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Commitment, Excellence, Community

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

Monday, March 3, 2025; 7:00 p.m.; Pleasant Hill Community Center

1. CALL TO ORDER

Vice Chair Drew Gottfried called the March 3, 2025 board meeting to order at 7:00 p.m. with the Pledge of Allegiance. Board members present were John Oldham and Rusty Rexius. Other present were Superintendent Jim Crist, Special Education Director Whitney Connolly, Elementary School Principal Brenna Fairchild, Middle/High School Principal Chris Reiersgaard, Middle School Assistant Principal Caleb Salmond and Board Secretary Kimberly Silbernagel.

Rusty Rexius read the mission statement.

2. CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions.

3. INTRODUCTIONS AND ATTENDANCE

Audience members included students Josie and Jamon Heacock and community member Curt Offenbacher.

4. PUBLIC FORUM

There was no public comment.

5. PUBLIC HEARING – CM/GC EXEMPTION FOR PLEASANT HILL SCHOOL GYMNASIUM SEISMIC REHABILITATION

5.1 Presentation of Findings (Exhibit 2425.187)

Superintendent Crist read Exhibit 2425.187, Findings of Fact for the Use of the Construction Manager/General Contractor (CM/GC) Contracting Method. Pleasant Hill School District was awarded a grant for \$2,499,940 from the Oregon Infrastructure Finance Authority for Business Development Department for the seismic rehabilitation of the high school gymnasium. This finding was that it is in the best interest of Pleasant Hill School District to utilize the CM/GC project delivery method. The CM/GC method will (a) result in substantial costs savings and reduce risk to the District; (b) will allow the District to select a contractor with the specialized expertise required; (c) benefit the public by improving safety and coordination during construction; and (d) not encourage favoritism or diminish competition.

5.2 Public Comment Period

- Curt Offenbacher provided comment about his experience with the CM/GC process from when he was on the Pleasant Hill School District Board of Directors when the new portion of the middle/high school was built.

6. PRESENTATIONS / RECOGNITION

6.1 Students of the Month/Most Improved Students of the Month

Principal Reiersgaard shared the January Students of the Month and Most Improved Students of the Month.

Student of the Month – January

- Freshman-Reagan Dockery
- Sophomore-Acadia Bloxham
- Junior-Ashlyn Johnson
- Senior-Ellie Epperson

Most Improved Students of the Month – January

- Freshman-Nolan Perkins
- Sophomore-Kayla McCullough
- Junior-Chase Vargas

6.2 High School Student Representative Report

Community Outreach Officer Josie Heacock and Senior Class Secretary Jamon Heacock shared an update on high school activities with the board. Girls basketball had a successful season and made it to the first round of playoffs. Boys basketball is headed to Coos Bay for the quarterfinals and will face Creswell. Boys basketball, girls basketball, boys wrestling and cheerleading all earned OSAA Academic All-State honors. Nine wrestlers qualified for the state tournament and they placed 4th as a team at the OSAA State Wrestling Tournament. The high school Solar Jazz band is in San Francisco attending a showcase. The leadership class participated in a training called 15th Night where they learned about creating the ideal school environment. Leadership is decorating and creating posters to celebrate all classified employees. Student involvement has increased since the beginning of the year. There has been a great turn out at basketball games this season.

7. ACTION ITEMS

Rusty Rexius moved to remove 7.102 February 20, 2025 Board Work Session Minutes from the Consent Agenda and place it as Action Item 7.6. Drew Gottfried seconded the motion. The motion passed unanimously.

7.1 Consent Agenda

7.101 Approve February 3, 2025 Board Meeting Minutes (Exhibit 2425.188)

~~7.102 Approve February 20, 2025 Board Work Session Minutes (Exhibit 2425.189)~~

7.103 Approve Personnel Action (Licensed Contract Renewals) (Resolution 2425.190)

Rusty Rexius moved to approve 7.1 Consent Agenda, items 7.101 and 7.103. John Oldham seconded the motion. The motion passed unanimously.

7.2 Approve Policy First Read

-GBNAA/JHFF Suspected Sexual Conduct with Students and Reporting Requirements

(Exhibit 2425.191)

-JHFF/GBNAA Suspected Sexual Conduct with Students and Reporting Requirements

(Exhibit 2425.192)

Rusty Rexius moved to approve 7.2 Policy First Read. John Oldham seconded the motion. The motion passed unanimously.

