

Bend-La Pine Schools
Bend, OR 97703
October 8, 2019

Regular Meeting at 5:30 p.m.

The Board of Directors of Bend-La Pine Schools will meet in a regular meeting at 5:30 p.m. on October 8, 2019 at the La Pine Middle School Library, 16360 1st Street, La Pine, OR 97739.

Agenda

Call to Order	Co-Chair Craig
Pledge of Allegiance	Stuart Young
Review of Agenda	Co-Chair Craig
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. Visitors are asked to state their name and topic and have a maximum of three minutes to address the Board.</i>	Co-Chair Craig

Consent Agenda

Approval of Minutes – September 10, 2019 <i>Reference: ORS 192.650 and ORS 332.057</i>	Co-Chair Craig
Approval of Personnel Recommendations <i>Reference: ORS 332.505</i>	Jay Mathisen

Reports

South County Schools Update	Jim Boen
Enrollment Update	Brad Henry
EL 5 – Staff Compensation & Development Policy Monitoring Report	Superintendent Mikalson
EL 6 – Staff Evaluation Policy Monitoring Report	Superintendent Mikalson
Financial Update	Roy Burling
Policy & Regulation Update	Andrea Wilson

Discussion

Board Ends Discussion	Co-Chair Craig
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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 Board of Directors Meeting Minutes

Meeting Date: September 10, 2019

Meeting Location

Bend-La Pine Schools Education Center
520 NW Wall Street, Bend, OR 97703

Board Members Present

Julie Craig
Carrie Douglass
Melissa Barnes Dholakia
Caroline Skidmore
Shimiko Montgomery
Amy Tatom
Dr. Stuart Young *via teleconference*

Call to Order

The meeting was called to order at 5:30 p.m. by Co-Chair Craig. The Pledge of Allegiance and review of the agenda followed.

Public Input

Co-Chair Craig noted several community members had signed up for public input. She reviewed the format for public input and asked that those speaking to be mindful of the three minute time limit.

Several community members and parents addressed the board about the dangers and shared concerns about the cell phone tower being constructed near Elk Meadow Elementary. Areas of concern included possible increased EMF and radiation exposure and the lack of communication or notification from the district to students and families about the land use proposal. Community members asked that the board and district consider increasing parent notification regarding proposed land use that are adjacent to schools and to support the petition that is currently circulating to stop the construction of the cell phone tower.

Those who addressed the board included: Russel Morley, Christine Meyers, Elizabeth Hanley Szabo, Scott Compton, Chris Pollard and Beth Lyons.

Several community members and parents addressed the board about dyslexia. Concerns were shared around the need for more staff awareness and training, improved diagnosis efforts, and increased resources in schools to support students with dyslexia. Board members were asked to declare October as dyslexia awareness month and encouraged the district to consider using some of the Student Success Act funding to support students with dyslexia. Those who addressed the board included: Tara Farstvedt, Jenny Hendrickson and Sharon Bellusci.

Megan Perkins, a volunteer with Moms Demand Action, addressed the board about safety concerns and asked the board and district to consider increased communication efforts about gun safety. She shared about the Be SMART program, noting the materials and resources of the program would be an excellent part of the increased communication efforts.

Co-Chair Craig recessed the meeting at 6:02 p.m. The meeting resumed at 6:06 p.m.

Public Hearing

❖ **CM/GC Contracting Method for Juniper Elementary School Projects**

Co-Chair Craig recessed the regular board meeting and called the Public Hearing to order for the CM/GC Contracting Method for Juniper Elementary School Projects at 6:07 p.m.

There was no public testimony.

Co-Chair Craig closed the hearing at 6:08 p.m.

❖ **CM/GC Contracting Method for Thompson Elementary School Projects**

Co-Chair Craig called the Public Hearing to order for the CM/GC Contracting Method for Thompson Elementary School Projects at 6:08 p.m.

There was no public testimony.

Co-Chair Craig closed the hearing and called the regular meeting back to order at 6:09 p.m.

Consent Agenda

Stuart Young moved to approve the Consent Agenda. Melissa Barnes Dholakia seconded the motion.

Unanimous approval.

Action Items

❖ **Issue Naming Charge for New High School**

Superintendent Mikalson reviewed the executive summary and process for naming new facilities in the board packet and noted that the first step in the process is that the board issue the naming charge. Mikalson shared that the new high school planning principal, Chris Boyd, will lead the naming committee. **Melissa Barnes Dholakia moved to issue the naming charge for the new high school in south east Bend. Co-Chair Douglass seconded the motion. Unanimous approval.**

❖ **Resolution 1890 : CM/GC Contracting Method for Juniper Elementary School Projects**

Mike Tiller reviewed the executive summary and documentation provided in support of using the alternate bid, or CM/GC process for the Juniper Elementary School projects which include a new multi-use instructional space and upgrades to the existing buildings. He noted, due to the complicated nature, schedule and timing of the project, staff is recommending use of the CM/GC contracting method.

