

**Bend-La Pine Schools
Bend, OR 97701
January 27, 2015**

**Executive Session 5:00p
Regular Meeting 6:00p**

The Board of Directors of Bend-La Pine Schools will meet in an executive session under ORS 192.660(2)(d) and (2)(f) at 5:00p, followed by a regular meeting on January 27, 2015 at 6:00p in room 314 of the Education Center, 520 NW Wall Street, Bend, OR.

Agenda

6:00	Call to Order	Co-Chair Helt
6:01	Pledge of Allegiance	Julie Craig
6:02	Review of Agenda	Co-Chair Helt
	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 at the time you address the Board.</i>	Co-Chair Helt
6:05	Superintendent's Report	Superintendent Wilkinson

Consent Agenda

6:10	a. Approval of Minutes – January 13, 2015 Reference: ORS 192.650 and ORS 332.057	Co-Chair Helt
	b. Approval of Personnel Recommendations Reference: ORS 332.505	Jay Mathisen

Discussion

6:15	a. Discussion with Local Legislators	Superintendent Wilkinson
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Reports

6:45	b. Special Programs: Annual Restraint and Seclusion Data Review	Sean Reinhart
6:50	c. REALMS Update	Superintendent Wilkinson

Policy Monitoring

7:00	a. BD GOV A.6 – Asset Protection	Brad Henry
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Board Comments

Adjourn

Bend-La Pine Schools
Bend, OR 97701

The Board of Directors for Bend-La Pine Schools met in a regular meeting on January 13, 2015 in room 314 of the Education Center, at 520 NW Wall Street, Bend, OR 97701.

Board Members Present

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

Call to Order

The meeting was called to order at 6:13p by Co-Chair Helt. The Pledge of Allegiance followed.

Public Input

Tracy Miller, Bend resident, spoke at the last meeting about the sale of Troy Field and wanted to follow up. She supports keeping Troy Field, as do many community members. She asked the Board give herself and these other community members time to gather information to present in support of keeping Troy Field as is.

Nunzi Gould, Bend resident, said she has been in email contact with a couple of Board members and District staff and thanked them for responding to her questions and providing information. She shared maps and information about property and zone restrictions with Troy Field and adjacent property. She is also continuing to research the history and usage of Troy Field and is hopeful the Board will not sell Troy Field and consider the other unused lands it owns for possible sale.

Co-Chair Helt thanked Miller and Gould for their input.

Superintendent's Report

Jay Mathisen sat in for Superintendent Wilkinson, and shared January is School Board Appreciation month and thanked the Board for their work and dedication to the District. He thanked the schools that contributed artwork to decorate the Boardroom: Elk Meadow, Jewell, High Lakes, Bear Creek and High Desert Middle School.

Mathisen said Superintendent Wilkinson has appointed a naming committee for the new elementary school. The team includes Kelly Cloud – first grade teacher at Jewell Elementary, Carol Northrup – fourth grade teacher at Jewell Elementary, Mindy Drake – PE teacher at La Pine Elementary, Tammy Doty – planning principal, and parents Jenny Bjorvik and Susan Henry. The team launched a survey today and is seeking suggestions through January 30.

Summit High School cross-country star, Matthew Maton, was named Oregon cross-country runner of the year by The Oregonian. Also big congratulations to Pilot Butte Middle School for their recent authorization as an IB World School. They are now one of four public middle schools in the state offering this program. Mathisen also shared the Pinckney Gallery at COCC is currently displaying artwork from our Scholastic Art and Writing Awards ceremony winners.

Consent Agenda

Andy High clarified on page one of the minutes to read he “believes he is the only Board member that works in the building industry.”

Ron Gallinat moved to approve the Consent Agenda with the correction to the minutes. Andy High seconded the motion. Unanimous approval.

