MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
SCHOOL DISTRICT 4J, LANE COUNTY, OREGON

March 18, 2009

The Board of Directors of School District No. 4J, Lane County, Eugene, Oregon, held a regular board meeting at 7 p.m., followed by an executive session on March 18, 2009, at the Education Center, 200 North Monroe Street, Eugene, Oregon. Notice of the meeting was mailed to the media and posted in the Education Center on March 13, 2009, and published in The Register-Guard on March 16, 2009.

ROLL CALL

BOARD MEMBERS:
Charles Martinez, Jr., Chair
Yvette Webber-Davis, Vice Chair
Craig Smith
Alicia Hays
Jim Torrey
Eric Forrest
Beth Gerot

STAFF:
George Russell, Superintendent of Schools and District Clerk
Tom Henry, Deputy Superintendent and Chief Academic Officer
Barbara Bellamy, Chief of Staff and Communications Director
Laurie Moses, Director of High School Services
Susan Fahey, Chief Financial Officer
Carl Hermanns, Assistant Superintendent/Chief Operating Officer
Yvonne Curtis, Director of Student Achievement
Celia Feres-Johnson, Director of Human Resources
Arbrella Luvert, Special Assistant to Superintendent
Chad Williams, Director of Food Service
Kim Ketterer, Instruction Technology Coordinator
Kim Finch, Principal, Howard Elementary School
Carol Greig, Howard Elementary School
Angela Cummings, Howard Elementary School
Jon Lauch, Director of Facilities Management

STUDENT REPRESENTATIVES:
Linda Gai, IHS, All Campuses
Lizzy Monroe, South Eugene High School
Jennifer Kerfoot, North Eugene High School
Mallory Bray, Churchill High School
Joel Iboa, Sheldon High School

MEDIA:
KRVM
CALL TO ORDER AND FLAG SALUTE

Board Chair Charles Martinez called the regular meeting of the School District 4J Board of Directors to order and led those present in the Pledge of Allegiance.

AGENDA REVIEW

There were no adjustments to the agenda.

INTRODUCTION OF GUESTS AND SUPERINTENDENT’S REPORT

Superintendent George Russell welcomed those present, particularly representatives from Howard Elementary and Apple Computer who were there for the presentation of a technology award. He announced that Director of Student Achievement Yvonne Curtis had accepted the position of superintendent of schools in Forest Grove, Oregon. He commended Ms. Curtis’ work for the district and wished her well in her new position.

Superintendent Russell said the subject of student achievement and assessment was a topic of discussion at the recent board retreat. He noted that the board packet included a document on assessment written by Linda Darling-Hammond. He said the packet also included a summary of the Portland Public Schools proposed budget for 2009-10 and a flyer announcing a presentation on April 29 by James Loewen about closing the achievement gap.

COMMENTS BY STUDENT REPRESENTATIVES

South Eugene High School representative Lizzy Monroe reported that there was an optional assembly supporting the invisible children program to raise awareness of child soldiers in Africa. She said the assembly was very successful and the room filled to capacity. She said there would be more events to raise money for the program.

Sheldon High School representative Joel Iboa announced that Mr. Irish had raised over $20,000 for the Children’s Miracle Network.

North Eugene High School representative Jennifer Kerfoot reported that 78 percent of all IHS sophomores had passed the OAKS reading test. She said the Spring Fling dance raised over $2,000 for student government and North Eugene was presenting a theater production of “Our Town.” She said Positive Behavior System (PBS) referrals had increased between March 2008 and March 2009 and North Eugene and Academy of Arts staff were working on implementing the full PBS approach. A youth council was being established.

Churchill High School representative Mallory Bray reported that Mr. Lancer fundraising was continuing. She said leadership was soliciting donations of prom dresses to make available for those who could not afford to buy a dress.
International High School representative Linda Gai said juniors were beginning work on their senior papers, which were required for the international baccalaureate. She said the papers had to be 4,000 words in length and could be on the topic of a student’s choice. She reminded students and parents that school choice forms were due March 20.

