

Bend-La Pine Schools
Bend, OR 97703
April 14, 2020

Regular Meeting at 6:00 p.m.

VIRTUAL MEETING NOTICE

To support Governor Brown’s orders for social distancing, the Board of Directors for Bend-La Pine Schools will conduct the April 14, 2020 School Board Meeting by video or conference call only through [Cisco Webex](#).

Join by video conference or by phone – please click [here for access instructions](#)

Agenda

Call to Order	Co-Chair Craig
Pledge of Allegiance	Caroline Skidmore
Review of Agenda	Co-Chair Craig

Public Input

<p>The Board of Directors will only accept written public comment for the April 14 meeting. Public comments may be submitted the following ways:</p> <ul style="list-style-type: none"> • Email to : school-board@bend.k12.or.us please clearly label the subject line as “public comment” and include the topic • Mail to : Bend-La Pine Schools Board of Directors, 520 NW Wall Street, Bend, OR 97703 	Co-Chair Craig
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Consent Agenda

Approval of Minutes – March 10 & March 18, 2020 <i>Reference: ORS 192.650 and ORS 332.057</i>	Co-Chair Craig
Approval of Personnel Recommendations <i>Reference: ORS 332.505</i>	Jay Mathisen

Action Items

Resolution 1895 : School Bus Purchase Financing	Brad Henry
Resolution 1896 : Certified Employee Appreciation Week	Co-Chair Craig
Superintendent Nordquist Contract for the 2020-2021 School Year	Co-Chair Craig

Reports

EL 9 : Technology Policy Monitoring Report	Lora Nordquist
Policy Update 3 of 4	Andrea Wilson

Discussion Items

Visioning	Co-Chair Craig
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Board Comments

Adjourn

Bend-La Pine Schools Board of Directors Meeting Minutes

Meeting Date: March 10, 2020

Meeting Location:

Bend-La Pine Schools Education Center
520 NW Wall Street, Bend, OR 97703

Board Members Present

Julie Craig
Shimiko Montgomery
Caroline Skidmore
Melissa Barnes Dholakia
Amy Tatom
Stuart Young *attended via teleconference*
Carrie Douglass *attended via teleconference*

Call to Order

The meeting was called to order at 5:30 p.m. by Co-Chair Craig. The Pledge of Allegiance and review of the agenda followed.

Public Input

Co-Chair Craig reviewed the process for public comment.

Several community members addressed the board about naming the new high school after Robert D. Maxwell. Those in support noted Maxwell's service in the U.S. Army during World War II and that Maxwell was awarded a Medal of Honor. After his military service, Maxwell turned to education and eventually taught auto mechanics at Bend Senior High and Central Oregon Community College. Those who spoke felt that naming the new high school after Maxwell would be an excellent way to honor and recognize his service and character. They asked the board to reconsider the naming policy and name the new high school in honor of Maxwell. Those who addressed the board included: Ted Lyster, Jacob Iyes, J.W. Terry, and Linda Maxwell daughter.

Lyster also presented the board with signed petitions, asking the board to reconsider the naming process and name the new high school after Maxwell. Co-Chair Craig thanked those who spoke and in attendance to show their support of Mr. Maxwell. She noted the board has received and read or listened to all the letters and messages from community members who have also shared their support for naming the new high school after Maxwell. She said the board will discuss the naming of the new high school later in the meeting as shown on the agenda.

Judy Fuentes, artist in residence at Pine Ridge Elementary, thanked all the Veterans in attendance for their service and shared a handout with the board about the importance of art in elementary education. She invited board members to visit Pine Ridge during an art lesson and is hopeful the district will continue to fund arts with the Student Success Act funds.

Sharon Bellusci shared a flyer and invited board members to the upcoming Central Oregon Dyslexia Conference for educators in Bend-La Pine and Redmond School Districts. She shared about the presenters, topics and desired outcomes for the conference.

Consent Agenda

Amy Tatom moved to approve the Consent Agenda. Shimiko Montgomery seconded the motion. Unanimous approval

Reports

❖ Education Foundation

Superintendent Mikalson introduced Wendy Graunitz and Michelle Johnson from the Education Foundation to share about the Foundations work to support classroom grants, athletic and activity fee scholarships, perseverance awards, Latino student scholarships and mental health support grants. Johnson shared about the recent expansion of the classroom grants which are now twice a year. A new scholarship in honor of Charlotte Van Valkenburg has been established for schools in Central Oregon to support robotics programs. Johnson invited all to the 15th Annual Trivia Bee at the Tower Theater on Friday, April 17, noting there are still a few business sponsored teams that are available. She thanked board members and the district for their continue support. Co-Chair Craig thanked Graunitz and Johnson for their leadership and the amazing work they do to support students, teachers and schools. Mikalson agreed, and commented on the tremendous growth the Foundation has seen under the leadership of Graunitz and Johnson.

❖ Desert Sky Montessori Charter Review

Lora Nordquist introduced Jodie Borgia, Head of School at Desert Sky Montessori (DSM) to share about their program and what has taken place at their school since it was established as a charter school in the 2017-18 school year. Borgia shared about their program, classrooms, enrollment and growth over the past three years. There are now 165 students enrolled in the K-5 program. Borgia highlighted DSM's hopes to continue to grow enrollment and that they are continuing to evaluate and possibly pursue a different location. Co-Chair Craig shared her appreciation for the program and alternative education model DSM offers students. Melissa Barnes Dholakia appreciated hearing about how the school was started, and thanked Borgia for taking the time to educate new board members about their school.

Superintendent Mikalson expressed his appreciation to Borgia for her leadership and partnership with the district. He noted DSM's initial charter contract with the district expires on June 30, 2020. DSM has submitted a written request to renew their charter contract and the public hearing, scheduled later in the meeting, is the first portion of the renewal process. He encouraged the board to continue to support Desert Sky Montessori's charter.

