

**Bend-La Pine Schools  
Bend, OR 97703  
September 8, 2015**

Regular Meeting  
6:00 p.m.

The Board of Directors of Bend-La Pine Schools will meet in a regular meeting at 6:00 p.m. on September 8, 2015 in room 314 of the Education Center, 520 NW Wall Street, Bend, OR.

**Agenda**

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

**Consent Agenda**

Approval of Minutes – August 18, 2015 <i>reference: ORS 192.650 and ORS 332.057</i>	Chair Juba
Approval of Personnel Recommendations <i>reference: ORS 332.505</i>	Jay Mathisen

**Action Items**

Executive Limitation 1 – Global Executive Restraint	Chair Juba
Executive Limitation 5 – Staff Compensation & Development	Chair Juba
Executive Limitation 6 – Staff Evaluation	Chair Juba

**Policy Governance**

Executive Limitation 7 – Facilities	Ron Gallinat
Executive Limitation 2 – Emergency Superintendent Succession	Ron Gallinat

**Discussion**

Community Engagement & Ex Officio Education Foundation	Julie Craig
Adopted Schools	Chair Juba

**Board Comments**

**Adjourn**

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

The Board of Directors for Bend-La Pine Schools met in a regular meeting on August 18, 2015 in room 314 of the Education Center, 520 NW Wall Street, Bend, OR.

**Board Members Present**

Nori Juba  
Peggy Kinkade  
Cheri Helt  
Ron Gallinat  
Andy High

**Board Members Absent**

Julie Craig  
Stuart Young

**Call to Order**

The meeting was called to order at 5:35p by Chair Juba. The Pledge of Allegiance followed.

**Review of Agenda**

Chair Juba reviewed the agenda and noted with the earlier start to the meeting, public input will take place at 6:00p.

**Superintendent's Report**

Superintendent Mikalson shared an update on many great things happening around the district in preparation for school to start. The Leadership Academy was a great success and numerous trainings are currently being offered and are well attended by staff members. He noted the ice cream / meet your principal socials that took place recently and the Whinnie the Pooh bus rider safety training happening at the Transportation Department students. September 9 is the first day of school and Mikalson shared the open house schedule at each board members place along with the 2015-16 Handbook and Calendar. Mikalson congratulated Julianne Repman and Alandra Johnson who recently brought home awards from an NSPRA Conference. Jack Ensworth, Ensworth Elementary School's namesake, recently passed away at the age of 89. Mikalson said Ensworth was a teacher of 'Student B' long ago, a national teacher of the year, and leaves a legacy that will continue in the district for many years to come.

**Consent Agenda**

Peggy Kinkade noted the personnel updates for certified staff at each board members seat. Cheri Helt asked if the additional teacher at Silver Rail was due to high enrollment. Brad Henry said it was not. **Andy High moved to approve the Consent Agenda. Peggy Kinkade seconded the motion. Unanimous approval.**

**Policy Governance**

*Executive Limitation 5 – Staff Compensation*

Peggy Kinkade reviewed the changes and updates made to Executive Limitations 5 and 6, noting the updates came from the discussion at the board retreat.

Cheri Helt asked about number four of EL 5 and if the language might be redundant. The board discussed ideas about how to interpret or possibly reword the portion of EL 5. Juba felt EL 5 was comprehensive and asked board members to think of how they would like to be involved in bargaining and where they might want to address it as executive limitations are written. The board discussed board involvement in negotiations and Kinkade said she would make sure it is addressed in future executive limitation work and if need be, can bring back EL 5 for the addition of such language.

Kinkade asked board members if they would like to vet executive limitations through legal counsel. All agreed to legal review and agreed to consider tonight a first read of the three listed executive limitations. The three executive limitations will be brought back at the September 8 meeting for final read.

#### *Executive Limitation 6 – Staff Evaluation*

Kinkade reviewed the updates to Executive Limitation 6, noting much of the wording was taken from Salem Keizer but updated to meet the intent of this board and district. Andy High asked about b and c and how termination at the board level will work, noting he would like to make sure there is consistency in evaluations, feedback, etc. so there is some sense of uniformity if and when such terminations come before the board. Mathisen shared how the evaluation system and requirements have been updated, including a software tool administrators and teachers will now be using to help track documents and dates and providing a way for both to communicate with each other. Mathisen said the process and path for performance termination has been updated to meet statute requirements and provides specificity High is looking for.

