

**Bend-La Pine Schools
Bend, OR 97703
January 26, 2016**

Executive Session 5:00 p.m.
Regular Meeting immediately following

The Board of Directors of Bend-La Pine Schools will meet in an executive session under ORS 192.660(2)(a) and (2)(f) at 5:00 p.m., followed by a regular meeting on January 26, 2016 in room 314 of the Education Center, 520 NW Wall Street, Bend, OR.

Agenda

Call to Order	Chair Juba
Pledge of Allegiance	Stuart Young
Review of Agenda	Chair Juba
<i>Public Input</i> This is the time provided for individuals to address the Board. Visitors who wish to speak must sign up prior to the beginning of the meeting on the sign-up sheet provided. Please state your name and topic when you address the Board.	Chair Juba
Superintendent's Report	Superintendent Mikalson

Consent Agenda

Approval of Minutes – January 12, 2016 <i>reference: ORS 192.650 and ORS 332.057</i>	Chair Juba
Approval of Personnel Recommendations <i>reference: ORS 332.505</i>	Jay Mathisen

Action Items

Executive Limitation 9 – Technology	Vice Chair Kinkade
Executive Limitation 10 – Financial Planning & Administration	Vice Chair Kinkade
Executive Limitation 11 – Asset Protection	Vice Chair Kinkade

Report

Financial Report	Zhai Logan
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Policy Governance

Executive Limitation 12 – Legally Required Policies	Vice Chair Kinkade
Governance Process 1 – Governance Commitment & Style	Vice Chair Kinkade

Board Comments

Adjourn

**Bend-La Pine Schools
Bend, OR 97703**

The Board of Directors for Bend-La Pine Schools met in Community Partnership Celebration and a regular session at the Tower Theatre, 835 NW Wall Street, Bend, OR 97703.

Board Members Present

Nori Juba
Peggy Kinkade
Cheri Helt
Andy High
Julie Craig
Stuart Young
Ron Gallinat

Call to Order

La Pine High School Color Guard Presentation of Flags and Three Rivers student, Allie Harrison, sang the National Anthem to begin the meeting. Chair Juba called the meeting to order at 5:30p.

Welcome & School Board Member Introductions

Chair Juba welcomed community members, staff and students to the Tower Theatre. He and all board members shared a brief introduction, their "I Am" statements.

The event and board meeting included the following events:

- Community Reception featuring artwork from Elk Meadow Elementary, STEM student work from Buckingham Elementary and appetizers from Bend Senior High's culinary students.
- Cascade Middle School Choir performance
- Salute to Champions honoring the state championship teams and coaches from Fall 2015
- Sky View Middle School Jazz Band performance
- Teacher of the Year, Heather Anderson, and students from her 4th grade class at Juniper Elementary performed a skit, sang and danced.
- Superintendent Mikalson thanked Ray Solley, Executive Director for the Tower Theatre for their work and presented Solley with the 2015 Bend-La Pine Schools Community Partner Award.
- Tower Theatre shared a sample lesson from their Education Series with a performance by actress Rachael McClinton of Living Voices.

Consent Agenda

Chair Juba reviewed the Consent Agenda, which included approval of the December 8, 2015 minutes, personnel recommendations, and approval of the Division 22 Assurances.

Peggy Kinkade moved to approve the Consent Agenda. Andy High seconded the motion. Unanimous approval.

Chair Juba thanked all for coming and thanked the Tower Theatre for hosting a wonderful event. He invited all to enjoy desserts in the foyer from the Mt. View High School culinary program on the way out.

Meeting adjourned at 7:10p.

Respectfully submitted,

Andrea Wilson
1.12.2016



HUMAN RESOURCES
Education Center
 520 N.W. Wall Street
 Bend, Oregon 97701-2699
 (541) 355-1100
 Fax: (541) 355-1109

January 21, 2016

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

FROM: Jay Mathisen, Deputy Superintendent
 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 January 26, 2016. All hires are subject to successful drug testing and background check.

