TO: Board of Directors

FROM: George Russell
Superintendent of Schools

RE: Reports and Recommendations

(Dinner will be served)

5:30 p.m. WORK SESSION: Conduct a Work Session with the Equity Committee.

7:00 p.m. REGULAR BOARD MEETING

VII. ITEMS FOR INFORMATION

1. Receive an Update Regarding the New Synthetic Turf Athletic Fields (Staff: Jon Lauch)

On November 7, 2007, you approved proceeding with the design work and proposal/bidding process for a new field at the Spencer Butte Middle School site and a new field with a track around it for the Arts and Technology at Jefferson (ATA) site.

The two RFP’s for the field turf and lighting projects have been evaluated and pricing has been established for these components. The design work for the excavation/construction package did not proceed on schedule and, therefore, the bid date was changed from March 20, 2008 to April 1, 2008. Coincidentally, the new fields for Bethel School District are also scheduled to bid on the same day. The bid results will be presented at this meeting along with a tabulation of all projected costs for the projects. Pending receipt of favorable bids, and pending availability of city funding, a request for award will be presented to you on April 16, 2008.

The current completion date for the Spencer Butte project is September 1, 2008, so that the field, if awarded, will be available for the fall sports season. The current completion date for the ATA project is October 31, 2008, due to the estimated length of the wetlands mitigation process.

VIII. ITEMS FOR ACTION AT THIS MEETING

1. Approve Memorandums of Agreement with the Eugene Education Association (Staff: Ted Heid)

District and Eugene Education Association (EEA) representatives have negotiated four Memorandums of Agreement.

• Contract section 10.1.7.b provides kindergarten teachers an option for release time for parent conferences and is silent on similar release time for part-time one session kindergarten teachers. This memorandum amends this section to include a similar
option to receive eights hours of pay for part-time kindergarten teachers who select the two full days of release.

- The frequency and number of retired district teachers who are rehired in EEA bargaining unit teaching positions is a continuing concern of the EEA. In this agreement, the district agrees to consult with EEA when a retired district teacher is rehired beginning with the second consecutive year of rehire and every consecutive year of rehire thereafter.

- Contract section 8.1.11.f. describes terms for the sick leave bank. This memorandum deletes text which created an exception to the maximum seventy (70) consecutive days of eligibility for a teacher. The deleted text is “unless the member has been denied long-term disability or PERS disability benefits.”

- District and EEA representatives at times have disagreed on what is an appropriate FTE for a particular part-time teacher workload. This agreement describes criteria for making the part-time FTE determination. The criteria are “assigned weekly student instructional minutes divided by assigned weekly student instructional minutes of a similar 1.0 FTE assignment at the same site.”

The superintendent recommends approval of the four memorandums. Copies of the memorandums were included in the March 19 board packet.

(Staff: Ted Heid)

District and Eugene Association of Substitute Teachers (EAST) representatives reached tentative agreement on a two year successor contract to the contract that ended June 30, 2007. EAST members have ratified the contract. The contract term is July 1, 2007 through June 30, 2009. The key economic changes are as follows.

- The daily pay rate increases from $146.96 to $151 for 2007-08 and then to $156 for 2008-09. Except substitute teachers who choose to continue to receive the district monthly $360 insurance contribution will be paid at the state minimum rate beginning in 2008-09.

- As an incentive to accept district substitute assignments, new differential pay rates of five and ten percent are available based on the number of substitute days worked in the prior year. Substitute teachers who work 50 or more full or half days in the prior year are eligible for an additional 5% of the daily rate and those who work 80 full days, or a combination of full and half that equals 80 full days in the prior year, are eligible for another 5% or a total of an additional 10% of the daily rate.

- Retired 4J teachers hired as substitutes and difficult to find special education substitutes are eligible for the 10% differential without meeting the minimum days worked standard.

- The current district monthly insurance contribution of $360 does not change for the term of this contract. The current twelve eligible substitutes will continue to be eligible next year if they substitute a total of 80 days this year and other substitutes will be eligible for 2008-09, if they substitute 100 or more days this year.

- The total increase in the base contract cost from 2006-07 to 2008-09 is 8.99%.
• Other language changes were made to describe current practice, collaboration on the move to OEBB insurance, and end of the joint benefits committee by June 30, 2009.

The superintendent recommends ratification of the two-year renewal contract with EAST.

