

**Bend-La Pine Schools**  
**Bend, OR 97703**  
**August 14, 2018**  
Regular Meeting

The Board of Directors of Bend-La Pine Schools will meet in a regular meeting on August 14, 2018 at 5:30 p.m. in room 314 at the Education Center, 520 NW Wall Street, Bend OR.

**Agenda**

Call to Order	Chair High
Pledge of Allegiance	Cheri Helt
Review of Agenda	Chair High
Public Input 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. Visitors are asked to state their name and topic when addressing the Board.	Chair High

**Consent Agenda**

Approval of Minutes – July 30, 2018 <i>Reference: ORS 192.650 and ORS 332.057</i>	Chair High
Approval of Personnel Recommendations <i>Reference: ORS 332.505</i>	Jay Mathisen

**Action Items**

Issue Naming Charge for the New Elementary School	Chair High
Resolution 1875 : Approval of Supplemental Transportation Plans	Brad Henry

**Reports**

EL 1 – Global Executive Restraint Policy Monitoring Report	Superintendent Mikalson
EL 2 – Emergency Superintendent Succession Policy Monitoring Report	Superintendent Mikalson
Attendance Boundary Process 2018-19 & 2019-20	Lora Nordquist

**Discussion Items**

Transportation Fleet Replacement Plan	Brad Henry & Kim Crabtree
Proposed Name for Mt. View High School's Auditorium	Chair High
Board Retreat Discussion <ul style="list-style-type: none"><li>• Finalize Committee Work</li><li>• Community Linkage Meeting</li><li>• Board Work Plan Priority Check-in</li></ul>	Chair High

**EL 1 & EL 2 Review**

**Board Comments**

**Adjourn**

Accessible Meeting / Alternate Format Notification

This meeting location is accessible. Please contact Bend-La Pine Schools at 541-355-1001 if you need accommodation to participate in the board meeting. Please call at least three days prior to the scheduled meeting date. Thank you.

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

The Board of Directors for Bend-La Pine Schools met in a regular session and board retreat workshop on July 30, 2018 at The Bridges Clubhouse: 20832 SE Sotra Loop, Bend, OR 97702.

**Board Members Present**

Andy High  
Julie Craig *arrived at 9:10 a.m.*  
Peggy Kinkade  
Cheri Helt  
Ron Gallinat  
Carrie Douglass  
Stuart Young *departed at 2:44 p.m.*

**Call to Order**

The meeting was called to order at 9:07 a.m. by Chair High. The Pledge of Allegiance and review of agenda followed.

***Regular Session Minutes***

**Consent Agenda**

Cheri Helt asked for an update on how the hiring process has been over the summer months and about the candidate pool for specialized positions. Superintendent Mikalson said specialized positions, like SPED and Math are still difficult to fill, however the pool of candidates has been deeper than in past years. He added, Classified positions, like bus drivers, maintenance and custodial workers continue to be the most difficult positions to fill.

**Ron Gallinat moved to approve the Consent Agenda. Peggy Kinkade seconded the motion.**

**Unanimous approval.**

**Action Items**

❖ **Election of Board officers**

**Ron Gallinat nominated Andy High to serve as Board Chair. Peggy Kinkade seconded the nomination.**

**Unanimous approval.**

Chair High thanked fellow board members and opened up the floor for Vice Chair nominations.

**Ron Gallinat nominated Carrie Douglass to serve as Board Vice Chair. Cheri Helt seconded the nomination. Unanimous approval.**

❖ **Approval of Yearly Business & Board Operation Resolutions 1869-1874**

Chair High reviewed the annual business resolutions included in the board packet.

Ron Gallinat asked if the board would like to discuss moving board meetings to Thursday rather than Tuesdays. All agreed to discuss meeting dates and schedule at the next board meeting and suggested adding another meeting in South County.

**Ron Gallinat moved to approve Resolutions 1869-1874. Carrie Douglass seconded the motion.**

**Unanimous approval.**

### ***Board Retreat Workshop Minutes***

Chair High shifted the regular session into the board retreat and introduced Anna Higgins who will serve as a facilitator for the workshop. Higgins thanked the board for the opportunity to facilitate and shared the agenda she, Chair High and Carrie Douglass had developed:

- Welcome and connect activity: asking board members what they uniquely bring to the collective assets of the board
- Review and update board work plan: asking board members to reflect on the current board work plan and what they have learned over the past two years that could inform their next two years of board action
- Audit of current board processes and structure: asking board members what structures and processes will best support the board level work that they have prioritized

Board members worked together to identify their collective assets and accomplishments. As accomplishments were identified, the board then reflected on their previous two year work plan and what they would like to continue to expand upon as a potential work plan for the year ahead. Discussion ensued on how elements of the work plan could align with the Executive Limitations, the Board Ends and also how such elements could continue to help the board learn. The opportunity and best ways to get into and engage with schools was a large topic of board discussion. Board members shared ideas about ways to become more engaged and make school visits meaningful.

