

**Bend-La Pine Schools  
Bend, OR 97703  
February 23, 2016**

Regular Meeting  
6:00 p.m.

The Board of Directors of Bend-La Pine Schools will meet in a regular meeting at 6:00 p.m. on February 23, 2016 in room 314 of the Education Center, 520 NW Wall Street, Bend, OR.

**Agenda**

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

**Board Workshop**

Comprehensive Plan Update / Budget Workshop	Superintendent Mikalson
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**Consent Agenda**

Approval of Minutes – February 9, 2016 <i>reference: ORS 192.650 and ORS 332.057</i>	Chair Juba
Approval of Personnel Recommendations <i>reference: ORS 332.505</i>	Jay Mathisen
Governance Process 1 – Governance Commitment	Vice Chair Kinkade
Governance Process 2 – Board Job Description	Vice Chair Kinkade

**Action Items**

Approval of 2016-17 HDESD Local Service Plan	Chair Juba
Calendars: <ul style="list-style-type: none"> <li>• 2016-17 Bend Area &amp; South County Elementary Schools</li> <li>• 2016-17 La Pine Middle and La Pine High Schools</li> <li>• 2016-17 REALMS</li> <li>• 2017-18 Major Dates</li> </ul>	Superintendent Mikalson
Declaration of Inter-District Openings for 2016-17 :: HB 3681 Open Enrollment	Brad Henry
Resolution 1832 : Classified Employee Appreciation Week	Superintendent Mikalson

**Report**

Policy Monitoring - Executive Limitation 10 : Financial Planning	Brad Henry & Zhai Logan
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**Policy Governance**

Governance Process 5 – Board Member Roles	Vice Chair Kinkade
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**Board Comments**

**Adjourn**

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

The Board of Directors for Bend-La Pine Schools met in a regular session on February 9, 2016 in room 314 of the Education Center, 520 NW Wall Street, Bend, OR.

**Board Members Present**

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

**Call to Order**

The meeting was called to order at 6:01p by Chair Juba, the Pledge of Allegiance followed.

**Review of Agenda**

Chair Juba reviewed the updated agenda.

**Public Input**

There was no public input.

**Superintendent's Report**

Superintendent Mikalson reviewed current enrollment numbers, noting Bend-La Pine Schools is now the fifth largest district in the state, and the fastest growing district overall. On February 11 at 6:00p REALMS Kid Fair will take place and is a time used to celebrate and showcase the high quality work of REALMS students. Bend Senior High and Mt. View High School's culinary teams will be competing in Salem in a state-wide culinary competition. Bend Senior High students will be performing February 19 and 20 at the Tower Theatre Acapella Festival. Mt. View High School's FFA teacher, Traci Dulany recently won the One Class at a Time grant from News Channel 21 and their plans to build a greenhouse as part of her program was a featured news story. He complimented all the collaborative work being done across the district.

**Consent Agenda**

**Ron Gallinat moved to approve the Consent Agenda. Andy High seconded the motion. Unanimous approval.**

**Action Items**

*Governance Process 1 – Governance Commitment Style*

Peggy Kindade reviewed the draft in the board packet and noted the updates made from discussion at the last board meeting. Kinkade suggested removing number five, and all board members agreed. Chair Juba suggested adding 'professional development for current board members' to number four, and all board members agreed. Kinkade said she would bring an updated version back to the February 23 meeting.

*Appoint 2016 Budget Committee Members*

Andy High shared an update on the three open budget committee seats, noting two terms had expired: Natasha McFarland and Trent Gardner and Knute Buhler stepped down from his seat. McFarland would like to continue to be a part of the budget committee and applications from Matt Hillman and Rick Olegario were received for the other two openings. High shared Hillman and Olegario were interviewed for the openings, and introduced Olegario and thanked him for his interest. Olegario shared he and his family moved to Bend in 2014 and is impressed with the schools and excited to participate. He congratulated the district on the great work being done and looks forward to making a contribution.

**Andy High moved to reappoint Natasha McFarland and appoint Matt Hillman and Rick Olegario to the Budget Committee. Stuart Young seconded the motion. Unanimous approval.**

*Updated 2016-17 Major Dates Calendar*

Superintendent Mikalson reviewed the updated 2016-17 Major Dates Calendar. December 19 & 20 were originally approved as school days and the last day of school was approved for June 14. The recommendation is to update the calendar and change December 19 & 20 to non-school days, as part of the winter break, and move the last day of school to June 16. Ron Gallinat shared his support for the change, noting the importance of instructional time and how partial weeks of school often have lower attendance rates. Mikalson agreed, adding he has been in conversations with both BEA and OSEA with the proposed changes and appreciated their groups being open to the proposed changes. **Ron Gallinat moved to approve the updated 2016-17 Major Dates Calendar. Julie Craig seconded the motion. Unanimous approval.**

*Approval of Scope of Work for 2013 Bond Performance Review*

Chair Juba introduced the work Andy High has been doing to develop an approach for the 2013 bond performance review. A summary at each board member's seat explained the proposed scope of work and desired outcomes High would like to get Board approval on, and once approved, the district would create an RFP and the process for procurement would begin.

Kinkade asked about the evaluation of how a building is living and working for students and staff, and suggested that be included as part of the evaluation. She has an interest in knowing how a school (i.e., Silver Rail or Pacific Crest) is functioning to possibly consider it become a new prototype. Board members discussed their desired outcomes and Brad Henry explained the process of seeking quotes versus an RFP. Juba, Kinkade and High all favored using the RFP process noting it would allow the district more control in selecting what is evaluated.

Cheri Helt asked if the District's current financial audit reviews bond dollars. Henry said it does but not as in depth as what High's proposal describes. The Board discussed the differences of the financial audit and the proposed bond performance review. Juba commented on the cost of a bond performance review, stating he feels it is a necessary step in evaluating how the district is investing tax dollars, adding the findings could result in tremendous efficiency and savings.