Reports

Division 22 Assurances

Lora Nordquist said this is the annual report due to the state in mid-February to show the District is in compliance with Division 22 Standards. She reviewed the executive summary in the Board packet and said after gathering and reviewing evidence and assurances, the District is in compliance with OAR 581-Division 22 Standards. There were no questions and Peggy Kinkade thanked Nordquist.

Chinese Teacher Exchange Report

Shay Mikalson introduced Mark Molner, teacher at Bend Senior High, and gave a brief overview of the work that has been done with the Chinese Teacher Exchange contract. Molner thanked the Board for their time and for the opportunity to travel to China, he said it was an amazing experience both personally and professionally. He gave each Board member a set of chopsticks from China, a traditional New Years gift in their culture.

Molner shared a slide show of pictures from his time in China. He noted the Chinese culture is eager about everything, thus creating a great energy, but also great competition amongst children to be the best. He believes the one child policy has especially driven the pressure to succeed, noting the students are working tremendously hard to get to the top and be able to provide for their family and country. Molner shared he came back with a sense of urgency in his teaching and for his students he feels a different level of responsibility of pushing them to exceed.

Co-Chair Helt loved Molner's enthusiasm and thanked him for the presentation. Peggy Kinkade asked how students enroll in certain schools in China. Molner said students have to test in, adding that not long ago families used to be able to buy their way into the elite schools, but that is now forbidden due to the corruption it was causing. He said there are about 300 students who live in dorms on campus, but most ride bikes to school each day. Helt asked about class size. Molner said there are about 55 students in every class and students stay in one class and teachers rotate to them. He shared English teachers teach two sections out of eight per day, but they are working throughout the day either prepping or on collegial observation.

Co-Chair Juba asked what do the Chinese do that could help us here. Molner said Chinese students are very aware and value the education they are receiving. It is difficult to instill this same quality in our students because their education is 'free.' Molner said the Chinese liked how we serve students based on geographic regions, no matter their challenges, but because of the acceleration of their economy over the past 20 years and the amount of people living in China it really isn't an option for them. He added, students are always at school and attendance and discipline were hardly ever an issue. Stuart Young shared some of his experiences in his work overseas and he found a majority of students in international schools put learning first. Education is their number one priority and how we translate that in the United States is a massive challenge. He's supportive of these opportunities for teachers. Molner agreed, adding the importance of Chinese students being exposed and introduced to an American and debunking some of the stereotypes they have about our culture, just as we do about theirs.

Juba asked if Molner was censored in any way while in China. Molner said not at all and added there were times he self-censored on certain topics. He said the Chinese were very open to learn about our culture and also share about their culture. Helt asked about Internet access and censoring of information. Molner said he was able to access all he needed, as did his friends and coworkers in China.

The Board thanked Molner for his report.

Financial Report

Brad Henry noted the memo and financial statement in the Board packet. He said the 2013-14 audit is complete and came back clean. Henry noted the revenue line items and explained the offset and how it could affect the District. He pointed out there are a few more students (ADM) and noted after winter break a number of new elementary aged students enrolled. Co-Chair Helt asked how many new students. Henry said there are about 55 more elementary students than there were in October, however a few less in the middle level. Andy High asked how this increase affects the classroom. Henry said changes in enrollment are handled on a case-by-case scenario.

Action Items

New Middle School Naming

Shay Mikalson reviewed the process the New Middle School Naming Committee has gone through and the work done over the past months. Peggy Kinkade asked if there had been work done with a graphic artist for potential names and logo design. Mikalson shared a mockup for both Bridge Creek Middle School and Pacific Crest Middle School.

Julie Craig said she likes Pacific Crest and the idea of the trail and thinks it is a good reflection of what the journey through middle school is like for students. Andy High asked for clarification on what the Board is taking action on. Mikalson said it is the name. The logo design, mascot, school colors, etc. are work the school and District will continue on.

