



Commitment, Excellence, Community

**PLEASANT HILL SD #1
SCHOOL BOARD MEETING MINUTES - REVISED**

Monday, August 23, 2021; 6:00 p.m.

Stream live at <https://www.pleasanthill.k12.or.us/virtual-school-board-meetings>

1.0 CALL TO ORDER

Board Chair John Oldham called the August 23, 2021 Board Meeting to order at 6:00 p.m. Board Members present were Vice Chair Stephen Hammond, Wylda Cafferata, Rusty Rexius, and Drew Gottfried. Others present were Superintendent Scott Linenberger and OSBA Board Development Specialist Janet Avila-Medina.

John Oldham read the Mission Statement.

2.0 ADDITIONS OR DELETIONS TO THE AGENDA

Superintendent Linenberger requested to add Item 10.4, Executive Session

3.0 ATTENDANCE AT PREVIOUS BOARD MEETING

There were five viewers at the July 19, 2021 board meeting.

4.0 APPROVAL OF MINUTES

4.1 Approve July 19, 2021 Board Meeting Minutes (Exhibit 2122.6)

The July 19, 2021 Board meeting minutes were approved by consensus.

5.0 CONSENT AGENDA

6.0 REPORTS & DISCUSSION ITEMS

6.1 OSBA Training

OSBA Board Development Specialist Janet Avila-Medina conducted a training with the school board to educate new and returning board members on their roles and responsibilities in the district.

The board briefly introduced themselves:

John Oldham – Mr. Oldham remains on the school board for his 15th year to continue to contribute to his community and see through all of the work and dedication the school board has been committed to. Mr. Oldham hopes to provide education for all students, especially those who might struggle outside of their school environment.

Stephen Hammond – Mr. Hammond is eager to serve on the PHSD School Board, the district he graduated from and where his children currently attend school.

Rusty Rexius – Mr. Rexius is beginning his first year on the PHSD school board. His family has been in the community for over 20 years. Mr. Rexius has held multiple volunteer positions and would like to be involved, connected, and helpful in his elected official capacity.

Wylda Cafferata – Ms. Cafferata has been involved in education since 1965 and is passionate about furthering education and developing productive and compassionate citizens.

Drew Gottfried – Mr. Gottfried is beginning his first year on the school board and looks to help guide the district in a positive direction and hopes to use his responsibilities as a board member to represent the district and all who are in it.

Ms. Avila Medina explained the board impact on student achievement. A high-performing board creates vision and goals and commits to monitoring and following through with these. It also creates conditions for success; providing adequate staff, resources, and climate. A high performing board will hold the system accountable by gathering data, and monitoring progress; taking corrective action when necessary, learning together as a team and demonstrating commitment as a unified entity. A successful board will develop policy focused on student learning and focus on accountability, community engagement/representation, and structure development, not operations.

Resources show that boards who are not aware of school initiatives, whose members have personal agendas and do not connect with staff, students, or community, and are unaware of, or do not take responsibility for student success will inevitably become low-performing boards.

There are three types of meetings:

- 1) Regular board meetings – held monthly (generally) to adopt policies and conduct regular board activities.
- 2) Special Meetings – Outside of regular meetings (work sessions/retreats)
- 3) Emergency Meetings – The board must take action on a subject immediately in a true emergency

All meetings of a governing body must be open to the public, within the district boundaries, and a majority (quorum) must be present to vote on any matter. All meetings must be publicly advertised.

Board members may not discuss board-related items in a quorum without proper public meeting notice.

PHSD has adopted policy BBC relating Executive Session procedures.

Collaborative Governance Definition – an approach that utilizes effective partnerships to learn and lead together in an environment of trust and respect with a shared focus on student learning through collective responsibility, accountability, and support.

The board should maintain a balanced governance by avoiding being disengaged and “rubber stamping” as a means to an end, as well as overreaching into an operations role. It should maintain informed oversight with strategic goal monitoring.

The board will benefit from collaboration, building trust, and maintaining a positive board culture.

Effective school boards have five primary roles:

- 1) Learn as a team – learn with superintendent, professional learning communities, and district leadership teams. PHIP team reports regularly, but would like to do more.
- 2) Set clear expectations – Ensuring policies, visions, goals are all aimed at improving student achievement.
- 3) Support – Ensure others understand your reasoning, accepting the majority voting, supporting superintendent
- 4) Maintain accountability – This includes Superintendent Evaluation and monitoring plan. Set plan to report updated goals and vision progress. Keep a Superintendent/Board Operating Agreement.
- 5) Keep community engagement – Reach out to all stakeholders, identifying their needs, ensuring all individuals are heard.

Superintendent Linenberger feels that the school board is, and has been, very involved and active in community and school activities. Board members report their community findings and thoughts to the board at public meetings. It is important that one board member does not speak on behalf of the entire board. With this in mind, it is good practice to let the community know who they are and what they do.