3. **Approve Wage Increase for Certain Transportation and Custodial Employees to Remain Competitive with the Relevant Labor Market** (Staff: Ted Heid)

The district financial policy for employee compensation states that “compensation of employees will be competitive with that of comparable public and private sector employers in the relevant recruiting or market areas.” District and Oregon School Employees Association (OSEA) representatives have mutually addressed the issue of competitive compensation with comparable public and private sector employers since the fall of 2003. Consequently, there have been numerous classified employee classification changes to a higher paying pay grade. Some of these changes came as a result of a market survey process jointly developed and implemented by district and OSEA representatives. The district initiated other pay grade increases as a solution for the inability to hire any qualified applicant for a vacancy. OSEA has agreed to all these pay grade increases. As of July 2006, the continuing joint market survey process resulted in a list of several classifications that were slightly below to significantly below the relevant labor market average wage. Two of the classifications below the relevant labor market were custodian and custodial coordinators; there are 96 FTE in these classifications which presented the issue of a significant cost increase. A decision on implementation was deferred to obtain further market data and to consider impact on upcoming OSEA contract negotiations.

The new four year contract agreement with OSEA was reached in October 2007, and shortly thereafter, we returned to the issue of competitive market compensation for classified positions. The most recent market data for the custodian classification indicates the entry level custodian position wage at pay grade 5 is significantly below the relevant market average, while the custodian coordinator classifications are just slightly below the market average. The district has experienced increasing difficulty in hiring and retaining qualified entry level custodians over the last several years.

The Transportation Department has similarly experienced increasing difficulty in hiring and retaining qualified bus drivers during the last several years. Consequently, the district conducted a market survey of bus driver positions. District bus driver wages are competitive with other school bus drivers in Lane County, but are not competitive with other public and private sector driver or similar positions. Many positions in the Transportation Department require the incumbent to have bus driver experience as well as the ability and a license to drive a bus when necessary. Therefore, all bus driver and related bus driver positions are recommended for a one pay grade increase.

The superintendent recommends a one pay grade increase to pay grade six for the custodian classification and a one pay grade increase for the school bus driver and related Transportation Department classifications effective July 1, 2007.
4. **Approve the 2008-2009 School Calendars** (Staff: Ted Heid)

The 2008-09 school year calendars are similar to the current school year calendars, except most dates are two days earlier in the calendar year. The student school year starts the day after Labor Day on Wednesday, September 3, 2008 and ends on Wednesday, June 17, 2009. The teacher work year begins Monday, August 25, 2008 and ends Thursday, June 18, 2009. Winter break begins Monday, December 22, 2008 and students resume classes on Tuesday, January 6, 2009. Spring break continues to follow the University of Oregon schedule during the fourth week of March, Monday, March 23, 2009 through Friday, March 27, 2009. Students resume classes on Tuesday, March 31, 2009.

The most significant calendar change is combining most early release days to make full days without students when teachers have a half day for progress reports, teacher planning, staff development or a combination of these activities. These full days during the student year are: Friday, October 3; Friday, November 7 (full student day for elementary); Friday, December 12 (an early release day for elementary only); Monday, January 5; Monday, February 2; Friday, March 6; Monday, March 30; Friday, April 10; and Friday, May 8 (full student day for elementary). The proposed calendar is supported by the Eugene Education Association.

The school calendar for the Arts and Technology Academy is expected to be ready in April. The Academy is reviewing its modified calendar which includes an extra week at winter and spring breaks and a two week later ending date.

The superintendent recommends approval of the school calendars for the 2008-09 school year. Copies of the school calendars were included in your March 19 board packet.

5. **Approve Revisions to Special Education School Board Policies** (Staff: Larry Sullivan)

The Individuals with Disabilities Education Act of 2004 (IDEA 2004) is the federal special education law. This law outlines specific requirements for school board policies. The district’s school board policies are required to be updated by April 15, 2008. By this date, the district must submit to the Oregon Department of Education (ODE) an assurance statement that updated policies and accompanying administrative rules have been adopted. Districts were given the options of writing their own policies (requires ODE approval) or adopting the Oregon State Boards Association (OSBA) policies or the ODE special education policies and procedures. After researching options, Education Support Services (ESS) is recommending adoption of the OSBA policies. Policies covered by this requirement are listed below.

**Required Policies**

Students with Disabilities (IGBA) - *Replaces current Board Policy IGBA*

Special Education - Personnel (IGBAC) - *New policy*

Special Education - Participation in Regular Education Programs (IGBAE) - *New policy*

Special Education – Individualized Education Programs (IGBAF) - *New policy*

Special Education – Procedural Safeguards (IGBAG) - *New policy*
Special Education – Evaluation Procedures (IGBAH) - *New policy*
Special Education – Private Schools (IGBAI) - *New policy*
Special Education – Free Appropriate Public Education (IGBAJ) - *New policy*
Special Education – Public Availability of State Application (IGBAK) - *New policy*
Special Education – Services for Home-Schooled Students with Disabilities (IGBAL) - *New policy*
Special Education – Discipline of Disabled Students (JGDA-JGEA) - *New policy*

Board Governance and Operations – Nondiscrimination (AC) – *New policy*

Student Records (OSBA = JO) – *See comments below* – Replaces current Board Policy JO

**Student Records (OSBA = JO)**
The decision has been made to incorporate special education records requirements into current student records policy JO. OSBA is working with ODE to rewrite policy JO and potentially add policies JOA and JOB. At this time, the OSBA policy is not completed and is not available for review. As the district is required to adopt a policy that incorporates the special education records component by April 15, 2008, ESS is proposing that the district temporarily adopt Section 8: Student Education Records, Access, and Confidentiality of the ODE Policy and Procedures for Special Education. Once OSBA makes the Student Records policy available, it is the intent of ESS to request that the board replace Section 8 with the OSBA policy. The content of Section 8 and OSBA policy will essentially be the same, however formats may differ.

