MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
SCHOOL DISTRICT NO. 4J, LANE COUNTY, OREGON

June 20, 2007

Meeting Convened

The Board of Directors of School District No. 4J, Lane County, Eugene, Oregon, held a regular meeting on June 20, 2007, at 7 p.m., 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 June 15, 2007, and published in The Register-Guard on June 18, 2007.

ROLL CALL

BOARD MEMBERS:
Tom Herrmann, Chair
Beth Gerot
Yvette Webber-Davis
Craig Smith
Charles Martinez (briefly by phone)

STAFF:
Tom Henry, Assistant Superintendent – Instructional Services & School Services K-8
Barbara Bellamy, Director, Communications and Intergovernmental Relations
Hillary Kittleson, Director of Financial Services
John Lauch, Director of Facilities Management
Yvonne Curtis, Director of Student Achievement
Susan Fahey, Operations and Reporting Manager
Caroline Passerotti, Financial Analyst

STUDENT REPRESENTATIVES:
None present

MEDIA:
KRVM

REGULAR MEETING

Call to Order, Roll Call, and Flag Salute

Tom Herrmann, Board Chair, called the meeting of the 4J School Board to order.

Those present saluted the flag.

Agenda Review

Tom Henry, Assistant Superintendent-Instructional Services & School Services K-8, reviewed revisions to the agenda and noted two additional action items on the agenda, one to ratify the contract between the district and the Eugene Education Association and one to approve a revised calendar to align the calendar with that contract.
Introduction of Guests and Superintendent's Report

Superintendent Russell was out of town. Mr. Henry noted that this was Board Chair Tom Herrmann’s last meeting and acknowledged his many contributions to the district. Mr. Henry went over items in the board’s red folders.

Board member Craig Smith joined the meeting.

Comments by Student Representatives

No student representatives were present.

Items Raised by the Audience

No audience members spoke.

Comments by Employee Groups

There were no comments by employee groups.

ITEMS FOR INFORMATION

Receive a Report on the Chinese Immersion Program Feasibility Study

Abby Lane, administrator of 4J’s Foreign Language Assistance Program (FLAP) grant, introduced Carl Falsgraf, Center for Applied Second Language Studies (CASLS) Director, to present the results of the Chinese Immersion Program Feasibility Study. Mr. Falsgraf introduced his colleague, Linda Forrest, CASLS research director, who did most of the work on the study. He related the groups who were interviewed, including community groups, principals, the Chinese-American community, and the diversity committee about their issues of concern. He said the study was designed around the six issues which were outlined in a handout. He noted that the team purposely did not address political and logistical issues, which would be tackled during the next year if the board decided to move ahead with the program.

Mr. Falsgraf said interest from parents and the Chinese-American community was very strong. He outlined those and other findings in the handout. The study found that significant external resources would be available through community groups and federal grant funds. He said principals had been concerned about the effects on neighborhood schools and alternative schools, but the study found that the impact on existing neighborhood schools would be minimal. He found it surprising that a third of parents expressing interest lived outside the district and would move into the district or pay tuition so their child could attend the school, and another 13 percent were currently considering only private schools.

Mr. Falsgraf outlined two things to consider regarding financial impact on the district: Increased state funding from adding new students to the district and significant federal funding available for Chinese language programs. He was cautiously confident about getting start-up money for the program.
Mr. Falsgraf said a number of parents and principals had been concerned about economic and ethnic balance. He said about half of the parents expressing interest had children who were ethnically Chinese.

Another big question revolved around finding materials and expertise. Mr. Falsgraf indicated CASLS could help through its national network of Chinese immersion schools and teachers around the country.

Mr. Falsgraf noted the number of community members present at the meeting.

Board member Beth Gerot wondered about the process from here. Ms. Lane said next year, the program would be designed and the program could start in the 2008-09 school year at the kindergarten level.

Ms. Gerot asked whether the district was looking at a dual immersion model. Ms. Lane said it would depend partly on how many native Chinese speakers were attracted to the program.

Board member Yvette Webber-Davis asked for an update about CASLS’ involvement in Portland’s Chinese immersion program. Mr. Falsgraf said CASLS had a close relationship with that school, which had been in existence for nine years. He said the students were now in the eighth grade. Two years ago, he said the program had received major funding, close to $1 million a year to work on a Chinese flagship in the Portland Public Schools. He said it was a K-16 integrated program that went from Portland Public Schools into the University of Oregon. He said after an initial struggle, the program had been wildly successful, with an increasingly broad base of students. He said the testing indicated the students were doing fantastic with the language.

Mr. Smith asked about the schedule for board action and informing parents so they could plan.

Mr. Henry said the program would be taken into consideration in the strategic planning process, and there would not be a way to move any faster than that process. He said the design process would begin next year so the board would have conceptual models to vote on.

Mr. Herrmann told the audience that board members had received numerous e-mails on the topic and had read them.

**Receive an Update on the Nutrition Services Program**

Chad Williams, Director of Nutrition Services, introduced Nicole Lalor, On-site Registered Dietician, and Judy Whalen, Operations Manager. Mr. Williams said the past four years with 4J had been a roller coaster. The program provides breakfast and lunch at 34 sites, including network and charter schools, totaling 9,000 meals per day. The program provided free breakfasts at three schools and Chavez Elementary School had begun providing breakfast in the classroom. In addition, meals were provided during the summer and meals by contract to a number of other agencies, generating almost $170,000 in revenue. The supper program added three new sites this year, including Howard, River Road, Kelly, Harris, Adams, and Jefferson.

