

Bend-La Pine Schools
Bend, OR 97703
September 25, 2018

Regular Meeting

The Board of Directors of Bend-La Pine Schools will meet in a regular meeting on September 25, 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	Peggy Kinkade
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 – September 11, 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

Reports

Construction Update	Mike Tiller
New High School Design Update	Superintendent Mikalson
New Elementary School Naming Update	Kevin Gehrig
EL 4 – Treatment of Staff	Superintendent Mikalson
EL 5 – Staff Compensation & Development	Superintendent Mikalson

Discussion Items

Plan B Next Steps Discussion	Chair High
Proposed Suggestions for EL 3	Carrie Douglass
Community Linkage Meeting Topics Discussion	Chair High

EL 4 & EL 5 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 on September 11, 2018 at
520 NW Wall Street, Bend, OR.

Board Members Present

Andy High
Peggy Kinkade
Cheri Helt
Carrie Douglass
Ron Gallinat *participated via phone*

Board Members Absent

Julie Craig
Stuart Young

Call to Order

The meeting was called to order at 5:31 p.m. by Chair High. The Pledge of Allegiance followed.
Chair High asked for a moment of silence in honor of 9.11

Public Input

Robin Rodriguez and Pam Houser, Mt. View High School staff members, thanked the board for reviewing the proposal to name Mt. View High School's auditorium after Richard Plants. They encouraged the board to move forward with the process and shared a letter of support from former student, Sara Jackson-Holman. Chair High thanked Rodriguez and Houser for their time and invited them to stay to hear the board discussion on the proposed name.

Consent Agenda

Carrie Douglass moved to approve the Consent Agenda. Cheri Helt seconded the motion. Unanimous approval.

Action Items

❖ **Resolution 1876 : OSBA Board Member, Position 3 Nomination**

Cheri Helt said Patty Norris, from Crook County School District, is currently serving on the OSBA Board in Position 3 and in talking with her earlier today, Helt said Norris would like to continue to serve in this position.

Cheri Helt moved to nominate Patty Norris from the Crook County School District School Board for Position 3 on the OSBA Board. Carrie Douglass seconded the motion. Unanimous approval.

Reports

❖ **Executive Limitation 3 – Treatment of Students, Parents / Guardians and the Public Policy Monitoring Report**

Superintendent Mikalson reviewed the monitoring report in the board packet, noting updates that have been made over the past year. He highlighted the ongoing work to reach out to linguistically diverse families who are historically not as connected with their children's school. This work has resulted in schools seeing increased engagement and participation from these families. Policies and procedures have been updated and trainings that will be provided on Title 9. Jon Lindsay is the district's Title 9 Compliance Officer and is leading this work. Complaint and investigation processes have been streamlined and simplified through policy and regulation revisions. Work to help serve and meet the needs of students is ongoing and Mikalson highlighted ways in which the district is working to reach out and expand options.

Carrie Douglass asked about fundraising at schools and Mikalson said the district continues to provide resources to help support costs so that fundraising is not a burden for students and families. The district continually has conversations with administrators and athletic directors to remind them of limiting fundraising efforts to a very minimal amount each year. Cheri Helt would like more information about if district funding is meeting the needs of students or if there is a gap, and if there is a gap, what is needed. Douglass agreed and said it would be helpful to know how the budget does and does not support programs.

Chair High asked how club sports were transitioning into managing their own financial accounts and operating independently of the schools. Jay Mathisen said overall the shift has gone well. There are ongoing conversations with water polo clubs and the partnership with Bend Parks and Recreation for use of the one community pool in town.

Mikalson noted the summary area of improvement at the end of the report and that the work of EL 3 is ongoing. Douglass appreciated the emphasis on student, family and community voice as a goal and asked how often the district asks families to provide feedback about their overall educational experience. She would like to see this become a priority of the district and go beyond a survey with an effort to reach a diverse representation of families. Helt added she would like to see student feedback at the teacher level, noting the more specifics teachers know, the more change can take place if needed. Kinkade agreed and said she is interested in student survey feedback, especially at the high school level, to help provide reflective feedback that teachers can use to see what their students want and need. Further discussion ensued on types of student survey questions and ways to gather student feedback.

Helt asked how the Latino advocates are doing. Skip Offenhauser said that their impact has been significant and appreciated by schools. They are a wonderful addition to the district.

