

Board of Directors Meeting  
School District 4J, Lane County  
200 North Monroe Street  
Wednesday, December 12, 2007

**5:15 p.m. EXECUTIVE SESSION:** Under provisions of ORS 192.610 – 192.690, Open Meeting Laws, the Board of Directors will conduct an Executive Session for the following purposes:

To conduct deliberations with persons designated by the governing body to carry on labor negotiations, pursuant to ORS 192.660 (2) (d) and to consider the expulsion of a minor student, pursuant to ORS 332.061 (1) (a).

(Dinner will be served)

**6:00 p.m. WORK SESSION**

**Conduct a Work Session on English Language Learner Instruction** (Staff: Yvonne Curtis and Abby Lane)

A PowerPoint presentation is included in your board packet.

## **REGULAR BOARD MEETING**

**TO: Board of Directors**

**FROM: George Russell  
Superintendent of Schools**

**RE: Reports and Recommendations**

## **VII. ITEMS FOR INFORMATION**

- 1. Receive a Report on North Eugene High School Small Schools Initiative** (Staff: Laurie Moses and Laurie Henry)

The administrative team at North Eugene High School will give the board an update on its school redesign. Staff from each of the three small schools will be present to share information and answer questions.

- 2. Acknowledge an Award** (Staff: Tom Henry)

Kim Ketterer, Instructional Technology Coordinator, will be recognized for receiving the Apple Distinguished Educator Award for excellence and leadership. This achievement is awarded to a select group of educators in the world who have demonstrated an identified expertise in educational technology leadership. Bob Lewis, Apple Regional Manager, will be present to honor Ms. Ketterer for the award. Following the award presentation, a brief overview of instructional technology in District 4J will be shared by Marilyn Williams, teacher on special assignment for instructional technology.

**3. Receive a Report on the Market Study for Non-Building Administrators** (Staff: Ted Heid and Wally Bryant)

The district financial policy for employee compensation states that “compensation of employees will be competitive with that of comparable public and private sector employers in the relevant recruiting or market areas.” This policy was applied two years ago when the district’s market survey of building administrator positions resulted in a one pay grade salary increase for these administrator positions. At that time, a commitment was made to conduct a market compensation survey for the remaining administrator, professional and supervisor positions represent by 4JA (District 4J Administrators Association). The commitment included a statement that any market adjustments would be implemented effective July 1, 2006. The survey took considerably longer than originally expected. Of these approximately 45 positions, the district’s total annual compensation was found to be below average for seventeen positions. The amount below the market average of comparable positions ranged from -5.4% to -16.1%. These below average market positions include professionals and managers responsible for the district’s many computer systems, communications, and some department operations supervisors and managers. Ted Heid will be present to share the market survey information and respond to any questions.

The superintendent intends to move these positions up one pay grade on the 4JA salary schedule which is a 5% salary increase. Market adjustments will be in addition to any annual cost of living compensation increase agreed to with 4JA.

**4. Receive an Update on Civic Stadium and Proposal to Remove the Chimney** (Staff: Jon Lauch)

Staff will provide an update on recent activities related to Civic Stadium, including the current status of the historic nomination, land use and marketing analysis, evaluation of the stadium for university and minor league baseball and the proposed demolition of the unreinforced chimney due to earthquake safety concerns.

Historic Preservation

The State Advisory Committee on Historic Preservation reviewed and approved the nomination of Civic Stadium to the National Register of Historic Places on October 16, 2007. A copy of the approval letter has been included in your packet. The preparer of the nomination was asked to make a number of technical corrections to the nomination by November 26, 2007. Once the comments are addressed, the nomination will be forwarded to the National Register for processing. The State anticipates that Civic Stadium could then be listed on the National Register of Historic Places in early 2008.

Land Use and Marketing Analysis

John Brown of Evans, Elder & Brown, Inc. has completed a land use and marketing analysis of the property, at the request of the district. A copy of the analysis has been provided in your packet. Based upon the current Metro Plan zoning designation of medium density residential, Mr. Brown suggests that an asking price of \$4,750,000 would be appropriate if the property were to be marketed today. Based upon current land values and a 7-8 percent rate of return, Mr. Brown suggests that annual revenue in excess of \$300,000 would be appropriate for a ground lease arrangement.

### Stadium Facility/Field Evaluation

The Eugene Chamber of Commerce is funding a high level review of what it would take to renovate the facility to meet the needs of university and/or minor league baseball. The review will be conducted by PIVOT Architecture and Roberts Construction.

