TO:       Board of Directors
FROM:    George Russell
          Superintendent of Schools
RE:       Reports and Recommendations

REGULAR BOARD MEETING

III. INTRODUCTION OF GUESTS AND SUPERINTENDENT'S REPORT

1. Teacher Appreciation Week and School Nurse Day Recognition

May 4-10, 2008 has been designated as Teacher Appreciation Week and May 7, 2008 is School Nurse Day. Superintendent Russell will read proclamations and encourage all members of our community to join in these observances by expressing appreciation to our teachers and school nurses for a job well done.

2. 2008 District ACE Award Winners Recognition

The third annual A Champion in Education (ACE) Awards honored many district educators at the April 29 ceremony. Congratulations to all the teachers, administrators and classified employees who were nominated for the award and to the following district awardees:
   • David Abramowitz, Life Skills Network instructor/coordinator (Teacher Category)
   • Kevin Boling, Bertha Holt Elementary principal (Administrator Category)
   • Ruth Copely, Gilham Elementary volunteer (Volunteer Category)
   • Julaine Wildish, River Road/El Camino del Rio Elementary instructional assistant (Classified Category)

VII. ITEMS FOR ACTION AT THIS MEETING

1. Approve the 2008-09 School Calendar for the Arts and Technology Academy
   (Staff: Ted Heid)

The 2008-09 school calendar for the Arts and Technology Academy is similar to this school year’s modified calendar, except most dates are two days earlier in the calendar year. The student school year starts on the same schedule as other district schools on the Wednesday after Labor Day, September 3, 2008, and ends on Tuesday, July 1, 2009, three weeks after all other district schools. The teacher work year begins on Monday, August 25, 2008, and ends on Wednesday, July 2, 2009. The three week winter break begins on Monday, December 15, 2008, and students resume classes on Tuesday, January 6, 2009. The two week spring break begins on Monday March 30, 2009, and ends on Friday, April 10, 2009. Students resume classes on Tuesday, April 14, 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. The proposed calendar is supported by the Eugene Education Association.

The superintendent recommends approval of the Arts and Technology Academy calendar for the 2008-09 school year. The 2008-09 Arts and Technology Academy calendar is included in your board packet.

VIII. CONSENT GROUP – ITEMS FOR ACTION

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

   A summary of the district’s expenditures for March 2008, totaling $18,971,309.18 is included in the board packet.

   The superintendent recommends approval of the March 2008 expenditures.

2. **Approve Ratification of CIP Contract Awards** (Staff: Jon Lauch)

   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 is 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 is 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 identifies all contracts that have been awarded as of the status date indicated in accordance with delegated authority. The summary also identifies who awarded the project and will indicate board ratification data of said award as applicable.

   The CIP management staff will 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 recommends ratification of awards for CIP GO Bond funded projects as indicated on the summary sheet.

3. **Grant a Public Contract Exemption for the Sole Source Procurement of Irrigation System Control Components from a Single Manufacturer** (Staff: Jon Lauch)

   Acting in your capacity as a Local Contract Review Board, you may grant an exemption to the competitive bidding process to award a contract for goods or services that are only available from one source (ORS 279B.075 (1)) based on written findings that (a) the efficient utilization of existing goods requires the acquisition of compatible goods or services; or (b) the goods or services required for the exchange of software or data with other public or private agencies are available from only one source.
Background
In 1991, the City of Eugene Park and Recreation Department identified a weather based Central Computer Irrigation Control System that would reduce labor and water costs in addition to increased levels of irrigation service. The installation of a computer allowed for accurate central control to their largest irrigation systems by monitoring weather conditions and adjusting watering levels accordingly. By using various weather towers stationed around the city and monitoring weather patterns, the computer control is able to make central daily adjustments and water usage is noticeably reduced by 40 to 50 percent.

School District 4J joined the Larger Irrigation Water Customers Committee in 1996. The committee consists of local public agencies that include the University of Oregon, School District 52, City of Eugene, and EWEB, all of which are using the central control irrigation system. At that time, EWEB provided partial funding for 4J to purchase the hardware and software that will enable 4J to control water usage. Some components of the control system were installed at Roosevelt, Churchill, Sheldon, Gilham and Cal Young; however, complete installation was not achieved due to lack of funding.

