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Commitment, Excellence, Community

**SCHOOL BOARD MEETING
MINUTES
Monday, August 24, 2020; 6:00 p.m.
Virtual Public Meeting**

1.0 CALL TO ORDER -

Board Chair Jeff Bernardo called the meeting to order at 6:01 p.m. Board members in attendance were Vice Chair John Oldham, and board members Wylda Cafferata, Curt Offenbacher, and Stephen Hammond. Others in attendance were Business Manager Sheri Longobardo, and Superintendent Scott Linenberger.

Stephen Hammond read the mission statement.

The Board recessed to Executive Session at 6:02 p.m.

Executive Session

To consider dismissal or discipline or complaints against an officer, employee or staff member, ORS 192.660(2)(b)

The Board returned to regular session at 7:05 p.m.

2.0 INTRODUCTION OF AUDIENCE

The board meeting was streamed live via YouTube. Viewers have the opportunity to leave comments or questions for the board via the Pleasant Hill School District website (<https://www.pleasanthill.k12.or.us/pleasant-hill-school-district-feedback>). The board regularly monitors these submissions and addresses them at its discretion.

3.0 ADDITIONS OR DELETIONS TO THE AGENDA

Vice Chair John Oldham requested to add the vote on the outcome of the Executive Session deliberations as Board Action Item 8.102.

4.0 APPROVAL OF MINUTES

4.1 Approve August 10, 2020 Board Meeting Minutes (**Exhibit 2021.8**)

The August 10, 2020 Board Meeting Minutes were approved by consensus.

5.0 CONSENT AGENDA

5.1 Approve hiring of Kaitlyn Michlanski, 5th grade teacher (**Exhibit 2021.9**)

Curt Offenbacher moved to approve Consent Agenda item 5.1. John Oldham seconded the motion. The motion passed unanimously.

The Board dismissed Business Manager Sheri Longobardo for the remainder of the meeting.

6.0 REPORTS & DISCUSSION ITEMS

6.1 Pleasant Hill Board Self-Evaluation Discussion

Leadership – Mission/Vision/Goals

- Wylda – Acceptable, could improve:
It is important to complete self-evaluation as a group and individually each year in order to improve board performance.

Ms. Cafferata felt that the board did not reach its goal to improve the Superintendent Evaluation process. The board did create an action plan for overall improvement and adhered to this plan.

- Curt – Acceptable
Many of the set goals are ongoing and the board will continue to work towards new and improved goals. Mr. Offenbacher believes the board made a pretty good effort and rated it “acceptable.”
- Stephen – Acceptable
In regards to feedback surrounding feedback and discussion about teacher appreciation, Mr. Hammond would consider the board “unacceptable” or “needs work.”
- John – Acceptable
Mr. Oldham primarily gave this rating based on the board’s handling of the Superintendent Evaluation process.
- Jeff - Acceptable
Noted the board did create and utilized an action plan, but did not necessarily meet all of its goals. Mr. Bernardo believes the Superintendent Evaluation process was improved with some professional development training, This training resulted in the board having written goals that were distinguishable from the Superintendent’s individual goals.

Policy & Governance – Following of Policies/Procedures/Practices

- Curt – Good
With the help of the Superintendent, the board stayed up-to-date with understanding and adopting relevant policies, as well as removing irrelevant policies.
- Stephen – Good – No comments.
- John – Good
Mr. Oldham pointed out that there appear to be challenges receiving public comments on proposed policies while the board continues to meet via Zoom.
- Jeff – Acceptable
The board has received good assistance from the Superintendent for staying up-to-date with its policies and allowing for first and second readings. Mr. Bernardo agrees that the board should be diligent in acknowledging the public’s thoughts regarding proposed policies in the upcoming year.

There can be improvements on the process of posting minutes/policies in a timelier manner to give public more time to weigh in on proposed policies. The board's process of approving minutes at the following meeting could have an effect on this, and there can be work around improving this process.