Kinkade asked if the updates in evaluation are written in administrative policy anywhere currently. Mikalson noted this is a good place for the board to consider what details they want to include in EL 6. Kinkade suggested adding 'in a timely and systematic way' to the limitation and board members agreed that would capture their thinking and desires.

Chair Juba noted the time and offered to answer any questions for audience members who arrived after the meeting began. There were no questions. He asked for any public input. There was no public input.

#### *Executive Limitation 1 – Global Executive Restraint*

Kinkade reviewed Executive Limitation 1 and noted the samples included in the board packet along with a handout of a draft for the board to consider. Juba asked about the term 'imprudent' and if it is too subjective. Mikalson agreed it was. The board discussed wording and agreed to have this draft reviewed by legal counsel as well.

Chair Juba thanked Kinkade and Gallinat for their work. Andy High asked which attorneys would be reviewing the limitations. Mathisen said Sharon Smith and Melinda Thomas with Bryant, Lovlien and Jarvis, as they have been the district's policy experts for several years.

### **Discussion**

#### *Ends / Outcomes Discussion*

Cheri Helt noted the updated draft of the Ends / Outcomes Governance Policy and said it is very similar to the last version the board reviewed, but did note some minor changes to numbers one and two under Academic Excellence to clarify the intent.

Andy High asked how extra curricular participation will be tracked, specifically when students are participating outside of district sponsored teams. Mikalson agreed those types of extra curricular activities are important to track, but for the time being he would like to focus and choose things that are measurable knowing that the system will continually be refined. Helt does not want to shy away from trying to measure something because it seems too difficult. High added he would like to make an attempt to measure non-district extra curricular participation and the board discussed the importance of extra curricular activities in moving toward Student B. Kinkade suggested moving forward with the way the district is currently tracking and how the policy is written and continue to look for a way to track what High is wanting.

High asked about number six under Future Ready, and if the district is missing those students who begin their career right after graduation. He would like to consider a way to track such students and add them to this measurement. Discussion ensued about student surveys and where data comes from. High said he wants to make sure that 'future ready' is not just limited to college attendance, but rather that the district is producing students who will enter into the community and be respectful, valuable members of society. Mikalson agreed and the board continued to discuss the importance of such qualities and how they are

tied to the 4 C's. Kinkade noted details like this could be captured in the executive limitations process and encouraged board members to consider where these types of measures belong.

Kinkade noted the measures indicated in this policy communicate board values to all staff and her desire is to keep them measureable and simple. Mikalson and Mathisen shared the discussion at Leadership Academy and work around school design, noting the ask for schools this year is to select three or four of these ends that they will work and focus their goals on over the next few years in an effort to help schools develop their story and broaden their definition of student success. The ultimate goal being that school goals align with the goals of the board and the details of the work will be done at the school level.

Chair Juba said he thinks this is great work and captures what the board needs to focus on and broadens the measure of success beyond academic excellence. Juba said Craig had expressed her excitement in this document to him earlier and Juba thanked Dave VanLoo and Austin James for their work with DART 2.0 and developing a system that allows the district to measure. More discussion ensued around the ends and outcomes and Superintendent Mikalson noted once this policy is approved the district will be able to establish some baseline data and he can begin to work to align his annual evaluation to these goals and set measures of growth for each.

Chair Juba asked if board members would like to move forward with the draft presented. Helt added schools are waiting to set their improvement goals based upon this document and encouraged the board move forward so schools can begin to set their goals and growth targets. Kinkade said she likes the document and appreciated the discussions involved getting to this point. High would like to have Craig and Young present if the board were to take action. Helt noted Young worked with her through the writing and review of this document and is in favor of moving forward. Juba said Craig had expressed her approval to him as well. Juba called for a motion.

**Ron Gallinat moved to approve the Ends / Results Governance Policy. Cheri Helt seconded the motion. Unanimous approval.**

Chair Juba thanked Helt for leading the work in this document and thanked Mikalson for his help in getting the board to wrap their arms around this work. He is excited that Mikalson and Mathisen have worked hard to align board work with building work and feels it will make a significant difference in the success of our schools.

