

# Pleasant Hill School District No. 1



## August 18, 2025 Regular Board Meeting

### Board Packet Index

Exhibit 2526.8 – Page 1

Exhibit 2526.9 – Page 4

Resolution 2526.10 – Page 6

Resolution 2526.11 – Page 8

Exhibit 2526.12 – Page 10

Exhibit 2526.13 – Page 15

Exhibit 2526.14 – Page 17

Exhibit 2526.15 – Page 19

Exhibit 2526.16 – Page 21

Exhibit 2526.17 – Page 23

Exhibit 2526.18 – Page 30



36386 Highway 58  
Pleasant Hill, OR 97455  
Phone: 541-746-9646  
FAX: 541-746-2537  
[www.pleasanthill.k12.or.us](http://www.pleasanthill.k12.or.us)

*Commitment, Excellence, Community*

---

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

**Monday, June 16, 2025; 7:00 p.m.; Pleasant Hill Community Center**

---

**1. CALL TO ORDER**

Board Chair Stephen Hammond called the June 16, 2025 board meeting to order at 7:01 p.m. Board members present were Vice Chair Drew Gottfried, Rusty Rexius and Jennifer Woodland. Others present were Superintendent Jim Crist, Business Manager Sheri Longobardo, Special Education Director Whitney Connolly, Middle/High School Principal Chris Reiersgaard and Board Secretary Kimberly Silbernagel.

Stephen Hammond read the mission statement.

**2. CHANGES OR ADDITIONS TO THE AGENDA**

8.1 Board Self Evaluation will be moved to August 18, 2025.

**3. INTRODUCTIONS AND ATTENDANCE**

The audience included Michelle Reiersgaard and Wes Siburg.

**4. PUBLIC FORUM**

There was no public comment.

**5. ACTION ITEMS**

5.1 Approve Consent Agenda

5.101 June 2, 2025 Board Meeting Minutes (Exhibit 2425.251)

5.102 Enrollment Report – June (Exhibit 2425.252)

5.103 Financial Report – May (Exhibit 2425.253)

*Jennifer Woodland moved to approve 5.1 Consent Agenda. Drew Gottfried seconded the motion. The motion passed 4-0.*

*Gottfried – Yes      Woodland – Yes      Rexius – Yes      Hammond – Yes*

5.2 Approve Personnel Report (Resolution 2425.254)

Superintendent Crist read an introduction for the two new employees. Elementary teacher MacKenzie Durham and High School Assistant Principal and Athletic Director Alan Stearns.

*Rusty Rexius moved to approve 5.2 Personnel Report. Drew Gottfried seconded the motion. The motion passed 4-0.*

*Gottfried – Yes      Woodland – Yes      Rexius – Yes      Hammond – Yes*

5.3 Consideration of Additional Staffing Allocation for 2025-26 Budget (Exhibit 2425.255, Resolution 2425.256 and Resolution 2425.257)  
Exhibit 2425.255 was updated to reflect the correct agenda action item numbers.

*Drew Gottfried moved to approve 5.3 The allocation of \$143,000 for salary and benefits to fund a 1.0 FTE licensed instructional position for the 2025–26 school year. Rusty Rexius seconded the motion. The motion failed 2-2.*

*Gottfried – Yes      Woodland – No      Rexius – Yes      Hammond – No*

5.4 Adoption of the 2025-26 Budget

*Stephen Hammond moved to approve 5.4 Adoption of Resolution 2425.256 adopting the 2025–26 all funds budget in the amount of \$33,616,282 and imposing and categorizing taxes as approved by the Budget Committee. Jennifer Woodland seconded the motion. The motion passed 4-0.*

*Gottfried – Yes      Woodland – Yes      Rexius – Yes      Hammond – Yes*

## **6. REPORTS AND INFORMATION**

6.1 Principal Report PHES (Exhibit 2425.258)

Superintendent Crist read Elementary Principal Brenna Fairchild’s report.

6.2 Principal Report PHMS (Exhibit 2425.259)

Principal Reiersgaard shared Middle School Assistant Principal Caleb Salmond’s report.

6.3 Principal Report PHHS

Principal Reiersgaard presented his report to the board. Graduation was full of fun activities. Including the senior prank, senior skip day and an all-night party held at the Lane Event Center. 74 seniors graduated. Mr. Reiersgaard extended a special thank you to high school counselor Mrs. Anderson and all parents who helped get their students across the graduation stage.

## **7. SUPERINTENDENT REPORT**

7.1 Summer School

Superintendent Crist gave an update on summer school. Summer school will take place July 7 – August 7, Monday – Thursday. Transportation will drop students off at 8:00 a.m. for breakfast. The school day will run 8:30 a.m. to 12:30 p.m. 35 elementary, 15 middle and 10 high school students will participate. Staff running the program include 13 licensed staff, two educational assistants, two nutrition services staff from the district and two educational assistants provided through Catapult Learning.

## **~~8. BOARD DISCUSSION~~**

~~8.1 Board Self Evaluation~~

## **9. BOARD COMMUNICATION**

There was no board communication.

**10. OTHER BUSINESS**

There was no other business.

**11. NEXT MEETING**

- Special Meeting – July 7, 2025; 5:30 p.m.; Pleasant Hill Community Center

**12. ADJOURNMENT – 7:48 p.m.**

Signed: \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2025  
Drew Gottfried, Board Chair



36386 Highway 58  
Pleasant Hill, OR 97455  
Phone: 541-746-9646  
FAX: 541-746-2537  
[www.pleasanthill.k12.or.us](http://www.pleasanthill.k12.or.us)

*Commitment, Excellence, Community*

**PLEASANT HILL SCHOOL DISTRICT #1  
SCHOOL BOARD SPECIAL MEETING MINUTES  
Monday, July 7, 2025; 5:30 p.m.; Pleasant Hill Community Center**

**1.0 CALL TO ORDER**

Board Chair Stephen Hammond called the July 7, 2025 special board meeting to order at 5:30 with the Pledge of Allegiance. Board members present were John Oldham, Rusty Rexus and Jennifer Woodland. Drew Gottfried attended via Zoom. Others present were Superintendent Jim Crist, Business Manager Sheri Longobardo and Board Secretary Kimberly Silbernagel.