Certified Hires

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Hendrickson, Joslyn	K-8 Teacher #106046	Westside Village ES	Temporary	01/14/2016
Myers, David	K-8 Teacher #106039	Westside Village ES	Temporary Part-time to Full-time	01/14/2016

Administrative/Supervisor Hires

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Condon, Michael	Construction Project Manager - Timesheet #106010	Construction	Temporary – Non-Contract	01/14/2016



HUMAN RESOURCES

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January 21, 2016

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 and Confidential Recommended Hires, Resignations and Retirements

The Human Resources Department recommends approval of the following hires and resignations at the School Board meeting on January 26, 2016.

Classified Hiring

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date
Blake, Andrew	106045 EA – Campus Monitor	Bend High	Temp 7.75 hrs / day	1/4/16
Foster, Elizabeth	105846 EA – Inclusion	Tamarack	Temp 7 hrs / day	12/16/15
Linkof, Colleen	105842 Nutrition Server I	Mountain View	Reg 3 hrs / day	1/8/16

Classified Resignations

Name	Position	Location	Resign Date
Haldeman, Ruth	Consulting Registered Nurse	Special Programs	10/18/15 – 1/19/16
Harmon, Monica	Office Manager	Ensworth	8/4/14 – 1/29/16
Krause, Abby	Nutrition Server I	Bend High	9/8/14 – 1/15/16
Martin, Whitney	Consulting Registered Nurse	Special Programs	9/4/15 – 1/22/16
Watwood, Kimberly	EA – Inclusion	Cascade	11/12/13 – 1/19/16

TECHNOLOGY
DRAFT NEW BLS POLICY
EXECUTIVE LIMITATION (EL #9)
replaces EHA Appropriate Uses of Technology
Note: Additional details will be addressed by Administrative Policy

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.
2. Establish expectations for use of technology by staff and students.
3. Ensure that technology is used in a safe, positive and responsible manner.
4. Ensure that the technology resources of the district are coordinated and managed for long-term sustainability.
5. Ensure that all student data and information is protected.
6. Protect the digital and information assets of the district, including intellectual property.

FINANCIAL PLANNING AND ADMINISTRATION

DRAFT NEW BLS POLICY

EXECUTIVE LIMITATION (EL #10)

replaces BDGOV A.3 Financial Planning and Budgeting; BDGOV A.4 Financial Conditions and Activities and DFA Investments and Portfolio Guidelines

Note: Elements of current policy will be addressed by Administrative Policy

Financial Planning

Financial planning shall not deviate materially from the Board Ends Policies, risk fiscal jeopardy, or fail to be derived from long range planning that adequately considers compensation, programs and operational costs.

Accordingly, the Superintendent shall not present to the Board a recommended budget which

1. Is not consistent with the Board's established priorities as established in the Ends policies.
2. Is completed without input from the budget committee.
3. Is not in a summary format that is understandable to the Board and the community.
4. Does not contain the best available information to enable credible projection of resources and expenditures, separation of capital and operational items, reserves, and disclosure of planning assumptions.
5. Plans for the expenditure in any fiscal year of more funds than are conservatively projected to be available during the year unless otherwise approved by the Board.
6. Fails to propose a budget in accordance with State Budget Law.
7. Fails to disclose a variance from the targeted 5% ending fund balance.

Financial Administration

With respect to the actual, ongoing condition of the District's financial health, the Superintendent shall not cause or allow

- A material deviation from the annual budget or budget policy adopted by the Board;
- Any fiscal condition that is inconsistent with achieving the Board's Ends Results, or
- Any fiscal condition that places the long-term fiscal stability of the District at risk.

Accordingly, the Superintendent shall not:

1. Expend more funds than have been budgeted in the fiscal year unless authorized by the Board.
2. Expend funds in a manner that materially changes the intent of the adopted budget unless the change is authorized by the Board.
3. Materially indebt the organization unless authorized by the Board.
4. Fail to provide financial reports at least quarterly or any time there are significant changes in revenue or expenditures affecting the performance of the current budget and projected ending fund balance. Reports shall not fail to include a recap of changes between the current and previous report.