Co-Chair Douglass moved to approve Resolution 1890 as presented. Amy Tatom seconded the motion. Unanimous approval.

❖ **Resolution 1891 : CM/GC Contracting Method for Thompson Elementary School Projects**

Mike Tiller reviewed the executive summary and documentation provided in support of using the alternative bid, or CM/GC process for the Thompson Elementary School projects which include architectural upgrades, seismic upgrades and a new roof. He noted, due to the complicated nature, schedule and timing of the project, staff is recommending use of the CM/GC contracting method. **Amy Tatom moved to approve Resolution 1891 as presented. Co-Chair Douglass seconded the motion. Unanimous approval.**

Reports

❖ **EL 1 – Global Executive Restraint Policy Monitoring Report**

❖ **EL 2 – Emergency Superintendent Succession Policy Monitoring Report**

Superintendent Mikalson reviewed the EL 1 and EL 2 reports, noting that both reports are without an executive summary as little changes from year to year. There were no questions or comments about either report.

❖ **EL 3 – Treatment of Students, Parents / Guardians & The Public Policy Monitoring Report**

❖ **EL 4 – Treatment of Staff Policy Monitoring Report**

Jay Mathisen reviewed the executive summaries for EL 3 and EL 4 in the board packet noting the major accomplishments and targets the district has set for the upcoming year. A major part of the work for the 2019-20 school year is the Excellence & Equity Review. Mathisen noted the Sites and Facilities Review the district undergoes every five years to identify facility related needs across the district. The district is taking a similar approach with the Excellence & Equity Review to listen, learn, and gather a better understanding about the experiences of students and families. The district's intention is to do an Excellence & Equity Review every three years with the goal of creating a relevant, rigorous and regularly-occurring process that will allow the district to dig deep into the academic, social and emotional experiences of students, particularly those from underserved populations.

The Excellence & Equity Review process will help the district strategize for the future and prioritize funding allocations, including funding provided by the Student Success Act. The feedback will also be used to help guide the district's comprehensive plan and budgeting process.

Starting in October, listening sessions with students, families, staff and community members will be used to gather feedback about what the district is doing well, ways the district can improve and recommendations about funding priorities. Surveys will also provide an opportunity for feedback.

Co-Chair Douglass thanked Mathisen and shared her excitement about the Excellence & Equity Review. Melissa Barnes Dholakia agreed, and asked for clarification on the survey and encouraged the district to provide opportunities for populations, like LGBTQ, to be heard. Superintendent Mikalson noted the efforts to listen to a diverse set of groups and populations with special attention given to the underserved student and their families. The district will provide regular updates to the board on the process. He explained how this work will also help the district with the Student Success Plan that will align the needs of the district with the resources being provided from the Student Success Act. The plan is to be submitted to the state in Spring of 2020. The plan will align with direction given by legislation and the Department of Education.

❖ **Enrollment Update**

Brad Henry shared an enrollment update and said the district is 238 students larger than this same date last year, and roughly 100 students over projections. The district has added additional FTE to help with the growth and continues to evaluate needs at all schools. The district reports enrollment to the state on October 1 of each year. Henry will bring an updated enrollment report to the next board meeting.

Co-Chair Douglass asked if there was more information specific to class size. Mikalson reviewed the district's target class size ratios and what is budgeted for. Caroline Skidmore asked how FTE is allocated and what the district takes into consideration when determining if a school will receive additional FTE. Mikalson said there are multiple factors like ratios, demographics, need, etc. that plays into the decision. Mikalson thanked Henry for his leadership and expertise with budgeting and projections which allow for the district to make quick and accurate decisions around funding allocations.

❖ **Attendance Boundary Process for Middle and High Schools**

Superintendent Mikalson noted the executive summary in the board packet and reviewed the attendance boundary process for middle and high schools. The Attendance Boundary Committee, who worked on the elementary boundaries, will begin their work reviewing middle and high school boundaries in October. Mikalson reviewed the charge, parameters and timeline of the work and said Chris Boyd, Lora Nordquist and Brad Henry will lead the committee along with in-house GIS specialist, Shawn Hasse and members of the Transportation

Department. The committee is targeting February 2020 as the time period to present Mikalson with a recommendation and from there he will make a final boundary decision. The change in secondary boundaries will be effective for the 2021-22 school year. Mikalson invited board members to attend committee meetings and noted there will also be larger community engagement sessions as part of the process.

Co-Chair Douglass thanked the committee members and district staff leading the work for their time and expertise. She encouraged the district to communicate early and often to families and make sure there are efforts to hear and gather community feedback. Co-Chair Craig noted community feedback from the elementary boundary process was heard and did make an impact in Mikalson's final decision. She also thanked volunteers for their time and participation on the committee.

