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Commitment, Excellence, Community

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

Monday, May 6, 2024; 7:00 p.m.; Pleasant Hill Community Center

1. CALL TO ORDER

Stephen Hammond called the May 6, 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 John Oldham. Others present were Superintendent Jim Crist, Business Manager Sheri Longobardo, Special Education Director Whitney Connolly, Elementary Principal Devery Stoneberg, Middle/High School Principal Chris Reiersgaard, Middle School Assistant Principal Caleb Salmond and Board Secretary Kimberly Silbernagel.

John Oldham read the mission statement.

2. CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

3. INTRODUCTIONS AND ATTENDANCE

Audience members present were Darrel Anthony, John Goldberg, Wes Siburg and Jake Hoffman.

4. PUBLIC FORUM

There was no public comment.

5. BUDGET ORIENTATION (Exhibit 2324.129)

Business Manager Sheri Longobardo conducted a Budget Committee orientation which reviewed the major points of the budget process, responsibilities of the budget committee, the sources, uses, and restrictions of each school fund, and the District's latest financial projections. This presentation included clarifications of terminology/nomenclature as well as funding sources.

One new Budget Committee Members met with the Business Manager prior to this meeting to be introduced to the process.

The first Budget Committee meeting, where the Proposed Budget will be presented, is scheduled for May 20, 2024. The board will also hear public comments at this meeting.

The budget document will be made public and available for viewing by May 17, 2024.

6. ACTION ITEMS

6.1 Consent Agenda

6.101 Approve April 22, 2024 Board Meeting Minutes (Exhibit 2324.130)

6.102 Approve Personnel Report (Resolution 2324.131)

Drew Gottfried moved to approve 6.1 Consent Agenda. John Oldham seconded the motion. The motion passed unanimously.

7. REPORTS AND INFORMATION

7.1 PHES (Exhibit 2324.132)

Principal Devery Stoneberg presented her report to the board. The elementary school staff is working with the middle school staff to create a smooth transition for 5th grades that will move to the middle school in the fall. On May 14, 2024 current 5th graders will have a middle school preview day. The special education department is also working to create a smooth transition for those students that are moving from the elementary school to the middle school. 76% of currently enrolled families have completed the student verification process, previously called spring registration. On May 9, 2024 the elementary school will host the Billies Greatest Show talent show at 1:00 and 6:30 p.m.

7.2 PHMS (Exhibit 2324.133)

Assistant Principal Caleb Salmond shared the Students of the Month for March.

- Students of the Month: 6th Grade – Junie Epperson, 7th Grade – Ariana Bowman, 8th Grade – Eva Aguilar
- Most Improved Students of the Month: 6th Grade – James Dooley, 7th Grade – Steele Hubbard, 8th Grade – Alysa Sealy
- Citizens of the Month: 6th Grade – Harper Quinones, 7th Grade – Ainsley Simmons, 8th Grade – Nelly Smith

On May 14, 2024 the middle school will host an incoming 6th Grade parent night.

7.3 PHHS (Exhibit 2324.134)

Principal Chris Reiersgaard presented his report to the board. The Booster Club auction was held April 27, 2024. The auction raised over \$60,000 for Pleasant Hill sports and activities. The administration team held a senior meeting and are reaching out parents of students who are currently failing a class that they need to pass in order to graduate. Associated Student Government (ASB) elections for the 2024-25 school year will be held soon.

8. SUPERINTENDENT COMMUNICATION

8.1 Board Self-Evaluation (Exhibit 2324.135)

Board members will complete their self-evaluation and submit it to Board Chair Stephen Hammond by June 10, 2024. Mr. Hammond will present a summary of the evaluations at the June 17, 2024 board meeting.

Library Construction Update – Demolition has been completed and they are waiting on permits to be finalized to continue construction.

9. BOARD COMMUNICATION

There was no board communication.

10. OTHER BUSINESS

There was no other business.

11. NEXT MEETING

- Board & Budget Committee Meeting – May 20, 2024; 7:00 p.m.;
Pleasant Hill Community Center

12. ADJOURNMENT – 7:41 p.m.

Signed: _____ the _____ 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	
	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23	23-24	22-23
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		977		972

