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Commitment, Excellence, Community

**PLEASANT HILL SCHOOL DISTRICT NO. 1
SCHOOL BOARD MEETING MINUTES**

Monday, May 20, 2024; 7:00 p.m.; Pleasant Hill Community Center

1. CALL TO ORDER

Board Chair Stephen Hammond called the May 20, 2024 board meeting to order at 7:00 p.m. with the Pledge of Allegiance. Board members present were Vice Chair Drew Gottfried, Jennifer Woodland and Rusty Rexius. Others present were Superintendent Jim Crist, Business Manager Sheri Longobardo, Special Education Director Whitney Connolly, Elementary Principal Devery Stoneberg, Middle School Assistant Principal Caleb Salmond and Board Secretary Kimberly Silbernagel.

Stephen Hammond read the mission statement.

2. CHANGES OR ADDITIONS TO THE AGENDA

5.2 High School Student Representative Reports was deleted.

3. INTRODUCTIONS AND ATTENDANCE

Audience members present were budget committee members Jake Hoffman, John Goldberg, Rich Driessnack, Darrell Anthony and Wesley Siburg.

4. PUBLIC FORUM

There was no public comment.

5. PRESENTATIONS/RECOGNITION

5.1 Student of the Month/Most Improved Student of the Month

Assistant Principal Caleb Salmond presented the Students of the Month for April.

Students of the Month for April

- Freshman – Sari Strinz, Sophomore – Kolbi Hampton, Junior – Kendall Carey, Senior – Katrina Biggs

Most Improved Students of the Month for April

- Freshman – Blake Bender, Sophomore – Eliana Altamirano, Junior – Jace Harris, Senior – Nate Curtis

6. ACTION ITEMS

6.1 Consent Agenda

6.101 May 6, 2024 Board Meeting Minutes (Exhibit 2324.136)

6.102 Enrollment Report – April (Exhibit 2324.137)

6.103 Financial Report – April (Exhibit 2324.138)

Drew Gottfried moved to approve 6.1 Consent Agenda. Jennifer Woodland seconded the motion. The motion passed unanimously.

6.2 Approve 2024-25 Designation of District Officers, Clerks, Depositories, and Contract Renewal Board (Resolution 2324.139)

Superintendent Crist read aloud the resolution.

Drew Gottfried moved to approve 6.2 2024-25 Designation of District Officers, Clerks, Depositories, and Contract Renewal Board. Rusty Rexius seconded the motion. The motion passed unanimously.

6.3 Approve 2024-25 Property and Liability Insurance, Workers Compensation Insurance, Section 125 Benefits (Resolution 2324.140)

Superintendent Crist read aloud the resolution.

Rusty Rexius moved to approve 6.3 2024-25 Property and Liability Insurance, Workers Compensation Insurance, Section 125 Benefits. Jennifer Woodland seconded the motion. The motion passed unanimously.

6.4 Approve 2024-25 Designation of District Legal Counsel and Municipal Auditor (Resolution 2324.141)

Superintendent Crist read aloud the resolution.

Jennifer Woodland moved to approve 6.4 2024-25 Designation of District Legal Counsel and Municipal Auditor. Drew Gottfried seconded the motion. The motion passed unanimously.

7. RECESS – 7:11 p.m.

8. CONVENE BUDGET MEETING – 7:12 p.m.

9. BUDGET PRESENTATION AND DISCUSSION

10. RECONVENE REGULAR MEETING – 8:13 p.m.

11. BOARD COMMUNICATION

There was no board communication.

12. OTHER BUSINESS

There was no other business.

