

Board of Directors Meeting  
School District 4J, Lane County  
200 North Monroe Street  
Wednesday, February 13, 2008 - 6 p.m.

**TO: Board of Directors**

**FROM: George Russell  
Superintendent of Schools**

**RE: Reports and Recommendations**

**VII. ITEMS FOR INFORMATION**

**1. Receive a Report on the Superintendent's Report and Recommendations for Shaping 4J's Future (Part 2)**

I discussed my Report and Recommendations for Shaping 4J's Future (Part 1) with the board at the January 16 board meeting and in more detail at the January 30 board work session. My goals and principles were included as part of my initial Report and Recommendations for Shaping 4J's Future.

The next step in the process was to develop a specific set of recommendations with a timeline for implementation. This superintendent's recommendation will be presented at the February 13 board meeting, with a public hearing scheduled on February 20.

A copy of the Superintendent's Report and Recommendations for Shaping 4J's Future (Part 2) is included in the board packet. In summary, the superintendent's recommendation:

1. Close Harris Elementary School for the 2008 – 2009 school year and redistribute students to Edison and Parker elementary schools. Redraw the attendance boundaries for Edison and Parker. Relocate Eastside Alternative School from Parker into the Harris building for the 2008 – 09 school year. During 2008-09, make additions to the school that will allow it to accommodate adding the French Immersion school for the 2009-10 school year.
2. Move Meadowlark students to a new school at the Kinney Loop site in 2011-12. Buena Vista would then become a K-5 stand-alone school at the Meadowlark site.
3. Close Coburg in June 2011, and relocate students to the new school at Kinney Loop site in 2011-12, and reassign middle school students from Cal Young to Monroe.
4. Close the Fox Hollow building and move the French Immersion School to join Eastside in the Harris building in 2009-10.
5. Move the Family School and establish it as a 1-8 school sharing the facility with the Arts and Technology Academy at the Jefferson building for 2009-10.
6. Implement a differentiated staffing ratio based on the percentage of free-and-reduced lunch students, English Language Learners, and special education students (excluding students receiving only speech and language services).

Schools serving higher percentages of these students would receive more staffing than other schools.

7. Limit transfers for middle and high schools. Each middle school could accept up to 5% of the middle school students residing within the boundaries of another region. No school could accept transfers that would result in a student enrollment that exceeds the middle school size maximum enrollment target of 600 students. Each high school could accept up to 5% of the high school students residing within the boundaries of another region. No school could accept transfers that would result in a student enrollment that exceeds the high school size maximum of 1500 students.
8. Transportation. There may be some additional transportation costs related to boundary adjustments and school consolidations. I recommend that we also consider providing transportation within each region to alternative schools in that region.

Another option that I considered, but am not recommending at this time is:

9. Consider closing Twin Oaks Elementary in June 2011 and send students to McCornack and Crest Drive.

**2. Receive an Update Regarding the New Synthetic Turf Athletic Fields** (Staff: Jon Lauch)

The district and the City of Eugene have been working in partnership for several years to add synthetic surface athletic fields at up to four district middle school sites for both school and community use. The district installed synthetic turf fields at Cal Young and Madison Middle Schools at the time these new buildings were constructed, with the understanding that a future city bond measure would allow the city to contribute its share of the funds for the new middle school fields. The city did fund the installation of the lights for these fields (approximately \$280,000). The intention was that, in the end, the district and city would share 50% of the total cost for installing the middle school synthetic surface fields and would then share the use and ongoing maintenance costs on a 50/50 basis, as we do for the high school athletic fields.

On November 7, 2007, you approved proceeding with the design work and proposal/bidding process for a new field at the Spencer Butte Middle School site and a new field with a track around it for the Jefferson Arts and Technology site.

Schedule:

The design work is proceeding on schedule. The two RFP's have been issued for the field turf and lighting systems. Responses are to be submitted by February 14 with the evaluation process over the following weeks in advance of the primary bid package. The bid date for the primary construction work (excavation, drainage, etc.) is currently scheduled for March 20, 2008 which allows for potential contract award at the April 2 board meeting. The current completion dates for the two fields remain the end of August 2008, so that they would be available for the fall sports season, however, we may need to push the schedule for Jefferson, due to the length of the wetlands mitigation process which is yet to be determined (see below).

Wetlands:

Delineation of wetland areas and evaluation of potential impact has been completed for both sites.

The presence of and impact to identified wetland areas at the Spencer Butte site are minimal. It is our understanding that, although a mitigation process is required, the area is such that an expedited process can be used which is not expected to impact the current construction schedule. The current schedule is to have the field preparation work complete (ready to receive the turf installation) by June 1, and to have the turf installation complete by July 15. This schedule allows plenty of schedule flexibility for unknowns such as soil conditions requiring additional work, wetlands process, etc. to have the field available for the fall sports season.

The presence of and impact to identified wetland areas at Jefferson are significant. Essentially, everything south of the school has been identified as wetland area with the exception of the existing soccer field and the gravel track area (the areas inside and around the track are identified as wetlands). We are looking at roughly two acres of impact from the field and track. We would be looking at an additional acre of impact if we were to consider constructing the field and track separately. This further supports, economically, the board's decision to include the track with the field at this site.

There is much we do not currently know about the mitigation process, specifically with regard to what the process requires, the length of time for the process, and costs. We have been in conversation with the city and a consultant on these issues and believe the process to be on the order of six months and the mitigation cost to be approximately \$50,000-60,000 per acre.

The current schedule for the Jefferson field (and track) is to have the field preparation work complete (ready to receive the turf installation) by August 1, and to have the turf installation complete by August 31. There is no "float" in this schedule. If the mitigation process delays our Notice to Proceed to the contractor, this may jeopardize our ability to have the field complete for fall sports. It should not prevent, however, completion of the field in the fall and its availability for the school programs and community for the bulk of the school year.