Stephen Hammond read the mission statement.

**2.0 ADDITIONS OR DELETIONS TO THE AGENDA**

There were no addition or deletions to the agenda.

**3.0 SWEARING IN OF NEWLY ELECTED BOARD MEMBERS**

**3.1 Drew Gottfried (Position 2)**

Superintendent Crist swore in Drew Gottfried for a four-year term beginning July 1, 2025 through June 30, 2029.

**3.2 Rusty Rexus (Position 4)**

Rusty Rexus read the swearing in statement for a four-year term beginning July 1, 2025 through June 30, 2029.

**3.3 Stephen Hammond (Position 5)**

Stephen Hammond read the swearing in statement for a four-year term beginning July 1, 2025 through June 30, 2029.

**4.0 BOARD ACTION ITEMS**

**4.1 Elect Board Chair**

*Rusty Rexus nominated Drew Gottfried for the board chair position for the 2025-26 and 2026-27 school years. John Oldham seconded the nomination. The nomination passed 5-0.*

*Oldham – Yes      Gottfried – Yes      Woodland – Yes      Rexus – Yes      Hammond – Yes*

4.2 Elect Board Vice Chair

*John Oldham nominated Rusty Rexius for the board vice chair position for the 2025-26 and 2026-27 school years. Jennifer Woodland seconded the nomination. The nomination passed 5-0.*

*Oldham– Yes      Gottfried – Yes      Woodland – Yes      Rexius – Yes      Hammond – Yes*

4.3 Approve Oregon School Employees Association Contract (Resolution 2526.1)

Superintendent Crist reviewed the approved contract between Pleasant Hill School District and the Oregon School Employees Association.

*John Oldham moved to approve 4.3 Oregon School Employees Association Contract. Rusty Rexius seconded the motion. The motion passed 5-0.*

*Oldham– Yes      Gottfried – Yes      Woodland – Yes      Rexius – Yes      Hammond – Yes*

**5.0 BOARD COMMUNICATION**

Superintendent Crist provided an update on the track and field construction. The turf is completed and the track surface is in process.

**6.0 FUTURE MEETING**

- August 18, 2025 – Board Charge 5:30 p.m., Regular Meeting 7:00 p.m.; Pleasant Hill Community Center

**7.0 ANNOUNCEMENTS/OTHER**

There were no announcements.

**8.0 ADJOURNMENT – 5:47 p.m.**

Signed: \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2025  
Drew Gottfried, Board Chair

**Date: August 18, 2025**

**Resolution: 2526.10**

## **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 resignation. 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 Resignation

Submitted and Recommended By:

Jim Crist  
Superintendent

| NO | NAME OR EMPLOYEE ID | CURRENT STATUS | FTE | EFFECTIVE DATE | NOTES |
|----|---------------------|----------------|-----|----------------|-------|
|    | <b>NEW HIRES</b>    |                |     |                |       |
|    |                     |                |     |                |       |
|    |                     |                |     |                |       |
|    |                     |                |     |                |       |
|    |                     |                |     |                |       |
|    |                     |                |     |                |       |
|    | <b>RESIGNATIONS</b> |                |     |                |       |
| 1  | 101969              | PROBATIONARY 2 | 1.0 | 8/11/2025      |       |
|    |                     |                |     |                |       |
|    |                     |                |     |                |       |
|    |                     |                |     |                |       |
|    |                     |                |     |                |       |
|    | <b>RETIREMENTS</b>  |                |     |                |       |
|    |                     |                |     |                |       |
|    |                     |                |     |                |       |
|    |                     |                |     |                |       |

**Date: August 18, 2025**

**Resolution: 2526.11**

## **Facility Naming**

### **Relevant Data:**

District administration and Pleasant Hill Education Foundation recommend naming the Middle/High School library in honor of Patrick McCurdy, recognizing his contributions to Pleasant Hill students and community. Board approval is required for the formal naming of district facilities.

Patrick McCurdy served as the guidance counselor at Pleasant Hill High School from 2000 to 2003. Despite his short time here, he had a significant and lasting impact on both the district and its students in the high school and middle school.

Patrick McCurdy sauntered into PHHS as a die-hard “deadhead” with a passion for working with students. His tangible care and authentic personality connected with everyone. Patrick had a shaggy mane, a casual approach and an abiding love for his wife Katie Barr, PHHS English Teacher, and daughter Olivia. McCurdy cut an extraordinary figure for a counselor.

According to one of his past students, McCurdy “wanted the best for his students. He was always looking for ways to help each one. He stayed up at night worrying and was deeply concerned about those who were struggling. He pushed students. He encouraged them. He walked the halls urging those kids who came close to quitting to get to class. Patrick was the perfect person to work with high school kids.”

As a coach, he celebrated his JV basketball team’s only season win as though they had won the championship. He reached out to every student, listened to their stories and concerns, and he spread his brand of joy.

He had known darkness in his life, but with Katie Barr and his adorable daughter Olivia, he brought the light.

His death, along with his daughter Olivia, in a terrible accident on Highway 58 on Monday, March 17, 2003 marked him, in the eyes of many students, as their “Saint Patrick.”

**Recommendation:**

Policy FFA Donations, Scholarships and Memorials: This policy outlines the process for Pleasant Hill School District to accept donations, scholarships, and memorials.

- The Board may approve the naming of a facility, room, or item in conjunction with a donation, and such memorial namings are exempt from the standard facility naming process.
- A memorial plaque may accompany the naming.
- Proposals for donations or memorials must be submitted to the superintendent with details on their purpose and any related fund administration.
- Principals may accept memorial items with superintendent approval, particularly if the item could incur future maintenance costs.
- All memorial items become district property.

