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

REGULAR BOARD MEETING

VII. ITEMS FOR INFORMATION

1. **Receive a Report on Adams Elementary School’s Program Alteration Concept**
   (Staff: Yvonne Curtis and Pamela Irvine)

   At the March 19, 2008 board meeting, the board recommended that staff explore program alteration options at Adams, which might include a dual language immersion with cluster services for English Language Learners or a Chinese Immersion school and implement the new program beginning in 2009-10.

   A survey of parents in the Adams attendance area was conducted in June. This fall, parents of preschool children were added to the Adams School Site Council. This expanded team engaged staff and parents throughout the process of developing this new program design. The team met several times over the past three months to develop this program, which they plan to begin implementing now in November.

   A copy of the Adams Elementary School Planning Group’s Program Planning, Findings and Recommendations is included in the board packet.

2. **Receive a Report on River Road/Howard Proposal** (Staff: Yvonne Curtis, Paco Furlan and Kim Finch)

   At the June 4, 2008 board meeting, the board directed staff to work with appropriate stakeholders to develop a proposal by December 2008 to establish a neighborhood cluster that includes Howard Elementary School to support a Spanish dual-immersion school at River Road/Camino del Rio. The proposal would be for an expansion and modification of the neighborhood school consistent with the “academy school” direction to redesign the school with a particular focus, and could include a proposal for transportation within the neighborhood cluster. The proposal was to include strategies to manage enrollment between the two schools and ensure that both schools have sufficient resources to offer strong programs and to address a diversity of student needs.

   A district facilitator engaged staff members from both Howard and River Road schools in designing this proposal between May and November. A leadership team that included the two principals and teachers from both schools wrote the proposal and
obtained consensus from the staff at each school. Additionally, this proposal has been shared with the Superintendent’s Staff and the North Region K-12 administration team. On November 18, the two principals will share this proposal with the Elementary Principals’ team.

Following this meeting, the superintendent will consider any questions and issues raised by the board and develop a recommendation for the board to consider in December.

A copy of the Two Way Spanish Immersion at River Road and Technology Immersion at Howard Elementary presentation will be e-mailed to board members on Monday, November 17 and a copy will be in the red folder at the board meeting.

3. **Receive an Update on the Transfer Limits for Middle and High Schools and the School Boundary Review** (Staff: Barb Bellamy and Tom Henry)

At the board's October 29 work session, staff reviewed initial work on implementing a school boundary review and transfer limits for middle and high schools. At this meeting, staff will address some additional questions that have been raised related to transfer limits, such as the impact on siblings of current transfer students and what a slower transition to the new policy would look like. Staff will also provide an update regarding the public input process for the school boundary review, which will occur in December.

VIII. **ITEMS FOR ACTION AT THIS MEETING**

1. **Approve a Revision to the Student Rights and Responsibilities Handbook Regarding Education Records** (Staff: Tom Henry)

The Oregon Department of Education has directed the district to revise our annual notice of rights of students and parents related to education records. The purpose of the revision is to include the criteria that the district uses to determine who constitutes a school official with a legitimate educational interest to examine personally identifiable student records without the consent of the student or parent. The revision also includes the criteria that the district uses to determine what constitutes a legitimate educational interest.

Although the board does not approve the annual notice that is provided to parents each year with the school calendar and handbook, the board does approve the education records section of the Student Rights and Responsibilities Handbook. The Handbook is published periodically and approved by the board under the provisions of Board Policy JFC, Standard for Student Conduct and Discipline. Policy JFC states: "School District 4J shall provide students a learning climate in which rights and responsibilities are equally protected and emphasized, in accordance with ORS 339.240. The board has prepared reasonable written rules of student conduct and discipline that shall include, but not necessarily be limited to, the following topics," which includes education records.

The Oregon Department of Education rejected the first draft of proposed changes to the records language. The proposed changes were resubmitted on October 20, 2008. On October 23, 2008, The Oregon Department of Education approved the draft of proposed changes to the records language and the timeline for implementation. This text covers the release of student records, without consent of the parent or student, to school board members during an executive session to consider the expulsion of a student or to
examine confidential medical records. Additional revisions were suggested by legal counsel to better align the text with state administrative rules.