Chair High recessed the board retreat workshop at 12:15 p.m.

The board retreat workshop resumed at 12:52 p.m.

Higgins led board members through activities to help prioritize and create an action plan for their work. Four key themes came out of the activity:

- Student achievement
- Listening to stakeholders and connection with public entities (including school visits)
- Staying connected to, and reaffirming policy governance model
- Legislative advocacy

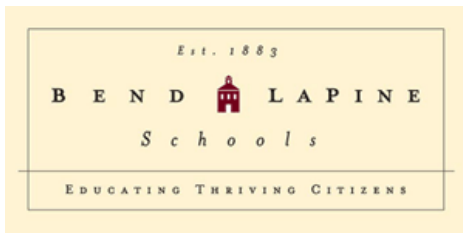
### **Board Process / Structures**

Higgins Anna led board members through a reflection of how current board structure is working and is not working. Discussion of board leadership meeting structure and schedule and ways to help train and onboard new board members. Board members agreed to discuss board committee work, community linkage meeting ideas and the order of Executive Limitation monitoring reports at an upcoming board meeting.

Higgins will draft all the thoughts and reflections of the day into a draft work plan and send it to Chair High, Douglass and Mikalson to determine next steps. She thanked all for a fun and productive day. Chair High thanked Higgins for her facilitation and looks forward to seeing her plan.

Meeting adjourned at 2:56 p.m.

Recorded by: Andrea Wilson



## HUMAN RESOURCES

*Education Center*

*520 N.W. Wall Street*

*Bend, Oregon 97703-2699*

*(541) 355-1100*

*(541) 355-1109 FAX*

DATE: August 9, 2018

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 August 14, 2018. All Hires are subject to successful drug testing, background check, and Oregon licensure.

### CERTIFIED HIRES

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Davis, Morgan	Grad Coach PS107207	Bend Senior HS	Regular Full Time	08/14/2018
Dixon, Heidi	Science Teacher PS107413	REALMS HS	Regular Full Time	08/14/2018
Friesen, Daniel	Science Teacher PS107383	Marshall HS	Temporary Full Time	08/14/2018
Landolt, Melissa	PE Teacher PS107378	Elk Meadow Elementary	Regular Full Time	08/14/2018
Seguin, Diane	Language Arts PS107370	Sky View MS	Temporary Part Time .333 FTE	08/14/2018
Tisdale, Jill	Art Teacher PS107384	Pacific Crest MS	Regular Part Time .50 FTE	08/14/2018
Welsh, Stacy	Web Coordinator PS107392	Pilot Butte MS	Regular Part Time .50 FTE	08/14/2018
Wilhelm, Susan	Art Teacher PS107377	Three Rivers	Regular Part Time .50 FTE	08/14/2018

### CERTIFIED RESIGNATIONS

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Karen Mitchell	ERC Teacher <i>Declined before start date</i>	Special Programs	07/30/2018 – 08/02/2018



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**ADMINISTRATIVE HIRES**

NAME	POSITION	LOCATION	STATUS	HIRE DATE

**ADMINISTRATIVE RESIGNATIONS**

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES



## HUMAN RESOURCES

*Education Center*

520 N.W. Wall Street  
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Fax (541) 355-1109

August 9, 2018

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, Resignation and Confidential Resignations

The Human Resources Department recommends approval of the following hires and resignations, retirement, and early retirement/rehire at the School Board meeting on August 14, 2018

### Classified Hiring

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date
Crakes, Kristen	#107339 EA – Student Instruction	La Pine Elementary	Reg 6.75 hrs / day	06/25/18
Looney, Shasta	#107333 EA – Inclusion	Rosland	Reg 6.5 hrs / day	06/25/18
Miller, William	#107372 Online Student Success Monitor	La Pine High	Temp 6.0 hrs / day	07/18/18
Rumery, Brittani	#107333 EA – Inclusion	Special Programs	Reg 7.0 hrs / day	07/03/18
Scherbinske, Gordon	#107341 Custodial Crew I	Lava Ridge	Reg 8.0 hrs / day	07/13/18
Simpson, Richard	#107406 Building Maintenance Foreman	Maintenance	Reg 8.0 hrs / day	08/08/18
Wright, Andrea	#107341 Custodial Crew I	Amity Creek / Support Services	Reg 8.0 hrs / day	07/13/18

### Classified Resignations

Name	Position	Location	Resign Date
Bradley, Brandon	Outside Services Foreman	Maintenance	01/24/01 – 08/15/18
Devries, Rosa	Nutrition Technician II	Marshall	08/15/07 – 08/06/18
Hobbs, Jeannie	Nutrition Server I	Cascade	08/20/15 – 08/11/18
Jacobus, Suelynn	Bus Driver	Transportation	11/01/17 – 07/28/18
Johnston, Kimberly	Bus Driver	Transportation	09/06/17 – 08/10/18
Kerneen, Linda	Nutrition Server I	Pine Ridge	08/31/09 – 08/01/18
McCleen, Paula	Nutrition Technician II	REALMS	08/05/15 – 08/03/18