- Wylde – Good
Ms. Cafferata commended the board on allowing ample time for the public to comment on proposed policies. The first and second readings are beneficial for both the public and the board.
- Superintendent Scott Linenberger suggested the policies be posted online immediately following the first reading to give the public more time to review and submit feedback. It would be best practice to allow public input following first readings. There will be continued discussion surrounding this subject during the Charge Meeting.

Community Relations – Establishing & Promoting effective communication with parents/students/staff/community members

- Stephen – Acceptable
The board should continue to seek out new and improved ways to receive public feedback regarding district plans. This feedback could be related to district plans for reopening for the 20-21 school year, or other concerns/suggestions/thoughts. The board should make improvements in establishing dialogue with the public, particularly during the current times of virtual meetings.
- John – Acceptable
Improvement is continuously needed in this category. With the current situation, there will need to be additional effort put forth to accomplish this.
- Jeff – Acceptable
More and better communication is always needed. Remote board meetings due to COVID-19, have limited the ability to have live public comment at meetings. Mr. Bernardo would like to establish a way to improve the ability to receive live comments.
- Wylde – Acceptable
Ms. Cafferata strongly advocates the board having a student representative at each meeting. This would allow the board to hear new perspectives.
- Curt – Acceptable
There is always room for improvement. Communication is a two-way street and the board could improve by reaching out more, encouraging public involvement, and possibly attending virtual classrooms.

Cultural Responsiveness and Educational Equity

- John – Acceptable
Mr. Oldham hopes the district is ensuring fair and equitable policies and practices to all students. It is important as a public institution that we are as equitable as possible and promote an awareness that there are many people coming from many different backgrounds, and that all are given as equitable an education as possible.

- Jeff – Unacceptable
Mr. Bernardo believes all policies support equity; however, as an individual could make better effort to engage in asking questions and asking for data. The board Chair is aware that there is effort in serving certain groups, but the board should focus on ensuring all members of the educational community are served equally.
- Wylde – Between Acceptable & Unacceptable.
Ms. Cafferata believes the new Special Education Director is a great addition to the district, but there is still a significant achievement gap in regards to different socio-economic groups. The Pleasant Hill Improvement Planning Committee has been working to improve, but during the current pandemic, the committee has focused their efforts in different areas. Ms. Cafferata agrees that the board could improve their efforts to engage and ask for feedback and data.
- Curt – Acceptable
There has been tremendous effort to ensure the special education department is well served. Where the district is lacking appears to be in the top 5-10% of the students academically. This group of students should be receiving a level of education that meets their needs equally.
- Stephen – Not Acceptable
It is important to distinguish between equity and equality. Making things equal across the board is not the same as taking into account the access to resources that students and families have and providing equity.

Accountability & Performance Monitoring

- Jeff – Acceptable
Consistent data is difficult to identify when assessing the board's goals. Some historical data will not be available due to current pandemic situation.
- Wylde – Not Acceptable
In 2018 the board and Pleasant Hill Improvement Planning Committee did well establishing goals, but did not follow through with gathering and analyzing data. Even in current situations, the board has room for improvement on assessment in this area.
- Curt – Acceptable
The district may benefit from creating a follow-up "exit interview" to assess the success of graduates after five years (or other chosen amount of time). This would give the board information about programs provided and may show where program improvements could ensure better student success in the future.
- Stephen – Acceptable
Prior to the COVID-19 pandemic, the district was anticipating significant support in terms of the Student Success Act. The board was at a crossroads in terms of this standard, but the pandemic has thrown these preparations askew.
- John – Acceptable
Not satisfied with the lack of data to make decisions from.

Board Operations – Meetings

- Wylde – Good
The board is effective, efficient, orderly and respectful, while focusing on policies well.
- Curt – Good – No comments.
- Stephen – Good – No comments.
- John – Acceptable
Could be more efficient.
- Jeff – Acceptable
Meetings are effective, orderly and respectful. They could be more efficient. The board tends to stray from governance to management roles.