#### *Board Communication & Committee Work*

Chair Juba reviewed the variety of committees board members are involved with, including Policy Governance with Kinkade and Gallinat. He complimented their work and said it sets the stage for future board work. The Performance Audit Committee led by High will be an effort to look at finances and Juba suggested having the Policy Governance Committee create a path for which committee work will continue. Sites and Facilities is coming up and Juba suggested the roles and responsibilities of that committee be clearly defined before the process begins. He would like clear definition on board participation in committee work, especially around land, facilities, construction, etc. Juba said policy governance and executive limitations are places to dig in and define the boards role and he is hopeful to clarify this work and move forward. Superintendent Mikalson agreed, noting staff members are looking forward to committee work and board participation clarification.

#### *Adopted Schools*

Chair Juba feels it is the role of the board to support the whole district and finding the best way to support schools and staff members is most important. He said being an advocate at the state and federal level is work that the board needs to continue to focus their talents towards. Finding more resources for staff, engaging and informing the public of the good work happening in schools amongst the financial constraints are responsibilities he would like board members to take on.

Juba reviewed the list of current board member adopted schools and noted the purpose of adopted schools has not always been clear. He asked board members for ideas on how to structure this work. Helt shared ideas and suggested having more board meetings at schools, possibly including a meet and greet

time to interact with community members rather than just offering public input. Juba agreed and feels the board needs to go out to the public more, like Carver suggests. He suggested ways to engage with City Council and other public groups they could meet with and events they could be a part of.

High would like a better understanding of what board member responsibilities are with their adopted schools. Helt shared the history of work and the idea is for that board member to be a liaison and advocate for their schools. Gallinat added he has attended his schools' Site Council meetings, special events, etc. Lora Nordquist shared feedback from principals on when board members visit schools and Mathisen added the visitations vary widely amongst the district. Kinkade likes the idea of board meetings happening at schools and would like to see more standardization in how board members participate at their adopted schools. She suggested having Mikalson communicate with principals about the boards idea of adopted schools, once agreed upon by the board. Juba agreed.

High suggested board members adopt a legislator to connect with on a more frequent basis. Juba agreed and feels the board has an important role in building bridges with the community and added getting our local leaders into schools would be valuable. He asked board members to email Julie Craig their ideas, as she has volunteered to put together a document of what the role of a board member is at adopted schools. Juba asked High to connect board members with local legislators.

Chair Juba noted a handout at board members' seats with their zones, voter precincts and schools. He asked Craig to work with board members on their adopted school preferences and bring it back to the September 8 board meeting.

#### *Board Leadership Meetings*

Chair Juba would like to resume the regular weekly, board leadership meeting schedule, every Tuesday at 8:00a. He and Kinkade will rotate each week and two other board members will join to meet for one hour with Superintendent Mikalson, Jay Mathisen and Andrea Wilson. Juba asked board members for feedback and would like to create a six-month topic / agenda calendar. Juba asked board members to send Wilson any dates they can not meet and a final schedule will be sent out to board members.

#### **Board Comments**

Cheri Helt thanked the administrative staff for the direction given at the Leadership Academy. She thought it was a great day and is excited for the school year.

Ron Gallinat echoed Helt's sentiments.

Peggy Kinkade said she loves the focus on students in the 2015-16 Handbook and Calendar, it is inspiring and a great tone to set for the school year.

Andy High thanked Helt and Yong for working through the Ends / Outcomes document and reminded all of the upcoming ribbon cutting celebrations at Pacific Crest Middle School (September 2) and Silver Rail Elementary (September 3).

Chair Juba thanked everyone for the great work done over the summer and feels the district and board are on the right trajectory.

Meeting adjourned at 7:40p.

Respectfully submitted,

Andrea Wilson  
8.18.2015



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

September 3, 2015

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

FROM: Jay Mathisen, Deputy Superintendent  
 Jon Lindsay, Director of Human Resources

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 8, 2015. All hires are subject to successful drug testing and background check.