As part of the Capital Improvement Program, the following schools have been identified to receive upgraded automated irrigation control systems utilizing the irrigation allowance: South Eugene, Spencer Butte, Gilham, Awbrey Park, Corridor, Monroe, Kelly, McCornack, Howard, Madison, Cal Young, Chavez and Holt. Future purchases are anticipated for other district facilities depending on available funding. Therefore, this request is intended to apply to future purchases as well. Installations of the systems are planned for all new buildings and irrigation systems in the future. The average cost per school for each new system is $9,000.00.

The Sole Source Product to be Specified
The manufacturer of Rain Bird Maxicom Products is the Rain Bird Corporation Turf Division with an office located in West Linn, Oregon. The equipment and service is available through United Pipe and Supply, Inc., Eugene, Oregon who is the sole Rain Bird authorized distributor assigned to Oregon, Washington and Idaho.

The Reasons why the Agency is seeking the Exemption

a. The efficient utilization of existing equipment requires the acquisition of compatible goods or service. Most of the partially completed existing systems utilize the Rain Bird Maxicom time controllers, but only lack the compatible processors required to communicate with the local weather stations and the central control computer. Use of the compatible components is essential for operational and problem-free communication. Standardization of the control systems will reduce the need for stocking of replacement parts for a variety of products. The need for irrigation staff training and familiarity with a variety of systems will be minimized. The result of this standardization will reduce costs and improve response time to restore failed systems to operation. In addition, Rain Bird Authorized Center Control Distributors are required by contract to stock hardware/parts at levels to maintain any damaged system up and operating within 24 hours. The existing weather towers allow for immediate on-line capabilities. There are additional benefits resulting from the partnership with other local public agencies who are utilizing the same equipment both in the sharing of information and resources, as well as the potential for partnership in the irrigation of adjacent properties.
b. The goods or services required for the exchange of software or data with other public or private agencies are available from only one source. The software must be capable of receiving information from the established weather towers and must also be capable of communicating with the new and existing irrigation controllers. The proprietary nature of the product requires use of the compatible software for operation.

The district anticipates continued competitive pricing under this sole source agreement. Should future pricing prove to be non-competitive with the marketplace, the district reserves the right to procure future systems by means other than sole sourcing.

The superintendent recommends that under ORS 279.075B (1) the board authorize a sole source exemption for the procurement of Rain Bird Maxicom central irrigation system control products that are sold and serviced by United Pipe and Supply, Inc.

4. **Grant a Utility Easement to City of Eugene by and through Eugene Water and Electric Board (EWEB) at the Willagillespie School Property** (Staff: Jon Lauch)

EWEB is requesting a 14 foot utility easement on the Willagillespie Elementary School property for development of a future underground water line as follows:
Strip 1: the northerly 14 feet of the easterly property line, a distance of 450 feet.
Strip 2: the easterly 14 feet, a distance of 501 feet
Strip 3: the southerly 14 feet of the easterly property line, a distance of 260 feet.

A copy of the proposed easement conveyance document with an exact description of the property that will be included in the easement is included in the packet along with a drawing that shows the size, configuration, and location of the easement area. You will note an existing EWEB 40 foot wide easement granted in May of 1970 in the same vicinity as Strip 1 noted above.

Staff has negotiated the current requested easement at the perimeter boundaries of the site from an original request of a 14 foot easement proposed to extend through the middle of the property. The revised location will minimize the impact of future development of the site. The district will benefit from the installation of the perimeter waterline which can be easily accessed and support future facility development of the site. Granting of the easement will have no negative impact on the district’s property.

EWEB is offering $2,350 for consideration and conveyance of the easement. This amount is 5% of the square foot market value (comparable properties) times the square footage area of the easement. This easement value is customary and the standard of the industry for utility easements.

The superintendent recommends granting the Utility Easement to the City of Eugene through Eugene Water and Electric Board as specified in the easement document.

