TO: Board of Directors

FROM: George Russell
Superintendent of Schools

RE: Reports and Recommendations

VII. ITEMS FOR INFORMATION

1. **Receive a Report on the Chinese Immersion Program Feasibility Study** (Staff: Abby Lane)

   In fall 2007, 4J received a three-year Foreign Language Assistance Program grant. This grant supports a Korean and Japanese language program at Willagillepie and Gilham as well as the Japanese immersion program at K-12 (i.e., staffing, technology and materials). In addition, this grant supports the creation of a Chinese immersion program in 4J by providing the following: **Year 1** - funded Chinese immersion program feasibility study, **Year 2** - funds to work on designing program (if given the go ahead), **Year 3** - $13,500 to buy materials to begin program in 08/09 at Kindergarten.

   With the support of a "Foreign Language Assistance Program" (FLAP) grant we have conducted a study into our community's interest in having a Chinese immersion program in Eugene School District, 4J. Abby Lane, FLAP Grant Director, and Carl Falsgraf, CASLS Director, will present the results of this study.

2. **Receive an Update on the Nutrition Services Program** (Staff: Chad Williams & Hillary Kittleson)

   At your meeting, staff will present a status report of the nutrition program. The report will cover student participation, training programs, future initiatives and the effects of the new Wellness Policy.

3. **Receive an Update on the Purchase of School Buses** (Staff: Jon Lauch and Caroline Passerotti)

   This item is to clarify and provide an update regarding the status of large bus (84 passenger) purchases relative to the consent item on the June 6, 2007 board meeting agenda. You may recall that the item was pulled from the consent agenda due to questions regarding whether these buses are adequately equipped for transport of students in wheelchairs (on trips).

   At the June 21, 2006 Board meeting, the purchase of three (3) eight-four passenger buses was approved, along with seven (7) forty-two passenger buses. The seven smaller buses have been received. Two of the three approved 84 passenger buses were ordered. The third bus has not yet been ordered. The request for approval of
the two (2) 84 passenger buses at the June 6, 2007 was in error and would have constituted duplicate approval for the buses already purchased. The original request for these buses was to address additional routes for anticipated students from the Willamette Gardens housing development. The increase in students from Willamette Gardens has been slow to transpire, so the initial purchase was delayed in order to see what actually was needed. In the meantime, enrollment issues at Chavez required an additional route. This route was absorbed within the existing fleet, and a trip bus was reassigned to regular routes for Willamette Gardens, thus reducing overall capacity and flexibility. One of the two new buses will restore this trip bus.

The questions posed by the Board regarding wheelchair accommodations for large trip buses has precipitated an evaluation of the data for trip requests to see what is actually taking place. Some isolated problems have been identified where students in wheelchairs had to be transported separately from the rest of the group. However, we suspect that the Transportation data is only part of the picture and that there may be more cases where this has occurred and we were not informed.

Two fairly significant glitches have been identified. One, we have no large buses (84 passenger) that are equipped to transport more than one passenger in a wheelchair. It is possible to transport two, but we try to avoid this since one would need to be located next to the lift that doubles as an emergency exit. We occasionally have requests for multiple students in wheelchairs. According to our data, this occurred twice this year when there was a large bus traveling on the trip. (We have a number of smaller buses adequately equipped and a number of trips were requested where a large bus was not required).

The second issue, and perhaps more problematic, is that we have no large buses with wheelchair capability that are also equipped with under-storage. Under-storage is required for band instruments, luggage, and athletic equipment for some sports. It is not inconceivable, and actually very likely, that a school will request the under-storage capability and not the wheel chair capability, requiring that other accommodations be made for students in wheelchairs. Previously, wheel chair lifts on buses were configured in a way that eliminated much of the space needed for the full under-storage option. We have confirmed that full under-storage is now possible with the new lift configurations.

We are proceeding immediately to structure a new large bus order that will include a lift and enough removable seating (on tracks) to accommodate up to three (possibly four) passengers in wheelchairs and the bus will have full under-storage. This bus will also be equipped with the air suspension, which provides a smoother ride, which is preferable for passengers in wheelchairs. This will be the last of the three buses that were approved for purchase in June 2006. We believe this new bus will give us the flexibility needed to address the issue at the current level of demand. We will, however, continue to monitor this situation over the next school year (and beyond) and we will include evaluation of this data in the selection of equipment for future bus purchases.