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

PLEASANT HILL SCHOOL DISTRICT #1
2023-24 GENERAL FUND REVENUES AND EXPENDITURES - MONTHLY ACTIVITY
April 2, 2024

	BUDGET	7/23	8/23	9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24	6/24	YTD TOTAL	BALANCE OVER / (UNDER) BUDGET
Resources															
Beginning Fund Balance	\$6,447,645													\$7,261,733	\$814,088
Current Year's Taxes	\$3,531,893	\$0	\$0	\$0	\$2,902	\$2,277,402	\$1,064,262	\$29,447	\$13,534	\$71,137	\$10,954	\$0	\$0	\$3,469,638	(62,255)
Prior Year's Taxes	45,000	\$0	\$0	\$0	\$1,252	\$6,973	\$3,070	\$2,624	\$1,456	\$851	\$2,413	\$0	0	\$18,638	(26,362)
Payment in Lieu Prop Tax	3,000	\$0	\$0	\$0	\$0	\$1,600	\$1,808	\$615	\$215	\$443	\$591	\$0	0	\$5,273	2,273
Penalties & Int on Taxes	5,000	\$0	\$0	\$0	\$512	\$1,311	\$759	\$0	\$0	\$0	\$0	\$0	0	\$2,582	(2,418)
Transportation Fees	5,000	\$0	\$0	\$1,861	\$182	\$338	\$150	\$546	\$748	\$0	\$1,768	\$0	0	\$5,594	594
Interest on Investments	150,500	\$36,963	\$42,361	\$42,428	\$44,978	\$45,183	\$63,210	\$64,459	\$62,428	\$65,505	\$64,560	\$0	0	\$532,074	381,574
Other Curricular Activity	86,000	\$5,375	\$11,780	\$4,790	\$14,972	\$6,930	\$18,341	\$1,300	\$5,840	\$6,660	(\$437)	\$0	0	\$75,551	(10,449)
Rentals	5,500	\$338	\$630	\$300	\$1,435	\$925	\$880	\$370	\$400	\$220	\$1,004	\$0	0	\$6,501	1,001
Miscellaneous	30,000	\$8,734	\$530	\$11,263	\$14,158	\$9,840	\$982	\$330	\$207	\$60	\$3,188	\$0	0	\$49,292	19,292
Fingerprint Rev	1,000	\$132	\$0	\$330	\$0	\$132	\$66	\$66	\$132	\$198	\$66	\$0	0	\$1,122	122
County / Intermediate	25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	(25,000)
Lane ESD Stipends	10,000	\$0	\$0	\$2,199	\$0	\$697	\$3,040	\$0	\$554	(\$324)	\$560	\$0	0	\$6,726	(3,274)
State School Fund	8,223,523	\$1,442,448	\$720,791	\$720,791	\$720,791	\$720,791	\$720,791	\$720,880	\$720,880	\$720,880	\$597,065	\$0	0	\$7,806,108	(417,415)
Common School Fund	144,593	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$76,656	\$0	\$0	\$0	0	\$76,656	(67,937)
Small School Grant	55,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$85	\$0	0	\$85	(54,915)
High Cost Disability Grant	45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	(45,000)
Interfund Transfers	1,000	0	0	0	0	0	0	0	0	0	0	0	0	\$0	(1,000)
Total Revenues	\$12,367,009	\$1,493,990	\$776,092	\$783,962	\$801,183	\$3,072,122	\$1,877,359	\$820,637	\$883,049	\$865,630	\$681,815	\$0	\$0	12,055,839	(\$311,170)
Total Resources	\$18,814,654													\$19,317,572	\$502,918
Expenditures															
Salaries	\$6,065,060	\$61,414	\$118,978	\$450,172	\$491,906	\$495,162	\$482,727	\$452,753	\$455,483	\$464,421	\$469,852	\$0	\$0	\$3,942,867	(\$2,122,193)
Associated Payroll Costs	3,815,467	\$35,857	\$66,772	\$273,650	\$286,862	\$285,797	\$284,987	\$265,550	\$268,440	\$276,400	\$275,957	\$0	0	2,320,272	(\$1,495,195)
Purchased Services	2,025,607	\$28,903	\$42,103	\$50,758	\$104,964	\$152,972	\$141,543	\$55,092	\$183,347	\$152,136	\$151,742	\$0	0	1,063,560	(\$962,047)
Supplies and Materials	467,218	\$14,455	\$6,599	\$38,920	\$23,013	\$27,716	\$14,961	\$15,887	\$103,763	\$38,005	\$40,938	\$0	0	324,255	(\$142,963)
Cap Outlay	3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	(\$3,000)
Other Objects	192,800	\$17,567	\$4,901	\$124,243	\$2,859	\$3,526	\$1,933	\$1,326	\$1,729	\$1,497	\$445	\$0	0	160,027	(\$32,773)
Transfers	1,020,000	\$0	\$0	\$0	\$990,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$990,000	(\$30,000)
Contingency/Beg Fund Bal	5,225,502	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	\$0	(\$5,225,502)
Total Expenditures	\$18,814,654	\$158,196	\$239,353	\$937,743	\$1,899,603	\$965,173	\$926,150	\$790,607	\$1,012,763	\$932,458	\$938,934	\$0	\$0	\$8,800,980	(\$10,013,674)
Ending Fund Balance														\$10,516,592	\$10,516,592

Date: May 20, 2024

Resolution: 2324.139

Designation of District Officers, Clerks, Depositories and Contract Review Board

Relevant Data:

Oregon Revised Statutes (ORS) require a governing body to designate at the beginning of each fiscal year the individuals who will have authorization to act as the District officers, clerks, to designate the financial institutions the District uses for the investment of funds and to review the status of, and rules adopted, by the Local Public Contract Review Board.