**Certified Hires**

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Agocs, Karen	Art Teacher @ .667 105875	Pacific Crest MS	Non-Contract to Regular	09/08/2015
Aleksey, Jane	ELL Teacher @ .50 FTE 105852	South County/TLC	Temporary	09/08/2015
Arsenault, Trevor	Primary Teacher 105885	Rosland ES	Regular	09/08/2015
Davis, Ashlee	Counselor .10 105833	Pacific Crest MS	Part-time to Full-time Regular	09/08/2015
Kent, Brian	Adv Math Teacher 105877	Cascade MS	Temporary	09/08/2015
Klein, Deann	Math Intervention @ .30 105906	RE Jewell ES	Temporary Non-Contract	09/08/2015
Lange, Suzanne	Math Intervention @ .50 105907	Elk Meadow ES	Temporary	09/08/2015
Reynolds, Julia	Art Teacher @ .167 105892	Pacific Crest MS	Part-time to Full-time Regular	09/08/2015
Roe, Charlotte	Intermediate Teacher 105839	Silver Rail ES	Temporary	09/08/2015
Rogers, Josi	Primary Teacher 105838	Wm E Miller ES	Temporary	09/08/2015
Stanton, Stephany	Intermediate Teacher 105839	Lava Ridge ES	Temporary	09/08/2015
Schendel, Rachel	Music Teacher @ .10 105849	Lava Ridge ES	Part-time to Full-time Regular	09/08/2015
Trudel, Victoria	Life Skills 105910	Special Programs	Temporary	09/08/2015

**Certified Resignations**

NAME	POSITION	LOCATION	STATUS	HIRE DATE RESIGN DATE
Janin-Brohamer, Stefanie	Music Teacher	Silver Rail ES	Resigned .40 of 1.0 Full-time Position	08/28/2006 09/08/2015



**HUMAN RESOURCES**

*Education Center*

*520 N.W. Wall Street*

*Bend, Oregon 97701-2699*

*(541) 383-6464*

*Fax: (541) 383-6117*

September 3, 2015

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

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

RE: Classified and Confidential Recommended Hires, Resignations and Terminations

The Human Resources Department recommends approval of the following hires and resignations at the School Board meeting on September 8, 2015.

***Classified Hiring***

<b>Name</b>	<b>Position/Posting No.</b>	<b>Location</b>	<b>Temp/Regular Position</b>	<b>Hire Date</b>
Beaty, Jamie	105862 Nutrition Services Spec 3	Bend High	Reg 3.25 hrs / day	8/13/15
Brinkley-Widmer, Patricia	105832 EA – Student Instruction	Highland	Reg 2 hrs / day	8/28/15
Briggs, Mindy	105880 Consulting Registered Nurse	Special Programs	Reg 6 hrs / day	8/27/15
Burgess, Brooke	105846 EA – Inclusion	Special Programs	Temp 6.5 hrs / day	8/13/15
Cardwell, Tamberly	105872 SLPA	Special Programs	Reg 7 hrs / day	8/31/15
Chavira, Denise	105846 EA – Inclusion	Pilot Butte	Temp 7 hrs / day	8/12/15
Faseler, Patricia	105896 EA – Student Instruction	Silver Rail	Reg 5 hrs / day	8/26/15
Ferris, Amy	105851 EA – Student Instruction	Lava Ridge	Temp 3.5 hrs / day	8/20/15
Franklin, Corey	105753 EA – Inclusion	Special Programs	Temp 7 hrs / day	8/17/15
Lawton, Ari	105868 Campus Monitor	Bend High	Reg 7.75 hrs / day	8/11/15
Nelson, Amanda	105895 EA – Student Instruction	Silver Rail	Reg 6 hrs / day	8/26/15
Rimel, Jerri	105881 EA – Inclusion	La Pine Elementary	Reg 7 hrs / day	8/27/15
Rock, Audra	105881 EA – Inclusion	High Desert	Reg 6.5 hrs / day	8/12/15
Simpson, Steven	105851 EA – Student Instruction	Lava Ridge	Temp 3.5 hrs / day	8/24/15
Stelzenmueller, Kristen	105881 EA – Inclusion	Bear Creek	Reg 6.5 hrs / day	8/24/15
Wallskog, Kenneth	105576 Summer Mowing Crew	Maintenance	Temp 8 hrs /day	8/14/15



**HUMAN RESOURCES**

*Education Center*

*520 N.W. Wall Street*

*Bend, Oregon 97701-2699*

*(541) 383-6464*

*Fax: (541) 383-6117*

Webber, Marilyn	105881 EA – Inclusion	Marshall	Reg 7 hrs / day	8/18/15
Wilson, Joshua	105881 EA – Inclusion	Special Programs	Reg 7 hrs / day	8/13/15