13. NEXT MEETING

- Board & Budget Committee Meeting – June 3, 2024; 7:00 p.m.; Pleasant Hill Community Center

14. ADJOURNMENT – 8:14 p.m.

Signed: _____ this _____ day of _____, 2024
Stephen Hammond, Board Chair

Pleasant Hill School District Student Enrollment - Comparison 2022-23 to 2023-24



September		October		November		December		January	
23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23
997	1006	991	1002	980	995	1007	993	970	995

	September		October		November		December		January	
KG	60	76	61	75	60	74	61	74	60	75
1	76	78	77	76	76	77	78	76	75	78
2	80	71	80	70	81	69	82	70	79	71
3	72	83	72	82	72	82	73	80	74	81
4	85	81	85	81	82	82	84	83	81	83
5	78	71	78	71	77	69	79	69	74	67
6	73	76	72	75	72	72	72	72	72	71
7	70	57	69	57	71	57	74	57	70	58
8	66	83	67	83	67	84	69	84	66	82
9	80	82	81	82	80	82	80	82	78	83
10	80	84	79	85	77	85	80	85	77	85
11	82	101	80	101	78	99	84	98	78	98
12	95	63	90	64	87	63	91	63	86	63

February		March		April		May		June	
23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23
967	995	963	992	964	984	960	977		972

	February		March		April		May		June	
KG	59	76	60	76	59	76	58	75		75
1	75	78	75	78	75	77	75	77		77
2	79	71	79	71	79	71	78	71		70
3	73	81	74	79	74	79	74	78		79
4	80	83	80	83	81	84	80	84		82
5	75	68	74	68	75	67	75	67		67
6	72	71	72	71	72	71	72	70		70
7	71	58	69	58	68	58	68	57		57
8	67	81	66	80	66	80	65	79		78
9	78	83	78	82	77	80	77	80		80
10	75	86	75	84	76	82	76	82		81
11	77	96	77	96	78	95	78	93		92
12	86	63	84	66	84	64	84	64		64

Date: June 3, 2024
Resolution: 2324.144

Personnel Action

Relevant Data:

Each month the Board of Directors is asked to approve personnel action involving licensed employees. Tonight the Board is being asked to approve the attached new hire. If the Board of Directors would like to discuss any of these recommendations in executive session, in accordance with ORS 192.660(2)(f) Exempt Public Records, the employee should be identified by the number and it will be withdrawn pending further instruction from the Board.

Recommendation:

It is recommended that the Board of Directors approve the personnel action for licensed employees as reflected in this resolution and any addendum presented along with this resolution. Categories include:

- Licensed New Hire

Submitted and Recommended By:

Jim Crist
Superintendent

NO	NAME OR EMPLOYEE ID	CURRENT STATUS	FTE	EFFECTIVE DATE	NOTES
	NEW HIRES				
1	PAUL GRIFFITH	PROBATIONARY 1	1.0	5/23/2024	
	RESIGNATIONS				
	RETIREMENTS				



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Pleasant Hill School District No. 1 2024 - 2025

School Board / Work Session / Budget Meeting Calendar

Board & Budget Meetings – Start 7:00PM / CHARGE & Work Sessions Start 5:30PM

August 19, 2024	Board CHARGE & Board Meeting
September 9, 2024	Board Meeting
September 23, 2024	Work Session (Portrait of a Graduate)
October 7, 2024	Board Meeting
October 21, 2024	Board Meeting
November 4, 2024	Board Meeting
November 18, 2024	Work Session (Portrait of a Graduate)
December 2, 2024	Board Meeting
December 16, 2024	Board Meeting
January 13, 2025	Board Meeting
February 3, 2025	Board Meeting
February 20, 2025	Work Session (Portrait of a Graduate)
March 3, 2025	Board Meeting
March 17, 2025	Board Meeting
April 7, 2025	Board Meeting
April 21, 2025	Board Meeting
May 5, 2025	Board Meeting (Budget Orientation)
May 19, 2025	Board Meeting & Budget Committee Meeting
June 2, 2025	Board Meeting & Budget Committee Meeting
June 9, 2025	Budget Committee Meeting (if needed)
June 16, 2023	Budget Hearing & Board Meeting (Adopt 2025-26 Budget Approve Resolutions)

Effective [Month Day], 2024

Pleasant Hill School District #1 (District) sites will be made available at minimal cost, under capable and responsible adult supervision, to local youth organizations **approved by District and on record with the District Office** for the organization's official activities for school-age children. The permitted activities must be of an educational, recreational, or civic nature. Partisan, political, parochial, or sectarian activities are not allowed under these guidelines but may be permitted at Class II, III, or IV rates under the District's Community Use of School Facilities Guidelines.