Helt asked about efforts to engage and support parents / guardians with homework. Mikalson shared various ways schools are offering support and engaging with families. Helt suggested updating EL 3 so that the monitoring report would include more detailed information about supports for homework, IEP, social services, counseling, etc. High suggested a focus on middle school and the transition from elementary to middle school. Discussion ensued on the board's process of updating EL's and creating a systematic approach to modifications. High suggested the Boardmanship Committee include updating EL language as part of their work.

Board member discussion led to the idea of including something along the lines of 'encourage social, cultural, academic partnership with families' to EL 3. Mikalson noted when the board provides more clarity of what they want it does help district staff communicate and produce more meaningful monitoring responses. The areas identified to include in EL 3 included: partnerships in social emotional and cultural areas at the varying grade levels (elementary, middle and high).

Helt asked if restorative justice fits into EL 3 and Mikalson noted the district's common language and understanding of trauma informed practices does have similarities to restorative justice in its approach to handling behavior and discipline. Kinkade added her appreciation for the district's efforts to reach out to families, community members and students to hear their voice with the start time committee process, equity cadre, safety work and superintendent student advisory team.

Kinkade complimented the district on starting Realms and Skyline High Schools this year to help provide more options for high school students. She would like to see more options at the middle school level, understanding there are limited resources, it is an area she feels there is a need and could be expanded upon as evidenced by popularity of the alternative options the district currently provides; which are full and have long waiting lists. Helt noted two relatively new middle school options: Pilot Butte's Middle Years IB Program and Bend International School, but also agreed with Kinkade's desire to expand at the middle school level.

❖ **Enrollment Report**

Brad Henry reviewed enrollment data and said that as of today, enrollment was at 18,428 students, which shows the district continues to grow; however, the district is under projections. La Pine High growth is the biggest surprise this year, with 64 students over projection. He noted that COIC students are now showing in the high school numbers; there are approximately 80 students enrolled in COIC. Henry will bring back updated information as October 1 approaches, which is the date the state collects official enrollment counts from all districts.

Chair High asked about Realms and Skyline High Schools and if it would be safe to assume these programs are providing relief to district high schools. Henry said yes, nearly all of the students enrolled live within the district and each has some space available if other freshman or sophomore students are interested in enrolling.

Cheri Helt asked which classes might be putting pressure on the district in the next years. Henry said that the 7th grade class is the biggest across the district. Grades 3-9 are also large; but overall grade level numbers seem to be fairly balanced across the district.

❖ **Administrative Policy and Regulation Quarterly Report**

Superintendent Mikalson noted the executive summary in the board packet and a recommendation by staff to provide a quarterly report to the board on administrative policy and regulation work. Tonight, is the first of four reports that will be shared this year. Andrea Wilson reviewed the policy and regulations that have been updated since May 2018. Also noted in the report are any forms that coincide with updates as well as that status of translation.

Cheri Helt asked about the process used to update policies and regulations. Wilson explained OSBA provides a quarterly report of required and recommended updates and from there, she works with Cabinet and HDESD attorneys to update language to ensure legal compliance and alignment with current district practice. Helt shared her appreciation of the cost savings from using internal resources to do this work.

Discussion Items

❖ **Transportation Fleet Replacement Plan Options / Update**

Brad Henry reviewed the executive summary with updated information provided in the board packet, noting much of this is based on the research to answer questions brought up at the last board meeting. Cheri Helt said she would like to see the district prioritize using clean fuel. Henry agreed, noting it is part of the EPA proposal. Keith Bowers, Transportation Fleet Manager, added the new clean diesel fuel busses run cleaner than propane busses.

Superintendent Mikalson said that the district is looking for the board to approve moving forward with this plan so that a fiscal plan can begin to be put together. High said he would be more interested in a five to seven year plan. Helt and Gallinat shared their support for moving forward with the most fiscally responsible decision. Henry will bring back more detailed financial information to board members. Helt also expressed her thanks to the entire Transportation Department for their incredible efforts during the first week of school and appreciates how hard their team works to get students to and from school safely.

❖ **Proposed Name for Mt. View High School's Auditorium**

Chair High reviewed the executive summary in the board packet and explained that tonight, the board will be deciding if they would like to make an exception to the naming process. If board members do agree to make an exception, the proposal would move forward to a public hearing followed by the board making a final decision. Board members discussed the proposal and the reasons to, and not to make an exception.

