TO: Board of Directors

FROM: George Russell
Superintendent of Schools

RE: Reports and Recommendations

REGULAR BOARD MEETING

VII. ITEMS FOR INFORMATION

1. **Acknowledge an Award** (Staff: Tom Henry)

Howard Elementary School will be recognized for receiving the Apple Distinguished School Award. An Apple Distinguished School is one that has implemented a 21st century vision of education and technology integration in an exemplary way and is willing to share its program with other educators and institutions. For the 2008-09 school year, 33 schools across the United States were selected as Apple Distinguished Schools. Selected schools have demonstrated Apple's highest vision of a successful 21st century learning environment using instructional technology. This manifests itself in visible qualities that Apple espouses as ‘best practices’: visionary leadership; an infrastructure (IT) that supports a learning workflow of “collaborate-create-distribute-access;” engaging teaching and learning methods that capitalize on the qualities of today’s students who are mobile, collaborative and creative; one-to-one access to portable computers and/or mobile access devices (iPod) for all teachers and students; evidence of ongoing professional development; and a systematic approach and ongoing process for evaluation and assessment of results for education improvement and sustainability.

Bob Whicker, Education Development Executive from Apple, will present the Apple Distinguished School Award to Kim Finch and the Howard Elementary School staff. Following the presentation, Mr. Whicker will be showing the three minute DVD that Howard submitted as part of their application.

2. **Receive a Legislative Report** (Staff: Barb Bellamy)

Barbara Bellamy, Chief of Staff and Director of Communications, will brief the board about legislative issues and board and staff communications with legislators.
VIII. CONSENT GROUP – ITEMS FOR ACTION

1. Approve Supplemental Budget #1 (Staff: Caroline Passerotti)

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 your March 18, 2009 meeting. Transactions are proposed to 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 board packet.

General Fund

Recognition of New Revenue - $671,604
The following proposed transactions recognize new revenue and appropriate the same amount:

a. Revenue from eSIS and Data Warehouse Services – $363,000
   The district utilizes eSIS and the data warehouse system to provide student information and student performance data to neighboring school districts. This transaction claims revenue from amounts charged to participating districts for services provided this year and creates expenditure authority for the same amount.

b. State Reimbursement for Additional Special Needs Bus Routes - $60,668
   In response to an increasing number of special needs students who need transportation services and also an increasing number of instructional programs to which students are transported, the district added two additional special needs bus routes this year. This transaction recognizes state reimbursement for 70 percent of expenditures and appropriates revenues for related expenditures.

c. Reimbursement for Mentoring Services - $24,422
   Under an Intergovernmental Services Agreement, Lane ESD is paying the district for mentoring services to the NATIVES program. Revenue representing the value of .25 FTE classified staff is recognized and spending authority is established.

d. Transportation Reimbursement - $34,590
   This transaction recognizes 70% reimbursement revenue from the State of Oregon for transportation costs incurred in 2007-08 for taxi and bus services to transport students to the Bailey Hill Instruction Center, Home Instruction, the Oregon School for the Deaf and other alternative programs. Funds are appropriated accordingly.

e. Tuition Reimbursement - $60,000
   This transaction recognizes tuition revenue from Bethel School District for students attending the Bailey Hill Instruction Center and appropriates the funds to High School Services.
f. **Partnership for Schools Program - $1,000**
   This transaction recognizes revenue for Eugene I.H.S. teachers participating in the “Partnership for School” program and appropriates funds by the same amount.

g. **Nursing Services Program Revenue - $8,000**
   This transaction recognizes $8,000 in revenue from the Bethel School District for School-Based Health Center services. The same amount is appropriated to Nursing Services.

h. **High School Summer Program Fees - $32,700**
   This transaction recognizes and appropriates funds received for the 2008 high school summer session and appropriates a like amount to High School Services to cover a portion of the summer program expenses.

i. **Charter School Special Education Reimbursement - $65,298**
   Other school districts contract with District 4J to provide special education services to non-resident students attending 4J charter schools. This transaction recognizes revenue from other school districts for IEP services provided to students attending Ridgeline Montessori Public Charter School, The Village School and Network Charter School.

j. **Transportation Reimbursement for Activity Trips - $4,301**
   This transaction recognizes revenue from the State of Oregon for the reimbursable portion of increased labor costs associated with student activity trips. Funds are appropriated accordingly.

k. **Advertising Revenue - $17,625**
   This transaction recognizes additional revenue from the sale of advertising in the school calendar and increases the Communication Department appropriation by the same amount.

**Requests from Contingency Account - $851,909**
The 2008-09 Contingency Budget totals $3,537,341. The total represents 1) $3,037,341 to support unanticipated general fund expenditures at the board target of 2% of operating expenditures and 2) $500,000 in a special education contingency.

Requests for transfers from Contingency represent the provision of additional staff to support higher than projected enrollment, additional special needs bus routes and other transportation costs, increased costs related to the mentor teacher program, carry-over balances for certain unspent 2007-08 appropriations, additional support for North Eugene High School and the MSAN program, and the consolidation of Family School and Arts & Technology Academy.