Ron Gallinat said he likes Bridge Creek and the many ways it can be used, and gave the example of 'bridging the future.' Stuart Young complimented all involved in the process and supports the name the committee has put forward. He likes Pacific Crest and offered to make a motion. Peggy Kinkade said she likes Pacific Crest as well, however does not feel strongly either way and would like to support the recommendation of the committee. Co-Chair Helt liked Pacific Crest as well and feels it reflects a journey that takes grit to complete. She shared she knows people who have hiked the Pacific Crest Trail and appreciates their well roundedness and experiences they reflect on from their travels.

Stuart Young moved to name the new middle school Pacific Crest Middle School. Nori Juba seconded the motion. Unanimous approval.

Ensworth Property Transaction

Brad Henry reviewed the suggested motion to accept the offer received for the Moonlight Drive property near Ensworth Elementary.

Julie Craig moved to accept the offer received, countered by District on January 6, 2015 and accepted on January 7, 2015 from Central Oregon Regional Housing Authority, D.B.A. Housing Works, to sell land on Moonlight Drive at tax map 1712270000 lot #903 of the Daggett Lane Subdivision, for the price of \$285,000, subject to approval by the Board of Directors of Central Oregon Regional Housing Authority. Ron Gallinat seconded the motion.

Andy High declared a potential conflict of interest as Central Oregon Regional Housing Authority is a member of COBA (High's place of employment), however, he does not see any potential personal gain with this selection.

Stuart Young abstained.

Unanimous approval.

Superintendent Search Process Update

Co-Chair Juba introduced Steve Lowder, the District's superintendent search consultant from McPherson & Jacobson. Lowder handed out a Stakeholder Input Report and said as of today there are 31 applicants and 15 of those have Superintendent or like experience. Applications are coming from all over the USA and one internationally. He feels the Board will be pleased with the variety and caliber of applicants.

Peggy Kinkade shared results from the online community survey, noting the summary put together is her interpretation of the trends in response. She feels this survey provides interesting information and

considers this valuable feedback to use as the Board moves forward in the process. Lowder noted the Stakeholder Input Report reflects the findings of his work during the community forums and small group meetings held in December.

Juba said the application closing date is January 22 and reviewed a timeline and what will happen thereafter. He proposed an executive session on February 16 to review candidates, the top candidates from McPherson & Jacobson's screening efforts, and make a selection for first-round interviews. The Board agreed.

Juba proposed two dates for first-round interviews: February 21 and 23, suggesting one and a half hours for each interview. The next round of interviews would be finalist interviews which he proposed happen in early March, possibly the 2nd or 3rd. Lowder suggested the Board try to narrow down the finalists to two or three candidates. He said at this point in the interview process, it becomes public and having too many finalists may lessen those who continue to move forward in the process. The slimmer finalists chances are of possibly getting the job, they may choose to withdraw from the process for the sake of not disrupting the work in their current district.

Lowder commented the process is moving along very well and the interest levels are high. He said this is a great job and many highly qualified people recognize the opportunity. Juba thanked Lowder for his work and feel he is doing a great job representing the District.

Juba said he, along with Peggy Kinkade and Julie Craig, have begun to draft interview questions and will circulate them to the Board as well as the interview committee members for feedback. He said Bob Markland – BEA President, Linda Bradetich – OSEA President, Katie Legace – Mt. View High Principal, Gary Timms – Ensworth Elementary Principal and Brad Henry – Chief Operations and Financial Officer, along with all board members will make up the interview team.

Ron Gallinat said he feels the process is great and appreciates the time and work thus far. Juba thanked Kinkade and Craig for their time and work and noted this is not an easy process to find a great leader to take the District to the next level.

Board Comments

Julie Craig thanked Nori Juba and Peggy Kinkade for their work done on the Superintendent search process, adding it has been really interesting to be a part of and is excited to hear of candidates from a wide range of places.

Ron Gallinat agreed with Craig and thanked all who have been working on the search process. He also complimented the artwork hung in the Boardroom and was thankful for his Board appreciation gift.

