

Bend-La Pine Schools
Bend, OR 97703
February 16, 2017

Regular Meeting 5:15 p.m.
Executive Session Immediately Following

The Board of Directors of Bend-La Pine Schools will meet in a regular meeting on February 16, 2017 at 5:15 p.m. in room 314, followed by an executive session under ORS 192.660(2)(a) and (2)(f) in room 312 of the Education Center, 520 NW Wall Street, Bend, OR.

**Note: A supplemental budget will be considered at this meeting.*

Agenda

Call to Order	Chair Kinkade
Pledge of Allegiance	Stuart Young
Review of Agenda	Chair Kinkade
<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 Kinkade
Superintendent's Spotlight of Success : Education Foundation	Superintendent Mikalson

Consent Agenda

Approval of Minutes – January 12, 2017 Reference: ORS 192.650 and ORS 332.057	Chair Kinkade
Approval of Personnel Recommendations Reference: ORS 332.505	Deputy Superintendent Jay Mathisen

Reports

School Closure Report	Superintendent Mikalson
High Desert Education Service District : 2017-18 Local Service Plan	Superintendent Mikalson & HDES D Superintendent Rexford
Executive Limitation 10 – Financial Planning & Administration	Zhai Logan

Action Items

Appoint HDES D Budget Committee Member	Chair Kinkade
Resolution 1848 : Supplemental Budget to Increase Appropriations	Superintendent Mikalson & Zhai Logan
Resolution 1849 : Classified Employee Appreciation Week, March 6-10, 2017	Superintendent Mikalson
Declaration of Inter-District Openings for 2017-18 : HB 3681 Open Enrollment	Superintendent Mikalson

Discussion

Zone 7 Board Vacancy	Chair Kinkade
Education Advocacy	Andy High

Board Comments

Adjourn

Accessible Meeting / Alternate Format Notification

This meeting location is accessible. Please contact Bend-La Pine Schools at 541-355-1001 if you need accommodation to participate in the board meeting. Please call at least three days prior to the scheduled meeting date. Thank you.

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

The Board of Directors for Bend-La Pine Schools met in a regular meeting on January 12, 2017 at Pacific Crest Middle School, 3030 NW Elwood Lane, Bend, OR 97703.

Board Members Present

Peggy Kinkade
Cheri Helt
Julie Craig
Nori Juba
Stuart Young *left at 6:43 p.m.*
Ron Gallinat
Andy High *arrived at 4:18 p.m.*

Call to Order

The meeting was called to order by Chair Kinkade. The Pledge of Allegiance followed.

Review of Agenda

Chair Kinkade reviewed the agenda and recommended the following adjustments:

- Postpone the Education Foundation Spotlight of Success Report
- Postpone the Board Work Plan Discussion on Parent Engagement

All board members agreed to the amended agenda.

Superintendent Comments

Superintendent Mikalson spoke about the challenges the district faced today at the Kenwood campus and across the district. He expressed his sincere thanks that no one was hurt. Mikalson thanked parents, students and staff for clearing all buildings and facilities by 10:55 a.m. and added, all events and activities across the district have been cancelled.

Mikalson reviewed the work being done immediately with structural engineers and consultants to evaluate all roofs in the district. The Kenwood gymnasium was demolished today as a safety precaution and Mikalson expressed his thanks for Bend Fire and Police for their response and help. Mikalson complimented the district maintenance crew for the extended hours they have been working over the past weeks and will most likely work in the next days.

Mikalson noted January is School Board appreciation month and today, he is appreciative of the leadership from the board and thanked them for their support.

Aside from the events of today, Mikalson explained the changes to the school calendar that were recently announced to make up instructional time lost with the many recent snow days that cancelled school. He will continue to work with Salam Noor and the Oregon Department of Education regarding lost instructional hours due to today's unforeseen circumstances. Julie Craig asked if snow days are built into the school calendar. Mikalson said no and explained with the recent changes in educational hour requirements, districts no longer have two emergency closure days to help offset lost hours.

