

Bend-La Pine Schools
Bend, OR 97703
September 15, 2020

Regular Meeting at 5:30 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 September 15, 2020 School Board Meeting virtually. Members of the public may watch or listen to the board meeting via the following options:

YouTube Live Streaming : <https://bit.ly/BLSboardmeeting>

Join by Phone: 408-418-9388 / access code: 120 226 1011

During the period when meetings are held virtually, the Board of Directors will only accept written public comment. Public comment may be submitted the following ways:

- 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
Mail to : Bend-La Pine Schools Board of Directors, 520 NW Wall Street, Bend, OR 97703

Agenda

Call to Order	Chair Douglass
Review of Agenda	Chair Douglass
Review of Written Public Comments Received	Chair Douglass

Consent Agenda

Approval of Minutes – August 25, 2020 <i>Reference: ORS 192.650 and ORS 332.057</i>	Chair Douglass
Approval of Personnel Recommendations <i>Reference: ORS 332.505</i>	Katie Legace
Approval of Executive Limitation Updates: <ul style="list-style-type: none">▪ EL 1 – Global Executive Restraint▪ EL 2 – Emergency Superintendent Succession▪ EL 7 – Facilities▪ EL 11 – Asset Protection▪ EL 12 – Legally Required Policies	Chair Douglass

Reports

School Reopening Update	Superintendent Nordquist
Executive Limitation 1 – Global Executive Restraint Policy Monitoring Report	Superintendent Nordquist
Executive Limitation 2 – Emergency Superintendent Succession Policy Monitoring Report	Superintendent Nordquist
2020-21 Enrollment Report	Brad Henry

Action Items

Welcoming Week Resolution	Chair Douglass
Superintendent Search Process	Chair Douglass
Board Ends	Chair Douglass
OSBA Board of Directors : Position 3 Nomination	Chair Douglass

Board Comments

Adjourn

Bend-La Pine Schools meetings comply with open meeting laws and accessibility requirements. 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 Board of Directors Meeting Minutes

Meeting Date: August 25, 2020

Meeting Location:

To support Governor Brown's executive orders for social distancing, the Board of Directors conducted the Board Meeting and Work Session virtually, through Cisco Webex. The meeting was also live streamed to the BLS Schoolboard YouTube webpage.

Board Members Present

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

Call to Order

The meeting was called to order at 5:30 p.m. by Chair Douglass, roll call followed.

Douglass thanked all for attending, noting that the agenda tonight will be a work session format, adding the Board's intention to hold one business meeting and one work session style meeting each month this year.

Public Input

Chair Douglass noted the Board received public input in written format and read the following:

- Return to in-person instruction based upon the metrics set by Governor Brown: John Hinman

Consent Agenda

- **Approval of Minutes – June 9, 2020 / July 31, 2020 / August 4, 2020 :** Julie Craig moved to approve the minutes as presented. Stuart Young seconded the motion. Unanimous approval
- **Personnel Recommendations :** Amy Tatom moved to approve the personnel recommendations as presented. Caroline Skidmore seconded the motion. Unanimous approval. CS seconded. Unanimous

Work Session

❖ **2020-21 Board Calendar Review**

Vice Chair Barnes Dholakia reviewed her organizational approach to the board meeting calendar for the year and the effort to align business meeting and work session topics in a logical manner. She noted the importance of timing of executive limitation reports and also shared the idea of keeping three key concepts in mind as part of the reports:

- What are the Board and district's priorities for this year?
- What are the actions that will support this work?
- What data does the Board have to evaluate?

Chair Douglass thanked Barnes Dholakia for her thoughtfulness in putting the calendar together. Superintendent Nordquist suggested the Equity Coalition be a part of the work session meeting agendas. Board members agreed and also discussed how to integrate and combine reports that have historically been separate, but are critical part of other programs, for example: the South County, Alternative Learning

Option, and HDES reports being part of the instructional programs reports. Discussion ensued on how to incorporate these reports and what time of year would be best for reporting and sharing information as well as how to consolidate information. Nordquist will look at the proposed calendar and revise based upon the discussion tonight and send it back to Board members for review. Katie Legace asked if the Board would like to further refine the measurement and indicators currently being used. Barnes Dholakia noted this is part of the discussion she would like to have around revising the Board Ends.

Douglass noted her desire to have EL reports be more data driven and specific details highlighted in the information provided to the Board. Nordquist said that focus will be part of the reflection and highlights of the previous year and goal setting for the upcoming year.