**Ron Gallinat moved to approve the proposed scope of work for the 2013 bond performance review. Andy High seconded the motion. Unanimous approval.**

**Report**

*High Desert Education Service District Local Service Plan*

John Rexford, High Desert Education Service District Superintendent, reviewed the Local Service Plan and shared a snapshot of how the district currently spends its service dollars, noting the plan is much like a menu option where districts pick and choose the services that are of most value. Rexford also shared a handout outlining the goals and outcomes for key areas the HDESD is tracking, more detail and specifics are available on their website. Rexford introduced Scott Reynolds, HDESD Board member, and each offered to answer any questions.

Andy High asked about the 98% decrease in expulsions and what that number represents on the handout. Sean Reinhart helped explain the programs the HESD offers and the support strategies they have in place to assist students. Chair Juba asked what is included in school improvement. Rexford shared interpreters and a regional safety program are two of the biggest line items. Administrative services includes things like the Tamarack facility lease, student support services, etc.

Superintendent Mikalson shared his appreciation of Rexford's work and leadership across the region. Cheri Helt agreed and noted the District's relationship with HDESD is unique and not like many others in the state. She appreciates the commitment they have to our district and supporting students. Helt shared her

concern for an increased need in mental health services and would like to continue the conversation to find ways to support students who are in need. Rexford agreed, noting mental health services is a large focus of the HESD's work and they are connecting with community partners to find better ways to coordinate efforts of all parties to offer mental and behavioral health services.

High asked about the Healthy Beginnings screening number. Rexford explained the number represents individual screening and the two charts are not linked to one another on the handout. Helt asked how the HESD is working to recruit qualified substitute teachers, specifically in specialized areas like math. Rexford said they are making progress and continue to recruit, but it is a tough area and one they are working to improve upon. He noted local universities and recently retired teachers continue to be a great avenue to hire substitutes. He thanked the Board for their continued partnership and encouraged approval of the local service plan. Chair Juba thanked Rexford and Reynolds for their time and work, and said the Board would take action on the plan at the February 23 meeting.

## **Policy Governance**

### *Governance Process 2 – Board Job Description*

Peggy Kinkade reviewed the draft in the board packet. Chair Juba asked about the annual personnel recommendation the Board approves each year moving current teachers and administrators forward in their probationary or contract status. Superintendent Mikalson said that responsibility would fall under legal requirements listed in number two. Kinkade said she would bring this back for review.

### *Governance Process 3 – Board Code of Conduct*

Peggy Kinkade reviewed the draft in the board packet, noting number two has a 'TBD' listed and will coordinate with the Board Operations Policy that has yet to be approved. High asked about board member liability, specifically looking at number five and for clarification of comments made in public session or in more of a casual conversation outside of the board room. Board members discussed number seven and Kinkade suggested including wording about Board members letting the Board chair know when they have interviewed with media and that the Board chair would speak on behalf of the collective Board, however each Board member can speak for themselves and express their individual opinions. Kinkade said she would bring this back for review.

### *Proposed 2016 Board Expenditures*

Chair Juba noted a handout at each seat and said he would like to get agreement from Board members regarding a Board budget and reasonable expenditure items, noting this would be part of the 2016 budget planning process. Juba reviewed monthly allowances for Board member business and travel, he also reviewed other areas such as professional development, community engagement, performance reviews, etc. that would be a part of expenditures. All Board members agreed to Juba's proposal.

## **Board Workshop**

### *Legislative Priorities Discussion*

Chair Juba asked Superintendent Mikalson and Board members to share priorities and concerns regarding the upcoming legislative session. Mikalson shared key issues from the district's standpoint including:

- Every Student Succeeds Act. Mikalson appreciates the work of Salam Noor and the opportunity to continue the conversation around testing and the use of ACT.
- Funding. Current state funding does not support the priorities of education in Oregon. A recent article in the Oregonian placed Oregon 39<sup>th</sup> in the Nation for school funding.
- Initiative Petition 28 (IP28). A possible tax increase to business owners that is targeted to support education. Mikalson also noted IP65 impacts.
- Senate Joint Resolution 204. Another funding measure that Mikalson reviewed and noted COSA is not currently supporting at this time.
- PERS increases. Another funding issue that will negatively impact school funding.

Cheri Helt, an OSBA board member, shared key issues from the perspective of OSBA:

- IP28. Helt shared the revenue generated from this proposed tax can not specifically be defined for education because it must first go to the general fund and then spending is determined by legislators at a later time. What is proposed on the ballot is more of a suggestion for how to spend the dollars.
- PERS. Helt said there will not be any PERS hearings, however she plans to support the Executive Director of PERS, Steve Rodeman, as he presents the impacts of PERS to the Ways and Means Committee on February 15.
- Minimum wage increase. Helt shared the estimated impact to school districts is \$54 million per year.
- Open Enrollment Transfers. The current law is set to sunset in 2017 and it is difficult to know what will happen next. Helt noted this is not as big of a deal to our region as some others around the state.
- Fifth-year program. A proposal from Sara Gelser could possibly impact districts if passed.
- Poverty and Accountability bill. A proposal from Representative Whisnant establishes reporting requirements and accountability measures.
- Early Learning ESD funding. Helt noted there is about \$52 million left in the established budget with nearly \$2 billion worth of remaining requests.

Andy High shared his desire to see testing alternatives as a priority. He would like the District to be a leader in challenging the current assessment system, take a stand and advocate at the state level for using assessment measures that are best for Districts and students. Kinkade agreed, sharing her son who is a Junior in high school, will be taking eight intense, high-stakes tests this year if they choose not to opt out. Julie Craig also agreed and is concerned with the data districts receive, noting many students are test-weary and are not trying or performing at their best. Mikalson understood the concerns and shared the state is currently on a listening tour to gather feedback about assessment. He said, as a District, Bend-La Pine Schools is advocating for flexibility and to pilot comparison testing, and that later this summer district's will receive federal guidance which ODE will take into account of as they make their decision for 2017-18 testing. Discussion ensued about assessment and High shared he would like to see OSBA support a resolution to give districts more control for testing. All Board members agreed assessment reform is a priority.