We do not currently anticipate the need for additional buses, other than routine fleet replacement. This could change with unanticipated enrollment spikes, or with future closure/consolidations, or with changes in transportation policy for alternative schools.
4. **Receive an Update on Summer Construction Projects**  (Staff: Jon Lauch)

Jon Lauch, Director of Facilities Management, will be present at the meeting to give an update on the anticipated summer construction projects, including the status of the protest for the South Eugene re-piping project and the deferring of the Spencer Butte project for one year.

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

1. **Approve a Resolution Adopting the 2007-08 Budget, Making Appropriations, Imposing and Categorizing Taxes** (Staff: Hillary Kittleson)

Oregon law requires the board to adopt the budget for the ensuing year by June 30. On April 30, 2007, the Superintendent presented his Proposed Budget to the Budget Committee. On May 7, 2007, the Budget Committee unanimously approved the Proposed Budget, with the following amendments to the General Fund:

- Increase Central Support Services by $50,000 for expenses related to the Harvard Executive Leadership Program for Educators and decrease Contingency by a like amount.
- Increase Direct Classroom Services by $72,000 for additional services from Lane Regional Arts Council and decrease Contingency by a like amount.

Overall, the Approved Budget totals $313.5 million, a decrease of $261,000 or .1% from the 2006–07 adopted budget. The small decrease is the net result of a lower capital and grants budgets and a higher General Fund budget.

**General Fund**

The General Fund operating budget excluding contingency has increased by $11.4 million—or by 8.6%. Of the increase, $7 million is due to the on-load of services supported by the City of Eugene local option levy from 2003–04 through 2006–07. Fund revenues have increased by 4.4%, to $143.5 million. This $6 million increase from 2006–07 reflects higher State School Fund and local option revenues, as well as higher revenue from interest earnings. Reserves including contingency funds have increased $3.2 million above last year’s adopted budget.

Ongoing service additions include:

- More P.E. specialist time at the elementary and middle levels
- Additional sections of math at the secondary level
- Additional custodial/maintenance services for high schools, sports parks and district landscaping.
- Support for small elementary schools with high special education enrollment.

In addition, a portion of district reserves has been used to provide one-year of funding for:

- Additional services and materials for secondary students not meeting math benchmarks
- Pilot programs to assist students’ transition from elementary to middle school and from middle school to high school
- Staff development for teachers
• Additional “academy school” funding to address higher student needs at certain schools
• Extension of funding for after-school programs, and temporary support for human resources operations.

This budget was built assuming the $6.06 billion state K-12 education budget recommended by the governor in December. At that time, the combination of increased State School Fund revenue and increased local option revenue allowed the district to absorb the loss of City levy funding and make the modest service additions described above (detail attached). Since then, the state’s June Economic and Revenue Forecast has been published projecting continued strong revenue, and state House of Representatives has approved a $6.245 billion budget for K-12 education, with $260 million of that amount dedicated to a School Improvement Fund. If the Senate also approves that budget, as seems quite likely, the district would receive approximately $2.8 million more per year. These funds must be spent for purposes specified by the legislature.

Anticipating additional state revenue, the Budget Committee recommended specific additions of licensed staff in $1 million, $2 million and $3 million packages. Those recommendations are attached. To allow for timely hiring, at your June 6 meeting, you directed staff to implement the $2 million add package recommended by the Budget Committee.

In conjunction, in your June 20 action to adopt the approved budget, I am asking you to approve an amendment to the budget to increase General Fund revenue by $2,800,000 and appropriates a like amount in the General Fund Contingency account. Once the legislature has taken final action, staff can analyze the requirements of the law, take into account increased staff costs related to bargaining, and prepare a board resolution authorizing a transfer of $2,800,000 from Contingency to the appropriate budget categories for additional licensed staff.

I will also be recommending changes in three more areas:

1. Targeted Funding FTE

Each year schools receive a staffing allocation and a “discretionary budget” for materials and services. Part of that discretionary budget is a “targeted funding allocation” that schools can use for either staff or materials and services. In 2003–04 when literacy dollars were first allocated, the targeted funding amount increased substantially. It now totals $2.7 million, much of which is used to fund teachers and instructional assistants. In past years, these funds have been budgeted as dollars only because staffing plans were not reconciled until after the budget was adopted. This year, we have reconciled staffing plans in advance of completion of the budget and propose increase FTE in the adopted budget by 13.3 licensed FTE and 29.9 classified FTE to more accurately represent staffing funded through “targeted funding.” Final, actual staffing may differ somewhat from these numbers, but, as we noted in our discussion on June 6, the amount appropriated will not change.