5. Fail to keep complete and accurate financial records by funds and accounts that conform to Generally Accepted Accounting Principles (GAAP) adopted by the Government Accounting and Standards Board (GASB), Oregon Department of Education's Program Budgeting and Accounting Manual and Oregon budget law.
6. Fail to arrange for the annual independent audit in accordance with Oregon statute and in compliance with requirements related to the expenditure of federal funds.

Draft #2

ASSET PROTECTION
DRAFT NEW BLS POLICY
EXECUTIVE LIMITATION (EL #11)
replaces BDGOV A.4 Asset Protection

The Superintendent shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or placed unnecessarily at risk.

Accordingly, the superintendent shall not:

1. Fail to establish and maintain policies and procedures to ensure reasonable protection of the District's assets.
2. Fail to reasonably and adequately insure against property and casualty losses, and against liability losses to Board members, staff and the organization.
3. Allow unbonded personnel access to material amounts of funds.
4. Fail to maintain a maintenance plan for equipment and facilities.
5. Knowingly or recklessly expose the District, its Board or staff to legal liability.
6. Receive, process, or disburse funds under controls which are insufficient.
7. Fail to provide the Board with any reports or audits related to financial conditions or risks and recommendations to address deficiencies.
8. Fail to preserve and dispose of all records related to affairs or business of the District in accordance with state and federal law.
9. Fail to maintain a list of all District-owned real property.



Business Office
520 NW Wall Street
Bend, OR 97701
Phone: (541) 355-1000
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January 8, 2015

To: Mr. Shay Mikalson, Superintendent
From: Zhai Logan, Business Manager
RE: Financial update for school year 2015-16

Mr. Mikalson,

Following you will find a financial update for the 2015-16 school year. This information includes actual data through December 31, 2015, with projections to the end of the year. As you are aware, one of the resources available for 2015-16 is the ending fund balance from 2014-15. The 2014-15 financial audit is complete and the beginning fund balance reflects where we ended the 2014-15 school year.

On the revenue side, we project an increase of \$280K mainly due to the increase of property tax collection. We expect a revised estimate of formula revenue from the state by March and will update our projection at that time based on new information.

On the expenditure side, as we get more actual data from 2015-16, we are able to estimate expenditures closer and we are projecting our salaries, benefits and other expenses to be approximately \$200K less than the prior financial update.

For 2015-16, we are funded at 49.2/50.8 split instead of a traditional 49/51 split. We believe it is prudent to structure our expenditures at 49/51 split. This would essentially move resources collected in 2015-16 into 2016-17.

We project that our fund balance at the end of 2015-16 will be \$8.1 million, of this we believe \$570K is attributable to the 49.2/50.8 revenue split as described above. As always, we will continue to work hard throughout this year to push resources into the future to help offset the anticipated higher costs of PERS rate increase in 2017-19.

Please let me know if you have questions or comments.

Zhai

Bend-La Pine Schools
Statement of Revenues and Expenditures
Fiscal Year to Date as of Dec 31, 2015 with projections to end of year
General Fund - Operations Sub-fund

