

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

The Board of Directors for Bend-La Pine Schools met in a regular meeting on September 27, 2016 at the Education Center, 520 NW Wall Street, Bend, OR 97703.

**Board Members Present**

Peggy Kinkade  
Andy High  
Nori Juba  
Cheri Helt  
Julie Craig  
Stuart Young  
Ron Gallinat

**Call to Order**

The meeting was called to order at 5:15 p.m. by Chair Kinkade. The Pledge of Allegiance followed.

**Review of Agenda**

Chair Kinkade reviewed the agenda, there were no changes.

**Public Input**

Marilyn Burwell, representing the Restorative Justice Group, thanked the board for their time and support of Measure 98. If Measure 98 passes, she encouraged the board to have a specific plan for what they would like to do with the money. She urged the board to consider investing into systems that would support lowering absentee rates and noted the Restorative Justice Model has been proven to help. Burwell presented the board with a Newberry Eagle news article about absenteeism in La Pine schools.

**Superintendent Spotlight of Success**

Superintendent Mikalson introduced the Spotlight of Success and explained he will be using this time during board meetings to recognize community partnerships. He introduced The Center Foundation and shared a public service announcement video to summarize the work of The Center Foundation. Mikalson introduced Sonja Donohue, Dr. Tom Carlsen, Dr. Tim Bollom and Lynn Rigby.

Donohue thanked the board for the time and the amazing partnership the district has established with The Center Foundation (TCF). Donohue highlighted the three main areas of their work: Sports Medicine which includes athletic trainers and free sports physicals; Brain Trust which is all things concussion, from testing to training of staff and students and providing 1,200 helmets to students in the district; and Education for the medical community, trainers, coaches and community at large. Donohue shared how TCF funding works and said 100% of fundraised dollars go into TCF programs and thanked the TCF board members for their passion and tireless work.

Dr. Tom Carlsen, founder of TCF, shared about the history and how TCF has evolved into one of the best sports programs in the nation. Physicians from The Center donate their time to support the work of TCF (\$150,000 in cash and \$150,000 in in-kind services) and because of this support the programs they offer continue to evolve. Carlsen is confident, that as the community continues to grow, TCF will continue to grow and strengthen partnerships. Dr. Bollom shared about the relationship between The Center physicians and TCF, and that physicians see this as a chance to partner and take care of as many kids as they can. From prevention to after injury care, they have a desire to support and do what is best for students.

Nori Juba asked about concussion prevention and treatment and what has changed in recent years. Dr. Bollom said Dr. Ugalde from The Center, is an expert in the field of concussions and will be hosting a concussion conference in April. He said the level of care provided in this area is on par with college and professional levels. Mikalson added

his appreciation for the extensive training and education TCF has provided to district staff. This training has helped all of us understand what it means for a student to recover and return to the classroom after a concussion.

Superintendent Mikalson thanked TCF for their service, partnership and innovative spirit as they continue to grow. Cheri Helt thanked Dr. Carlsen for the time and dedication he has devoted the vision and mission of TCF. She appreciates he has not wavered over the years and held true to his vision and mission for TCF. Chair Kinkade thanked TCF for the incredibly generous commitment they have made to the district. Their commitment to injury prevention is phenomenal, sharing her son has benefited from the trainer at Summit High School, and she highly values the partnership.

### **Charter School Hearing**

Chair Kinkade recessed the regular board meeting at 5:35 p.m. and called to order the Public Hearing for Desert Sky Montessori (DSM). The hearing was called to order pursuant ORS 338.055, to review the application for public charter presented by Desert Sky Montessori. Kinkade reviewed the process for the hearing and explained that after the hearing the board has up to 30 days from tonight to make their decision to approve or deny the application.

Superintendent Mikalson reviewed DSM application, adding that a version of the application came to the board and a public hearing was held about a year ago. After that, DSM withdrew their application and since then, has done much legwork to address areas of district concern and have resubmitted the application being presented tonight. Mikalson asked that DSM highlight the changes and updates and explained the board has the option to make their decision tonight, or at the next meeting on October 11.

Shelly Phillips thanked the board for their time and reviewed the changes and areas DSM has worked to strengthen their application:

- Addition of new team members with expertise in the areas of budget, financial planning, facilities;
- Melissa Halbert, Director of Lewis & Clark Montessori Charter in Gresham Barlow School District, has been consulting and a mentor in the revised application;
- A grant committee is poised and ready to write over \$1 million worth of grants for year one;
- A fundraising committee is on track to raise \$25,000 this year;
- FAN and Neighborhood Impact have helped DSM have a better understanding of the diverse and underserved population in Central Oregon. Plans have been made for DSM staff to receive training on how to serve these populations best.