❖ Secondary Attendance Area Announcement

Superintendent Mikalson noted the executive summary in the board packet which reviews the work of the Attendance Area Committee and their recommendation for secondary attendance areas. Mikalson shared his appreciation for the committee's work and noted there are maps available on the district's website with the new attendance areas. Co-Chair Craig shared her thanks to all committee members for their time and dedication throughout the process.

Mikalson said he is supportive of the committee's recommendation and the new secondary attendance areas will go into effect with the 2021-22 school year.

❖ Financial Update

Brad Henry reviewed the third quarter financial executive summary in the board packet and offered to answer any questions. He added the district's projected reserves has increased since the last financial update which will help make the payment to PERS which is scheduled to take place in August 2020.

Public Hearing

❖ Desert Sky Montessori Charter Contract Renewal

Co-Chair Craig recessed the regular board meeting and called the Desert Sky Montessori Charter Contract Renewal Public Hearing to order at 6:32 p.m. There was no public testimony. Superintendent Mikalson reviewed the process for charter renewal and said the final contract would come back to the board for approval. Co-Chair Craig closed the hearing and called the regular meeting back to order at 6:33 p.m.

Action Items

❖ Approval of Desert Sky Montessori Contract Renewal

Amy Tatom moved to approve Desert Sky Montessori's Charter Contract Renewal request, and that the district begin contract negotiations with Desert Sky Montessori. Caroline Skidmore seconded the motion. Unanimous approval.

❖ Approval of Student Investment Account Plan

Superintendent Mikalson noted the Student Investment Account Plan (SIA) in the board packet, the SIA application and proposed resolution at each board member's seat. Mikalson said the application is also posted on the district website, and if approved by the board, will be submitted to the state. Mikalson said after the application is submitted the district will enter negotiations with the state, and the final plan will come back to the board for approval. He thanked district leaders who helped coordinate efforts for the plan and application. He said he is hopeful the board approve Resolution 1894 : Student Investment Account Application Approval as presented.

Amy Tatom read Resolution 1894 : Student Investment Account Application aloud. Caroline Skidmore moved to approve Resolution 1894 as presented. Stuart Young seconded the motion. Unanimous approval.

Marcus LeGrand asked for clarification on the district's efforts to hire a diverse work force for the new positions afforded by SIA funds. Jay Mathisen shared the district's goal continues to be that the staff members working in schools reflect the demographics of students; noting there is room to improve and challenges in finding qualified staff members to fit that role. He shared about the district's expanded recruitment and retention efforts to hire and maintain a more diverse work force.

❖ New High School Name

Co-Chair Craig reviewed the new high school naming executive summary in the board packet. She noted the process and proposed names from the naming committee and asked board members for comment.

Co-Chair Douglass thanked those who came to speak and who took time to communicate with the board to share their desire for the new high school to be named after Robert Maxwell. She noted her appreciation for not only Maxwell's service, but for all Veterans and those who are actively serving our country. Douglass shared thoughts the importance of developing and following policies and feels the work of the naming committee should be honored. Douglass added, Principal Boyd led a thorough and thoughtful process with the naming committee, aligned with district policy. She supports the names brought forward by the committee. As an alumni of Bend Senior High School, Douglass said she would like to see a portion of the Bend High campus named after Maxwell. She thanked community members for their passion and encouraged them to stay engaged with all areas of the district.

Co-Chair Craig shared her appreciation to Veterans and their families and to those who have shown support of Maxwell. Craig noted several comments have been made alluding to the board not valuing or having respect for those who have served; which she clarified is not at all accurate. She too would like to honor the work of Boyd and the naming committee. She shared her excitement for what a new high school brings to a community and

feels the focus and attention should be on what happens within the walls of a school rather than a name. She said she is supportive of the committee's recommendation and is in favor of the new high school being named Caldera High School. Craig added, if the board would like to discuss a revision to the naming policy, that could take place in June when the board is scheduled to review EL 7 – Facilities.

Amy Tatom thanked everyone who shared their support for Mr. Maxwell. She said she is not thrilled with the names proposed by the naming committee, however, she will support the work of the committee. She is looking forward to the board revisiting the naming policy and would like to continue to discuss naming of facilities after people.

Melissa Barnes Dholakia shared her appreciation for those who have served in armed serves and feels strongly that the legacy of Mr. Maxwell will carry on in the community. She also shared her appreciation for the work and process of the naming committee, especially their lens of inclusivity. She too is supportive of the committee's recommendation for Caldera High School; and would like to find a way to honor Mr. Maxwell by naming a portion of the Bend High campus after him.

Shimiko Montgomery agreed with fellow board members and shared her appreciation for those who have served our country. She also shared her appreciation for the work of Boyd and the naming committee and supports their recommendation to name the new high school Caldera High School. Stuart Young also agreed with fellow board members and would like to see the board consider a way to honor Mr. Maxwell. He shared his support for naming the new high school Caldera High School.

Shimiko Montgomery moved to approve the new high school be named Caldera High School. Melissa Barnes Dholakia second the motion. Unanimous approval.

Board Comments

Caroline Skidmore expressed her gratitude and appreciation for the Veterans who spoke and would like to further at ways to honor Mr. Maxwell at the Bend High campus. She noted the decision to name a school is difficult, however she supports the process and appreciates the work of Principal Boyd and the naming committee.

Amy Tatom also thanked those who attended and spoke on behalf of Mr. Maxwell. She reiterated her desire for the board to review the naming of facilities policy.

Co-Chair Craig recessed the regular meeting at 7:01 p.m. for the board to move into executive session. Co-Chair Craig resumed and recessed the regular meeting at 8:37 p.m.