Peggy Kinkade shared her support for making an exception because of Mr. Plants' history and impact made during his 30 years at Mt. View High School, and because the request is for part of a building. If the naming request was for a new facility, she would not advocate for an exception. Chair High agreed with Kinkade.

Carrie Douglass said she is not inclined to make an exception, noting her reasons have nothing to do with Mr. Plants specifically, but because there are a number of exceptional people in the district and finds it hard to define or set parameters of who or what is exceptional. Ron Gallinat agreed and suggested schools look into creating a 'wall of fame' which would allow for some flexibility to honor outstanding staff members. Chair High said that Julie Craig and Stuart Young had shared with him that they are not inclined to make an exception to the process. Cheri Helt added that this is a hard decision because Mr. Plants was an exceptional teacher, but there are many other exceptional people who have been a part of the district who are equally worthy of such recognition, and for that reason she would not support making an exception to the naming process.

High said that there is not a majority of the board in agreement to make an exception to the naming process and move the name proposal forward. Board discussion ensued on the naming process and circumstances when a name proposal should be brought to the board level.

❖ **Board Committee Work**

Chair High reviewed the three board committees and members recently agreed upon:

- Boardmanship Committee: Carrie Douglass, Stuart Young (and Peggy Kinkade if needed)
- Shareholders / Stakeholders Committee: Peggy Kinkade, Julie Craig and Chair High
- Advocacy Committee: Cheri Helt and Ron Gallinat

Meeting space for committees will be available on the third Thursday of each month at 8:00 a.m. in the Education Center. Chair High will try and visit each meeting and Lora Nordquist will help facilitate if needed. High said he is hopeful that community linkage meeting topics will be ready for discussion at the September 25th board meeting.

Board Comments

Ron Gallinat shared he will not be able to attend events until after October 9 and he will do his best to stay connected and updated as he recovers.

Cheri Helt wished Jon Lindsay a happy birthday. She shared that she and Peggy Kinkade visited several schools together on the first day of school; which has been their tradition for the past few years. She noted the exciting amount of collaboration she saw on the first day and how great it is to see the 4 C's continue to grow across the district. Helt also complimented the district's facilities and maintenance team for their efforts to have schools open and ready for students.

Chair High reminded all that the Student Success Committee will be in town the next two days and Peggy Kinkade will be speaking on behalf of the board. The Education Foundation's 30-year celebration is coming up and encouraged all board members to attend. High also shared that he nominated Kinkade for OSBA's school board member of the year, and although she was not selected he wanted to share his appreciation for her work and dedication over the years.

Meeting adjourned at 7:21 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 20, 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 September 25, 2018. All Hires are subject to successful drug testing, background check, and Oregon licensure.

CERTIFIED HIRES

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Parnell, Steven	Business Education PS107506	La Pine High School	Temporary Part Time .41 FTE	09/25/2018
Vidourek, Mary	Choir Teacher PS107455	Sky View MS	Temporary Part Time .667 FTE	09/25/2018

CERTIFIED RESIGNATIONS

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Murphy, Jennifer "Megan"	Life Skills Teacher	Ponderosa Elementary	08/25/2008 – 09/12/2018

ADMINISTRATIVE HIRES

NAME	POSITION	LOCATION	STATUS	HIRE DATE

ADMINISTRATIVE RESIGNATIONS

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES



HUMAN RESOURCES

Education Center

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September 20, 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, and Resignations

The Human Resources Department recommends approval of the following hires, and resignations at the School Board meeting on September 25, 2018

Classified Hiring

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date
Atkinson, Arlene	#107435 EA – Student Instruction	Buckingham	Temp 3.9 hrs / day	09/17/18
Bente, Charles	#107438 Building Maintenance Construction Crew	Maintenance	Reg 8.0 hrs / day	09/10/18
Birdeno-Barber, Angela	#107486 Bus Driver	Transportation	Reg 4.25 hrs / day	08/31/18
Bourque, Karima	#107427 EA – Student Instruction	Amity Creek	Temp 3.5 hrs / day	08/24/18
Chappel, Hazel	#107425 EA – Student Instruction	Bear Creek	Temp 3.75 hrs / day	09/06/18
Drullinger, Betty	#107437 EA – Student Instruction	Juniper	Temp 3.75 hrs day	09/04/18
DuValle, Teresa	#107435 EA – Student Instruction	Buckingham	Temp 3.90 hrs / day	09/06/18
Esther, Clinton	#107462 EA – Student Instruction	Silver Rail	Temp 3.5 hrs / day	09/04/18
Forrister, Tirzah	#107420 EA – Alternative Education	Bend High	Temp 5.0 hrs / day	08/29/18
Garcia Martinez, Rosaicela	#107453 EA – Student Instruction	Bear Creek	Reg 5.0 hrs / day	08/31/18
Herberger, Timothy	#107432 Outside Services Crew I	Maintenance	Reg 8.0 hrs / day	09/19/18
Kessler, Jamie	#107462 EA – Student Instruction	Silver Rail	Temp 3.5 hrs / day	08/31/18
Loewer-Smith, Kirsten	#107113 EA – Transition Co-op	Special Programs	Reg 7.0 hrs / day	08/28/18
Mattox, Sarah	#107379 EA – Student Instruction	Lava Ridge	Temp 3.5 hrs / day	09/05/18