Board Operations – Board Member Communications

- Curt – Acceptable
The board does a good job being respectful towards each other, even if there are differences of opinions. The board Chair and Vice Chair should be conscious of the level of communication with other board members when holding Board Planning meetings.
- Stephen – Good – No comments.
- John – Acceptable
Mr. Oldham agreed with Mr. Offenbacher regarding the Board Planning meetings.
- Jeff – Acceptable
There is room for improvement in sharing information with the board as Chair.
- Wylde – Acceptable
Good at ensuring lawfulness, but could improve communications between board Chair/Vice Chair and other board members regarding Board Planning meetings.

Board Operations – Board/Staff Relations

- Stephen – Good – No comments.
- John – Acceptable – No comments.
- Jeff – Good
All board members show respect towards, and value all staff members. This is not to say that the board has fulfilled all staff requests during Labor Negotiations.
- Wylde – Good
The board values all staff and are careful to observe lines of communications to avoid a “management-like” role.
- Curt – Good
The board is respectful of all staff on all levels, professional and personal.

Board Operations – Board/Superintendent Relations

- John – Good – No comments.
- Jeff – Good
The board and Superintendent do not always agree on everything, but communications are always honest, respectful, and professional.
- Wylda – Good – No comments.
- Curt – Good – No comments.
- Stephen – Acceptable
The Superintendent should be comfortable receiving constructive feedback. Whether there were previous criticisms influencing this, Mr. Hammond hopes that moving forward, the Superintendent doesn't take criticisms to be personal, but intended for the district as a whole.

Values, Ethics, and Responsibility for Self

- Jeff – Acceptable
All members are ethical and have the best interest for the district at heart. There is room for improvement when it comes individual board member speaking their peace at meetings and supporting the board's decision regardless of the outcome. There are very few instances of this, but can still use improvement.
- Wylda – Good
Ms. Cafferata respects all board members, their honesty, and their commitment to the district.
- Curt – Good
The board's level of ethics is at the top. Mr. Offenbacher feels that the board members all focus on the students first, and not on themselves. With members' respect for each other, there has not been a power struggle between members.
- Stephen – Good
The board focuses on what is best for the students and the district. Differences in perspectives are healthy starting points in advocating for the students and district.
- John – Good – No Comments

Board Systematic Improvement

- Wylda – Acceptable
Occasionally the observations needed for improvement get overlooked, but are still attempted as often as possible.
- Curt – Acceptable.
The board should always be working towards improvement.
- Stephen – Acceptable
There is always room for improvement.

- John – Acceptable
The board could take advantage of more professional development opportunities.
- Jeff – Good
Bringing in Mr. Kelley was a good step in professional development. It helped the board improve and update its Superintendent Evaluation process. The board’s holding of a “Charge” meeting also displays development and improvement each year.

6.2 Board Charge Discussion

- a) Board Planning Calendar Draft (**Exhibit 2021.10**)
- b) PHIP Calendar (**Exhibit 2021.11**)
- c) 2019-20 Charge Document (**Exhibit 2021.12**)

Board member Wylda Cafferata provided the board with a supplemental document with thoughts regarding the Board Charge.

A Charge goal proposed was to “Support Superintendent Goals.” An action item within this goal would be to hold one or more Executive Sessions throughout the year to discuss progress of the Superintendent’s goals and give feedback as the year progresses, rather than holding one Executive Session to summarize the outcome of the goals at the end of the year. Details will be developed as needed.

The board discussed the District Goals Scorecard for the year 2019-20 school year. There are items on the scorecard will not all be relevant in the upcoming school year and should be assessed. The items suggested to remove from the scorecard include, but are not limited to: Meet the Teacher Conference attendance percentage, Family Engagement Night attendance, and Extra-Curricular School Sponsored Participation. Superintendent Linenberger shared that the ODE At-A-Glance Report Card, DIBELS Universal Screening Report, and Transfers Tracking will be the most plausible items able to produce and report data.