Cheri Helt shared she was at Kenwood this morning and helped while students were evacuated. She too, is thankful no one was hurt in the collapse of the gymnasium. Helt thanked Dan Dummit for his assistance in securing the Kenwood campus, adding the work of our staff today was above and beyond. Mikalson agreed and shared his thanks to the transportation department staff who provided a safe and warm place for students and helped get many home safely.

Nori Juba shared his appreciation for the quick response and commended the district for good judgement and action during this situation. He asked what snow removal efforts were made before today and what future plans for snow removal include. Going forward, it is important to review current practices and procedures, look at how the district can improve and what preventative measures can be put into place.

Public Input

There was no public input.

Discussion

Ends Report / Superintendent Evaluation

Superintendent Mikalson presented a report on the eight ends the board has defined as goals for the district. The report provided data to the board for each of the ends and Mikalson explained how data was gathered, measured and in March, he will discuss next steps as the district continues to work on strategies for improvement.

Nori Juba explained, Mikalson's evaluation includes presenting ends data to the board in January of each year with a follow up presentation in March or April on the districts next steps. He appreciated the thorough information and data provided by Mikalson. Stuart Young commended staff for all the work and what has been put together tonight for the board.

Chair Kinkade commented, she intended to ask Mikalson, at the beginning of this discussion if he would be comfortable in sharing this data publicly, noting some questions have been raised about reviewing this data in executive session. Mikalson agreed to sharing the data publicly. Kinkade thanked Mikalson and suggested a process for the board to move forward in terms of his evaluation. She is hopeful tonight's discussion will help board members put together a score that she and Andy High will summarize and share at a future board meeting. She encouraged board members to reflect on the volume of data and consider ways to make it easier in upcoming years. Kinkade asked Mikalson to put together an executive summary of the presentation to prioritize and highlight to help board members through their scoring process.

Nori Juba announced his resignation from the board effective February 28. He said it has been a good 11 ½ years and his departure is due to work and personal commitments outside of the area that do not allow him to devote the time and effort he would like; however, he is committed to fully participate through the month of February. Chair Kinkade thanked Juba for his incredible work and service. Superintendent Mikalson agreed, adding he has always appreciated Juba's thinking and partnership and thanked him for the many ways he helped the district grow.

Chair Kinkade asked board members what they would like to do to fill Juba's vacant seat, noting his Zone 7 term is up on June 30, 2017. Ron Gallinat said historically, the board has appointed a person, and given the work that lies ahead, he would suggest an appointment and advertising the opening immediately, with the intention of appointing the new board member in February. Julie Craig agreed.

Andy High would like to see the position left open for the election, and once the election is decided, the board could appoint the candidate at that time. Cheri Helt would like to appoint and feels the wisdom of seven people to lead the district is more powerful than six, especially with all the work coming in the Spring. Stuart Young was undecided. Juba commented, the board has had a good track record of appointments and while he sees the value of High's opinion, he feels it is important to get the right person appointed quickly to help continue the board's work.

Kinkade suggested posting the opening, have applications due in early to mid-February which would provide the board an opportunity to vet candidates and possibly appoint in late February. Kinkade called for a motion to accept Juba's resignation.

Ron Gallinat moved to accept Nori Juba's resignation, effective February 28, 2017. Julie Craig seconded the motion. Cheri Helt opposed Juba's resignation. Six yay votes and one nay from Helt. The motion carried 6-1.

Ron Gallinat moved to publicize the Zone 7 opening and set an application due date of February 9, 2017. Julie Craig seconded the motion. High asked what process would be if the board receives numerous applications. Gallinat and Helt shared what past appointments of the board have included and Chair Kinkade said the process will include the full board and the number of applications will determine the interview process. **Andy High opposed Gallinat's motion. Six yay votes and one nay vote from High. The motion carried 6-1.**

Chair Kinkade asked that the vacancy be advertised as soon as possible.

Bond Recommendation : May 16, 2017 Election

Superintendent Mikalson noted the Sites and Facilities report from the December 13, 2016 board meeting in which a final recommendation on projects and costs was presented to the board. Tonight, the intention of the board was to take action on recommending a bond measure be put on the May 16, 2017 ballot. Chair Kinkade asked if the board would like to move forward with this discussion and/or decision considering the events today.