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### *Classified Retirements*

Name	Position	Location	Resign Date
Ray, Eleanore	EA – Inclusion	Summit	09/24/97 – 08/06/18

### *Classified Early Retirement – Rehire for the 2018-19 School Year*

Name	Position	Reason	Rehire Date
Wilson, Dana	Building Maintenance Manager	Rehire through 05/31/19	08/01/18



## **ACTION ITEM: Issue Naming Charge for the New Elementary School**

**PRESENTED BY: Shay Mikalson, Superintendent**

### **EXECUTIVE SUMMARY:**

Executive Limitation 7 – Facilities states that the Superintendent shall not fail to develop a formal school naming process which includes bringing all name recommendations to the school board for final approval. Further, EL 7 states that the Superintendent shall invite the school board to issue the charge to committees which will recommend names for new school buildings. In such cases, the committee will provide a monthly progress report of its work to school board leadership for feedback.

The following Naming of Facilities Process was approved by the school board on June 12, 2018 and will be used to name the new elementary school currently under construction in NE Bend.

### **ADMINISTRATIVE RECOMMENDATION:**

Issue the charge to the Superintendent to begin the naming process for the new elementary school in NE Bend, and follow the guidance outlined in the Naming of Facilities Process.

### **RECOMMENDED MOTION:**

I move to issue the naming charge for the new elementary school in NE Bend as presented.



**Bend-La Pine Schools**  
**Naming of Facilities Process**  
**Board Approved: June 12, 2018**

Executive Limitation 7 – Facilities states:

*The Superintendent shall not fail to develop a formal naming process which includes bringing all name recommendations to the school board for final approval. This includes naming of new schools or support facilities, naming of part of a school campus or building (e.g., a library, athletic field, gymnasium, or auditorium), or for changing the name of an existing facility.*

Final decision of a facility name rests with the Board. This includes naming of new schools or support services facilities, naming of part of a school campus or building (i.e., library, athletic field, gymnasium or auditorium), or for changing the name of an existing facility.

To meet the requirements of EL 7; Bend-La Pine Schools will use the following processes:

**New Schools and Support Services Facilities**

**1. Naming Committee**

The Superintendent or designee will establish a naming committee. The naming committee shall be comprised of a broad representation of stakeholders of the school or site. Suggested committee members include the following representation: student(s), current principal(s), current certified and classified staff members, parent(s) and maintenance/facilities staff member(s). The naming committee will set a timeline for choosing a name in a timely fashion, consistent with the scheduled opening of the new school or facility.

**2. Solicitation for Names & Naming Criteria**

The naming committee will solicit name suggestions through a public process from community members, staff and students. Names for a new school or facility may be derived from the following:

- People: names of distinguished individuals who have made outstanding contributions to the community and education, who have demonstrated leadership in fields of education, arts and sciences, or public service, or who reflect the history and character of the community. Names to be considered are of persons or group of persons who have been deceased at least five years.
- Places: names of recognized historical and geological landmarks or areas, geographic points of interest, or reflect national, state or local history.
- Themes: thematic names which reflect the cultural and historical character of the community, or names which reference the indigenous and characteristic flora and fauna.

*The Board recognizes that unusual circumstances might arise where a name from outside the above categories or an exception to specific criteria could be considered. The Board shall publicly state the intent to consider an exception and provide an opportunity for a public hearing on the proposal at a regular board meeting prior to voting on any exception to these guidelines.*

### **3. Selection of Name Recommendations**

The naming committee, whenever possible, shall follow naming guidelines which include:

- The name will reflect the values, vision and goals of the district.
- The name will be known to, and significant to, the community and people of the district.
- The name will not conflict with other schools in the district or surrounding districts.
- The use of names of living persons will be avoided unless circumstances warrant an exception.
- If an individual's name is considered, that individual must embody exemplary qualities that serve as a model of excellence. He or she must also have made a significant contribution to Bend-La Pine Schools, the local community, state or nation or otherwise have a strong connection to the district.

The naming committee shall consider all submitted names and narrow the names to a list of no more than three to present to the Superintendent or designee. The naming committee shall prepare a written recommendation for the Superintendent or designee that includes suggested names, a rationale for each name, and a summary of the naming committee's process, discussion and research.

### **4. Name Recommendation**

The final list of name recommendations shall be presented by the Superintendent to the Board in a public meeting. The list of names presented will include names, rationale and a summary of the naming committee's process, discussion and research. Discussion of the names shall take place in a public meeting at least one meeting prior to the Board voting on the name.

#### **Naming Part of a School Campus**

*(e.g., a library, athletic field, gymnasium, or auditorium)*

The name of part of a school or campus shall be based upon the same criteria as a new school or facility name.

Whenever the opportunity to name a portion of a building is presented, the Superintendent or designee will request that the current principal meet with a group comprised of staff, students, parents, alumni and community members to discuss the proposed name or recommend potential names. The principal shall prepare a written recommendation for the proposed new name or names to be considered for the Superintendent. The Superintendent shall present the proposed name or name(s) to the Board.