2. Increased Contingency

According to Oregon Local Budget Law, a jurisdiction cannot use reserve funds budgeted in its Unappropriated Ending Fund Balance (UEFB) during the fiscal year in which those funds are budgeted. It is likely, however, that the district will need access
to a portion of the funds budgeted in the UEFB in the approved budget in order to implement employee agreements now under negotiation. For example, the current district offer to the Eugene Education Association includes use of reserves for additional teacher workdays in the next two years.

In order allow the district to allocate funds to implement bargaining agreements I recommend that $3 million of the Unappropriated Ending Fund Balance (UEFB) be moved to the General Fund contingency account.

3. State School Fund Reconciliation

The district has received revised 2005-06 and 2006-07 State School Fund estimates from the Oregon Department of Education and believes that funds that were budgeted to be received in 2007-08 will be received instead in the current fiscal year. This change would increase 2007-08 Beginning Working Capital and decrease State School Fund revenue. As a result, I will be recommending the following amendment:

- Increase general fund Beginning Working Capital by $860,000 and decrease State School Fund revenue by a like amount.

You are scheduled to take action to adopt the budget at your regular meeting on June 20, 2007.

The superintendent recommends approval of a resolution adopting the 2007-08 budget, making appropriations, and imposing and categorizing taxes. A copy of the draft resolution is included in your packet.

2. Conduct a Public Hearing and Approve Supplemental Budget #2 (Staff: Hillary Kittleson)

According to Oregon Local Budget Law, the school district can amend its budget by 1) transferring spending authority within a specific fund or from the General Fund to another fund; or 2) increasing or decreasing spending authority by adoption of a supplemental budget.

You are scheduled to conduct a public hearing and adopt a supplemental budget at your June 20, 2007 meeting. Transactions are proposed to achieve the following:

- Recognize revenue not anticipated at the time the budget was developed and establish spending authority for related expenditures; and
- Transfer spending authority among appropriations in the same fund.
- Transfer spending authority from one fund to another.

An overview of the transactions is presented below and a list of specific transactions is attached.
**General Fund**

**Recognize New Revenue**

The following proposed transactions recognize new revenue and appropriate a like amount:

a. Advertising Revenue - $7,500
   
   This transaction recognizes additional revenue from the sale of advertising space in the school calendar and increases the Communication Department’s appropriation by the same amount.

b. Student Information System and Data Warehouse Revenue--$252,612
   
   This transaction recognizes revenue from other school districts that participate in District 4J’s student information system consortium and data warehouse consortium (the district hosts the systems for these districts) and increases the Computing and Information Services Department appropriation by a like amount.

**Transfer Appropriations from Contingency**

The 2006-07 Contingency Budget is currently $5,220,798. The amount reflects reductions made in the first supplemental budget. It is higher than the board’s target of 2% of operating expenses because it includes $3,000,000 in State School Fund monies identified after the Proposed 2006-07 Budget was presented and reserved to help cover operating shortfalls anticipated as a result of the expiration of the City levy for youth services.

The requests for transfers total $595,820, as follows:

a. Edgewood and Evergreen Merger and Cal Young Move--$85,600
   
   Costs related to the merger of Edgewood and Evergreen elementary schools and the move of Cal Young Middle School to a new building.

b. Special Education Litigation Costs— $95,031
   
   Attorney fees and related expenses related to special education litigation, including due process hearings.

c. General Litigation Costs--$20,000
   
   Litigation costs exceeding budget authority, including approximately $13,000 in expenses related to OSAA litigation.

d. Election Costs--$6,000
   
   School board election costs exceeding budget authority.

e. *Shaping Eugene’s Future* Strategic Planning Costs--$102,640
Projected 2006-07 expenditures for the first and second phases of the district’s strategic planning effort. This total represents release time and other expenses for the week-long focus group sessions held last fall and for consultant time, including $30,000 to the University of Oregon for conducting the “Think Tank” meetings and planning for the public input phase of the project.