Mr. Williams showed a Power Point presentation about the program, which served about 6,718 lunches per day this year, an 11.5% increase over 2003-04. He said the big growth was in middle school, an almost 60% increase since 2002-03, and high school was still a challenge, even though it had grown by about 100 meals a day.
Mr. Williams reported that 2006-07 was the first year for breakfast in the classroom at Chavez, a pilot program, and it was a great success. Before the pilot, the program served about 175 breakfasts per day, which had jumped to over 300, or about 90% of the school. River Road and Jefferson would be added in 2007-08.

Free breakfasts would be continued at Howard and Harris will be added in 2007-08.

Ms. Lalor told about the breakfast competitions between schools, in which Kelly and Roosevelt tied with each other. South Eugene beat Sheldon by just three meals, and Kennedy beat Cal Young by three meals. She said the Opportunity Center was the biggest success, where made-to-order omelets were served.

Mr. Williams said overall, there had been an increase in participation at all levels, with the highest numbers in elementary.

Ms. Lalor highlighted some of the menu changes to healthier foods and multi-cultural items. She said under the district’s Wellness Policy, the a la carte area was being revamped with a larger percentage of healthy choices added every year, until they number 100% in 2008-09. She went over the beverages that would need to be removed under the policy.

Mr. Williams noted that 175 different items, some of the biggest sales leaders, were eliminated from the a la carte area from the beginning. He said at the same time, a la carte sales were going down, meals were going up, but the program had hit the point where lower a la carte sales were having an effect. Just at the middle school, there was an 8.8% decrease from 2005-06, and high school decreased by 30.5% in 2006-07 after sodas were removed.

Mr. Williams said what would happen in 2007-08 was still an unknown. He said the district was having difficulty even finding vendors with products that meet the Wellness Policy standards, so the staff was thinking creatively about how to replace items.

In response to Ms. Gerot’s question, Mr. Williams said students were going off campus to buy sodas.

Ms. Lalor reported on the third annual Farm to Market at River Road, a fun day of food-related activities. Mr. Williams said the event had been so popular that a second one would be added this year.

Mr. Williams said next year, the program would feature a local product of the month and would be adding more sustainable serving containers. He said the program would continue forging ahead with the Wellness Policy.

Mr. Williams wanted to personally thank Hillary Kittleson for everything she had done for the program.

Ms. Gerot said she was impressed with the work the staff was doing to find ways to address childhood obesity.

**Receive an Update on the Purchase of School Buses**

Jon Lauch, Director of Facilities Management, highlighted items in the board packet related to the purchase of school buses. He noted that Ms. Hays had raised questions at the last meeting about transporting students in wheelchairs. He said Ms. Hays’ questions precipitated an
evaluation of the data for trip requests to see what was actually taking place. He said two fairly significant glitches had been identified with school trip buses. The district had no large buses equipped to transport more than one passenger in a wheelchair and had been unable to accommodate requests for multiple students in wheelchairs, which occurred twice in 2006-07. (The district had a number of smaller buses adequately equipped and a number of trips were requested where a large bus was not required).

Mr. Lauch said the second issue, and perhaps more problematic, was that the district had no large buses with wheelchair capability that were also equipped with under-storage required for band instruments, luggage, and athletic equipment. The staff confirmed that it was now possible to obtain full under-storage and the new lift configurations.

Mr. Lauch said the district would immediately order a new large bus that would include a lift and enough removable seating (on tracks) to accommodate up to three (possibly four) passengers in wheelchairs, along with full under-storage. This bus would also be equipped with air suspension, providing a smoother ride for passengers in wheelchairs. He noted this would be the last of the three buses approved for purchase in June 2006. The staff believed the new bus would provide the flexibility needed to address the current level of demand for wheelchair transport, but would continue to monitor the situation over the next school year (and beyond) and we would include evaluation of this data in the selection of equipment for future bus purchases.

**Receive an Update on Summer Construction Projects**

Mr. Lauch gave an update on the anticipated summer construction projects, including the status of the protest for the South Eugene re-piping project and the deferral of the Spencer Butte project for one year. He noted that the board had received information regarding the protest from the second low bidder on the re-piping, Gormley Plumbing & Heating and Mr. Lauch’s letter of response. He said the protestor had been given 72 hours to respond and the district had heard nothing back, so had awarded the bid to Abingdon, which was getting geared up for the work.

Mr. Lauch gave an update on two exceptions to the summer work plan. He said the board already knew that the high bid for the Spencer Butte Middle School project had been rejected. After immediate feedback from the school, he said the project had been retooled and bids would be opened June 26 for a very scaled down project. He said the toilet room renovations had been taken out of the project and would be done later. The art room and staff room, as well as other items, would be done this summer.

Mr. Lauch said the district got excessively high bids for a door replacement project at Monroe Middle School and decided to postpone it until the following year.

The board telephoned board member Charles Martinez for his vote on the first action item.