Under this policy, the naming of the Middle/High School library as The Patrick McCurdy Library—in conjunction with a \$42,000 donation toward its remodel and in memory of Patrick, a former Pleasant Hill educator—meets the criteria for Board approval.

It is recommended that the Board of Directors approve naming the Middle/High School library the ‘Patrick McCurdy Library,’ effective immediately, and to authorize administration to update signage, maps, and communications accordingly.”

Submitted and Recommended By:

Jim Crist  
Superintendent

**Date: August 6, 2025**

**Pleasant Hill School District 2024-25  
Financial Report as of June 30, 2025**

**Revenues:**

- We have received \$3,693,343 of our imposed \$3,708,532 property taxes, leaving \$15,189 to be collected. Tax payments collected in July and August will be journaled in to the 2024-25 year revenues.

- State School Fund (SSF) payments totaled \$8,590,567. This fund ended up \$220,640 less than budgeted due to prior year adjustments.

We received \$31,474 from the County School Fund, \$159,706 from Common School Fund, \$54,501 from Small High School Grant and \$85,646 from the High Cost Disability Grant

- We have received \$654,152 in interest from investments.

- We have received \$77,896 in curricular activity such as athletic fees and gate fees.

**Expenditures:**

- Salary expenditures for the year are \$6,249,578.

- Benefits total \$3,757,851.

- The purchased services, supplies and capital outlay and other expenditures are currently at \$2,304,002.

- Transfers of \$1,095,000 were made from the General Fund to Reserves.

**Pre-Audit Summary:**

In the General Fund, revenues totaled \$13,633,547 and expenditures totaled \$13,602,453 for an operating income of \$31,094.

**Quarterly Reports for period ended June 30, 2025:**

Year to Date Summary for 2024-25 recap

Cash and Investments Report showing ending balances and current yields

Reserves and Special Revenue Funds showing ending fund balances

- Preschool had an operating net income of \$6,379.

- Food Service Program had an operating net income of \$24,625, so no reserve funds were transferred in. However, we received several additional payments from the state this year that we have been told not to expect to receive in 2025-26. The funding for this and several other federal programs is uncertain at this time.