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Owens, Rhys	#107281 EA – Alternative Education	Bend High	Temp 5.0 hrs / day	08/31/18
Perry Schroeder, Cherish	#107477 EA – Inclusion	Ensworth	Temp 3.5 hrs / day	09/05/18
Quarles, Bruce	#107509 Bus Driver	Transportation	Reg 4.0 hrs / day	09/11/18
Will, Theresa	#107512 Consulting Registered Nurse	La Pine Elementary	Temp 4.0 hrs / day	09/07/18

Classified Resignations

Name	Position	Location	Resign Date
Bennett, Thuan	Nutrition Tech II	Bend High	09/19/14 – 09/18/18
Hays, Kellene	Nutrition Tech II	Cascade	09/23/11 – 09/29/18
McGee, Alisa	EA – Student Instruction	Elk Meadow	08/28/95 – 10/06/18



REPORT: New Elementary School Naming Update

PRESENTED BY: Kevin Gehrig

EXECUTIVE SUMMARY:

At the August 14th Board Meeting, the Board issued the naming charge for the new elementary school to Superintendent Mikalson. Mikalson has tasked the new elementary school principal, Kevin Gehrig, to lead the naming process. Below is a timeline established for the naming process and following is the form that will be used to collect public input for the new elementary school name.

New Elementary School Name Identification Timeline

- September 10-14: Collect Interest in being a member of the Naming Committee
- September 25, 5:30 p.m.: School Board (Kevin only) - Update on Progress
- October 1- 21: Collect Public Input for New Elementary School Name
- October 5: All Committee Members identified by this date
- October 11, 4:00-6:00 p.m.: Committee Meeting
- October 22: Suggested names emailed to committee for review
- October 23, 8:00 a.m.: School Board Leadership (Kevin only) - Update on Progress
- November 1, 4:00-6:00 p.m.: Committee Meeting
- November 13, 8:00 a.m.: School Board Leadership (Kevin only) - Update on Progress
- November 15, 4:00-6:00 p.m.: Committee Meeting
- November 29, 4:00-6:00 p.m.: Committee Meeting
- December 4, 8:00 a.m.: School Board Leadership (Kevin only) - Update on Progress
- December 11, 5:30 p.m.: Committee Presentation to School Board

*Committee Meetings located in Room 312



New Elementary School Name Suggestions

Bend-La Pine Schools

Please suggest your favorite name (s) for the new elementary school located at the intersection of Cooley Road and O.B. Riley Road. The suggested names should come from the following categories:

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.

Name (Optional):	
Phone Number (Optional):	Email (Optional):

What would you like the new elementary school to be named?

Please share the origin of your suggested name, the meaning of name, the name's regional significance, the cultural meaning of the name, and why you believe this name will endure over time.

The deadline to submit name suggestions is October 7, 2018

Please submit this form to your student's school office or to Andrea Wilson: andrea.wilson@bend.k12.or.us, or 520 NW Wall Street, Bend OR

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

Executive Limitation 4 – Treatment of Staff
September 25, 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.

Monitoring Report

With respect to the treatment of staff, the Superintendent shall not cause or allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, disruptive, or in violation of Board policy. Accordingly, the Superintendent shall not:

- 1. Fail to make reasonable background inquires or checks prior to hiring any paid personnel or utilizing school volunteers.**

Evidence of compliance:

Piloting of our visitor management software and practices was predicated on clarifying protocols for visitors and volunteers. That discussion and those decisions are being implemented and are relevant to background checking safety measures in all schools.