7.3 Approve Resolution to Increase Spending Limitations (Resolution 2425.193)

Superintendent Crist read the resolution to increase spending limitations. \$202,278 was anticipated being spent in the 2023-24 school year from the Maintenance and Capital Project Fund but the funds were not fully expended and not included in the 2024-25 beginning fund balance. The Agricultural Classroom project carried over into 2024-25 and the district now requires the authority to use the previously allocated funds to be used to complete the project.

John Oldham moved to approve 7.3 Resolution to Increase Spending Limitations. Rusty Rexius seconded the motion. The motion passed unanimously.

7.4 Approve 2025-26 Academic Calendar (Resolution 2425.194)

Superintendent Crist review the 2025-26 academic calendar.

Rusty Rexius moved to approve 7.4 2025-26 Academic Calendar. John Oldham seconded the motion. The motion passed unanimously.

7.5 Approve CM/GC Resolution (Resolution 2425.195)

Superintendent Crist read the resolution. A lengthy discussion was held about the impact of using the CM/GC bidding method. Board members discussed that they would like the wording in the resolution changed.

Rusty Rexius moved to approve 7.5 CM/GC Resolution with the edit of adding “likely” to the Finding of Fact #1 to read, “Likely Cost Savings and Risk Reduction.” Drew Gottfried seconded the motion.

The discussion continued. A board member was still in opposition to passing the resolution. The option of tabling the motion until all board members are present was offered.

Rusty Rexius moved to table 7.5 CM/GC Resolution. Drew Gottfried seconded the motion. The motion passed unanimously.

7.6 Approve February 20, 2025 Board Work Session Minutes (Exhibit 2425.189)

John Oldham moved to approve 7.6 February 20, 2025 Board Work Session. Drew Gottfried seconded the motion. The motion passed 2-0. Rusty Rexius abstained from voting.

8. BOARD DISCUSSION

There was no board discussion.

9. REPORTS AND INFORMATION

9.1 Elementary School Report (Exhibit 2425.196)

Principal Fairchild presented her report to the board. The average daily attendance for February was 89.35%. Illness has been a large factor in students missing school. Ms. Fairchild shared the DIBELS Benchmark Data from the beginning to the middle of the year. The trend has been positive since less

students need intensive and strategic support. The character trait of the month for February was empathy. The elementary school is celebrating classified appreciation week. They are thankful for all classified staff. On February 20, they celebrated the 100th day of school and students and staff dressed up as their 100-year-old selves. The PTO nacho feed and living museum will be on March 13 at 6:00 p.m. and kindergarten registration will be held March 19 in the community center at 6:00 p.m.

9.2 Middle School Report (Exhibit 2425.197)

Assistant Principal Salmond shared his report with the board. The average daily attendance for February was 92.32%. On February 14 the middle school had their first semester celebration assembly. Students had the chance to play games and show school spirit by dressing in their grades assigned color. The middle school is focusing on ensuring classroom safety and maximizing space by having students leave their backpacks in their lockers.

Middle School Students of the Month – January

Gabriela Contreras-Jeronimo
Reese Dockery
Benjamin Lapage

Most Improved Students of the Month – January

Steel Hubbard
Alicia Jimenez
Gavin Taylor

Citizens of the Month – January

Alexis Moch
Teagan Siburg
Peyton Elliott

9.3 High School Report (Exhibit 2425.198)

Principal Reiersgaard provided his report to the board. The cheerleading team placed 1st at the OCCA Championships. The CTE program hosted an open house to showcase their program. The middle school choir competed in their first competition last week. Spring sports seasons begin today. There are 151 athletes participating in various activities. The average daily attendance for year-to-date is 90.45%.

10. SUPERINTENDENT COMMUNICATION

OSEA bargaining will begin on Wednesday, March 5, 2025.

11. BOARD COMMUNICATION

11.1 Committee or Community News/Announcements

The Pleasant Hill Education Foundation gala, held on February 22, 2025 was a success.

11.2 Board Engagement Activities Calendar

Superintendent Crist review the board activities calendar.

12. OTHER BUSINESS

There was no other business.