### University of Oregon Baseball

The University of Oregon is committed to having a facility ready for the spring 2009 baseball season. The university recently indicated that it does not intend to incur land acquisition costs and suggested that existing property owned by the UO would meet their needs. A copy of a letter from University of Oregon Athletic Director Pat Kilkenny is provided in your packet as well as a recent article from the *Register-Guard* reporting the UO's current intentions.

### Chimney

The chimney at Civic Stadium has been identified as a potential hazard with regard to instability and potential collapse during a moderate seismic event. The chimney is located in an ancillary building formerly used to house a heating plant, adjacent to the 3<sup>rd</sup> base line. An aerial photograph is included in your packet for reference.

Somehow, this chimney was overlooked when the District removed or modified other similar chimneys that were identified in a comprehensive seismic evaluation of district facilities conducted in the mid-1990's. The seismic study did not include a comprehensive evaluation of the stadium structures; that is likely because a structural evaluation of the stadium seating structure had been completed in 1991. A recent structural evaluation of the chimney has been included in your packet. The chimney has not served a functional purpose for well over ten years since the decommissioning of the boiler system. Facilities Management staff has recommended that the chimney now be removed in order to abate the hazard prior to the upcoming high school baseball season. A draft letter to City of Eugene Historic Preservation staff outlining the proposed chimney demolition is also included in your packet. This letter emphasizes that demolition intent is limited to the removal of the chimney for safety reasons and that no other demolition is proposed or intended at this time.

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

### **1. Approve Supplemental Budget #1 (Staff: Susan Fahey)**

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) changing spending authority by adoption of a supplemental budget.

### **Proposed Supplemental Budget Transactions**

You are scheduled to adopt a supplemental budget at tonight's meeting. Transactions are proposed to reappropriate beginning working capital, recognize revenue not anticipated at the time the budget was developed, and transfer spending authority among appropriations in the same fund. An overview of the transactions is presented below, and a list of specific transactions is included in the packet.

## General Fund

### **Reappropriation of Beginning Working Capital**

Specific projects budgeted in 2006-07 were not completed by the end of the fiscal year. Additionally, revenue was received late in the fiscal year which was not anticipated. Staff proposes to reappropriate unspent 2006-07 funds in this supplemental budget.

The following transactions are proposed to recognize the increase in Working Capital:

**Resources (Increased Working Capital) - \$ 779,360**

### **Requirements:**

**a. Implementation of School Choice Strategies - \$548,025**

In 2005-06, \$1.25 million per year for two years was allocated to implement the board's short-term School Choice strategies. Initiatives include creating academies at five neighborhood elementary schools and one K-8 school, adding student support services at the district's seven highest poverty schools, reviewing district alternative schools, and examining the feasibility of implementing longer term strategies. The balance of funds appropriated in 2006-07 is carried over to continue the provision of services under this plan.

**b. High Cost Disability Payment Adjustment - \$165,000**

In May, the district received an adjustment for its 2005-06 high cost disability payment. These funds will be placed in the contingency account for special education expenditures bringing the total contingency available for this purpose to \$665,000.

**c. Funds to promote equity - \$43,941**

District policy directs that 10% of contributions in excess of \$10,000 made to schools to fund additional staffing be reserved as "equity funds". These funds are allocated by the superintendent on projects to improve equity throughout the district. This amount represents four years worth of contributions.

**d. Actuarial Study - \$15,000**

The Governmental Accounting Standards Board requires that the district contract for a biennial actuarial study as part of the independent audit. The first study will occur this fiscal year, not in 2006-07, as originally budgeted.

**e. Cadre Revenue - \$6,897**

This transaction reappropriates Cadre program revenue and allocates the total for Cadre program activities.

**f. Classified Professional Education Program Funds - \$497**

According to the district's 2006-07 contract with OSEA, unspent professional education program funds are eligible for reappropriation.

**Total Requirements**

**\$ 779,360**

### **Recognition of New Revenue - \$302,691**

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

**a. State Reimbursement for Bus Video Cameras - \$299,233**

In 2005-06, the board approved a contract to purchase video cameras for district buses. The cameras were installed in 2006-07. This recognizes the 70% state reimbursement for these costs that will be received this fiscal year and appropriates the funds to Transportation.

**b. Donations for Family Information Packets - \$3,458**

This transaction recognizes revenue donated to support new family information packets and appropriates the funds to the Superintendent's Office.