5. **Approve Contract for Aruba Networks Equipment and Support** (Staff: Phil Scrima)

Proposals to provide network equipment and support contracts for Aruba computer products at a discounted price were opened March 13, 2008. Respondents were requested to submit information regarding their company, technicians, discount pricing, product availability and references.
Aruba products will be used to expand the wireless capabilities of the district. The district’s Technology Steering Committee may use this contract if future wireless projects are considered. Computing and Information Services (CIS) staff anticipates an initial purchase of approximately $25,000; however, the total costs over the three-year contract period may exceed $150,000, and therefore, we are seeking board approval.

Proposals were sent to nine vendors and advertised electronically on the State of Oregon procurement system (ORPIN). Responses were received from Pacific Star Communications and Structured Communication Systems, Inc. both of Portland, Oregon. CIS and purchasing staff reviewed the responses. Both companies proposed competitive discounts; however, Structured Communications has more Aruba-certified technicians available for district needs. This difference is reflected in the average points accumulated for each respondent. There were 140 possible points for the written proposal, points were averaged and are summarized below:

<table>
<thead>
<tr>
<th>Company</th>
<th>Average Points</th>
</tr>
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<tbody>
<tr>
<td>Structured</td>
<td>111</td>
</tr>
<tr>
<td>Pacific Star</td>
<td>105</td>
</tr>
</tbody>
</table>

The superintendent recommends contracting with Structured Communication Systems, Inc. for a period of one (1) year with the possibility of two (2) one-year extensions.

6. **Approve Contract for Juniper Networks Equipment and Support** (Staff: Phil Scrima)

Proposals to provide network equipment and support contracts for Juniper computer products at a discounted price were opened February 13, 2008. Respondents were requested to submit information regarding their company, technicians, discount pricing, product availability and references.

Juniper Networks products are used to provide the district with a firewall for the computer system. Computing and Information Services (CIS) staff anticipates an initial contract purchase of approximately $100,000; however, the total costs over the three-year contract period may exceed $150,000, and therefore, we are seeking board approval. The funding for the initial purchase will be primarily bond funds, with the balance from the general fund.

Proposals were sent to eighteen vendors and advertised electronically on the State of Oregon procurement system (ORPIN). Responses were received from Qwest Communications and Verizon Business, both of Portland, Oregon. CIS and purchasing staff reviewed the responses. While both companies proposed competitive discounts, Qwest Communications’ proposal exceeded Verizon’s in the areas of number of technical staff, parts availability, and references provided. These differences are reflected in the average points accumulated for each respondent. There were 140 possible points for the written proposal, points were averaged and are summarized below:

<table>
<thead>
<tr>
<th>Company</th>
<th>Average Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qwest</td>
<td>105</td>
</tr>
<tr>
<td>Verizon</td>
<td>94.5</td>
</tr>
</tbody>
</table>

The superintendent recommends contracting with Qwest Communications for a period of one (1) year with the possibility of two (2) one-year extensions.
7. **Approval of the Purchase of School Buses** (Staff: Phil Scrima)

On June 21, 2006, the board approved a one year contract with an opportunity for four annual extensions with Western Bus Sales, Inc. for the purchase of school buses. The contract is currently in its second year.

Four (4) special needs buses are due for routine replacement within the next year. An increase in service requests for special needs buses has necessitated adding another route to provide adequate service. Based on the needed replacements and additional resources for the new route, staff has requested the purchase of five (5) forty-two passenger with three (3) wheelchair capacity, front-engine buses. The price for these buses is $106,660 each. The complete purchase will total $533,300.

The net cost to the district is expected to be less with the trade-in of the retired buses, which will be dependent upon fleet needs at the time of new bus arrivals. Should the Shaping 4J's Future process result in the need for additional bus routes, access to the retiring buses may provide flexibility until a permanent solution is determined.

The superintendent recommends purchasing five (5) forty-two passenger buses from Western Bus Sales, Inc., totaling $533,300.

8. **Approve Contract for Charter Bus Services** (Staff: Phil Scrima)

Proposals to provide charter bus service for district high school and middle school students were opened December 19, 2007. Charter bus service is used when school activities require travel outside of the local area. These services are funded from general funds and various student sources. Respondents were requested to submit information regarding their company, equipment, pricing, compliance with Oregon Department of Education (ODE) requirements and references. Staff anticipates expenditures for charter bus services for this year to be approximately $185,000.