D’s & F’s Intervention tracking expectations have been raised from the end of the 2019-20 school year, to the start of the 2020-21 school year. Grade and attendance tracking processes have improved from last year and will resume for the upcoming school year.

Universal Screenings may look different when considering limited in-person instruction and Comprehensive Distance Learning plans, but there is still potential for screenings to take place.

The Survey on Relationship, Literacy, and Engagement will be a difficult

A Charge goal was proposed to collect currently proposed data (At-a-Glance Report Card, DIBELS Screening, D’s & F’s, and Transfers tracking). The board will hold a Work Session to determine any additional data it would like to collect, and will determine how much of said data should be collected.

Within the Communications Goals subject, the board proposed to continue producing a district newsletter that reaches the community, staff, and students.

The board would also like to involve students to receive their input on various topics. An action item proposed is to discuss within the Board Planning Sessions which subjects the

board would like to hear students' input. These topics would then be sent to building administrators to present the opportunity for student involvement.

The board decided to postpone any discussion surrounding the idea of reaching out to families whose students are new and/or transferring to Pleasant Hill schools. Superintendent Linenberger advised that the current recorded number of students who intend to transfer into the Pleasant Hill School District is approximately 45. This number is expected to change as the start of the school year comes. Mr. Linenberger would prefer to provide concrete numbers between three & four weeks into the school year.

In relation to communication, board Chair Jeff Bernardo suggested the board consider improved options for receiving live public comments during virtual meetings.

Prior to the budget process the board would like to meet in a Charge meeting to discuss funding priorities which can be presented for consideration in the draft budget. The budget committee will begin the process of filling two vacancies prior to this Charge meeting. The likely timeframe of this pre-budget Charge meeting will be late March – early April. A date will be confirmed at an upcoming Board Meeting/Work Session.

Board member Curt Offenbacher brought to the board's attention that the Facilities portion of the Board Charge should not be overlooked. It is important to receive updates on which projects have been completed, what projects need to be completed, and what costs are associated with each. These subjects should be reported on and taken into consideration when creating a draft budget to propose to the budget committee.

7.0 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.

8.0 BOARD ACTION ITEMS

8.1 New Business

8.101 2020-2021 Meal Price Increases (**Exhibit 2021.13**)

The Paid Lunch Equity Tool indicated the need to increase prices in order to meet federal and state regulations.

8.102 Confirm results of Executive Session deliberations.

The board held a hearing in Executive Session to discuss a written complaint. There were three possible outcomes from this hearing. 1) The board may refer the matter to an investigator. 2) The board may find the allegations without merit. 3) The board may affirm the allegations. In the deliberations, the board found the allegations without merit. The results must be confirmed by a vote. Stephen Hammond and Jeff Bernardo recused themselves from deliberations due to their involvement in the formal complaint.

Wylde Cafferata moved to approve Board Action Item 8.101, 2020-21 Meal Price Increase. Curt Offenbacher seconded the motion. The motion passed unanimously.

John Oldham moved to confirm the results of Executive Session deliberations being the finding of allegations without merit. Wylde Cafferata seconded the motion. The motion passed 3:0 with Curt

Offenbacher, Wylda Cafferata, and John Oldham voting in favor, and Stephen Hammond and Jeff Bernardo abstaining.

9.0 FUTURE BOARD MEETINGS

- Work Session/Board Meeting – September 14, 2020; 7:00 p.m. *Virtual Public Meeting*
- Board Meeting– October 5, 2020; 7:00 p.m. – *Virtual Public Meeting*
- Work Session/Board Meeting – October 19, 2020; 7:00 p.m. – *Virtual Public Meeting*

10.0 ANNOUNCEMENTS/OTHER.

- 10.1 Hiring of Amy Rife, Educational Assistant Grades K-5

The board recessed to executive session at 9:38 p.m.

Executive Session

To conduct deliberations with persons designated by the governing body to carry on labor negotiations ORS192.660 (3)

The board returned to regular session at 10:21 p.m.

11.0 ADJOURNMENT – 10:21 p.m.

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