Youth organizations wishing to use facilities must complete District's online facility use request form. If charges are involved, a lease contract will be prepared and billing will be done by the District Office.

Youth organizations wishing to use District's facilities and who wish to meet on a consistent basis during the year must adhere to the following requirements.

I. Requirements for Class I Approved Status

- A. The user group must adhere to all District policies. In addition, the group's local, regional (if any), and national (if any) policies and practices must comply with all District policies.
- B. The user group/activity must provide incorporation papers and meet District insurance requirements, **unless waived by the Superintendent.**
- C. The user group must offer fee reductions to low-income students. Any family that provides documentation of participating in the free and reduced meal program including the CEP Letter (Community Eligibility Provision) or any other form of public assistance will receive a fee reduction of not less than 33%. However, the provision of such documentation need not be a requirement for receipt of a fee reduction.
- D. All coaches/leaders must be unpaid volunteers. (If coaches or leaders are paid, Class II rates will apply.)
- E. The user group primarily serves students in the District.
- F. The user group must be a nonprofit corporation registered as a 501(c) (3) tax-exempt organization with the Internal Revenue Service, **unless waived by the Superintendent.**
- G. All meetings held for Class I Users will be mandatory. Subcommittee Meetings will also be mandatory. All meetings must have representation. If you do not have anyone in attendance the following steps will be taken. Loss of Class I user status for 1 year, for that year you will be treated as a Class II user. Must reapply for your Class I user status.

II. Procedures and Priorities for Scheduling Use of PHSD Gyms and Ball Fields

The intent: To make all District sites available for use, as much as possible, by the community in a way that is as inclusive and respectful as possible. To support the use of District sites by the community, prioritizing programs that serve and accept children regardless of the level of skill and ability to pay.

First Priority	District programs have first priority. Approved youth organizations must prepare and coordinate their schedules so there is no conflict with school-sponsored activities or with each other. School-sponsored activities will be considered to be those scheduled by the individual school for activities associated with and for the benefit of students enrolled at that school.
Second Priority	District-sponsored or contracted child care site users will be honored second. Facilities Schedulers will work with child care site users to support them in using a large open space, which could include a gym, for part of their time, leaving some gym time for other uses when possible. Child care users are required to have use of such space for at least one hour per day.
Third Priority	The youth organizations will have third priority on the use of District gyms and ball fields if their requests are submitted and scheduled as specified.

The District will be responsible for scheduling all Class I youth athletic groups who have requested the use of District facilities under these guidelines. All teams must be treated equitably, with respect to the number of participants from previous season, as to the number of practice hours and games each may schedule within the available time slots which have been identified by the schools and conveyed to the requesting youth groups. All Class I youth athletic groups must attend the Districts practice scheduling meeting for each sporting season (regularly scheduled coach's meetings) posted on the District website home page under Facilities Calendar at pleasanthill.k12.or.us/about/calendar, to ensure that all teams are able to secure equitable practice time. Class I youth athletic groups cannot assume that school fields and facilities will be available for their use, if they do not first attend the practice sign up meetings. If for some reason athletic groups missed the scheduled meeting and they still wish to practice and schedule games they will need to contact the District office to determine what fields and times remain available and select those. Failure to comply with the above Procedure for scheduling may result in field/facilities use restrictions for unscheduled teams.

Practice and game schedules must be submitted to the District Office Facilities Scheduler, prior to the start of activities will be posted to the facility event calendar to confirm who the authorized user is at any given time.

Restrictions. When facilities are closed due to weather or other hazardous conditions and school activities are canceled, youth organization activities will also be canceled. This situation will generally continue into the weekend. The District Office will decide the availability of school facilities on weekends when the above conditions exist.

