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*Commitment, Excellence, Community*  
**BUDGET COMMITTEE MEETING MINUTES**  
**Monday, June 6, 2022, 7:00 p.m.**  
**Pleasant Hill School District**

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**1.0 CALL TO ORDER**

Budget Committee Chair Deedra Huff called the June 6, 2022 Budget Committee Meeting to order at 6:56 p.m. Budget Committee members in attendance were Vice Chair John Goldberg, Darrell Anthony, Jake Hoffman, John Oldham, Stephen Hammond, Wylda Cafferata, Drew Gottfried, and Rusty Rexius.

**2.0 APPROVAL OF MINUTES**

2.1 Approve May 16, 2022 Budget Committee Minutes (Exhibit 2122.182)

The May 16, 2022 Budget Committee Minutes were approved by consensus as presented.

**3.0 BUDGET DISCUSSION**

3.1 Recommended Adjustment(s)

There were no recommended adjustments to the 2022-23 Proposed Budget.

3.2 Receive Responses to Emails Questions Submitted by Budget Members (Exhibit 2122.183)

Business Manager Sheri Longobardo shared with the committee all questions received prior to the meeting. The questions/answers were as follows:

*Where can I find specific information about what's being budgeted for the music department and related activities?*

It isn't possible to isolate that specifically in the budget document. Different subjects are split out in the section of "Area" and the budget only considers "Fund", "Function" and "Object" for reporting purposes.

I can break it down some for you. We are budgeting 3 FTE for the music program. The expense accounts are determined by the building principals. We give them a lump sum based on a per student formula and the principals decide how to divide it. Devery gives each teacher a small amount and keeps the rest in a fund to be used at her discretion, Randy tends to divide it up by the department needs as he sees them.

The district puts \$5000 in a fund every year for equipment repair for high school instruments.

There are several funding options for additional support. Two are specifically for music programs. The foundation also supports music activities.

*Is there a separate fund for travel for band activities? Or is that included in the overall travel for the district?*

There is not a separate fund for student's travel in any area. Travel funds are covered through the classroom budgets, music camps, private fundraising or grants such as Education Foundation, Virginia Warren, Oregon Community Foundation.

*One more question on the budget. I was looking at the proposed Transfers for the year and was looking for a little more history. I see this year's and the last couple. Could you send me 5 more*

year of history on that? Also, what large expenses do we have on the horizon for each of these funds and what is an estimate of cost for each?

**History of transfers to reserve accounts and proposed transfers for 2022-23:**

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Insurance / Benefit Reserve	\$ 50,000	\$ -	\$ (1,000)	\$ -	\$ 30,000	\$ 220,000	\$ 150,000
K-12 Enrichment	\$ -	\$ 4,000	\$ 2,000	\$ -	\$ -	\$ 5,000	\$ 5,000
Equipment Repair/Replacement Fund	\$ 85,000	\$ -	\$ 50,000	\$ 10,000	\$ 40,000	\$ 100,000	\$ 80,000
Maintenance Reserve Fund	\$ 20,000	\$ 200,000	\$ 50,000	\$ 160,000	\$ 275,000	\$ 320,000	\$ 150,000
Technology Fund	\$ 103,000	\$ 40,000	\$ 25,000	\$ 120,000	\$ 110,000	\$ 285,000	\$ 125,000
Instructional Materials Fund	\$ 75,000	\$ 50,000	\$ 125,000	\$ 90,000	\$ 25,000	\$ 460,000	\$ 150,000
Field Repair and Replacement Fund	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	\$ 100,000
	\$ 353,000	\$ 314,000	\$ 271,000	\$ 400,000	\$ 500,000	\$ 1,490,000	\$ 760,000

**Insurance / Benefit Reserve:**

This fund is meant to help manage PERS rate increases and covers unemployment and SAIF expenses, as well as contract buyouts. There are no planned expenditures at this time other than unemployment charges. We are building this fund back up after a \$300,000 investment in a PERS side account that came with matching funds from the state in 2019.

**K-12 Enrichment:**

This fund is used to pay for unexpected enrichment opportunities that can't be covered by other funding.

