curriculum, and grant requests are being written to hopefully allow the school to provide art kits for students.

5.2 Superintendent’s Report

5.201 Quarterly Reports:

- Safety (**Exhibit 2021.99 a-e**)

Superintendent Linenberger provided a metrics report to the board with the Board Packet prior to the meeting. This report has been the primary driver in providing safety for all students, staff, and families on campus. This report was replaced by new metrics after the packet was sent to the board. The new metrics still drive all safety measures. The report explains the steps to take if a student/staff member tests positive for Covid-19. These steps are written in general terms; detailed steps will be more case-specific.

Another document provided showed the process instructors should follow if they feel ill. Processes will vary slightly for those who are teaching on-site and those teaching from home. Teachers must still report their absence in Frontline. They should request a guest

teacher and send plans to their administrator. Distance learning notifications should be made for families including assignments for students.

Included in the safety report was a guideline for families to determine when students should be kept at home. The district is creating more emphasis on encouraging all students to stay home if they feel under the weather in any way.

The final document presented is a guidance to assist with the recognizing signs of child abuse during the Covid-19 pandemic. The Oregon Department of Human Services (DHS) provided the document. The concern for child welfare has increased during the virtual learning time with the state receiving far fewer reports to DHS. The document provides staff with things to ask, and signs to notice when engaging with students. These engagements are encouraged to be very regular.

Superintendent Linenberger assured the board that staff is being updated regularly with guidelines. Elementary school staff held a discussion last week with Mr. Linenberger, and a health department representative to discuss concerns and ask questions for a health expert and administrators. There is a lot of public information with updates, numbers, and procedures on the Oregon Department of Education website, as well as the PHSD website. Schools provide parents with up-front and up-to-date information while slowly moving towards limited in-person instruction. Students and staff are doing very well adapting to the changes.

- **Facilities (Exhibit 2021.100)**

The district is implementing an ionization system for an additional sanitation element. The ionization system filters small particles from the air. This system will be installed at the elementary school first, since there are students present in the building.

The district has been able to begin remodeling of the elementary music building. The district is taking on this project in-house and has not needed to hire a contractor. The grounds crew has installed a new roof, six new windows, and a new door. There is still work being done on this project and the completion date is uncertain at this time. The funds saved by not hiring a contractor for the music room are being put towards funding the ionization system.

- **SPED (Exhibit 2021.101)**

Special Education Director Whitney Connolly reported to the board with updates in the Special Education Program. The program has developed a Policies and Procedures Manual to align processes, practices, and standards across the district. Staff meets monthly and participates in ongoing professional development, training, and alignment of practices. The department has also developed new websites for families and staff with resources, information, and updates. Please see www.pleasanthill.k12.or.us/resources for details. The department also looks to develop academic intervention materials, assessment protocols for reading at the elementary level, and a tiered data review system for monitoring and adjusting intervention supports.

Ms. Connolly looks to improve the program by continually streamlining the referral process, with a primary focus on secondary level education. Ms. Connolly also intends to implement a system for planning and communicating grading expectations for students on a modified diploma track.

During the Covid-19 pandemic, the school psychologist has been able to resume the evaluation processes for the SPED, TAG, and FBA/Behavior programs. Students are able to receive small group and one-on-one support from teachers and EAs, with drop-in hours and class times. All of these accomplishments are conducted in a manner that follows all safety guidelines.

Parents and teachers are able to see their students in ways they never have, and this has allowed the department to make adjustments with programming, support, and interventions. Meeting with the Student Success Team (SST) also allows the department data team to collaborate and adjust these priorities to ensure students are receiving the proper amount and adequate type of support needed. It is important that the SST and Data Team evaluate individual students in order to dial in their unique needs.

Staff is working very closely with students in out-of-district placements to ensure they are receiving high-quality distance learning support.

- TAG

A request for a staff member to fill the vacant Talented and Gifted (TAG) coordinator position received no responses. The position has been re-posted as two positions, an elementary level TAG Coordinator, and a secondary level TAG Coordinator.

In the meantime, while the coordinator position is still vacant, the district is still diligently tracking the students' needs and ensuring they are receiving the proper support.

