

Board of Directors Meeting  
School District 4J, Lane County  
200 N. Monroe Street  
Wednesday, July 13, 2011

**TO: Board of Directors**

**FROM: Dr. Sheldon Berman  
Superintendent of Schools**

**RE: Reports and Recommendations**

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

**1. Administer the Oaths of Office**

At the July 13, 2011 board meeting, the superintendent will administer the oaths of office to the four (4) re-elected board members all for four year terms, July 1, 2011 – June 30, 2015: Alicia Hays, Position 1; Craig Smith, Position 4; Jim Torrey, Position 5; and Mary Walston, Position 7.

**2. Organize the Board of Directors for the 2011-12 School Year**

As the first order of business at the July 13, 2011 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 July 13, 2011 should elect the chair for the fiscal year ending June 30, 2012.

(2) **Vice-Chair:** The Board of Directors should then elect the vice chair for the fiscal year ending June 30, 2012.

**b. Authorize the Chair and Vice Chair to Sign for the District During the 2011-12 Fiscal Year**

The names of the newly elected board officers will be added to a resolution at the July 13 meeting.

The superintendent will recommend approval of the resolution authorizing the board officers to sign for the district during the 2011-12 fiscal year. A copy of the resolution is included in the board packet.

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

**1. Approve Board Meeting Minutes**

The superintendent recommends approval of the board meeting minutes of the regular board meeting held February 16, 2011, the regular meeting held on March 9, 2011, the regular meeting held March 16, 2011, the work session and special meeting held March 30, 2011, the regular meeting held April 6, 2011, the work

session and regular meeting held April 20, 2011, the regular meeting held May 4, 2011, the regular meeting held May 18, 2011, the regular meeting held June 1, 2011, the regular meeting held June 15, 2011, and the special meeting held June 22, 2011.

**2. Appoint Legal Counsel and Auditor for Fiscal Year 2011-12** (Staff: Mary Nickelson-Hill)

**Discussion:**

**Rationale:**

General legal services are being provided for the district by the law firm of Luvaas Cobb. Financial auditing services are being provided by the accounting firm of Grove, Mueller & Swank, P.C. We continue to be satisfied with the services we receive.

**Options and Alternatives:**

Should the board elect to not appoint Luvaas Cobb as legal counsel or Grove, Mueller & Swank, P.C. as auditor at this time, it would require the district to adhere to Board Policy DJCA, Personal Services Contracts which at a minimum requires written findings for contracts over \$25,000 but under \$75,000. Personal services contracts between \$75,000 and \$150,000 must be procured by an informal competitive process in which the district solicits proposals or at least consider three firms, provided there are three firms that are deemed capable of performing the work.

**Budget/Resource Implication:**

Should the board decline to appoint legal counsel and auditor, resources would be required to research and obtain quotes for these services.

**Board and Superintendent Goals:**

The proposal supports the Board Goal to provide prudent stewardship of district resources.

**Recommendation:**

The superintendent recommends that Luvaas Cobb be retained as legal counsel for the 2011-12 fiscal year. The superintendent further recommends that Grove, Mueller & Swank, P.C. be appointed to conduct the 2010-11 annual audit, during the 2011-12 fiscal year, as required by Oregon statute.

**3. Approve the Revised 2011-12 School Year Instructional Calendars**  
(Staff: Celia Feres-Johnson)

**Action Proposed:**

Approve revised 2011-12 school year instructional calendars.

**Background:**

The Board adopted the 2011-2012 calendars on April 6, 2011. Since that day the State In-service day has been schedule for October 14, 2011 instead of October 7, 2011. As a result of the State In-service Day change, the Progress Report/Early Release Day previously scheduled for Thursday, October 6, 2011 has been moved to Friday, October 7, 2011. This change applies only to the Middle School Semester and High School calendars.

The revised calendar reflects these changes.

**Recommendation:**

The superintendent recommends the board approve the revised 2011-12 School Year Instructional Calendars.

Copies of the proposed revised calendars are included in your packet for this meeting.

**IX. COMMENTS AND COMMITTEE REPORTS BY INDIVIDUAL BOARD MEMBERS**

**XI. ADJOURN**