Discussion

❖ Education Foundation Ex-Officio Member

Co-Chair Craig introduced Michelle Johnson and Wendy Graunitz from the Education Foundation and they shared about the focus of their work, success over the past years, and about the Foundation's new back to school classroom grants. Craig thanked the Education Foundation for the incredible work they do to support schools. She noted that there is a non-voting seat on the Education Foundation's board for a school board member. Ron Gallinat has held this position in years past and she opened up the opportunity for any interested board members to consider. Board discussion ensued and members agreed they would follow up with a decision on who would serve for this school year.

❖ OSBA Legislative Policy Committee : Position 3 Nominations

Co-Chair Craig reviewed the executive summary in the board packet, noting that OSBA is accepting nominations for the Position 3 on the Legislative Policy Committee. Courtney Snead from the Jefferson County 509J School Board currently holds this position and is interested in continuing. The Jefferson County 509J Board will be nominating Snead. OSBA will send out ballots in mid-October for boards to vote no later than December 13.

❖ Welcoming Week Proclamation

Superintendent Mikalson noted the district has participated in Welcoming Week during the past years and the proposed proclamation is an opportunity for board members to publicly sponsor and support local efforts that are underway. Caroline Skidmore read the Welcoming Week Proclamation. **Co-Chair Douglass moved to approve the Welcoming Week Proclamation. Co-Chair Craig seconded the motion. Unanimous approval.**

Board Comments

Caroline Skidmore shared about her visit to Bend Tech Academy at Marshall High School and appreciated seeing the programs, the growth and beautiful remodel that was just completed.

Amy Tatom commented on the EL 4 policy monitoring report and asked for further clarification on supplies and staff training in regards to First Aid and Stop the Bleed. Mikalson will follow up with Tami Pike and the district's nursing team.

Shimiko Montgomery shared her excitement for the Excellence & Equity Review as well as the Welcoming Week Proclamation. She feels the school year is off to a great start and is excited about the direction the district is headed.

Melissa Barnes Dholakia said she is also very excited about the Excellence & Equity Review, noting this is a topic she is very passionate about and appreciates the thoughtfulness that has gone into the planning thus far and thanked all who will be a part of this important work.

Co-Chair Douglass said she is looking forward to the discussion around making school visits more meaningful and a tool to help inform board work. She shared her appreciation for Mikalson and the Cabinet team's help in organizing the recent board retreat as well as the Excellence & Equity Review.

Stuart Young thanked Brad Henry for his accuracy with projections and staffing and applauds the efforts laid out for the Excellence & Equity Review, adding the information gathered will help with aligning Board Ends and Goals. He also thanked the Education Foundation for their amazing support.

Co-Chair Craig thanked everyone for a great start of school and looks forward to the work ahead.

Meeting adjourned at 7:18 p.m.

Recorded by: Andrea Wilson

draft : pending board approval



HUMAN RESOURCES

Education Center

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

DATE: October 3, 2019

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 October 8, 2019. 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 PS108038TMP	Special Programs	Regular Part Time to Temporary Full Time	10/08/2019
Alvarez, Georgia	Biology Teacher PS107893TMP and PS107041TMP	Mountain View HS	Temporary Full Time	10/08/2019
Baird, Nikki	Language Arts PS108054TMP	Bend Senior HS	Regular Part Time to Temporary Full Time	10/08/2019
Barker, Stephanie	PE/Health Teacher PS108028TMP	Summit HS	Regular Part Time to Temporary Full Time	10/08/2019
Bohnelein, Jordan	Language Arts Teacher PS107983TMP	Mountain View HS	Regular Part Time to Temporary Full Time	10/08/2019
Cole, Mary	School Psychologist PS107721TMP	Special Programs	Temporary Part Time .60 FTE	10/08/2019
Crider, Joseph	Primary Teacher PS107047TMP	La Pine Elementary	Temporary Part Time .75 FTE	10/08/2019
Friesen, Daniel	Science Teacher PS108053TMP	Bend Senior HS	Temporary Part Time to Temporary Full Time	10/08/2019
Hertz, Rachel	Primary Teacher PS107672TMP	North Star Elementary	Temporary Full Time	10/08/2019
Huitt, Melissa	Language Arts PS107984TMP	La Pine MS	Temporary Part Time .50 FTE	10/08/2019
Johns, Tylyn	Primary Teacher PS108048TMP	Rosland Elementary	Temporary Part Time .50 FTE	10/08/2019
Johnson, Shauna	Social Studies Teacher PS107985TMP	Mountain View HS	Regular Part Time to Temporary Full Time	10/08/2019



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Joyce, Ashley	ELL Department Specialist PS107994TMP	ELL Department	Temporary Part Time .50 FTE	10/08/2019
Lundy, Kelly	Primary Teacher PS107672TMP	Ensworth Elementary	Temporary Full Time	10/08/2019
Markham, Jessica	Language Arts PS107984TMP	La Pine MS	Temporary Part Time .50 FTE	10/08/2019
Marlowe, James	Language Arts PS108057TMP	Bend Senior HS	Temporary Part Time to Temporary Full Time	10/08/2019
Page, Lorin	Student Services PS107952TMP	Highland Elementary	Regular Part Time to Temporary Full Time	10/08/2019
Roberts, Jennifer	Computer Teacher PS108010TMP	Sky View MS	Temporary Part Time .33 FTE	10/08/2019
Thomas, Mary	AP Coordinator PS108077	Summit HS	Regular Part Time to Regular Full Time	10/08/2019