Submitted by: Sheri Longobardo, Business Manager

PLEASANT HILL SCHOOL DISTRICT #1  
 2024-25 GENERAL FUND REVENUES AND EXPENDITURES - MONTHLY ACTIVITY  
 August 6, 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 |
|-------------------------------|---------------------|--------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|--------------------|--------------------|--------------------|---------------------|-------------------------------|
| <b>Resources</b>              |                     |                    |                  |                    |                    |                    |                    |                    |                    |                  |                    |                    |                    |                     |                               |
| <b>Beginning Fund Balance</b> | <b>\$7,402,903</b>  |                    |                  |                    |                    |                    |                    |                    |                    |                  |                    |                    |                    | <b>\$8,395,306</b>  | <b>\$992,403</b>              |
| Current Year's Taxes          | \$3,708,532         | \$0                | \$0              | \$0                | \$2,286            | \$2,836,510        | \$618,941          | \$33,181           | \$25,104           | \$77,908         | \$10,527           | \$80,223           | \$8,662            | \$3,693,343         | (15,189)                      |
| Prior Year's Taxes            | 24,000              | \$0                | \$0              | \$0                | \$1,272            | \$6,384            | \$3,245            | \$3,132            | \$3,009            | \$1,914          | \$2,007            | \$5,726            | \$2,720            | \$29,408            | 5,408                         |
| Payment in Lieu Prop Tax      | 4,000               | \$0                | \$0              | \$0                | \$0                | \$0                | \$1,820            | \$0                | \$705              | \$1,281          | \$0                | \$916              | \$0                | \$4,722             | 722                           |
| Penalties & Int on Taxes      | 4,000               | \$0                | \$0              | \$0                | \$510              | \$981              | \$15,758           | \$508              | \$11,016           | \$551            | \$539              | \$2,492            | \$5,434            | \$37,789            | 33,789                        |
| Transportation Fees           | 5,000               | (\$1,209)          | \$0              | \$458              | \$0                | \$150              | \$351              | \$0                | \$0                | \$1,879          | \$0                | \$604              | \$486              | \$2,719             | (2,281)                       |
| Interest on Investments       | 525,500             | \$51,803           | \$54,373         | \$52,889           | \$50,591           | \$47,839           | \$61,570           | \$61,507           | \$55,202           | \$58,869         | \$57,346           | \$55,661           | \$46,504           | \$654,152           | 128,652                       |
| Other Curricular Activity     | 106,000             | \$0                | \$14,190         | \$11,091           | \$7,274            | \$8,230            | \$5,061            | \$10,267           | \$8,048            | \$6,915          | \$3,600            | \$2,290            | \$930              | \$77,896            | (28,104)                      |
| Rentals                       | 6,000               | \$170              | \$140            | \$310              | \$160              | \$1,075            | \$425              | \$408              | \$200              | \$360            | \$535              | \$240              | \$450              | \$4,473             | (1,527)                       |
| Miscellaneous                 | 50,000              | \$788              | \$6,190          | \$14,101           | \$2,940            | \$316              | \$1,095            | \$2,669            | \$567              | \$230            | \$359              | \$949              | \$2,820            | \$33,025            | (16,975)                      |
| Fingerprint Rev               | 1,500               | \$0                | \$66             | \$0                | \$132              | \$198              | \$264              | \$132              | \$198              | \$210            | \$140              | \$70               | \$0                | \$1,410             | (90)                          |
| County / Intermediate         | 25,000              | \$0                | \$0              | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0              | \$0                | \$0                | \$31,474           | \$31,474            | 6,474                         |
| Lane ESD Stipends             | 41,000              | \$0                | \$0              | \$0                | \$0                | \$0                | \$0                | \$3,082            | \$594              | \$935            | \$850              | \$778              | \$166,478          | \$172,717           | 131,717                       |
| State School Fund             | 8,811,207           | \$1,494,555        | \$746,829        | \$746,829          | \$746,829          | \$746,829          | \$746,829          | \$746,829          | \$746,829          | \$676,602        | \$676,602          | \$515,005          | \$0                | \$8,590,567         | (220,640)                     |
| Common School Fund            | 150,000             | \$0                | \$0              | \$0                | \$0                | \$0                | \$0                | \$79,853           | \$0                | \$0              | \$0                | \$0                | \$79,853           | \$159,706           | 9,706                         |
| Small School Grant            | 55,000              | \$0                | \$0              | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0              | \$0                | \$54,501           | \$0                | \$54,501            | (499)                         |
| High Cost Disability Grant    | 70,000              | \$0                | \$0              | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0              | \$0                | \$85,646           | \$0                | \$85,646            | 15,646                        |
| Interfund Transfers           | 1,000               | \$0                | \$0              | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0              | \$0                | \$0                | \$0                | \$0                 | (1,000)                       |
| <b>Total Revenues</b>         | <b>\$13,587,739</b> | <b>\$1,546,107</b> | <b>\$821,789</b> | <b>\$825,677</b>   | <b>\$811,994</b>   | <b>\$3,648,512</b> | <b>\$1,455,359</b> | <b>\$941,567</b>   | <b>\$851,474</b>   | <b>\$827,653</b> | <b>\$752,505</b>   | <b>\$805,099</b>   | <b>\$345,811</b>   | <b>13,633,547</b>   | <b>\$45,808</b>               |
| <b>Total Resources</b>        | <b>\$20,990,642</b> |                    |                  |                    |                    |                    |                    |                    |                    |                  |                    |                    |                    | <b>\$22,028,854</b> | <b>\$1,038,212</b>            |
| <b>Expenditures</b>           |                     |                    |                  |                    |                    |                    |                    |                    |                    |                  |                    |                    |                    |                     |                               |
| Salaries                      | \$6,531,819         | \$72,007           | \$140,289        | \$492,609          | \$540,834          | \$573,117          | \$533,670          | \$502,636          | \$552,962          | \$510,548        | \$510,515          | \$565,593          | \$1,254,796        | \$6,249,578         | (\$282,241)                   |
| Associated Payroll Costs      | 4,057,215           | \$41,023           | \$78,561         | \$287,621          | \$300,256          | \$311,842          | \$309,277          | \$292,447          | \$301,493          | \$288,553        | \$292,871          | \$304,778          | \$949,130          | 3,757,851           | (\$299,364)                   |
| Purchased Services            | 2,607,052           | \$57,041           | \$78,783         | \$60,018           | \$159,943          | \$83,261           | \$283,675          | \$189,725          | \$170,464          | \$171,424        | \$164,246          | \$171,825          | \$306,064          | 1,896,471           | (\$710,581)                   |
| Supplies and Materials        | 548,398             | \$11,397           | \$32,161         | \$28,306           | \$40,735           | \$110,897          | \$31,604           | \$19,726           | \$19,565           | \$20,687         | \$49,239           | \$20,841           | \$22,375           | 407,531             | (\$140,867)                   |
| Cap Outlay                    | 14,000              | \$0                | \$0              | \$690              | \$8,259            | \$0                | \$532              | \$0                | \$153              | \$0              | \$0                | \$1,891            | \$0                | \$11,524            | (\$2,476)                     |
| Other Objects                 | 212,050             | \$149,794          | \$5,625          | \$8,179            | \$4,258            | \$2,384            | \$5,615            | \$1,653            | \$1,190            | \$1,344          | \$3,323            | (\$501)            | \$1,636            | 184,498             | (\$27,552)                    |
| 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)                 |
| <b>Total Expenditures</b>     | <b>\$20,990,642</b> | <b>\$331,262</b>   | <b>\$335,419</b> | <b>\$1,972,423</b> | <b>\$1,054,284</b> | <b>\$1,081,500</b> | <b>\$1,164,374</b> | <b>\$1,006,188</b> | <b>\$1,045,826</b> | <b>\$992,556</b> | <b>\$1,020,194</b> | <b>\$1,064,427</b> | <b>\$2,534,000</b> | <b>\$13,602,453</b> | <b>(\$7,388,189)</b>          |
| <b>Ending Fund Balance</b>    |                     |                    |                  |                    |                    |                    |                    |                    |                    |                  |                    |                    |                    | <b>\$8,426,400</b>  | <b>\$8,426,400</b>            |

PLEASANT HILL SCHOOL DISTRICT #1  
2024-25 GENERAL FUND - Quarter Ended June 30, 2025 PRIOR TO AUDIT  
July 16, 2025