Recorded by: Andrea Wilson

Bend-La Pine Schools Board of Directors Special Session Meeting Minutes

Meeting Date: March 18, 2020

Meeting Location:

Bend-La Pine Schools Education Center
520 NW Wall Street, Bend, OR 97703

Board Members Present

Julie Craig
Carrie Douglass
Shimiko Montgomery *attended virtually*
Caroline Skidmore *attended virtually*
Melissa Barnes Dholakia *attended virtually*
Amy Tatom *attended virtually*
Stuart Young *attended virtually*

Call to Order

The meeting was called to order at 6:01 p.m. by Co-Chair Craig.

Discussion

❖ **Superintendent Search Update**

Co-Chair Craig shared her appreciation and acknowledged the hard work of all district staff members during the closure and unknown times. She also extended her thoughts to students and families and wished them all well.

Co-Chair Craig expressed her desire to suspend the search for a new superintendent due to the uncertainty and ever-changing circumstances regarding the COVID-19 situation. Co-Chair Douglass agreed, adding, that while the applicant pool was strong, she does not feel the Board can commit to a thorough and transparent process with the current closures and limits to social interactions. Douglass suggested the Board consider appointing an interim superintendent for the 2020-21 school year and resume the search for a new superintendent in the fall of 2020. Stuart Young agreed and expressed his thankfulness for the district's strong leadership team. Caroline Skidmore also agreed and shared her concerns about making such an important decision during a world-wide crisis and that the community and district deserve a thoughtful, transparent process as the Board selects the next superintendent. Melissa Barnes Dholakia noted the excellent candidate pool and her desire to honor the process the Board laid out prior to COVID-19; and to honor that process, she too is supportive of delaying the search. Shimiko Montgomery agreed with fellow board members and feels it would be best to move forward with an interim appointment. Amy Tatom also agreed and shared her concerns with not being fully able to vet candidates due to social distancing measures in place. She feels confident in the district's current leadership and also supports an interim appointment.

Co-Chair Craig recommended the Board consider appointing current Assistant Superintendent, Lora Nordquist, as interim superintendent for the 2020-21 school year. Craig expressed her confidence in Nordquist and said her expertise and experience will be invaluable as the district continues to move forward. Co-Chair Douglass agreed and thanked Nordquist for stepping up during such unprecedented circumstances. Douglass added that Nordquist exemplifies the core competencies the Board identified and included in the current Superintendent vacancy notice.

Stuart Young moved to appoint Lora Nordquist as Superintendent for the 2020-21 school year. Amy Tatom seconded the motion. Unanimous approval

Board members shared their appreciation and thanked Nordquist for her willingness to accept the position as an interim. Caroline Skidmore clarified Nordquist's appointment will be from July 1, 2020 – June 30, 2021. All board members agreed.

Nordquist said she is honored to serve the district as interim superintendent and sees her role for the 2020-21 school year as that of stewardship. She thanked Board members for their kind words and bode of confidence in her abilities.

Meeting adjourned at 6:21 p.m.

Recorded by: Andrea Wilson

draft : pending board approval

DATE: April 9, 2020

TO: Shay Mikalson, Superintendent
Board of Directors for Bend-La Pine Schools

FROM: Debbie Watkins, Director of Human Resources – Classified
Jon Lindsay, Director of Human Resources – Certified

RE: Administrative and Licensed Recommended Hires, Resignations, and Retirees

The Human Resource Department recommends approval of the following hires, resignations and retirees at the school board meeting on April 14, 2020. All Hires are subject to successful drug testing, background check, and Oregon licensure.

CERTIFIED HIRES

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Cooper, Jamie	Dual Immersion Primary PS108182 <i>for 20/21</i>	Bear Creek Elementary	Regular Full Time	04/14/2020
Del Mar, Lauren	Speech/Language Pathologist PS108228 <i>for 20/21</i>	Special Programs	Regular Full Time	04/14/2020
Gallup, Monica	Dual Immersion Primary PS108182 <i>for 20/21</i>	Bear Creek Elementary	Regular Full Time	04/14/2020
Hurst, Sarah	SPED Teacher PS108199 <i>for 20/21</i>	Special Programs	Regular Full Time	04/14/2020
Kardy, Bethany	School Psychologist PS108177 <i>for 20/21</i>	Special Programs	Regular Full Time	04/14/2020
Leahy, Cassandra	Speech/Language Pathologist PS108228 <i>for 20/21</i>	Special Programs	Regular Full Time	04/14/2020
Titus, Haley	SPED Teacher PS108199 <i>for 20/21</i>	Special Programs	Regular Full Time	04/14/2020

CERTIFIED RESIGNATIONS

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Allen, Lauren	Primary Teacher	Rosland Elementary	08/27/2007 – 06/30/2020
Friesen, Heidi	Science Teacher .33 of 1.0 FTE	Bend Senior HS	08/27/2017 – 06/30/2020
Galvin, Paul	Intermediate Teacher	Lava Ridge Elementary	08/29/2011 – 06/30/2020

Galvin, Wendy	SRC Teacher	Special Programs	08/25/2008 – 06/30/2020
Gutierrez, Trede	Life Skills Teacher	Special Programs	08/28/2017 – 06/30/2020
Hilliard, Bethany	ERC Teacher	Special Programs	08/27/2018 – 06/30/2020
Johnson, Becky	ERC Teacher	Special Programs	08/28/2006 – 06/30/2020
Johnson, Matthew	School Psychologist	Special Programs	08/28/2012 – 06/30/2020
Macomber, David	Language Arts/Social Studies .50 of 1.0 FTE	Pilot Butte MS	08/27/2018 – 06/30/2020
Mathieu, Lea	Language Arts Teacher	Cascade MS	08/28/2017 – 06/30/2020
Miller, Tyler	Intermediate Teacher	Silver Rail Elementary	08/29/2005 – 06/30/2020
Prevenas, Margaret	Science Teacher .333 of 1.0 FTE	Sky View MS	08/02/2016 – 06/30/2020
Roberts, Alyssa	Primary Teacher	Silver Rail Elementary	08/27/2017 – 06/30/2020
Ruzicka, Sarah	Music Teacher	High Lakes Elementary	08/31/2009 – 06/30/2020
Weigle, Madeline	Language Arts Teacher	Sky View MS	08/25/2014 – 06/30/2020
Winans, Jennifer	Intermediate Teacher	High Lakes Elementary	01/14/2011 – 06/30/2020
Wojtkowiak, Thomas	Science Teacher .167 of 1.0 FTE	Bend Senior HS	08/27/2018 – 06/30/2020