**ITEMS FOR ACTION AT THIS MEETING**

**Ratify Contract with Eugene Education Association for 2007 – 2010**

Ted Heid, Director of Labor Relations, reviewed terms of the three-year contract tentatively agreed upon by district and Eugene Education Association (EEA) representatives that would begin July 1, 2007 and run through June 30, 2010. He outlined the primary economic terms: Annual salary schedule increases of 2.7%, 3% and 3.25%; the addition of a second longevity
step for MA+45 and MA+90 columns; annual increase of the monthly district insurance contribution by $72 ($960), $25 ($985) and $40 ($1,025); increase of teacher leadership stipend for middle and elementary; and added release days for IEP responsibilities for ESS specialists and regular ed teachers. The teacher work year calendar will have several added days.

Mr. Heid noted that the EEA had ratified the contract on June 18.

The superintendent recommended ratification of the tentative agreement. Mr. Henry noted that the total cost of the contract was close to the parameters that had been set by the board.

MOTION: Ms. Gerot moved, seconded by Mr. Smith, that the contract be approved.
VOTE: The motion passed unanimously, 5:0.

Dr. Martinez inquired about the potential impact on the third year, given the two-year State budget cycle and what the district did not know about the funding it would receive.

Susan Fahey, Operations and Reporting Manager, said there was a potential the district might be short, but the district had some reserves that could mitigate a shortfall.

Mr. Herrmann noted that he had had the opportunity to sit through the negotiations. He wanted to acknowledge the hard work of district staff and EEA co-chairs Merri Steele and Paul Duchin and their team.

Dr. Martinez left the meeting.

Approve Revised 2007 – 08 School Year Calendar

Mr. Heid reviewed the 2007-08 school year calendar changes that would be necessary due to the teacher work year changes in the district/EEA contract. The changes included the addition of a teacher planning day and professional development day at the beginning of the teacher work year; changing five early release days for progress reports to full non-student days with the addition of five half days for professional development or teacher planning time; and adding a teacher planning day between semesters. The addition of the non-student time during the school year required extending the school year by three and a half days in June 2008 to maintain the same student instruction time. These changes resulted in the teacher work year beginning Monday, August 27, 2007, the last student attendance day being Wednesday June 18, 2008, and the last teacher day being Thursday June 19, 2008.

The superintendent recommended approval of the proposed revisions of the 2007-08 school calendar.

MOTION: Mr. Smith moved, seconded by Dr. Webber-Davis, that the revised calendar be approved.
VOTE: The motion passed unanimously, 4:0.

Approve a Resolution Adopting the 2007-08 Budget, Making Appropriations, Imposing and Categorizing Taxes

Mr. Henry acknowledged that this would by the last board meeting attended by Hillary Kittleson, who was retiring as Director of Financial Services. He praised her immense contributions to the district.
Mr. Smith appreciated the different perspective she brought from her previous work with the City. Ms. Gerot praised Ms. Kittleson for going far beyond her job description and taking on issues that were near and dear to her heart.

Ms. Kittleson noted that at the last meeting, the board held a public hearing on the approved 2007-08 budget. At the time, she said two proposed amendments to the Budget Committee’s approved budget were presented. She highlighted the summary of the amendments, one recognizing an additional $2.8 million in state school funding appropriated by the Legislature and one moving $3 million from the unappropriated annual fund balance to contingency to help fund the new teachers’ contract just ratified.

Other changes she pointed out were switching funds to increase beginning working capital and increasing the authorized staffing level to reflect a practice that had been going on in the district for a number of years: Schools had been using their targeted funding to add staff. She said that translated into two motions recommended by staff: One increasing the general fund’s authorized staffing level, which would not change the dollar amount; and one approving Resolution #5.

**MOTION:** Mr. Smith moved to increase the general fund’s authorized staffing level in the adopted budget by 15.3 licensed FTE and 29.9 classified FTE to reflect the use of targeted funding in schools and staffing plans. Ms. Gerot seconded.

**VOTE:** The motion passed unanimously, 4:0.

**MOTION:** Mr. Smith moved to approve Resolution #5 adopting the budget, making appropriations and imposing and categorizing taxes for the 2007-08 fiscal year. Dr. Webber-Davis seconded.

**VOTE:** The motion was passed unanimously, 4:0.

**Conduct a Public Hearing and Approve Supplemental Budget #2**

SCHEDULE B

Mr. Herrmann opened the public hearing. No one wanted to speak, and he closed the hearing.

Ms. Kittleson pointed to descriptions in the board packet of supplemental budget transactions that would appropriate new revenue that had become available: $7,500 from the sale of advertising and $252,612 from other school districts that participate in 4J’s student information system and data warehouse. She also noted a number of requested transfers totaling $595,820 from the contingency account.

**MOTION:** Ms. Gerot, seconded by Dr. Webber-Davis, moved to adopt the supplemental budget.

**VOTE:** The motion passed unanimously, 4:0.

**Approve the Elementary/Middle School English As A Second Language Adoption for the 2007 – 2013 Contract Period**

The superintendent recommended adoption of the Elementary/Middle School English as a Second Language materials for the 2007-2013 contract period. Yvonne Curtis, Director, Student Achievement, had discussed the materials with the board at its June 6 meeting.

**MOTION:** Mr. Smith moved, seconded by Dr. Webber-Davis, to approve the recommendation.

**VOTE:** The motion passed unanimously, 4:0.
Approve the High School English/Language Arts Adoption for the 2007-2013 Contract Period

SCHEDULE C

The superintendent had recommended adoption of the High School English/Language Arts Materials for the 2007 – 2013 contract period. Ms. Curtis discussed the materials at length with the board at its June 6 meeting.