Phillips noted the growth plan for DSM has changed in the application as well. They would like to start with 150 students, grades K-6. As the charter renews, they would like to expand into grades 7 and 8 at that time. Kinkade thanked Phillips and invited those who had signed up for public comment to speak.

Melissa Habert, Lewis & Clark Montessori Charter School Executive Director, shared how their program is sponsored by Gresham Barlow (located in Damaskas) and because of the district partnership, their charter has grown over the past nine years. They are the largest public or private Montessori school in the state of Oregon. Habert shared about student demographics, and how they measure and survey their community. She feels DSM is on the right track to offer an equally successful program to the Central Oregon area and is excited for the opportunity to mentor. Phillips thanked Habert for her assistance and support and offered to answer any questions.

Ron Gallinat asked if DSM has a location established. Phillips said not yet, but they are considering a few options on the East side of Bend, once the charter is approved, it will be easier to secure a space.

Stuart Young asked about the timeline for age groups to start. Phillips said initially they will start with grades K-6 and eventually they would like to integrate preschool and middle school.

Cheri Helt asked if they are finding properties within their desired price range. Phillips said there are a couple of locations they are considering and work within the given budget. Helt cautioned DSM to strongly consider rent and the long term costs that could impact their budget.

Chair Kinkade asked about student interest. Phillips said there are over 800 families who have submitted intent to enroll information and is not worried about student enrollment.

Andy High asked Superintendent Mikalson the process for a charter school application. Mikalson said it's a long, thorough process and complimented the work of Lora Nordquist and her team in the application review. He also complimented the DSM team for their commitment and passion. He said the board will need to make their decision to either approve or deny the application by October 11. If the application is approved the next steps include negotiating a charter contract. If the board denies the application, DSM could appeal to the state. Mikalson shared his support of the application as written, with a caveat that they provide additional detail about services for students who have IEP's and/or are English Language Learners. He is confident that service details are something that can be accomplished between DSM and district staff.

**Ron Gallinat moved to approve the Desert Sky Montessori proposal contingent upon successful negotiation of a charter contract found acceptable by the district, and subject to Desert Sky Montessori's agreement to provide additional detail about services for students who have IEP's and / or are English language learners, in consultation with district staff. Julie Craig seconded the motion. Cheri Helt commented she would like to make sure a location is secure and fits within budget as part of the charter contract. Chair Kinkade called for a vote. Unanimous approval.**

Chair Kinkade congratulated Desert Sky Montessori and welcomed them to Bend-La Pine Schools. Kinkade closed the hearing and recessed the meeting at 6:01 p.m. The regular meeting reconvened at 6:04 p.m. and all board members agreed to move the PlanB report on the agenda up, as all PlanB representatives had arrived.

## **Reports**

### *PlanB – Performance Review Report*

Andy High reviewed the performance audit review process and how the board chose to work with PlanB Consultancy to look at two of the 2013 Bond projects: Bend Senior High School remodel and the construction of Pacific Crest Middle School. High introduced Ian Burns, Mick Elliott and Brad Rafish from PlanB who worked on the evaluation.

Burns thanked the board for their time and complimented them on being proactive with this review. Most often PlanB is called in to review as a result of a failed project. Burns explained that the board hired PlanB to review and take a look at how well the 2013 Bond tax dollars were spent, specifically reviewing the two projects High noted. On a scale of 1 to 10, with 10 being the highest, Burns said the district rated between 8 and 9, he added that puts the district right at the top within Oregon and Washington. In the evaluation process, PlanB looked at how the district is performing, are best practices being used in policy, procurement, cost management and how the district financially closes out projects. Recommendations for improvement were presented to the Facilities Department and they were very responsive and helpful in clarifying and providing any missing information. A final recommendation was then presented to the board and district.

High asked Burns to explain how PlanB came to their recommendations. Burns said for each of the projects they interviewed five different architectural engineering companies, some who were used and some who were not. They also held confidential interviews with facilities staff, board members, Superintendent Mikalson, and numerous staff outside of the direct reports in facilities. They also looked at documentation and reviewed expenditures, estimates, drawings, contractor bids, etc. Overall, Burns said, tax payer dollars are being very well spent.

Ron Gallinat asked about page 10 of the report and who is in charge of the actual value engineering. Burns explained it's two parties working together, often toward the end of a project when costs are running over. Ideally, value engineering should start at pre-design.