f. Reappropriation of 2005-06 Academy Funds--$129,738

In 2005-06, the district designated five elementary schools as “academy schools” and provided two years of funding on strategies to increase student achievement and close the achievement gap. The schools had balances at the end of 2005-06 that were transferred to them in 2006-07 from the superintendent’s “Access and Options” account. Due to an oversight, the funds were not reappropriated to the superintendent’s account in the first supplemental budget. This transaction corrects that oversight.

g. Equity Funds--$36,811

District policy directs that 10% of contributions in excess of $10,000 made to schools to purchase staff be reserved as “equity funds.” These funds may be spent at the superintendent’s discretion on projects that improve equity. The transaction appropriates three years worth of equity contributions.

h. Emergency Notification System Set Up Charge--$5,000

The district has just purchased an emergency notification system with funds from the Fleet and Equipment Fund. This source cannot be used for the system set up charge, so the request provides General Fund appropriation for this cost.

i. Increased Transfer to the Nutrition Services Fund--$115,000

The 2006-07 budget includes a $170,000 transfer from the General Fund to the Nutrition Services Fund to support operations. When the 2006-07 compensation agreement with food service employees was finalized, staff identified an additional cost of $35,000. Current projections indicate the need for additional transfer of $80,000 to meet program expenses. Part of the shortfall is due to the changes directed by the district’s new Wellness Policy, in particular the ban on soda. Nutrition Services is currently analyzing this and other factors contributing to the projected shortfall and will present that information at your June 20 meeting.

If these requests are approved, the balance in the contingency account at year-end would be $4,624,778.

**Nutrition Services Fund**

Recognize the $115,000 transfer from the General Fund and appropriate a like amount.

The superintendent recommends approval of the supplemental budget as presented, or as modified as a result of board discussion. A resolution adopting the supplemental budget is included in your packet. Action requested is adoption of the resolution.
3. **Approve the Elementary/Middle School English As A Second Language Adoption for the 2007 – 2013 Contract Period**  
   (Staff: Yvonne Curtis)

Following the Oregon Department of Education (ODE) "State Instructional Materials Adoption Schedule," the 2006-2007 school year is identified for adopting English as Second Language instructional materials. In August 2006, ODE invited ELL teachers to evaluate programs submitted to the state to determine which programs met the state criteria for core English language development instructional materials. In October, ODE forwarded four programs for consideration at the elementary and middle school level and three at the high school level. We are choosing to adopt new curriculum only at the elementary and middle school level. At the high school level we are already using a state approved curriculum that the ELL staff feels is effective (Shining Star, c. 2004 published by Pearson Longman).

Our process for reviewing and selecting programs included several steps:

An adoption team composed of the ELL coordinator and ELL staff reviewed all ESL instructional materials on the state adoption list. The adoption team selected two programs from each level (elementary and middle) for further consideration by the entire 4J ELL staff.

In February 2007, the elementary ELL staff heard presentations from the publishers of Avenues (Hampton-Brown) and Treasure Chest (Macmillan/McGraw-Hill). The secondary staff heard presentations from the publishers of High Point (Hampton-Brown) and Visions Series (Thompson Learning).

Both staff met to further review the two curricula using ODE’s selection criteria and a 4J-developed rubric.

In February 2007, the ELL staff decided to recommend the following ELL instructional materials for approval by the 4J School Board:

**Elementary Level Curriculum: Avenues (c. 2004) published by Hampton-Brown**

**Middle School Curriculum: *High Point, Encore Series (c 2007) Hampton-Brown***

*High Point, encore series (c 2007), is an updated version of the High Point series currently on the state adopted list. It is essentially the same program with an expanded grammar section and improved instructions and graphics. This revised version requires that we request an independent adoption.

All resources necessary for ELL staff to implement these programs with fidelity will be purchased with ELL general funds. In addition, the publishers have agreed to provide on-going professional development beginning in the fall of 2007.

The following is included in the board packet: 1) list of state approved materials, 2) Criteria for Adoption of ELL Instructional Materials.