13. NEXT MEETING

- Board Meeting – March 17, 2025; 7:00 p.m.; Pleasant Hill Community Center

14. ADJOURNMENT – 8:45 p.m.

Signed: _____ this _____ day of _____, 2025

Pleasant Hill School District Student Enrollment - Comparison 2023-24 to 2024-25



September		October		November		December		January	
24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24
961	997	948	991	944	980	942	1007	935	970

	September	October	November	December	January	
KG	58	60	57	61	58	60
1	59	76	60	76	60	75
2	70	80	70	81	69	79
3	77	72	77	72	77	74
4	72	85	72	82	72	81
5	82	78	83	77	83	74
6	84	73	82	72	80	72
7	77	70	76	71	75	70
8	71	66	72	67	73	66
9	75	80	72	81	71	78
10	81	80	76	79	75	77
11	78	82	75	80	75	78
12	77	95	76	90	74	86

February		March		April		May		June	
24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24
938	967	0	963	0	964	0	960	0	958

	February	March	April	May	June	
KG	58	59		60		58
1	60	75		75		75
2	69	79		79		78
3	76	73		74		74
4	72	80		80		79
5	83	75		74		74
6	79	72		72		72
7	75	71		69		68
8	71	67		66		65
9	72	78		78		77
10	74	75		75		76
11	75	77		77		78
12	74	86		84		84

Date: March 17, 2025

Resolution: 2425.201

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 licensed retirement. 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 Retirement

Submitted and Recommended By:

Jim Crist
Superintendent

NO	NAME OR EMPLOYEE ID	CURRENT STATUS	FTE	EFFECTIVE DATE	NOTES
	NEW HIRES				
	RESIGNATIONS				
	RETIREMENTS				
1	101497	CONTRACT	1.0	6/30/2025	

Date: March 17, 2025
Policy Review

Board Policy Adoption

Relevant Data:

From time to time, changes in laws or operating practice require changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to develop policy for Pleasant Hill School District. The following policies are presented to the Board of Directors for review to reflect the updates as required by legislative action or recommended by the Oregon School Boards Association. These policies will be brought back for appropriate action at an upcoming regular board meeting.

Summary

House Bill 4160 (2024) changed the definition of student; changing a student who left school or graduated from high school “within 90 days” to “within one calendar year”, and is in effect as of July 1, 2024 and is included in the recommended revisions.

Local District Responsibility

Review the Recommendations for policy changes and adopt updated language required for Policy - Suspected Sexual Conduct with Students and Reporting Requirements

Recommendation:

It is recommended the Board of Directors adopt the following board policy updates. Explanation of changes can be found in accompanying exhibits.

Policy Impacted by the Revisions

- Affected Policies
 - GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements (**Exhibit 2425.202**)
 - JHFF/GBNAA - Suspected Sexual Conduct with Students and Reporting Requirements (**Exhibit 2425.203**)

Pleasant Hill School District 1

Code: GBNAA/JHFF
 Adopted: 2/10/20
 Revised/Readopted: 11/15/21

Suspected Sexual Conduct with Students and Reporting Requirements *

Sexual conduct by district employees, contractors¹, agents², and volunteers³ is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers, and students⁴ are subject to this policy.

⁵“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

¹ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁴ Student conduct may only be sexual conduct if the student is also an employee, contractor, agent, or volunteer.

⁵ This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

Any district employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

If the superintendent is the alleged perpetrator the report shall be submitted to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When a designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district’s administrative regulation GBNAA/JHFF-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student’s safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student’s safety.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;

2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 339.370 - 339.400](#)

[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

House Bill 4160 (2024).

Pleasant Hill School District 1

Code: JHFF/GBNAA
 Adopted: 2/10/20
 Revised/Readopted: 11/15/21

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“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within one calendar year prior to the sexual conduct.

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Any district employee, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternate designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements.

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When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student’s safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student’s safety.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;

2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 339.370 - 339.400](#)

[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

House Bill 4160 (2024).