❖ **Executive Limitations Review Process**

Chair Douglass noted the Board's commitment to review and revise all executive limitations by October and thanked Vice Chair Barnes Dholakia for leading this work. Barnes Dholakia explained EL 7 is the first to be revised and shared the timeline for other EL revisions and the process she will use as part of the revision, noting three key areas:

- Focus on equity
 - Update language to make ELs more accessible to the public (i.e., make affirmative statements rather than use "shall not fail to")
 - Update ELs to reflect the Board's current stance (i.e., incorporating resolutions passed by the Board)
- **EL 7 – Facilities**
- Barnes Dholakia noted the updated version in the Board packet and walked through the revisions which include: addition of specific language around the district's Sustainability Plan and the process to review and update that plan, committee membership that is reflective of the student body, removal of the word "fair" and replace it with "equitable" and removal of the naming policy specifics.

Discussion ensued on the naming process and Board members agreed to include review of the naming process as part of the EL 7 policy monitoring report.

Discussion also ensued on the Sustainability Plan review cycle and how it aligns with the Sites and Facilities Review process which is set to take place this year. Brad Henry noted both plan reviews will take place this year and said the Sustainability Plan will be done well in advance of the Sites and Facilities Plan and can help inform the work of the Sites and Facilities Committee. Caroline Skidmore would like to see conservation included in the updated Sustainability Plan. Barnes Dholakia will work to update and revise EL 7 and it will be an action item for the Board to vote on at their September 15 meeting along with EL 1, 2, 10, 11 and 12.

❖ **Superintendent Search Process Discussion**

Chair Douglass noted that Julie Craig is leading the superintendent search process and asked Craig to share an update on the process. Craig shared that Valerie Pitts, search consultant with HYA, will continue to lead the search effort and they are working to update the contract. Craig asked Board members to share their thoughts on the timeline for the process, including when to reopen the application, application due date, and interview and hiring decision points. Discussion ensued on the job posting and Board members agreed to reopen the application process for one month. Craig will confirm details with HYA and will also put together a timeline for interview process and share out with fellow board members.

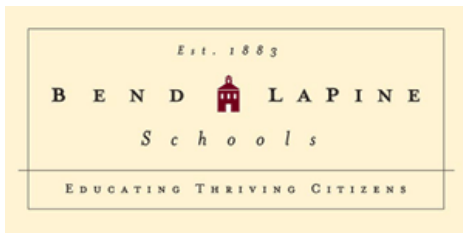
❖ **Board Ends Discussion**

Barnes Dholakia noted the updated version of the Board Ends in the packet and walked through the revisions which included discussion and thoughts from the Board retreat; including the Bend-La Pine Promise, a graduate profile, and updated goals. Barnes Dholakia noted that the revised goals are focused on experiences and adult actions which is different from iterations of the Board Ends in past years. Discussion ensued on the revised goals, how to incorporate data, how to align Executive Limitations, etc. Barnes Dholakia shared her appreciation for the thoughtful discussion and feedback and said she will continue to work on the revisions, share with Board members over the next weeks and will include the Ends as an action item in September.

Chair Douglass thanked Barnes Dholakia for her work on EL and Board Ends revisions. Amy Tatom and Stuart Young also expressed their gratitude and appreciation for Barnes Dholakia's time and thoughtfulness. Douglass also thanked the district and community partners for their creative work in supporting and offering childcare services for families.

Meeting adjourned at 7:10 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: September 11, 2020

TO: Lora Nordquist, Superintendent
Board of Directors for Bend-La Pine Schools

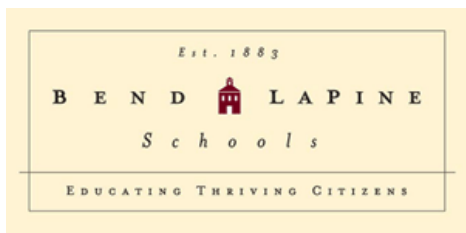
FROM: Debbie Watkins, Director of Human Resources – Classified
Jon Lindsay, Director of Human Resources – Certified

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 September 15, 2020. All Hires are subject to successful drug testing, background check, and Oregon licensure.