Discussion of the suggested name(s) shall take place in a public meeting at least one meeting prior to the Board voting on the name.

#### **Changing the Name of an Existing School or Facility**

Existing facilities shall retain their name, regardless of the name of schools or programs within the facility.

Should a proposal to change a school or facility name be made, the proposal shall be presented to the Superintendent or designee. The proposal should include specific reasons why the request is being made and a suggested alternative name that meets criteria outlined above. If the Superintendent or designee decides changing the school name should be considered he or she will request that the current principal to meet with a group comprised of staff, students, parents, alumni and community members to discuss the

proposed change. The principal shall prepare a written summary of the support and / or opposition to the proposed change for the Superintendent.

If the Superintendent agrees with the rationale and there is sufficient support provided from the principal's summary, he or she will submit the proposed name change to the Board.

Discussion of the suggested name change shall take place in a public meeting at least one meeting prior to the Board voting on the name.

### **Naming Sponsorship**

When individuals, corporations or other entities make significant contributions financially, in time and/or money toward a particular facility project, the District shall find appropriate means to recognize the contributions. Recognition may be in the form of signage, public honoring, displays, or other means deemed appropriate by the Superintendent or designee. The Board may consider the naming of a facility or portion of a facility after an individual, corporation or other entity that has made a significant financial contribution to a major project. For consideration, the financial contribution should equal at least 51% of the cost of the project. The Board shall also consider evidence of community support, characteristics of the donor, type of facility, duration of the naming, and conditions that might result in revocation of the name prior to taking action.

### **Names on Building Plaques**

In keeping with the practice to recognize elected officials and others for their efforts and public service in providing new and/or improved facilities to the public, plaques installed on new construction projects will provide at least the following information:

1. Name of the school or building;
2. Opening date;
3. Names of the Board members on the Board at the time action on the construction contract occurred\*;
4. Name of Superintendent\*\*;
5. Name of architect;
6. Name of contractor;

At the Superintendent's discretion, names of other individuals whose contributions and efforts made the new facility possible may also be included.

*\*Names of former and current Board members will be included on the plaque should there be a change in members after action on the construction contract occurred.*

*\*\* Names of former and current Superintendents will be included on the plaque should there be a change in Superintendent's after development has started.*



## **ACTION ITEM: Resolution 1875 : Approval of Supplemental Transportation Plans**

**PRESENTED BY: Brad Henry, Chief Operations & Financial Officer**

### **EXECUTIVE SUMMARY:**

Generally, the State of Oregon will financially support transportation services for elementary students living one mile or more from an elementary school and for secondary students living one and one half miles or more from a secondary school. However, the State of Oregon will support transportation services for elementary students who live within one mile of an elementary school and secondary students who live within one and one half miles of a middle or high school when significant safety hazards are present. The attached resolution lists the schools with significant hazards and the number of students affected. Since the Board last approved the plans in 2015, we have added two new areas and updated the counts of students potentially affected.

Board approval is required (ORS 327.043, OAR 581-023-0040 (1)(g)) before we submit the plans to the State for approval. In accordance with state statute, Resolution 1875 approves supplemental transportation plans for the listed schools.

### **ADMINISTRATIVE RECOMMENDATION:**

Support the revised list presented in Resolution 1875 as a supplemental transportation plan for the listed schools.

### **RECOMMENDED MOTION:**

I move to approve Resolution 1875 : Approval of Supplemental Transportation Plans as presented.

**Administrative School District No. 1  
Bend-La Pine Schools**

**Resolution No. 1875**

**Approval of Supplemental Transportation Plans**

WHEREAS a hazard exists to students attending and potentially walking to the schools listed below and illustrated on the attached maps; and

WHEREAS, the State of Oregon will support transportation services for elementary students who live within one mile of an elementary school and secondary students who live within one and one half miles of a middle or high school when significant safety hazards are present; then

WHEREAS, the approximate number of students affected by the plans is as follows:

School	Approximate affected students
Bend High School	3
Mountain View High School	44
Cascade Middle School	11
High Desert Middle School	52
Pilot Butte Middle School	12
Sky View Middle School	13
Bear Creek Elementary	5
Buckingham Elementary	4
Elk Meadow Elementary	3
Ensworth Elementary	47
High Lakes Elementary	30
R.E. Jewell Elementary	101
Juniper Elementary	9
Lava Ridge Elementary	24
Pine Ridge Elementary	68
Ponderosa Elementary	104
Silver Rail Elementary	81
La Pine High School	55
La Pine Middle School	34
La Pine Elementary	9
Rosland Elementary	17

BE IT RESOLVED the Board of Directors of Administrative School District No. 1 (Bend-La Pine Schools) hereby approves the attached supplemental transportation plans.