MOTION: Ms. Gerot, seconded by Mr. Smith, moved to approve the recommendation.
VOTE: The motion passed unanimously, 4:0.

Approve a Resolution Supporting Changes to the No Child Left Behind Act

SCHEDULE D

Ms. Bellamy noted that the National School Boards Association (NSBA) had helped craft this resolution and noted that the changes in the No Child Left Behind Improvements Act of 2007, H.R. 648, were designed to make it more workable. The proposed reforms would provide more flexibility for states and school districts in implementing student assessments, measuring annual yearly progress (AYP), and applying sanctions.

MOTION: Ms. Gerot, seconded by Mr. Smith, moved to approve the resolution.
VOTE: The motion passed unanimously, 4:0.

Approve Revisions to Board Policy IKFA, Diploma

Sam Tupou, Curriculum Coordinator, and KC Clark, High School ESS Administrator, attended the June 6, 2007 meeting to respond to questions from the board.

MOTION: Dr. Webber-Davis, seconded by Ms. Gerot, moved to approve the revisions.
VOTE: The motion passed unanimously, 4:0.

Approve an Exception to Board Policy JECC, School Choice for 2007-08

Board policy JECC, School Choice specifies the process by which parents may apply to enroll a student in an alternative school or a neighborhood school outside of their attendance boundary. The policy requires that applications be submitted by the first Friday in March in order to be considered in the annual lottery, which establishes a waiting list for each school.

Staff recommended that the board extend the 2007-08 application deadline for the school choice lottery, in order to allow time for any decisions regarding the possible relocation of some alternative schools and other decisions that result from the district’s strategic planning process, Shaping 4J’s Future.

Action requested: Approve an exception to the school choice application timeline, specified in Board policy JECC, School Choice, for the 2007-08 school year so that applications may be submitted between January and the third Friday in March (rather than the first Friday in March), to be considered in the lottery.

The superintendent recommended that the board approve this exception.

MOTION: Dr. Webber-Davis, seconded by Mr. Smith, moved to approve the recommendation.
VOTE: The motion passed unanimously, 4:0.
Certify the Results of the May 15, 2007 Board of Director’s Election

The Lane County Elections Division provided the abstract of votes cast at the May 15, 2007 board election in which Alicia Hays was elected to Position 1, Craig Smith was elected to Position 4, Jim Torrey was elected to Position 5, and Yvette Webber-Davis was elected to position 7. Each was elected for a four-year term (July 1, 2007 – June 30, 2011). The board must acknowledge receipt of the abstract and determine the results. A copy of the abstract is available for review in the superintendent’s office.

MOTION: Ms. Gerot, seconded by Mr. Smith, moved to approve the recommendation.
VOTE: The motion passed unanimously, 4:0.

CONSENT GROUP - ITEMS FOR ACTION

Set the Tuition Rates for the 2007-2008 School Year

Each year, a number of students who are not residents of the district pay tuition to attend our schools, or especially in the case of special education students, other school districts contract with us to provide educational services. The board sets tuition rates for students in kindergarten, elementary school, middle school, high school, and special education. The district receives no reimbursement for these students from the state. The staff proposed a $25 per month increase for kindergarten and a $50 per month increase for grades 1-12.

Special Education rates represented an average increase at elementary, middle and high schools of 2.89% for Learning Centers and 5.77% for Regional Learning Centers. Increases reflected a continuing rise in the severity of student disability and the intensity of services required to meet their needs. Factors included a lower student to teacher ratio, an increase in the need for specially designated instruction and related services, and increases in personnel costs.

At the June 6, 2007 board meeting, Dr. Martinez asked that this year’s tuition rates be listed along with the proposed rates for the 2007 – 2008 school year.

Rates for Regular Students

<table>
<thead>
<tr>
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<tr>
<td>Kindergarten</td>
<td>$5,130 or $570 per month (nine months)</td>
<td>$4,905</td>
</tr>
<tr>
<td>Grades 1-5</td>
<td>$6,975 or $775 per month (nine months)</td>
<td>$6,525</td>
</tr>
<tr>
<td>Grades 6-8</td>
<td>$6,525 or $725 per month (nine months)</td>
<td>$6,075</td>
</tr>
<tr>
<td>Grades 9-12</td>
<td>$5,895 or $655 per month (nine months)</td>
<td>$5,445</td>
</tr>
</tbody>
</table>

Rates for Special Education Students

The cost of related services would be added to the listed tuition rates.

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<tbody>
<tr>
<td>Elementary Learning Center</td>
<td>$8,869</td>
<td>$8,726</td>
</tr>
<tr>
<td>Elementary Regional Learning Center</td>
<td>$14,945</td>
<td>$13,702</td>
</tr>
<tr>
<td>Middle School Learning Center</td>
<td>$9,700</td>
<td>$9,596</td>
</tr>
<tr>
<td>Middle School Regional Learning Center</td>
<td>$14,058</td>
<td>$13,851</td>
</tr>
<tr>
<td>High School Learning Center</td>
<td>$10,010</td>
<td>$9,449</td>
</tr>
<tr>
<td>High School Regional Learning Center</td>
<td>$12,952</td>
<td>$12,134</td>
</tr>
</tbody>
</table>

The superintendent recommended approval of the tuition rates as proposed.
Set School Breakfast and Lunch Prices for the 2007-08 School Year

Staff proposed the following price increases for breakfast and lunch:

**Paid Breakfast—Elementary Schools**
An increase of $0.10 from the current price of $1.00 to $1.10. Reduced price breakfast would remain at $0.30. Secondary breakfast will remain at $1.25.