High shared his concerns around the increased minimum wage, not only the financial impact to the District, but to high school students seeking employment and the pressure on high schools to produce students who are competitive when they enter the workforce right out of high school. High noted the impact the increase could have in future bargaining sessions with employee groups and asked to see projections to better understand the financial impact. Brad Henry will put together scenarios for Board members to review.

Ron Gallinat noted the increase costs associated to Medicaid the state will have to start paying and the financial impact to districts could be significant. Board members continued the discussion of funding and the need to search for creative, out-of-the-box ways to fund public education.

Chair Juba reviewed elements of the IP28 bill, noting the tough position it puts educators in and suggested the Board consider taking a position. Juba shared his reservations and reasons why he is not in support of the bill from both the education supporter and business owner point of view. Helt agreed and feels the word 'education' should be left out if there is not 100% certainty that the dollars will fund education. High shared his frustration with such tax reform and the fact that dollars are not guaranteed to fund education. He would be more open to the bill if it was written differently. High suggested Board members continue the discussion and do more research before taking a formal position. Juba agreed and will make arrangements to bring it back as a future agenda discussion item.

Chair Juba summarized the priorities of the Board: assessment reform, funding priorities, a deeper understanding of the impact of minimum wage increase and to do more research, possibly invite guest speakers, and collectively take a firm stand on IP28. Juba added PERS will be more of a long-term fight and encouraged the Board to work with other Boards across the state to create a strong, unified voice about the negative impacts of PERS to districts. Juba will put together a summary of major issues and next steps for Board discussion.

**Discussion**

*2016 Board Meeting Calendar*

Chair Juba reviewed a draft of upcoming Board meeting agenda for February through June 2016. He noted the June 28 meeting is cancelled due to Superintendent Mikalson and Jay Mathisen being out of the country and he will reschedule the Board review workshop.

Juba noted the visit to one of the Alternative Learning Options the district provides will be a day-time visit. Details of when and where will be shared once confirmed. Board members are invited to attend an Evening of the Arts at La Pine Middle School on April 28 and the May 10 meeting will take place at the Education Center, not Rosland Elementary. Juba also shared he would begin to put together a workshop on IP28 and IP65.

**Board Comments**

Julie Craig attended the Wow Assembly at Marshall High School, which occurs monthly to recognize student attendance and academic success. Craig appreciates the community atmosphere and great work from Marshall High staff. She also attended a Sparrow Assembly at Bear Creek and was excited to see the students and staff excited about the community services options to help support their Sparrow. Craig also met with Katie Legace at Mt. View High and learned about counseling programs staff members are pursuing in an effort to better serve student needs to help avoid disciplinary action.

Andy High thanked Matt Hillman and Rich Olegario for their interest in the Budget Committee and thanked Natasha McFarland for wanting to renew her term.

Chair Juba reminded all of the Troy Field Public Hearing on February 24 at 4:00p. He challenged the City Council to do the right thing for students and the community and shared he feels very strongly, that the District's partner agencies need to do a better job supporting the community at large. He is hopeful for the public facility designation to be removed so the District can complete the sale of the Troy Field property, adding the District has demonstrated a clear need for the resources the sale of the property would provide.

Meeting adjourned at 8:46p.

Respectfully submitted,

Andrea Wilson  
2.9.2016



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

February 19, 2016

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

FROM: Jay Mathisen, Deputy Superintendent  
 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 February 23, 2016. All hires are subject to successful drug testing and background check.

**Certified Hires**

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Dale, Jessica	Art Teacher @ .50 FTE #106053	Summit HS	Temporary	02/23/2016
Hobbs, Alice	K-8 Teacher @ .70 FTE #106051	Westside Village ES	Temporary	02/23/2016

**Certified Retirement**

NAME	POSITION	LOCATION	HIRE DATE/RESIGNED DATE
Flanary, Cheryl	Primary Teacher	Elk Meadow ES	01/06/1986 – 02/29/2016

**Certified Retiree/Retire 2015/16 Only**

NAME	POSITION	LOCATION	HIRE DATE/RESIGNED DATE
Flanary, Cheryl	Primary Teacher	Elk Meadow ES	03/01/2016 – 06/30/2016
Kailey, Janet	Counselor	Mtn View HS	02/23/2016 – 06/30/2016



**HUMAN RESOURCES**

*Education Center*

*520 N.W. Wall Street*

*Bend, Oregon 97703-2699*

*(541) 355-1100*

*Fax: (541) 355-1109*

February 18, 2016

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

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

RE: Classified and Confidential Recommended Hires, Resignations and Retirements

The Human Resources Department recommends approval of the following hires and resignations at the School Board meeting on February 23, 2016.