**Equipment Repair/Replacement Fund:**

Recent uses of this fund include the purchase of a 10-person van for student transportation, replacement of maintenance vehicle, purchase of elementary cafeteria tables, etc.

**Maintenance Reserve Fund:**

This fund helps us with large maintenance projects such roofs, floors, HVAC, boilers, wells and septic systems. We have several large flooring projects coming in the near future.

**Technology Fund:**

This fund has been used to keep current technology in the hands of our students. For the past few years, the ESSER funding has been the source that allowed us to provide one computer for every student. We are continuing to build this fund up for when ESSER funding is retired.

**Instructional Materials Fund:**

We are given a list from ODE as to the schedule of textbook adoptions. We are still working on the very expensive Language Arts adoption and will be taking on math and science in the next two years. We are expecting to spend about \$600,000 for LA and math.

**Field Repair and Replacement Fund:**

We don't have an actual estimate for replacing the turf on our field, but were told turf should last about 8-10 years and may cost \$800,000+. This fund is currently used to cover the yearly maintenance costs of maintaining the turf.

**3.3 Discussion**

Rusty Rexius asked for clarifications on the following functions:

Care-Upkeep of Buildings Srvs (2542) has decreased by approximately \$10,000 while Maintenance (2544) has increased. This is due to multiple factors. One of these factors is that a long-time top step employee left the district, and a lower step employee was hired. Another is due to needing less buildings/grounds services, and more maintenance services.

Mr. Rexius also inquired about the Technology Director fund decrease. This total was decreased by moving the it to the ESSER Fund. Part of the increase in the full-time Director position as well as the entirety of the new part-time position salaries will come from the ESSER funds in the 22-23 budget.

Fund 2700, Supplemental Retirement Program, is a stipend that was introduced for licensed staff employed prior to a certain year. This stipend is given to employees eligible for early retirement (prior to age 65). The number of eligible employees changes each year, resulting in a fluctuating amount of funding.

Function 1282, Private Alternative Programs, is funding for placement of special education students outside of the district. This differs from Function 1281, Public Alternative Programs, which is placement for students needing credit recovery or additional education services. These funds include travel expenses as well.

### 3.4 Additional Questions/Answers

When a transfer is made into a Reserve Fund and the money is not spent, does it remain in that fund?

Yes, the money stays in the fund and the balance will be reported as the beginning balance for the following year. It can be transferred out of a Reserve Fund by Board Action.

## 4.0 PUBLIC COMMENTS

### 4.1 Read Emails questions and/or comments (if any)

There were no public comment emails sent to the district prior to the meeting.

Community member Elise Hammond asked requested for information about how the district could possibly pay teachers more in order to retain them and avoid quality teachers leaving for other opportunities.

Superintendent Linenberger clarified that teachers are under a contract that is negotiated every three years. When beginning the negotiation process, the union and district both gather information from surrounding comparable districts for contract adjustments. PHSD is in the second year of its three-year contract and will begin negotiations for new contracts to begin in the 2023-24 year.

## 5.0 ACTION ITEMS

### 5.1 Motion to Approve 2022-23 Proposed Budget

***John Goldberg moved that the Budget Committee of the Pleasant Hill School District No. 1 approve the budget for the 2022-23 fiscal year in the amount of \$25,206,566 for all funds. This represents a General fund total of \$15,920,675, a Special Revenue Fund total of \$7,682,835, and a Debt Service Fund total of \$7,603,056. Jake Hoffman seconded the motion***

***John Goldberg moved that the Budget Committee approve property taxes for the 2022-23 fiscal year at the rate of \$4.6414 per \$1,000 of assessed value for the permanent rate tax levy, and in the amount of \$1,638,620 for the debt service levy. Jake Hoffman seconded the motion.***

***A vote was held and both motions were approved unanimously 9:0.***

## 6.0 FUTURE MEETING DATES

- Work Session 6:00 Pm - Board Meeting – Budget Hearing and Adoption – June 20, 2022 7:00 p.m.

## 7.0 OTHER

## 8.0 ADJOURNMENT – 7:14 p.m.

Signed:  , this 20 day of June, 2022.

John Oldham, Board Chair