The Superintendent's position is to work with the board in each of their five primary roles:

- 1) The Superintendent should learn with the board as a team.
- 2) The Superintendent should collaborate with the board to set school goals.
- 3) The Superintendent is responsible for implementing board plans
- 4) The Superintendent is expected to report on progress of set plans.
- 5) The Superintendent publicly leads the district.

School boards are responsible for governing the district, while the Superintendent manages and implements board governance. Superintendents oversee day-to-day operations such as hiring and policy implementation.

When a board hears public comments or thoughts, make a plan to address these and ensure the community feels that their thoughts are being heard. It is also important to note that according to adopted policy, the board cannot respond to public comments at meetings/listening sessions. PHSD has adopted Policy BDDH, Public Comment at Board Meetings. It is not required to hold a public comment section at meetings. Policy Administrative Rule BDDH-AR has been adopted by PHSD, requiring public comment request forms submitted prior to the meeting and there is a three minute time limit. It is important to ensure adopted policies are clear, concise, and implemented.

Policy BBAA , Individual Board Member's Authority and Responsibilities, has been adopted and states that a board member must be authorized by the board as a whole to represent it in public settings. Individuals must clearly state that any opinions shared are their own and not the opinion of the board.

Policy BBA, Board Powers and Duties, states that the board will hire a Superintendent to establish Administrative Regulations, implement policies, and report to the board on these duties. The board will evaluate the Superintendent's performance, and it is highly recommended that this evaluation happen yearly.

Board Member Standards of Conduct, Policy BBF, declares that board members shall treat each other, the Superintendent, staff, and the public with dignity and courtesy and provide all with the opportunity to be heard. The policy also states that the Superintendent is delegated as the Chief Executive Officer and will oversee the implementation of policies.

Ms. Avila-Medina presented the board with scenarios for communication.

Knowing the procedure for complaint process (Policy KL) has been described for public to express their concerns. The Administrative Rule attached to Policy KL includes the complaint form. PHSD has also adopted Policy GBM, Staff Complaints, which details the process for staff to file formal complaints.

Policy BG, Board-Staff Communication, states that all communication between the board and school staff will be through the Superintendent. It is recommended that this policy be updated/readopted.

It is imperative that the board does not communicate in a quorum in any situation outside of public meetings. This includes via email, “parking lot meetings,” text message, social media and/or social gatherings.

Ms. Avila-Medina shared tools with the board, including the Board Operating Agreement and Board Superintendent Agreement. It is recommended they are two separate documents easily available for addressing potential issues. The board participated in exercises developing a board operating agreement that includes primary issues and focuses. These included communication, meetings & operations, and board goals.

Currently, the district has a Board/Superintendent Operating Agreement. This operating agreement was written when Superintendent Linenberger was new to Pleasant Hill School District. It is recommended that this agreement be updated in the same way the Board Operating Agreement was developed.

Both of these Operating Agreements should be reviewed periodically.

There will be a second training session on September 13, 2021, at which time the board hopes to address the Board/Superintendent Operating Agreement in more details.

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.

Multiple comments were submitted to the board and all members read these comments. The board thanks the public for their comments and feedback.

8.0 BOARD ACTION ITEMS

8.1 Personnel – Approve Hiring

- Mali Howell, 3rd Grade Teacher (Exhibit 2122.7)
- Jessica Flood, HS Advanced Math Teacher (Exhibit 2122.8)
- Kevin Smead, HS Social Studies Teacher (Exhibit 2122.9)
- Rachel Claric, HS English Language Arts Teacher (Exhibit 2122.10)

Wylda Cafferata moved to approve Board Action Item 8.1 Personnel – Approve Hiring in its entirety. Rusty Rexius seconded the motion. The motion passed unanimously.

9.0 FUTURE BOARD MEETINGS

The board agrees that future meetings should be held in-person, following regulations, unless changes to guidelines prohibit in-person meeting.

- OSBA Board Training (Second Session) – September 13, 2021; 6:00 p.m. – *Via Zoom*

10.0 ANNOUNCEMENTS/OTHER


Superintendent shared that there will not be an online program for students who must remain home due to quarantine/isolation requirements. Students who must miss school due to quarantining or choosing not to wear a mask, there will be paper packets for homework and learning.

If the school district is shut down in its entirety, staff will be prepared to return to the online learning it previously implemented.

At future meetings, the Superintendent will add Covid-19 Updates to Agenda Item Reports & Discussions.

- 10.1** Resignation of Rhonda Kay, 6th Grade Teacher
- 10.2** Resignation of Kyle Ludwig, Choir Teacher/Director
- 10.3** Hiring of Suzanna Williams, Student Support Advocate
- 10.4** The board recessed to Executive Session Per ORS 192.660(3) at 9:20pm.

11.0 ADJOURNMENT

Signed:  , this 4th day of Oct, 2021.
John Oldham, Board Chair