**ITEMS RAISED BY THE AUDIENCE**

Christina Howard, Adams Elementary School parent, said she was one of many parents involved in developing the grant proposals on the board’s consent agenda. She said Adams was one of five finalists for the Eugene Water & Electric Board (EWEB) $100,000 grant for a solar initiative and encouraged those who subscribed to green power to vote for Adams. She said the school had also been approved for a neighborhood matching grant for a school garden project. She encouraged the board to approve the proposals.

**COMMENTS BY EMPLOYEE GROUPS**

Paul Duchin, Eugene Education Association Co-President, stated that teachers had reached a tentative agreement regarding the 2009-10 work year. It was a difficult decision and not all teachers were in agreement, but he expected the agreement would be ratified after spring break. He said teachers were not upset with the situation; the main concern was that some employees would still lose their jobs in the coming year.

Merri Steele, Eugene Education Association Co-President, explained that teachers had made a major sacrifice by agreeing to relinquish provisions related to workload, staff development and planning. She said teachers recognized how important it was to avoid eliminating student days and had taken that into consideration when making their proposal.

Jill Simmons, President, Eugene Chapter of the Oregon School Employees Association, expressed support for teachers. She said all employees understood the economic conditions faced by the district and were willing to work together on solutions during difficult financial times.

Board Member Eric Forrest arrived at 7:20 p.m.

School board members congratulated Ms. Curtis on her appointment as Forest Grove superintendent and thanked her for her service to the district and the community.

**ITEMS FOR INFORMATION**

**Acknowledge an Award**

Tom Henry, Deputy Superintendent/Chief Academic Officer, thanked Howard Elementary School staff for their efforts, which resulted in the well-deserved Apple Distinguished School Award. He also thanked staff for sharing their vision with other schools from the district and across the state and nation. He noted that only 33 schools in the country had received the award. He acknowledged Howard Principal Kim Finch and Instruction Technology Coordinator Kim Ketterer in particular for their work. He introduced Steve Nelson and Bob Whicker of Apple Computers to present the award.
Mr. Whicker used a slide presentation to illustrate the qualities necessary for a school to be designated as an Apple Distinguished School. Those qualities included visionary leadership; information technology infrastructure; teaching and learning activities that embraced mobility, collaboration and creativity; one-to-one computer access for students and teachers; ongoing and sustained professional development and systemic and ongoing assessment of the learning program. He showed Howard’s application video and commended the board and district staff for the leadership that established an environment in which schools could excel.

Ms. Finch thanked the board and district for the support that allowed Howard to pursue its vision of becoming a one-to-one school. She said professional development for staff had been a key element in Howard’s success. She accepted the award from Mr. Whicker and invited everyone to attend Apple’s visit to Howard on April 9.

Superintendent Russell expressed his appreciation for Ms. Finch’s leadership. Board Member Craig Smith recalled that Ms. Ketterer had previously received a Distinguished Educator Award from Apple.

Receive a Legislative Report

Barbara Bellamy, Chief of Staff and Communications Director, stated the legislature was still deliberating budget assumptions and options for addressing a projected $4.7 billion shortfall in the state’s General Fund. She said agencies were being asked to develop budgets that included a 30 percent reduction and identify scenarios that would add back portions of that reduction. She said other districts were developing their budgets and struggling, along with 4J, with changing assumptions for the State School Fund, which ranged from $5.4 to $5.8 billion.

Superintendent Russell said he was tentatively scheduled to meet with Ways and Means Co-chair Senator Margaret Carter to better understand the state’s financial situation and possible impact on school funding.

Board Member Alicia Hays arrived at 7:45 p.m.

CONSENT GROUP – ITEMS FOR ACTION

Approve Supplemental Budget #1

According to Oregon Local Budget Law, the school district can amend its budget by 1) transferring spending authority within a specific fund or from the General Fund to another fund; or 2) changing spending authority by adoption of a supplemental budget. Transactions are proposed to recognize revenue not anticipated at the time the budget was developed and transfer spending authority among appropriations in the same fund. An overview of the transactions is presented below, and a list of specific transactions was included in the board packet.

