TO: Board of Directors

FROM: George Russell  
Superintendent of Schools

RE: Reports and Recommendations

6:00 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 the Annual Evaluation of the Superintendent to review and evaluate pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the executive officer pursuant to ORS 192.660 (2) (i). At the conclusion of the executive session, the board will reconvene in open session to discuss the executive session item and consider the terms of the contract for the superintendent for 2010-11.

To consider complaints or charges brought against a public officer, employee, staff member or individual agent, pursuant to ORS 192.660 (2) (b).

7:00 p.m. REGULAR BOARD MEETING

VII. ITEMS FOR INFORMATION

1. Receive the Annual Report on Superintendent’s Goals for 2009-10

On October 21, 2009, we agreed upon my goals for the 2009-10 and 2010-11 school years, along with the other criteria that will be used in my annual evaluation. The goals deal with student achievement, stewardship of district resources, and stakeholder engagement. Those goals, along with the job description and criteria will be reviewed as part of my annual evaluation, which will be conducted in executive session prior to this regular board meeting.

I presented a progress report at the April 7, 2010 board meeting. Included in the board packet for this meeting is a copy of the annual report summarizing goal attainment for the 2009-10 school year. I will give a brief overview of the annual report and respond to any questions from board members at this meeting.

2. Receive an Update on Civic Stadium and the Renovation of the South Eugene High School Athletic Field  (Staff: Jon Lauch)

Staff will provide an update on the development of the Request for Proposals (RFP) for the disposition of the stadium property; the district’s current and projected use of the
stadium facility, and the status of the South Eugene High School athletic field renovation.

**RFP Development**
The development of the RFP is progressing and a number of areas have been identified that will require input and/or direction from the board. These include, but are not limited to the following: Evaluation criteria and relative weighting/scoring; schedule for issuance of the RFP and evaluation of proposals; potential to include limitations on use beyond what land use codes may allow; potential requirement for deed restriction, reversion clause, or performance bond to guarantee development as proposed; whether to include opportunity for proposals for the north lots only and, if yes, how to structure the RFP and criteria to allow for this; and the potential to provide for confidentiality for portions or complete proposals.

Staff will be prepared to review/discuss the content items as detailed above as early as August 18, 2010, and intends to have a rough draft formatted by that time. The superintendent may recommend that this be scheduled as a work session, rather than included as a regular board meeting agenda item.

**South Eugene High School Athletic Field Renovation**
Anticipating that we will soon dispose of the stadium property, and in order to avoid ongoing maintenance costs of the stadium facility and grounds, a project was established to renovate the combination baseball and soccer field/facility at South Eugene High School. The project budget was established at $300,000 with funding from the Surplus Property Capital Fund (F450). The intent is to replenish these funds with revenue from the sale of the stadium property.

By beginning the project this past spring/summer, the field should be playable for baseball in the Spring of 2011. The drainage system is complete and the field has been re-seeded and top-dressed and is now in the turf recovery mode. A number of core aerations and top-dressing with sand will occur between summer, fall, and spring. Improvements to the fencing, baseball backstop, and spectator area are underway and will likely continue into the fall.

**Use of Stadium Facilities**
Because the South Eugene field has been taken out of service for the summer and will remain out of service until next spring, South Eugene athletics is utilizing the stadium facilities for summer baseball activities and for fall soccer. Although there have been requests from the community for use of the stadium facility for purposes unrelated to school district athletics, these requests have been denied. Review with the district's Risk Manager has confirmed that it is practically impossible to transfer all risk of use to the user and protect the district from all risk associated with the use or potentially resulting from the use. It is the current intent to “shutter” the facility following the conclusion of the fall soccer season.

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

1. **Organize the Board of Directors for the 2010-11 School Year**

   As the first order of business at the August 4, 2010 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 4, 2010 should elect the chair for the fiscal year ending June 30, 2011.

(2) **Vice-Chair:** The Board of Directors should then elect the vice chair for the fiscal year ending June 30, 2011.

b. **Authorize the Chair and Vice Chair to Sign for the District During the 2010-11 Fiscal Year**

The names of the newly elected board officers will be added to a resolution at the August 4 meeting.