***Classified Hiring***

<b>Name</b>	<b>Position/Posting No.</b>	<b>Location</b>	<b>Temp/Regular Position</b>	<b>Hire Date</b>
Abrams, Scott	106065 EA – Alternative Education	Summit	Temp 2.5 hrs / day	2/8/16
Cramer, Megan	106042 Speech Language Pathology Assistant	Special Programs	Temp 3.2 hrs / day	2/2/16
Grim, Cynthia	105846 EA – Inclusion	Buckingham	Temp 6.5 hrs / day	2/9/16
Guarascio, Leslie	106063 Media Tech Assistant	Bend High	Reg 8 hrs / day	2/8/16
Helmly, Ann	105846 EA – Inclusion	Lava Ridge	Temp 6.5 hrs / day	2/11/16
Schussler, Andrea	105846 EA – Inclusion	WE Miller	Temp 6.5 hrs / day	2/10/16

***Classified Resignations***

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Resign Date</b>
Askren, Judith	Curriculum Secretary II	High Desert	8/21/06 – 2/29/16
Berghoff, Sara	EA – Student Instruction	Buckingham	9/1/15 – 1/15/16
Buhmann, Amber	Nutrition Server I	Re Jewell	8/24/12 – 2/10/16
Graham, Holly	Nutrition Server I	Buckingham	5/21/15 – 2/29/16
Wetzel, Eric	EA – Inclusion	Cascade	8/27/13 – 2/26/16

***Classified Termination***

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Termination Date</b>
Oxford, Megan	Nutrition Server I	Highland	8/25/15 – 2/2/16



**GOVERNANCE COMMITMENT & STYLE**  
*DRAFT NEW BLS POLICY*  
**GOVERNANCE PROCESS (GP #1)**  
*replaces BDGOV B.1*

*Draft #3*

**Governance Commitment**

The Board, supporting the work of staff, the welfare of students and the interests of the community, holds itself accountable to the citizens of the district by ensuring that all action taken is consistent with law and the Board's policies. The Board's work is guided by the principles of Policy Governance as outlined by John Carver ("Remaking Governance," *American School Board Journal*, March 2000, pp 26-30).

The Board's purpose is to assure that Bend-La Pine Schools achieves the results described in its *Ends* policies and operates within the parameters described in its *Executive Limitations* policies.

**Governance Style**

The Board will govern with emphasis on stated Ends policies, respect diversity in viewpoints, focus on strategic leadership rather than administrative detail, observe clear distinction between the Board and Superintendent roles, make collective rather than individual decisions, and govern proactively rather than reactively.

- 1) The Board will be responsible for excellence in governing. The Board will use the expertise of individual Board members to enhance the ability of the Board as a body, but will not substitute individual judgments for the Board's collective values. Accordingly, members will
  - a) respect decisions of the full board,
  - b) exercise honesty in all written and interpersonal interaction, never intentionally misleading or misinforming each other, and
  - c) make every reasonable effort to protect the integrity and promote the positive image of the district and one another.
- 2) The Board will exercise self-discipline as it applies to attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuity of governance capability.
- 3) The Board will lead and inspire the district through the careful establishment of policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term benefits for students, not on the administrative or programmatic means of attaining those benefits. Accordingly, members will not
  - a) assume responsibility for resolving operational problems or complaints or
  - b) give personal direction to any part of the operational organization.
- 4) Continuous Board development will include orientation of ~~candidates and~~ new members in the Board's governance process. All board members shall participate in ongoing professional development.
- ~~5) The Board will allow no officer, individual, or committee of the board to be an excuse for not fulfilling its commitments.~~
- 6) The Board will monitor its process and performance on an annual basis.
- 7) The Board, by majority vote, may revise or amend its policies at any time.

**BOARD JOB DESCRIPTION**  
*DRAFT NEW BLS POLICY*  
**GOVERNANCE PROCESS (GP #2)**  
*replaces BDGOV B.2*

*Notes: Proposed language is taken primarily from Salem-Keizer's policy but is consistent with the spirit of current BDGOV B.2. The specific roles of board leadership and board committees will be covered in a separate policy.*

*Draft #1*

The job of the Board of Directors is to represent the citizens of Bend-La Pine Schools by providing visionary leadership through policy and practice that ensures the best possible education for students with respect to local, state, national and international standards of excellence.

The Board will operate within all legal requirements and is responsible for the hiring of the Superintendent, adoption of the annual budget, and ratification of collective bargaining agreements.

To distinguish the Board's work from that of the Superintendent and staff, the Board will concentrate its efforts on the following:

- 1) Advocating on behalf of the School District, students, and the constituency it serves.
- 2) Interacting with students, staff, parents, and citizens, both as individual members of the Board and as a whole Board, to gather feedback that may help guide decisions facing the Board.
- 3) Developing written governing policies that, at the broadest levels, address:
  - a) **Ends:** Organizational impacts, benefits, and results for specified recipients and their relative worth (what end result is desired for whom and at what cost);
  - b) **Executive Limitations:** Constraints on executive authority which establish the practical, ethical, and legal boundaries within which all staff activity and decision-making will take place and be monitored;
  - c) **Governance Process:** How the Board will conceive, carry out, and monitor its own work;
  - d) **Board-Staff Linkages:** How authority is delegated and its proper use monitored; the Superintendent's role, authority, and accountability.
- 4) Ensuring the Superintendent's performance through monitoring Ends and Executive Limitations policies.
- 5) Ensuring Board performance through monitoring Governance Process and Board-Staff Linkages policies.
- 6) Ensuring that the Ends are the focus of organizational performance.