A copy of the revised Education Records criteria and procedures and timeline for implementation is included in the board packet. The superintendent recommends approval of the revised Education Records language, as proposed.

IX. CONSENT GROUP – ITEMS FOR ACTION

1. Approve Grant Application: Eugene Courage and Renewal for School Leaders Grant (Staff: Yvonne Curtis)

Staff from the Instruction Department submitted a $15,000 grant application which has been approved by the Rainwater Charitable Funds and the Angell Foundation through the Center for Courage and Renewal. The project involves school leaders from the Eugene area, predominately from School District 4J, participating in a Courage and Renewal Sampler Retreat in March 2009. Additionally, up to 25 school leaders will participate in a five-session retreat series beginning in April 2009 and ending in June of 2010.

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

2. Approve Award of Master Retainer Contracts for Professional Services for Civil Engineering, Electrical Engineering, and Architectural Services (Staff: Jon Lauch)

In June of 2002 the board approved master retainer agreements with several architectural, engineering and other consulting firms. Those agreements have expired, and the district must renew the list in order to have consultants on retainer to do the design of projects left in the current construction bond. This arrangement allows the district to assign professional consulting work on miscellaneous projects to firms with pre-approved master retainer agreements. Typical projects include parking lot upgrades, fire alarm replacements, security upgrades, remodels, egress lighting improvements and electrical upgrades.

The consultants were solicited through the Request for Proposal process. The proposals of each discipline were rated by two facilities staff members and ranked by best scores. The recommendations were approved by the Facilities Director and the CIP Manager.

The superintendent recommends award of master retainer contracts to the following firms:

**Electrical Engineering:**

Seven firms submitted proposals, three firms recommended: Balzhiser & Hubbard Engineers, Systems West Engineers and SOLARC Architecture & Engineering, Inc.

**Civil Engineering:**

Twelve firms submitted proposals, six firms recommended: Balzhiser & Hubbard Engineers, KPFF Consulting Engineers, Branch Engineering, Roberts Consulting & Engineering, Weber Elliot Engineers and Harter Houf Peterson Righellis.
Sixteen firms submitted proposals, nine firms recommended: gLAs Architectural, PIVOT Architecture, Berry Architects, RSA Architects, Gerald McDonnell Architects, Nagao/Hanson Architects, DOWA, LA Kersh Architects and Rowell Brokaw Architects

3. **Approve Board Meeting Minutes**

The superintendent recommends approval of the minutes from the October 1, 2008 regular board meeting.

4. **Approve Personnel Items** (Staff: Celia Feres-Johnson)

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. **Adopt the 2008-09 and 2009-10 Superintendent’s Goal Statement and Establish the Criteria for the 2008-09 Annual Evaluation**

The contract between the superintendent and the board states that the board will evaluate the superintendent at least once each year based on the goals and objectives agreed upon by the board and the superintendent, and the terms of their contract. ORS 192.660 (2) (i) requires and School Board Policy CBB states that the standard criteria and policy directives to be used in evaluating the superintendent shall have been adopted by the board in meetings open to the public no later than January each year.

I propose that the criteria to be used in my annual evaluation consist of our agreed upon goals, the contract between the superintendent and the board, the position description contained in School Board Policy CBA, and a Self-Evaluation Feedback form. A draft copy of my proposed two-year goal statements, which are based upon your annual agenda and board goals, will be e-mailed to board members on Monday, November 17 and a copy will be in the red folder at the board meeting. They will be subject to revision based upon suggested modification by the board, and further review by the superintendent’s staff.

2. **Approve the Addition of a Kindergarten Program to Family School** (Staff: Kay Mehas)

The parents and staff of Family School Alternative School have proposed the addition of a kindergarten program beginning in the fall of 2009. The addition of kindergarten would coincide with Family School's move to the Jefferson building, which it will share with the K-8 Arts and Technology Academy.