The superintendent will recommend approval of the resolution authorizing the board officers to sign for the district during the 2010-11 fiscal year. A copy of the resolution is included in the board packet.

2. **Conduct the Annual Evaluation of the Superintendent and Approve the Terms of the Contract for the Superintendent (Executive Session)**

On October 21, 2009, you adopted my goals, job description, and criteria for my annual evaluation. The evaluation will be conducted in executive session prior to this regular board meeting. At the conclusion of the executive session, the board will reconvene in open session to discuss the executive session item and consider the terms of the contract for the superintendent for 2010-11.

I presented a progress report at the April 7, 2010 board meeting and am providing the annual report summarizing my goal attainment for the 2009-10 school year at this board meeting. A copy of my self-evaluation was provided prior to this board meeting.

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

1. **Approve the Memorandum of Agreement with Eugene Education Association to Continue Compensation for Credit Based on Proficiency Responsibilities**  
(Staff: Christine Nesbit)

**Action Proposed:** Approve a Memorandum of Agreement with the Eugene Education Association

**Background:** Since 2007-08 the district, in cooperation with the Eugene Education Association (EEA), has offered a pilot program by which high school students may receive credit based on demonstration of proficiency. The district and EEA have been parties to a Memorandum of Agreement (MOA) that has provided for compensation to teachers with responsibilities under the program, which has now expired. The district would like to continue to offer credit based on proficiency and to provide compensation for mentor and coordinating teachers during 2010-11 on the same terms as provided by the expired MOA.

**Discussion:** Credit Based on Proficiency (CBOP) provides students with an alternate model for earning credits under the guidance of a teacher mentor. Using the standards
based on Oregon Department of Education, students work with teachers to design curriculum in an area of learning. Student work is guided by teachers and community mentors to ensure that the learning experience is rigorous and aligned with state, national and/or college or industry standards, and relevant to the student's Educational Plan and Profile. Compensation for teacher mentors is set at one day of per diem pay for each .5 CBOP credit for each student; teachers whose mentorship responsibilities take substantially longer than a day to complete may request an additional half day of per diem pay. In addition, each high school has a CBOP coordinator who coordinates the program at the building level. Coordinators are paid up to a maximum of three days at their per diem rate of pay. Under the pilot program, a maximum of 45 students may earn up to 1.5 credits based on proficiency in a year.

1. Options and Alternatives: Staff considered whether to offer the program to more students and determined, after consultation with EEA, to continue to offer credit based on proficiency within the parameters of the pilot program while the district explores what model might enable the district to provide credit based on proficiency opportunities on a broader scale in the future.

2. Budget/Resource Implications: Based on utilization rates and costs for the last three years, staff anticipates that the actual program costs for 2010-11 will be approximately $20,000. If the program were fully utilized, the estimated cost impact for 2010-11 would be $60,420.

3. Board and Superintendent Goals: Providing resources to help support credit based on a student's mastery of a subject will help support students in meeting graduation requirements through non-traditional means.

Recommendation: The superintendent recommends approval of the Memorandum of Agreement.

2. Approve the Memorandum of Agreement with Eugene Education Association on the Arts and Technology Academy (Staff: Christine Nesbit)

Action Proposed: Approve a Memorandum of Agreement with the Eugene Education Association on the Arts and Technology Academy.

Background: Since 2007-08, the district and the Eugene Education Association (EEA) have had a Memorandum of Agreement (MOA) in place which addresses how various contract provisions apply to the K-8 Arts and Technology Academy (ATA). Specifically, the MOA describes how contract provisions relating to leadership stipends and parent teacher conference scheduling apply to ATA. The MOA expired on June 30, 2010, and the district and the EEA have tentatively agreed to an extension of the agreement for two years.

Discussion: Many provisions in the collective bargaining agreement between the district and EEA apply only to elementary schools or only to middle schools. ATA's model is a combined elementary/middle school. The MOA is needed to clarify how existing provisions in the collective bargaining agreement apply to a K-8 school.

1. Options and Alternatives: No other options were considered.
2. **Budget/Resource Implications**: There are no new costs associated with approving this MOA.