**Confidential Hiring**

<b>Name</b>	<b>Position/Posting No.</b>	<b>Location</b>	<b>Temp/Regular Position</b>	<b>Hire Date</b>
Thayer, Jessica	105890 Specialist II	Human Resources	Reg 8 hrs / day	8/27/15

**Classified Resignations**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Resign Date</b>
Aleksey, Jane	EA – Student Instruction	Bear Creek	6/8/15 – 8/13/15
Bentley, Russell	Summer Mowing Crew	Maintenance	4/29/13 – 8/19/15
Decelles, Janelle	Nutrition Serve I	Pine Ridge	1/29/13 – 8/31/15
Denning, Jessica	EA - In School Suspension	Sky View	8/3/15 – 8/14/15
Dickson, Lizabeth	Nutrition Tech II	Three Rivers	4/29/10 – 9/25/15
Emery, Cypresse	Nutrition Server I	High Desert	4/20/15 – 8/21/15
Gilbert, Mary	Nutrition Technician II	La Pine High	5/14/08 – 8/12/15
Hebert, Debbie	EA – Student Supervision	Bear Creek	8/26/06 – 8/31/15
Korsness, Christi	Secretary II	RE Jewell	9/24/07 – 10/2/15
Miller, Lauren	EA – Inclusion	High Desert	9/3/13 – 8/18/15
Perez, Laurie	EA – Inclusion	Bear Creek	8/26/14 – 8/21/15
Prescott, Sandra	Attendance Secretary II	Bend High	9/11/14 – 8/20/15
Tittle, John	Bus Driver	Transportation	8/7/07 – 8/25/15
Wick, Kimberly	Nutrition Server I	High Desert	8/1/11 – 8/18/15

**Classified Terminations**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Termination Date</b>
Brinkley-Widmer, Patricia	EA – Student Supervision (Open Gym)	Highland	9/23/14 – 8/31/15
Payne, Shauna	EA – Student Supervision (Open Gym)	Highland	9/22/14 – 8/31/15



**BEND-LA PINE SCHOOLS**  
Administrative School District No. 1  
Deschutes County, Oregon

Policy Type: Executive Limitation  
Code: EL-1

### **GLOBAL EXECUTIVE RESTRAINT**

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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.

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Replaces: BD GOV A

Originally Adopted: 9/8/2015

Monitoring Method:

Monitoring Frequency:

## **STAFF COMPENSATION & DEVELOPMENT**

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With respect to employment compensation and benefits for employees, the Superintendent shall not fail to employ the highest quality staff at the most reasonable costs to the district, nor jeopardize the fiscal integrity or public image of the district.

Accordingly, the Superintendent shall not:

1. Change his or her own compensation or benefits.
  2. Promise or imply employment, to any person, in a manner that is outside of the District's established process, bargaining agreements, or statutory requirements.
  3. Create obligations over a longer term than revenues can reasonably be projected.
  4. Independently negotiate contractual agreements with employees or fail to develop and implement salary schedules and pay plans for employees.
  5. Fail to develop and implement compensation and professional development plans to attract and retain highly qualified staff.
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Replaces: BD GOV A.7

Originally Adopted: 9/8/2015

Monitoring Method:

Monitoring Frequency:

## **STAFF EVALUATION**

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With respect to evaluation of employees, the Superintendent shall not fail to develop an evaluation system, which is in compliance with Oregon laws, and measures employee performance in terms of achieving the Board's Results policies and

Accordingly, the Superintendent shall not:

1. Fail to develop and administer an evaluation system for all employees that links performance with continued employment.
  2. Fail to develop and administer an evaluation system for licensed personnel that is designed to:
    - a. Improve instruction.
    - b. Measure professional improvement, development and performance.
    - c. Document unsatisfactory performance.
    - d. Link teacher performance with multiple measures.
    - e. Assure that instructional time is used to maximize student learning.
    - f. Encourage the use of student surveys.
- 

Replaces: GCN / GDN

Originally Adopted: 9/8/2015

Monitoring Method:

Monitoring Frequency:

**FACILITIES**  
*DRAFT NEW BLS POLICY*  
**EXECUTIVE LIMITATION (EL #7)**  
*replaces BDGOV A.6.1*

*Note: No other existing policies have been identified which relate to this new policy*

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

Accordingly, the Superintendent shall not:

- 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) Fail to conduct energy and efficiency assessments (every 3 years) and make operational modifications that result in energy and cost savings.
- 3) Fail to establish a long-range facilities plan every 5 years or more often to address changes in student enrollment and deferred maintenance needs. The planning shall not fail to include the following:
  - a) Consideration of optimal timing of proposed voter construction bond measures.
  - b) Formation of a Sites & Facilities Committee comprised of staff and community members (more detail on composition of committee?)
  - c) (Frequency) reports of committee activities and progress to school board leadership.
  - d) Establishment of new school construction budget estimates that are vetted by school board leadership.
  - e) Attention to state law requirements, ADA needs, building codes, and Title IX compliance.
- 4) Build new facilities without board approval. For new facilities programming, superintendent shall not fail to ensure the programming and construction team
  - a) Frame their work using board and district goals;
  - b) Include staff and (teachers? community members?) and board representation (in a non-voting, advisory role);
  - c) Research and, when practical visit, (in person or virtually) facilities which utilize best practices and innovation in education facility architecture and construction;
  - d) Set budgets appropriate to programming goals;
  - e) Get board approval for change orders which alter the scope and purpose of the planned project;
  - f) Update board leadership on programming plans and construction progress.
- 5) Recommend land acquisition or sale of surplus property without considering growth patterns, comparative costs, construction and transportation factors and community impact.
- 6) Fail to develop a plan for public use of district buildings and grounds that includes
  - a) a fair and reasonable fee structure;
  - b) clear user expectations;
  - c) consequences for public users who misuse or damage district facilities and property;
  - d) protection of student safety, student function and academic program needs.

- 7) Fail to develop a school naming process that requires final approval by the School Board. 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. The Superintendent shall not fail to:
  - a) Include district staff and community members on an ad hoc naming committee;
  - b) Provide a monthly progress report of the committee's work to school board leadership for feedback;
  - c) 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 connection to the district.
  - d) Differentiate between the naming of facilities and sponsorships. Sponsorship is an agreement between the Board and a sponsor, in return for financial consideration, to identify that sponsor with a facility for a negotiated period of time.

## FACILITIES POLICY

*Notes: Most PG districts have a "Facilities" policy and an "Asset Protection" policy. We do not have the former, so are starting from scratch. I think this is the right place for the Naming Facilities discussion, which is currently a subpolicy of Asset Protection.*

### **BEND-LA PINE SD:**

<http://www.bend.k12.or.us/education/components/docmgr/default.php?sectiondetailid=747&cafilter=19#showDoc>

Name: BDGOV A.6.1 Naming Facilities (note: BDGOV A.6 Asset Protection also includes a clause about naming facilities)

Responsibility for naming of school district facilities rests with the School Board. 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.

Recommendations for naming of facilities shall be brought to the Board following a public input process:

- A. The Superintendent shall establish a committee approved by the board representing stakeholders of the school or site, which will explore options for naming the facility.
- B. The committee will solicit suggestions from the community.
- C. The committee will submit its recommendations to the Superintendent for consideration, demonstrating considerable, widespread public support for its recommendations.
- D. The Superintendent will submit recommendations to the Board at a regular meeting.
- E. The discussion of designating a name for a school facility shall take place at least one meeting prior to a vote on the name.

### **Names for facilities will generally be limited to**

- A. People: Names of distinguished individuals who have made outstanding contributions to the community and education. Names to be considered are of persons who have not been active in their careers for at least five years or who have been deceased at least five years.
- B. Places: Names of recognized historical and geological landmarks or areas, geographic subdivisions or points of interest.
- C. Themes: Thematic names which reflect the character of the community culturally and historically or which identify it by reference to indigenous and characteristic flora and fauna.

Magnet and charter schools will select names from within the above categories.

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 meeting prior to voting on any exception to these guidelines.

When individuals, corporations, or other entities make significant contributions financially or in time and/or labor towards 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 District.

The Board reserves the right to 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. The Board shall hold a public hearing prior to any decision on naming.