[GCDA/GDDA-AR](#): Criminal Records Check / Fingerprinting, details criminal records and/or fingerprinting check requirements for employees, volunteers, student teachers and contract employees. Language includes discussion of timing, fees and termination resulting from records review results.

[CCB-AR](#): Administrative Hiring, details the steps required to check references and make site visits when engaged in hiring an administrator.

[KCA-AP](#): Volunteers in Schools, and [KCA-AR](#): School Volunteers / Criminal History Records Check, align to provide relevant guidance regarding background checks for volunteers.

- 2. Fail to use a well-defined system to recruit and select the most highly qualified and best-suited candidates for employment.**

Evidence of compliance:

The district led and participated in the annual Central Oregon Teacher Job Fair in April of 2018. That event continues to yield results in bringing numbers of talented educators to the region for individual interviews and contacts with our administrators. A strategically selected team from the district attended a large job fair for educators in Portland in the spring of 2018 with a focus on identifying teachers and specialists working in hard-to-fill areas and/or who are fluent in multiple languages.

The district is moving forward with a pilot of a program that mitigates costs in a manner that allows the employee to pay the district back over three years for teacher pre-service programming. To be eligible, candidates must currently be district employees, seeking a license to teach or serve in another licensed position in an area or in a capacity that is deemed as hard to fill by Human Resources leadership. One such individual is beginning in this pilot this year.

Multiple Classified Employee Job Fairs were held in the 17-18 school year. Those who attended were able to apply on site. Positions were filled in areas such as transportation, nutrition and custodial services as a result of these fairs. These fairs and other recruiting efforts yielded the hiring of bus drivers that are sorely needed.

It remains a district priority to recruit and retain staff who represent the diversity of our student population. One area where the district made growth for the 2018-19 school year was in administrative positions. The district individually recruited a skilled Latina administrator who was a finalist for one position to accept a different position. In addition, with support from the district, one of our more talented science teachers, who is African-American, was selected for a Chalkboard Project/PSU grant that pays for approximately half his salary for a year while he pursues administrative licensure. He is working in one of our middle schools; obviously, we hope to retain him in the district.

Below are relevant policies and regulations that outline and provide guidance in the recruiting and hiring processes:

- [GCCA-AR](#): Announcement of Job Vacancies
- [GCCC-AR](#): Screening Applicants
- [GBA-AP](#): Equal Employment opportunity
- [GCCD-AR](#): Interviewing Candidates
- [GCI/GDI-AR](#): Notice of Employment
- [GCCE-AR](#): Assignment
- [GCCB-AR](#): Application of Employment
- [GBED-AR](#): Pre-Employment Medical Exam/Drug Testing
- [GC-AR](#): Conditions of Employment
- [GCA-AR](#): License Requirements - Staff
- [GCDA/GDDA-AR](#): Criminal Records Check/Fingerprinting
- [CCB-AR](#): Administrative Hiring

3. Operate without written personnel policies which:

- a. Provide for effective handling of complaints.**
- b. Protect against sexual harassment, retaliation, and a hostile environment.**
- c. Protect against illegal discrimination.**

Evidence of compliance:

An updated set of policies, which have streamlined and simplified current policies around complaint procedures have been implemented. Training for administrators now includes those new policies and procedures. This set of policies includes each of the above-mentioned personnel policy topics.

Below are relevant policies and regulations that provide guidance related to complaints and associated processes:

- [AC-AP](#): Non-Discrimination – newly revised, this policy consolidates the following:
 - AC-AP: Non-Discrimination
 - JBAA/GBNA-AP: Sexual Harassment
 - JBA/GBN-AP: Harassment, Intimidation, Bullying, Cyberbullying
 - JHFF-AP: Reporting Requirements Regarding Sexual Conduct with Students
- [AC-AR](#): Discrimination Complaint Procedure – newly revised, this regulation consolidates the following:
 - AC-AR: Discrimination Complaint/Grievance Procedure
 - JBA/GBN-AR: Harassment, Intimidation, Bullying, Cyberbullying
 - JFCFA/GBNAA-AR: Cyberbullying
 - JFH-AR: Student Complaints
- [IGBBE-AP](#): Complaints Regarding Talented and Gifted Program
- [KL-AP](#): Public Complaints
- [KL-AR](#): Public Complaints
- [KLD-AP](#): Public Complaints About District Personnel

4. Fail to prepare staff to deal with emergency situations.

Evidence of compliance:

Planning for updating all first aid kits in schools was completed and kits were distributed in the summer of 2018. Similarly, new bleed kits and connected training was implemented increasing a school's ability to respond to certain emergency situations.