The superintendent recommends adoption of the Elementary/Middle School English as a Second Language materials for the 2007-2013 contract period.
4. **Approve the High School English/Language Arts Adoption for the 2007-2013 Contract Period** (Staff: Yvonne Curtis)

Following the Oregon Department of Education (ODE) State Instructional Materials Adoption Schedule, the 2006-2007 school year is identified for adopting English/Language Arts (ELA) instructional materials. In October, ODE forwarded five programs for schools to consider for adoption.

Our district process for reviewing and selecting programs included the following steps:

1. The 4J Instructional Leadership Team (ILT) came to consensus on a process and guidelines for reviewing, selecting, and implementing ELA instructional materials at the high school level.

2. The ELA High School Level Adoption Committee began with 3-4 teachers from each high school, one of which was a special education or ELL teacher, and 2-3 teachers from Eugene International High School and from the district’s alternative education programs respectively. This committee met to learn about the guidelines and to develop a research-based ELA instructional materials evaluation rubric appropriate for high school level materials. The rubric evaluated the materials against both Oregon State Assessment Standards at the CIM level and college readiness standards as outlined in *Standards for Success*.

3. The Adoption Committee invited additional teachers from the high school level to join with the committee to use the rubric for evaluating and ranking the five programs recommended by the state.

4. The Adoption Committee met to review their evaluation and the results of their ranking and to make a recommendation.

On April 24, 2007, the High School Level Adoption Committee decided to recommend the following comprehensive ELA instructional materials for approval by the 4J School Board:

**Glencoe/McGraw-Hill**
- *Glencoe Literature: Reading with Purpose, Courses 4-5*
- *American Literature* (c. 2007)
- *British Literature* (c. 2007)

**Holt, Rinehart and Winston, a division of Harcourt, Inc.**
- *Elements of Literature* (c. 2007)
- *Elements of Literature: World Literature* (c. 2007)

**McDougal Littell**
- *The Language of Literature* (c. 2007)
- *The Language of Literature: British Literature* (c. 2003)
- *The Language of Literature: World Literature* (c. 2006)
- *Language Network* (c. 2006)

Adoption Committee members are now guiding the selection process among language arts teachers. In the fall, they will make recommendations about what professional development experiences would best support the language arts teachers in using the
programs and materials they have selected.

The superintendent recommends adoption of the High School English/Language Arts Materials for the 2007 – 2013 contract period.

5. **Approve a Resolution Supporting Changes to the No Child Left Behind Act**  
   (Staff: Barb Bellamy)

The National School Boards Association (NSBA) is encouraging local school boards to adopt a resolution supporting the No Child Left Behind Improvements Act of 2007, H.R. 648. The proposed federal legislation contains a number of changes to improve implementation to the No Child Left Behind Act. The proposed reforms would provide more flexibility for states and school districts in implementing student assessments, measuring annual yearly progress (AYP), and applying sanctions.

The No Child Left Behind (NCLB) Act was enacted in January 2002 as a means of holding states, school districts and schools more accountable for improving the academic performance of each student regardless of economic status, race, ethnicity, proficiency in English or disability. The law requires states to:

- Establish rigorous academic standards
- Conduct annual assessments at specific grade levels with at least 95% participation rate
- Implement a comprehensive accountability system that includes extensive data collection and public reporting on student and school performance
- Direct formal sanctions against Title I schools and their school districts for failing to meet proficiency targets in reading and math
- Establish new qualification requirements for teachers and paraprofessionals beyond the standards previously established by many states

Another copy of the draft resolution and summary of H.R. 648 is included in the packet.

The superintendent recommends that the board adopt the resolution.

6. **Approve Revisions to Board Policy IKFA, Diploma**  
   (Staff: Sam Tupou)

The current Board Policy IKFA: *Diploma* was last updated and revised on September 24, 2003. This current board policy does not include changes to Oregon’s new graduation requirements that resulted from the passing of House Bill 3129 in 2005 and signed into law in 2006. The new proposed policy brings the 4J Standard Diploma and Alternative Diploma into compliance with the states’ new graduation requirements (see Policy IKF—*Graduation Requirements*) and adds new language for the Modified Diploma.

The proposed Modified Diploma policy is based on samples of board policies from several Oregon school districts as well as documents from the Oregon Department of Education. The Instructional Policy Committee (IPC), High School Principals and Instructional Leadership Team (ILT) have reviewed the proposed policy, and recommend moving the proposal forward to the Superintendent’s Staff and to the School Board.
Sam Tupou, Curriculum Coordinator, and KC Clark, HS ESS Administrator attended the June 6, 2007 meeting to respond to any questions you might have. Another copy of the proposed policy is included in your packet.