Dressing rooms and showers are not to be used unless approved by the building principal or designee.

Indoor soccer is not a District approved sport and will not be allowed in District gyms.

A. Authorized youth group requests for elementary or middle school use must be filed with the District office by August 24th in order to receive priority scheduling. Additional requests for site use may be made after that date, but other scheduled users will not be “bumped.”

B. Approved youth organizations will have priority in scheduling. The intent is that youth sports organizations as a whole will receive the same number of hours as they received in past year(s) (or more if available and approved at quarterly meetings). Facilities Schedulers and youth sports representatives will use the formula listed below, based on the projected number of teams.

C. Assigning time for approved youth organizations.

To the extent that space and/or fields are available, practice time is requested at each school in the form of hours per week based on the number of teams at the school and the practice allotment per team using the following criteria:

- *Indoor gyms: Elementary — Each team receives 3 hours per week of shared gym or 1.5 hours per week. If only one team is formed at a school they will receive 3 hours/wk.*
- *Indoor gyms: Middle Schools — Each team receives 4.5 hours per week of shared gym or 2.25 hours per week. If only one team is formed at a school they will receive 4.5 hours/week.*
- *Volleyball teams cannot share the gym with 1st–2nd grade basketball teams.*
- *Outdoor fields: Elementary – Each team receives 3 hours per week.*
- *Outdoor fields: Middle School – Each team receives 4.5 hours per week.*
- *Maximum practice hours available: Indoors 27.5 hours/week per gym and outdoors 27.5 hours/week per sports field based on 3:30–9:00 p.m. practice times.*

Two teams will be scheduled per gym at the start of the season. Youth sports teams may request more practice time at the beginning of the season. If available, they will receive the time they request.

Prime time for scheduling approved youth sports activities is 5:00–8:00 p.m. for elementary schools and middle schools. Facilities Schedulers will fill prime time requests first for youth sports organizations and will make them available to youth sports organizations whenever possible.

D. Groups that have Class I status retain that status year around, including the fee structure. District will meet periodically with users to review the impact of increased usage on gyms and other facilities. Approved groups that would like to expand existing programs (add additional teams requiring more time) or add a new program (new category of use) on District sites will bring their request to a site use meeting as far in advance of the proposed implementation as possible. Time allows for information

gathering and discussion about the availability, condition, and maintenance of sites. After consultation with the users, District may set an upper limit on the use of gyms and other facilities.

E. Curriculum & maintenance considerations. Gyms being used by P.E. teachers for programs with special equipment or as a cafeteria may not be used for after school activities during that part of the scheduled curriculum, in order to protect the equipment and respect the time of the teacher and staff.

P.E. teachers / administrator(s) and staff will have one coordinator from each user group to work with regarding gym / cafeteria equipment and appropriate order for the class / cafeteria the next day. If equipment is not in working order when the teacher comes in the morning, he/she will have one person to call and talk to. If the teachers or coordinators are not satisfied with the outcome of this conversation, they may follow the process for resolving conflicts.

During summer and breaks, there are special considerations restricting District site use.

III. Supervision

A. All youth organizations must provide supervisors for each building. Coaches may function as supervisors for some practices.

B. A supervisor must not be paid by both organizations at the same time to do two jobs simultaneously or paid double for doing one job.

C. For Saturday and Sunday programs held in District gyms, games will not be allowed to be played unless adequate supervision is provided. Periodic checks will be made by representatives of the District to assure compliance. If adequate supervision is not provided, that building may be closed to the user for the remainder of the season.

D. An approved, paid youth organization supervisor may be required to be present at middle schools and elementary schools during practices and game times for youth sports organizations during the busiest season of the year: December 1st to spring break.

E. The coach or supervisor is responsible for the supervision of the facilities being used during the time they are scheduled for using the facilities. Participants must not be allowed in the building unless their coach or supervisor is present. To the extent possible, only participants should be admitted into the building during practices.