**PLEASANT HILL SCHOOL DISTRICT NO. 1
BOARD OF DIRECTORS
RESOLUTION NO. 2425.204**

A RESOLUTION AUTHORIZING THE USE OF THE CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) METHOD FOR THE PLEASANT HILL HIGH SCHOOL GYMNASIUM SEISMIC REHABILITATION PROJECT

WHEREAS, the Pleasant Hill School District No. 1 (the "District") has received a Seismic Rehabilitation Grant from the Oregon Infrastructure Finance Authority in the amount of \$2,499,940 to upgrade the Pleasant Hill High School Gymnasium to meet performance levels for Life Safety and Immediate Occupancy as defined in ASCE 41-17; and

WHEREAS, the Board of Directors (the "Board") of the District serves as the Local Contract Review Board with authority to grant exemptions from competitive bidding under ORS 279C.335; and

WHEREAS, a Notice of Public Hearing regarding this exemption was published in DJC Oregon on February 17, 2025, in accordance with ORS 279C.335; and

WHEREAS, the Board has reviewed the written Findings of Fact supporting the use of the Construction Manager/General Contractor (CM/GC) method for the Pleasant Hill High School Gymnasium Seismic Rehabilitation Project (the "Project"), including:

1. **Substantial Cost Savings and Risk Reduction:** The CM/GC method reduces financial risk by ensuring contractor financial stability, establishing a Guaranteed Maximum Price (GMP), and minimizing costly change orders.
2. **Specialized Expertise:** The CM/GC process allows the District to select a contractor with experience in seismic rehabilitation of historic buildings, enhancing project efficiency and quality.
3. **Improved Safety and Coordination:** Construction will occur adjacent to an active school environment, requiring careful planning and phased implementation to ensure the safety of students, staff, and the public.
4. **No Diminished Competition or Favoritism:** The CM/GC will be selected through a competitive Request for Proposal (RFP) process that ensures fairness and transparency.
5. **Compliance with ORS and OAR Requirements:** The exemption meets the statutory requirements for alternative procurement methods and does not adversely impact project funding or operations.

WHEREAS, a public hearing was held on March 3, 2025, as required by ORS 279C.335, to allow public comment on the findings supporting this exemption from competitive bidding;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Pleasant Hill School District No. 1 hereby:

1. Approves and adopts the Findings of Fact supporting the use of the CM/GC method for the Pleasant Hill High School Gymnasium Seismic Rehabilitation Project;
2. Grants an exemption from the competitive bidding process and authorizes the District to procure a CM/GC in accordance with ORS 279C.337 and applicable Oregon Administrative Rules (OARs);
3. Directs the Superintendent and District staff to proceed with the solicitation and selection of a qualified CM/GC contractor using the competitive negotiation process as outlined in ORS 279C.400;
4. Authorizes the Superintendent to negotiate and enter into a contract with the selected CM/GC contractor, subject to final Board approval.

ADOPTED by the Pleasant Hill School District Board of Directors this 17th day of March, 2025.

BOARD CHAIR:

SUPERINTENDENT:

BOARD MEMBERS:

Pleasant Hill School District 1
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Code: **BCF**
Adopted: 1/10/00
Readopted: 9/13/10

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for citizen involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance. The Board shall have no permanent or standing advisory committees other than those required by statute.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall be considered open meetings. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chairman.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. Appointment of staff members, when appropriate, will be made by the superintendent.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive committee report(s).

Except as specifically provided by the Board, citizen advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the Board chair, but normally such Board members will function as ex-officio members of the committees.

The Board's responsibility cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the Board for action and must be recognized as advisory in nature.

END OF POLICY

Legal Reference(s):

[ORS 192.610](#)

[ORS 192.630](#)

[ORS 294.336](#)

[ORS 329.704](#)

[ORS 332.107](#)

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL (2003).

Pleasant Hill School District

DRAFT Educational Equity Advisory Committee (EEAC) Guidelines

1. Purpose

The Educational Equity Advisory Committee (EEAC) is established in accordance with Oregon Senate Bill 732 (OAR 581-022-2307) to provide guidance to the Pleasant Hill School District (PHSD) Board and Superintendent regarding the educational equity impacts of district policies and practices.

