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Commitment, Excellence, Community

**SCHOOL BOARD MEETING
MINUTES**

Monday, September 14, 2020; 6:30 p.m.

Virtual Public Meeting

Executive Session – Per ORS192.660(3)

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Executive Session – Per ORS 192.660(2)(i).

1.0 CALL TO ORDER

Board Chair Jeff Bernardo called the meeting to order at 6:33 p.m. Board members in attendance were Vice Chair John Oldham, and members Wylda Cafferata, Curt Offenbacher, and Stephen Hammond. Others in attendance were High School Principal Randy Fisher, Middle School Assistant Principal Brandon Haberly, Elementary School Principal Devery Stoneberg, Special Education Director Whitney Connolly, Business Manager Sheri Longobardo, and Superintendent Scott Linenberger.

John Oldham read the mission statement.

The Board recessed to Executive Session at 6:34 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 6:57 p.m.

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 August 24, 2020 Board Meeting Minutes (Exhibit 2021.14)

On page 7, the incomplete sentence begins “The survey on Relationship, Literacy, and Engagement will be a difficult...” The board requests that the meeting recordig be reviewed and the sentence completed.

On page 8, Paragraph 4, the Board would like to include that it had decided the Board Chair would compile the proposed budget priorities and present them to the Budget Committee for review.

The August 24, 2020 Board Meeting Minutes were approved as amended.

3.2 Approve September 7, 2020 Board Meeting Minutes (Exhibit 2021.15)

The September 7, 2020 Board Meeting Minutes were approved by consensus.

4.0 CONSENT AGENDA

4.1 Approve Resignation of Mike Bova, Computer Science Technology Teacher (Exhibit 2021.16)

Wylde Cafferata moved to approve the Consent Agenda. John Oldham seconded the motion. The motion passed unanimously.

5.0 REPORTS & DISCUSSION ITEMS

5.1 Principals' Reports (Exhibit 2021.17)

PHES

Classes officially began today, Monday, September 14th, 2020.

Principal Stoneberg commended all staff for their efforts in starting instruction today. The new school year began with three new teachers: 5th grade teacher Kaitlyn Michlanski, Special Education Teacher focused on grades K-3 Jessi Goble, and K-5 Music Teacher Ryan Strong.

This year, due to the Covid-19 pandemic, the schools were unable to facilitate their usual "Meet the Teacher" events. After contacting and asking for feedback from nearly all Pleasant Hill Elementary School Parents/Guardians, Principal Stoneberg and her staff chose to host a "Beep-and-Greet" on September 2nd, 2020. Parents/Guardians were able to drive through their designated pick-up/drop-off area and receive materials (ChromeBooks with all login information, and textbooks) for their students, as well as say hello to their teacher. These pick-up and drop-off spots will be the designated area for the remainder of the year. Students riding the bus to school will be dropped off and picked up on Katie's Lane at their designated spot.

The Elementary School has approximately 410 students enrolled. There are between 50 and 80 in each grade K-5. This includes recent new arrivals and departures. Grades K-3 have the option of participating in on-site instruction. There are between 40 and 50 students in each grade who have opted for on-site learning. With the fires affecting air quality, students on-site are to remain indoors for all classes & breaks until the Air Quality Index falls below 100.

Rachelle Dow became a full-time 2nd grade teacher, and Jordan Goschie will now teach 3rd grade full-time. The elementary school is currently looking to fill a P.E. teaching position.

The Oregon Department of Education has suspended the annual Kindergarten Assessment.

The University of Oregon has focused its universal reading screening (DIBELS 8) to a one-minute oral reading fluency for grades 2-5, and Grades K-1 will complete letter naming and Phoneme Segmentation assessments.

Principal Stoneberg shared that a goal for monitoring and improving engagement will produce different data than it has in the past. With the program called SeeSaw that is being used for distance learning, staff can monitor different areas of participation such as parent log-in percentages and course interaction percentages daily/weekly/monthly.

PHHS

High School Principal Randy Fisher summarized the Online Curriculum for grades 6-12. The high school will be using a program called APEX for all areas in all grades. SHMOOP is a second program being used for all learning areas. Math and Science labs will be held at ExploreLearning.com (GIZMOS program). iCEVS assists with CTE courses. Students can use

Delta Math for assistance with their mathematics studies. Vocal and Band courses will be supplemented by MusicFirst.com. All programs are considered supplemental, but have the capability to stand alone for students who choose to remain entirely online.