Cheri Helt asked how the damage and issues from today will be paid for and if the district will be able to dictate the best replacement for what was lost with insurance dollars. Mikalson said the district is working with our insurance carrier to answer those questions and will continue to keep the board updated. Helt said it is difficult for her to have conversations of a bond measure and not fully know the answers given the current situation.

Andy High would like to move forward with the bond recommendation, noting that if the Tuesday meeting, which was rescheduled for today due to weather, had taken place, the board would have considered the bond recommendation. The events of today should not impact moving forward and he would like to begin the conversation with voters about the needs of the district, because those needs have not changed.

Ron Gallinat asked if the board would be approving the exact list of projects presented on December 13. Kinkade said yes. High reiterated today's events do not change the needs identified from the Sites and Facilities Committee, and in some ways, what happened today emphasizes the reason why a bond is necessary; because school maintenance is funded from bond dollars. Kinkade agreed, and feels the board and district need to move forward to take care of our facilities. Stuart Young agreed, adding that the board may need to come back and add or amend the recommended projects considering today and what may unfold in the next days at district facilities. Juba also agreed and feels the timing is critical adding there are 14 schools identified on the project list with roofing repairs and/or upgrades. He supports the recommendation from staff.

Superintendent Mikalson agreed, noting the needs identified from the Sites and Facilities work are still the same and district believes are needed. The ballot title resolution has not been prepared for the board to take action on tonight, but he suggested the board could vote on the recommendation from staff made on December 13, understanding there may be necessary changes that could be noted in the final resolution. Chair Kinkade agreed and asked for a motion.

Andy High moved to approve the staff recommended project list presented at the December 13, 2016 meeting with the expectation of amendments when the official resolution is presented at a future meeting for the amount of \$268.3 million dollars. Julie Craig seconded the motion. Unanimous approval.

Consent Agenda

Chair Kinkade reviewed the Consent Agenda and noted the updated Classified Personnel Report at each board member's seat.

Andy High moved to approve the Consent Agenda as amended. Stuart Young seconded the motion. Unanimous approval.

Reports

Financial Report

Zhai Logan thanked the board for their service, adding today was a clear demonstration of what a special district and community we have. Even with her upcoming departure from the district, she will continue to find ways to

serve the community. Logan said there are no major changes from the last financial report. A future consideration will be the dollars associated to today, weather expenses, possible staff overtime, etc. She will continue to update the board on the financial impact. Logan is also working to track and manage emergency costs as some will be reimbursable expenses. She noted, her primary concern is to process January payroll considering her staff are not able to be in their office, however, she is confident her team will make it happen. Superintendent Mikalson thanked Logan and her team along with the staff members in Human Resources and Technology who have been wonderful during the recent calendar adjustments.

Stuart Young said Logan is the definition of professionalism and respect. She defines what he wants to see across the district, thanked her for her service to the district, and hopes she will continue to be involved. Young also expressed his thanks to Nori Juba for his service, vision and dedication to the board. He complimented district staff for their action today.

Kinkade thanked Logan for the report.

Action

Board Education Foundation Commitment

Chair Kinkade met with the Education Foundation's new director, Lisa May, and had a great clarifying conversation to define a school board member's role on the Education Foundation board. Ron Gallinat has agreed to fill the school board member's role on the Foundation's Board. Kinkade thanked Gallinat and expressed her appreciation for the partnership between the district and the Education Foundation.

Board Comments

Andy High shared his frustration and will connect with Superintendent Mikalson on specifics. He noted the Plan B report suggested a third-party maintenance review of facilities and he will continue to stress the importance of a fresh set of eyes looking into district practice and projects.

Cheri Helt thanked all staff who went above and beyond today and focused on student safety.

Chair Kinkade agreed with Helt and appreciates the leadership of Superintendent Mikalson and his team; the board supports and are behind them.

Meeting adjourned at 6:37 p.m.