**Paid Lunch—Elementary Level**
An increase of $0.05 from the current price of $1.95 to $2.00. Reduced price elementary lunch would remain at $0.40. Elementary school paid lunch prices were last increased in the 2006-07 school year.

**Paid Lunch—Secondary Level**
An increase of $0.05 at the middle school level, from the current price of $2.25 to $2.30. An increase of $.10 at the high school level, from the current price of $2.25 to $2.35. Reduced price secondary lunch would remain at $0.40. Secondary school paid lunch prices were last increased in the 2004-05 school year.

The district obtained current prices for 45 districts in Oregon. Regarding breakfast prices, 7% of elementary schools charge over $1.10. Regarding lunch prices, the proposed paid elementary price would put the district in the top 20% of districts surveyed. Other districts with elementary lunch at or above $2.00 include: Beaverton, Lake Oswego, McMinnville, Redmond, Newburg, Tillamook,Tigard-Tualatin, and West Linn. Most of these school districts, like Eugene, have a relatively low percentage of students qualifying for free or reduced meals and thus rely more on revenue from “paid” students. Even with the increase, the proposed paid lunch revenue was below that received for students qualifying for free or reduced price meals, as the chart below showed:

<table>
<thead>
<tr>
<th></th>
<th>2007-08 Federal Subsidy (est.)</th>
<th>Meal Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free</td>
<td>$2.45</td>
<td>$0</td>
<td>$2.45</td>
</tr>
<tr>
<td>Reduced</td>
<td>$2.05</td>
<td>$0.40</td>
<td>$2.45</td>
</tr>
<tr>
<td>Paid (Proposed)</td>
<td>$0.23</td>
<td>$2.00 (proposed)</td>
<td>$2.23</td>
</tr>
</tbody>
</table>

The increases will help offset increases in program costs. In addition, for your information, the a la carte price for milk will remain at $0.50.

Staff did not believe that the new prices would have a negative effect on participation.

The superintendent recommended approval of the proposed price increases for breakfast at the elementary level and for lunch at all levels.

**Adopt the Board Calendar for the 2007 – 2008 School Year**

The Board of Directors traditionally meet on the first and third Wednesday of the month, with the agenda and materials related to the agenda items being provided to the board on the Friday preceding the Wednesday meeting. Special board meetings and board work sessions may also be scheduled during the year; board members typically set aside every Wednesday evening for
that purpose. Another copy of the proposed calendar of the regular board meetings for the 2007-2008 school year is included in the packet.

Please note that there are some changes in November, December and January from the normal first and third Wednesday dates. Board leadership and the superintendent reviewed the proposed calendar and because of holidays and the winter break schedule, made the recommended modifications.

The superintendent recommended approval of the proposed 2007-2008 calendar of the regular board meetings.

Conduct Routine Business:

a. **Appoint Clerk and Deputy Clerks for Fiscal Year 2007 – 2008**  SCHEDULE F

   Statutes require the Board of Directors to designate persons to serve as custodians of school funds and to officially sign contracts and other legal documents on behalf of the district.

   The superintendent recommended appointment of George Russell as District Clerk and Barbara Bellamy, Susan Fahey and Tom Henry as Deputy Clerks for the 2007-08 fiscal year. Another copy of the resolution authorizing them to sign legal documents on behalf of the school district was included in the board packet.

b. **Appoint Executive Officer and Budget Officer for Fiscal Year 2007 – 2008**

   The state budget law requires the Board of Directors to appoint an Executive Officer and a Budget Officer for the school district each fiscal year.

   The superintendent recommended that George Russell be appointed as Executive Officer and Susan Fahey be appointed as Budget Officer for the 2007 – 2008 fiscal year.

c. **Adopt Resolution Authorizing Interfund Borrowing**  SCHEDULE G

   From time to time, receipts for specific budgeted fund categories are not received as expected; for example, grant funds may not arrive on time or food services receipts may be delayed. Oregon law allows loans to be made from one fund to another, so long as loans are repaid no later than the end of the ensuing year.

   The superintendent recommended adoption of the resolution, included in your packet, authorizing the district to utilize interfund borrowing during the 2007-08 school year.

d. **Designate School Depositories for Fiscal Year 2007 – 2008**  SCHEDULE H

   It was necessary for the Board of Directors to designate depositories for the 2007-08 fiscal year. A copy of the resolution designating depositories for School District 4J, effective July 1, 2007 through June 30, 2008 was included in the board packet.

   The superintendent recommended adoption of the resolution designating depositories for School District 4J, effective July 1, 2007 through June 30, 2008.
e. **Appoint Legal Counsel and Auditor for Fiscal Year 2007 – 2008**

General legal services have been provided for the district by the law firm Luvaas, Cobb, Richards and Fraser, P.C. and the firm of Grove, Mueller & Swank, P.C. has been providing auditing services. The district continued to be satisfied with the services we received from both firms.

The superintendent recommended that Luvaas, Cobb, Richards and Fraser, P.C. be retained as legal counsel for the 2007-08 fiscal year. The superintendent would further recommend that Grove, Mueller & Swank, P.C. be appointed to conduct the 2006-07 annual audit, as required by Oregon statute.