The superintendent recommends approval of the revised special education board policies. Copies of the revised policies were included in your March 19 board packet.

6. **Vote on a Region 6 Representative for the Oregon School Boards Association Legislative Policy Committee**  (Staff: Barb Bellamy)

The 38-member Oregon School Boards Association (OSBA) Legislative Policy Committee (LPC) develops and recommends legislative policies and priorities, which guide OSBA efforts on behalf of school districts during the coming legislative session. The committee also advises OSBA staff and may actively represent the association during legislative sessions.

Three candidates have been nominated by local boards for the Region 6 LPC position: Laurie Adams, Springfield School District; Carol Horne Dennis, Lane Education Service District; and Andy Stahl, Applegate-Crow-Lorane School District. LPC members elected in April 2008 will serve May 1, 2008 through December 31, 2009.

At this meeting, each board member will cast a ballot, voting for one of the three Region 6 LPC candidates. The candidate who receives a majority of votes will then be designated as the board’s choice for the position. All school boards in Region 6 (Lane County) including the Lane ESD board will cast votes and forward their ballot to OSBA. The Candidate Questionnaire for each of the three candidates is included in this packet.
IX. CONSENT GROUP – ITEMS FOR ACTION

1. **Approve Expenditures for February 2008** (Staff: John Ewing)

A summary of the district’s expenditures for February 2008, totaling $18,277,715.70 is included in the board packet.

The superintendent recommends approval of the February 2008 expenditures.

2. **Approve Grant Application: Pod Squad** (Staff: Tom Henry)

Staff at McCormack Elementary School submitted a $9,868.27 grant application to Qwest Grant. Staff intends to build excitement around reading, strengthening skills in phonics, phonemic awareness, fluency, vocabulary and comprehension with the implementation of integrated technology in the student’s own home. The grant will provide struggling students the additional practice needed to bring them up to grade level and close the achievement grant. Lessons will be delivered via iPod, in their teacher’s voice, which students will listen to nightly four times a week. Concepts taught during the regular school day will be reinforced on the iPod lesson. Students will be able to independently practice skills without having to rely on adult support at home. Initially, the pilot project will begin with 80 kindergarten, Title I and fourth grade students who are struggling readers.

The superintendent recommends approval of the grant application. A copy of the grant description form is included in the board packet.

3. **Approve Resolution #2, Making Appropriations Resulting from Transfers** (Staff: Susan Fahey)

When the board adopted the 2007-08 Budget, the General Fund was amended to increase the Operating Contingency by $5.8 million in order to provide budget authority for the $2.8 million School Improvement Grant and $3 million to implement employee agreements. Staff has analyzed expenditures and determined that the following General Fund transfers are required as a result of these items:

- **Appropriation Increases**
  - Instruction - $4,386,475
  - Supporting Services - $1,409,098
  - Enterprise and Community Services - $4,427

Operating Contingency will be reduced by $5.8 million.

The superintendent recommends adoption of Resolution #2, making appropriations resulting from transfers.

4. **Approve Purchase of Modular Classroom Structure for Meadowlark Elementary School** (Staff: Jon Lauch)

At the regular school board meeting on March 19, 2008, as part of the Shaping 4J’s Future process, the board decided to retain Meadowlark Elementary School at the current site as a small neighborhood school and expressed the desire to support the
space needs of Meadowlark, prior to the relocation of Buena Vista, by providing additional classroom modular space for next school year.

Pursuant to a competitive solicitation for modular buildings, Beaverton School District No. 48 has prepared an Intergovernmental Cooperative Purchasing Agreement, available to the district. Under this agreement, the district would be able to utilize Beaverton’s contract to purchase a classroom modular structure directly from Modern Building Systems, Inc., located in Aumsville, Oregon. The projected cost of a two-classroom modular, equipped with restrooms and classroom sinks is between $250,000 and $300,000. Staff has been working with Modular Building Systems to define the scope of the project and will present a more accurate cost figure at the meeting.

The superintendent recommends approval of the Intergovernmental Cooperative Purchasing Agreement with Beaverton School District No. 48 and the purchase of the two-classroom modular, as described above, to be placed at Meadowlark Elementary School for next school year.