Respectfully submitted,
Andrea Wilson



HUMAN RESOURCES
Education Center
 520 N.W. Wall Street
 Bend, Oregon 97703-2699
 (541) 355-1100
 Fax: (541) 355-1109

DATE: February 10, 2017

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 16, 2017. All hires are subject to successful drug testing, background check, and Oregon licensure.

CERTIFIED HIRES

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Chiavetta, Alexandria	Lang Arts/Social Stds .333 106504	Bend Sr HS	Temporary	02/16/2017
Gates, Angela	Primary Teacher 106505	High Lakes ES	Temporary	02/16/2017
Mumm, Jason	Robotic Teacher @ .25 FTE 106142	La Pine HS	Temporary Full-time	02/16/2017

CERTIFIED RESIGNATION

NAME	POSITION	LOCATION	HIRE /RESIGN DATES
Drew, Angela	Primary Teacher	High Lakes ES	08/01/2012 – 12/17/2016
Hunter, Zoe	Counselor @ .60 FTE	Pine Ridge ES	08/26/2014 – 02/24/2017
Miller, Richard “Dan”	Music Teacher @ .60 FTE	Highland ES	08/29/2016 - 02/12/2017
Reynolds, Tracy	Behavior Specialist	Special Programs	08/28/1985 – 06/30/2017
Zimmerman, Sharon	ERC/Special Programs	Bear Creek ES	03/28/1994 – 02/28/2017

CERTIFIED RETIRE/REHIRE 2016/17 ONLY

NAME	POSITION	LOCATION	REHIRED/END DATE
Zimmerman, Sharon	ERC/Special Programs	Bear Creek ES	03/01/2017 – 06/30/2017



HUMAN RESOURCES

Education Center

520 N.W. Wall Street

Bend, Oregon 97703-2699

(541) 355-1100

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February 9, 2017

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

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

RE: Classified Recommended Hires and Resignations

The Human Resources Department recommends approval of the following hires and resignations at the School Board meeting on February 16, 2017

Classified Hiring

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date
Hicks, Teresa	#106508 EA - Inclusion	Cascade	Temp 6 hrs / day	1/31/17
Kerrick, Shona	#106221 EA – Inclusion	RE Jewell	Temp 6.5 hrs / day	1/3/17
Russell, Katharine	#106516 Attendance Secretary II / School Secretary I	La Pine High	Reg 8 hrs / day	1/26/17
Mansfield, John	#106506 Bus Driver	La Pine Transportation	Reg 4.5 hrs / day	1/17/17

Classified Resignations

Name	Position	Location	Resign Date
Beem, Deborah	Bus Driver	Transportation	8/10/12 – 2/3/17
Claussen, Sandra	EA – Student Instruction	Bear Creek	9/15/14 – 2/9/17
Davis, Pam	IT Analyst	Technology	7/7/05 – 3/31/17
Gourley, Sarah	EA – Pre-K	Bear Creek	9/29/15 – 2/9/17
Hicks, Teresa	EA – Inclusion	Pine Ridge	2/8/16 – 2/9/17
Hill, Gary	Custodial Foreman	Buckingham	5/6/93 – 1/31/17
Howey, David	Custodial Assistant II	High Lakes	2/18/00 – 1/31/17
Karlowicz, Tonya	Attendance Secretary II / School Secretary I	La Pine High	10/17/05 – 1/20/17
Wandersee, Jacqueline	EA – Pre-K	Bear Creek	9/9/16 – 2/15/17

Report on School Closures

Shay Mikalson
Superintendent

February 2, 2017

Three weeks ago, while helping to make breakfast for staff at one of our middle schools, I was pulled aside by a member of my executive team. He told me that he had just received word of a possible roof collapse at one of our elementary school gyms.

I hope that the following account of what we did next, and through the following weeks, will serve as a historical record for the leaders who will succeed me in the decades to come, a chronicle of events and a path forward.

It is my hope that our readiness, response and recovery may be used by Bend-La Pine Schools and other school districts as model lessons for critical self-reflection on appropriate, proactive response to extreme weather events, like the 100-year snow storm our community has just endured.