CERTIFIED RESIGNATIONS

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Baty, Constance "Connie"	Counselor	Pacific Crest MS	08/28/2000 – 11/09/2019
Garcia, John "Pat"	Industrial Engineering Teacher	Bend Senior HS	08/28/2000 – 12/31/2019

CERTIFIED RETIRE/REHIRES

NAME	POSITION	LOCATION	REHIRED/END DATES
Garcia, John "Pat"	Industrial Engineering Teacher	Bend Senior HS	01/01/2020 – 06/30/2020

ADMINISTRATIVE HIRES

NAME	POSITION	LOCATION	STATUS	HIRE DATE

ADMINISTRATIVE RESIGNATIONS

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES



HUMAN RESOURCES

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October 3, 2019

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, Resignations, and Retirements

The Human Resources Department recommends approval of the following hires, resignations, and retirements at the School Board meeting on October 8, 2019.

Classified Hiring

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date
Betts, Lynn	#107998 Secretary II / Reception	Skyline High	Temp 3.75 hrs / day	09/12/19
Bowden, Jessica	#107900 Nutrition Server I	Mountain View	Reg 3.25 hrs / day	09/24/19
Burbank, Nathan	#108052 Bus Driver	La Pine Transportation	Reg 4.5 hrs / day	09/25/19
Chambers, Juli	#108049 EA – Student Instruction	High lakes	Reg 3.0 hrs / day	09/27/19
Charles, Connie	#108051 Bus Driver	Transportation	Reg 4.5 hrs / day	09/23/19
Clement-Dragos, Marti	#108005 EA – Student Instruction	R.E. Jewell	Temp 3.76 hrs / day	09/05/19
Daniels, Brandi	#108013 Secretary II	Nutrition Services	Reg 7.5 hrs / day	09/17/19
Gaunt, Robin	#107900 Nutrition Server I	Ponderosa	Reg 3.5 hrs / day	09/12/19
George, Hillary	#107973 EA- Student Instruction	Lava Ridge	Temp 3.75 hrs / day	09/08/19
Kalberg, Nicole	#107903 EA – Inclusion	Highland	Temp 3.0 hrs / day	09/18/19
Keeney, Monica	#108003 Bus Driver	La Pine Transportation	Reg 5.5 hrs / day	09/06/19
La Duke, Stacy	#108012 EA- Instruction	High Desert	Temp 2.5 hrs / day	09/24/19
Link, Kevin	#107900 Nutrition Server I	Westside Village	Reg 3.25 hrs / day	09/24/19
Lohner, Crystal	#108004 Secretary I	La Pine High	Temp 6.0 hrs / day	09/11/19
Lumbert, Scott	#107981 Bus Driver	Transportation	Reg 4.0 hrs / day	09/06/19



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Marcotte, Jessica	#107961 EA – Student Instruction	Bear Creek	Temp 3.0 hrs / day	09/06/19
McLean, Susan	#107962 EA – Student Instruction	Highland	Reg 3.75 hrs / day	09/04/19
Munson, Dale	#108039 Bus Driver	Transportation	Reg 4.75 hrs / day	09/24/19
Rigney, Araceli	#107974 EA- Student Instruction	Bear Creek	Temp 5.5 hrs / day	09/09/19
Ruiz, Perla	#107991 FAN Advocate	Ponderosa	Reg 6.4 hrs / day	09/11/19
Will, Jeffrey	#107996 Outside Services II	Maintenance	Reg 8.0 hrs / day	09/12/19
Wolfenden, Suzanne	#107900 Nutrition Server I	Buckingham	Reg 3.25 hrs / day	09/05/19

Classified Resignations

Name	Position	Location	Resign Date
Barber, Michael	Bus Driver	Transportation	05/10/17 – 06/14/19
Bowmen, Kristin	EA – Student Instruction – (Resigned Classified position and took Certified position).	La Pine Elementary	08/28/18 – 08/27/19
Chambers, Kandis	EA – Inclusion	Silver Rail	11/26/18 – 09/24/19
Copple, Marcia	Staff Accountant	Business Office	12/02/02 – 10/23/19
Cox, Jennifer	EA – Inclusion	High Desert	09/01/10 – 09/25/19
Forsythe, Sarah	EA – Inclusion	Mountain View	09/06/13 – 10/07/19
Marcotte, Jessica	EA – Student Instruction	Bear Creek	09/06/19 – 09/09/19
Myers, Leah	SPED Bus Driver	Transportation	10/01/09 – 10/10/19
Niles, Melanie	Nutrition Server 1 – resigned regular position to a substitute position.	La Pine High	09/28/15 – 06/14/19
Spencer, Leslie	Nutrition Server I	Juniper	11/02/10 – 09/11/19
Wright, Ana	EA – Bilingual	Bear Creek	09/10/12 – 06/14/19