5. **Approve Personnel Items** (Staff: Wally Bryant)

The superintendent recommends approval of the personnel items included in the board packet. These cover employment, resignations, and other routine personnel matters. The board may adjourn to executive session for matters dealing with employment if it desires to do so. ORS 192.660 (2) (a).

X. **ITEMS FOR ACTION AT A FUTURE MEETING**

1. **Approve K-12 Health Education Instructional Materials Adoption for the 2008-2014 Adoption Cycle** (Staff: Nancy Johnson)

The district follows the Oregon Department of Education state instructional materials adoption schedule. An Instructional Materials Adoption Committee for Health Education was formed to review and recommend curricula for adoption. This committee was balanced by level and region. Representatives from grades K-12 were invited to participate. Our district process included: Development of guidelines to guide this process, approved by the Instructional Leadership Team; formation of health education instructional materials committee; review of criteria for adoption of health instructional materials developed by the Oregon Department of Education; and review of state adopted health education materials and materials included on the Healthy Kids Learn Better list of evidence based health curricula. Recommendations from the committee were presented to the Instructional Leadership Team and the Instructional Policy Committee. Parents and community members were invited to review all the health education instructional materials recommended by the health adoption committee through notices in the *Register-Guard* and on the district web site.

The superintendent will recommend approval of the K-12 Health Education Instructional Materials for the 2008-2014 Adoption Cycle. More information regarding the adoption process, guidelines, and criteria can be found in the board packet.
2. **Approve Physical Education Instructional Materials Adoption** (Staff: Jim Hart)

The Eugene School district follows the Oregon Department of Education (ODE) “State Instructional Materials Adoption Schedule” and the 2007-2008 school year is identified for the first adoption of physical education instructional materials. An Instructional Materials Adoption Committee for Physical Education was formed to review and recommend curriculum for adoption. This committee was a broad-based committee with representation by K-12 physical education staff from all four regions as well as building level administration representation. Guidelines for reviewing and evaluating curriculum were discussed at the initial meeting and the materials on the state list of approved materials were shared for discussion. Two additional meetings were held and consensus on the materials to be adopted was reached.

The committee is recommending that the district adopt *Fitness for Life Middle School (Human Kinetics, 2007)* and *Fitness for Life, 5th Edition (Human Kinetics, 2007)* for use in the district’s physical education program. Both texts are on the state list of approved materials. During the first year of the district PEP Grant project, we implemented the *Fitness for Life* Curriculum in both the middle schools and high schools using the 5th edition (2005) of the curriculum. Since this implementation, the authors and publisher developed a middle school specific curriculum to complement the *Fitness for Life, 5th edition* used primarily by high schools. All of the 2005 edition texts have been moved to the high schools. With grant funds, we have purchased a single class of the new middle school texts for each middle school. Some committee members had some prior experience with some of the other approved curriculums on the state list (relatively small list). Like the other approved materials, *Fitness for Life* meshes well with our state standards for physical education. However, the committee felt that *Fitness for Life* was the best choice for the district. This was based upon the following four factors:

- *Fitness for Life* offered the only middle school specific curriculum.
- *Fitness for Life* had the most comprehensive support and ancillary materials.
- Through the PEP Grant, we have already made a substantial financial investment in the *Fitness for Life* curriculum.
- The curriculum strongly supports the state standards for physical education and shares the same final or exit performance standard as the Fitness for Lifetime strand of the standards.

The publisher has printed a 2007 update of the 5th edition of the high school text. While it is not a new edition, the 2007 update does contain a few minor changes from the 2005 version. We have received a printed copy of all changes to distribute to all staff. While the committee recommends adopting the 2007 copyright which is on the state list, we believe it is fiscally responsible to continue using the 2005 copyright at the high school level rather than making new purchases at this time. Any new purchases down the road would be the 2007 updated version. As noted previously, the changes to the 5th edition (2005) were minor and we have prepared a printed copy of all changes to give to staff.

The superintendent will recommend approval of the Physical Education Instructional Materials Adoption.
XI. Comments and Committee Reports by Individual Board Members

XII. Adjourn

EXECUTIVE SESSION: Under provisions of ORS 192.610 – 192.690, Open Meeting Laws, the Board of Directors will conduct an Executive Session for the following purposes:

To consider the expulsion of a minor student, pursuant to ORS 332.061 (1) (a).

CALENDAR FOR BOARD MEMBERS

APRIL
Wednesday, April 16      Board meeting                        7 pm
Monday, April 28         Budget Committee meeting                7 pm
Tuesday, April 29        ACE Awards at Hult Center                5 pm

MAY
Wednesday, May 7         Board meeting                             7 pm
Wednesday, May 21        Board meeting                             7 pm

JUNE
Wednesday, June 4        Board meeting                            7 pm
Wednesday, June 18       Board meeting                            7 pm