The ODE notified Oregon schools that motor coaches did not meet state safety standards for school activity buses on October 9, 2007. ODE then passed an emergency rule to allow districts to use motor coaches for student transportation on October 18, 2007. 4J Transportation staff complied with the ODE requirement for districts to apply for a variance for each of their providers. The variance applications required proof the motor coach vendors met state established safety standards. A permanent Oregon Administrative Rule (OAR) allowing districts to use motor coaches was passed on April 18, 2008. This OAR allows districts which have applied and been granted temporary variances on vendors an extension to June 22, 2008 to comply with the permanent rule, which becomes effective on June 23, 2008. Transportation staff will monitor vendor progress in compliance with the new rule.

Proposals were sent to four vendors and advertised electronically on the Oregon Procurement Information Network system; a state sponsored procurement web site. Responses were received from Experience Oregon, Inc. and Willamette Pass Express, LLC both of Eugene, Oregon and First Student, Inc. (Laidlaw Transit) of Walnut Creek, California. Transportation and purchasing staff reviewed the responses. First Student submitted an “Alternate” response that did not meet the minimum requirements and was not scored. While both companies meet the minimum requirements, Experience Oregon provided a better pricing schedule and a larger variety of buses. There were
100 possible points for the written proposal, points were averaged and are summarized below:

<table>
<thead>
<tr>
<th>Company</th>
<th>Average Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience Oregon, Inc.</td>
<td>92</td>
</tr>
<tr>
<td>Willamette Pass Express, LLC</td>
<td>74</td>
</tr>
</tbody>
</table>

Both Experience Oregon and Willamette Pass Express have a small number of buses. To ensure scheduling needs are met, staff recommends contracting with both vendors.

The superintendent recommends contracting with Experience Oregon, Inc and Willamette Pass Express, LLC upon successful completion of contracting requirements for a period of one (1) year with the possibility of four (4) one-year extensions.

9. **Approve Grant Application: KRVM Radio Digital Grants** (Staff: Randy Larson)

Staff from KRVM-FM submitted a $295,386 grant application to the Corporation for Public Broadcasting. The United States Congress has authorized and appropriated funding specifically for the transition from the use of analog to digital technology for the provision of public broadcasting services and the Corporation for Public Broadcasting (CPB) has allocated a portion of this appropriation to the Digital Radio Conversation Fund (DRCF). These grants provide digital upgrades of the transmission equipment for three stations (KRVM-FM, KMKR-FM and KSYD-FM) to meet current multicast digital standards. The upgrades will triple current programming capacity.

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

10. **Approve Grant Application: Comprehensive New Teacher Mentoring for Student and Teacher Success** (Staff: Tom Henry)

Staff from the Instruction Department submitted a $250,000 grant application to the Oregon Department of Education. The comprehensive project expands and enhances the district’s New Teacher Mentoring Program to provide intensive mentoring for new teachers by training a cadre of 5-10 new teacher mentors, as well as supplementary subject specialist mentors to help new teachers improve the teaching of their specific subjects. All new teachers will receive 90 hours contact with mentors, including classroom observations, small group meetings, joint training sessions and a blog that allows sharing of questions and concerns.

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

11. **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).
IX. ITEMS FOR ACTION AT A FUTURE MEETING

1. **Approve the Modified Trimester Calendar** (Staff: Sara Cramer)

   A trimester calendar is being submitted for approval as an option for middle level schools. The trimester calendar allows for more electives to be offered during a school year. This is being proposed due to the declining enrollment and the need for more flexibility in scheduling electives. Middle level is a time for exploration. A trimester can provide more electives for a student and allow a chance for more exploration. A trimester can more easily fit the new physical education requirement into a student's schedule.

   Middle level schools interested in changing to the trimester schedule would need to process it with their staff and parent organization. The proposed calendar is closely aligned with the semester calendar. As the high school calendar has some release days that the elementary calendar does not, this calendar has two days that are not coordinated with the semester calendar.

   The superintendent will recommend approval of the modified trimester calendar. A copy of the proposed modified trimester calendar is included in your board packet.