This exhibit designates the following: Budget Officer (ORS 294.331), Clerks of the District (ORS 332.515), Custodian(s) of Funds (ORS 328.441, 328.445), Public Contract Rules (ORS Chapter 279 and OAR Chapter 137), Grant Officer, and Depositories of Funds (ORS 328.441, 291.805-294.895).

Recommendation:

It is recommended that the Board of Directors approve the exhibit designating District officers, clerks, and agents, including the depositories for the District funds as listed on the attached document for the 2024-25 fiscal year.

Submitted and Recommended By:

Jim Crist
Superintendent

Date: May 20, 2024

Exhibit: 2324.139

Designation of District Officers, Clerks, Depositories and Contract Review Board

Budget Officer:

Designate Superintendent as Budget Officer of the Pleasant Hill School District for the fiscal year 2024-25.

District Clerks:

Designate Superintendent of Pleasant Hill School District, as Chief Administrative Officer / Clerk for the fiscal year 2024-25 (ORS 332.515)

Designate Sheri Longobardo as Business Manager for the 2024-25 fiscal year.

Be it Resolved, that adequate insurance coverage be obtained for the above named Clerk and Deputy Clerk, in accordance with ORS 332.525.

Grant Officer:

Designate the Superintendent and / or the Business Manager as Local Agency Representative(s) and authorize them to execute and file application(s) for and on behalf of the District and otherwise act as the District's representative in all activities related to grants for the fiscal year 2024-25

Public Contract Review:

Designate the Board of Directors as its own contract review board granted authority under ORS 279A.060, and also adopts the current Oregon Attorney General's Model Public Contracts Manual stipulated by ORS 279A, 279B, 279C, OAR 137 Division 46, 47, 48, and 49.

Investment Depositories:

Designate that the following depositories are hereby approved as official depositories of Pleasant Hill School District for the 2024-25 fiscal year:

Banner Bank and the Local Government Investment Pool.

Be it resolved, that the Superintendent or the Business Manager, as Custodian of Funds, are authorized to establish accounts and to issue checks against such accounts bearing the original signature of the Superintendent or Business manager in accordance with ORS 328.411 and 328.445.

Date: May 20, 2024

Resolution: 2324.140

**Designation of District Property and Liability Insurance
Worker's Compensation Insurance
Worker's Benefits Plan**

Relevant Data:

Property & Casualty Insurance:

Designate Property and Casualty Coverage for Education (PACE) as the District's liability insurance carrier.

Designate WHA Insurance as Agent of Record.

Workers Compensation Insurance:

Designate SAIF Corporation as the District's Workers Compensation carrier.

Section 125 Benefits Plan Carrier:

Designate American Fidelity Securities, Inc. as Section 125 plan administrator.

Recommendation:

It is recommended that the Board of Directors approve the exhibit designating District Property and Liability Insurance Carrier, Insurance Agent of Record, Workers Compensation Carrier, and Workers Benefits Plan Carrier for the 2024-25 fiscal year.

Submitted and Recommended By:

Jim Crist
Superintendent

Date: May 20, 2024

Resolution: 2324.141

Designation of District Legal Counsel and Municipal Auditor

Relevant Data:

Oregon Revised Statutes (ORS) requires a governing body to designate at the beginning of each fiscal year the individual and/or firms who will have authorization to act as the District's legal counsel and auditors

Legal Counsel:

Designate the Hungerford Law Firm, L.L.P., as legal counsel for general counsel, labor relations, and special education services for the fiscal year 2024-25.

Designate the Oregon School Boards Association, Policy and Legal Services for the fiscal year 2024-25.

Designate Law Office of Mike Reeder as legal counsel for land use and boundary services regarding the Jasper-Natron Development for the fiscal year 2024-25.

Municipal Auditor:

Designate Accuity, LLC as official auditor for the fiscal year 2024-25.

Recommendation:

It is recommended that the Board of Directors approve the exhibit designating District agents as listed on the attached documents for the 2024-25 fiscal year.

Submitted and Recommended By:

Jim Crist
Superintendent