Existing facilities shall retain their name, pending Board action, regardless of the name of schools or programs within the facility. The building name will be used on all signage and printed materials that identify the facility.

**Federal Way SD:** [http://www.fwps.org/districtresources/policy/executive-limitations/Facilities Program](http://www.fwps.org/districtresources/policy/executive-limitations/Facilities%20Program)

The Superintendent shall not fail to ensure district facilities are adequate, safe, clean, inviting and conducive to teaching and learning.

Therefore, the Superintendent may not:

1. Fail to maintain a long-range plan for managing and developing facilities;
2. Fail to involve key stakeholders in the long-range plan (such as the process of establishing school boundary adjustments and replacement of facilities);
3. Cause or allow actions that violate or materially deviate from voter-approved building and renovation projects, state law, state regulations, procurement code, or building codes;
4. Fail to develop a plan for public use of buildings and grounds that includes:
  - a. Definition of permitted uses;
  - b. A fair and reasonable fee structure;
  - c. Clear delineation of user expectations;
  - d. Consequences and enforcement procedures for public users who fail to follow the established rules;
5. Fail to take steps to ensure a program of preventive maintenance is in place for district facilities and equipment; or
6. Fail to conduct energy assessments and to make modifications which result in energy savings.

**Salem-Keizer SD:** <http://www.salkeiz.k12.or.us/content/qam/school-board-policies>

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

Accordingly, the Superintendent shall not:

1. Fail to take reasonable steps to ensure that facilities and equipment are clean, sanitary, safe and are not subject to improper wear and tear or insufficient maintenance.
2. Fail to establish a procedure for the development of long-range facilities plans to address changes in student enrollment and deferred maintenance needs.
3. Fail to implement procedures to protect the District from loss or significant damage due to negligence.

4. Fail to develop and consistently administer detailed community use guidelines and fees which allow access to District facilities.
5. Build new facilities without Board approval.
6. Authorize change orders to building projects that increase the square footage and/or alters the initial scope and purpose of the project.
7. Fail to develop a school naming process which includes final approval by the School Board.

**Issaquah SD:** <http://www.issaquah.wednet.edu/board/policies/limitations>

The Superintendent shall not fail to assure that physical facilities support the accomplishment of the Board's Ends policies, are safe and properly maintained.

Accordingly, the Superintendent may not:

1. Fail to develop a plan and establish priorities for construction, renovation and maintenance projects. In setting priorities, the Superintendent shall not fail to:
  - a. Assign highest priority to the correction of unsafe conditions;
  - b. Include maintenance costs as necessary to enable facilities to reach their intended life cycles;
  - c. Plan for and schedule preventive maintenance;
  - d. Plan for and schedule system replacement when new schools open, schools are renovated or systems replaced;
  - e. Disclose assumptions on which the plan is based, including growth patterns and the financial and human capital impact individual projects will have on other parts of the organization.
2. Build or renovate buildings without Board approval.
3. Recommend land acquisition without first determining growth patterns, comparative costs, construction and transportation factors and any extraordinary contingency costs due to potential natural and man-made risks.
4. Fail to project life-cycle costs as capital decisions are made.
5. Authorize construction schedules and change orders that significantly increase cost or reduce quality.
6. Allow facilities to be unclean, unsanitary or unsafe.
7. Unreasonably deny the public's use of facilities as long as student safety, student functions, and the instructional program are not compromised.
8. Fail to develop and consistently administer facilities use guidelines delineating:
  - a. Permitted uses;
  - b. The applicable fee structure;
  - c. Clear user expectations, including behavior, cleanup, security, insurance and damage repair;
  - d. Consequences and enforcement procedures for public users who fail to follow the established rules.

**Bellingham SD:** <https://bellingshamschools.org/executive-limitations>

Does not have Facilities EL



**Vermont School Boards Association:** <http://www.vtvsba.org/pg/samples/c.html>

No Facilities EL given

**South Kitsap SD:** <http://www.skitsap.wednet.edu/page/24>

The Superintendent shall not fail to ensure that district facilities are safe, clean, inviting and conducive to teaching and learning.

