



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

Commitment, Excellence, Community

**SCHOOL BOARD MEETING
MINUTES - REVISED**

Monday, October 5, 2020; 7:00 p.m.

Virtual Meeting – Live Stream at

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

1.0 CALL TO ORDER

Board Vice Chair John Oldham called the October 5, 2020 School Board Meeting to order at 7:00pm. Board Chair Jeff Bernardo was not present at the meeting. Board members present were Curt Offenbacher, Stephen Hammond, and Wylda Cafferata. Also present were Superintendent Scott Linenberger, Business Manager Sheri Longobardo, High School Principal Randy Fisher, and Elementary School Principal Devery Stoneberg.

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 September 14, 2020 Board Meeting Minutes (**Exhibit 2021.35**)

The September 14, 2020 Board Meeting Minutes were approved by consensus.

4.0 CONSENT AGENDA

4.1 Approve Retirements

4.101 Richard Erickson (**Exhibit 2021.36**)

4.102 Sue Doe (**Exhibit 2021.37**)

4.2 Approve Re-Hires

4.201 Richard Erickson

4.202 Sue Doe

Wylda Cafferata moved to approve Consent Agenda Items 4.1 and 4.2 in their entirety. Curt Offenbacher seconded the motion. The motion passed with a vote of 4:0 with board member Jeff Bernardo absent.

5.0 REPORTS & DISCUSSION ITEMS

5.1 Principals' Reports (**Exhibit 2021.38**)

PHHS

Each week on Tuesdays, the high school Administration Team and Student Support Team review data from learning management program reports. The teams can see which areas students need more support in, as well as where they are succeeding. Team members reach out to students virtually, and even occasionally check in on students at their houses. Principal Fisher submitted a much larger in-depth report to the board, but did not go into details during the live-stream meeting.

The Middle/High School sends a bulletin to families every Friday with updates. Mr. Fisher shared that parents and students are becoming more familiar with the online curriculums, and the staff are noticing less calls with concerns.

PHES

Principal Stoneberg shared that many parents and students are excited to return to school. There has been positive feedback regarding the return for both on-site instruction as well as distance learning.

Kay Lynn Thomas has become the Title I program coordinator. All elementary students have completed Universal Screenings for the new year. Ms. Thomas, along with classroom teachers, are working to determine who will receive an invitation to participate in the program this year. Zoom meetings will be set up for families to attend in lieu of required in-person meetings. Parents will be informed of the purpose of the program, how students may qualify, what the curriculum is, and how the assessments/progress monitoring system works.

Building Relationships is a district goal and the Elementary School is working to improve communications in order to meet this goal. Within the building, a daily memo is sent to all staff identifying activities for the day. This memo also details who will be leading/supervising various activities, where the activity will take place, and who will assist with transitioning between activities. Principal Stoneberg also sends a weekly bulletin to staff called "Odds and Ends." This bulletin gives reminders, new opportunities, tips, and kudos to staff.

Parents receive the Billie News publication twice per month via email. Parents will also receive daily announcements from the Seesaw program about upcoming events, reminders, and breakfast/lunch menus. The staff sends email blasts to families, and reaches out by phone/text/zoom conferences to ensure students and families stay up-to-date with lessons, assignments, and activities.

Parent-Teacher conferences will begin on October 19th. The goal is to reach 100% of families for these conferences.

On October 16th the Elementary School will hold its first materials distribution day. This will occur monthly, and is very similar to the "Beep & Greet" that was held in early September.

Principal Stoneberg shared that over 50% of all students in grades K-3 are currently attending in-person classes.

5.2 2019-20 4th Quarter Financial Report (**Exhibit 2021.39**)

Business Manager Sheri Longobardo shared the monthly account activities for the fiscal year ending June 30, 2020. These numbers are pre-audit and are expected to change after the audit begins on Friday, October 9, 2020. This year the audit will take place virtually and the Business Manager has shared 48 requested documents with the auditors so far. A final audit report will be returned no later than December 31, 2020.

This year's total revenues were under the budgeted amount by a total of \$28,000. Taxes came in \$62,000 higher than expected; County Timber Revenue, which is usually budgeted at a lower amount due to its unpredictability, came in \$77,000 higher than expected. The State School Fund came in \$143,000 lower than budgeted, partially due to changes in ADM and transportation.