Respectfully submitted,

Shay Mikalson
Superintendent, Bend-La Pine Schools

PREVENTION, RESPONSE AND RECOVERY TIMELINE

December 5, 2016

Bend-La Pine Schools maintenance staff begin working to remove snow from our school grounds as the first snowflakes of the winter season began to fall.

December 8, 2016

The effects of the first significant snowfall of the year begin to impact area roadways and the district calls for a 15-minute early release for middle and high school students to allow teen and bus drivers more time to navigate the quickly changing conditions affecting roadways.

December 13, 2016

The second significant snowfall hits Central Oregon. Crews begin working full time to clear snow from school sites.

December 14, 2016

School is canceled on December 14 due to the snow accumulations that make removal from area roadways a significant challenge.

December 15, 2016

School is canceled on December 15 due to the snow accumulations that make removal from area roadways a significant challenge.

Three crew members are called to Cascade Middle School to clear roof drains of ice and snow. They each spend three hours shoveling snow from areas on the school roof.

December 16, 2016

After heat tape fails on the roof, crew members are called to Kingston School to clear snow and ice from around roof drains and scuppers with snow shovels. An electrician returns on December 19 to spend the entire day removing snow and remedying the heat tape issue.

Two crew members respond to Sky View Middle School to remove snow from the roof with shovels after leaks are reported inside the cafeteria. They spend five hours remedying the issue.

Three crew members work at Cascade Middle School to clear snow from around drains on the roof to prevent leaking issues and ice damming. They spend two hours on the school roof.

One crew member heads to Marshall High School to spend an hour clearing snow and ice from trouble spots on the roof. Two men return on December 19 to remove more snow and ice and resolve the issue.

With leaks reported at Bend Senior High School, one man spends five hours clearing snow from around drains on the roof with a shovel.

December 19, 2016

The two-week winter break begins. With snow beginning to accumulate with intemperance on school parking lots, bus loops and sidewalks, crews begin working daily through the break, including weekends, to keep up with the ever-increasing snow buildup.

Two crew members return to Sky View Middle School after new leaks appear in the cafeteria. After two hours of work with snow rakes and shovels to remove snow and ice from the roof, the issue is resolved.

Two men work with snow rakes and shovels for four hours to clear snow and ice from the rooftop of Mountain View High School's west gym after reports of leaks coming through windows. One crew member returns on December 20 to confirm that the issue is resolved.

December 20, 2017

One crew member spends two hours clearing snow and ice from the Kenwood gym roof with a shovel after leaks appear in the gym. A team member returns on December 21 to confirm that the issue is resolved.

December 28, 2016

Crews begin clearing snow and ice from the Three Rivers School roof using snow rakes and shovels, due to leaks in the library.

January 2, 2017

Maintenance crew members are joined by additional team members as they begin working day and night – 20 hours a day – to keep up with the snow falling as a result of the storm.

January 3, 2017

Students return to school, following their winter break.

January 4, 2017

School is canceled, as another storm pounds the area with snow.

January 5, 2017

Two electricians return to Kingston School to clear frozen roof downspouts of snow and ice after discovering an issue with heat-tape on the roof. The issue is resolved after they return power to the heat tape.

One crew member spends an hour clearing roof drains of ice and snow using a shovel at Buckingham Elementary School, after leaks are reported in classroom C22, which resolves the issue.

Two crew members spend two hours removing ice and snow with snow rakes and shovels from the roof of the north alcove, after leaks are reported at La Pine Elementary School.

Two team members spend an hour removing snow and ice accumulations with snow rakes and shovels from the roof at Three Rivers School after new leaks in the library and hallways are reported. They return on Jan. 6 for another four hours and remedy the issue.

January 6, 2017

Bend-La Pine Schools calls for a two-hour delayed start for La Pine and Sunriver area schools, due to road conditions.

New leaks at Kingston School require two team members to return to remove ice and snow with shovels from the roof above the kitchen, rotunda and front conference room. One additional team member returns on January 10 and spends three hours finalizing the fix.