Andy High was happy to see the successful IB status of Pilot Butte Middle School be confirmed, noting how committed the team at Pilot Butte is to the program. He toured Pacific Crest Middle School today and shared about 75% of the sub-contractors working are local. High feels the boundary review process is going well and appreciates the community participation.

Co-Chair Helt said she is very proud of Pilot Butte Middle School's certification and is excited they have a new title to go along with how great their school is, noting this adds to the goal of being a world class district. She is excited to hear of all the superintendent applicants thus far. Helt said she has attended boundary committee meetings and complimented the work being done by Brad Henry and Jay Mathisen and is impressed with the software being used to help the process be as accurate as possible.

Peggy Kinkade appreciated the artwork in the Boardroom, adding it's nice to be appreciated. She thanked Nori Juba for his work on the superintendent search and feels Steve Lowder has been a great consultant

and partner in the process. She is thankful for all the work being done on the boundaries and appreciates the efforts of community members and District staff to collaborate and work together.

Meeting adjourned at 7:35p

Respectfully submitted,

Andrea Wilson
1.13.2015



HUMAN RESOURCES

Education Center

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Educating Each Student to be a Thriving Citizen

January 22, 2015

TO: Ron Wilkinson, Superintendent
Board of Directors for Bend - La Pine Schools

FROM: Jay Mathisen, Assistant Superintendent – Human Resources & Strategic Planning

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

The Human Resources Department recommends approval of the following hires, resignations, and retirees at the school board meeting on January 27, 2015. All hires are subject to successful drug testing.

Certified Hires

Name	Position	Location	Status	Hire Date
Condon, John T	Construction Manager – Part-time #105506	Facilities / Support Services	Temporary	01/27/2015



HUMAN RESOURCES

Education Center

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January 22, 2015

TO: Ron Wilkinson, Superintendent
Bend-La Pine School Board of Directors

FROM: Jay Mathisen, Assistant Superintendent of Human Resources & Strategic Planning

RE: Classified Recommended Hires and Resignations

The Human Resources Department recommends approval of the following hires and resignations at the School Board meeting on January 27, 2015:

Classified Hiring

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date
Bryson, Deborah	105496 Media Tech Assistant	Summit	Temp 8 hrs / day	1/5/15
Champlin, Jane	105468 EA – Inclusion	Bear Creek	Temp 6.5 hrs / day	1/12/15
Donnenwerth, Andria	105484 EA – Student Instruction	Three Rivers	Temp 3 hrs / day	12/9/14

Classified Resignations

Name	Position	Location	Resign Date
Texeira, Jennifer	Digital Copier Press Technician	Print Shop	Revised Resignation Date 5/29/12 – 2/27/15
Young, Rose	Nutrition Server I	Highland	10/31/13 – 1/23/15

Bend-La Pine Schools
Office of Special Programs

***Yearly Restraint and Seclusion Data Review
2013-2014***

Definitions

Physical Restraint: The restriction of a student’s movement by one or more persons holding the student or applying physical pressure upon the student.

Physical restraint does not include the touching or holding of a student without the use of force for the purpose of directing the student or assisting the student in completing a task or activity.

Seclusion: The involuntary confinement of a student alone in a room from which the student is physically prevented from leaving.

Seclusion does not include the removal of a student for a short period of time to provide the student with an opportunity to regain self-control if the student is in a setting from which the student is not physically prevented from leaving.

2011-2012	2012-2013	2013-2014	
			Restraints
60	117	92	Total # of restraints
22	43	28	Total # of students restrained
476	326	596	Total minutes of restraint
7.9	2.8	6.5	Average length of restraint, in minutes
			Seclusions
181	131	92	Total # of seclusions
26	35	34	Total # of students secluded
3771	1432	1019	Total minutes of seclusion
20.8	10.9	11	Average length of seclusion, in minutes
16,048	16,340	16,601	District Population

Steps to Decrease the Usage of Physical Restraint and Seclusion:

- IEP meeting discussions
- Crisis Prevention Institute Training – Both Initial and Refresher Courses yearly
- Functional Behavior Assessments – to understand more deeply the circumstances regarding student behavior
- Behavior Intervention Plans
- Debriefing Meetings and Parent Communication

- Staff Training – to administrators, teachers and educational assistants
- Technical assistance tips in monthly Special Programs Site Packets
- On-Going Student Progress Meetings
- Highly qualified special education teachers in special program teaching positions
- Yearly Data Review
- PLC work with Lifeskills Teachers – targeted trainings for students with challenging behaviors
- New teacher trainings
- Added another certified crisis prevention trainer
- Individual problem solving work through our EBISS (Effective Behavior and Intervention Support Systems) system
- Record keeping has improved – data is cleaner

Report to the Board of Directors
Prepared by Brad Henry, Chief Operation and Financial Officer
January 27, 2015

BEND-LA PINE SCHOOLS
BOARD GOVERNANCE POLICIES
Administrative School District No. 1
Deschutes County, Oregon

TITLE: ASSET PROTECTION
TYPE: EXECUTIVE LIMITATIONS
Code: BDGOV A.6

EFFECTIVE DATE: March 18, 1999
ADOPTED ON: March 18, 1999
REVISED: September 11, 2001

The Superintendent shall not allow the assets to be unprotected, inadequately maintained, or unnecessarily risked.

The Superintendent shall not:

1. Fail to reasonably and adequately insure against property and casualty losses, and against liability losses to Board members, staff and the organization.

The district and its assets, employees, and volunteers (including board members) are protected by insurance policies (on file in the Superintendent's office). The limits and specific policy language are developed and reviewed in consultation with the district's insurance agent of record, Brown & Brown Northwest Insurance. This insurance coverage includes liability coverage of \$10,000,000 that covers general liability, employment practices, errors and omissions, and wrongful acts.

2. Allow unbonded personnel access to material amounts of funds.

In addition to the coverage listed above, all employees are covered by a \$500,000 public employee dishonesty (crime) policy. Those public officials authorized to access large sums of money including the Superintendent, Assistant Superintendent, Chief Operations and Financial Officer and Business Manager are also individually bonded.

3. Fail to maintain a maintenance plan for equipment and facilities.

The district maintains a long-term sites and facilities plan, which was updated in 2012. The plan includes a comprehensive needs assessment of existing schools and support sites. The Director of Facilities and Maintenance also maintains a

detailed plan of on-going building and grounds maintenance needs.

4. Unnecessarily expose the organization, its Board, or staff to claims of liability.

The district takes several steps to reduce unnecessary exposure to claims of liability. Schools and support sites are inspected at least on a quarterly basis to identify potential safety hazards. In addition, a comprehensive incident reporting system is maintained to track injuries to students, staff and visitors. Data from this reporting system is regularly reviewed to identify possible safety improvements. Monthly safety meetings are held at the district level with representatives from school and support sites. Liability insurance is procured to limit district exposure to potential liability claims.

5. Receive, process, or disburse funds under controls that are insufficient to meet the Board-appointed auditor's standards.

The district's audit report shows a "clean" audit report for the most recently completed fiscal year (2013-14). Recommendations for improvement included in the audit materials will be reviewed for implementation.

6. Name any building, room, space, or area of Bend-La Pine Schools.

The naming of Pacific Crest Middle School, our newest middle school, was in compliance with this policy as it was approved by the School Board.

7. Fail to provide the Board with any reports or audits related to financial conditions or risks and recommendations to address deficiencies.

The annual audit and comprehensive annual financial report (CAFR) has been provided to the School Board upon completion each year. After completion of the audit each year, the audit committee, which includes three Board members, meets with the independent auditor to discuss the audit process and any recommendations. In addition, the previous year's CAFR was submitted to the Government Finance Officers Association for review. We were awarded that association's Certificate of Achievement of Excellence in Financial Reporting for the 30th consecutive year.