Expenditures were \$1.7 million lower than budgeted. Some of the largest savings were in purchased services, reduced employee salaries and benefits for substitutes, less busing charges, and reductions in Special Education placement due to reduced pricing for virtual learning.

The second document presented by the Business Manager has many of the same numbers, and shows the anticipated Ending Fund Balance pre-audit. The anticipated amount is approximately 14.2% of Total Revenues. This amount is acceptable from a budget perspective; however, the district has historically budgeted with a goal of approximately 20%.

The Cash & Investments Reports includes Student Body accounts, General Checking, and Investments. The Local Government Investment Pool is where the State School Funds are placed, and the District transfers from that account as needed. The total Cash and Investments are approximately \$5,184,115 (pre-audit).

The Business Manager reported on the Reserves & Special Revenue Funds. Reserve Funds are managed at the District level, and may be replenished each year, if needed. The Special Revenue Funds are managed at the School levels, and include the PHSD Preschool Program, and Food Service Fund.

5.3 Superintendent's Report

5.301 Ready Schools Metrics for Reopening (Exhibit 2021.40)

Superintendent Linenberger shared the updated reopening metrics (posted on the PHSD website at <https://www.pleasanthill.k12.or.us/ready-schools-metrics-for-reopening>). Pleasant Hill School District is operating under the Comprehensive Distance Learning (CDL) plan with a "Grades K-3 exception," meaning these grades met the metrics of 30 cases or less per 100,000 people in order to hold on-site classes.

The Oregon Department of Education clarified that districts currently open for on-site instruction are not required to shut down if the metrics fall below required levels. Pleasant Hill is one of two districts in Lane County that is now open to on-site learning for grades K-3. Pleasant Hill Schools will return to CDL entirely if there are two COVID-19 cases in separate cohorts, and there is no common contact between the two; the district will consult with the local health department and will determine the next steps. In these cases, cohorts are defined as separate grade levels or AM/PM schedules. Common contact is an identifiable event in which the two separate cases are linked to.

The metrics released this week (October 5) show 263 reported positive cases in Lane County, which comes to an average of 69.4 cases per 100,000 people. The spike in numbers in the past three weeks may be due to the slower processing of tests during the fires that have displaced many people from their homes. According to ODE, 5,175 students have tested positive throughout Oregon, 60 school age children have been hospitalized, and zero deaths have been reported to date,. The reopening metrics calculations may change in an attempt to allow grades 4-12 to begin on-site learning. ODE has also received 1.2 million cloth masks to be sent to school districts. PHSD should be receiving adult and child sized KN95 face coverings provided by FEMA to the State of Oregon, then from the state to Education Service Districts for distribution to schools.

Board member Wylda Cafferata expressed concerns regarding the lack of ability to test students for the COVID-19 virus regularly. An option she presented was to test students at least once per week, unless the student appears symptomatic, in which case they will be tested immediately. According to an outside source, testing can be priced down to approximately \$1 per test from certain distributors. Ms. Cafferata suggested writing a letter to the state to ask state leaders to push self-test availability to schools. Tests would be completed by medical professionals, which adds additional costs for districts to consider. Board member Stephen Hammond expressed his preference of getting more information from local health

authorities prior to looking into rapid testing. Superintendent Linenberger anticipates having more information about these types of tests prior to the next meeting on October 19, 2020.

Superintendent Linenberger shared a diagram explaining when students should stay home. According to the report from the Oregon School Nurses Association, students should not come to school if there are showing any symptoms listed.

5.302 Policies – Second Reading – The first readings of listed policies were posted on the district website for feedback. There was no feedback reported.

- GBEB – Communicable Diseases – Staff, *Highly Recommended* (Exhibit 2021.41)
- GBN/JBA – Sexual Harassment, *Required* (Exhibit 2021.42)
- JBA/GBN – Sexual Harassment, *Required* (Exhibit 2021.43)
- JHCC – Communicable Diseases – Students, *Required* (Exhibit 2021.44)
- KG – Community Use of District Facilities (Exhibit 2021.45)

Curt Offenbacher moved to adopt policies listed under Agenda Item 5.302. Wylda Cafferata seconded the motion. The motion passed unanimously 4:0 with board member Jeff Bernardo absent.