Classified Retirements

Name	Position	Location	Resign Date
Kent, Sherryl	Bus Driver	Transportation	11/10/99 – 10/01/19
Lighthill, Denese	EA – Student Instruction	Buckingham	08/25/03 – 10/18/19



REPORT: 2019 Compliance Report for Executive Limitation 5

PRESENTED BY: Jay Mathisen, Deputy Superintendent

EXECUTIVE SUMMARY:

Major Accomplishments from 2018-19

- The district successfully negotiated employment agreements with all four employee groups in the spring months of the 18-19 year. Each process leading to an agreement was characterized by positive dialogue and mutually sincere efforts to provide fair and appropriate contract provisions while balancing the district's financial resources and priorities.
- The district continues to see a growing number of teachers begin and complete the process to gain National Board Certification. Once certified, teachers receive a financial stipend that is attractive and motivating for teachers. Currently, the district has 34 NBCT's, approximately 11% of the total number of Oregon's NBCT's. We have an additional 39 certified staff in the process of applying for National Board Certification, including a group of 9 staff at Pacific Crest Middle School and a group of 4 at Lava Ridge Elementary School. These cohort groups at schools help to promote a culture of reflective practice throughout the school.
- The district designed a new professional development initiative focused on literacy. Although some of the focus is universal, we are focusing special efforts for teachers new to the district and classified employees who assist students in classrooms. This effort is intended to significantly improve the capacity of staff to effectively teach reading, writing, listening and speaking skills so that students can demonstrate high levels of literacy.

Priorities for 2019-20

- The district will undertake year one of implementation of a new literacy professional development initiative. This work will provide teachers new to the district and classified classroom-based employees best practices training in standards-based literacy skills: reading, writing, listening and speaking.
- The district will continue to lead the state of Oregon in innovatively supporting and developing teachers' pursuit of National Board Certification. Chief among the support efforts are a cadre approach that provides real time support from certified teachers, collaborative peer connections, and direct task completion and submission coaching. A financial stipend of \$2500 is also provided annually to teachers who are currently National Board Certified.
- The district will responsibly manage increased funding allocated by the state through High School Success (HSS) funding and Student Investment Account (SIA) funding. We will provide sustainable increases in resources focused on increasing the growth and successes of our students, with special attention given to historically underserved students.

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

Executive Limitation 5 – Staff Compensation & Development
October 8th, 2019

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 are made at the direction of the board of directors in accordance with the superintendent's 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 adheres to district policies and processes in all employment matters. To ensure compliance and reflect the commitment to collective leadership, the superintendent consults with district leaders when hiring administrators and updates the board of directors before seeking approval for such hiring.

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

Evidence of compliance:

The superintendent has implemented changes in the budgeting process and budget communication tools to bring greater depth and transparency to the district budget's decision-making processes.

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 allow for discretion in matters of compensation are considered by a team of district administrators who inform and advise the superintendent.

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

Evidence of compliance:

The district continues to provide robust professional development offerings for our team members, both during the school year and in the summer, typically in August. These offerings are often led wholly or in part by Bend-La Pine teachers, who receive both recognition and compensation for their roles as teacher leaders. While some staff limit their participation to single-day trainings, more opportunities for in-depth, recursive staff learning are being provided, especially in literacy and SEL practices.

Bend-La Pine Schools continues to lead the state in its focus on National Board Certification for teachers. This effort is subsidized by both district funds and funds from outside sources such as the Oregon Education Association. Unlike many districts in the state, the district provides a substantial annual stipend for all National Board-Certified staff. This has attracted teachers who are already board-certified to leave their districts and join the Bend-La Pine team.



REPORT: 2019 Compliance Report for Executive Limitation 6

PRESENTED BY: Jay Mathisen, Deputy Superintendent

EXECUTIVE SUMMARY:

Major Accomplishments from 2018-19

- The district began collaborating with the classified employee leadership to update and replace the employee evaluation rubric used by supervisors to evaluate classified employees. The goal was to create a more valid and useful evaluation tool. Those efforts reached final editing stages in the spring of 2018-19.
- The district continued to emphasize the importance of teacher observations and, in consultation with the BEA, implemented changes in the numbers of observations with positive feedback regarding these changes. This effort is reflective of the ongoing open dialogue around evaluation processes and procedures in which the district and employee groups are engaged.
- The district implemented new district administrator evaluation practices and tools that provided increased focus on leadership and support for student learning.