The superintendent recommends approval of the revisions to board policy IKFA as outlined.

7. **Approve an Exception to Board Policy JECC School Choice for 2007-08** (Staff: Barb Bellamy)

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 is recommending 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 time line, 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 recommends that the board approve this exception.

8. **Certify the Results of the May 15, 2007 Board of Director’s Election** (Staff: Barb Bellamy)

The Lane County Elections Division has 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.

IX. **CONSENT GROUP - ITEMS FOR ACTION**

1. **Set the Tuition Rates for the 2007-2008 School Year** (Staff: Susan Fahey & Larry Sullivan)

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. We receive no reimbursement for these students from the state. We are proposing a $25 increase for kindergarten and a $50/month increase for grades 1-12.
Special Education rates represent an average increase at elementary, middle and high schools of 2.89% for Learning Centers and 5.77% for Regional Learning Centers. Increases reflect a continuing rise in the severity of student disability and the intensity of services required to meet their needs. Factors include 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, Board Member Charles 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**

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

**Rates for Special Education Students**

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

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Elementary Learning Center</td>
<td>$8,869</td>
</tr>
<tr>
<td>Elementary Regional Learning Center</td>
<td>$14,945</td>
</tr>
<tr>
<td>Middle School Learning Center</td>
<td>$9,700</td>
</tr>
<tr>
<td>Middle School Regional Learning Center</td>
<td>$14,058</td>
</tr>
<tr>
<td>High School Learning Center</td>
<td>$10,010</td>
</tr>
<tr>
<td>High School Regional Learning Center</td>
<td>$12,952</td>
</tr>
</tbody>
</table>

The superintendent recommends approval of the tuition rates as proposed.

2. **Set School Breakfast and Lunch Prices for the 2007-08 School Year** (Staff: Susan Fahey & Chad Williams)

Staff is proposing 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.
We have 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 is below that received for students qualifying for free or reduced price meals, as the chart below shows:

<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 does not believe that the new prices will have a negative effect on participation. The superintendent recommends approval of the proposed price increases for breakfast at the elementary level and for lunch at all levels.

3. **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 recommends approval of the proposed 2007-2008 calendar of the regular board meetings.

4. **Conduct Routine Business:**

   a. **Appoint Clerk and Deputy Clerks for Fiscal Year 2007 - 2008**

      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 recommends 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 is included in your 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 recommends 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**

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 recommends 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**

It is 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 is included in your board packet.

The superintendent recommends 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 are being provided for the district by the law firm Luvaas, Cobb, Richards and Fraser, P.C. and the firm of Grove, Mueller & Swank, P.C. is providing auditing services. We continue to be satisfied with the services we receive from both firms.

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

5. **Approve Board Meeting Minutes**

The superintendent recommends 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.
6. **Approve Expenditures for May 2007** (Staff: John Ewing)

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 is included in the packet.

The superintendent recommends approval of the May 2007 expenditures.

7. **Approve Annual Ratification of a Class of Contracts Under a Certain Dollar Amount, including Purchase Orders, Contract Amendments and Change Orders**
   (Staff: Caroline Passerotti)

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 recommends 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 are hereby ratified. A copy of the resolution is included in your board packet.

8. **Approve Resolution No. 3 Making Appropriations Resulting From Transfers**
   (Staff: Caroline Passerotti)

Due to the changing needs of the district since the adoption of the 2006-07 budget, it is 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 recommends adoption of Resolution No. 3 making appropriations resulting from transfers.

9. Make Appropriations Resulting from the Acceptance of Grant Funds (Staff: Caroline Passerotti)

The district has 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 recommends adoption of Resolution No. 4, which is included in your packet.

10. Award a Contract for the Purchase of Art and Classroom Supplies (Staff: Caroline Passerotti)

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 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 is 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 recommends 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.

11. **Award a Contract for the Purchase of Library Books** (Staff: Caroline Passerotti)

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 is 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>
</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 recommends contracting with Baker & Taylor for a one (1) year period, with the possibility of four (4) one-year extensions.