F. On the days when games are played in the District's indoor facilities, a supervisor must be provided by the sponsoring youth sports organization. This supervisor will deal with conflicts, should keep non-players off the gym playing floors, and will keep food and drink out of the gym. The supervisor must be an adult that spectators and participants can readily identify.

IV. Custodial Work

Normal custodial work will be taken care of by District. If there is extra custodial work required that cannot be taken care of by the regular custodian's hours, the using

organization will be charged for the service at the rate established by the District as listed in the current District *Community Use of School Facilities Guidelines*.

V. Use of Equipment

Youth organizations will furnish their own equipment including goal posts for soccer. If District equipment is used, a fee will be charged for its use. Youth organizations may be charged for damaged District equipment.

VI. Fees

Intent: To generate sufficient funds to help support the District in adequately maintaining its sites for enduring school and community use.

1. The fee will be \$5 per participant per sport per season. At the end of each sport season, youth groups will provide to Facilities Management the number of participants at each District school. Schools, where games are played, will also be identified including the number of gyms or fields used at each site.
2. The monies will be used as follows:
 - Reimbursement for custodial and other supplies used.
 - Two dollars of the total \$5 fee will be used for maintenance and or capital improvements.
3. The District and the specific organization will reach a mutual agreement on how the money will be distributed to District.
 - It could be given directly to District as a cash payment.
 - District could agree that the user will retain some of the money to do work in District facilities if that work is approved by Facilities Management in advance and if the organization is able to track the expenditures.

VII. Fund Raising Events

Youth organizations will be charged at Class II, III, or IV rates for fundraising events held in or on District facilities. Groups sponsoring tournaments or activities with teams or participants from outside the local area must pay Class II rates for such usage.

VII. Concessions

The general guideline will not allow food concessions in District schools. However, there can be exceptions to the guideline. A group using the gym facility must give their approval along with the building principal in order for concessions to be sold. When an outside concessionaire selling food and/or drink is approved by District and user group, then they will be charged at Class IV rates (only for the space they rent) and will provide a supervisor who will keep food and drink out of the gym. Other items such as tournament t-shirts, team photos, or other children's souvenirs are permitted to be sold by the user group.

IX. Sub-Leasing

No groups are authorized to use District facilities under the umbrella of another group such as Kidsports or the YMCA. Only authorized user group personnel may sign lease contract forms.

X. Liability

Youth organizations shall indemnify, defend and hold harmless the District, its officers, agents, and employees from any claims, actions, liability, or costs, including attorney fees and other costs of defense, arising out of or in any way related to the use and occupancy allowed under these guidelines and arising from the sole or joint negligence of the user group, its members, officers, agents, coaches, spectators, or invitees.

The user group shall be responsible for any loss, damage, or destruction of its own property, equipment, and materials used in conjunction with its activities. In addition, the user group shall be responsible for any loss, damage, or destruction of property belonging to the District or a third party caused by the sole or joint negligence of the user group. Any exception or waiver of these requirements shall be subject to review and approval by District's Risk Manager.

XI. Security

Youth organizations staff members with appropriate building badge access must be on site during use.

XII. Inappropriate Conduct

The superintendent, building principal/designee, Facilities Management Director or designee, and supervisors have the authority to ask any coach, supervisor or other person to leave the premises for abusive language or conduct not appropriate for working with children. Failure to comply with the request may cause the user group to lose the right to use District facilities.

XIII. Government Rules and Regulations

All users of the District facilities shall comply with all federal, state, and municipal equal opportunity laws and regulations prohibiting discrimination.

XIV. District Policy Rules and Regulations

Youth organizations are responsible for knowing and enforcing all conduct and use rules and regulations of the District and of the facility being used. Failure to comply with any of the rules and regulations stated in this document may result in the forfeiture of the right of a youth organization to use District facilities. The District is responsible for reasonable interpretations of the guidelines.