All teachers are instructed to provide students and families with an updated schedule of learning each Friday for the upcoming week. This will allow for consistent ample prep time for families and students who may need assistance outside of live instruction.

PHSD is providing support for social and emotional learning through counselors, courses via SHMOOP, from South Lane Mental Health, and frequent check-ins between teachers/admin and students.

Joe Neill and Joel Smith will coordinate the Distance Learning Success Team that will assist all students, paying particular attention to students that need extra attention with anything from grades, attendance, credit completion, and/or connection.

PHHS is moving towards a new, more robust, student management system that will replace Google Classroom. CANVAS will allow more efficient and effective environment for Comprehensive Distance Learning. This program will replace the current program after careful integration and proper training.

In order to monitor attendance with the current (and future) student management programs, students are required to make contact with the teacher within 24 hours of materials being presented. This contact may include logging on to the live Zoom lesson, logging in later to view the lesson, reaching out to the teacher via email/phone/text, etc. The attendance document will be open for updating by teachers or attendance secretaries for 24 hours, allowing staff to make changes if a student eventually makes contact. This process is used at both PHES and PHHS.

Check out the PHHS Instagram page to stay up-to-date: @phhsadmin. Instagram will allow the high school to push information out, but is not a primary source to respond to questions/comments from others.

Additional hotspots were disbursed today for those with connectivity issues. These will continue to be distributed as they are needed and become available.

SPED Update

There are three new Special Education Instructors, which will allow caseloads to be lighter and more individualized. Additional staff also allows for more one-on-one check-ins and curriculum assistance in any general education areas.

Out-of-district placements have primarily not started classes yet. Most will be delayed until next week. Most programs have provided all materials and connectivity support for these students, and PHSD has assisted with those programs who have not.

On-site learning is currently limited to grades K-3. Once the dust settles and there are 2-4 weeks of data surrounding engagement and progress, there will be more assessment for bringing others on-site.

5.2 Financial Report (Exhibit 2021.18)

There are two funds used to purchase the new curriculum and materials. One fund, Elementary and Secondary School Emergency Relief Fund (ESSER), is dedicated to a broad

spectrum of COVID related items; the other, Governor’s Emergency Education Relief (GEER) is related more specifically to connectivity. The hotspots and new curriculum not purchased with the ESSER fund were purchased with the GEAR fund. Approximately \$60k has been spent on the new programs, software, materials, and hotspots.

Enrollment numbers for the current school year, or the previous year may be claimed for budgeting purposes. If the current year enrollment is unexpectedly low, budgeting for the following year can be based on the previous year’s enrollment as a fallback option.

5.3 Superintendent Report

5.301 Enrollment Update (**Exhibit 2021.19**)

The presented 4th Quarter enrollment numbers revealing a district total enrollment of 1019 students. This number held steady between March 2020 and June 2020.

At the time of the monthly enrollment report presentation, district enrollment was lower than expected, at 975 students. Superintendent Linenberger expects these numbers to fluctuate quite a bit between the September and October monthly reports. These fluctuations will occur as more students enroll as a transfer/new/returning student, or withdraw to attend other districts or online schools.

5.302 Policy Updates – First Reading

Policies GBEB, JHCC, GBN/JBA, and JBA/GBN are all policies OSBA has updated in accordance with federal and state legislature. Policy KG and KG-ARs 1, 2, & 3, are district-updated policies.

Concerns regarding the use of the high school turf field and track were brought up. Board members are particularly concerned that the wear and tear on the turf field will outweigh the fees charged for individuals/for profit groups (Class IV).

As a consensus, the board advised Superintendent Linenberger to review, on a case-by-case basis, the benefits of allowing Profit Groups or Individuals (Class IV) to use the district’s gyms or fields. This includes turf or natural fields. Superintendent Linenberger will assess the maintenance/management costs when considering these facility use requests.

The Board Secretary will post the first readings of all policies on the Pleasant Hill School District website (<https://www.pleasanthill.k12.or.us/board-policies-first-readings>) to allow for public review and feedback.