Additional supervision was implemented near exterior doors during high traffic times in schools throughout the district. Active and passive supervision efforts were increased during the 17-18 year.

Implementation of statewide tip lines were helpful in identifying students who needed support. Our SROs and administrators were complimented as being a model district in the usage, notification, training and responses to those tip lines.

Significant planning and review was conducted to establish an aggressive timeline for constructing secure entryways in all schools in the district. That construction work is underway.

Planning was conducted in the spring of 2018 to secure all high school campuses with additional fencing and access point security measures. That construction work is underway.

Additional fencing is being constructed in numbers of schools throughout the district, in accordance with bond measure planning. That work is underway.

Safety drill protocols and schedules were emphasized throughout the district, as staff is becoming increasingly vigilant in preparedness measure, in part brought on by the reported stories of school campus violence that was so prevalent throughout the year around the nation.

Below are relevant policies and regulations that provide guidance in preparing staff for emergency situations:

- [EBBC-AR](#): Life-Sustaining Emergency Care
- [EBCD-AR](#): Emergency Closures
- [EBCB-AR](#): Emergency Drills
- [EBA-AR](#): Emergencies
- [EBBA-AR](#): First Aid
- [EBC/EBCA-AR](#): Communications Regarding Serious Incident
- [KN-AR](#): Relations with Law Enforcement Agencies

5. Fail to protect confidential information as required by law.

Evidence of compliance:

Student education record access is often an issue for discussion and decision during cases involving custody disputes, technology usage, and third-party information searches. Our staff continually reviews FERPA guidelines in the course of making decisions to protect student information as appropriate.

Staff and volunteer information continues to be closely guarded as is evidenced by decisions made regarding information search requests, technology usage and other.

Below are relevant policies and regulations that provide guidance regarding the confidentiality of a variety of information:

- [JO-AP](#): Education Records
- [JO-AR](#): Education Records Management
- [IGBAB-AP](#): Records of Students with Disabilities
- [IGBAB-AR](#): Records of Students with Disabilities
- [JNA-AR](#): Retention of Student Education Records, Grade Reports, Diploma
- [JOA-AP](#): Directory Information
- [JOB-AP](#): Personally Identifiable Information
- [EHAC-AR](#): Electronic Storage & Publishing on Web & Other Communication Media
- [GBLA-AR](#): Disclosure of Information
- [EHA-E-AR](#): Use of Online Services & Collaborative Tools
- [KBC-AR](#): Media Relations
- [JRC-AR](#): Student Record Subpoena (Subpoena Duces Tecum)
- [JO-AR](#): Education Records Management
- [GBL-AR](#): Personnel Records
- [KBA-AR](#): Public Records & Public Records Request Form
- [KAB-AR](#): Parental Rights (Survey of Students)
- [EHAD-AR](#): District Web Services Guidelines
- [EHA-AR](#): Appropriate Uses of Technology

6. **Fail to establish policies and procedures to assure an organizational culture that aligns with the following values:**
- a. **Open, honest and effective communication in all written and interpersonal interactions.**
 - b. **Focus on common organizational goals as expressed in Ends Policies established by the Board.**
 - c. **Commitment to the integrity and the positive image of the district, its leaders and staff.**
 - d. **Recognition of outstanding work.**

Evidence of compliance:

Efforts to coordinate long-term strategic communications and to ensure timely “in-the-moment” communications continued to yield a high level of transparency throughout the district. Communications regarding the study of school start times, board community linkage meetings, and issue response communications are examples of that work.

Data related to the metrics established as the Board Ends was shared and discussed internally, and publicly with the Board of Directors. Those ends continue to serve as clear indicators of the vision of moving from the impoverished view of education termed as “Student A” to the rich vision for student success in Bend-La Pine Schools known widely as “Student B”.

Below are relevant policies and regulations that provide guidance on matters of organizational culture as noted above in a-d:

- [KBC-AR](#): Media Relations
- [IFCA/CFA-AR](#): School Site Councils
- [Governance Policy](#): Purpose, Mission and Goals
- [Executive Limitation 8](#): Academic Program
- [Executive Limitation 4](#): Treatment of Staff
- [Executive Limitation 3](#): Treatment of Students, Parents/Guardians & the Public
- [CBC-AP](#): Evaluation of the Superintendent
- [CCG-AP](#): Administrative Evaluation
- [CCG-AR](#): Evaluation of Management Team

As a team of students, staff, parents, and community members, we are dedicated to all students' success.