Accordingly, the Superintendent may not:

1. Fail to maintain a continual six-year plan for managing and developing facilities, and reviewed annually with the board.
2. Fail to cause or allow actions that violate or materially deviate from voter- approved building and renovation projects, state law, state regulations, procurement code, or building codes.
3. Fail to schedule and perform regular preventive maintenance.
4. Fail to secure board authorization before building or undertaking major renovation of buildings.
5. Fail to permit the public's use of facilities, as long as public safety, student functions, and the academic program are not compromised.

**EMERGENCY SUPERINTENDENT SUCCESSION**  
*DRAFT NEW BLS POLICY*  
**EXECUTIVE LIMITATION (EL #2)**  
*replaces BDGOV A.5*

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;
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.

**EMERGENCY SUPERINTENDENT SUCCESSION POLICY****BEND-LA PINE SD:**

<http://www.bend.k12.or.us/education/components/docmgr/default.php?sectiondetailid=747&cafilter=19#showDoc>

Name: Emergency Superintendent Succession, BDGOV A.5

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. Provide the Board with a list of people who are able to assume the role and responsibilities of the Superintendent on an emergency basis and during planned absences;
2. Appoint a successor in the advent the Superintendent is not capable of carrying out duties on a short term basis due to an emergency (according to the list as referenced in #1 above);
3. Inform the Board and/or Board Chair of any planned absence from the district; and
4. Be available by electronic telecommunication whenever absent from the district or appoint an acting successor (according to the list as referenced in #1 above).

**Federal Way SD:** <http://www.fwps.org/districtresources/policy/executive-limitations/>

Organizational Continuity and Executive Succession

In order to ensure continuity of district operations, the Superintendent shall not allow the district's leadership or any critical functions to be unprepared to respond to conditions that can stop or otherwise impede district operations.

In order to protect the Board in the event of sudden and unexpected loss of Superintendent services, the Superintendent shall not fail to assure that at least one other executive staff member is familiar with Board and Superintendent issues and processes and is capable of assuming Superintendent responsibilities on an emergency basis.

**Salem-Keizer SD:** <http://www.salkeiz.k12.or.us/content/qam/school-board-policies>

In order to protect the Board and the School District in the event of sudden and unexpected loss of Superintendent services, the Superintendent shall not fail to assure that at least one other executive staff member is familiar with Board and Superintendent issues and processes and is capable of assuming Superintendent responsibilities on an emergency basis, should the need arise.

**Issaquah SD:** <http://www.issaquah.wednet.edu/board/policies/limitations>

In order to protect the Board from sudden loss of Superintendent services, the Superintendent shall have no fewer than two other executives sufficiently familiar with Board and Superintendent issues and processes to enable either to take over with reasonable proficiency as an interim successor.

**Bellingham SD:** <https://bellingshamschools.org/executive-limitations>**Organizational Continuity EL-2**

*The Superintendent shall not allow through action or inaction that critical district functions are unprepared for reasonable foreseeable events that would impede district operations.*

1. The Superintendent shall not fail to take all reasonable and prudent actions with respect to organizational continuity that are typical for similar and highly effective organizations;
2. The Superintendent shall not fail to:
  - a. Inform the board of new, discontinued or material changes in district practice with respect to number 1 above; and
  - b. Provide an affirmative (or negative) statement that the following actions have been taken:
    - i. Ensure that at least one other executive staff member is capable of assuming Superintendent responsibilities on an emergency basis;
    - ii. Ensure that continuity of leadership exists at each level of the district's management;
    - iii. Ensure that critical district functions have prepared, maintained, and appropriately safeguarded policies and procedures manuals; and
    - iv. Ensure that district plans and appropriately tests emergency preparedness for reasonable foreseeable disasters or emergency situations.

**Vermont School Boards Association:** <http://www.vtvsba.org/pg/samples/c.html>

To protect the board from sudden loss of Superintendent services, the Superintendent shall not permit there to be fewer than two other executives sufficiently familiar with board and Superintendent issues and processes to enable either or both in combination to take over with reasonable proficiency as an interim successor.

**South Kitsap SD:** <http://www.skitsap.wednet.edu/page/24>

In order to protect the District in the event of sudden and unexpected loss of Superintendent services, the Superintendent shall not fail to assure that the designated Assistant Superintendent is familiar with Board and Superintendent issues and processes and is capable of assuming Superintendent responsibilities on an emergency basis. The Superintendent shall not fail to apprise the Board of his/her designee.