Crews return to Cascade Middle School to remove snow and ice with shovels, which resolves leaks in the roof over classroom D4.

January 9, 2017

As snow continues to amass on school sites and another storm is forecast to drop more snow in the area, the district's roofing consultant is called to provide an assessment of school roof snow loads.

The district calls for a 15-minute early release for middle and high school students to allow teen and bus drivers more time to navigate the quickly changing conditions affecting roadways.

One team member reports to Sky View Middle School and spends two hours working on the roof to remove snow and ice dams over the cafeteria, which are causing leaks into the school. He resolves the issue.

The custodian for Thompson School spends an hour removing snow with a shovel from downspouts and scuppers on the roof.

The school custodian begins removing ice dams and snow with shovels from the roof at R.E. Jewell Elementary School.

Crews begin removing snow and ice dams from the roof on the east side of the Distribution/Warehouse building.

Crews return to Kenwood School to remove snow and ice dams with snow rakes and shovels from above classrooms 1, 2, 9 and 11 and to clear new ice dams from the roof. They will continue to monitor these leaks until the snow has melted.

One team member reports to Elk Meadow Elementary School to remove snow and ice dams with snow rakes and shovels from the roof, which was leaking in A-Hall at Elk Meadow. Once the snow and ice is removed from trouble areas, the issue is resolved.

One crew member spends three hours at Kingston School clearing snow and ice from the roof with a snow shovel after new roof leaks are reported.

January 10, 2017

School is canceled as local agencies struggle to keep roadways passable as more snow continues to fall in the Bend and south county areas.

11:07 a.m. A-TECH Northwest, a roofing consultant, who was called on January 9, responds back with a structural engineer's recommendation to begin removing snow depths more than 1.5 to 2 feet of snow.

Two men spend an hour clearing roof drains of ice and snow, which are causing leaks, at Ensworth Elementary. The leaks are eliminated after this work.

After leaks are reported above the Athletic Office at Summit High Schools, two men spend four hours on the roof clearing the roof drains that were contributing to leaks of snow and ice.

January 11, 2017

School is canceled as local agencies struggle to keep roadways passable as more snow continues to fall in the Bend and south county areas.

7:00 a.m. With school not in session for students, crews clear roofs based on priority of leaks and other structural issues/concerns.

With knowledge that the roof drain on the Kenwood library rooftop habitually freezes up, two crew members spend eight hours and another spends four hours, doing preventative snow and ice removal on the roof.

Two crew members spend eight hours at Pilot Butte Middle School removing snow from the gym roof, using two snow blowers, to reduce snow load.

Crews continue to remove snow from school sites across the district.

This was the first time in known history that crews were dispatched to remove snow from Bend area school roofs. (Records indicate that even during the historic 1992-93 snow storms, no snow was removed from roofs of Bend-area schools. The only school that had snow removed during the 1992-93 storms was La Pine High School.)

January 12, 2017

7:00 a.m. Teams are on the La Pine High School roof with five snow blowers beginning to remove snow from flat rooftops.

7:00 a.m. Just before 7:00 a.m., a report of a concern at Kenwood's gym is called into the Executive Director of Facilities. He and the Custodial Supervisor drive to the site and discover

that the roof has collapsed. It is estimated that 24-30 inches of snow had accumulated on the roof, potentially more where snow had drifted.

7:25 a.m. Superintendent Shay Mikalson makes the decision to cancel school districtwide for Thursday, January 12 and Friday, January 13. The executive team is alerted and the Bend-La Pine Schools mass notification process is activated.

7:56 a.m. An emergency communication is sent to families and media with school closure information. Information is also shared on the district website and social media channels and via a media release.

Morning Staff begin reporting possible roofing concerns at the Education Center, Buckingham Elementary School, Juniper Elementary School, La Pine High School, and R.E. Jewell Elementary School. Students at some Bend area schools are moved out of their buildings and placed on school buses as a safety precaution. They are reunified with parents from the buses or driven home, with parent permission, via school bus.

10:00 a.m. A roofing consultant and structural engineers are added to the district's contractor team and begin emergency assessments for structural integrity at all district properties.