CERTIFIED HIRES

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Abreu, Emily	Speech and Language Pathologist PS108446	Special Programs	Regular Part Time to Regular Full Time	08/31/2020
Adams, Ben	Broadcasting Yearbook Teacher PS108466TMP	Cascade MS	Temporary Part Time .50 FTE	09/02/2020
Albano, Kristin	Primary Teacher PS108215TMP	Silver Rail Elementary	Temporary Full Time	09/07/2020
Alvarez, Georgia	Biology Teacher PS108471TMP PS108482TMP	Mountain View HS	Temporary Full Time	08/31/2020
Alles, Molly	Art Teacher PS108345TMP	REALMS MS	Temporary Part Time .60 FTE	08/31/2020
Anderson, James	ELA Teacher PS108492	La Pine HS	Regular Part Time to Regular Full Time	08/31/2020
Baird, Nikki	Language Arts Teacher PS108327	Bend Senior HS	Regular Part Time to Regular Full Time	08/31/2020
Barker, Stephanie	Health Teacher PS108400TMP	Summit HS	Regular Part Time to Temporary Full Time	08/31/2020
Berry, Kelsi	SPED Teacher PS108199	Special Programs	Regular Full Time	09/02/2020
Brown, Thomas	Primary Teacher PS108213	Silver Rail Elementary	Regular Full Time	08/31/2020
Chamberland, Katherine	Primary Teacher PS108215TMP	Buckingham Elementary	Temporary Full Time	08/31/2020



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Charles, Cammie	Intermediate Teacher PS108216TMP	Three Rivers Elementary	Temporary Full Time	08/31/2020
Chavez, Steve	Primary Teacher PS108215TMP	RE Jewell Elementary	Temporary Full Time	09/01/2020
Claar, Sarah	Primary Teacher PS108455TMP	Westside Village Elementary	Temporary Full Time	09/03/2020
Collins, Matthew	Math Teacher PS108371TMP	Mountain View HS	Temporary Part Time .50 FTE	08/31/2020
Coddington, Laura	Social Studies Teacher PS108332	Sky View MS	Regular Part Time .67 FTE	09/01/2020
Corson, Karen	ELL Specialist PS108265	ELL Department	Regular Full Time	08/31/2020
Crosby, Kimberly	English Language Arts Teacher PS108485TMP	Pilot Butte MS	Temporary Full Time	08/31/2020
Crummett, Naomi	Language Arts PS108491TMP (1 st semester only)	Bend Senior HS	Temporary Part Time .333 FTE	09/11/2020
Dailey, Jonathan	SPED Teacher PS108199	Special Programs	Regular Full Time	08/31/2020
Ervin Scott, Elizabeth	Title Math Teacher PS108464TMP	Bear Creek Elementary	Temporary Part Time .45 FTE	09/09/2020
Fowler, Stephanie	Primary Teacher PS108480TMP	Amity Creek Elementary	Temporary Full Time	08/31/2020
Gautreaux, Myra	Design/Media Arts Teacher PS108474TMP	Pilot Butte MS	Temporary Part Time .83 FTE	09/01/2020
Glogau, Cameron	Primary Teacher PS108215TMP	Highland Elementary	Temporary Full Time	09/01/2020
Gozdowski, Jill	Primary Teacher PS108215TMP	Pine Ridge Elementary	Temporary Full Time	09/01/2020
Goodall, Diane	Certified Daycare Coordinator PS108325TMP	Bend Senior HS	Non-Contract Temporary Part Time .333 FTE	08/31/2020
Gose, Kriste	Advanced Math PS108310TMP	Bend Senior HS	Temporary Part Time .50 FTE	08/31/2020
Hoffman, Erin	Advanced Math PS108311TMP	Bend Senior HS	Regular Part Time to Temporary Full Time	08/31/2020
Horn, Brad	Social Studies PS108362TMP	REALMS HS	Temporary Full Time	08/31/2020
Ibbs, Mari	Language Arts/Yearbook PS108309TMP	Bend Senior HS	Temporary Full Time	08/31/2020
Johnson, Elizabeth	Intermediate Teacher PS108216TMP	Elk Meadow Elementary	Temporary Full Time	09/04/2020
Keefer, Kimberly	PE Teacher PS108430TMP	La Pine MS	Temporary Full Time	08/31/2020