2016-17 Bend Area and South County Elementary Schools

	M	T	W	Th	F		M	T	W	Th	F	
July-16					1							
	Independence Day 4	5	6	7	8		New Years Day (observed) 2	3	4	5	6	
	11	12	13	14	15		9	10	11	12	13	
	18	19	20	21	22		MLK Jr. Day 16	17	18	19	20	
	25	26	27	28	29		23	24	25	26	27	
August-16	1	2	3	4	5		30	31	1	2	No School / Work Day 3	
	8	9	10	11	12		6	7	8	9	10	
	15	16	17	18	19		13	14	15	16	17	
	22	23	24	25	26		No School 20	21	22	23	24	
	New Teachers 29	District In-Service 30	Building In-Service 31	Work Day 1	Work Day 2		27	28	1	2	3	
September-16	Labor Day 5	No School 6	First Day 1-9 7	First Day 10-12 8	First Day All K 9		6	7	8	9	10	
	12	13	14	15	16		13	14	15	16	17	
	19	20	21	22	23		20	21	22	23	24	
	26	27	28	29	30		No School 27	No School 28	No School 29	No School 30	No School 31	
	3	4	5	6	7		3	4	5* Elem 11:45a Dismissal	6	No HS 7	
October-16	10	11	12	13	14		10	11	12	No Elem or MS 13*	No Elem or MS 14*	
	17	18	19* Elem 11:45a Dismissal	20	No HS 21		17	18	19	20	21	
	24	25	26	No Elem or MS 27	No Elem or MS 28		24	25	26	27	28	
	31	1	2	3	4		1	2	3	4	5	
	7	8	9	10	Veterans Day 11		8	9	10	11	12	
November-16	14	15	16	17	18		15	16	17	18	19	
	No School 21	No School 22	No School 23	Thanksgiving 24	No School 25		22	23	24	25	26	
	28	29	30	1	2		Memorial Day 29	30	31	1	2	
	5	6	7	8	9		5	6	7	8	9	
December-16	12	13	14	15	16		12	13	14	15	Last Day of School 16	
	No School 19	No School 20	No School 21	No School 22	No School 23		Work Day 19	20	21	22	23	
	No School 26	No School 27	No School 28	No School 29	No School 30		26	27	28	29	30	
	* Three Rivers Middle School Students 10/19/16 are dismissed at 11:45a						* Three Rivers Middle School Students : 3/5/17 are dismissed at 11:45a. 4/13/17 & 4/14/17 will attend school.					

CONFERENCES		
<i>please check with your school for conference schedule times</i>		
Elementary	Middle School	High School
Oct. 26, 2016	Oct. 27, 2016	Oct. 24, 2016
Oct. 27, 2016	Oct. 28, 2016	Apr. 10, 2017
Oct. 28, 2016	Apr. 13, 2017	
Apr. 12, 2017	Apr. 14, 2017	
Apr. 13, 2017		
Apr. 14, 2017		

School Improvement Early Release
Schools on Differing Schedules
No School / Work Day
No School
Holiday

CALENDAR DAYS		
Elementary 172 days	Middle School 173 days	High School 174 days
1st Semester : 86.5 days (2/2/17)	1st Quarter : 45 days (11/8/16)	1st Quarter : 46 days (11/9/16)
2nd Semester : 85.5 days (6/16/17)	2nd Quarter : 42 days (2/2/17)	2nd Quarter : 42 days (2/2/17)
	3rd Quarter : 42 days (4/12/17)	3rd Quarter : 43 days (4/13/17)
	4th Quarter : 44 days (6/16/17)	4th Quarter : 44 days (6/16/17)

2017 Graduations
Mt. View High : 6/8/2017
La Pine High : 6/9/2017
Bend High : 6/10/17 @ 2:00p
Summit High : 6/10/17 @ 7:00p
Marshall High : 6/12/17

draft : 2/16/16

	M	T	W	Th	F		M	T	W	Th	F	
<b>July-16</b>					1							<b>January-17</b>
	Independence Day 4	5	6	7	8	New Years Day (observed) 2	3	4	5	6		
	11	12	13	14	15	9	10	11	12	13		
	18	19	20	21	22	MLK Jr. Day 16	17	18	19	20		
<b>August-16</b>	25	26	27	28	29	23	24	25	26	27		<b>February-17</b>
	1	2	3	4	5	30	31	1	2	No School 3		
	8	9	10	11	12	6	7	8	9	10		
	15	16	17	18	19	13	14	15	16	17		
	22	23	24	25	26	No School 20	21	22	23	24		
<b>September-16</b>	New Teachers 29	District In-Service 30	Building In-Service 31	Work Day 1	Work Day 2	27	28	1	2	3	<b>March-17</b>	
	Labor Day 5	No School 6	First Day 1-9 7	First Day 10-12 8	First Day All K 9	6	7	8	9	10		
	12	13	14	15	16	13	14	15	16	17		
	19	20	21	22	23	20	21	22	23	End of Trimester / No School 24		
<b>October-16</b>	26	27	28	29	30	No School 27	No School 28	No School 29	No School 30	No School 31	<b>April-17</b>	
	3	4	5	6	7	3	4	5	6	7		
	10	11	12	13	14	10	11	12	13	14		
	17	18	19	20	21	17	18	19	20	21		
	24	25	26	27	No Middle School 28	24	25	26	27	28		
<b>November-16</b>	31	1	2	3	4	1	2	3	4	5	<b>May-17</b>	
	7	8	9	10	Veterans Day 11	8	9	10	11	12		
	14	15	16	17	18	15	16	17	18	19		
	No School 21	No School 22	No School 23	Thanksgiving 24	No School 25	22	23	24	25	26		
<b>December-16</b>	28	29	30	1	2	Memorial Day 29	30	31	1	2	<b>June-17</b>	
	5	6	7	8	End of Trimester / No School 9	5	6	7	8	9		
	12	13	14	15	16	12	13	14	15	Last Day of School 16		
	No School 19	No School 20	No School 21	No School 22	No School 23	Work Day 19	20	21	22	23		
						26	27	28	29	30		

**CONFERENCES**

*please check with your school for conference schedule times*

**Middle School**

**High School**

Oct. 27, 2016  
 Oct. 28, 2016  
 Feb. 2, 2017  
 Feb. 3, 2017

Oct. 27, 2016  
 Feb. 2, 2017

School Improvement Early Release

Schools on Differing Schedules

No School / Work Day

No School

Holiday

**CALENDAR DAYS**

**Middle School**

**High School**

**174 days**

**175 days**

1st Trimester :  
 60 days (12/8/16)  
 2nd Trimester :  
 60 days (3/23/17)  
 3rd Trimester :  
 54 days (6/16/17)

1st Trimester :  
 61 days (12/8/16)  
 2nd Trimester :  
 60 days (3/23/17)  
 3rd Trimester :  
 54 days (6/16/17)