**Recommendation**: The superintendent recommends approval of the Memorandum of Agreement.

3. **Approve the Purchase of School Buses**  (Staff: Jon Lauch and Caroline Passerotti)

**Action Proposed**: Board approval of the purchase of 10 buses, five (5) route buses and five (5) special needs buses, is requested.

**Background**: On June 21, 2006, the board approved a one year contract, with an opportunity for four annual extensions, with Western Bus Sales, Inc. for the purchase of school buses. The contract is currently in its fifth year and will be used to purchase the route buses.

On June 27, 2007, Salem-Keizer School District processed a Request for Proposal for the purchase of Type C School Buses and awarded a one year contract with the opportunity for four annual extensions to Western Bus Sales, Inc. This contract will be used to purchase the special needs buses and is due to expire August 14, 2010.

**Discussion**: District buses are replaced according to a 10 year cycle that coincides with the state depreciation reimbursement schedule established in OAR 581-023-0040(6)(k)(B) and keeps the fleet running in a safe, reliable and economical manner. Currently the district has 38 buses that are 11 years old or older.

1. **Rationale**: Having served in the fleet for 11 years, five (5) rear engine route buses are due for replacement within the next year. Five (5) front engine special needs buses are also due for replacement, having served between 12 to 14 years in the fleet.

2. **Options and Alternatives**: The district could reduce the number of buses being replaced, or defer the replacement purchase altogether. Deferring the purchases would increase ongoing maintenance costs and decrease fleet reliability as well as create compounding issues with the remaining 28 buses due for replacement now and the 26 additional buses due for replacement in three years. Deferring purchase of the special needs buses using the cooperative (Salem-Keiser) procurement would also necessitate a future solicitation, requiring additional district resources to create, issue, and evaluate the solicitation.

3. **Budget/Resource Implications**: The rear engine route buses will cost $127,817 each, with five costing $639,085. The front engine special needs buses will cost $106,493 each, with five costing $532,465. The total purchase will be $1,171,550.

The net cost to the district is expected to be less with the trade-in of the retired buses, which will be dependent upon fleet needs at the time of new bus arrivals. Staff anticipates trading in nine (9) buses, retaining one special needs bus in reserve as a back-up. Current practice is to finance the buses over a 5 or 10 year period, with principal and interest being 70% reimbursable through state funds.
Accumulated Fleet Funds will be used to pay for the remainder of the purchase. Transportation Fleet Fund balances include state reimbursements for bus depreciation which must be used for the acquisition of new buses under ORS 327.033.

4. **Board and Superintendent Goals:** The proposal supports the board goal to provide prudent stewardship of district resources to best support student success, educational equity and choice.

**Recommendation:** The superintendent recommends that the board approve purchasing five (5) rear engine route buses from the district contract in the amount of $639,085 and five (5) special needs buses from the Salem-Keiser contract in the amount of $532,465, for a cumulative total of $1,171,550, from Western Bus Sales, Inc.

4. **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).

The superintendent recommends ratification of awards for CIP GO Bond funded projects as indicated on the summary sheet which is included in your board packet.

5. **Approve Grant Application: Middle School Mentor Program** (Staff: Carl Hermanns)

Staff from the Instruction Department submitted a grant application to the Meyer Memorial Trust for $42,224. This project provides extended support to the Eugene Middle School Mentor Project, which currently serves 185 at-risk students at all eight district middle schools. Mentors have lunch with students weekly and give personal attention, support and encouragement in an effort to increase self-esteem, school attendance and academic performance. The program is currently supported by a federal grant, which ends in August 2010. The new project will provide support for two school coordinators to serve two of the schools for the 2010-11 school year.

The superintendent recommends approval of the grant application. A copy of the grant description form is included in the board packet.
6. **Approve Board Meeting Minutes**

The superintendent recommends approval of the minutes from the May 19, 2010, June 2, 2010 and June 16, 2010 regular board meetings. Copies of the minutes are included in the board packet.

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

1. **Authorize Staff to Explore Options to Potentially Acquire Property Adjacent to River Road (Camino del Rio) Elementary School** (Staff: Jon Lauch & Larry Massey)

**Background:** The River Road/Camino del Rio Elementary School site is among the smallest elementary school sites in the district. With respect to replacing the school in the future, the site’s long and narrow configuration is problematic with regard to space for a new school and relative impact to programs during construction. Currently, the only practical options for future school replacement are to either take the outdoor field space out of service during construction, or to remove the existing facility before commencing with construction.