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Kurtz-Nicholl, Jesse	Social Studies Teacher PS108451TMP	Bend Senior HS	Temporary Part Time .50 FTE	08/31/2020
Maloy, Jylan	Spanish Teacher PS108417TMP	Summit HS	Regular Part Time to Temporary Full Time	08/31/2020
Miesch, Kelly	Primary Teacher PS108215TMP	Bear Creek Elementary	Temporary Full Time	08/31/2020
Mooney, Megan	Biology Teacher PS108329TMP	Bend Senior HS	Temporary Part Time .333 FTE	08/31/2020
Myers, Lawrence	Math Teacher PS108395TMP	Summit HS	Temporary Part Time .50 FTE	08/31/2020
Neilson, Hilary	K-8 Teacher PS108350	Westside Village Elementary	Regular Full Time	08/31/2020
Nelson, Tara	Intermediate Teacher PS108216TMP	Elk Meadow Elementary	Temporary Full Time	09/07/2020
Nichols, Jonathan	Biology Teacher PS108470	Mountain View HS	Regular Part Time	08/31/2020
Longbottom, Brian	ELA SS Teacher PS108453TMP	Summit HS	Temporary Part Time .83 FTE	08/31/2020
O'Neill, Emilie	Language Arts PS108391TMP and PS108392TMP	Summit HS	Temporary Full Time	08/31/2020
Outhier, Jamie	Primary Teacher PS108215TMP	North Star Elementary	Temporary Full Time	09/02/2020
Parks, Amy	Intermediate Teacher PS108216TMP	High Lakes Elementary	Temporary Full Time	08/31/2020
Petersen, Heather	Dean of Students PS108444	High Desert MS	Regular Full Time	08/31/2020
Price, Colin	Language Arts Teacher PS108472	Summit HS	Regular Full Time	08/31/2020
Reyes, Lucas	Intermediate Teacher PS108218	La Pine Elementary	Regular Part Time to Regular Full Time	08/31/2020
Rodrigues, Marlene	French Teacher PS108477TMP	Mountain View HS	Regular Part Time to Temporary Full Time	09/04/2020
Seed, Stephanie	Orchestra Teacher PS108490TMP	Cascade MS	Temporary Part Time .833 FTE	08/31/2020
Shapiro, Sarah	Primary Teacher PS108215TMP	WE Miller Elementary	Temporary Full Time	09/03/2020
Shunk, Christopher	Photography Teacher PS108401TMP	Summit HS	Temporary Part Time .50 FTE	08/31/2020
Spence, Beth	Speech and Language Pathologist PS108461 PS108446	Special Programs	Regular Part Time to Regular Full Time	08/31/2020
Stukel, Emily	Student Success PS108424	La Pine HS	Regular Full Time	09/03/2020
Susac, Yvonne	Choir Teacher PS108467TMP	Cascade MS	Regular Part Time to Temporary Full Time	08/31/2020



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Templin, Rachelle	ELL Specialist PS108478TMP	ELL Department	Regular Part Time to Temporary Full Time	08/31/2020
Variel, Beau	ELA Teacher PS108456	High Desert MS	Regular Full Time	08/31/2020
Wallace, Ashley	PE/Health Teacher PS108381TMP	Pacific Crest MS	Regular Full Time	09/01/2020
Wang, Yen-Ling	Spanish Teacher PS108364	REALMS HS	Regular Part Time .80 FTE	08/31/2020
Watt, Michelle	Primary Teacher PS108445	Highland Elementary	Regular Full Time	08/31/2020
Weir, Erin	Primary Teacher PS108217	La Pine Elementary	Regular Full Time	08/31/2020
Woelke, Cassandra	English Teacher PS108396	Summit HS	Regular Part Time to Regular Full Time	08/31/2020

CERTIFIED RESIGNATIONS

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Brown, Douglas	Social Studies Teacher	Bend Senior HS	09/10/1997 – 10/01/2020
Cross, Michele	Primary Teacher	Highland Elementary	08/26/2002 – 08/30/2020
Dewey, Jill	Speech and Language Pathologist .30 of .60 FTE	Special Programs	12/06/1989 – 08/27/2020
Koike, Emiko	Social Studies Teacher	Sky View MS	08/27/2018 – 08/24/2020
Vodak, Cammy	SEL Teacher .50 of 1.0 FTE	Juniper Elementary	08/07/2002 – 08/25/2020
Zarling, Scott	Primary/Intermediate Teacher	Amity Creek Elementary	08/29/1984 – 08/24/2020

ADMINISTRATIVE HIRES

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Richards, Dean	Assistant Director of Secondary Curriculum, Instruction and Systems	TLC Department	Regular Full Time	07/01/2020
Walker, Julie	Assistant Director of Elementary Curriculum, Instruction and Systems	TLC Department	Regular Full Time	07/01/2020

ADMINISTRATIVE RESIGNATIONS

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Watkins, Debra	Classified Director of HR	Human Resources	04/09/2001 – 09/17/2020



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

September 11, 2020

TO: Lora Nordquist, 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, and Resignations.

The Human Resources Department recommends approval of the following hires, and resignations at the School Board meeting on September 15, 2020.

