



*Commitment, Excellence, Community*

---

36386 Highway 58  
Pleasant Hill, OR 97455  
Phone: 541-746-9646  
FAX: 541-746-2537  
[www.pleasanthill.k12.or.us](http://www.pleasanthill.k12.or.us)

---

**SCHOOL BOARD MEETING  
MINUTES  
Monday, October 19, 2020  
Virtual Meeting**

---

**1.0 CALL TO ORDER**

Board Chair Jeff Bernardo called the October 19, 2020 School Board Meeting to order at 7:02pm. 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, and Middle School Assistant Principal Brandon Haberly.

Jeff Bernardo 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 October 5, 2020 Board Meeting Minutes (Exhibit 2021.51)**

The October 5, 2020 Board Meeting Minutes were approved by consensus after the following clarification:

Salaries and benefits were not decreased for current employees. When schools shut down in March, the district was no longer using funds for employee involvement in various activities, including sports or other after school activities, resulting in less expenditures from the Salaries & Benefits accounts. There were also less expenditures due to less substitute usage.

The October 5, 2020 Minutes were corrected as follows: The words “as well as not having” were changed to “for.” The sentence now reads “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.”

**4.0 CONSENT AGENDA**

There were no Consent Agenda Items.

**5.0 REPORTS & DISCUSSION ITEMS**

**5.1 Spotlight on Education**

Middle School Assistant Principal Brandon Haberly explained some of the online distance learning delivery.

Grades 6-12 are currently using Google Classroom as a “landing platform.” From Google Classroom teachers will give Zoom links and homework assignments. This is where students will learn what their next steps are for their lessons, assignments, etc. Teachers have other supplementary programs that can be used as much or as little as they feel necessary (Apex, Shmoop, iCEV, Gizmos, Delta Math, Nearpod, and Carolina Science). Digital textbooks are available for all

students via Apex and Shmoop. Digital textbooks streamline distribution, as well as assist students who may struggle with reading or keeping pace by reading the text aloud. Sixth grade health class will have physical textbooks that will be distributed.

Shmoop has a wide range of courses, but it didn't have a middle school Science course. The distance learning planning team decided that Apex was the best program that provided math and science education. The team then acquired Gizmos, which compliments lessons in Apex by providing students with interactive math and science labs. Delta Math is another supplemental program that allows math teachers to adjust/add/remove questions on tests and quizzes.

Nearpod is used alongside Zoom (where all lessons are live-streamed) as a slideshow-like program. This interactive program allows students to view media like Virtual Reality, Simulations, and supporting websites/documents within each slide. Students can then ask questions or test their knowledge before moving on to the next slide.

Carolina Science is the current district-approved science curriculum. Throughout the next few weeks, middle school science teachers will be incorporating the online lessons/materials available through Carolina Science to add to in-person lessons that are currently being used.

The middle/high school intends to implement the new learning management platform, Canvas, for the second semester. This program will allow for the condensing of login monitoring, password distribution, attendance, and lesson planning. All attendance-related information is timestamped and will help identify when students access certain information. Students have 24 hours to access lessons to avoid being marked absent from class.

## 5.2 Financial Report – 1<sup>st</sup> Quarter (**Exhibit 2021.52**)

Business Manager Sheri Longobardo presented the board with the first quarter's activity (July-September 2020). The Beginning Fund Balance is an estimate and should change when the audit is complete. The funds transfer to Reserves has been made. The largest transfers to Reserves were in the maintenance and technology areas.

The State School Fund account does not receive a payment in the month of June, but gets a double payment in July to start the year until school gets underway. July and August usually see very little activity in both Revenues and Expenses.

The second report includes encumbrances in addition to Year-to-Date balances. There are no encumbrances for income. The district has encumbered salaries and benefits, which are well-encumbered at the beginning of the year. Purchases are mostly encumbered month-by-month, making them appear further behind in terms of what is encumbered.

The district over-budgeted based on the uncertainty of the SIA and Measure 98 funding. With this over-budgeting, the projected expenditures appear to be more under budget than in previous years.