High asked Burns to further explain what 'living document' means from the report. Elliott said what PlanB is suggesting is that the lessons learned are documented almost every day from the start of the project, rather than looking back to document when the project is finished. Documentation of what went well and what could have been done better on a weekly basis can be very beneficial. High asked if CMGC, low bid, etc. are preferred in the construction process. Elliott said each individual project needs to be evaluated and what is needed in the project will dictate the best process to use. There is not a right or wrong method.

Cheri Helt commented on the growth of the community and as the district looks toward another bond, does PlanB have any advice moving forward and how would they recommend we review and audit future bond dollars. Burns shared his thoughts on estimating budgets, how to evaluate the potential risks and also to look at operations and maintenance. He noted risk based contingencies and a more robust budget for projects was part of the recommendations. For a future audit, Burns said it is advantageous to do a larger scale audit rather than a spot check, however, from the positive results of this review PlanB feels it would not be necessary to do something of large scale.

Nori Juba said he is pleased with the overall grade and appreciates the recommendations from PlanB. He asked Burns his thoughts on timing constraints and if that was a challenge for the district in these two projects. Burns suggested having contractors selected during the design process could have helped. All things considered the district did well with the first CMGC project (Bend Senior High). There are areas for improvement, but timing would not have made much of a difference in either project they reviewed. Burns said it is reasonable to build a school within 12-18 months after programming. Juba noted one of the recommendations was about key performance indicators and asked for further detail. Burns said looking at the budget on a monthly basis, keeping a log of current best practices, staff performance, turnaround time on requests for information and change orders are all good measures.

Stuart Young shared his appreciation for the thoroughness of the report and felt it was a great value. The lessons learned can be used for years to come. Burns complimented the district and facilities department. High thanked PlanB for their time and hopes the board will continue this review process in other areas across the district. Chair Kinkade thanked PlanB and complimented the facilities staff for doing great work. Superintendent Mikalson agreed, noting the incredible work done by Brad Henry, Mike Tiller and Angus Eastwood.

### **Consent Agenda**

Chair Kinkade clarified the minutes on page 6: Nori Juba and Ron Gallinat will work to write a Charter School Position paper from the collective board. Nori Juba corrected the minutes on page 4 to read "he does not think COFS is an exact duplication of programs the district already offers" and clarified the program, however, is close enough that he feels it did not warrant charter status.

Cheri Helt asked for clarification on the two .5 hrs/day position on the classified hiring report. Mathisen explained the person is a current employee and the district is adding time to their current work day.

**Ron Gallinat moved to approve the Consent Agenda with changes noted to the minutes. Stuart Young seconded the motion. Unanimous approval.**

### **Action Items**

*Board Staff Linkage – Monitoring Superintendent Performance*

Chair Kinkade noted no changes had been made to the version presented at the last meeting.

**Andy High moved to approve the Board Staff Linkage – Monitoring Superintendent Performance policy. Ron Gallinat seconded the motion. Unanimous approval.**

## **Discussion**

### *2016-17 Board Work Plan Goals*

Chair Kinkade reviewed the homework she asked board members to do and dig into numbers 3, 4 and 5 to create more specific outcomes.

Andy High suggested looking at the adopted schools' commitment. He and Cheri Helt shared they both have a difficult time getting into all of their schools. Suggestions were made to hear from schools about how they would like board members to engage. Helt suggested moving some meetings, like board leadership, into schools so staff members feel like the board is more approachable. Nori Juba said he would like better define what the goal is for board member when they do visit schools.

Juba feels this is a great time and opportunity to discuss about engaging the community. He said he attended a meeting earlier today and it was one of the best community engagement meetings he has ever been a part of while serving on the board. He shared ideas of different ways to reach out to the community and how to build and strengthen relationships with our community partners.

Stuart Young agreed and said the conversation is not about just getting into schools more often, but about how the board can use its time more wisely. He appreciates the time and preparation for board meetings that staff and board members put in. He proposed canceling the October 26<sup>th</sup> meeting, which would provide valuable staff work time and board members time to collaborate and work together on community engagement, etc.

Superintendent Mikalson encouraged the board to look at the "why" behind 3, 4, and 5 of their Work Plan and think of some specifics and things they could do that would help with their self-evaluation process, all the while establishing reasonable expectations for members. Young suggested using board leadership meeting time to come up with specifics for 3, 4, and 5, and then share out with the board to agree upon at a later board meeting. Kinkade agreed and suggested the next three board leadership meetings be used. All agreed and High asked that any board member who is passionate about an area and not part of that particular board leadership meeting to reach out to either himself or Kinkade so their thoughts are included. Kinkade added, in looking at 6 of the Board Work Plan Goals, it fits with Young's suggestion of moving to one board meeting a month. Conversation will continue about board meeting schedules.