| RESOURCES                     | BUDGET              | ACTUAL              |              |                     |                       |
|-------------------------------|---------------------|---------------------|--------------|---------------------|-----------------------|
|                               | Adopted Budget      | 6/30/25             | Encumbrances | YTD plus Encumbr.   | Over / (Under) Budget |
| <b>Beginning Fund Balance</b> | <b>\$7,402,903</b>  | <b>\$8,395,306</b>  | <b>\$0</b>   | <b>\$8,395,306</b>  | <b>\$992,403</b>      |
| <b>Revenues</b>               |                     |                     |              |                     |                       |
| <b>State School Fund</b>      |                     |                     |              |                     |                       |
| Current Years Taxes           | \$3,708,532         | \$3,693,343         | \$0          | \$3,693,343         | (\$15,189)            |
| Prior Years Taxes, Other      | \$32,000            | 71,919              | 0            | \$71,919            | 39,919                |
| County School Fund            | \$25,000            | 31,474              | 0            | \$31,474            | 6,474                 |
| Common School Fund            | \$150,000           | 159,706             | 0            | \$159,706           | 9,706                 |
| State School Fund             | \$8,811,207         | 8,699,317           | 0            | \$8,699,317         | (111,890)             |
| SSF Prior Year Adjustment     | \$0                 | (108,750)           | 0            | (\$108,750)         | (108,750)             |
| Small High School Grant       | \$55,000            | 54,501              | 0            | \$54,501            | (499)                 |
| High Cost Disability Grant    | \$70,000            | 85,646              | 0            | \$85,646            | 15,646                |
| <b>Total SSF Revenue</b>      | <b>\$12,851,739</b> | <b>\$12,687,156</b> | <b>\$0</b>   | <b>\$12,687,156</b> | <b>(\$164,583)</b>    |
| Interest on Investments       | \$525,500           | 654,152             | \$0          | \$654,152           | \$128,652             |
| Curricular Activities         | \$106,000           | 77,896              | \$0          | \$77,896            | (\$28,104)            |
| Lane ESD (Sub Reimb, adj)     | \$40,000            | 161,339             | \$0          | \$161,339           | \$121,339             |
| Other Revenue                 | \$63,500            | 53,005              | \$0          | \$53,005            | (\$10,495)            |
| Transfers In                  | \$1,000             | 0                   | 0            | 0                   | (1,000)               |
| <b>Total Revenues</b>         | <b>\$13,587,739</b> | <b>\$13,633,547</b> | <b>\$0</b>   | <b>\$13,633,547</b> | <b>\$45,808</b>       |
| <b>TOTAL RESOURCES</b>        | <b>\$20,990,642</b> | <b>\$22,028,854</b> | <b>\$0</b>   | <b>\$22,028,854</b> | <b>\$1,038,212</b>    |

|                           |                     |                     |            |                     |                      |
|---------------------------|---------------------|---------------------|------------|---------------------|----------------------|
| <b>REQUIREMENTS</b>       |                     |                     |            |                     |                      |
| Salaries                  | \$6,531,819         | \$6,249,577         | \$0        | \$6,249,577         | (\$282,242)          |
| Benefits                  | 4,057,215           | 3,757,851           | -          | 3,757,851           | (299,364)            |
| Purchased Services        | 2,607,052           | 1,896,471           | -          | 1,896,471           | (710,581)            |
| Supplies                  | 548,398             | 407,531             | -          | 407,531             | (140,867)            |
| Capital Outlay            | 14,000              | 11,524              | -          | 11,524              | (2,476)              |
| Other Objects             | 212,050             | 184,498             | -          | 184,498             | (27,552)             |
| Transfers                 | 1,125,000           | 1,095,000           | -          | 1,095,000           | (30,000)             |
| Contingency               | 5,895,108           | 0                   | -          | 0                   | (5,895,108)          |
| <b>TOTAL REQUIREMENTS</b> | <b>\$20,990,642</b> | <b>\$13,602,453</b> | <b>\$0</b> | <b>\$13,602,453</b> | <b>(\$7,388,189)</b> |

|                            |                    |  |  |  |                    |
|----------------------------|--------------------|--|--|--|--------------------|
| <b>ENDING FUND BALANCE</b> | <b>\$5,615,697</b> |  |  |  | <b>\$8,426,401</b> |
| % of Total Revenues        | 41.3%              |  |  |  |                    |

**PLEASANT HILL SCHOOL DISTRICT #1**

**2024-25 CASH AND INVESTMENTS REPORT - Quarter Ended June 30, 2025 - PRIOR TO AUDIT**

**July 16, 2025**

| <b>CASH ACCOUNTS</b>       | <b>3/31/2025</b> | <b>ADDITIONS</b>   | <b>DISBURSEMENTS</b> | <b>INTEREST</b> | <b>FEES*</b> | <b>ENDING BALANCE 6/30/25</b> | <b>YIELD</b> |
|----------------------------|------------------|--------------------|----------------------|-----------------|--------------|-------------------------------|--------------|
| General Checking           | \$482,976        | \$3,194,408        | \$3,105,333          | \$23            | \$0          | \$572,075                     | 0.02%        |
| Payroll                    | \$10,597         | 3,023,471          | 3,022,714            | 3               | 0            | \$11,358                      | 0.02%        |
| PHES Student Body          | (\$0)            | 6                  | 0                    | 0               | 0            | \$6                           | 0.02%        |
| PHHS Student Body          | \$0              | 0                  | 0                    | 0               | 0            | \$1                           | 0.02%        |
| <b>TOTAL CASH ACCOUNTS</b> | <b>\$493,574</b> | <b>\$6,217,885</b> | <b>\$6,128,047</b>   | <b>\$27</b>     | <b>\$0</b>   | <b>\$583,440</b>              |              |

| <b>INVESTMENTS</b>                         | <b>3/31/2025</b>    | <b>ADDITIONS</b>   | <b>DISBURSEMENTS</b> | <b>INTEREST</b>  | <b>FEES*</b> | <b>ENDING BALANCE 6/30/25</b> | <b>YIELD</b> |
|--|---------------------|--------------------|----------------------|------------------|--------------|-------------------------------|--------------|
| Local Government Investment Pool           | \$12,251,961        | \$1,562,395        | \$3,746,247          | \$135,881        | \$10         | \$10,203,980                  | 4.60%        |
| Pleasant Hill School District Money Market | \$2,729,816         | 3,517,445          | 5,026,058            | 23,602           | 0            | \$1,244,805                   | 4.33%        |
| Stan Smith Scholarship Fund (COD)          | \$5,336             | 0                  | 0                    | 10               | 0            | \$5,346                       | 0.10%        |
| Pleasant Hill High School Money Market     | \$60,160            | 0                  | 0                    | 640              | 0            | \$60,800                      | 4.33%        |
| <b>TOTAL INVESTMENTS</b>                   | <b>\$15,047,273</b> | <b>\$5,079,840</b> | <b>\$8,772,305</b>   | <b>\$160,133</b> | <b>\$10</b>  | <b>\$11,514,931</b>           |              |

|                                   |                     |                     |                     |                  |             |                     |  |
|-----------------------------------|---------------------|---------------------|---------------------|------------------|-------------|---------------------|--|
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>\$15,540,847</b> | <b>\$11,297,725</b> | <b>\$14,900,352</b> | <b>\$160,160</b> | <b>\$10</b> | <b>\$12,098,370</b> |  |
|-----------------------------------|---------------------|---------------------|---------------------|------------------|-------------|---------------------|--|