Moved by \_\_\_\_\_

Second by \_\_\_\_\_

Yes votes \_\_\_\_\_

No votes \_\_\_\_\_

Dated this 14<sup>th</sup> day of August 2018.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Board Secretary

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

**Executive Limitation 1 – Global Executive Restraint**  
**August 14, 2018**

**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.

**Executive Summary**

This monitoring report provides the Board with information to evaluate the Superintendent's compliance with the directives of Executive Limitation 1 – Global Executive Constraint for the time period from July 2017 to present.

**Monitoring Report**

**The Superintendent shall not cause or allow any practice, activity, decision or organizational condition which is unlawful, unethical, unsafe, imprudent, or in violation of commonly accepted business and professional ethic and practices, collective bargaining agreements, and Board policy.**

Evidence of Compliance:

The District continues to comply with all legal compliance for fiscal management and accountability of its resources at the District level and with all state financial requirements. Independent financial audits for the 2016-17 school year performed by SGA CPAs and Consultants, found the District to be in compliance with no findings and/or exceptions. The district also complies with all legal requirements for financial management and accountability of its resources at the building level. Internal audits and controls are conducted and reviewed in all buildings and departments annually. No major problems have been identified and minor corrections were implemented as appropriate. Both internal and external independent audits verify that actions are appropriate, lawful and prudent.

During the 2015-16 school year, the Board of Directors for Bend-La Pine Schools hired PlanB Consultancy Inc. (PlanB), in conjunction with Talbot, Korvola & Warwick, LLP (TKW) to provide an independent evaluation of two of the District's capital construction projects; the construction of Pacific Crest Middle School and the addition and remodel of Bend Senior High. The review found that industry practices appeared to be largely applied and in 2017-18 the District continued to strengthen its capital construction practices by implementing recommendations from PlanB. During the 2017-18 school year, Plan B continued their evaluation work and reviewed the two major capital projects funded through the 2017 Bond: the new high school and the Pilot Butte Middle School remodel. As seen in the report provided to the Board in June 2018; the District Facilities team is managing the two projects in accordance with best practices. PlanB recommendations included continuing to build and maintain positive working relationships with those in the construction industry and suggestions of increasing the level of pre-project planning.

Supervision of staff continues to be conducted by the Human Resources Department and Offices of School Support and Design. Protocols are in place along with training and support offered through the Human Resources Department in the prevention, investigation and remediation of unacceptable staff conduct. All known concerns related to employee conduct are currently, or have been addressed. Complaints and grievances have also been addressed within compliance as stated in policy and/or collective bargaining agreements.

The District continues to maintain positive working relationships with both BEA and OSEA leaders. The District looks forward to working with leadership for each association in 2018. The Superintendent, Deputy Superintendent and Human Resources Department Supervisors work together throughout the year to ensure matters pertaining to BEA and OSEA members are dealt with in compliance to legal and contract language. All matters have been or are currently being addressed and are within compliance.

During the 2017-18 school year, the District continued to review and ensure legal compliance and accurate reflections of District practice with state and federal laws, Oregon Administrative Rules, Administrative Policies and Administrative Regulations. As seen in the May 2018 EL 12 – Legally Required Policies monitoring [report](#), the District continues to review, update and implement new policies and regulations as required by law or to effectively run and manage the District. The work will always be ongoing as new policy guidance emerges, laws change and issues arise the District will make the necessary updates. For the 2018-19 the District plans to implement quarterly reports to the Board providing detail on policy and regulation work.

As seen in the September 2017 EL 3 – Treatment of Students, Parents / Guardians and the Public [report](#), a comprehensive school safety program and protocols are in place and continue to improve. Mental and behavior health, bullying prevention, wellness, risk screening, safe and secure facilities, visitor and volunteer management systems, regional partnerships, increased staffing and extensive staff training opportunities help to support a healthy and safe learning and working environment. During the 2017-18 school year the District continued to attend trainings, provide trainings, and work closely with legal staff to ensure compliance with Title IX and how to address Civil Rights issues.

**Response & Continuing Areas of Improvement:**

***2017 Monitoring Report Areas for Improvement:***

The District will continue to strengthen its capital construction practices based on recommendations from PlanB.

***2018 Monitoring Report Areas for Improvement:***

The District will continue to strengthen its pre-project planning efforts based on recommendations from PlanB.

**Addendum:**

[2016-17 Comprehensive Annual Financial Report](#)

[PlanB – Performance Review Report](#)



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

**Executive Limitation 2 – Emergency Superintendent Succession**  
**August 14, 2018**

**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.

**Executive Summary**

This monitoring report provides the Board with information to evaluate the Superintendent's compliance with the directives of Executive Limitation 2 – Emergency Superintendent Succession for the time period from July 2017 to present.

**Monitoring Report**

**In order to protect the Board from sudden loss of Superintendent services, the Superintendent shall not allow a situation where at least one other administrator is not familiar with Board and Superintendent issues and processes. The Superintendent shall not fail to:**

- 1. Appoint a successor in the advent the Superintendent is not capable of carrying out duties on a short term basis due to an emergency.**

Evidence of Compliance:

The Superintendent has assured that Deputy Superintendent, Jay Mathisen; Assistant Superintendent / Chief of Staff, Lora Nordquist; and Chief Operations and Fiscal Officer, Brad Henry are familiar with and capable of assuming the responsibilities of the Superintendent on an emergency basis if the need should arise. These individuals are present at all crucial meetings, including Board meetings and are informed on key district issues.