**Approve Board Meeting Minutes**

The superintendent recommended approval of the minutes of regular board meetings held March 7, 2007, March 21, 2007, and April 4, 2007 and for the work session held on March 14, 2007.

**Approve Expenditures for May 2007**

ORS 332.255 requires that the district school board approve all expenditures for funds. A summary of the expenditures for May 2007, totaling $17,246,199.37 was included in the packet.

The superintendent recommended approval of the May 2007 expenditures.

**Approve Annual Ratification of a Class of Contracts Under a Certain Dollar Amount, including Purchase Orders, Contract Amendments and Change Orders**

Board Policy DI, Financial Management Policies and Board Policy DJCA, Personal Services Contracts provide for Delegated Authority for Purchases Under $150,000, which authorize and fully empower the superintendent and designees to award and execute all contracts, except for contracts for public improvements (including but not limited to purchase orders), and contract amendments, and change orders for all contracts under $150,000, pursuant to all applicable public procurement rules and Board policy, subject to annual ratification of the contracts, in general terms, by action of the Board.

Board Policy DI, Financial Management Policies and Board Policy DJCA, Personal Services Contracts also authorize and fully empower the superintendent and designees to award and execute all contracts for public improvements (including but not limited to purchase orders), and contract amendments, and change orders for all contracts under $100,000, pursuant to all applicable public procurement rules and Board policy, subject to annual ratification of the contracts, in general terms, by action of the Board.

Based on this authority, the superintendent recommended that the board adopt a resolution ratifying all district procurements under $150,000 per item procured, under policies DI and DJCA, Delegated Authority for Purchases Under $150,000, for the fiscal year 2006-07. A copy of the resolution is included in your board packet.
**Approve Resolution No. 3 Making Appropriations Resulting From Transfers**

Due to the changing needs of the district since the adoption of the 2006-07 budget, it was necessary to make the following transfers of funds:

**General Fund**
Increase the Transfers appropriation by $1,567,553 and decrease the following appropriations: $238,979 from Instruction, $1,320,774 from Supporting Services, and $7,800 from Enterprise and Community Services. The purpose of this transaction is to transfer operating budget savings to the Fleet and Equipment Fund to build reserves for the purchase of textbooks and equipment.

Increase the Supporting Services appropriation by $500,000, increase the Enterprise and Community Services appropriation by $50,000, and decrease the Instruction appropriation by $550,000. The purpose of this transaction is to align spending authority with projected expenditures.

**Fleet and Equipment Fund**
Increase Enterprise and Community Services appropriation by $1,000 and the Debt Services appropriation by $92,000, and decrease the Supporting Services appropriation by $93,000, to transfer spending authority to support projected expenditures.

**Capital Projects Fund**
Increase the Supporting Services appropriation by $60,000 and decrease the Facilities Acquisition and Construction appropriation by $60,000 to transfer spending authority to support projected expenditures.

**Food Service Fund**
Increase the Enterprise and Community Services appropriation by $13,885 and decrease the Operating Contingency appropriation by $13,885 to transfer spending authority to support projected expenditures.

The superintendent recommended adoption of Resolution No. 3 making appropriations resulting from transfers.

**Make Appropriations Resulting from the Acceptance of Grant Funds**

The district received the following grant funds in addition to funds anticipated at the time the 2006-2007 budget was adopted. The district may expend grant funds received for a specific purpose upon enactment of a resolution by the Board.

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coburg Grant Program</td>
<td>$22,000</td>
</tr>
<tr>
<td>KRVM Radio</td>
<td>$46,110</td>
</tr>
<tr>
<td>No Child Left Behind</td>
<td>$1,014,700</td>
</tr>
<tr>
<td>Small Schools Initiative</td>
<td>$176,740</td>
</tr>
<tr>
<td>Foreign Language Programs</td>
<td>$120,100</td>
</tr>
<tr>
<td>21st Century Learning Centers (BEST)</td>
<td>$402,350</td>
</tr>
</tbody>
</table>

The superintendent recommended adoption of Resolution No. 4, which is included in your packet.
**Award a Contract for the Purchase of Art and Classroom Supplies**

The district issued a request for proposals (“RFP”) for art and classroom supplies on May 9, 2007, to provide the district with a contract for art and classroom supplies beginning on July 1, 2007. The District spends approximately $200,000 annually for these products.

The RFP response deadline was June 8, 2007. Responses were received from the following six (6) companies: Accucut Services LLC, a non-resident respondent from Nebraska (“Accucut”); Highsmith Inc., a non-resident respondent from Wisconsin (“Highsmith”); EAI Education, A Division of Eric Armin Inc., a non-resident respondent respondent from New Jersey (“EAI Education”); School Specialty Inc., a non-resident respondent from Wisconsin (“School Specialty”); Demco Inc., a non-resident respondent from Wisconsin (“Demco”); and Office Depot Inc., a non-resident respondent from Florida (“Office Depot”).