XV. Process for Resolving Conflicts (Complaint Process)

The Intent: Make it possible for people who disagree with interpretations of site use guidelines and to solve problems cooperatively and in a timely manner. This process is designed for user group representatives and District employees.

1. If unable to resolve independently, contact the Youth Organization first. After those steps have been followed and it continues to be unresolved, contact the District office.

XVII. Approved Youth Groups

The list of approved youth groups shall be kept on file at the District office. By June 1 of every year, each approved youth group must submit a letter indicating that the group is following all District requirements for approved youth status (unless specific criteria have been waived, in writing, by District). Failure to submit such a letter shall be grounds for removal from the list of approved youth groups.

Superintendent Jim Crist

Revised: [Date]

DRAFT



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PLEASANT HILL SCHOOL DISTRICT NO. 1
BUDGET COMMITTEE MEETING MINUTES
 Monday, May 20, 2024; 7:00 p.m.; Pleasant Hill Community Center

1.0 CALL TO ORDER

Board Chair Stephen Hammond called the May 20, 2024 budget committee meeting to order at 7:12 p.m. Budget committee members present were Jake Hoffman, John Goldberg, Rich Driessnack, Darrell Anthony, Wesley Siburg, Jennifer Woodland, Drew Gottfried and Rusty Rexius. Others present were Superintendent Jim Crist, Business Manager Sheri Longobardo, Special Education Director Whitney Connolly, Elementary Principal Devery Stoneberg and Board Secretary Kimberly Silbernagel.

2.0 NOMINATION AND ELECTION OF OFFICERS

2.1 Chair

Darrell Anthony nominated Rich Driessnack for Budget Committee Chair. Jake Hoffman seconded the nomination. The nomination passed unanimously.

2.2 Vice Chair

Rich Driessnack nominated Darrell Anthony for Budget Committee Vice Chair. Wesley Siburg seconded the nomination. The nomination passed unanimously.

3.0 READING OF THE BUDGET MESSAGE

3.1 Superintendent

Superintendent Jim Crist read the Budget Message for the committee. Refer to the 2024-25 Proposed Budget Document for the verbatim Budget Message.

4.0 REVIEW GENERAL FUND BUDGET AND OTHER BUDGETS

Business Manager Sheri Longobardo presented a summary of the 2024-25 Proposed Budget Document to the committee.

4.1 Allow for questions and/or comments

Time was allowed for budget committee members to ask questions and have discussion about budget items.

Budget committee members were instructed to direct any questions to Jim Crist or Sheri Longobardo before the next budget committee meeting, June 3, 2024.

5.0 FUTURE MEETING DATES

- Board and Budget Committee Meeting – June 3, 2024 7:00 p.m., Pleasant Hill Community Center
- Budget Committee Meeting, if needed – June 10, 2024 7:00 p.m., Pleasant Hill Community Center
- Budget Hearing and Board Meeting – June 17, 2024 7:00 p.m., Pleasant Hill Community Center

6.0 OTHER

No other items were discussed.

7.0 ADJOURNMENT – 8:13 p.m.

Signed: _____ this _____ day of _____, 2024
Rich Driessnack, Budget Committee Chair

**Pleasant Hill School District No. 1
2024-25 Budget
Budget Committee Approval**

Proposed Motion:

“I move that the Budget Committee of the Pleasant Hill School District No. 1 approve the budget for the 2024-25 fiscal year in the amount of \$30,383,289 for all funds.

“This represents

- a General Fund total of \$20,990,642,
- a Special Revenue Fund total of \$7,690,153, and
- a Debt Service Fund total of \$1,702,494.

Moved by: _____

Seconded by: _____

Vote: _____ for, _____ opposed

Date: June 3, 2024

“I also move that the Budget Committee approve property taxes for the 2024-25 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 \$1,698,156 for the debt service levy.”

Moved by: _____

Seconded by: _____

Vote: _____ for, _____ opposed

Date: June 3, 2024

Signed: _____,

on this 3rd day of June, 2024,

Rich Dreissnack, Budget Committee Chair