PLEASANT HILL SCHOOL DISTRICT #1

2024-25 RESERVES AND SPECIAL REVENUE FUNDS - Quarter Ended June 30, 2025 - PRIOR TO AUDIT

July 16, 2025

| FUND                  | RESERVE                              | RESOURCES AS OF 6/30/2025 | EXPENDITURES AS OF 6/30/2025 | RESOURCES - EXPENDITURES |
|-----------------------|--------------------------------------|---------------------------|------------------------------|--------------------------|
| 271                   | Insurance / Benefit                  | \$500,186                 | \$24,480                     | \$475,707                |
| 282                   | K-12 Enrichment                      | 52,426                    | 23,974                       | 28,453                   |
| 283                   | Equipment Repair / Replacement       | 192,088                   | 80,115                       | 111,973                  |
| 284                   | Maintenance                          | 847,279                   | 638,692                      | 208,586                  |
| 285                   | Capital Projects                     | 408,800                   | 222,081                      | 186,719                  |
| 286                   | Technology                           | 361,760                   | 115,622                      | 246,138                  |
| 287                   | Instructional Materials              | 470,596                   | 176,977                      | 293,619                  |
| 289                   | Field Repair and Replacement Reserve | 583,878                   | 181,504                      | \$402,374                |
| <b>TOTAL RESERVES</b> |                                      | <b>\$3,417,013</b>        | <b>\$1,463,444</b>           | <b>\$1,953,569</b>       |

| OTHER SPECIAL REVENUE FUNDS              |                        |                  |                  |                  |
|--|------------------------|------------------|------------------|------------------|
| 244                                      | PHSD Preschool Program | 82,053           | 68,282           | 13,772           |
| 299                                      | Food Service Fund      | 764,547          | 603,600          | 160,947          |
| <b>TOTAL OTHER SPECIAL REVENUE FUNDS</b> |                        | <b>\$846,600</b> | <b>\$671,881</b> | <b>\$174,719</b> |

|                                 |  |                    |                    |                    |
|---------------------------------|--|--------------------|--------------------|--------------------|
| <b>TOTAL RESERVES AND OTHER</b> |  | <b>\$4,263,613</b> | <b>\$2,135,325</b> | <b>\$2,128,288</b> |
|---------------------------------|--|--------------------|--------------------|--------------------|

**Date: August 18, 2025**

**Pleasant Hill School District 2025-26  
Financial Report as of July 31, 2025**

**Revenues:**

- We have received our first two State School Fund (SSF) payments totaling \$1,489,047.
- We have received \$45,555 in interest from investments.
- We have received \$10,786 in curricular activity such as athletic fees and gate fees.

**Expenditures:**

- Salary expenditures for July are \$78,922.
- Benefits are \$46,647.
- The purchased services, supplies and capital outlay and other expenditures are \$94,655.
- Transfers have not yet been made from the General Fund to Reserves.

Submitted by: Sheri Longobardo, Business Manager

PLEASANT HILL SCHOOL DISTRICT #1  
 2025-26 GENERAL FUND REVENUES AND EXPENDITURES - MONTHLY ACTIVITY  
 August 6, 2025

|                               | BUDGET              | 7/25               | 8/25       | 9/25       | 10/25      | 11/25      | 12/25      | 1/26       | 2/26       | 3/26       | 4/26       | 5/26       | 6/26       | YTD TOTAL          | BALANCE OVER / (UNDER) BUDGET |
|-------------------------------|---------------------|--------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------------|-------------------------------|
| <b>Resources</b>              |                     |                    |            |            |            |            |            |            |            |            |            |            |            |                    |                               |
| <b>Beginning Fund Balance</b> | <b>\$8,560,951</b>  |                    |            |            |            |            |            |            |            |            |            |            |            | <b>\$8,395,306</b> | <b>(\$165,645)</b>            |
| Current Year's Taxes          | \$3,856,873         | \$0                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0                | (3,856,873)                   |
| Prior Year's Taxes            | 30,000              | \$0                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0                | (30,000)                      |
| Payment in Lieu Prop Tax      | 5,000               | \$0                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0                | (5,000)                       |
| Penalties & Int on Taxes      | 20,000              | \$0                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0                | (20,000)                      |
| Transportation Fees           | 5,000               | \$0                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0                | (5,000)                       |
| Interest on Investments       | 450,500             | \$45,555           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$45,555           | (404,945)                     |
| Other Curricular Activity     | 100,000             | \$450              | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$450              | (99,550)                      |
| Rentals                       | 6,000               | \$2,810            | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$2,810            | (3,190)                       |
| Miscellaneous                 | 50,000              | \$7,526            | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$7,526            | (42,474)                      |
| Fingerprint Rev               | 1,500               | \$0                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0                | (1,500)                       |
| County / Intermediate         | 35,000              | \$0                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0                | (35,000)                      |
| Lane ESD Stipends             | 105,000             | \$0                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0                | (105,000)                     |
| State School Fund             | 9,247,469           | \$1,489,047        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$1,489,047        | (7,758,422)                   |
| Common School Fund            | 150,000             | \$0                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0                | (150,000)                     |
| Small School Grant            | 56,000              | \$0                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0                | (56,000)                      |
| 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)                       |
| <b>Total Revenues</b>         | <b>\$14,189,342</b> | <b>\$1,545,388</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>1,545,388</b>   | <b>(\$12,643,954)</b>         |
| <b>Total Resources</b>        | <b>\$22,750,293</b> |                    |            |            |            |            |            |            |            |            |            |            |            | <b>\$9,940,694</b> | <b>(\$12,809,599)</b>         |
| <b>Expenditures</b>           |                     |                    |            |            |            |            |            |            |            |            |            |            |            |                    |                               |
| Salaries                      | \$6,735,593         | \$78,922           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$78,922           | (\$6,656,671)                 |
| Associated Payroll Costs      | 4,226,279           | \$46,647           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | 46,647             | (\$4,179,632)                 |
| Purchased Services            | 2,817,062           | \$59,949           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | 59,949             | (\$2,757,113)                 |
| Supplies and Materials        | 548,873             | \$15,385           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | 15,385             | (\$533,488)                   |
| Cap Outlay                    | 14,000              | \$0                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0                | (\$14,000)                    |
| Other Objects                 | 237,925             | \$19,320           | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | 19,320             | (\$218,605)                   |
| Transfers                     | 2,595,000           | \$0                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0                | (\$2,595,000)                 |
| Contingency/Beg Fund Bal      | 5,575,561           | \$0                | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0        | \$0                | (\$5,575,561)                 |
| <b>Total Expenditures</b>     | <b>\$22,750,293</b> | <b>\$220,224</b>   | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$220,224</b>   | <b>(\$22,530,069)</b>         |
| <b>Ending Fund Balance</b>    |                     |                    |            |            |            |            |            |            |            |            |            |            |            | <b>\$9,720,471</b> | <b>\$9,720,471</b>            |