Funding:

At the November 7, 2007 board meeting you received an itemization of actual costs for the Cal Young and Madison fields, as well as cost projections for the additional fields at Spencer Butte and Jefferson ATA. In round numbers, the projected cost for the two new fields (without the track) is \$3.6 million including project administration costs. The district would be funding the track at Jefferson without participation from the city at about \$400,000.

The city included \$5 million in the recent parks bond measure for partnership on athletic fields. \$1 million is reserved for turf replacement at the four (4J) high school fields and represents one-half (the city's share) of the projected costs. The remaining \$4 million is to be allocated toward new fields in 4J and Bethel school districts, including the two fields already completed at Cal Young and Madison. The bond measure communications stated: "Exact number and locations based on partner funding availability."

The city has recently notified 4J that they have committed to partnering with Bethel School District for two new fields for up to \$2 million. Although we do not have a firm commitment, this would presumably leave \$2 million for the four 4J middle school fields. The city has paid about \$280,000 for lighting at Cal Young and Madison, and would need to pay an additional \$670,000 for 50% of the incremental costs for the field construction at those sites. As a result, the balance available from the city parks bond measure for additional 4J fields would be about \$1 million.

The district has identified \$1.1 million within remaining bond funds which is the amount required for 50% of the field costs, after the \$670,000 reimbursement from the city for Cal Young and Madison. The intent is to identify the remaining \$400,000 for the Jefferson track after bids are received and we can confirm the budget for the projects.

Without the identification of additional funding, this would represent a projected shortfall of \$800,000 (based on current estimates of probable costs) if we are to proceed with both new fields. City staff has indicated a willingness to look at other funding options once bids are received for the proposed 4J and Bethel School District field projects. However, they have also indicated that they may not be in a position to participate at the 50% level for the two additional fields at Spencer Butte and Jefferson.

The overall picture may shift once we receive bids for our projects. Our understanding is that Bethel is currently in design for their fields, but we have no information regarding their schedule for bidding and construction. The board may ultimately need to choose to construct one field and to delay construction of the second field until some future date, or to provide additional funding beyond the intended 50% participation amount. You may also want to consider crediting the city for the Cal Young and Madison field lighting and partnering only on the two new proposed fields.

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

### **1. Approve Proposed Addendum to the Superintendent's Contract for 2007-2010**

The contract between the superintendent and the board provides 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. The board conducted the evaluation in executive session on September 5, 2007 under the provisions of ORS 192.610-192-690. At the board meeting of September 5, the board approved extension of the superintendent's contract to June 30, 2010. The board requested the board chair and vice-chair meet with the superintendent to develop a proposed addendum to the contract for consideration at a future meeting. The proposed 2007-010 addendum is attached.

The proposed contract addendum provides the following for 2007-08:

- Effective July 1, 2007 the superintendent will be moved to the Longevity Step of the salary schedule.
- Effective July 1, 2007, a COLA increase will be applied to the salary schedule commensurate with that applied to the salary schedule for other administrators.
- Effective January 1, 2008, the superintendent's TSA shall be increased by an additional \$100 per month.

The superintendent's contract addendum provides for consideration of a performance bonus. The language is as follows:

Performance Bonus:

The board recognizes that the superintendent's salary is considerably below market for superintendents in comparable school districts. To address this disparity, the board may from time to time consider performance bonuses for exceptional performance. The amount of the bonus shall be determined by the board following the superintendent's annual evaluation. The performance bonus shall not exceed 5% of annual salary. The superintendent shall have the option of receiving the amount of the bonus as a tax-sheltered annuity or other form of non-taxable compensation. The amount shall not be added to the superintendent's annual salary. The payment shall be made available to the superintendent within sixty (60) days of the date of the superintendent's annual evaluation.

The board's evaluation determined that the superintendent's performance exceeded expectations. The board chair and vice chair recommend approval of the addendum to the superintendent's contract for 2007-10, and that the superintendent be provided a performance bonus for 2006-07 in the amount of 5% of annual salary to be paid into the tax-sheltered annuity of the superintendent. All other provisions of the contract with the superintendent, and addendums, would remain unchanged.

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

**1. Approve Grant Application: Girls Group Grant (Staff: Laurie Moses)**

Staff at Sheldon High School submitted a \$4,535 grant application to the EC Brown Foundation and the Oregon School Health Network. Mental health therapists, counselors, nurses, a principal, and a health assistant at South Eugene Health Center and Sheldon High School will attend a conference in Portland entitled "Education and Engagement: Learning About Diversity." The trained individuals will then lead outreach efforts in the school communities to strengthen relationships with African American youth and effectively serve these youth's mental and physical health needs at the four Eugene School Health Centers.

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

**2. 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.

**3. Accept the Audit Report from Grove, Mueller and Swank, PC for the Fiscal Year 2006-07** (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 will recommend acceptance of the audit report for fiscal year 2006-2007.

**4. 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 (2) (a).

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

**XI. Adjourn**

**CALENDAR FOR BOARD MEMBERS**

**FEBRUARY**

Wednesday, February 20	Public hearing (followed by work session if time allows)	7 pm
Monday, February 25	Budget Committee meeting	7 pm
Wednesday, February 27	Board meeting and work session	7 pm

**MARCH**

Wednesday, March 5	Board meeting	7 pm
Wednesday, March 12	Board work session	6 pm
Wednesday, March 19	Board meeting	7 pm

**APRIL**

Wednesday, April 2	Board meeting	7 pm
Saturday, April 12	Board Retreat	8 am – 4 pm
Wednesday, April 16	Board meeting	7 pm