The student body accounts are primarily tied to school club money, for example: club fundraisers, Destination Imagination, school trips, etc. The school secretaries manage the accounts and write the checks, but the Business Manager balances the accounts. The State School Fund and tax monies will go into the Local Government Investment Pool. The Checking account receives its funds from the Investment Pool as needed. The Payroll account also uses the Local Government Investment Pool as needed in the same manner as the Checking account.

The Stan Smith Scholarship Fund is set up for a high school baseball player to receive; it was not used last year because there was not a baseball season.

The High School Money Market is some funds that the school had over-and-above what they were using on a yearly basis. It was put in a Money Market account for a better return.

The final report is a reserve account summary. Most of the fund balances show totals with the transfers that are now included. The transfers will show as resources. The balances reflect what the district will utilize for the year.

The Special Revenue Funds (Preschool Program and Food Service Funds) are district-run and self-financed. Since the state changed to allowing free food during part of the summer, they have not created the vehicle with which we use to get to some of the claims so we are spending the reserves of that, because we have not received any money for that as of yet. There will be a form created in the future to reconcile this.

### 5.3 Superintendent Report

#### 5.301 Monthly Enrollment Update (**Exhibit 2021.53**)

Superintendent Linenberger presented the monthly enrollment numbers for October. The district does not intend to reduce staffing, though enrollment numbers are noticeably lower than last year. The unprecedented times have not affected the long-term plans for staffing based on previously anticipated enrollment.

Fluctuating numbers can be due to multiple reasons. Many students have opted to enroll in online programs outside of the district, resulting in some smaller class sizes. The senior class size has increased from September to October, assumedly due to delayed registration and/or reporting from LBL. This reporting and online registration is continuously being improved and cleaned up. This can also explain the drop in elementary school enrollment numbers.

#### 5.302 COVID-19 Update (**Exhibit 2021.54**)

Mr. Linenberger presented the Board with the most updated Covid-19 case count numbers and test positivity percentages (as of October 4, 2020). These updates are posted weekly on the Pleasant Hill School District website. Lane County has steadily increased in case numbers since mid-August, creating concerns from some on-site staff members. The Superintendent hopes to continue direct conversations and keep the discussion open. A request was granted to bring in a professional from Lane County Health Department to discuss the current situation and ask questions. Pleasant Hill School District is staying diligent with the safety protocols, including ensuring staff and students are wearing masks and keeping with social distancing guidelines.

The district is committed to continuing to offer education opportunities for as many people as possible, as well as maintaining safety levels. There is discussion at the state level to adjust metrics in order to allow more students to return to campus. Pleasant Hill School District is able to bring students onto campus from grades K-3. A separate opportunity to bring students onto school grounds is being developed. Limited In-Person Instruction (LIPI) would allow cohorts of no more than 10 students each on campus for no longer than two hours. These students can be of any age. This opportunity is still in the development phase.

The rapid testing option has not been discussed further since the previous Board Meeting on October 5, 2020. The district is currently providing cloth face coverings, KN95 masks, and face shields.

5.303 Student Investment Account (SIA) Grant Agreement (**Exhibit 2021.55**)

Pleasant Hill School District was originally awarded \$810,000. This amount has been reduced to \$265,000. The district has been using those funds, in anticipation for approval, for additional Special Education teachers, CTE instructors, and a portion of a middle school administration position. The Oregon Department of Education (ODE) adjusted the originally awarded amount, as well as how a district's use of the funds will be assessed. The assessment must ensure the funds are used appropriately and are reaching the underserved populations.

Superintendent Linenberger will meet with an ESD Representative to clarify the expectations and ensure success. The Grant Agreement document must be posted publicly to allow time for comments/questions prior to board acceptance and submission.

Prior to the Covid-19 pandemic, the district held public forums to receive input from the community about SIA fund usage. Similarly, the district will be expected to hold public meetings/forums to keep the community updated on any new metrics/expectations and receive input moving forward.

The plan for the originally awarded amount was to provide more early intervention at the elementary level, to expand the length of school contact days, and to add more instructional assistants to work with students and help improve on our state report card and our education as a whole. With the reduction in funding, the district intends to utilize the available funds to the best of its ability.