- GBEB – Communicable Diseases – Staff; *Required* (**Exhibit 2021.20**)
- JHCC – Communicable Diseases – Students; *Required* (**Exhibit 2021.21**)
- GBN/JBA – Sexual Harassment; (**Exhibit 2021.22**)
- JBA/GBN – Sexual Harassment; *Required* (**Exhibit 2021.23**)
- KG – Community Use of District Facilities (**Exhibit 2021.24**)

Administrative Regulations

- GBEB – AR – Communicable Diseases – Staff; *Required* (**Exhibit 2021.25**)
- JHCC – AR – Communicable Diseases – Students; *Required* (**Exhibit 2021.26**)
- GBN/JBA – AR(1) – Sexual Harassment; *Required* (**Exhibit 2021.27**)

- GBN/JBA – AR(2) – Sexual Harassment; *Required (Exhibit 2021.28)*
- JBA/GBN – AR(1) – Sexual Harassment; *Required (Exhibit 2021.29)*
- JBA/GBN – AR(2) – Sexual Harassment; *Required (Exhibit 2021.30)*
- KG – AR(1) – PHCC Facility Use Form (**Exhibit 2021.31**)
- KG – AR(2) – Gyms/Fields/Parking Lots Facility Use Form (**Exhibit 2021.32**)
- KG – AR(3) – Classrooms/Libraries/Commons Facility Use Form (**Exhibit 2021.33**)

5.303 Board Charge/Planning Calendar Update (**Exhibit 2021.34**)

Superintendent Linenberger and Board Chair Jeff Bernardo presented a draft of the Board Planning Calendar and Board Charge document. The first meetings of the month would include Student/Volunteer of the month, and other standard reports by administrators or other committees. The second meeting of the month would be utilized as a Work Session. Board member Wylda Cafferata requested the administration team be present at both the first board meeting of the month as well as the work session/second meeting.

The Board Planning Calendar presented is a draft, and therefore can be added to as the board sees fit. There are select items not presented on the planning calendar because they are regular meeting agenda items (ie. Student of the Month, Policy Updates, or Personnel changes), and their discussion is inherent.

The board would like to add presentations as “Spotlights on Education,” to see how district programs are being utilized. Spotlights could focus on any subject, from FFA, to arts programs, and more. These presentations will be added to the Board Planning Calendar during work sessions/second monthly meetings. Once the final draft of the Board Planning Calendar has been distributed, the board will determine what topics they would like student feedback on. This will allow ample time for students to prepare for the presentation.

The deadline to submit the Division 22 report is earlier this year than normal. Superintendent Linenberger will present the report at the first meeting in October in order to meet the submittal date of November 15, 2020. Districts are reporting on 17 standards this year, a handful in comparison to the 50 standards reported on last year.

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.

Board member Curt Offenbacher shared the concerns of a community member regarding communications from the district. The community member submitted their feedback via the district website, which was presented to the Superintendent.

The board requested clarification surrounding the feedback form. The public has the opportunity to submit comments, questions, or feedback via the district website. The form gives options for selecting the “Primary Subject of Feedback” and one of the options is “School Board Feedback/Questions.” The form may be filled out anonymously, or the submitter may put their name/information within the body of the form. Superintendent Linenberger will look at streamlining the submission process to ensure those who are submitting feedback can clarify who their thoughts/questions should be directed to.

7.0 BOARD ACTION ITEMS

There were no action items.

8.0 FUTURE BOARD MEETINGS

The Board would like to consider on-site meetings. The administration team will assess different areas of campus that will be suitable for social distancing and will allow for in-person public comment.

- Board Meeting– October 5, 2020; 7:00 p.m. – *Location TBA*
- Work Session/Board Meeting – October 19, 2020; 7:00 p.m. – *Location TBA*

9.0 ANNOUNCEMENTS/OTHER.

The board recessed to Executive Session at 9:20 p.m.

Executive Session

To review and evaluate performance of the chief executive officer or any public officer employee or staff member, unless the person whose performance is being reviewed and evaluated requests an open hearing ORS 192.660(2)(i).

The board returned to Executive Session at 10:19 p.m.

10.0 ADJOURNMENT – 10:19 p.m.

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