The requests for transfers include the following:

a. **Staff Additions Related to Enrollment - $114,650**
   Awbrey Park Elementary School’s enrollment was 53 students higher than projected for the 2008-09 school year. To serve these additional students the district added 1.0 FTE licensed staff and .5 FTE classified staff.
b. **Mentor Teacher Program - $20,000**
   An additional $20,000 is needed to support the mentor teacher program this year, in the absence of a state grant and with reduced Title II funding.

c. **Three-year Secretary at NEHS - $46,735**
   North Eugene High School administrators have structured staffing to work efficiently and effectively within the small school model and provide support for students and families. Additional classified staff is needed to provide the desired administrative functions and provide secretarial support to each of the three small schools. This transaction funds an 11-month secretary with the intent of continuing this position for three years. Staffing needs will be reviewed over the next two years.

d. **School Improvement Fund Grant - $380,699**
   Unspent balances of SIF Grant proceeds received in 2007-08 are reappropriated for expenditure in 2008-09. Amounts must be spent for purposes approved by the Oregon Department of Education.

e. **Implementation of School Choice Strategies - $144,153**
   The district provides academy funding to schools serving the largest numbers of high poverty students to add student support services. This transaction reappropriates unspent balances for Adams, Chavez and Harris.

f. **Cadre Revenue - $5,597**
   This transaction reallocates the balance of Cadre program revenue for Cadre program activities.

g. **Classified Professional Education Program Funds - $5,019**
   In accordance with the district’s contract with OSEA, this transaction reappropriates unspent professional education program funds budgeted in 2007-08.

h. **Additional MSAN Funding - $4,000**
   To support MSAN activities, $1,000 will be provided to each high school.

i. **School Consolidation - $20,000**
   Funding is needed to facilitate the consolidation of Family School with the Arts & Technology Academy.

j. **Alternative High Schools - $18,954**
   Budgets for North Eugene and Churchill Alternative Schools are increased to reflect revised January 31, 2008 enrollment figures for both schools. Staffing allocations and discretionary budgets are based on actual enrollment as of January 31. However, the January 31 enrollment numbers used for budgeting purposes did not include all students enrolled that day. Making this change would result in increases of .14 FTE licensed staff and $3,966 for North Eugene Alternative H.S. and .02 FTE licensed staff and $588 for Churchill Alternative H.S.

k. **Transportation Costs for Student Activity Trips - $5,940**
   The balance of unreimbursed transportation costs associated with student activity trips is reappropriated from Contingency.
I. **Additional Special Needs Bus Routes - $26,000**
   In response to an increasing number of special needs students who need transportation services and also an increasing number of instructional programs to which students are transported, the district added two additional special needs bus routes this year. This transaction reappropriates Contingency funds to pay for unreimbursed costs of adding these routes.

m. **Classified Staff Development Program - $68,322**
   The current contract with classified employees provides $75,000 for professional development over the life of the four-year contract. This transaction makes available the unspent balance of these funds.

**Total Requirements** $851,909

If these requests are approved, the balance in the Contingency account to support general fund activities would be $2,185,432. The superintendent recommends approval of Supplemental Budget #1.

2. **Accept the Audit Report from Grove, Mueller and Swank, PC for the Fiscal Year 2007-08** (Staff: Phillip Scrima)

   The firm of Grove, Mueller and Swank, PC has completed the annual audit in accordance with Oregon Revised Statutes. The District's Financial Policy Committee, of which Jim Torrey is a member, has reviewed the "Comprehensive Annual Financial Report," the "KRVM-FM Radio of Lane County School District 4J Financial Statement," the "Report to Management," and the "Staff Response to the Management Report.” Copies of the reports are included in your board packet.

   The superintendent recommends acceptance of the audit report for fiscal year 2007-08.

3. **Approve Expenditures for February 2009** (Staff: John Ewing)

   A summary of the district’s expenditures for February 2009, totaling $17,819,605.38 is included in the board packet.

   The superintendent recommends approval of the February 2009 expenditures.

4. **Approve Grant Application: Solar Initiative at Adams** (Staff: Yvonne Curtis)

   Staff from Adams Elementary School submitted a grant application to EWEB for $100,000. The primary purpose of Adams’ solar project is to create a school-wide and community-based educational tool on generating renewable energy while reducing the school's own energy footprint. Adams’ solar initiative is three-pronged: (1) a solar energy installation; (2) an educational program that will incorporate renewable energy into the Adams curriculum; and (3) a community outreach program, including a wheelchair-accessible educational kiosk on the Adams’ grounds.

   The superintendent recommends approval of the grant application. A copy of the grant description form is included in the packet.
5. **Approve Grant Application: School Garden/Outdoor Classroom at Adams** (Staff: Yvonne Curtis)

Staff from Adams Elementary School submitted a grant application to the City of Eugene Neighborhood Matching Grant Program for $10,670. Parents, community members and staff plan to build and plant five wheelchair accessible garden boxes at Adams. The project includes automated irrigation, a storage shed and a retaining wall which will also be used as student seating, thus creating an outdoor classroom. The project is coordinated by parent volunteers. Teachers, parents and FAN community members have committed to volunteering their time and expertise to the project. The first planting is planned for early May 2009 for quick growing veggies, with successive planting in June for fall harvest.

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

6. **Approve Grant Application: Learning to Improve Functional Fitness in Eugene – the Life Project** (Staff: Kay Mehas)

Staff from the Instruction Department submitted a grant application to the U.S. Department of Education Office of Safe and Drug Free Schools for $499,996. From 2003-07, with the support of a Federal Grant, the district made significant progress toward transforming physical education and increasing student physical activity. The result has been a new emphasis on fitness for all students. To complete the transformation and to increase the numbers of students meeting the Oregon Physical Education Standards, physical education staff want to introduce a new focus on “functional fitness,” the strength and agility students need to function effectively in the real world. This grant will assist in meeting this important goal of improving functional fitness for 4J students.

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

7. **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).

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

X. **Adjourn**

**CALENDAR FOR BOARD MEMBERS**

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<td>Spring Board Retreat</td>
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<td>Saturday, March 14</td>
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Reports and Recommendations – March 18, 2009
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