In considering this proposal, staff examined the impact of the addition of a kindergarten program at Family School on other nearby elementary schools, and it has been determined that it would not have a significant impact on the other schools. The pattern over the past three years indicates that the more serious impact has occurred when the
co-located neighborhood school loses its kindergarten students to Family School at first grade. This is consistent with findings in the elementary alternative school review report.

The Instructional Leadership Team (ILT) reviewed the proposal and supports the addition of a kindergarten program to Family School. It was also discussed with the elementary principals, the Churchill region principals, the region’s K-12 Learning Community, and ATA, all of whom support the proposal.

There will be no additional costs, except the addition of a .5 kindergarten teacher for the first year; in subsequent years, staffing will be allocated per the usual staffing ratios.

The superintendent will recommend the addition of kindergarten to Family School.

3. **Vote on Oregon School Boards Association Officers and Resolutions** (Staff: Barb Bellamy)

The 2009 Oregon School Boards Association (OSBA) Board-Elect nominated the following candidates for the open officer positions:

- Secretary/Treasurer – Dave Krumbeln and Bobbie Regan
- Vice President – Scott Pillar
- President-Elect – Beth Gerot

Officers will be elected by member boards with each board casting one vote for each office. Larger sized districts have more than one vote under the new governance model for votes on resolutions, legislative policies and priorities, constitutional amendments and officers. School District 4J has two votes based on the weighted formula. Officers serve one-year terms. President and past-president positions are filled automatically by the current president-elect and president respectively. Copies of the candidates’ questionnaires and resumes are included in the board packet.

The OSBA Board and Legislative Policy Committee have referred the following three resolutions to member boards for voting:

- **Resolution 1** amends the constitution to make housekeeping changes in the language so that everything falls in line with the governance changes approved by members last November.
- **Resolution 2** amends the OSBA constitution to guide the board’s access to the endowment fund created when the OSBA Health Insurance Trust was terminated. It defines rules for accessing the endowment principal.
- **Resolution 3** is to adopt the 2009 OSBA Legislative Policies and Priorities that the Legislative Policy Committee has been developing over the past few months.

Voting in the 2008 OSBA Officer and Resolution Election will open on November 17, 2008 and run through December 15, 2008.

OSBA has mailed copies of the Voter’s Pamphlet to all board members. If you need another copy, please let us know and copies will be provided at the November 19 board meeting. The board will vote on the OSBA officers and resolutions at the December 3 board meeting.
XI. Comments and Committee Reports by Individual Board Members

XII. Adjourn

**CALENDAR FOR BOARD MEMBERS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
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<tbody>
<tr>
<td>November 19, Wednesday</td>
<td>Regular Board Meeting</td>
<td>7 pm</td>
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<tr>
<td>December 3, Wednesday</td>
<td>Board Work Session</td>
<td>5:30 pm</td>
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<td></td>
<td>Regular Board Meeting</td>
<td>7 pm</td>
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<tr>
<td>December 15, Monday</td>
<td>Budget Committee Meeting</td>
<td>7 pm</td>
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<tr>
<td>December 17, Wednesday</td>
<td>Regular Board Meeting</td>
<td>7 pm</td>
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<tr>
<td>January 7, Monday</td>
<td>Budget Committee Meeting</td>
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<td>January 21, Wednesday</td>
<td>Regular Board Meeting</td>
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<tr>
<td>February 4, Wednesday</td>
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<td>Regular Board Meeting</td>
<td>7 pm</td>
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<tr>
<td>February 18, Wednesday</td>
<td>Board Work Session</td>
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<td></td>
<td>Regular Board Meeting</td>
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<tr>
<td>March 4, Wednesday</td>
<td>Regular Board Meeting</td>
<td>7 pm</td>
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<td>March 13, Friday</td>
<td>Spring Board Retreat</td>
<td>Noon – 5 pm</td>
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<td>March 14, Saturday</td>
<td>Spring Board Retreat</td>
<td>8 am - Noon</td>
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<tr>
<td>March 18, Wednesday</td>
<td>Regular Board Meeting</td>
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