5.3 Covid-19 Update (Exhibit 2021.102)

Sue Wilson, Lane ESD coordinator, updated the board on the newest Covid-19 metric changes. Oregon's early metrics were some of the most stringent in the nation, and were revisited by ODE and OHA, leading to the release of new metrics with different reopening phases on Friday.

- 1) **Distance Learning (Red Phase)** - If there are more than 200 positive case rates per 100,000 people in 14 days, districts must remain in distance learning only.
- 2) **Transition (Orange Phase)** - If there are between 100-200 cases per 100,000 people (case rate), 45-60 case counts in the county, and between 8-10% county test positivity rates, districts will work with their local public health authority and consider whether they may begin limited in-person instruction or must return to distance learning. Lane County currently falls under this phase in terms of county case rate.
- 3) **On-Site and Distance Learning (Yellow Phase)** - Between 50-100 cases per 100,000 people (case rate), between 30-45 cases in the County, or between 5% and 8% county test positivity rates would allow schools to carefully phase in on-site learning. Lane County currently has around 6% county test positivity rate, and is working to reduce the case rate. Pleasant Hill previously opened grades K-3 under the original K-3 Exception before metrics were updated. PHSD is able to remain open, and once the county case rate is met, may slowly begin phasing in additional grades. Limited in-person instruction may continue to add grade levels as districts demonstrate bringing students together safely without school/community spread.
- 4) **On-Site (Green Phase)** - Case rates below 50 cases per 100,000 people, less than 30 cases in the county, and less than 5% county test positivity rate would allow full on-site learning or hybrid learning model for all grade levels.

Once districts reach the green or yellow phases, the "off ramp" to previous levels is much longer, and decisions are left up to individual schools. Schools may now decide whether a cohort needs isolated or quarantined, or if they should return to distance learning entirely.

Previous metrics reported case rates, case counts, and test positivity rates weekly for each county and statewide. Districts looked at data one week at a time, meeting all criteria three weeks in a row. With the new metrics, districts will look at a two-week window considering case rates (number of cases per 100,000 people) and test positivity rate. Lane County is under the Orange Phase in regards to the county case rate, and the Yellow Phase for the county test positivity rate. This will mean PHSD will still operate under the Orange Phase. Once all statistics are in the Yellow Phase, the district will begin to bring students back on-site as quickly and safely as possible.

Limited in-person instruction restrictions have been loosened. Cohorts may now have up to 20 students on campus (up from 10). Staff may still only interact with up to three cohorts in one day, or five in a week. There is no longer a maximum student limit of 250. These changes allow the districts more flexibility to bring students back to on-site learning. Once counties reach the Yellow Phase in all categories, districts have 14 days to implement their plans to bring students back. Should the county fall back to the Red Phase, districts under the K-3 Exception may remain open, now considered the “Safe Harbor Clause,” unless local public health authorities identify specific spread within the community. Each district has a reopening blueprint that will be referred to for cleaning and safety practices while students and staff are on-site.

For planning purposes, districts and local media are being transparent by giving staff and families ample time to consider returning to campus if all statistics reach the Yellow Phase. Staff is beginning discussions at all levels for all phases. These could include adjusting cohort sizes and schedules, teacher schedules between online and on-site, building entry/exit plans and many more factors. Administrators, advisors, and staff will continue to update the blueprints and ensure every person on-campus is safe.

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. – **There were no public comments.**

7.0 BOARD ACTION ITEMS

7.1 New Business

7.101 OSBA Resolution (Exhibit 2021.103)

The board agreed to review the Resolution details and priorities before voting. The vote was postponed for the next board meeting on November 16, 2020.

8.0 FUTURE BOARD MEETINGS

- Board Meeting/Work Session – November 16, 2020; 7 p.m. – *Virtual Until Further Notice*
- Board Meeting – December 7, 2020; 7 p.m. – *Virtual Until Further Notice*

9.0 ANNOUNCEMENTS/OTHER

- Resignation of Kathie Fischer, Food Service Assistant
- Board Member John Oldham thanked the staff for all of their work with the current situation. The topic of Covid-19 has been a priority, and Mr. Oldham appreciates all of the work being done to navigate these circumstances.

10.0 ADJOURNMENT – 8:58 p.m.

Signed: _____, this _____ day of _____, 2020.

Jeff Bernardo, Board Chair