General Fund

Recognition of New Revenue - $671,604
The following proposed transactions recognize new revenue and appropriate the same amount:
a. **Revenue from eSIS and Data Warehouse Services – $363,000**
The district utilizes eSIS and the data warehouse system to provide student information and student performance data to neighboring school districts. This transaction claims revenue from amounts charged to participating districts for services provided this year and creates expenditure authority for the same amount.

b. **State Reimbursement for Additional Special Needs Bus Routes - $60,668**
In response to an increasing number of special needs students who need transportation services and also an increasing number of instructional programs to which students are transported, the district added two additional special needs bus routes this year. This transaction recognizes state reimbursement for 70 percent of expenditures and appropriates revenues for related expenditures.

c. **Reimbursement for Mentoring Services - $24,422**
Under an Intergovernmental Services Agreement, Lane ESD is paying the district for mentoring services to the NATIVES program. Revenue representing the value of .25 FTE classified staff is recognized and spending authority is established.

d. **Transportation Reimbursement - $34,590**
This transaction recognizes 70% reimbursement revenue from the State of Oregon for transportation costs incurred in 2007-08 for taxi and bus services to transport students to the Bailey Hill Instruction Center, Home Instruction, the Oregon School for the Deaf and other alternative programs. Funds are appropriated accordingly.

e. **Tuition Reimbursement - $60,000**
This transaction recognizes tuition revenue from Bethel School District for students attending the Bailey Hill Instruction Center and appropriates the funds to High School Services.

f. **Partnership for Schools Program - $1,000**
This transaction recognizes revenue for Eugene I.H.S. teachers participating in the “Partnership for School” program and appropriates funds by the same amount.

g. **Nursing Services Program Revenue - $8,000**
This transaction recognizes $8,000 in revenue from the Bethel School District for School-Based Health Center services. The same amount is appropriated to Nursing Services.

h. **High School Summer Program Fees - $32,700**
This transaction recognizes and appropriates funds received for the 2008 high school summer session and appropriates a like amount to High School Services to cover a portion of the summer program expenses.

i. **Charter School Special Education Reimbursement - $65,298**
Other school districts contract with District 4J to provide special education services to non-resident students attending 4J charter schools. This transaction recognizes revenue from other school districts for IEP services provided to students attending Ridgeline Montessori Public Charter School, The Village School and Network Charter School.
j. **Transportation Reimbursement for Activity Trips - $4,301**
   This transaction recognizes revenue from the State of Oregon for the reimbursable portion of increased labor costs associated with student activity trips. Funds are appropriated accordingly.

k. **Advertising Revenue - $17,625**
   This transaction recognizes additional revenue from the sale of advertising in the school calendar and increases the Communication Department appropriation by the same amount.

**Requests from Contingency Account - $851,909**

The 2008-09 Contingency Budget totals $3,537,341. The total represents 1) $3,037,341 to support unanticipated general fund expenditures at the board target of 2% of operating expenditures and 2) $500,000 in a special education contingency.

Requests for transfers from Contingency represent the provision of additional staff to support higher than projected enrollment, additional special needs bus routes and other transportation costs, increased costs related to the mentor teacher program, carry-over balances for certain unspent 2007-08 appropriations, additional support for North Eugene High School and the MSAN program, and the consolidation of Family School and Arts & Technology Academy.

The requests for transfers included the following:

a. **Staff Additions Related to Enrollment - $114,650**
   Awbrey Park Elementary School's enrollment was 53 students higher than projected for the 2008-09 school year. To serve these additional students the district added 1.0 FTE licensed staff and .5 FTE classified staff.

b. **Mentor Teacher Program - $20,000**
   An additional $20,000 is needed to support the mentor teacher program this year, in the absence of a state grant and with reduced Title II funding.

c. **Three-year Secretary at NEHS - $46,735**
   North Eugene High School administrators have structured staffing to work efficiently and effectively within the small school model and provide support for students and families. Additional classified staff is needed to provide the desired administrative functions and provide secretarial support to each of the three small schools. This transaction funds an 11-month secretary with the intent of continuing this position for three years. Staffing needs will be reviewed over the next two years.

d. **School Improvement Fund Grant - $380,699**
   Unspent balances of SIF Grant proceeds received in 2007-08 are reappropriated for expenditure in 2008-09. Amounts must be spent for purposes approved by the Oregon Department of Education.