5.303 Division 22 Report (Exhibit 2021.46)

Superintendent Linenberger presented the annual Division 22 report. Pleasant Hill School District meets all assurance standards required to report on for the 2019-20 school year. There were 18 assurance standards to be reported on, as opposed to the previous year's 50 assurances. Due to current virus conditions, the report submittal deadline is approximately three weeks earlier than years prior.

5.304 Pleasant Hill Improvement Plan (PHIP) Reporting – Survey of Relationships, Literacy, and Engagement (Exhibit 2021.47)

PHES

Principal Stoneberg reported that PHES reached 97% of families during the “Beep and Greet” event held at the beginning of the school year. Connection rates reached 100% for the week of September 1, a time set aside for familiarizing families with teachers, and setting up online learning programs, and building relationships with families and students.

For literacy reporting, Principal Stoneberg shared that grades K-5 have completed Fall Universal Screening for meeting Literacy goals. Each grade focused on one particular test. Kindergartners focused on Letter Naming Fluency, first graders focused on Nonsense Word Fluency, second through fifth graders completed one-minute Oral Reading Fluency tests. Students are categorized in four categories: Intensive (needs intensive work), Strategic, Benchmark, and Exceeding. These tests are administered each year in early fall, January, and May.

Engagement is tracked through the Seesaw app, a learning management tool which allows administrators and teachers to see how often families access and engage with their students' accounts. Currently 99% of families are connected and engaging. All communication is distributed through Seesaw. Assignment distribution, lunch menus, and other alerts/messages are sent via Seesaw.

PHHS

Principal Fisher explained that information and data that was intended to be reported is difficult to track at this time. For example, after-school activities are difficult to present data with OSAA guidelines constantly changing. Mr. Hoberg has been organizing activities as much as possible while following these guidelines. Band and vocal classes are also

expected to be brought to campus as after-school activities. Towards the end of the first nine weeks, Principal Fisher expects to report information that is more concrete on grades, attendance, and hopefully after-school activities.

Superintendent Linenberger pointed out that there are four baseball games scheduled under OSAA guidance. These games will be held at the Pleasant Hill baseball field.

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.

7.0 BOARD ACTION ITEMS

7.1 New Business

7.101 Approve Pleasant Hill Education Association (PHEA) Collective Bargaining Agreement for the years 2020-2023 (**Exhibit 2021.48**)

Curt Offenbacher moved to approve Agenda Item 7.101 PHEA Collective Bargaining Agreement for the years 2020-2023 as presented. Wylda Cafferata seconded the motion. The motion passed unanimously 4:0 with board member Jeff Bernardo absent.

7.102 Approve PHEA Memorandum of Understanding for 2020-21 (**Exhibit 2021.49**)

Stephen Hammond moved to approve Agenda Item 7.102 PHEA Memorandum of Understanding for 2020-21. Curt Offenbacher Seconded the motion. The motion passed unanimously 4:0 with board member Jeff Bernardo absent.

7.103 Approve Transit Dollar Request (**Exhibit 2021.50**)

John Oldham moved to approve Agenda Item 7.103 Transit Dollar Request. Wylda Cafferata seconded the motion. The motion passed unanimously 4:0 with board member Jeff Bernardo absent.

8.0 FUTURE BOARD MEETINGS

- October 19, 2020, 7:00pm – Board Meeting/Work Session – *Location TBA*
- November 2, 2020, 7:00pm – Board Meeting – *Location TBA*
- November 16, 2020, 7:00pm – Board Meeting/Work Session – *Location TBA*

9.0 ANNOUNCEMENTS/OTHER

The board will consider factors such as up-to-date metrics, viewer count, and general safety for all when determining the location for future meetings.

The Pleasant Hill Budget Committee has two vacancies for the upcoming budget session. If community members are interested in applying for one of the vacant seats, please contact the District Office at 541.746.9646.

Curt Offenbacher would like to thank Mr. Erickson and Sue Doe for their service at the district. Mr. Offenbacher appreciates the initiative Mr. Erickson has presented to improve the wood and metals shop at the high school. Sue Doe has been instrumental in the development and improvement of the district's athletic program as well as the tennis courts, and Mr. Offenbacher is grateful for all of her work.

10.0 ADJOURNMENT – 8:18 p.m.

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

Jeff Bernardo, Board Chair