**2017 Graduations**

Mt. View High : 6/8/2017  
 La Pine High : 6/9/2017  
 Bend High : 6/10/17 @ 2:00p  
 Summit High : 6/10/17 @ 7:00p  
 Marshall High : 6/12/17

	M	T	W	Th	F		
<b>July-16</b>					1	<b>January-17</b>	
	Independence Day 4	5	6	7	8		New Years Day (observed) 2
	11	12	13	14	15		9
	18	19	20	21	22		MLK Jr. Day 16
<b>August-16</b>	25	26	27	28	29	No School / EL Work Day 17	
	1	2	3	4	5	23	
	8	9	10	11	12	30	
	15	16	17	18	19	1	
	22	23	24	25	26	2	
<b>September-16</b>	New Teachers 29	District In-Service 30	Building In-Service 31	Work Day 1	Work Day 2	No School / Work Day 3	
	Labor Day 5	No School 6	First Day 7	8	9	6	
	12	13	14	15	16	7	
	19	20	21	22	23	8	
<b>October-16</b>	26	27	28	29	30	9	
	3	4	5	6	7	No School / EL Work Day 10	
	10	11	12	13	14	13	
	17	18	19	20	21	20	
	24	25	26	No School / Work Day 27	No School / Work Day 28	No School 27	
<b>November-16</b>	31	1	2	3	4	No School 28	
	7	8	9	No School / EL Work Day 10	Veterans Day 11	No School 29	
	14	15	16	17	18	No School 30	
	No School 21	No School 22	No School 23	Thanksgiving 24	No School 25	No School 31	
<b>December-16</b>	28	29	30	1	2	3	
	5	6	7	8	9	4	
	12	13	14	15	16	5	
	No School 19	No School 20	No School 21	No School 22	No School 23	6	
<b>January-17</b>	No School 26	No School 27	No School 28	No School 29	No School 30	7	
	1	2	3	4	5	8	
	8	9	10	11	12	9	
<b>February-17</b>	15	16	17	18	19	10	
	22	23	24	25	26	11	
	29	30	31	1	2	12	
<b>March-17</b>	5	6	7	8	9	13	
	12	13	14	15	16	14	
	19	20	21	22	23	15	
<b>April-17</b>	26	27	28	29	30	16	
	3	4	5	6	7	17	
	10	11	12	No School / Work Day 13	No School / Work Day 14	18	
<b>May-17</b>	17	18	19	20	21	19	
	24	25	26	27	28	20	
	31	1	2	3	4	21	
<b>June-17</b>	7	8	9	10	11	22	
	14	15	16	17	18	23	
	21	22	23	24	25	24	
<b>July-17</b>	28	29	30	31	1	25	
	5	6	7	8	9	26	
	12	13	14	15	Last Day of School 16	27	
<b>August-17</b>	Work Day 19	20	21	22	23	28	
	26	27	28	29	30	29	
	3	4	5	6	7	30	

**CONFERENCES**

*please check with your school for conference schedule times*

- Nov. 9, 2016
- Nov. 10, 2016
- April 13, 2017
- April 14, 2017

**CALENDAR DAYS**

**170 days**

School Improvement Early Release

Schools on Differing Schedules

No School / Work Day

No School

Holiday

No School / EL Work Day

**2017 Graduations**

- Mt. View High : 6/8/2017
- La Pine High : 6/9/2017
- Bend High : 6/10/17 @ 2:00p
- Summit High : 6/10/17 @ 7:00p
- Marshall High : 6/12/17

	M	T	W	Th	F	
<b>July-17</b>						
	3	Independence Day 4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
<b>August-17</b>	31	1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	New Teachers 28	District In-Service 29	Building In-Service 30	Work Day 31	Work Day 1	
<b>September-17</b>	Labor Day 4	No School 5	First Day 1-9 6	First Day 10-12 7	First Day All K 8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	
	<b>October-17</b>	2	3	4	5	6
9		10	11	12	13	
16		17	18	19	20	
23		24	25	26	27	
30		31	1	2	3	
<b>November-17</b>	6	7	8	9	Veterans Day 10	
	13	14	15	16	17	
	No School 20	No School 21	No School 22	Thanksgiving 23	No School 24	
	27	28	29	30	1	
	<b>December-17</b>	4	5	6	7	8
11		12	13	14	15	
18		19	20	21	22	
Christmas 25		No School 26	No School 27	No School 28	No School 29	
<b>January-18</b>	New Years Day 1	No School 2	No School 3	No School 4	No School 5	
	8	9	10	11	12	
	MLK Jr. Day 15	16	17	18	19	
	22	23	24	25	26	
	29	30	31	1	No School / Work Day 2	
<b>February-18</b>	5	6	7	8	9	
	12	13	14	15	16	
	No School 19	20	21	22	23	
	26	27	28	1	2	
	<b>March-18</b>	5	6	7	8	9
12		13	14	15	16	
19		20	21	22	23	
No School 26		No School 27	No School 28	No School 29	No School 30	
<b>April-18</b>		2	3	4	5	6
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	1	2	3	4	
<b>May-18</b>	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	Memorial Day 28	29	30	31	1	
	<b>June-18</b>	4	5	6	7	8
11		12	13	Last Day of School 14	Work Day 15	
18		19	20	21	22	
25		26	27	28	29	

**Class of 2018 Graduations**

Mt. View High School : June 7, 2018  
 La Pine High School : June 8, 2018  
 Summit High School : June 9, 2018 @ 2:00p  
 Bend Senior High School : June 9, 2018 @ 7:00p  
 Marshall High School : June 11, 2018

School Improvement Early Release
Schools on Different Schedules
No School / Work Day
No School
Holiday

## **Executive Summary**

**Brad Henry, Chief Operations and Financial Officer**

### **2016-17 Inter-District Transfer Openings Under HB 3681 – Open Enrollment**

HB 3681 was enacted by the 2011 legislature and allows a student to attend school in a school district where the student does not have legal residence if the student receives written consent from the school district. Once approved as an inter-district transfer under HB 3681, a student does not need to reapply for annual approval of the inter-district transfer.