Priorities for 2019-20

- The district will finalize a new evaluation rubric to be used by supervisors evaluating classified employees. Final editing is taking place in the early fall weeks of the 2019-20 year. This new rubric will be used in the spring of this year.
- The district is revising the certified employee evaluation process, with some changes to bring clarity to the processes regarding support for employees in need of professional growth. This work is being done collaboratively between district and association leadership. Again, this effort reflects the ongoing open dialogue that maintains a relevant and current evaluation process, focused on supporting staff to ensure students' success .
- The district will be listening to a number of student groups (approximately 17 groups of high school students, primarily) throughout October to learn more about students' perspectives on their experiences in our schools. Though not evaluative, nor even identifiable by site, this information will inform our efforts to improve our practices, perhaps even influencing next-generation revisions to our evaluation system.

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

Executive Limitation 6 – Staff Evaluation
October 8th, 2019

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 develop an evaluation system, which is in compliance with Oregon laws, and measures employee performance in terms of achieving the Board Ends policies. Accordingly the Superintendent shall not:

- 1. Fail to develop and administer an evaluation system for all employees that links performance with continued employment.**

Evidence of Compliance:

Beginning in the 2011-2012 school year, licensed employees have been evaluated with a system that meets Oregon’s statutory requirements. Administrators use evaluation tools and protocols that focus on best practices in teaching, counseling, school leadership and other specialty positions. This is evidenced best by the requirements that multiple measures be used, including a series of observations by supervisors, to inform rubrics that are specific to ten different job specialty categories. Links to those evaluation rubrics are below.

The implementation of this improved system has been reviewed and revised in the years since 2011-2012 in an ongoing and responsive manner that continues to yield an evaluation system that is continuously refined.

Classified employees continue to be evaluated in a manner that highlights performance strengths and areas for growth. The 180-day probationary period, unique to classified employees, provides a heightened period of focus on performance in the first months of employment.

The evaluation tools for central office administrators in some ways align with the evaluation of licensed employees, but in other ways are more relevant to their leadership responsibilities. Rubrics have been created that more specifically address critical elements of their work.

- [Certified Teachers;](#)
- [Counselors;](#)
- [Library Media Specialists;](#)
- [School Nurse;](#)

- [School Psychologist](#);
- [Special Education Teacher](#);
- [Speech Language Pathologist](#); and
- [Student Services](#);
- [Assistant Principals](#); and
- [Principals](#).

2. Fail to develop and administer an evaluation system for licensed personnel that is designed to:

a. Improve instruction.

Evidence of Compliance:

Supervising school administrators are required to complete 10 mini-observations of each licensed employee every two school years. Each mini-observation includes a follow up discussion, or written inquiry-focused discussion prompt, intended to foster practitioner reflection via a co-inquiry model of professional learning. Ongoing [learning-focused supervision](#) continues to be a district priority.

First- and second-year administrators are engaged in a new administrator cadre. A key focus of that cadre's work is on teacher observations and inquiry-based dialogue that supports professional growth. District leaders facilitate small-group learning labs that allow administrators to learn with peers as they review teaching, then examine and practice conversations with teachers that promote reflection and growth. District leaders who are not direct supervisors of building administrators also serve as mentors for those leaders new to their roles.

b. Measure professional improvement, development and performance.

Evidence of Compliance:

The annual goal setting and bi-annual summative evaluation processes within the evaluation system provide ample opportunity for licensed staff and administrators to measure professional growth and development. The ongoing professional dialogue that occurs in the context of multiple mini-observations is a strength. Growth goals keep the focus on student learning and growth using multiple measures of student performance.

c. Document unsatisfactory performance.

Evidence of Compliance:

The district's current BEA contract includes language that specifies process steps to be taken when unsatisfactory performance of certified staff is identified. Language providing due process for both probationary and contract teachers is included in the contract.

The current evaluation system materials include a flow chart that provides step by step guidance with an aim of supporting certified staff in efforts to improve performance.

The board of directors contributes to a transparent process above and beyond Oregon's statutory requirements regarding renewals and extensions for licensed staff.

d. Link teacher performance with multiple measures.

Evidence of Compliance:

The goal setting process included in SB290, and utilized in our district evaluation system, is designed to promote a focus on student learning and growth as measured through multiple measures.

At the school level, the board ends provide further context for teams of teachers to design goals and actions that include the measurement of less traditional indicators valued by our board of directors as the foundation of our district vision. Linking student learning and growth goals and school design plans has been an effective way to align evaluation with a design process that is vibrant and relevant in schools.

e. Assure that instructional time is used to maximize student learning.

Evidence of Compliance:

Multiple rubric indicators, found in each linked evaluation manual in Section #1 above, connect and highlight the importance of maximizing student learning in the instructional process. The materials developed as a part of the evaluation system provide rich discussion points for professional conversations between administrators and certified staff.

f. Encourage the use of student surveys.

Evidence of Compliance:

A growing number of teachers are utilizing classroom level student surveys outside of any evaluation system in an effort to inform their practices.

Beginning in Fall, 2019, the district is committed to the Excellence and Equity Review process, a three-year cyclical process for determining district strengths and areas for growth. As part of that process, students and families have opportunities to provide feedback about their school experiences in either listening sessions or surveys.