- Spotlight on Success awards are presented each month by the Superintendent at regular monthly School Board meetings. The awards recognize business and community partners, volunteers, students, and staff, for their outstanding work and contributions to our school district and community.
- Each year the Bend-La Pine Schools honors staff members for their exceptional work and commitment to students as Excellence in Education award winners. This past year’s event honored 66 staff members who have made a powerful difference at our schools and are positively influencing the lives of students. Staff members honored for their outstanding work last year included:
 - Amity Creek: Jake Daggett
 - Bear Creek Elementary School: Ximena Vega, Lindsey Manitsas
 - Bend Senior High School: Steve Wetherald, Jennifer Groth
 - Buckingham Elementary School: Erin Brown, Margy Tucker

- Cascade Middle School: Tara Termes, Craig Kidder
- Distribution: Dan Vonnoppen
- Education Center: Wendy Reeves
- Elk Meadow Elementary School: Jessica Scott, April Jorgenson
- Ensworth Elementary School: Theresa Dent, Andrea Thompson
- High Desert Middle School: Sharlline Markwardt, Veronica Trejo
- High Lakes Elementary School: Kevin Godard, Nicole Suttle
- Highland Magnet at Kenwood School: Shelly Hill, JJ Howard
- Information Technology: Genti Saliu
- Juniper Elementary School: Marna Larsen, Marlene Johnson
- La Pine Elementary School: Jackie Kellogg, Sandra Reeves
- La Pine High School: Lindsey Christian, Shanon Bryant
- La Pine Middle School: Liana Hollingsworth, Michelle Whitney
- Lava Ridge Elementary School: Dyan Sultzter, Lori Crawford
- Maintenance Department: Michael Martin
- Marshall High School: Annette Shears, Carolyn Carry-McDonald
- Mountain View High School: Sorahi Harati, Penny Andrews
- Nutrition Services Department: Jenette Perras
- Pacific Crest Middle School: Liza Huet, Sara Mitchell
- Pilot Butte Middle School: Christina Lemke, Carter Larkin
- Pine Ridge Elementary School: Monet Biancucci, Judy McMillan
- Ponderosa Elementary School: Jaime Desmarais, Sha Brown
- REALMS: Dante Biancucci
- R.E. Jewell Elementary School: Sandy Vannoppen, Ashley Ertle
- Rosland Elementary School: Matthew Haney, Dail Pautz
- Silver Rail Elementary School: Lauren Kittelson, Kate Pardo
- Sky View Middle School: Geo Shebley, Gay Sato
- Special Programs: Alyssa VanSyckel, Kim Laing
- Summit High School: Kathie Quick, Karen Young
- Three Rivers School: Michelle Johnson, Suzanne Holman
- Transportation Department: Christina Cathcart
- Westside Village Magnet at Kingston School: Scott Robertson, Greg Bueker
- William E. Miller Elementary School: Stephanie Rodgers, Meredith Blackwell

7. Fail to honor the terms of negotiated agreements with staff.

Evidence of compliance:

The late spring brought a Supreme Court ruling, referred to commonly as “Janus,” that struck down the practice of fair share classification of employees in the nation. Janus required the

district to being the process of bargaining with employee groups on related contract language. Bargaining those matters is ongoing.

8. Fail to invite board member participation in contract negotiations with all employee groups.

Evidence of compliance:

Members of the Board were invited to participate in the bargaining around matters related to the Janus ruling in the spring/summer of 2018. Bargaining is still ongoing, and the Board of Directors is being updated.

Addendum:

See linked documents above.

Areas for Continued Improvement, 2018-19:

While the district has made strides in recruitment and retention of more diverse staff, this continues to be a challenge. We believe that beyond expanded recruitment channels and personal involvement of district and school leadership, one strategy includes building a stronger and more visible commitment to equitable policies and practice will help the district demonstrate that it is a welcoming environment.

August in-service opportunities included a district-wide Safety Day that provided administrators from all schools clarifying and updated information on drills, communications and other elements related to emergency preparedness. Implementing current best-practice thinking from the field will be meaningful improvement work in weeks and months to come as we head into the fall of 2018.