12. **Award a Contract of Custodial Supplies** (Staff: Caroline Passerotti)

In accordance with the provisions of ORS 279A.215(1), district staff proposes 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 is for the provision of custodial supplies. The district purchases approximately $225,000 of custodial supplies annually.

District staff has carefully considered all components in this process and believe that the prices arrived at in the Beaverton Contract are as good or better than the district could obtain through the issuance of district’s own solicitation document. The Beaverton Contract includes language that allows other public agencies to purchase under the same terms and conditions, which encourages 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 is pleased with the pricing and customer service that it receives from Coastwide Laboratories and thus feels it would be in the best interests of the district to continue the district’s contractual relationship with Coastwide Laboratories.

The superintendent recommends 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.

13. **Approve Grant Application: Technology Integrated Into Learning and Teaching (TILT)** (Staff: Kim Ketterer)

Staff in the Instruction Department has 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 will 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 include resources and coaching designed to extend technology integration into reading and writing school-wide. Cohort 2 and 3 activities include 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 8th grade technology literacy standards. The project director and evaluation consultant will (a) evaluate project results and (b) disseminate project information to the ODE and educators around the country.

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

14. 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.

15. Approve Student Requests for Individual Graduation Plans (Staff: Sam Tupou)

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 is included in your packet. If you would like to review the plans, Sam Tupou can make them available to you.

The superintendent recommends approval of the individualized graduation plans, as requested.
16. **Grant a Sole-Source Exemption and Authorize a Contract for the Purchase of Apple Computers**  (Staff:  Caroline Passerotti)

Acting in your capacity as the local contract review board, you may grant an exemption to the competitive bidding process to make a sole-source purchase, as provided by ORS 279B.075(2)(a). Staff is requesting an exemption to contract with Apple Computer, Inc., who is 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 does not substantially diminish competition and will 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 cannot purchase from Apple Authorized Resellers. Therefore, this exemption does 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 recommends granting a sole-source exemption for the purchase of Apple Computer products and an authorization to contract with Apple Computer, Inc. for one year, with the option of four one-year extensions pending successful completion of the required seven day advertising period.

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

The superintendent recommends approval of the personnel items included in the 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 (1) (a)

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

1. **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.

2. **Organize the Board of Directors for the 2007 – 2008 School Year**

As the first order of business at the August 2, 2007 board meeting, you will need to take the following action:

   a. **Elect Board Officers**

      (1) **Chair:** The Board of Directors, as its first order of business on August 1, 2007 should elect the chair for the fiscal year ending June 30, 2008.
2. **Vice-Chair:** The Board of Directors should then elect the vice chair for the fiscal year ending July 30, 2008.

b. **Authorize the Chair and Vice Chair to Sign for the District During the 2007-2008 Fiscal Year**

The names of the newly elected board officers will be added to a resolution at the August 1 meeting.

The superintendent will recommend approval of the resolution authorizing the board officers to sign for the district during the 2007-2008 fiscal year. A copy of the resolution is included in your packet.

3. **Approve a Special Procurement of Digital Video Surveillance Systems for Transportation Services** (Staff: Caroline Passerotti)

Staff is requesting a special procurement with Apollo Video Technology of digital video surveillance equipment for school buses under board policy DJC Special Procurements (l)(E)(3)(a), which states, “Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment, supplies, or services.”

On June 21, 2006, the board approved a contract with Apollo Video Technology of Bellevue, Washington, based on a competitive process, to provide the district with digital cameras and recorders with wireless capability for school buses. A contract for $414,668 was completed March 31, 2007.

Components installed in 86 district buses include digital video cameras with microphones, digital video recorders, and wireless transmitters. Transportation is also equipped with antennas, appropriate hardware and software to remotely access the video recorders.

The purchase of additional equipment will be needed as new buses are purchased, maintenance issues arise, and replacement items are required. Installing compatible equipment will promote the efficient use and maintenance of the surveillance system. The estimated cost of this equipment is $5,000 per bus.

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.

**X. Comments and Committee Reports by Individual Board Members**

**XI. Adjourn**

**CALENDAR FOR BOARD MEMBERS**

**AUGUST**

Wednesday, August 1 Board Meeting & Work Session 7 p.m.

Wednesday, August 15 Board Meeting 7 p.m.

Friday, August 31 Back to School Event
South Eugene High School 8 a.m.

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