ADMINISTRATIVE HIRES

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Bibeau, Leah	Finance Director PS108183	Business Office	Regular Full Time	04/14/2020

ADMINISTRATIVE RESIGNATIONS

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Mathisen, Jay	Deputy Superintendent	Superintendent Office	07/01/2005 – 07/16/2020
Mikalson, Shay	Superintendent	Superintendent Office	07/01/2012 – 06/30/2020



HUMAN RESOURCES

Education Center

520 N.W. Wall Street

Bend, Oregon 97703-2699

(541) 355-1100

Fax (541) 355-1109

April 9, 2020

TO: Shay Mikalson, Superintendent
Bend-La Pine School Board of Directors

FROM: Jon Lindsay, Director of Human Resources – Licensed Staff
Debbie Watkins, Director of Human Resources – Classified Staff

RE: Classified Recommended Hires, Resignations, Retirements, Early Retirements and Rehires.

The Human Resources Department recommends approval of the following hires, resignations, retirements, early retirements and rehires at the School Board meeting on April 14, 2020.

Classified Hiring

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date
Donohue, Joseph	#107932 Custodial Crew I	Support Services	Reg 8.0 hrs / day	03/25/20
Eaton, Melissa	#108244 IT Operations Manager	Technology	Reg 8.0 hrs / day	03/30/20
Glassow, Marcus	#107932 Custodial Crew I	Bend High	Reg 8.0 hrs / day	03/25/20
Hanford, Travis	#107932 Custodial Crew I	Bend High	Reg 8.0 hrs / day	03/25/20
Jaehn, Luz	#107903 EA – Student Instruction	Ensworth	Temp 3.75 hrs / day	03/03/20
Jones, Ellen	#108211 Office Secretary II	Teaching & Learning Center	Reg 6.4 hrs / day	03/14/20
Liao-Storm, Xing	#107932 Custodial Crew I	Support Services	Reg 8.0 hrs / day	03/25/20
MacKenzie, Brent	#108248 Bus Driver	Transportation	Reg 5.0 hrs / day	03/25/20
Maxey, Shane	#107932 Custodial Crew I	Three Rivers	Reg 8.0 hrs / day	03/25/20
Miller, Connie	#107904 EA – Inclusion	La Pine Elementary	Temp 2.54 hrs / day	03/05/20
Nave, Ann	#107932 Custodial Crew I	Support Services	Reg 8.0 hrs / day	03/25/20
Sheeran, Carolyn	#107932 Custodial Crew I	Support Services	Reg 8.0 hrs / day	03/25/20
Veek, Christopher	#108081 Repair Technician	Transportation	Regular 8.0 hrs / day	03/07/20



HUMAN RESOURCES

Education Center

*520 N.W. Wall Street
Bend, Oregon 97703-2699
(541) 355-1100
Fax (541) 355-1109*

Classified Resignations

Name	Position	Location	Resign Date
Brent, Brady	EA – Behavior Support	Sky View	09/14/15 – 06/11/20
Cronin, Andrea	Nutrition Tech II – resigned position to a Nutrition Server I	Bend High	03/07/19 – 03/20/20
Jarrett, Cindy	School to Career Manager I	Marshall	08/27/01 – 04/01/20
Lowry-Evans, Tina	EA – Student Instruction	North Star	08/29/17 – 03/20/20
McNeill, Shanna	Bus Driver – resigned regular position to a substitute bus driver	Transportation	01/21/20 – 03/06/20
Richards, Angela	EA – Inclusion	Ensworth	10/21/19 – 04/03/20
Sherfield, Connie	EA – Inclusion	Special Programs	05/15/02 – 04/02/20
Thrasher, KC	Building Services Journeyman Electrician	Maintenance	01/23/13 – 03/27/20
Trevino, Bryanna	Media Manager III	Marshall	02/03/20 – 03/20/20
Villanueva, Trista	Nutrition Server I – resigned regular position to a Nutrition Services substitute.	Elk Meadow	12/18/19 – 03/13/20
Wray, Tanya	EA – Student Instruction	Elk Meadow	05/04/18 – 03/13/20

Classified Retirements

Name	Position	Location	Resign Date
Griffith, Eyvonne	Bus Driver	Transportation	09/24/03 – 03/31/20

Classified Early Retirement – Retire and Rehire

Name	Position	Reason	Rehire Date
Rehwalt, Rebecca	IT Project Manager	Rehire through 06/30/21	05/01/20 – 06/30/21

Executive Summary

Brad Henry, Chief Operations and Financial Officer

Resolution 1895 – Financing to Purchase Buses

In September, 2018 staff proposed a replacement plan for our fleet of school buses. This plan requires both an annual investment from the general fund and annual financing to provide resources to purchase an average of ten buses annually. Recall that we receive from ODE 70% reimbursement of the cost of the buses and 70% of the cost of financing.

During the 2018-19 school year we purchased 10 buses, financing \$1.3 million of the purchase. This year we are purchasing a total of 14 buses, financing \$1.25 million of the purchase. We have already purchased 3 of these buses as the dealer had them on the lot and offered a discounted price. We expect to begin receiving the remaining buses in May. These are a mix of diesel and propane buses that will replace buses that do not meet the new emission requirements.

Following you will find resolution 1895 authorizing staff to execute and deliver a financing agreement not to exceed \$1.25 million. Our plan is to repay this loan over the next ten years, aligning repayment with the 70% depreciation reimbursement we receive from the State. Once approved, we would solicit quotes from financial institutions and look to close the financing in May.