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

Executive Limitation 5 – Staff Compensation & Development
September 25, 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.

Monitoring Report

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.**

Evidence of compliance:

Any compensation adjustments were made at the direction of the Board of Directors in accordance with the Superintendent contract provisions and related processes.

- 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.**

Evidence of compliance:

The Superintendent adhered to guiding policies and processes in all employment matters noted above as appropriate. To provide further compliance and to reflect the commitment to collective leadership, the Superintendent consulted with district leaders when involved in hiring administrators, and updated the Board of Directors before seeking Board approval for such hiring, in order to not make unilateral decisions outside of processes and collective efforts to bring the best people and talent to work on our team in Bend-La Pine.

- 3. Create obligations over a longer term than revenues can reasonably be projected.**

Evidence of compliance:

The Superintendent implemented changes in the budgeting process in an effort to provide a more meaningful dialogue bringing greater depth to the decision-making processes around budgeting for the district.

- 4. Independently negotiate contractual agreements with employees or fail to develop and implement salary schedules and pay plans for employees.**

Evidence of compliance:

The district honors salary and wage schedules included in contractual provisions. Contractual

elements that provide for discretion in matters of compensation are considered by a team of district administrators who inform and advise the Superintendent in such cases. The Superintendent does not act singly, in isolation, on matters of compensation for employees.

5. Fail to develop and implement compensation and professional development plans to attract and retain highly qualified staff.

Evidence of compliance:

The district's robust professional development offerings for our team members were further enhanced by several capstone events in the month of August.

- Taking It Up training continues to be a popular transformative professional learning experience as nearly 75 employees participated in two days of training in August in which numbers of our own staff served as discussion leaders.
- This summer's Trauma Informed Summit brought acclaimed expert Rick Robinson to our district to share with over 350 staff members on the topics of trauma, resilience and adult practices that identify signs of trauma and promote resilience.
- The first-ever Innovative Teaching and Learning Conference was a two-day event that showcased both internationally acclaimed keynote speakers and dozens of our own staff members, with more than 225 educators attending each day.
- A more complete listing of professional development opportunities is included below:

PD Offerings from June 19, 2018 to September 14, 2018

- Synergy training for new teachers and SpEd teachers - 4 sessions, 57 total participants
- Math Best Practices - 3 days, 7 teachers each day
- How Math Teaching Matters, 3 days, 11 teachers each day
- Innovative Teaching and Learning Conference - 2 days, about 230 participants each day
- Taking it Up - 2 days, 42 participants each day
- SIOP - 3 days, 10 teachers
- ELL Teacher Training - 1 day, 25 teachers
- Action Research - 3 day, 10 teachers
- Trauma Informed Summit - 1 day, 370 admin, teachers and classified staff
- Secondary Health - half day, 28 teachers
- Elementary Science - half day, all elementary teachers
- Middle School Math - Illustrative, 1 day, 34 teachers
- Literacy Leadership (elementary) - 3 days, 24 teachers
- Bend Science Station training - 2 separate sessions, 10 total teachers
- First Aid/CPR, 2 separate classes - 27 participants (classified and licensed)
- Optional drop-in curriculum training for new elementary teachers - 1 day, 14 teachers
- Special Ed training - 1 day, 25 life skills teachers
- CPI (crisis prevention intervention) - 1 day, 15 teachers
- Educational Assistant Intervention program training - week long, 13 different offerings, 83 total participants during this week
- National Board training - 4 days, 20 teachers

The district continues to mine the expertise of our own staff in providing learning opportunities for other staff. A growing number of our own Bend-La Pine team members presented at workshop sessions during the summer of 2018. This promotes teacher leadership in two ways: first, it celebrates teachers' skills by allowing them to lead in their areas of expertise; and second, it provides additional compensation for these leadership opportunities.

A number of district teachers have advanced to the professional level of PASS, but this career stage is still in development. This fall, small groups of teachers at 3-4 schools will be piloting team professional learning plans that will complement our current supervision/evaluation system and perhaps ultimately replace that system for teachers who have consistently demonstrated proficient levels of practice.

The district also studied and is moving to implement increases in classified sub rates in order to remain competitive in a challenging labor market in Central Oregon.

Addendum:

See linked documents above.

Areas for Continued Improvement, 2018-19:

The district PASS strategic team needs to finalize its vision for the professional level of PASS.