10:55 a.m. All students and staff are evacuated from facilities districtwide by 10:55 a.m. The district emergency response team is cleared to work from Pacific Crest Middle School. All buildings are clear and closed. The team is joined by members of the Bend police and fire departments.

11:03 a.m. A text message alert is sent letting families know students were cleared of buildings at 10:55 a.m.

12:20 p.m. A press release lets media know schools have been cleared and are closed and provides the community more details of the unfolding situation.

Afternoon R.E. Jewell Elementary School is flagged by structural engineers as having structural issues.

Afternoon Emergency responders call for demolition crews to take down the Kenwood gym as a safety measure, as they believe leaving the partially collapsed gym standing is a significant safety issue. Department of Environmental Quality is also on site and supported the emergency demolition of the building. Roofing material samples are collected for asbestos testing.

3:00 p.m. The Deschutes County Joint Information Center report that Bend area homes and commercial properties are experiencing roof collapses.

5:00 p.m. Roof assessments are complete for Thompson School, Kenwood School, Ensworth Elementary School, Education Center, La Pine Elementary School, La Pine Middle School,

Rosland Elementary School, La Pine Transportation, La Pine High School, R.E. Jewell Elementary School, Bear Creek Elementary School, Buckingham Elementary School, Mountain View High School, Marshall High School, Cascade Middle School, Kingston School, Transportation, Distribution, Ponderosa Elementary School, Pacific Crest Middle School and updates are delivered during stand-up meeting with structural engineers and district leadership. Pilot Butte Middle School, Juniper Elementary School and Bend Senior High School assessments are started, but not completed.

6:00 p.m. A review of records shows that the Kenwood gym had no structural upgrades since it was built in 1950. Results of the Sites and Facilities review of all school roofs in 2015, by A-TECH Northwest, rated the roof condition as poor, but did not identify any potential structural issues with the Kenwood gym roof.

January 13, 2017

8:00 a.m. Crews continue to work to clear snow from more than 2 million square feet of roofs across Bend-La Pine Schools. More than 100 staff members and local contractors are at school sites clearing roofs. Structural engineers and staff also continue to inspect facilities and roofs throughout the district.

1:00 p.m. A letter from Superintendent Shay Mikalson is published via district website and social media channels to keep the community informed of progress.

3:30 p.m. An update to staff and the community is released via web, social media and media.

5:00 p.m. Facility updates are delivered during a stand-up meeting with structural engineers and district leadership.

Facilities assessed by structural engineers today include: Pilot Butte Middle School, Juniper Elementary School, Bend Senior High School, REALMS, Tamarack, Transition Co-op, Bend International School, Elk Meadow Elementary School, High Lakes Elementary School, Lava Ridge Elementary School, W.E. Miller Elementary School, Pine Ridge Elementary School, Silver Rail Elementary School, Three Rivers School, Maintenance, High Desert Middle School, Sky View Middle School and Summit High School. This completes all initial facility assessments by structural engineers.

R.E. Jewell Elementary School remains the only school building or facility assessed to have structural damage.

January 14, 2017

8:00 a.m. Crews continue to work long hours to clear snow from Bend-La Pine Schools' roofs.

4:00 p.m. During stand-up meeting with structural engineers and district leadership it is learned that snow removal was underway on rooftops around the district. Snow is scheduled to be cleared in the coming days.

5:15 p.m. An update to staff and the community is released via web, social media, and media.

January 15, 2017

8:00 a.m. Maintenance and custodial crews, in partnership with local contractors, work throughout the day again today to continue clearing snow from Bend-La Pine Schools' rooftops.

8:00 a.m. Structural repairs begin at R.E. Jewell Elementary School. Vertical and diagonal sections of existing web trusses that had cracked due to snow load have to be replaced. These wood beams are replaced with steel members.

4:00 p.m. Daily stand-up meeting with structural engineers and district leadership.

6:00 p.m. An update to staff and the community is released via web, social media, email and media.

January 16, 2017

8:00 a.m. More than 180 personnel, including maintenance and custodial staff members and local contractors, continue to work to clear snow from Bend-La Pine Schools' roofs and away from buildings.