The proposals were evaluated on several criteria in addition to pricing, which included customer service and references. District staff reviewed the responses according to the evaluation factors and awarded points to each company. A total of 100 points were possible, and the average points allocated to each company were as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Depot</td>
<td>79.07</td>
</tr>
<tr>
<td>School Specialty</td>
<td>46.67</td>
</tr>
<tr>
<td>Demco</td>
<td>17.00</td>
</tr>
<tr>
<td>EAI Education</td>
<td>10.67</td>
</tr>
<tr>
<td>Accucut</td>
<td>10.33</td>
</tr>
<tr>
<td>Highsmith</td>
<td>8.33</td>
</tr>
</tbody>
</table>

Office Depot proposed superior customer service, shorter guaranteed delivery time and overall lower prices than the other companies.

The superintendent recommended contracting with Office Depot to provide art and classroom supplies for a one (1) year period, with the possibility of four (4) one-year extensions.

**Award a Contract for the Purchase of Library Books**

The district issued a request for proposals (“RFP”) for library books on May 4, 2007, to provide the district with a contract for library books and associated services beginning on July 1, 2007. The district spent approximately $95,000 on library books and associated services during the last fiscal year.

The RFP response deadline was June 4, 2007. Responses were received from the following seven (7) companies: Central Programs, Inc, dba Gumdrop Books, a non-resident respondent from Missouri (“Gumdrop”); Lectorum Publications, a non-resident respondent from New York (“Lectorum”); Brodart Co., by Nubro Inc. its General Partner, a non-resident respondent from Pennsylvania (“Brodart”); Follett Library Resources Inc., a non-resident respondent from Illinois (“Follett”); Mackin Book Company, a non-resident respondent from Minnesota (“Mackin”); Ingram Library Services, a resident respondent (“Ingram”); and Baker & Taylor, Inc., a resident respondent (Baker & Taylor).

After careful review of the proposals and taking into consideration the specifications, a selection committee comprised of library services and purchasing staff assigned points to each criterion
specified in the RFP. In addition to pricing, proposals were evaluated based on the number of titles available, cataloging specifications, and references. A total of 100 points were possible, and the weighted average points allocated to each company were as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker &amp; Taylor</td>
<td>87.67</td>
</tr>
<tr>
<td>Ingram</td>
<td>81.33</td>
</tr>
<tr>
<td>Mackin</td>
<td>77.67</td>
</tr>
<tr>
<td>Brodart</td>
<td>59.33</td>
</tr>
<tr>
<td>Follett</td>
<td>42.33</td>
</tr>
<tr>
<td>Gumdrop</td>
<td>38.33</td>
</tr>
<tr>
<td>Lectorum</td>
<td>25.00</td>
</tr>
</tbody>
</table>

District staff concluded that it would be in the best interests of the district to offer a contract award to Baker & Taylor, as they offered competitive discounts, low processing costs and are able to provide on-line access to catalog records as required in the specifications.

The superintendent recommended contracting with Baker & Taylor for a one (1) year period, with the possibility of four (4) one-year extensions.

**Award a Contract of Custodial Supplies**

In accordance with the provisions of ORS 279A.215(1), district staff proposed that the district enter into a contract with Coastwide Laboratories under the same terms and conditions as the Beaverton School District’s RFP 05-1010 ("Beaverton Contract"). The Beaverton Contract was for the provision of custodial supplies. The district purchases approximately $225,000 of custodial supplies annually.

District staff carefully considered all components in this process and believed that the prices arrived at in the Beaverton Contract were as good or better than the district could obtain through the issuance of the district’s own solicitation document. The Beaverton Contract included language that allowed other public agencies to purchase under the same terms and conditions, which encouraged bidders to offer very competitive pricing in anticipation of receiving additional orders.

In addition, for the past five (5) years the district has contracted with Coastwide Laboratories under a board approved cooperative purchase agreement with Portland Public School District #1J. District staff was pleased with the pricing and customer service that it receives from Coastwide Laboratories and thus felt it would be in the best interests of the district to continue the district’s contractual relationship with Coastwide Laboratories.

The superintendent recommended approval of a permissive cooperative purchase agreement with Beaverton School District and contracting with Coastwide Laboratories for custodial supplies for a one (1) year period, with the possibility of four (4) one-year extensions.

**Approve Grant Application: Technology Integrated Into Learning and Teaching (TILT)**

Staff in the Instruction Department submitted a $360,677 grant application to the Oregon Department of Education. Eugene School District 4J and its partners at the University of Oregon seek to offer professional development focused on the integration of technology into K-8 reading and writing instruction. By focusing on the ELA core content area, the Technology Integrated into Learning and Teaching (TILT) project strives to have the greatest possible
impact on both basic skills and literacy-based content learning. The TILT Project has four goals: (1) Improve student academic achievement in reading and writing; (2) increase teacher and student access to technologies that support and enhance reading and writing instruction; (3) improve teacher knowledge and skill related to integrating technology into the teaching and learning of reading and writing across the curriculum; and (4) increase teacher and student knowledge in the digital “literacies” (i.e. skills and strategies) of reading, writing, and studying the electronic environments.

To accomplish these goals, and also address the key elements of Eugene 4J’s CIP, Title IID Ed Tech program, and District Tech Plan, the TILT Project would provide technology resources and professional development for three cohorts of teachers: (a) Cohort 1: 32 TILT Project participants from 2006-2007; (b) Cohort 2: 16 middle school participants for 2007 – 2008; and (c) Cohort 3: 16 middle school participants for 2008-2009. Cohort 1 activities included resources and coaching designed to extend technology integration into reading and writing school-wide. Cohort 2 and 3 activities included resource packages and intensive, high-quality professional development on evidence-based strategies for technology integration designed to support the ELS textbook adoption and prepare students for Oregon’s 6th grade technology literacy standards. The project director and evaluation consultant would (a) evaluate project results and (b) disseminate project information to the ODE and educators around the country.