### *Board Roles & Committees*

The board agreed to hold off on this discussion item. As the board continues to define the 2016-17 Board Work Plan Goals, the board roles and need for committees will become more clear.

### *Board Staff Linkage – Expectations of District Staff & Expectations of the Board*

Chair Kinkade met with Superintendent Mikalson and Andrea Wilson last week and they suggested making some slight changes to the governance policies rather than writing a new Board Staff Linkage policy. Kinkade said she will work to refine and add language to governance policies and will bring them to the next board meeting for discussion.

## **Reports**

### *Enrollment Report*

Brad Henry reviewed the enrollment numbers as of today, the district is at 18,025, that is 491 more students than last year at this time, and represents growth of 2.8%. He said the growth is distributed fairly evenly across all levels and the district has added additional teaching staff which is noted on the enrollment summary. As Henry reviewed the grade level growth, he noted the class sizes at the high school level are going to get bigger and bigger each year. High Lakes Elementary has the most students over projection with Lava Ridge, Ponderosa and Silver Rail Elementary also coming in over projections. Two new modular classrooms have been ordered and will be placed at Lava Ridge and High Lakes Elementary. He also noted the capacity available by community and school and said elementary buildings are generally designed for 600 students, middle schools for 800 students and high schools for 1,500 students.

Cheri Helt asked what students are included under “programs” on the report. Henry said programs include J Bar J, OYCP, COIC, Sisters Academy, home tutoring, etc. The expansion of STRIVE this year does account for some decrease in program enrollment as those students are now tracked specific to the STRIVE program.

Superintendent Mikalson shared his appreciation for building staff who are working with the growth, noting it is challenging across the district. He appreciates the flexibility schools and departments have shown as they work to meet the needs of students. High asked if modular classrooms can be sold or stored once purchased and no longer needed. Henry explained it was most cost effective to purchase the two new modulares, but the district has leased, and purchased used modulares in the past. The modular should arrive in mid-October. Helt asked what are schools doing while they wait for the modular to arrive. Gary Timms explained there are combined classrooms being taught and schools are using areas like computer labs for small classrooms and added that principals, teachers and parents have been very understanding and he appreciates their flexibility.

High asked about the possibility of student registration happening earlier to help with more accurate projections. Mikalson agreed that is a challenge, but this growth is nothing the district could have predicted as it’s across all grade levels. Kinkade suggested reaching out to local realtors and ask they help encourage new families to enroll as soon as possible and share where to register during the summer months. Henry said this summer parents were able to register at the Education Center and about 30-40 families did come in.

#### *Executive Limitation 3 – Treatment of Students, Parents/Guardians and the Public*

Chair Kinkade referenced the report in the board packet, noting the board has had time over the past weeks to review content and asked for any questions.

Andy High asked if the report next year will provide a more reflective look to see how the district is improving from what is presented. Mikalson said yes and plans to provide more specific feedback in all future executive limitation reports to the board. High appreciated the hyperlinks as addendums in the report.

Kinkade asked what QPR stands for. Julianne Repman answered: Question, Persuade, Refer; it is a training for suicide prevention. High asked about school safety protocols in the report and developing an SRO evaluation system. Repman said there is work being done to help define what the police department and districts expectations are of SRO’s in schools. Mikalson appreciates the partnership with SRO’s and work being done in schools around student safety. He also thanked Repman and Sean Reinhart for their work to bring best practices to the district and Central Oregon region in the area of student mental health evaluations and care. Chair Kinkade thanked Mikalson for the level of detail in the report and looks forward to next year’s update.

Stuart Young asked if the board would consider having just one meeting in October. Juba said he would support a motion. Mikalson added he would as well, the additional time could be used by staff to support schools and by the board to work on their goal setting and work plan. **Stuart Young moved to cancel the October 25, 2016 school board meeting. Nori Juba seconded the motion. Unanimous approval.**

#### **Comments**

Stuart Young complimented and thanked Andy High for leading the performance audit review with PlanB. This makes a huge statement for how the district and board value our resources. He also shared his appreciation for The Center Foundation’s presentation and added, the work they do in the district is fantastic.

Meeting adjourned at 7:39 p.m.

Respectfully submitted,  
Andrea Wilson  
9.27.16