We recommend approval of resolution 1895 authorizing staff to execute and deliver a financing agreement not to exceed \$1.25 million to purchase school buses.

RESOLUTION NO. 1895

A RESOLUTION OF ADMINISTRATIVE SCHOOL DISTRICT NO. 1 (BEND-LA PINE SCHOOLS), DESCHUTES COUNTY, OREGON AUTHORIZING THE EXECUTION AND DELIVERY OF ONE OR MORE LEASE PURCHASE, LOAN OR SIMILAR FINANCING AGREEMENTS.

WHEREAS, the Board of Directors (the “Board”) of Administrative School District No. 1 (Bend-La Pine Schools), in Deschutes County, Oregon (the “District”) deems it necessary to finance the costs of purchasing school buses and related equipment (the “Equipment”) and paying costs of issuance through one or more lease purchase, loan or similar financing agreements (the “Agreement”); and

WHEREAS, the District desires to enter into one or more lease purchase, loan or similar financing agreements in an aggregate principal amount not to exceed \$1,250,000 for the Equipment and costs of issuance; and

WHEREAS, the District is authorized pursuant to the Constitution and laws of the State of Oregon, namely Oregon Revised Statutes Section 271.390, to enter into such agreements to finance real and personal property projects; and

WHEREAS, the District anticipates incurring expenditures (the “Expenditures”) to finance the costs of the Equipment, described herein, and wishes to declare its official intent to reimburse itself for any Expenditures it may make from its available funds on the Equipment from the proceeds of the Agreement, the interest on which shall be excluded from gross income under Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”); and

WHEREAS, the Board has determined that those moneys advanced to pay the Expenditures prior to the issuance of the Agreement are available only for a temporary period and it may be necessary to reimburse the District for the Expenditures from the proceeds of the Agreement;

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. Authorization. The District hereby authorizes the Superintendent, Chief Operations and Financial Officer, or Business Manager (each an “Authorized Representative”), on behalf of the District and without further action by the Board, to negotiate the terms of the Agreement, in an aggregate principal amount not to exceed \$1,250,000, with one or more banks or other financial institutions or vendors, to further select and delineate the particulars of the Equipment, and to execute and deliver the Agreement and any related documentation necessary to carry out this Resolution to complete the financing.

The estimated weighted average life of the Agreement does not exceed the dollar weighted average life of the Equipment being financed with the Agreement, as required by ORS 271.390. The District hereby determines that the Equipment is needed for District purposes.

2. Security. The District shall pay the amounts due under the Agreement from any and all of its lawfully available funds as authorized by ORS 271.390. Pursuant to ORS 287A.315, the District hereby pledges its full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay the amounts due under the Agreement. This pledge of the District’s full faith and credit and taxing power shall not entitle the owners or purchasers of the Agreement to any lien on specific properties or revenues of the District.

3. Declaring Intent to Reimburse Expenditures. The District hereby declares its official intent pursuant to Treasury Regulation Section 1.150-2 to reimburse itself for Expenditures of the Equipment paid prior to the issuance of the Agreement with proceeds of the Agreement.

4. Appointment of Special Counsel. The Board appoints the law firm of Hawkins Delafield & Wood LLP of Portland, Oregon, as Special Counsel for the purpose of assisting in the preparation and execution of the Agreement and related documentation necessary to carry out this Resolution and to complete the financing.

ADOPTED by the Board of Directors of Administrative School District No. 1 (Bend-La Pine Schools), Deschutes County, Oregon this 14th day of April, 2020.

**ADMINISTRATIVE SCHOOL DISTRICT NO. 1
(BEND-LA PINE SCHOOLS)
DESCHUTES COUNTY, OREGON**

By: _____
Chair

ATTEST:

By: _____
Superintendent

RESOLUTION NO. 1896

Certified Employee Appreciation Week

WHEREAS, certified employees mold our community’s future citizens through their guidance and education; and

WHEREAS, certified employees work with students with an array of assets, needs, and backgrounds, in order to leverage assets, work to address needs, and honor diversity; and

WHEREAS, our community’s and country’s future depends on providing quality education to ALL students; and

WHEREAS, certified employees spend countless hours preparing lessons, evaluating progress, counseling and coaching students, and performing community service; and

WHEREAS, our certified employees are steadfast in their commitment to take this work on with full head and heart during this COVID-19 pandemic; and

WHEREAS, our certified specialists and support team are working diligently with our students and families furthest from opportunity to support this work; and

WHEREAS, our community recognizes and supports its teachers, school psychologists, counselors, speech pathologists and all our certified employees in educating the children of this community.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors for Bend-La Pine Schools proclaims **May 4-8, 2020**, to be **CERTIFIED EMPLOYEE APPRECIATION WEEK**; and

BE IT FURTHER RESOLVED that the Board of Directors for Bend-La Pine Schools strongly encourages all members of our community to join in expressing appreciation to our certified employees for their dedication and devotion to their work

Adopted this _____ day of _____, 2020

Signed:

Co-Chair

Attest:

Superintendent



REPORT: 2020 Compliance Report for Executive Limitation 9: Technology

PRESENTED BY: Skip Offenhauser, Executive Director of Curriculum & Instructional Technology

EXECUTIVE SUMMARY:

Major Accomplishments from 2019-2020 in Instructional Technology:

- The instructional technology team jumped into action and immediately began putting together a plan to support remote learning during our COVID 19 school closure. We created parent resource sites and teacher resource sites. We quickly brought on board tools for teachers to use and created tutorials for them. We gathered resources around best practices in remote learning and constructed teams for each level to support our continuity of learning plan. We set up online coaching modules so that staff across the district could learn how to use tools, programs, apps, etc.
- The district launched the Canvas learning management system (LMS) with select teachers and several middle schools and high schools across several disciplines. From this strategic group information will be gathered to expand the implementation at all secondary sites during the 2020-21 school year.
- Dreambox Learning, a digital math program, was implemented in all elementary schools for all 3-5 students and at the middle schools for math intervention classes. At our most impoverished schools, Dreambox is available to all students.
- The TLC staff launched an Elementary Digital Literacy site that offered a series of lessons on the following:
 - iPad Bootcamp, which focused on not only proper care and responsible use, but also some of the most important apps and services for students
 - Digital Citizenship lessons from Common Sense Media
 - Overview and examples of digital skills for each grade level
 - Coding lessons and scope and sequence
- The district increased the number of our digital library titles and saw an increase in circulation.
- During the summer of 2019, there were 191 classes completed online using the Bend-La Pine Online summer program, with 9 seniors that were credit deficient who completed enough classes to graduate and count towards our 2019 grad rate.
- Mountain View High School began a “no fail” program for freshman math classes. This program utilizes our online program to re-teach concepts and allows students to replace failing grades.
- District coaches continued to offer professional learning on content management tools such as Apple Classroom, Apple ScreenTime settings, and JAMF parent.
- The district established a partnership with Dr. Rebecca Hicks, a local pediatrician, who hosts parent information nights on screen time and offers parenting tips and home device management suggestions.

Major Accomplishments from 2019-2020 in Information Technology:

- The information technology team also jumped into action as the district became aware of the need to transition to remote learning, including researching ways to increase students’ connectivity and

ordering devices, partnering closely with instructional technology to establish relationships with content vendors and solving technical problems, and ensuring that both staff and families have ongoing support with technological issues.

- District staff led an all-student password change in fall of 2019, as well as an all-staff password change in January, 2020.
- The district began implementation of third-party phishing assessment, training and education.
- The district implemented VPN on all staff and student district devices. This keeps all district machines on the internal network, whether they are on site or off site.
- District IT staff worked to draft a district drone policy, new camera and video system policy, and other policies and practices related to student data and access.
- With funds from our 2017 construction bond, IT performed additional work on school physical access control projects and related systems, as well as expanded site-based cameras.
- District IT staff created a new/upgraded district firewall.
- IT upgraded our network storage system.
- The district implemented a district-wide audio/video conference system.
- IT continued to enforce its purchasing policy, prohibiting the purchase of non-secure network devices.
- The district completed ahead of schedule full data center generator capabilities, also providing Ed Center technology power redundancy.

Priorities for 2020-2021:

- The district planned to launch a comprehensive digital review process that mirrors our curriculum review and materials adoption process. However, this process was delayed by the district closure. Our plan is to launch this process in fall, 2020.
- The district will review remote learning successes and shortcomings from the spring of 2020 and accelerate development of remote learning platforms, as well as professional development in best practices in remote learning. In addition, the district will actively pursue strategies to increase students' connectivity.
- The district plans to remove Synergy and other systems from the public internet (made possible through VPN project above).
- The district will roll out 2-factor authentication on all external systems.
- The district will continue its expansion and implementation of physical access control at schools (card lock).
- We will continue to expand district phishing education, outreach and controls.
- The district will complete upgrades to the district financial and HR systems, and related process improvements.
- We will continue to prioritize information security policies, practice, audits, technical solutions and mitigations.

Bend-La Pine Schools
Superintendent Monitoring Report to Board of Directors

Executive Limitation 9 – Technology

Background/Discussion

The School Board has created a set of policies that are used to help govern Bend-La Pine Schools. Each year, District staff will report to the Board regarding one group of these policies, the Executive Limitations. These reports are designed to provide the School Board with information regarding how the Superintendent is meeting the criteria established within the adopted Executive Limitations.

Monitoring Report

Technology

The Superintendent shall not fail to establish and maintain a visionary technology environment that promotes the best teaching and learning for our students consistent with the Board Ends policies. Accordingly, the Superintendent shall not fail to:

1. Provide equitable access to technology throughout the district.

Evidence of Compliance:

It is a priority in Bend-La Pine Schools that staff and students are provided equitable access to technology and equitable online access. According to studies, teachers who have difficulty getting access to high quality computers for students when needed are much less likely to plan and implement classroom activities that include digital communication, digital collaboration, digital creativity, and critical thinking. As we have expanded our digital conversion initiative, the district has seen steady growth in our digital access and environment. To ensure a high level of access, each school has an identified Tier 1 support person, and site techs are evenly distributed throughout the district. This ensures tech support to teachers and students can be provided in a timely manner.

[Access to online options has increased with the placement of a Bend-La Pine Online mentor at each high school.](#) The number of high school students actively enrolled in an online class has seen a significant increase. More students than ever are taking advantage of online class offerings for both original credit and credit recovery classes, both during the school year and over the summer.

Access to assistive technology has also increased. Through our partnership with the High Desert ESD, we have been able to provide improved assistive technology options for students requiring such accommodations.

In addition, the district has expanded offerings in computer science, with offerings now available at all school levels:

- The district has created computer science [guiding principles, scope and sequence](#), as well as a [district guidebook](#).
- Elementary computer science teachers primarily integrate lessons into other core subjects using the ipad based on activities from [Code.org](#), [Scratch](#), and [Tynker](#), for example. Some schools such as Buckingham and Juniper have formal curriculum and activities available to students. All recommended elementary computer science activities are iPad compatible.

- Computer science classes have been established at every district middle school, supported by a district instructional technology coach. Computer Science is available at some of our campuses that have robust CTE programs, especially Mt. View and Summit. As our middle school programs continue to expand, it is our hope that our capacity at high school will grow at a complementary level.

2. Establish expectations for use of technology by staff and students.

Evidence of Compliance:

Schools that support 21st Century Learning have leaders who regularly engage teachers in observations, class visits, and discussions about best practices for teaching with technology. Technology use for teaching and learning continues to be very strong and continues to be a topic at department and grade-level meetings.