|  |
|--|
| <b>Pleasant Hill School District 1</b> |
|--|

Code: **BBA**  
 Adopted: 1/10/00  
 Readopted: 9/13/10

## **Board Powers and Duties**

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of schools. The general powers granted to the Board are:

### **1. Legislative or Rule-Making Authority**

In regular or special public meetings, after open discussion and after members' votes are recorded, the Board will establish rules or policy to govern the conduct of its members and the proceedings of the Board.

The Board shall establish rules for governing schools and students consistent with State Board of Education rules and with local, state and federal laws.

The Board is responsible for providing adequate and direct means for keeping informed about the needs and wishes of the public and for keeping local citizens informed about the schools.

### **2. Judicial Authority**

As provided by law, policy or contract, the Board acts as a fact finding body or a court of appeal for staff members, students and the public when issues involve Board policies or agreements and their implementation, and when the Board must determine the rights, duties or obligations of those who address the Board.

### **3. Executive/Administrative Authority**

The Board will appoint a superintendent delegated to establish administrative regulations to implement Board policy and goals. The Board will evaluate the superintendent's performance.

The Board may establish academic and financial goals for the district and evaluate the superintendent's implementation of those goals.

The Board will oversee the district's financial affairs by authorizing, appropriating and adopting budgets and by proposing tax levy or bond elections, when appropriate and as allowed by law, to provide for program operation and maintenance or acquisition of district property.

The Board will authorize the superintendent to approve payment on all contracts and business transactions of the district in accordance with Board policies on purchasing and budget requirements. The Board will provide for an annual audit of the district's assets.

The Board will employ the staff necessary to carry out the educational program and will provide for regular evaluation of staff.

The Board will direct the collective bargaining process to establish collective bargaining agreements with the district's personnel. The Board will establish, through the collective bargaining process where appropriate, salaries and salary schedules, other terms and conditions of employment, and personnel policies for districtwide application.

The Board will establish the days of the year and the hours of the day when school will be in session.

END OF POLICY

---

**Legal Reference(s):**

|  |                                  |
|--|----------------------------------|
| <a href="#">ORS 192.630</a>                      | <a href="#">OAR 581-024-0205</a> |
| <a href="#">ORS 243.656</a>                      | <a href="#">OAR 581-024-0206</a> |
| <a href="#">ORS Chapters 279A, 279B and 279C</a> | <a href="#">OAR 581-024-0208</a> |
| <a href="#">ORS 294.305 - 294.565</a>            | <a href="#">OAR 581-024-0210</a> |
| <a href="#">ORS 328.205-328.304</a>              | <a href="#">OAR 581-024-0225</a> |
| <a href="#">ORS 330.080-330.310</a>              | <a href="#">OAR 581-024-0226</a> |
| <a href="#">ORS 334.005</a>                      | <a href="#">OAR 581-024-0228</a> |
| <a href="#">ORS 334.125</a>                      | <a href="#">OAR 581-024-0235</a> |
| <a href="#">ORS 334.145</a>                      | <a href="#">OAR 581-024-0250</a> |
| <a href="#">ORS 334.175</a>                      | <a href="#">OAR 581-024-0252</a> |
| <a href="#">ORS 334.185</a>                      | <a href="#">OAR 581-024-0260</a> |
| <a href="#">ORS 334.215</a>                      | <a href="#">OAR 581-024-0265</a> |
| <a href="#">ORS 334.225</a>                      | <a href="#">OAR 581-024-0280</a> |
| <a href="#">ORS 334.240</a>                      | <a href="#">OAR 581-024-0288</a> |
| <a href="#">ORS Chapter 339</a>                  |                                  |
| <a href="#">ORS 342.805-342.937</a>              |                                  |
| <a href="#">ORS Chapter 343</a>                  |                                  |

|  |
|--|
| <b>Pleasant Hill School District 1</b> |
|--|

Code: **BCB**  
 Adopted: 1/10/00  
 Readopted: 6/21/10

### **Board Officers**

At its first scheduled meeting after July 1, the Board will elect one of its members to serve as Board chair and one to serve as vice chair. If there are no new Board members for the upcoming school year, officers may be elected at the last Board meeting in June. No member of the Board may serve as Board chair more than two years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July.