The superintendent recommended approval of the grant application. A copy of the grant description form was included in the packet.

**Approve Ratification of CIP Contract Awards**

SCHEDULE L

On September 18, 2002, the Board of Directors affirmed the 1993 district policy for delegating Contract Award authority for Bond Funded CIP contracts of $500,000 or less to the superintendent, or designee, subject to subsequent ratification by the board. The designee was Jon Lauch, Director of Facilities and Transportation. Contracts in excess of $500,000 will continue to require board approval. The purpose of the board item was to summarize all CIP contract award activity requiring a formal bid or formal competitive selection and for the board to ratify those awards that have been made by authorized staff since the last ratification.

The summary sheet in the board packet identified all contracts that had been awarded as of the status date indicated in accordance with delegated authority. The summary also identified who awarded the project and would indicate board ratification data of said award as applicable.

The CIP management staff would continue to provide the board with Contract Award Status updates for ratification, pursuant to School Board Policy DI, Capital Improvement Contracts Financed by Bond Levy Funds, (previously Policy 6610.5).

The superintendent recommended ratification of awards for CIP GO Bond funded projects as indicated on the summary sheet.

**Approve Student Requests for Individual Graduation Plans**

SCHEDULE M

The Oregon Minimum Standards allow local school boards to approve alternative graduation plans for individual students. A memo from Sam Tupou, High School Curriculum Coordinator, describing requests for individual graduation plans was included in your packet.

The superintendent recommended approval of the individualized graduation plans, as requested.
Grant a Sole-Source Exemption and Authorize a Contract for the Purchase of Apple Computers

Acting in your capacity as the local contract review board, the board may grant an exemption to the competitive bidding process to make a sole-source purchase, as provided by ORS 279B.075(2)(a). Staff requested an exemption to contract with Apple Computer, Inc., the sole source of Apple branded hardware products and support products.

In order to authorize this exemption, the Board must approve findings to ensure the exemption would not substantially diminish competition and would result in substantial cost savings to the district. Public schools may only purchase Apple Hardware and related support products from Apple Computer, Inc. directly, and could not purchase from Apple Authorized Resellers. Therefore, this exemption did not diminish competition.

The district uses Apple hardware products and support products extensively throughout the schools and departments, and the efficient utilization of existing equipment and supplies requires the acquisition of compatible equipment, supplies, and services. Switching to another product on a district-wide basis would be cost prohibitive. Accordingly, this exemption results in substantial cost savings to the district. The district purchased approximately $1,000,000 of Apple products during the last fiscal year.

The superintendent recommended granting a sole-source exemption for the purchase of Apple Computer products and an authorization to contract with Apple Computer, Inc. for one (1) year, with the option of four (4) one-year extensions pending successful completion of the required seven day advertising period.

Approve Personnel Items

The superintendent recommended approval of the personnel items included in the packet. These cover employment, resignations, and other routine personnel matters. (see attached).

MOTION: Ms. Gerot, seconded by Dr. Webber-Davis, moved to adopt the Consent Calendar.
VOTE: The motion passed unanimously, 4:0.

ITEMS FOR ACTION AT A FUTURE MEETING

Administer the Oaths of Office

The superintendent will administer the oaths of office to Alicia Hays (Position 1), Craig Smith (Position 4), Jim Torrey (Position 5), and Yvette Webber-Davis (Position 7) for the term July 1, 2007 through June 20, 2011.

Organize the Board of Directors for the 2007 – 2008 School Year

As the first order of business at the August 1, 2007 board meeting, the board will elect officers.
Approve a Special Procurement of Digital Video Surveillance Systems for Transportation Services

Barbara Bellamy, Director of Communications and Intergovernmental Relations, said the district installed video surveillance cameras on 86 buses last year and wanted to add cameras on new buses and make replacements.

The superintendent will recommend the approval of a special procurement with Apollo Video Technology for the purchase of additional and replacement equipment for the digital video surveillance systems currently installed in district school buses.

Comments and Committee Reports by Individual Board Members

Dr. Webber-Davis said she had a great first year on the board and thanked her fellow directors. She had a great time attending the Churchill Alternative High School graduation and wanted to thank the staff. She said farewell and thank you to retiring district staff and wished them well.

Ms. Gerot said she had received a letter from Lane Transit District indicated that funding for continuing free bus pass program would be continued next year. She reminded colleagues that Eugene was hosting a Minority Student Achievement Network (MSAN) Conference the following weekend. She attended two high school graduations, Churchill and North Eugene Alternative. She attended the administrators’ year-end gathering, and she remarked on the number of people retiring who had been key to the district. She observed that the district would be integrating new people along with policies in its strategic planning process.

Mr. Smith attended the North Eugene and Opportunity Center graduations. He wanted to thank Mr. Herrmann for his service and leadership on the board.

Mr. Herrmann attended the South Eugene and International High School graduations and found them stirring. He offered thanks for being allowed to serve.

Adjourn

Mr. Herrmann adjourned the meeting at 8:15 p.m.

______________________________  ______________________________
George Russell                Tom Herrmann
District Clerk                Board Chair

(Recorded by Susan Wulfekuhler)