Classified Hiring

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date
Baxter, Bradley	PS108460 EA – Student Instruction	Amity Creek	Temp 3.0 hrs / day	08/31/20
Bryant, Brettney	PS108302 EA – Wellness Support	High Desert	Temp 7.5 hrs / day	08/20/20
Chavez, Luis	PS108437 Bus Driver	Transportation	Reg 4 hrs / day	08/31/20
Clement-Dragos, Marti	PS108386 EA – Student Instruction	R.E. Jewell	Reg 3.95 hrs / day	08/24/20
Dart, Amy	PS108375 EA – Student Instruction	North Star	Reg 3.75 hrs / day	08/31/20
Dewey, Jill	PS108460 EA – Student Instruction	Amity Creek	Temp 3.0 hrs / day	09/04/20
Eisler, Nicole	PS108447 EA – Student Instruction	WE Miller	Reg 3.25 hrs / day	08/26/20
Gard, Sommer	PS108337 EA – Inclusion	Transition Co-op	Reg 7.0 hrs / day	08/24/20
Gilchrist, David	PS108437 Bus Driver	Transportation	Reg 4 hrs / day	08/26/20
Hill, Michael	PS108437 Bus Driver	Transportation	Reg 4 hrs / day	08/31/20
Hohman, Charisa	PS108337 EA – Inclusion	North Star /Tamarack	Reg 7.0 hrs / day	08/24/20
Holmer, Doug	PS108437 Bus Driver	Transportation	Reg 4 hrs / day	08/31/20
Kittrell, Juli	PS108457 Media Manager	Marshall	Temp 3.75 hrs / day	09/08/20
Lairson, Roseann	PS108437 Bus Driver	Transportation	Reg 4 hrs / day	08/31/20
Moore, Anita	PS108312 School to Career Program Manager	Bend High	Temp 8.0 hrs / day	08/24/20



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Moseley, Kathryn	PS108452 Office Secretary II	Special Programs	Reg 8.0 hrs / day	08/31/20
Moussa, Alma	PS108442 EA – Student Instruction	WE Miller	Temp 3.0 hrs / day	08/31/20
Schierbeek, Nathan	PS108460 EA – Student Instruction	Amity Creek	Temp 3.0 hrs / day	08/31/20
Spadola, Matthew	PS108437 Bus Driver	Transportation	Reg 4.0 hrs / day	09/08/20
Ward, Joanne	PS108384 FAN Advocate	La Pine Middle	Reg 7.6 hrs / day	08/31/20

Classified Resignations

Name	Position	Location	Resign Date
Adams, Marlene	Nutrition Server I	Elk Meadow	04/11/18 – 09/03/20
Eastman, Della	Bus Driver	Transportation	03/20/17 – 09/01/20
Folkins, Jared	IT Engineer	Information Technology	01/22/13 – 09/16/20
Harnden, Lorraine (Lorrie)	EA – Inclusion	Lava Ridge	08/27/19 – 08/21/20
Hartman, Jason	Bus Driver	Transportation	02/22/17 – 08/31/20
McDonald, Lauren	EA – Inclusion	Ponderosa	08/27/19 – 08/26/20
McLean, Susan	EA – Student Instruction	Highland	09/04/19 – 08/21/20
Scheafer, Matthew	EA – Inclusion	Special Programs	08/29/17 – 08/24/20
Toepfer, Gregory (Greg)	Bus Driver	La Pine Transportation	09/01/16 – 09/02/20

GLOBAL EXECUTIVE RESTRAINT

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

Replaces: BD GOV A

Originally Adopted: 9/8/2015

Updated: 9/15/2020

Monitoring Method:

Monitoring Frequency:

EMERGENCY SUPERINTENDENT SUCCESSION

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.

Accordingly, 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;
 2. Inform the Board and/or Board Chair of any planned absence from the district; and
 3. Be available by electronic telecommunication whenever absent from the district or appoint an acting successor.
-

Replaces: BD GOV A.5

Originally Adopted: 9/22/2015

Updated: 9/15/2020

Monitoring Method:

Monitoring Frequency:

FACILITIES

The superintendent shall not fail to assure that physical facilities support the accomplishment of Board policies.

Accordingly, the Superintendent shall not fail to:

1. ~~Fail to~~ Take reasonable steps to ensure that facilities are clean, safe and not subject to improper wear and tear or insufficient maintenance.
2. Ensure a Sustainability Plan is developed, reviewed, and revised every 5 years or more. This sustainability plan shall not fail to:
 - a. Address facility development, improvement, operation, and maintenance
 - b. Identify objective short- and long-term measures for measuring efficacy and achievement of sustainability goals
 - c. Ensure data-collection to enable annual reporting on progress toward goals
- ~~3. Fail to operate facilities efficiently to realize energy and cost savings.~~
4. ~~Fail to~~ Refresh the 20-year long-range Facilities Plan every 5 years ~~or more often~~ to address student capacity, site-specific instructional needs, operational and maintenance needs, ~~changing technology, and the Sustainability Plan~~. The planning shall not fail to include the following:
 - a. Formation of a Sites & Facilities Committee to carry out the board-developed charge. This committee shall be well-rounded and diverse, with representation ~~reflective of the diversity of the student body and~~ from attendance areas throughout the district. There should be a balanced number of staff and non-staff members on the committee. There should be a balanced number of staff and non-staff members on the committee.
 - b. Compliance with local, state and federal requirements.
 - c. Consideration of optimal timing of proposed voter construction bond measures.
 - d. ~~Expertise on green building and capital funding and projects.~~
4. Build new facilities without board approval. For new facilities programming, the superintendent shall not fail to ensure the programming and construction team:
 - a. Invites board member participation for any project which requires architectural services;
 - b. Frames its work using board and district goals;
 - c. Research and visit (in person or virtually) facilities which utilize best practices and innovation in education facility design ~~and green building~~;
 - d. Establish an architect and builder RFP process that is approved by the board;
 - e. Notify the board when pre-construction drawings and value engineering recommendations are available, and provide a reasonable timeline for board members to review;
 - f. Get board approval for change orders which alter the scope and purpose of the planned project (e.g. add or subtract from planned square footage or are in excess of \$300,000). Superintendent shall inform board leadership of any change orders which exceed \$100,000 but are less than \$300,000);
 - g. Regularly update the board on construction progress;

- h. Evaluate the quality, value and functionality of projects after completion.
5. Recommend (to the board for approval) land acquisition or sale of surplus real property ~~that includes consideration of~~ ~~without considering~~ growth patterns, comparative costs, market timing, current budget demands, construction and transportation factors, and community impact.
6. ~~Fail to~~ Develop a plan for public use of district buildings and grounds that includes:
- a. Clear, consistent, and ~~equitable fair~~ levels of access for potential users;
 - b. An ~~equitable fair~~ and reasonable fee structure which at a minimum, covers any costs of use (e.g. additional maintenance, custodial or repairs) incurred by the district;
 - c. Clear user expectations;
 - d. Consequences for public users who misuse or damage district facilities and property;
 - e. Protection of student safety, student function and academic program needs.
7. ~~Fail to~~ Develop ~~and adhere to~~ a formal ~~Naming of School Facilities Process~~ ~~school naming process~~ which includes bringing all name recommendations to the school board for final approval. This includes naming of new schools or support services 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. ~~It also includes naming sponsorships, which require board approval.~~
~~The Superintendent shall not fail to:~~
- ~~a. Establish criteria for naming with the following specifications:~~
 - ~~i. Names must reflect the values, vision and goals of the district;~~
 - ~~ii. 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.~~
 - ~~b. Include district staff and community members on an ad hoc naming committee;~~
 - ~~c. Differentiate between the naming of facilities and naming sponsorships. In such cases, the district and a sponsor may enter into an agreement to identify the sponsor with the name of a facility (e.g. "ABC Company Stadium") in return for financial consideration and for a negotiated period of time; naming sponsorships require board approval;~~
 - ~~d. 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.~~
-

Replaces: BD GOV A.6.1

Originally Adopted: 11/10/2015

Updated: 6/13/2017, 9/15/2020

Monitoring Method: report to the board

Monitoring Frequency: annually

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 fail to:

1. Establish and maintain policies and procedures to ensure reasonable protection of the District's assets.
2. 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. 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. Provide the Board with any reports or audits related to financial conditions or risks and recommendations to address deficiencies.
8. Preserve and/or dispose of all records related to affairs or business of the District in accordance with state and federal law.
9. Maintain a list of all District-owned real property.

And, accordingly, the Superintendent shall not:

1. Allow unbonded personnel access to material amounts of funds.
 2. Knowingly or recklessly expose the District, its Board or staff to legal liability.
 3. Receive, process, or disburse funds under controls which are insufficient.
-

Replaces: BDGOV A.4

Originally Adopted: 1/26/2016
Amended: 3/14/2017, 9/15/2020
Monitoring Method:

LEGALLY REQUIRED POLICIES

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

Accordingly, the Superintendent shall not fail to:

1. ~~Fail to~~ Amend administrative policies to comply with local, 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.
-

Replaces:

Originally Adopted: 1/26/2016

Updated: 9/15/2020

Monitoring Method:

Monitoring Frequency:

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

Executive Limitation 1 – Global Executive Restraint
September 15, 2020

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

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 requirements for fiscal management and accountability of its resources at the district level and with all state financial requirements. 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 Talblot, Korvola & Warwick, LLP (TKW) to provide an independent evaluation of capital construction projects. In 2015-16 and 2016-17 PlanB provided evaluations of the construction of Pacific Crest Middle School and the addition and remodel of Bend Senior High. In 2017-18 and 2018-19 PlanB provided evaluations of the construction of the new high school and the Pilot Butte Middle School remodel. PlanB reports have shown the District Facilities team is managing projects in accordance with best practices and processes used by the district are exemplary models that PlanB has shared with other entities.