The bill did not remove Oregon's traditional methods of inter-district transfer or mutual district agreement. Local school districts have control over the decision of whether to accept students using any of the methods of inter-district transfer and length of time for the approved transfer as described in administrative policy JECB-AP: Admission of Non-Resident Students.

Prior to March 1, 2016, a district School Board must determine and announce the number of students they will accept via HB 3681 for the upcoming school year.

Recommended motion: I move to approve the number of Open Enrollment openings as presented.

**Administrative School District No. 1  
Bend-La Pine Schools**

**RESOLUTION NO. 1832**

**Classified Employee Appreciation Week**

**WHEREAS**, the education of youth is essential to the future of our community, state, country and world; and

**WHEREAS**, classified employees are the backbone of our public education system; and

**WHEREAS**, classified employees work directly with students, educators, parents, volunteers, business partners and community members; and

**WHEREAS**, classified employees support the smooth operation of offices, the safety and maintenance of buildings and property, and the safe transportation, healthy nutrition and direct instruction of students; and

**WHEREAS**, our community depends upon and trusts classified employees to serve students; and

**WHEREAS**, classified employees, with their diverse talents and true dedication, nurture students throughout their school years.

**NOW, THEREFORE, BE IT RESOLVED** that the Bend-La Pine Schools Board of Directors proclaims March 7-11, 2016, to be **CLASSIFIED EMPLOYEE APPRECIATION WEEK**; and

**BE IT FURTHER RESOLVED** that the Bend-La Pine Schools Board of Directors strongly encourages all members of our community to join in this observance, recognizing the dedication and hard work of these individuals.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Signed:

\_\_\_\_\_

Chair

Attest:

\_\_\_\_\_

Superintendent



## **Board Report – Financial Planning and Administration**

February 4, 2016

### **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.

### **Executive Limitation # 10: Financial Planning and Administration**

#### **Financial Planning**

Financial planning shall not:

- Deviate materially from the Board Ends Policies;
- Risk fiscal jeopardy; or
- Fail to be derived from long range planning that adequately considers compensation, programs and operational costs.

Accordingly, the Superintendent shall not present to the Board a recommended budget which:

1. Is not consistent with the Board's established priorities as established in the Ends policies.

Evidence of compliance: The 2015-16 Budget was developed and adopted consistent with the Board's policy and priorities in place at that time. The Board held a budget workshop in February, 2015, inviting the budget committee members. At that meeting we discussed the revenue and expenditure scenarios and budget assumptions to be used. The 2016-17 budget will be developed with the policy language outlined above. These guidelines will be developed in concert with administrative staff, the School Board, and consistent with the Comprehensive Plan. On February 23, the Board will hold a budget workshop, inviting budget committee members. We will discuss the work completed on the District's comprehensive plan, which drives budget investment.

Evidence of non-compliance: None.

2. Is not in a summary format that is understandable to the Board and the community.

Evidence of compliance: The 2015-16 Budget meets the required format as determined in Local Budget Law. In addition, staff often includes additional information to enhance its readability and transparency. Other support information includes:

- Superintendent's Budget Workshop and Budget Message
- Q & A on Proposed Budget

Evidence of non-compliance: None.

3. Does not contain the best available information to enable credible projection of resources and expenditures, separation of capital and operational items, reserves, and disclosure of planning assumptions.

Evidence of compliance: The 2015-16 budget was developed in compliance with Board policies, Local Budget Law, and Oregon Department of Education guidelines. Information from a variety of sources is used to develop financial projections and assumptions. These sources include Oregon Department of Education, local legislators, district lobbyists (Jim and Matt Markee), Confederation of Oregon School Administrators (COSA), Oregon School Boards Association (OSBA), and Oregon Association of School Business Officials (OASBO). Planning assumptions and guidelines for development of the 2016-17 budget will ensure compliance with the policy language outlined above. We follow closely activity in the legislature and regularly speak with the above referenced sources to better understand items that may impact our District.

Evidence of non-compliance: None.

4. Plans for the expenditure in any fiscal year of more funds than are conservatively projected to be available during the year unless otherwise approved by the Board.

Evidence of compliance: The 2015-16 Budget's revenue was developed using a conservative projection taking into the complex nature of State School Fund Formula along with other multiple revenue sources which have proven to be volatile in previous years. The District budgets its expenditures based on historical trend, growth, new budget and legal requirements and a reasonable buffer to absorb revenue reductions or unforeseen increase of expenditures. As an example, we budgeted based on a 49/51 split in the State School Fund instead of the 49.2/50.8 split that was approved by the legislature. Actual revenues and expenditures are tracked against adopted budget and reported to the Board at least on a quarterly basis, more often if there are significant changes.

Evidence of non-compliance: None.

5. Fails to propose a budget in accordance with State Budget Law.

Evidence of compliance: The 2015-16 budget document and budget process was in accordance with State Budget Law. The document contains the level of information required by the State. In addition, we provide additional information to help with year over year analysis. The budget was proposed to the budget committee in a meeting where the ability for the public to provide input was given. The committee approved the budget and a hearing was held by the Board. Prior to June 30, the Board adopted resolutions approving the appropriations level and the operating rate and bond tax amount.

Evidence of non-compliance: None.

6. Fails to disclose a variance from the targeted 5% ending fund balance.

Evidence of compliance: The 2015-16 budget was proposed with a 5% ending fund balance. During the budget process, the 14 member budget committee chose to leave the ending fund balance at

the 2014-15 budgeted level of 4.75%. The 2016-17 proposed budget will include a fund balance at 5% of resources.

Evidence of non-compliance: None.