John Rexford served as Chief of Staff for the district during the 2017-18 school year. While working on a less than half-time basis, Rexford was also apprised of key district issues and participate in crucial meetings, board meetings and discussions.

Response & Continuing Areas of Improvement:

*2017 Monitoring Report Areas for Improvement:* None.

*2018 Monitoring Report Areas for Improvement:* None.

**2. Inform the Board and/or the Board Chair of any planned absence from the district.**

Evidence of Compliance:

Through weekly Board Leadership meetings and email communication, the Superintendent has notified Board members of all planned absences and provided points of contact during his absence during the 2017-18 school year.

Response & Continuing Areas of Improvement:

*2017 Monitoring Report Areas for Improvement:* None.

*2018 Monitoring Report Areas for Improvement:* None.

**3. Be available by electronic communication whenever absent from the district or appoint an acting successor.**

**4. Evidence of Compliance:**

The Superintendent checks emails regularly when away from the office, often responding within the same day. Use of cell phone and traveling with a laptop has ensured electronic communication can occur.

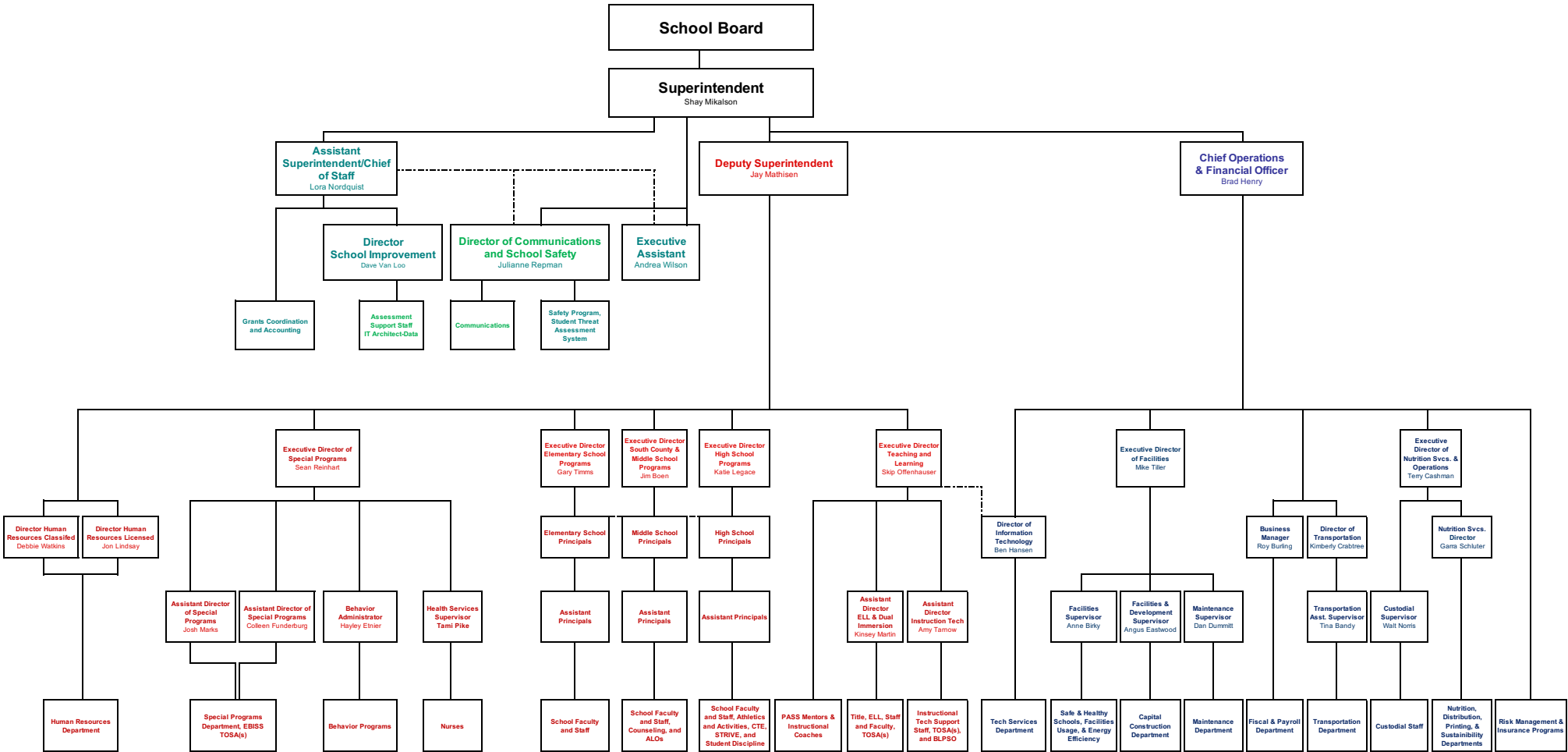
Response & Continuing Areas for Improvement:

*2017 Monitoring Report Areas for Improvement:* None.