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 addressed in accordance with timelines established by policy or law. Complaints and grievances are also addressed in a manner stated in policy and/or collective bargaining agreements.

The district continues to maintain positive working relationships with both BEA and OSEA leaders. 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 with legal and contract language.

The District continues 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. The work is ongoing, as new policy guidance emerges, laws change and issues arise. The district presents quarterly reports to the board providing detail on policy and regulation work.

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.

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

Executive Limitation 2 – Emergency Superintendent Succession
September 15, 2020

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

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, Katie Legace; 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.

- 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 notifies board members of all planned absences and provided points of contact during his absence.

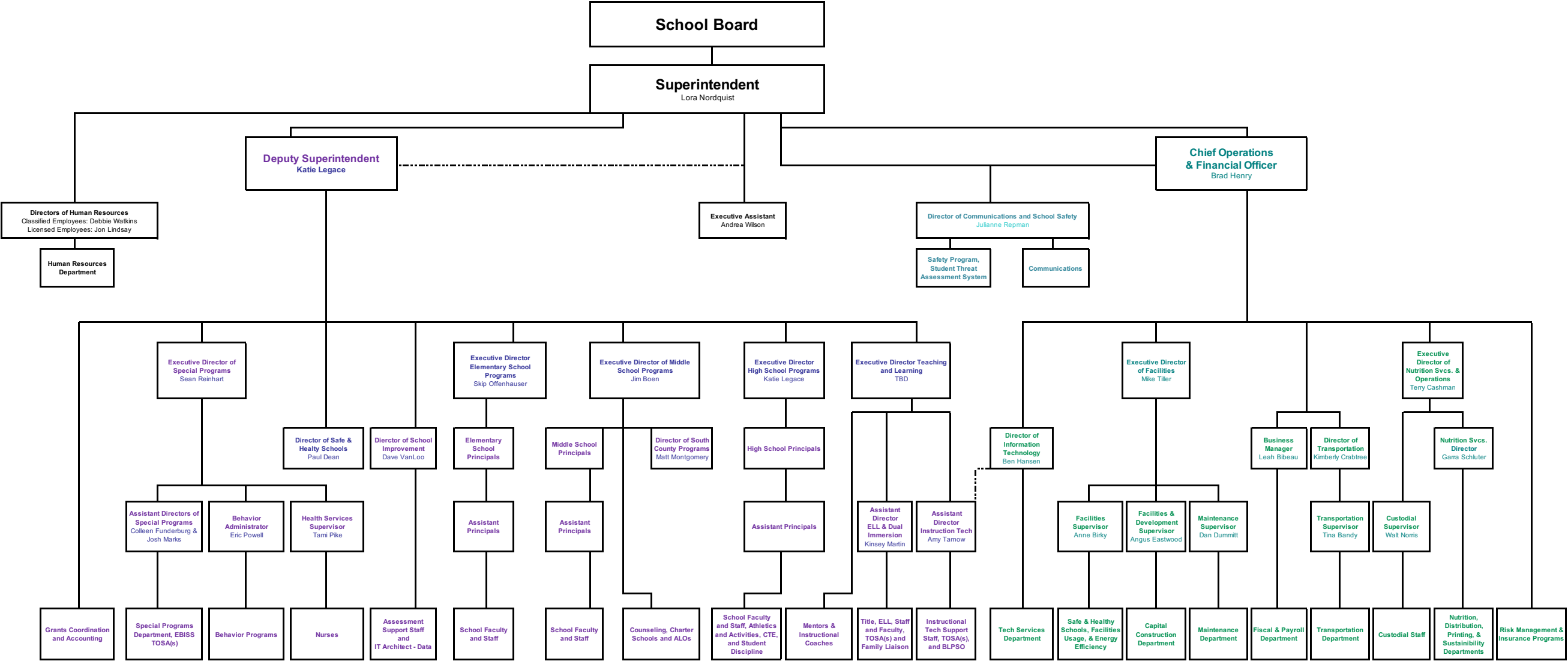
- 3. Be available by electronic communication whenever absent from the district or appoint an acting successor.**

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.

Addendum:

Please see attached 2020-21 district organizational chart.