e. **Implementation of School Choice Strategies - $144,153**
   The district provides academy funding to schools serving the largest numbers of high poverty students to add student support services. This transaction reappropriates unspent balances for Adams, Chavez and Harris.
f. Cadre Revenue - $5,597
   This transaction reallocates the balance of Cadre program revenue for Cadre program activities.

g. Classified Professional Education Program Funds - $5,019
   In accordance with the district's contract with OSEA, this transaction reappropriates unspent professional education program funds budgeted in 2007-08.

h. Additional MSAN Funding - $4,000
   To support MSAN activities, $1,000 will be provided to each high school.

i. School Consolidation - $20,000
   Funding is needed to facilitate the consolidation of Family School with the Arts & Technology Academy.

j. Alternative High Schools - $18,954
   Budgets for North Eugene and Churchill Alternative Schools are increased to reflect revised January 31, 2008 enrollment figures for both schools. Staffing allocations and discretionary budgets are based on actual enrollment as of January 31. However, the January 31 enrollment numbers used for budgeting purposes did not include all students enrolled that day. Making this change would result in increases of .14 FTE licensed staff and $3,966 for North Eugene Alternative and .02 FTE licensed staff and $588 for Churchill Alternative.

k. Transportation Costs for Student Activity Trips - $5,940
   The balance of unreimbursed transportation costs associated with student activity trips is reappropriated from Contingency.

l. Additional Special Needs Bus Routes - $26,000
   In response to an increasing number of special needs students who need transportation services and also an increasing number of instructional programs to which students are transported, the district added two additional special needs bus routes this year. This transaction reappropriates Contingency funds to pay for unreimbursed costs of adding these routes.

m. Classified Staff Development Program - $68,322
   The current contract with classified employees provides $75,000 for professional development over the life of the four-year contract. This transaction makes available the unspent balance of these funds.

Total Requirements $ 851,909

If these requests are approved, the balance in the Contingency account to support general fund activities would be $2,185,432. The superintendent recommended approval of Supplemental Budget #1.

Accept the Audit Report from Grove, Mueller and Swank, PC for the Fiscal Year 2007-08

The firm of Grove, Mueller and Swank, PC has completed the annual audit in accordance with Oregon Revised Statutes. The District's Financial Policy Committee, of which Jim Torrey is a

Approve Expenditures for February 2009

A summary of the district’s expenditures for February 2009, totaling $17,819,605.38 was included in the board packet. The superintendent recommended approval of the February 2009 expenditures.

Approve Grant Application: Solar Initiative at Adams

Staff from Adams Elementary School submitted a grant application to EWEB for $100,000. The primary purpose of Adams’ solar project is to create a school-wide and community-based educational tool on generating renewable energy while reducing the school’s own energy footprint. Adams’ solar initiative is three-pronged: (1) a solar energy installation; (2) an educational program that will incorporate renewable energy into the Adams curriculum; and (3) a community outreach program, including a wheelchair-accessible educational kiosk on the Adams’ grounds. The superintendent recommended approval of the grant application, a copy of which was included in the board packet.

Approve Grant Application: School Garden/Outdoor Classroom at Adams

Staff from Adams Elementary School submitted a grant application to the City of Eugene Neighborhood Matching Grant Program for $10,670. Parents, community members and staff plan to build and plant five wheelchair accessible garden boxes at Adams. The project includes automated irrigation, a storage shed and a retaining wall which will also be used as student seating, thus creating an outdoor classroom. The project is coordinated by parent volunteers. Teachers, parents and FAN community members have committed to volunteering their time and expertise to the project. The first planting is planned for early May 2009 for quick growing veggies, with successive planting in June for fall harvest. The superintendent recommended approval of the grant application, a copy of which was included in the board packet.

Approve Grant Application: Learning to Improve Functional Fitness in Eugene – the Life Project

Staff from the Instruction Department submitted a grant application to the U.S. Department of Education Office of Safe and Drug Free Schools for $499,996. From 2003-07, with the support of a Federal Grant, the district made significant progress toward transforming physical education and increasing student physical activity. The result has been a new emphasis on fitness for all students. To complete the transformation and to increase the numbers of students meeting the Oregon Physical Education Standards, physical education staff want to introduce a new focus on “functional fitness,” the strength and agility students need to function effectively in the real world. This grant will assist in meeting this important goal of improving functional fitness for 4J students. The superintendent recommended approval of the grant application, a copy of which was included in the board packet.
Approve Personnel Items

The superintendent recommended approval of the personnel items included in the board packet. These covered employment, resignations, and other routine personnel matters.