**Requests from Contingency Account - \$247,720**

The 2007-08 Contingency Budget totals \$8,483,000. The total represents 1) \$2,683,000, reflecting slightly less than the Board target of 2% of operating expenses due to actions taken by the budget committee and board prior to approval and adoption of the 2007-08 budget; 2) \$2,800,000 in State School Improvement Fund monies approved by the Legislature after the Proposed 2007-08 Budget was presented; and 3) \$3,000,000 to implement bargaining agreements. A resolution authorizing a transfer from Contingency for the last two items will be prepared after all employee agreements have been implemented.

Requests for transfers from Contingency represent the provision of additional staff to support higher than projected enrollment, increased costs related to the mentor teacher program, and support for medically fragile students.

The requests for transfers follow:

**a. Staff Additions Related to Enrollment - \$209,720**

Willagillespie Elementary School's student enrollment is 44 over the 2007-08 projection, mainly due to increases in the Willamette Gardens apartment complex occupancy rate. To serve these additional students, the district added 1.0 FTE licensed classroom and .5 FTE special education staff.

To adequately serve the district's English Language Learner student population, .95 FTE licensed staff was added.

**b. Mentor Teacher Program - \$20,000**

Due to a greater number of new teachers than anticipated this school year, the mentor teacher program costs exceeded budget authority.

**c. Student Medical Assistance - \$18,000**

The district is required to monitor diabetic students during the school day to ensure that insulin is properly administered. A contractor has been hired to fulfill this requirement.

If these requests are approved, the balance in the Contingency account would be \$8,235,280.

## **Federal, State and Local Grants Fund**

### **Reconciliation of Beginning Working Capital - \$281,443**

When the 2007-08 budget was prepared, staff anticipated that the proceeds from the City Levy would be spent by the end of the 2006-07 fiscal year, however, the above amount was not. Staff proposes appropriating these funds as follows:

#### **a. Support for Extra-Curricular Activities - \$104,040**

Certain expenditures that were budgeted in the City Levy Fund in 2006-07 were inadvertently omitted from the 2007-08 budget. This will correct that oversight.

#### **b. Contingency - \$177,403**

The balance of the 2006-07 carryover would be moved to the contingency account.

### **Recognition of New Revenue - \$100,000**

Staff projects that an additional \$100,000 of prior years' City Levy taxes will be collected in 2007-08 and proposes adding those funds to the Contingency account.

## **Insurance Reserve Fund**

### **Reappropriation of Beginning Working Capital - \$341,000**

This transaction will cover Wellness Clinic Remodel costs that were anticipated to be expended in 2006-07.

### **Recommendation**

The superintendent recommends adopting the supplemental budget resolution as presented, or as modified as a result of board discussion. The resolution has been included in the board packet.

## **IX. CONSENT GROUP – ITEMS FOR ACTION**

### **1. Award a Sole-Source Contract for the Supply and Installation of an HVAC Control System at Sheldon High School (Staff: Jon Lauch)**

In approximately December of 2003, in response to a competitive bidding process, the board awarded Clima Tech a contract for HVAC control systems for the four new schools funded by the 2002 capital improvement bond. On February 23, 2005, pursuant to Board Policy DJC, the board approved an exemption permitting the sole source procurement of HVAC control systems, where needed, from the firm, Clima Tech, for remaining projects funded by the 2002 capital improvement bond. A new control system for Sheldon High School was specifically mentioned as a potential project.

Staff has negotiated a proposed contract with Clima Tech, based on unit pricing for control points and other system components, similar to previous projects (Churchill High School was most recently completed).

The superintendent recommends award of the contract with Clima Tech for the new HVAC control system at Sheldon High School in the amount of \$579,036.

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

**1. Adopt the 2007-08 and 2008-09 Superintendent's Goal Statement and Establish the Criteria for the 2007-08 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, is included in the board packet. They will be subject to revision based upon suggested modification by the board, and further review by the superintendent's staff.

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

**XII. Adjourn**

**CALENDAR FOR BOARD MEMBERS**

**DECEMBER**

Wednesday, December 19 Board meeting 7 pm (6 pm work session)

**JANUARY**

Monday, January 7	Register-Guard Editorial Board Mtg	3 pm (at RG)
Wednesday, January 9	Board meeting	7 pm
Wednesday, January 16	Board meeting	7 pm
Wednesday, January 30	Board work session	6 pm