X. Comments and Committee Reports by Individual Board Members

XI. Adjourn

WORK SESSION:

**Conduct a Work Session on Potential Chinese Immersion and Spanish Dual Language Immersion Programs** (Staff: Yvonne Curtis and Abby Lane)

At board direction, staff has been exploring concepts for two new language immersion programs, a Chinese immersion program and a Spanish dual immersion program. The purpose of this work session is to update the board on our work done to date and to have discussion about questions and issues that need to be addressed.

At the May 21 meeting, the superintendent plans to respond to the questions and issues raised at this work session and/or to provide a suggested process and timeline for further work.

**Chinese Immersion Program Study**

In spring 2006, a group of community members requested that the district consider establishing a Chinese immersion program. The district applied for and received funding to explore the concept as part of a three-year Foreign Language Assistance Program (FLAP) grant. The first step was to conduct a feasibility study to determine community interest. Results of the Chinese Immersion Feasibility study were presented to the board on June 20, 2007. Following the presentation, the board agreed that staff should proceed in creating a design for a Chinese immersion program. During the 2007-2008 school year, Abby Lane and Carl Falsgraf met with experts and practitioners in the field of language immersion to gather the information necessary to develop a Chinese immersion program model and to draft some initial recommendations regarding how and when a Chinese Immersion program might be started and how issues such as staffing, student enrollment and diversity, and program support might be addressed. The program model and recommendations will be presented.
Spanish Dual Immersion Program Study
In the fall of 2005, River Road Elementary was a designated Academy School and directed to redesign the school with a particular focus. The school team and Abby Lane explored the possibility of becoming a Spanish dual language immersion program. They visited schools to learn about the best design for this program. Then, they studied their school demographics and enrollment patterns. At that time, the team determined that they did not yet have enough Native Spanish speaking students to make the dual immersion model work.

During the Shaping 4J’s Future process, one board recommendation was to explore the possibility of an ELL cluster or Spanish dual language program. Yvonne Curtis and Abby Lane then met with Paco Furlan and other principals to determine the elements necessary to ensure a viable Spanish dual language program in this district. The program design and these necessary elements will be presented to the board.

CALENDAR FOR BOARD MEMBERS

MAY
Wednesday, May 7  Board Meeting and Work Session  7 pm
Monday, May 12  Budget Committee Meeting  7 pm
Monday, May 19  Tentative Budget Committee Meeting  7 pm
Wednesday, May 21  Board Meeting  7 pm
Thursday, May 29  District Retirement Reception  3-5 pm

JUNE
Wednesday, June 4  Board Meeting  7 pm
Friday, June 6  Board Retreat  1-5 pm
Saturday, June 7  Board Retreat  8 am-noon
Monday, June 9  IHS Graduation at Hult Center  7 pm
Charles Martinez, Jim Torrey and George Russell
Thursday, June 12  North Eugene Alternative Graduation  7 pm
in NEHS Auditorium
Alicia Hays and Laurie Moses
Thursday, June 12  Sheldon Graduation at Hult Center  7 pm
Eric Forrest, Jim Torrey and George Russell
Friday, June 13  Churchill Graduation at Hult Center  7 pm
Craig Smith, Jim Torrey and George Russell
Saturday, June 14  North Eugene Graduation  3 pm
in Swede Johnson Stadium
Beth Gerot and George Russell
Saturday, June 14  Churchill Alternative Graduation  7 pm
in Churchill Auditorium
Yvette Webber-Davis and Tom Henry

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<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, June 14</td>
<td>South Eugene Graduation at Hult Center</td>
<td>7 pm</td>
</tr>
<tr>
<td></td>
<td>Alicia Hays and Laurie Moses</td>
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<tr>
<td>Tuesday, June 17</td>
<td>Opportunity Center Graduation</td>
<td>7:30 pm</td>
</tr>
<tr>
<td></td>
<td>in South Eugene Auditorium</td>
<td></td>
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<tr>
<td></td>
<td>Charles Martinez, Jim Torrey and Tom Henry</td>
<td></td>
</tr>
<tr>
<td>Wednesday, June 18</td>
<td>Board Meeting</td>
<td>7 pm</td>
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