The committee's primary roles include:

- Advising the school board and superintendent on the equity impacts of policy decisions.
 - Identifying and informing the board about situations that negatively impact underrepresented students, along with recommendations for resolution.
 - Highlighting and sharing effective strategies when a school positively impacts underrepresented students, with guidance on how to replicate success district-wide.
-

2. Goals

The EEAC is dedicated to fostering an inclusive educational environment that reflects and prioritizes diverse perspectives. The committee will:

- Create a structured space for the sharing and examination of information, with a focus on amplifying underrepresented voices and fostering meaningful engagement across the district.
-

3. Committee Composition & Membership

The EEAC will be composed of 6-12 members, ensuring broad representation across different groups, including:

- 2-3 students (grades 7-12)
- 2-3 staff members
- 2-3 parents/caregivers
- 1-2 community partners

Additional Role:

- One member of the EEAC will also serve on the district's Budget Committee when a vacancy occurs, ensuring equity considerations are integrated into financial decision-making.

Term Lengths:

- Students serve for one year.
 - Parents, caregivers, staff, and community partners serve for two years, with an option to extend to three years.
-

4. Application & Review Process

To ensure a fair and transparent selection process, PHSD will utilize a subcommittee of the District Equity Committee and K-12 Leadership Team to screen and evaluate applications for open positions.

Screening and Review of Applications:

- The subcommittee will review applications.
 - The subcommittee will select a process that ensures the maintenance of the committee composition and membership stated under number 3.
 - The Superintendent will make recommendations to the PHSD Board of Directors for committee placement.
-

5. Meeting Structure & Expectations

- The committee will meet 2 to 3 times during the school year, with additional meetings as needed.
 - The committee will annually select a facilitator and co-facilitator.
 - Meetings will be no more than two hours in the early evening. Dinner and childcare may be provided.
 - Members will have the option to present to the school board, though this is not required.
-

6. Responsibilities & Decision-Making Process

The EEAC will:

Advise on Equity-Related Issues

- Identify systemic barriers affecting underrepresented students.
- Provide actionable recommendations to district leadership.

Inform Policy & Decision-Making

- Evaluate the equity impact of district policies and initiatives.
 - Recommend culturally responsive strategies for improving educational outcomes.
-

7. Reporting & Accountability

- The EEAC may submit reports to the superintendent and school board as needed.
 - An end-of-year summary will highlight key recommendations, challenges, and progress.
 - The school board will review and respond to EEAC recommendations, ensuring accountability and transparency.
 - The EEAC will operate as an advisory body and may be dissolved if its purpose is fulfilled.
-

8. Process for Resignation or Removal

Committee members are expected to actively participate in meetings and contribute to discussions. If a member is unable to fulfill their commitment, the following process will apply:

Resignation:

- A member wishing to resign must submit a written notice to the superintendent.
- The resignation should include the effective date.

Removal:

A committee member may be removed for:

- Repeated unexcused absences (two or more consecutive meetings without prior notice).
- Conduct that is disruptive, discriminatory, or inconsistent with the committee's purpose.
- Failure to uphold the values of the committee.

Process for Removal:

- The superintendent or committee facilitator will provide a verbal and written warning outlining concerns.
- If the concerns persist, the member may be recommended for removal to the Board of Educators by majority vote of the committee.
- A replacement may be appointed based on the selection process outlined in Section 4.

Date: March 17, 2025

**Pleasant Hill School District 2024-25
Financial Report as of February 28, 2025**

Revenues:

- As of February 28, we have received \$3,516,023 of our imposed \$3,708,532 property taxes, leaving \$192,509 to be collected.
- We have received \$6,722,358 in State School Fund (SSF) payments. According to the estimate received March 5, 2025, we expect \$2,029,805 more in payments. This amount is \$59,000 less than budget due to a combination of decreased enrollment and increased transportation costs.
- We have received \$435,773 in interest from investments.
- We have received \$64,161 in curricular activity such as athletic fees and gate fees.

Expenditures:

- Salary expenditures through February is \$3,408,126.
- Benefits total \$1,922,519. Salary and Benefits account for 77% of our expenses outside of transfers.
- The purchased services, supplies and capital outlay and other expenditures are currently at \$1,565,632.