**MOTION:** Mr. Forrest, seconded by Board Member Jim Torrey, moved to approve the consent items. Mr. Smith pulled item 4, Solar Initiative at Adams grant application.

**VOTE:** The motion passed unanimously and the consent items, with the exception of item 4, were approved; 7:0.

**MOTION:** Mr. Torrey, seconded by Mr. Forrest, moved to approve consent item 4, Grant Application: Solar Initiative at Adams.

Mr. Smith said his concern did not relate specifically to Adams, but rather to capital improvements at any school given the uncertainty about which schools would remain open. He said the Budget Committee had discussed the possibility of closing schools and he felt the district should be cautious about expending funds on capital improvements at this time.

Director of Facilities Management Jon Lauch explained that Facilities’ concerns about capital improvements were addressed in the grant application to EWEB. He said all capital improvement costs would be fully covered by grant funds and it was specified in the grant proposal that the district would be under no obligation to keep the school open; however, most of the photovoltaic panel infrastructure was transportable and could be transferred to another site should the school close.

Superintendent Russell said the grant application was consistent with direction from the board to seek a green direction, both from a programmatic and capital perspective. He affirmed that all schools would be under consideration when the board and district considered issues of consolidation and closure.

Mr. Torrey suggested that staff could include a letter with the grant application indicating there was some potential for school closure.

Superintendent Russell recommended the board support the application at this time and if the grant was awarded, the issue of potential closures could be discussed with EWEB during negotiations for a grant agreement.

Dr. Martinez concurred with Superintendent Russell’s recommendation.

Mr. Smith said he could support the motion with that understanding.

**VOTE:** The motion to approve consent item 4, Grant Application: Solar Initiative at Adams passed unanimously; 7:0.

**COMMENTS AND COMMITTEE REPORTS BY INDIVIDUAL BOARD MEMBERS**

Board Member Beth Gerot reported on her attendance at the Oregon Diploma Summit. She said over 300 people attended the event and students co-facilitated individual group discussions. She also attended a Quality Education Commission meeting, which was beginning to plan for its next report.
Ms. Hays commented that she had eaten lunch at South Eugene High School and complimented the food service program for the quality of its meals and efforts to reduce the stigma associated with free and reduced lunch programs. She announced that Tiffany Hill, a 4J student at Oregon School for the Deaf, won the Poetry Out Loud 2009 state competition. Over 2,000 students from 22 high schools competed.

Mr. Smith reported on a meeting with representatives from the Springfield School District and board to discuss boundary adjustments in the Gateway area. He said there did not appear to be a good reason for 4J to cede that part of its district to Springfield.

Dr. Martinez noted that there would probably be a more specific and formal proposal from the Springfield School District at some point in the future.

ADJOURN

Dr. Martinez adjourned the meeting at 8:05 p.m.

_____________________________   _____________________________
George Russell     Charles Martinez, Jr.
District Clerk      Board Chair

(Recorded by Lynn Taylor)

Attachments to Official Minutes:
1. Resolution #1 – Adopting a Supplemental Budget and Summary of Transactions
2. Comprehensive Annual Financial Report
3. KRVM-FM Radio Financial Statement
5. Staff Response to Audit Management Letter dated February 27, 2009
6. Summary of Expenditures from February 2009
7. Grant Application Form: Solar Initiative at Adams
8. Grant Application Form: School Garden/Outdoor Classroom at Adams
9. Grant Application Form: Learning to Improve Functional Fitness in Eugene – the Life Project
10. Personnel Action Items

Following the adjournment of the regular board meeting, the board reconvened in executive session.

EXECUTIVE SESSION: Under provisions of ORS 192.610 – 192.690, Open Meeting Laws, the Board of Directors conducted an Executive Session for the following purpose: To conduct deliberations with persons designated by the governing body to carry on labor negotiations, pursuant to ORS 192.660 (2) (d).