	FY 2015-16		
	Adopted Budget	Projection to Year End	Budget Variance
Resources:			
Beginning Fund Balance	7,900,000	7,841,762	(58,238)
<u>Revenue</u>			
Formula revenue:			
Tax Revenue	65,160,661	67,680,587	2,519,926
State School Fund	73,185,782	70,443,016	(2,742,766)
Federal Forest Fees	-	151,844	151,844
Common School Fund	1,598,057	2,048,586	450,529
County School Fund	175,000	175,000	-
Total formula revenue	140,119,500	140,499,033	379,533
Earnings on Investments	150,000	150,000	-
Local Sources - Other	1,812,500	1,812,500	-
Intermediate Sources	2,170,000	2,170,000	-
State non-formula resources	1,150,000	1,150,000	-
Federal non-formula resources	28,000	28,000	-
Total Revenues	145,430,000	145,809,533	379,533
Total Resources	153,330,000	153,651,295	321,295
Expenditures:			
Salaries, payroll costs and benefits:			
Certified	51,077,388	51,653,408	(576,020)
Classified	19,572,406	19,394,118	178,288
Administrators and supervisors	6,734,773	6,926,529	(191,756)
All other salaries	1,905,997	1,985,997	(80,000)
Total Salaries	79,290,564	79,960,052	(669,488)
Payroll Costs & Benefits	40,966,446	39,585,771	1,380,675
Total salaries, payroll costs and benefits	120,257,010	119,545,823	711,187
Utilities & Purchased Svcs	15,384,677	15,494,677	(110,000)
Supplies, Texts, Tools	6,141,292	6,231,292	(90,000)
Equipment	80,980	80,980	-
Dues, Fees and Liability Insurance	822,373	822,373	-
Transfers	3,360,493	3,360,493	-
Total expenditures	146,046,825	145,535,638	511,187
Excess of Revenues over Expenditures	7,283,175	8,115,657	832,482
Fund Balance, Ending	7,283,175	8,115,657	832,482
Projected ending fund balance June 30, 2016		8,115,657	
Fund Balance as a percent of revenues	4.75%	5.28%	

LEGALLY REQUIRED POLICIES
DRAFT NEW BLS POLICY
EXECUTIVE LIMITATION (EL #12)

Note: No separate policy exists currently

The Superintendent shall not fail to take all necessary steps to assure that all previously approved Board policies, which are legally required, are addressed by Administrative Policies.

Accordingly, the superintendent shall not:

1. Fail to amend administrative policies to comply with state and federal law.
2. Fail to provide the School Board with information regarding any substantive changes made to the administrative policies listed above.
3. Fail to create administrative policies consistent with new laws.
4. Fail to inform the School Board when the law necessitates the adoption of new administrative policies required of school boards.

GOVERNANCE COMMITMENT & STYLE
DRAFT NEW BLS POLICY
GOVERNANCE PROCESS (GP #1)

replaces BDGOV B.1

Notes: This is the first of several "Governance Process" policies used to guide board member conduct and practice. Sample Policy Governance Districts have separate policies for Governance Commitment and Governance Style. In the interest of simplifying and to limit redundancy as we work through Board Governance Process policies, I propose combining the two and keeping the "commitment" portion very concise. Most of the Style language used here is common among sample districts, including our existing BDGOV B.1.

Governance Commitment

The Board, supporting the work of staff, the welfare of students and the interests of the community, holds itself accountable to the citizens of the district by ensuring that all action taken is consistent with law and the Board's policies.

The Board's purpose is to assure that Bend-La Pine Schools achieves the results described in its *Ends* policies and operates within the parameters described in its *Executive Limitations* policies.

Governance Style

The Board will govern with emphasis on stated *Ends* policies, respect diversity in viewpoints, focus on strategic leadership rather than administrative detail, observe clear distinction between the Board and Superintendent roles, make collective rather than individual decisions, and govern proactively rather than reactively.

- 1) The Board will be responsible for excellence in governing. The Board will use the expertise of individual Board members to enhance the ability of the Board as a body, but will not substitute individual judgments for the Board's collective values. Accordingly, members will
 - a) respect decisions of the full board,
 - b) exercise honesty in all written and interpersonal interaction, never intentionally misleading or misinforming each other, and
 - c) make every reasonable effort to protect the integrity and promote the positive image of the district and one another.
- 2) The Board will exercise self-discipline as it applies to attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuity of governance capability.
- 3) The Board will lead and inspire the district through the careful establishment of policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term benefits for students, not on the administrative or programmatic means of attaining those benefits. Accordingly, members will not
 - a) assume responsibility for resolving operational problems or complaints or
 - b) give personal direction to any part of the operational organization.
- 4) Continuous Board development will include orientation of candidates and new members in the Board's governance process.
- 5) The Board will allow no officer, individual, or committee of the board to be an excuse for not fulfilling its commitments.
- 6) The Board will monitor its process and performance on an annual basis.
- 7) The Board, by majority vote, may revise or amend its policies at any time.