Submitted by: Sheri Longobardo, Business Manager

PLEASANT HILL SCHOOL DISTRICT #1
2024-25 GENERAL FUND REVENUES AND EXPENDITURES - MONTHLY ACTIVITY
3/10/2025

	BUDGET	7/24	8/24	9/24	10/24	11/24	12/24	1/25	2/25	3/25	4/25	5/25	6/25	YTD TOTAL	BALANCE OVER / (UNDER) BUDGET
Resources															
Beginning Fund Balance	\$7,402,903													\$8,395,306	\$992,403
Current Year's Taxes	\$3,708,532	\$0	\$0	\$0	\$2,286	\$2,836,510	\$618,941	\$33,181	\$25,104	\$0	\$0	\$0	\$0	\$3,516,023	(192,509)
Prior Year's Taxes	24,000	\$0	\$0	\$0	\$1,272	\$6,384	\$3,245	\$3,132	\$3,009	\$0	\$0	\$0	\$0	\$17,042	(6,958)
Payment in Lieu Prop Tax	4,000	\$0	\$0	\$0	\$0	\$0	\$1,820	\$0	\$705	\$0	\$0	\$0	\$0	\$2,526	(1,474)
Penalties & Int on Taxes	4,000	\$0	\$0	\$0	\$510	\$981	\$15,758	\$508	\$11,016	\$0	\$0	\$0	\$0	\$28,773	24,773
Transportation Fees	5,000	(\$1,209)	\$0	\$458	\$0	\$150	\$351	\$0	\$0	\$0	\$0	\$0	\$0	(\$250)	(5,250)
Interest on Investments	525,500	\$51,803	\$54,373	\$52,889	\$50,591	\$47,839	\$61,570	\$61,507	\$55,202	\$0	\$0	\$0	\$0	\$435,773	(89,727)
Other Curricular Activity	106,000	\$0	\$14,190	\$11,091	\$7,274	\$8,230	\$5,061	\$10,267	\$8,048	\$0	\$0	\$0	\$0	\$64,161	(41,839)
Rentals	6,000	\$170	\$140	\$310	\$160	\$1,075	\$425	\$408	\$200	\$0	\$0	\$0	\$0	\$2,888	(3,112)
Miscellaneous	50,000	\$788	\$6,190	\$14,101	\$2,940	\$316	\$1,095	\$2,669	\$567	\$0	\$0	\$0	\$0	\$28,666	(21,334)
Fingerprint Rev	1,500	\$0	\$66	\$0	\$132	\$198	\$264	\$132	\$198	\$0	\$0	\$0	\$0	\$990	(510)
County / Intermediate	25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(25,000)
Lane ESD Stipends	41,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,082	\$594	\$0	\$0	\$0	\$0	\$3,676	(37,324)
State School Fund	8,811,207	\$1,494,555	\$746,829	\$746,829	\$746,829	\$746,829	\$746,829	\$746,829	\$746,829	\$0	\$0	\$0	\$0	\$6,722,358	(2,088,849)
Common School Fund	150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$79,853	\$0	\$0	\$0	\$0	\$0	\$79,853	(70,147)
Small School Grant	55,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(55,000)
High Cost Disability Grant	70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(70,000)
Interfund Transfers	1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(1,000)
Total Revenues	\$13,587,739	\$1,546,107	\$821,789	\$825,677	\$811,994	\$3,648,512	\$1,455,359	\$941,567	\$851,474	\$0	\$0	\$0	\$0	10,902,479	(\$2,685,260)
Total Resources	\$20,990,642													\$19,297,785	(\$1,692,857)
Expenditures															
Salaries	\$6,531,819	\$72,007	\$140,289	\$492,609	\$540,834	\$573,117	\$533,670	\$502,636	\$552,962	\$0	\$0	\$0	\$0	\$3,408,126	(\$3,123,693)
Associated Payroll Costs	4,057,215	\$41,023	\$78,561	\$287,621	\$300,256	\$311,842	\$309,277	\$292,447	\$301,493	\$0	\$0	\$0	\$0	1,922,519	(\$2,134,696)
Purchased Services	2,607,052	\$57,041	\$78,783	\$60,018	\$159,943	\$83,261	\$283,675	\$189,725	\$170,464	\$0	\$0	\$0	\$0	1,082,911	(\$1,524,141)
Supplies and Materials	548,398	\$11,397	\$32,161	\$28,306	\$40,735	\$110,897	\$31,604	\$19,726	\$19,565	\$0	\$0	\$0	\$0	294,389	(\$254,009)
Cap Outlay	14,000	\$0	\$0	\$690	\$8,259	\$0	\$532	\$0	\$153	\$0	\$0	\$0	\$0	\$9,634	(\$4,366)
Other Objects	212,050	\$149,794	\$5,625	\$8,179	\$4,258	\$2,384	\$5,615	\$1,653	\$1,190	\$0	\$0	\$0	\$0	178,697	(\$33,353)
Transfers	1,125,000	\$0	\$0	\$1,095,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,095,000	(\$30,000)
Contingency/Beg Fund Bal	5,895,108	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$5,895,108)
Total Expenditures	\$20,990,642	\$331,262	\$335,419	\$1,972,423	\$1,054,284	\$1,081,500	\$1,164,374	\$1,006,188	\$1,045,826	\$0	\$0	\$0	\$0	\$7,991,276	(\$12,999,366)
Ending Fund Balance														\$11,306,509	\$11,306,509