3. Ensure that technology is used in a safe, positive and responsible manner.

Evidence of Compliance:

Bend-La Pine Schools strives to provide our students with the skills they will need to excel in the 21st Century workplace. Engaging students in 21st Century learning requires educating them on responsible behavior when using technology: proper care of their device, legal use of content, establishment of an online presence, online safety, and cyberbullying prevention. To address the responsibility, Bend-La Pine Schools has created the following practices and resources:

- Apps requested by teachers are [reviewed thoroughly via a third-party organization](#) to insure privacy levels and management of student data adhere the expectations of Child Online Protection Act (COPA) and the Children's Internet Protection Act (CIPA).
- A robust mobile device management system (MDM) is utilized that allows for the standard setup and configuration of iPads.
- Access to the App store is managed via the MDM. All students download approved Apps via Self Serve. No students are allowed to download apps directly from the App Store.
- [The district has expanded digital citizenship lessons for each grade level that utilize Common Sense Media material.](#)
- [The district has also developed a website and posters communicating proper device usage and troubleshooting tips for students.](#)
- On a yearly basis students and parents are required to read and sign the Bend-La Pine School's [Acceptable use Policy \(AUP\)](#). Doing so addresses the requirements of the Child Online Protection Act (COPA) and the Children's Internet Protection Act (CIPA).
- [Home access to the Internet occurs via a VPN connection](#) to insure student Internet usage is always filtered.
- The district has activated the iPad screen time feature to inform students and parents about weekly screen time statistics.

4. Ensure that the technology resources of the district are coordinated and managed for long-term sustainability.

Evidence of Compliance:

Bend-La Pine Schools owns and makes use of substantial technology resources. Examples include the following:

Hardware

- Servers

- Storage
- Client Computers
- Mobile Devices
- Networking Gear
- Wireless

Services

- Data Lines (Leased fiber optics)
- Telecommunications (Phone services)
- Internet Connections
- Other Services (Email, etc.)

Software

- Operating Systems
- Office Suites
- Database Software
- Networking Services

Bend-La Pine IT utilizes various processes and purchasing vehicles to ensure that the most appropriate technical resources are scoped and defined, and that most favorable pricing is obtained. Care is also given to adhere to purchasing guidelines and regulations.

During the evaluation and negotiation phases, useful life of technical resources is established. As part of the purchase, BLS often negotiates long-term maintenance upfront, ensuring the best possible price for hardware and software maintenance. BLS often pre-purchases maintenance and support for the life of the asset, if possible. This allows us to clearly define the “sunset” date of the technology resources, plan for future replacement or retirement, and avoid unknown fees or repairs. It also limits recurring fees for support that can complicate budgets and hamper planning and resourcing for future needs.

All IT services undergo regular rigorous review to ensure that performance agreements are met and that the service is adequate and appropriate. If needed, contracts are set up or terminated based on need and changing market conditions.

Most of the purchases of services, and some hardware, must meet federal guidelines for the eRate program. BLS IT works closely with identified eRate experts to maximize value in this program and follow the complex processes and required submissions of documentation.

By focusing on both current and future needs, and dovetailing with a technology lifecycle model, Bend-La Pine can ensure that all technology resources, assets, and IP are managed and protected long-term; that assets are appropriately scoped and obtained; that staff and student needs are met; that a firm foundation exists for future needs; and that district financial resources used to purchase technology resources are optimized.

5. Ensure that all student data and information is protected.

Evidence of Compliance:

Bend-La Pine student data and information are considered confidential, and are treated as such. Access to systems containing student data is given out on a needs basis. The largest, and most used, system is

the Synergy Student Information System. Other minor systems (Google, etc.) contain some student information, as well.

Explicit actions have been taken to protect student information within Bend-La Pine Schools:

- Communicating that student information shall not be transmitted via insecure systems (email, etc.)
- The implementation of a 12-character password for all Bend-La Pine staff that must be changed (system enforced) at least every 12 months.
- The creation and promotion of a secure sending platform to transmit student information, so email can be avoided.
- The integration of most systems into the district's Active Directory platform, allowing for the management of user identities in one place, automatic access termination across systems, etc.
- Adherence to [JOA-AP: Directory Information](#), which defines student record request limitations.
- The hardening of IT systems that contain student information, to the degree possible.
- The review of Apps requested by teachers via a third-party organization to insure privacy levels and management of student data adhering to the expectations of Child Online Protection Act (COPA) and the Children's Internet Protection Act (CIPA).
- All district student password change.
- Plans to remove Synergy from the public internet.
- Implementation of VPN on all district devices.

The above, coupled with communication of best practice, diligence and awareness, helps to keep BLS student data and information safe.

6. Protect the digital and information assets of the district, including intellectual property.

Evidence of Compliance:

Bend-La Pine Schools employs physical and non-physical means to ensure that information assets are protected. Much of this revolves around following best practice and industry guidelines for preparedness, disaster recovery, and business continuity. Some of the specific methods or tools include the following:

- Employing a best-in-class data backup system, used to back up critical data.
- Installing, configuring and maintaining an industry leading firewall, intrusion detection and intrusion prevention system.
- Utilizing an effective spam/virus filter.
- Performing monthly PCI compliance scans on customer-facing financial systems.
- Installing appropriate and cost-effective redundancy.
- Maintaining an off-site backup and recovery location (disaster recovery site).
- Enforcing district-wide password policies.
- Heavily leveraging virtualization, to limit reliance on individual physical servers and limit downtime when servers or drives fail.
- 100% utilizing of "dark fiber," which is much more secure and controllable, and provides some limited ring topologies.
- Continuing the rollout of card lock access and cameras in data closets at all sites.
- Completing the new district server location, providing increased security and reliability, generator back-up, fire suppression, etc.
- Partnering with HR and the business office to evaluate and develop proactive education for staff related to good digital security practice.

- Including IT practices and processes in the district comprehensive financial audit.
- Enhancing data center integrity and security and limiting access to key personnel only.
- Third party phishing assessment, training and other cyber security education.
- Upcoming implementation of two-factor authentication on external systems.