To leave a comment, give feedback, or ask questions regarding the Student Investment Account Grant Agreement, please visit the Pleasant Hill District Website ([www.pleasanthill.k12.or.us](http://www.pleasanthill.k12.or.us)). The Grant Agreement will be a Consent Agenda item at the next board meeting on November 2, 2020. If there are public comments/questions/feedback, the board will address them prior to approving the agreement.

5.304 Policy Updates – First Readings

- EBBA – First Aid – *Highly Recommended* (**Exhibit 2021.56**)
- ECAB – Vandalism/Malicious Mischief or Theft – *Optional* (**Exhibit 2021.57**)
- EEAE – Student Transportation in Private Vehicles – *Highly Recommended* (**Exhibit 2021.58**)
- EIA – Insurance Programs – *Optional* (**Exhibit 2021.59**)
- GBED – Medical Examinations/Drug Testing – *Highly Recommended* (**Exhibit 2021.60**)
- GCPB/GDPB – Resignation of Staff – *Highly Recommended* (**Exhibit 2021.61**)
- IGBAG – Special Education - Procedural Safeguards – *Required* (**Exhibit 2021.62**)
- IGBAG-AR – Special Education - Procedural Safeguards – *Required (Requires Board Adoption)* (**Exhibit 2021.63**)
- IGBC – Title I/Parent Involvement – *Required* (**Exhibit 2021.64**)
- IGBHA – Alternative Education Programs – *Required* (**Exhibit 2021.65**)
- IGBHB – Establishment of Alternative Educational Programs – *Required* (**Exhibit 2021.66**)
- IGBHC – Alternative Education Notification – *Required* (**Exhibit 2021.67**)
- IGBI – Bilingual Education – *Required* (**Exhibit 2021.68**)
- IICA – Field Trips and Special Events – *Optional* (**Exhibit 2021.69**)
- IJ – Guidance Program – *Highly Recommended* (**Exhibit 2021.70**)
- JEBA – Early Entrance – *Conditionally Required* (**Exhibit 2021.71**)

### **Administrative Rules**

- EEAE-AR – Proof of Auto Liability Insurance (for Volunteers) – *Optional* (Exhibit 2021.72)
- GCBDA/GDBDA-AR (5) – Sample Designation Letter to Employee: FMLA/OFLA Leave – *Conditionally Required* (Exhibit 2021.73)
- IGBHA-AR (1) – Evaluation of Alternative Education Programs – *Required* (Exhibit 2021.74)
- IGBHA-AR (2) – Evaluation of Alternative Education Programs: District Summary – *Required* (Exhibit 2021.75)
- IGBHB-AR – Establishment of Alternative Educational Programs – *Required* (Exhibit 2021.76)
- JEBA-AR – Early Entrance – *Optional* (Exhibit 2021.77)

Pleasant Hill School District had a policy audit completed by OSBA in the spring of 2017. The policy review is broken into five categories:

- 1) Policy/administrative rule is adequate
- 2) Recommended policy/ administrative rule be reviewed and/or revised,
- 3) Policy/administrative rule is missing and is required by state/federal statute or administrative rule,
- 4) Policy/administrative rule is missing and is highly recommended,
- 5) Recommended deleting policy/administrative rule.

The district has completed categories 3, 4, and 5, and is now working on category 2. There are yearly limits on the number of policies that may be presented to the board, and PHSD will reach this year's limit after this policy review. The policy being "conditionally required" is only required if a district partakes in the applicable programs.

The policy updates will be posted on the district website for the public to review. If there are any questions or comments, please submit them via the feedback form, or reach out to the District Office via email at [phsdcom@pleasanthill.k12.or.us](mailto:phsdcom@pleasanthill.k12.or.us).

**6.0 PUBLIC FORUM** – PHSD posts the upcoming agenda on our website [www.pleasanthill.k12.or.us](http://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

There was no new business.

### **8.0 FUTURE BOARD MEETINGS**

- 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 meetings will remain virtual until further notice.

The 74<sup>th</sup> Annual OSBA Convention will be held virtually. Board Members will inform the Board Secretary of their intent to attend.

### **10.0 ADJOURNMENT – 8:38 p.m.**

Signed: \_\_\_\_\_, this 10th day of November, 2020.  
Jeff Bernardo, Board Chair