### **Financial Administration**

With respect to the actual, ongoing condition of the District's financial health, the Superintendent shall not cause or allow:

- A material deviation from the annual budget or budget policy adopted by the Board;
- Any fiscal condition that is inconsistent with achieving the Board's Results, or
- Any fiscal condition that places the long term fiscal stability of the District at risk.

Accordingly, the Superintendent shall not:

1. Expend more funds than have been budgeted in the fiscal year unless authorized by the Board.

Evidence of compliance: The 2015-16 Financial reports track actual revenues and expenditures against adopted budget and have been reported to the Board at least on a quarterly basis. The projected expenditures do not exceed budgets at an aggregate level or at the legal appropriation level. The District is closely monitoring the 2015-16 budget to actual to ensure adherence with the adopted authorization levels.

Evidence of non-compliance: None.

2. Expend funds in a manner that materially changes the intent of the adopted budget unless the change is authorized by the Board.

Evidence of compliance: The expenditures for the 2015-16 Budget have not been materially changed from the adopted resolution appropriations and are in alignment with the intent of the budget as adopted. Schools and departments are required to monitor and evaluate expenditures on a regular basis. At this date, there have been no changes in the District's budget that would require a supplemental budget or resolution transfer in accordance with Local Budget Law.

Evidence of non-compliance: None.

3. Materially indebt the organization unless authorized by the Board.

Evidence of compliance: There has been no material debt incurred during 2015-16 school year.

Evidence of non-compliance: None.

4. Fail to provide financial reports at least quarterly or any time there are significant changes in revenue or expenditures affecting the performance of the current budget and projected ending fund balance. Reports shall not fail to include a recap of changes between the current and previous report.

Evidence of compliance: Two financial reports were submitted to the Board during the first two quarters of 2015-16. Reports include a narrative recapping changes between current and adopted budget, current and previous report, and projected ending fund balance.

Evidence of non-compliance: None.

5. Fail to keep complete and accurate financial records by funds and accounts that conform to Generally Accepted Accounting Principles (GAAP) adopted by the Government Accounting and Standards Board (GASB), Oregon Department of Education's Program Budgeting and Accounting Manual and Oregon budget law.

Evidence of compliance: In our past Comprehensive Annual Financial Reports, our auditors state the district's financial statements "present fairly, in all material respect", the District's financial position in accordance with accounting principles generally accepted in the United States of America. We are operating under the same principles and controls in 2015-16.

Evidence of non-compliance: None.

6. Fail to arrange for the annual independent audit in accordance with Oregon statute and in compliance with requirements related to the expenditure of federal funds.

Evidence of compliance: We are in the process of developing a request for proposal for audit services that will invite proposals from interested audit firms. This process should be complete by the end of March, with the audit firm beginning preliminary fieldwork for the 2015-16 year as soon as April, 2016. The District's Comprehensive Annual Financial Reports have been issued for past three decades in a timely manner, distributed to the School Board and are available to the public. We have been awarded the "Certificate of Achievement of Excellence in Financial Reporting" by the Government Finance Officers Association of United States and Canada (GFOA) and the "Certificate of Excellence in Financial Reporting" by the Association of School Business Officials International (ASBO) for over thirty consecutive years.

Evidence of non-compliance: None.

**BOARD MEMBER ROLES**  
*DRAFT NEW BLS POLICY*  
**GOVERNANCE PROCESS (GP #5)**  
*replaces BDGOV B.4*

*Notes: Current policy is specific to the role of the Board Chair. Current board members requested that we expand this policy to include more detail about other board roles. Sample district policies contain common language; this draft is taken largely from Federal Way, which also treats board roles beyond that of the Chair.*

**Draft #1**

The Board Chair ensures the integrity of the Board's processes and normally serves as the Board's official spokesperson. Accordingly, the Chair has the following authority and duties:

- 1) Monitor Board behavior to ensure it is consistent with its own rules and policies and those legitimately imposed upon it from outside the organization;
  - a) Conduct and monitor Board meeting deliberations to ensure only Board issues, as defined in Board policy, are discussed;
  - b) Ensure Board meeting deliberations are fair, open, and thorough, but also efficient, timely, orderly and to the point;
  - c) Preside over Board meetings in accordance with law and modified *Robert's Rules of Order*;
- 2) Make all interpretive decisions that fall within the topics covered by Board policies on *Governance Process* and *Board/ Superintendent Relationship*, except where the Board specifically delegates such authority to others, using any reasonable interpretation of the provisions in those policies;
  - a) Refrain from making any interpretive decisions about policies created by the Board in the *Ends* and *Executive Limitations* policy areas;
  - b) Refrain from exercising any authority as an individual to supervise or direct the Superintendent.
- 3) Develop, in coordination with the Vice Chair and Superintendent, agendas for Board meetings.
- 4) With input from the board, appoint committee members to standing and ad hoc committees and initiate ad hoc committees to accomplish specific tasks.
- 5) Participate in the orientation of new Board members.
- 6) Coordinate the evaluation process for the Superintendent.
- 7) Lead the board in an annual self-assessment.
- 8) In dealing with the media and the public in general, the president or his/her designee will serve as the spokesperson of the Board.
- 9) The president will respond to public comments and emails on behalf of the Board.

Vice Chair's Role

The vice chair shall preside at Board meetings in the absence of the chair and shall perform all of the duties of the president in case of his/her absence or disability. In the absence of the chair and the vice chair, the Board's most senior member present shall preside.

Individual Board Member Roles

- 1) The authority of individual Board members is limited to participating in actions taken by the Board as a whole when legally in session.

- 2) Board or staff shall not be bound in any way by any action taken or statement made by any individual Board member except when such statement or action is pursuant to specific instructions and official action taken by the Board.
- 3) Each Board member shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item.
- 4) Each member is obligated to attend Board meetings regularly. Whenever possible, each director shall give advance notice to the Chair and Superintendent of his/her inability to attend a Board meeting.

draft #1