Intellectual property is protected by ensuring that clear ownership exists for Bend-La Pine developed solutions, systems and software, and that lines between personal and Bend-La Pine work exist. All developed solutions are shared internally, providing visibility, and code is stored appropriately. IT will continue to review the feasibility of employee agreements as necessary.

Bend-La Pine continuously monitors and evaluates IT security threats and our preparedness. Our ongoing activities in this domain are dynamic and increasing, with ongoing planning and resources allocated to information asset protection.

Bend-La Pine Schools has expanded or extended the above systems to include the following:

- An updated and expanded backup and recovery system.
- An expanded file storage system with no mechanical disks.
- Initiation of additional generator capability for district level IT assets.
- Evaluation of generator capability at school sites.
- Active and ongoing security evaluations of the district business system.
- Wiring of IT data rooms and closets district-wide for secure access and cameras.
- Initiation of limiting access to IT closets at sites to authorized personnel only, including changing of physical locks.
- Email server filtering and blocking of suspicious number patterns (credit card numbers, social security numbers, bank account information, etc.).
- Engagement of a third party to assist with the creation of staff IT safety and security training materials (phishing, etc.)
- Implementation of active vulnerability scanning platform – systems, servers and clients (internal and external).
- Additional tuning of security technologies and protections.
- Partnerships and engagements with other organizations and private parties, focused on proactively addressing and enhancing information security.
- Continual changes to network architectures to improve security and reduce vulnerability.
- Implementation of counter-measures for external attacks.
- Evaluation of multi-factor authentication.
- Cessation of the purchase of wireless keyboards district-wide.
- Evaluation of data encryption technologies.
- Security reviews of IT systems and applications.
- Physical security reviews.
- Communication of information security concerns with top level leadership of business partners.
- Streamlining of inconsistent process, to avoid confusion, increase efficiency and improve standardization.
- IT staff information security training and certification efforts.
- Emphasis on creating a culture of responsibility and focus on security and awareness.



REPORT: Administrative Policy & Regulation Quarterly Report (3 of 4)

PRESENTED BY: Superintendent Mikalson

EXECUTIVE SUMMARY:

In May 2018, the district implemented a quarterly reporting system to the board to help meet the goal of better communication about new administrative policies and regulations and updates to existing administrative policies and regulations.

The following report provides a summary of new, revised and retired administrative policies and regulations for the dates of January 2020 – April 2020. Also noted are any forms that coincide with a policy or regulation and the status of translation for each policy and regulation listed. The district continues to evaluate which policies, regulations and/or forms would be most critical for families and students who speak a foreign language. While nearly all translation is done in Spanish, it should also be noted that the district is beginning to translate some documents into Vietnamese and Mandarin.

Administrative Policy & Regulation

2019-20 Quarterly Report (3 of 4)

January 2020 - April 2020

NEW

Title	Summary	Translation Status
ECACB-AP : Unmanned Aircraft System (UAS) a.k.a. Drone	New policy reflects changes in federal law, SB 581, and meets PACE insurance requirements as it defines the regulations and rules an employee, volunteer, or representative of the district will follow when operating a drone as part of curriculum or a district-sponsored activity.	In progress
IGBBA-AR : Appeal Procedure for Talented and Gifted Student Identification & Placement	New regulation as suggested per OAR 581-002-0003 to have a TAG identification and placement complaint and appeal process.	In progress
IGBBC-AP : Talented and Gifted Programs and Services	This new policy outlines the options that may be provided by the district to serve TAG identified students as well as updated information about appeal and complaint procedures per OAR 581-002-1310 & 541-002-0003	In progress
IGBBC-AR : Complaints Regarding the Talented and Gifted Program	New regulation as suggested per OAR 581-002-0003 to have a TAG program and services complaint and appeal process.	In progress

REVISED

Title	Summary	Translation Status
EDDA-AR : Sustainability	Updated to reflect the emphasis on community partnership.	In progress
GCDA/GDDA-AP : Criminal Records Check / Fingerprinting	Updated to meet the requirements of SB 155. Updates include the following: requirement of independent contractors and their employees to undergo a criminal records check / fingerprint background check, volunteers service will not begin until a criminal records check is complete and returned and clarification of who is required to undergo a criminal records check or fingerprint background check. Alignment with current district practice (i.e., fees, termination reasons, etc.)	In progress
GCDA/GDDA-AR : Criminal Records Check / Fingerprinting	<i>see reasoning in GCDA/GDDA-AP, above</i>	In progress
ING-AR : Animals in the Classroom or on School Property	Updated language clarifies service animals, how to get approval for animal visitors and an exemption for police service animals. Request form also updated.	In progress
JHFC-AR : Personal Student Transportation	Updated language reflects current practice and what is allowed on district property.	In progress
JOA-AP : Directory Information	Addition of language to reflect district practice of sharing student information with vendors who have written agreements in place to provide a	In progress

	specific service to students (i.e., health screenings, student pictures)	
IGBBA-AP : Identification of Talented and Gifted Students	Updates include rule changes identified in OAR 581-022-1310 regarding identification in under-represented populations, alignment with new testing requirements and best practices for identification. An appeal process is also identified through the use of IGBBA-AR	In progress
KCA-AP : Volunteers in Schools	<i>see reasoning in GCDA/GDDA-AP, above</i>	Complete
KGA-AR : Facility Use Procedure	Updated to include requirement of certificate of liability insurance to be in place as part of the facility use contract. Also updated language to align with ING-AR.	In progress

RETIRED

Title	Summary
IGBB-AP: Talented and Gifted Program (TAG)	Replaced with IGBBC-AP
IGBBD-AP: Parent Notification & Participation	Information included in IGBBA-AP
IGBBE-AP: Complaints Regarding Talented and Gifted Program	Information included in IGBBA-AR and IGBBC-AR