The Board chair will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign the minutes and other official documents that require the signature of the Board chair;
5. Represent the district and the Board at official functions, unless this duty is delegated by the Board chair to another Board member;
6. Appoint all committees unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

In the absence, incapacitation or death of the Board chair, the vice chair will perform the duties of chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board. In the absence of the vice chair, the person with the longest period of service on the Board will perform the duties of the chair.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;

4. Maintain the official record of Board policies.

### **Board or District Spokesman**

The Board may appoint one of its members, usually the chair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesman serves at the Board's direction and may be removed or replaced at any time by action of the entire Board.

END OF POLICY

---

#### **Legal Reference(s):**

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

# Pleasant Hill School District 1

Code: BBAA  
 Adopted: 1/10/00  
 Revised/Readopted: 9/13/10; 12/13/10; 6/26/17;  
 4/22/19; 11/15/21

## Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

When expressing personal opinions in public, the Board member should clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

### 1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration.

### 2. Requests for Legal Opinions

Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

### 3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy. Such information will be conveyed to the superintendent.

4. Board Member’s Relationship to Administration

Individual Board members will be informed about the district’s educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. No individual Board member may direct the superintendent to action without Board authorization. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

---

**Legal Reference(s):**

[ORS 332.045](#)  
[ORS 332.055](#)

[ORS 332.057](#)  
[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass’n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

**Cross Reference(s):**

BHD - Board Member Compensation and Expense Reimbursement

DFEA - Free Admissions

|  |
|--|
| <b>Pleasant Hill School District 1</b> |
|--|

Code: **BBFA**

Adopted: 7/87

Revised/Readopted: 1/10/00, 12/08/08; 6/26/17

## Board Member Conflicts of Interest

No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or herself, relatives or household members, or for any business with which the Board member, a household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual \$50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. District-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

### I. Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” means spouse<sup>1</sup>, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits<sup>2</sup> to the Board member, or who receives any benefit from the Board member’s public employment.

---

<sup>1</sup>The term spouse includes domestic partner.

<sup>2</sup>Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

“Member of the household” means any person who resides with the public official.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member’s vote, official action or judgment would be thereby influenced.

No Board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with the district. A Board member will respect individuals’ privacy rights when dealing with confidential information gained through association with the district.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the ethics laws for public officials as stated in Oregon law.

### **Potential Conflict of Interest**

“Potential conflict of interest” means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

### **Actual Conflict of Interest**

“Actual conflict of interest” means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

### **Class Exception**

It will not be a conflict of interest if the Board member’s action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged. For example, if a Board member’s spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board

member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

## **II. Gifts**

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift related provisions apply to the Board member, their relatives, and members of their household. The \$50 gift limit applies separately to the Board member and to the Board member's relatives or members of household, meaning that the Board member, each member of their household and relative can accept up to \$50 each from the same source/gift giver. "Gift" means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

"Relative" means spouse<sup>3</sup>, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits<sup>4</sup> to the Board member, or who receives any benefit from the Board member's public employment.

"Member of the household" means any person who resides with the Board member.

### **Determining the Source of Gifts**

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

### **Determining Legislative and Administrative Interest**

A "legislative or administrative interest" means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative or administrative interest in the fire department that is distinct from the general public.

---

<sup>3</sup>Ibid. p. 1

<sup>4</sup>Ibid. p. 1

## **Determining the Value of Gifts**

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the Board member’s admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member’s meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
  - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
  - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
  - c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

## **Value of Unsolicited Tokens or Awards: Resale Value**

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

## **Entertainment**

Board members may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when a Board member appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

## **Exceptions**

The following are exceptions to the ethics rules on gifts:

1. Campaign contributions are not considered gifts under the ethics rules;
2. Gifts from “relatives” and “members of the household” to the Board member are permitted in an unlimited amount; they are not considered gifts under the ethics rules;
3. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;
4. Contributions made to a legal expense trust fund if certain requirements are met;
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative or administrative interest, with the following exceptions:
  - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:
    - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:

- (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND
  - (i) The giver is a unit of a:
    - 1) Federal, state, or local government;
    - 2) An Oregon or federally recognized Native American Tribe; OR
    - 3) Nonprofit corporation.
  - (b) The Board member is representing the district:
    - (i) On an officially sanctioned trade-promotion or fact-finding mission; OR
    - (ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the Board.
- (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

- 6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;

- 7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i);
- 8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement;
- 9. A gift received by the Board member as part of the usual or customary practice of the Board member’s private business, employment or position as a volunteer that bears no relationship to the Board member’s holding of public office.

**Honoraria**

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any relative or member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

END OF POLICY

---

**Legal Reference(s):**

[ORS 162.015](#) to -162.035  
[ORS 162.405](#) to -162.425

[ORS 244.010](#) to -244.400  
[ORS 332.055](#)

[OAR 199-005-0001](#) to -199-010-0150

38 OR. ATTY. GEN. OP. 1995 (1978)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

**Cross Reference(s):**

BBF - Board Member Ethics

BBFB - Board Member Ethics and Nepotism

DJ - District Purchasing

|  |
|--|
| <b>Pleasant Hill School District 1</b> |
|--|

Code: **BBFB**  
 Adopted: 12/08/08  
 Revised/Readopted: 6/26/17

## **Board Member Ethics and Nepotism**

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member's relative or member of the household is seeking and/or holds a position with the district:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or member of the household, unless the Board member complies with the conflict of interest requirements of ORS Chapter 244.

This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e. a Board committee position).

2. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy:

“Member of the household” means any person who resides with the Board member.

“Relative” means: the spouse, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits to the Board member, or who receives any benefit from the Board member's public employment.

### **Class Exception**

It will not be a conflict of interest if the Board member's action would affect to the same degree a class including the Board member's relative or household member. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

END OF POLICY

**Legal Reference(s):**

[ORS 244.010 to -244.400](#)  
[ORS 659A.309](#)

[OAR 199-005-0001 to -199-010-0150](#)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

**Cross Reference(s):**

BBFA - Board Member Conflicts of Interest