Addendum: See linked documents above.



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October 3, 2019

To: Mr. Shay Mikalson, Superintendent

From: Roy Burling, Business Manager

RE: Financial update for FY2019-20

Mr. Mikalson,

This is the initial General Fund Operations financial update for FY2019-20. The financial information is based on actual data through September 30, 2019 and projections to the end of the fiscal year. For the 1st quarter where financial trends are difficult to discern many of the projections reflect the adopted budget.

The estimated beginning fund balance in the 1st quarter financial statements is \$11,495,700 about \$315,000 more than the adopted budget amount of \$11,180,906. The preparation of the FY2018-19 Comprehensive Annual Financial Report is in process and SGA, the district's auditors, are scheduled to begin their field work on October 14, 2019. The FY2018-19 Comprehensive Annual Financial Report is expected to be completed in December 2019. I do not expect the audit will result in any material changes to the FY2018-19 financial statements and the estimated FY2019-20 beginning fund balance.

Enrollment at October 1, 2019 was 72 over projection and 244 over the enrollment on October 1, 2018. The projected total formula revenue was increased by \$419,950 to \$175.6 million to reflect the increase in enrollment. There were no other adjustments made to projected revenues in the 1st quarter financial report. The total formula revenue along with other revenues will be monitored and adjusted as required during FY2019-20.

The projected expenditures in the 1st quarter financial report are projected to be about \$630,000 over budget primarily related to salaries and other payroll costs. This reflects the hiring of additional certified staff for the increase in enrollment. Projected salaries for administrators and supervisors is about \$167,000 over the adopted budget amount due to the implementation of a longevity step in FY2019-20. The contract with classified staff provides for an adjustment to salary schedules on December 1, 2019. The classified staff uses a number of work calendars with different annual days making it particularly difficult for the encumbrance process to accurately calculate the annual classified payroll amount. For the 1st quarter report the adopted budget amount was used as a placeholder and the 2nd quarter financial statement should have a more accurate projection of classified salaries.

The FY2019-20 ending fund balance is projected to be \$9.7million, about \$100,000 more than the adopted budget. As FY2019-20 progresses the projected ending fund balance will likely move closer to the budgeted amount as expenditure trends become more predictable.

The 2017 & 2019 Bonds – Investment of Proceeds report for August 2019 is also included. The District had over \$177 million invested in United States Treasuries and other Federal securities.

If you have any questions or would like additional information please let me know.

Bend-La Pine Schools
Statement of Revenues and Expenditures
For the Period Ended September 30, 2019 with Year-End Projections
General Fund - Operations Sub-fund
FY 2019-20

	Adopted Budget	September 2019	Budget Variance
Resources:			
<u>Beginning fund balance</u>	<u>11,180,906</u>	<u>11,495,700</u>	<u>314,794</u>
Revenue			
Formula revenue:			
Tax revenue	82,610,000	82,610,000	-
State school fund	90,423,584	90,843,213	419,629
Common school fund	1,752,206	1,752,527	321
County school fund	<u>400,000</u>	<u>400,000</u>	<u>-</u>
Total formula revenue	175,185,790	175,605,740	419,950
Earnings on investments	525,000	525,000	-
Local sources - other	1,622,500	1,622,500	-
Intermediate sources	2,400,000	2,400,000	-
State non-formula resources	500,000	500,000	-
Federal non-formula resources	<u>28,000</u>	<u>28,000</u>	<u>-</u>
Total revenues	<u>180,261,290</u>	<u>180,681,240</u>	<u>419,950</u>
<u>Total resources</u>	<u>191,442,196</u>	<u>192,176,940</u>	<u>734,744</u>
Expenditures:			
Salaries, payroll costs and benefits:			
Certified	61,373,278	61,754,278	(381,000)
Classified	23,186,883	23,186,883	-
Administrators and supervisors	8,107,611	8,274,600	(166,989)
All other salaries	<u>2,218,777</u>	<u>2,418,500</u>	<u>(199,723)</u>
Total salaries	94,886,549	95,634,261	(747,712)
Payroll costs & benefits	<u>54,324,459</u>	<u>54,203,000</u>	<u>121,459</u>
Total salaries, payroll costs and benefits	<u>149,211,008</u>	<u>149,837,261</u>	<u>(626,253)</u>
Other operating costs			
Utilities & purchased services	18,731,830	18,731,830	-
Supplies, texts, tools	6,745,286	6,745,286	-
Equipment	1,579,440	1,579,440	-
Dues, fees and liability insurance	1,008,690	1,013,600	(4,910)
Transfers	<u>4,593,832</u>	<u>4,593,832</u>	<u>-</u>
Total other operating costs	<u>32,659,078</u>	<u>32,663,988</u>	<u>(4,910)</u>
Total expenditures	<u>181,870,086</u>	<u>182,501,249</u>	<u>(631,163)</u>
<u>Excess of revenues over expenditures</u>	<u>9,572,110</u>	<u>9,675,691</u>	<u>103,581</u>
<u>Fund balance, ending</u>	<u>9,572,110</u>	<u>9,675,691</u>	<u>103,581</u>
As budgeted			
Contingency	500,000	500,000	
Fund balance	<u>9,072,110</u>	<u>9,175,691</u>	
<u>Fund balance, ending</u>	<u>9,572,110</u>	<u>9,675,691</u>	
Fund Balance as a percent of resources			
Contingency	0.3%	0.3%	
Fund Balance	4.7%	4.7%	
Total reserve	5.0%	5.0%	