The school property is deepest at the east end where the property has street frontage on both Hilliard Lane and Marion Lane, however, there is not enough property at this location to build a new school. Additional property acquisition to the east would add property to this wider/deeper section allowing greater opportunity for new/replacement school development, greater flexibility for access, and lower impact to residential properties adjacent to the school site. Additional property acquisition now would provide opportunity to expand parking and improve drop-off and pick-up areas which are currently inadequate for the existing school facility. The adjacent property considered for potential acquisition is currently under single ownership and the owner has indicated an interest in selling the entire property which consists of three separate tax lots.

An aerial photograph is included in the board packet which shows the school and property boundary under district ownership and identifies the private property under consideration for potential acquisition. Preliminary value for the potential acquisition has been established in the range of $595,000 to $675,000.

**Discussion:**

1. **Rationale:** The location of the site is considered to be strategically and geographically well-located in the lower River Road area and with regard to distance between other district elementary school sites. However, the current property size and configuration is not conducive to building a new school on the site while the existing school is in use. Additional property acquisition at this site is considered a good long-range strategy to solidify the location as an elementary school site for the future and to provide the flexibility that is currently lacking with regard to replacing the existing school building in the future. Additional property acquisition at this time would provide opportunity to expand the limited parking area and enhance the drop-off and pick-up area for more efficient traffic flow and improved safety.

2. **Options and Alternatives:** The alternative option is to not consider additional property acquisition at this time, keeping the property configuration as it currently
exists. This would limit future development flexibility as a school site, and would restrict options for expansion of the parking area and improvement of drop-off and pick-up areas for the existing facility. Acquisition of the property in the future is possible, but likely at greater cost and potential difficulty if the property is then held in separate ownership. Deferring a decision to consider or pursue acquisition would avoid expenditures to acquire the property.

3. Budget/Resource Implications: The property acquisition would be funded from the Surplus Property Capital Fund (F450). There are currently adequate funds to support the acquisition, however, there are inadequate capital funds overall to support the district’s facilities capital needs. Due to the current real property market which is affected by the national and world economic recession, the property is likely at the lowest value that can be predicted for the future. Some modest resources may need to be expended for additional real property evaluation to establish a refined value, confirmation of value, and potential environmental site assessments if a favorable purchase agreement were executed.

4. Board and Superintendent Goals: The proposed property acquisition supports the board goal to provide prudent stewardship of district resources to best support student success, educational equity and choice. There is no specific key result or superintendent goal that directly relates to the proposal. The use of proceeds from surplus property to “acquire and develop land” is consistent with Board Policy DFD – Real Property Management.

Recommendation(s): The superintendent will recommend that the board authorize the superintendent to explore options to acquire the property up to and including preparing an offer to purchase the property. Any potential offer would need to be contingent upon board approval and available funding. The district’s Land Use Decision Process would be required and would be initiated if a favorable purchase agreement can be negotiated.

XI. Comments and Committee Reports by Individual Board Members

XII. Adjourn

**CALENDAR FOR BOARD MEMBERS**

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<td>Wednesday, August 4</td>
<td>Executive Session</td>
<td>6 pm</td>
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<td>Regular Board Meeting</td>
<td>7 pm</td>
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<td>Wednesday, August 18</td>
<td>Regular Board Meeting</td>
<td>7 pm</td>
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<td>Thursday, August 19</td>
<td>Board Retreat – Parr Room</td>
<td>5:30 - 8 pm</td>
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<td>Friday, August 20</td>
<td>Board Retreat – Serbu Center</td>
<td>8 am - 5 pm</td>
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<td>Wednesday, September 1</td>
<td>Regular Board Meeting</td>
<td>7 pm</td>
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<td>Thursday, September 2</td>
<td>District Back-to-School Event</td>
<td>7:30 - 10:45 a.m.</td>
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<td>South Eugene High School</td>
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<td>Wednesday, September 15</td>
<td>Regular Board Meeting</td>
<td>7 pm</td>
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<td>Wednesday, October 6</td>
<td>Regular Board Meeting</td>
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