*2018 Monitoring Report Areas for Improvement:* None.

**Addendum:**

Please see attached 2018-19 district organizational chart.



## **Bend-La Pine Schools**

### **Attendance Boundary Process, 2018-19 & 2019-20 Facilitated by Kevin Gehrig (Phase One only), Brad Henry and Lora Nordquist**

#### **Outcomes**

- Develop recommendations to the superintendent for attendance boundaries at all school levels in two stages: 2018-19 (elementary only) and 2019-20 (middle and high school).
- Include in the recommendations strategies for implementation of new boundaries.

#### **Parameters**

Boundary recommendations shall include consideration of the following:

- Balanced enrollment
- Student safety
- Feeder school alignment
- Family and community connections
- Natural geographic, physical, and traffic boundaries
- Long-term district needs
- Socioeconomic balance
- Efficient, safe transportation, including safe walking routes
- Educational disruptions for students

#### **Timelines**

- Committee work and community forums for the elementary school boundary process will take place between October 2<sup>nd</sup>, 2018, and January 11<sup>th</sup>, 2019.
- The final recommendation for elementary school boundaries will be made to the superintendent by January 18<sup>th</sup>, 2019.
- Committee work and community forums for the middle/high school boundary process will take place between September, 2019, and February, 2020.
- The final recommendation for middle school boundaries will be made to the superintendent by February, 2020. The final recommendation for high school boundaries will be made to the superintendent by the end of the 2019-20 school year.

#### **Recommended Process**

- The superintendent will appoint a broad-based boundary recommendation committee, including representation from those affected by the boundaries under consideration.
- The committee will include parents, community members, staff members, and technical advisors.
- A staff resource group will meet between committee meetings to provide support to the committee and analyze proposals under consideration.
- The committee shall host at least two rounds of community forums for each phase of the process to gather community input and gain feedback on proposal options. In addition, the committee will use a variety of other communication tools to ensure broad-based feedback.



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August 2, 2018

To: Mr. Shay Mikalson, Superintendent

From: Roy Burling, Business Manager

RE: Bus Fleet Replacement Plan

Mr. Mikalson,

Over the last few months, we have been working to recreate a bus replacement plan that will have us on track to replace our buses every 15 years. Below is a summary of that plan. This plan will have the District finance the purchase of buses each year, with the State reimbursing the cost of the buses and the interest on the debt by up to seventy percent. This plan will have the least impact on the general fund while still allowing us to move to, and stay with, a 15 year replacement cycle. To move to a plan over time that does not require financing and stay with a 15 year replacement cycle, would require a much larger investment from the general fund.

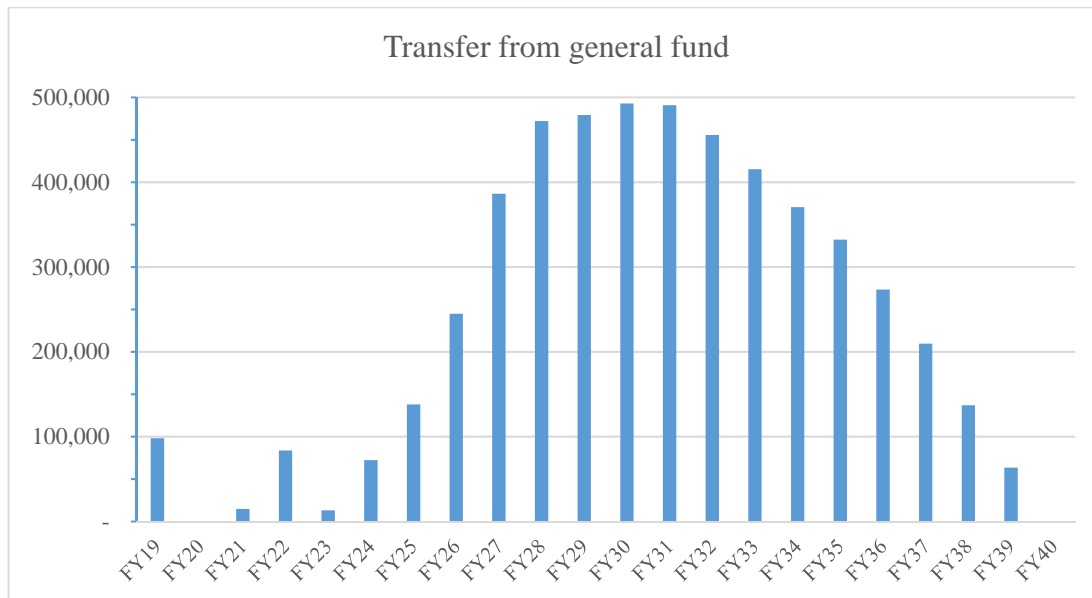
Replacement plan:

The Transportation department currently maintains a fleet of 128 school buses. The fleet includes 47 diesel powered school buses that must be replaced or retrofitted to meet Federal emission standards and ORS 468A.796 by January 1, 2025. The average age of the 47 diesel powered school buses is 18.6 years. Given the age of those 47 buses replacement appears to be a better long-term option than retrofitting. Initially, a plan was developed to replace the 47 diesel powered school buses. That plan was expanded to include all of the buses in the current fleet. Based on a useful life of 15 years the other 81 buses would be replaced by FY31.