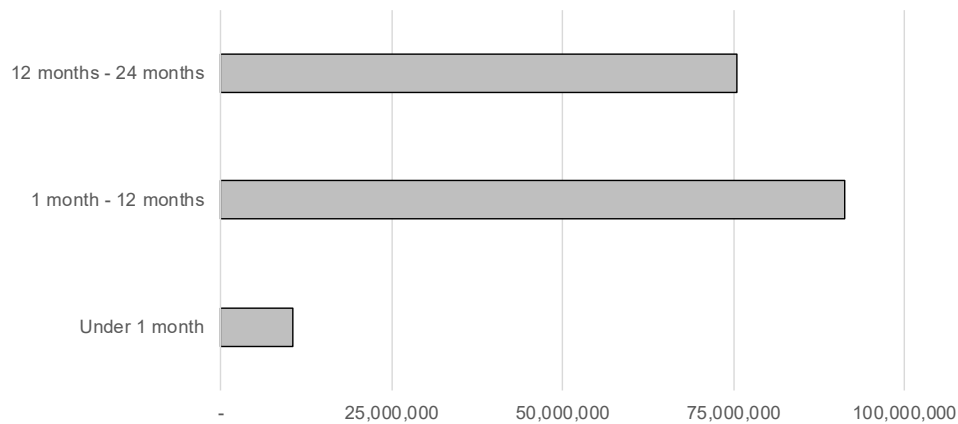
2017 & 2019 Bonds - Investment of Proceeds

August 31, 2019

Distribution by Maturity

Maturity	Number	Market Value	Percent of Holdings	Average Yield to Maturity
Under 1 month	1	10,528,330	6%	2.1%
1 month - 12 months	13	91,150,383		
12 months - 24 months	9	75,542,819	43%	2.3%
Total	10	177,221,532		

Distribution by Maturity



Distribution by S&P Rating

S&P Rating	Number	Market Value	Average Yield to Maturity
AA+	23	177,221,532	1.8%

Distribution by Moody's Rating

Moody Rating	Number	Market Value	Average Yield to Maturity
Aaa	23	177,221,532	1.8%

Issuer	Market Value	% Assets	Yield
Federal Farm Credit Banks	10,528,330	5.9%	1.5%
Federal Home Loan Mortgage Corporation	10,822,634	6.1%	1.9%
United States Treasuries Notes	140,493,579	79.3%	2.0%
United States Treasuries	15,376,989	8.7%	1.9%
Total	177,221,532		

Administrative Policy & Regulation

2019-20 Quarterly Report (1 of 4)

June 25, 2019 - October 2019

REVISED

Title	Summary	Translation Status
AC-AR: Discrimination Complaint Procedure	Updates reflect the notification requirements of HB 1450 – rights of complainant, complaint procedure, school and district services as well as state and community based services for employees and students who are victims of sexual harassment.	Spanish translation in progress
GBDA-AP: Mother Friendly Workplace	Updates reflect requirements set forth in HB 2593 which conforms Oregon law to federal law.	Spanish translation in progress
JC-AR: Attendance Area & In-District Transfers	Updated language specific to the process of requesting an ACR to a different high school for those students who reside in the Bend Senior High / La Pine High choice attendance area.	Spanish translation in progress
JED-AP: Student Attendance and Absences	HB 2191 includes student mental and behavioral health as part of the list of excused absences. It also speaks to the number of days a student can be excused when the student's absences is associated to being a dependent of someone serving in the U.S. Armed Forces.	Spanish translation in progress
JEA-AR: Compulsory Attendance	Updated listing of excused absences to align with JED-AP and HB 2191.	Spanish translation in progress
JGAB-AP: Use of Restraint or Seclusion	SB 963, the ORS governing restraint and seclusion were amended to clarify and define when and under what circumstances restraint or seclusion can be used. Complaint language has also been updated.	Spanish translation in process
JGAB-AR: Use of Restraint or Seclusion	SB 963 includes updates on procedural documentation and follow up debrief meetings after a restraint or seclusion.	Spanish translation in progress

RETIRED

Title	Summary
JEAA-AR: Student Membership and Attendance Accounting	With the updates to JED-AP and JEA-AR this regulation is no longer needed.
JHFDA-AP: Suspension of Driving Privileges	ORS 339.245 and 339.257 were repealed in the 2018 Legislative Session which previously granted district's the ability to request the DMV to suspend a student's driver's license.