Pleasant Hill School District (PHSD) School Board Report

District Equity Committee (DEC) Membership and Representation Analysis

March 2025

Overview

The Pleasant Hill School District (PHSD) is in the process of forming its District Equity Committee (DEC) as required by SB 732 and OAR 581-022-2307. This committee must be composed primarily of members who represent historically underserved student groups, ensuring diverse perspectives inform district policies and initiatives.

This report summarizes the applicant pool, their representation in underserved categories, and alignment with statutory requirements.

Applicant Summary

Total Applicants

The district has received eleven (11) applications from individuals representing a diverse set of backgrounds, including parents, caregivers, students, staff, and community members.

Representation Breakdown

According to the PHSD Representation Analysis, the goal was to ensure balanced representation among historically underserved groups. Below is an assessment of the applicants composition based on self-identified backgrounds:

- **Persons of Color:** 1-2 members
- **Tribal Membership:** 1-2 members
- **English Language Learners:** 1-2 members
- **LGBTQ+ Community:** 1-2 members
- **Students with Disabilities / Caregivers of Students with Disabilities:** 1-2 members
- **Individuals Experiencing or Surviving Poverty / Houselessness:** 1-2 members

Committee applicants demonstrate representation across multiple intersectional identities, ensuring a range of lived experiences are considered in district equity discussions.

Key Applicant Motivations & Experiences

Applicants expressed a wide range of motivations for joining the DEC, including:

- Desire to advocate for marginalized students (e.g., students of color, LGBTQ+ students, students with disabilities).
- Commitment to ensuring all students feel safe, valued, and included in PHSD schools.
- Professional and lived experience in equity-focused organizations, including roles in education, mental health, advocacy, and community services.
- First-hand experiences with systemic challenges in education, offering insights into how PHSD can improve support for historically underserved groups.
- Involvement in student organizations, such as Gender & Sexuality Alliance (GSA) and other equity-focused extracurriculars.

Many applicants also highlighted their professional expertise, including:

- Work with early childhood education, disability services, mental health, and community equity organizations.
 - Experience as educators, counselors, and advocates in public education.
 - Leadership in local and state-level equity and inclusion initiatives.
-

Compliance with SB 732 & OAR 581-022-2307

The proposed DEC membership aligns with the legal requirements set by SB 732:

1. Representation of underserved student groups is met, with applicants identifying across various required categories.
 2. The committee includes multiple perspectives, including parents, students, staff, and community leaders.
 3. The committee's composition ensures intersectional representation, as required by the statute.
-

Next Steps & Recommendations

1. Finalize Membership Selection (June 2025)
 - The school board must appoint members from the proposed pool, ensuring continued alignment with SB 73
 2. Address Any Gaps
 - While representation is strong, the board should assess whether any additional perspectives are needed to further strengthen the committee's impact.
 3. Provide Orientation & Training (August / September 2025)
 - Members should receive training on their advisory role, including how to effectively collaborate with district leadership on equity initiatives.
 4. Set an Initial Meeting Schedule (August / September 2025)
 - Establish an agenda for the first few meetings, focusing on priority areas for equity within PHSD.
-

Conclusion

The PHSD DEC applicant pool reflects strong and diverse representation, ensuring historically underserved students have a voice in district decision-making. Moving forward, the school board's selection process should focus on finalizing the committee and equipping members with the tools needed to effectively advise on equity policies.

Submitted by:

Jim Crist, Superintendent
Pleasant Hill School District