Administrative School District No. 1
Bend-La Pine Schools

Welcoming Week 2020 Proclamation

WHEREAS, our community, state and nation are stronger when we work together as a people in seeking the American dream through the shared values of hard work and equitable opportunity; and

WHEREAS, the diverse experiences and perspectives of our students and families are a vital part of our community, enriching and strengthening our schools, community, and collective future; and

WHEREAS, the success of Bend-La Pine Schools depends on making sure that all students and families feel welcome and experience a sense of belonging - including those who have been historically underserved and/or marginalized; who are recent immigrants; who are black, indigenous, and people of color; who are experiencing poverty, houselessness, or foster/kinship care; who are LGBTQ+; who are experiencing disability; and who are linguistically diverse; and

WHEREAS, we honor the spirit of unity that is bringing neighbors together across Central Oregon to honor and elevate the voices of all;

NOW, THEREFORE IT IS RESOLVED THAT we, the Board of Directors for Bend-La Pine Schools, hereby proclaim September 12th through 20th, 2020, Welcoming Week. We invite all students and families of Bend-La Pine Schools to join this movement of schools and communities nationwide, renewing our commitment to our core American values and taking action together to build strong and inclusive schools across our community that stand as a beacon of education and opportunity.

Adopted this _____ day of _____, 2020

Signed:

Board Chair

Attest:

Superintendent

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

GOVERNANCE POLICY

Name: Board Ends

Section: Governance Policy

Code: Ends/Results

PROMISE

Every student in Bend-La Pine Schools is known by name, strengths, and needs, and graduates ready for college, career and citizenship.

GOALS

Outcomes

1. Students develop a **strong academic foundation** as measured by the following, overall and for each historically underserved subgroup:
 - a. ELA proficiency, using state and internal assessments
 - b. Math proficiency, using state and internal assessments
 - c. 9th graders on track for graduation
2. Students have a **passion, purpose, and plan** for their future as measured by the following, overall and for each historically underserved subgroup:
 - a. Enrollment in CTE and/or AP/IB courses
 - b. Graduation rate
 - c. Post-secondary plans and achievement

Experiences

3. Schools are **engaged** as measured by the following, overall and for each historically underserved subgroup:
 - a. Average daily membership (ADM) rate
 - b. Chronic absenteeism rate
 - c. Suspension rate
 - d. Participation in co-curricular activities
4. Students, families, and staff experience **inclusion and belonging**, as measured by the following, overall and for each historically underserved subgroup:
 - a. Student, family, and staff survey question(s) on belonging
 - b. Student, family, and staff survey question(s) on voice

Adult Actions

5. Staffing **reflects the diversity** of students and families, as measured by:
 - a. Annual audit of staffing across sectors by race/ethnicity
 - b. Annual audit of leadership positions by race/ethnicity and gender

DRAFT REVISION: 9/10/2020



ACTION ITEM: 2020 OSBA Board of Director Nominations

EXECUTIVE SUMMARY:

Nominations are now open for the 2020 OSBA election. Candidates for the OSBA Board of Directors must be nominated by official action of a board within their region. Bend-L Pine Schools falls within the Central Region, 3, for all OSBA positions. In 2020, all odd-numbered board positions, plus Position 8, are up for election.

OSBA Board of Directors, Position 3, serving the Central Oregon region is currently held by Patti Norris from Crook County School District.

Nominations close on October 2, 2020. School board members will receive ballots with all nominee information in mid-October and are asked to submit their vote not later than 5:00 p.m. on December 18, 2020. The newly elected regional members will officially take office on January 1, 2021.

RECOMMENDED MOTION:

I move to nominate _____ from _____ School District for the OSBA Board of Directors, Position 3.

NOMINATION FORM

OSBA BOARD OF DIRECTORS

REGIONAL MEMBER

Date: _____

TO: Maureen Wolf, OSBA President-Elect
Oregon School Boards Association
1201 Court St NE, #400
Salem, OR 97301
Fax: 503-588-2813
E-mail: OSBAelections@osba.org

**Nominations are due by 5 pm,
October 2, 2020**

Return this form and all candidate information
forms to the OSBA office by email at
OSBAelections@osba.org, or mail to Oregon
School Boards Association, 1201 Court
St. NE, #400, Salem, OR 97301

Dear Maureen Wolf:

With this letter, our board nominates the candidate named below to a position on the OSBA Board of Directors for the
_____ Region, Position # _____.

BOARD CANDIDATE INFORMATION

Name: _____

District/ESD/Community College: _____

Address: _____

City: _____ Oregon ZIP: _____

E-mail: _____ Phone: _____

This nomination was approved by official action of our board of directors at a duly called meeting on

(date)

(Board Chair signature)

Board Chair name: _____

District: _____

Address: _____

City: _____, Oregon ZIP: _____