The fleet replacement plan is based on replacing 10 school buses each year. At this rate, it will take 13 years to replace the existing fleet of 128 school buses. The plan relies on debt financing of \$19.5 million spread over a 13 year timeline. ODE reimbursement of 70 percent of the depreciation and interest of the new school buses would provide a substantial amount of the cash resources required for the annual debt service. The following schedule shows the estimated cash requirements for purchasing 10 buses per year with adjustments for inflation.

Fiscal Year	School Buses	Estimated Capital	
		Outlay	
FY19	10	\$	1,390,350
FY20	10		1,411,306
FY21	10		1,442,539
FY22	10		1,464,502
FY23	10		1,486,466
FY24	10		1,486,969
FY25	10		1,531,501
FY26	10		1,565,655
FY27	10		1,554,976
FY28	10		1,613,008
FY29	10		1,543,692
FY30	10		1,578,853
FY31	8		1,253,330

Currently there are 2 outstanding loans for school bus purchases made in 2009 and 2012. The final payment for the 2009 loan is FY2019 and the 2012 loan is paid in full in FY2022. The debt service payments on the current loans are supported by an \$85,000 transfer from general fund operations. The plan also takes advantage of the reimbursed depreciation on the new Transportation facility. In the replacement plan, the transfer from the general fund increases over time to a maximum of approximately \$500,000 in FY2028 through FY2031. The following chart shows the estimated annual transfer from the general fund in each of the next 20 years, which funds one replacement cycle for all 128 buses.



As we update this plan in future years, we will continue to look for ways to reduce our reliance on financing to purchase buses. Likely, this will require greater investment from the general fund.

Bend-La Pine Schools  
School Bus Replacement Plan

	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	...	FY40
<b>Resources</b>															
Beginning balance	-	-	48,871	48,871	48,871	48,871	48,871	48,871	48,871	48,871	48,871	48,871	48,871		48,871
Loan proceeds	1,390,350	1,411,306	1,442,539	1,464,502	1,486,466	1,486,969	1,531,501	1,565,655	1,554,976	1,613,008	1,543,692	1,578,853	1,253,330		-
ODE depreciation reimbursements	711,423	652,790	738,091	824,732	708,268	811,581	917,988	992,085	1,036,389	1,148,459	1,159,113	1,164,588	1,151,442		176,161
ODE interest reimbursement	74,625	108,354	146,225	180,359	210,470	240,425	266,696	288,534	303,993	315,207	317,247	319,924	310,580		5,410
Transfer from general fund	98,215	-	14,772	72,755	13,069	72,370	138,028	244,852	386,466	472,073	479,232	492,789	490,770		-
<b>Total resources</b>	<b>2,274,613</b>	<b>2,172,450</b>	<b>2,390,498</b>	<b>2,591,219</b>	<b>2,467,144</b>	<b>2,660,216</b>	<b>2,903,084</b>	<b>3,139,997</b>	<b>3,330,695</b>	<b>3,597,618</b>	<b>3,548,155</b>	<b>3,605,025</b>	<b>3,254,993</b>		<b>230,442</b>
<b>Expenditures</b>															
Bus Purchases	1,390,350	1,411,306	1,442,539	1,453,600	1,486,466	1,486,969	1,531,501	1,565,655	1,554,976	1,613,008	1,543,692	1,578,853	1,253,330		-
Debt service	884,263	712,273	899,088	1,088,748	931,807	1,124,376	1,322,712	1,525,471	1,726,848	1,935,739	1,955,592	1,977,301	1,952,792		162,312
<b>Total expenditures</b>	<b>2,274,613</b>	<b>2,123,579</b>	<b>2,341,627</b>	<b>2,542,348</b>	<b>2,418,273</b>	<b>2,611,345</b>	<b>2,854,213</b>	<b>3,091,126</b>	<b>3,281,824</b>	<b>3,548,747</b>	<b>3,499,284</b>	<b>3,556,154</b>	<b>3,206,122</b>		<b>162,312</b>
<b>Ending balance</b>	<b>-</b>	<b>48,871</b>	<b>48,871</b>	<b>48,871</b>	<b>48,871</b>	<b>48,871</b>	<b>48,871</b>	<b>48,871</b>	<b>48,871</b>	<b>48,871</b>	<b>48,871</b>	<b>48,871</b>	<b>48,871</b>		<b>68,130</b>