8:00 a.m. Insurance adjustors arrive at Kenwood School.

8:00 a.m. In preparation for anticipated flooding concerns, seven excavation contractors are contacted and begin to mobilize in preparation for the next wave of weather challenges by removing snow accumulations away from school buildings.

4:00 p.m. Daily stand-up meeting with structural engineers and district leadership. Team determines that sufficient snow had not yet been cleared from rooftops to allow for occupancy. Additionally, snow being removed from rooftops has significantly accumulated around the perimeter of buildings. Time is needed to have contractors move snow away from our facilities to allow access to buildings and to meet State Fire Marshal code.

Additionally, the two sites that house the district production kitchens are not ready, which would have meant that district staff could not have provided school meals.

6:00 p.m. The nightly update to staff and the community is released via web, social media, email and media.

10:00 p.m. The district releases FAQ on its website and social media channels.

January 17

8:00 a.m. More than 180 personnel, including maintenance and custodial staff members and local contractors, continue to work to clear snow from Bend-La Pine Schools' roofs and away from buildings.

Morning Report is returned to Bend-La Pine Schools that states the roofing materials at Kenwood's gym did not contain asbestos, according to testing by Paulsen Environmental Consulting, Inc.

According to Steve Paulsen, "Because of ongoing remodels and abatements over the last 30 years, the only remaining suspect asbestos-containing materials in the gym building was the roof - it was tested and no asbestos was found."

The Kenwood AHERA Management Plan is made available for review at the Maintenance Office.

4:00 p.m. Daily stand-up meeting with structural engineers and district leadership. Determined that the following 30 schools, programs, and facilities are cleared for occupancy and would open at their regular time starting Wednesday, January 18: Administration Building—Education Center, Thompson School, Bear Creek Elementary School, Buckingham Elementary School, Ensworth Elementary School, High Lakes Elementary School, Kenwood School, Juniper Elementary School, La Pine Elementary School, R.E. Jewell Elementary School, Rosland Elementary School, Silver Rail Elementary School, Three Rivers School, Kingston School, Cascade Middle School, High Desert Middle School, La Pine Middle School, Sky View Middle School, Bend Senior High School, La Pine High School, Marshall High School, Mountain View High School, Summit High School, Tamarack, Transition Co-op, Maintenance, Transportation - Bend, Transportation - La Pine, Warehouse/Distribution and Bend International School.

6:00 p.m. An update, letter from Superintendent Shay Mikalson, and updated FAQs are shared via social media, email and media. A separate, school-specific letter is sent to families from Kenwood and R.E. Jewell elementary schools.

Evening R.E. Jewell Elementary repairs are completed; this includes installation of new vertical and diagonal sections of web trusses and structural posts. Structural engineers and City of Bend staffers deemed the school sound and ready to re-open.

January 18, 2017

8:00 a.m. Teams continue to work to clear snow from Bend-La Pine Schools' rooftops and away from buildings.

4:00 p.m. Daily stand-up meeting with structural engineers and district leadership. Determine that four additional schools, programs, and facilities are cleared for occupancy and will open at their regular time starting Thursday, January 19: Lava Ridge Elementary School, Ponderosa Elementary School, Pacific Crest Middle School and REALMS.

The following four schools would remain closed to allow for continued snow removal: Elk Meadow Elementary School, Pine Ridge Elementary School, W.E. Miller Elementary School and Pilot Butte Middle School.

4:42 p.m. The nightly update to parents, staff and the community is released via web, social media, email and media.

January 19, 2017

6:00 a.m. Contractors continue to work to clear snow from Bend-La Pine Schools' roofs and away from buildings.

7:00 a.m. A new daily protocol is implemented for custodians:

Outdoors:

Continue to knock down icicles and clear ice dams as they build up around entrances and walkways. Continue to keep roof drains clear and ensure there are no ice dams on eaves. Continue to remove snow away from buildings.

At schools with upper roofs that can shed snow onto lower roofs: Before school each morning, and again after school, check for excessive sliding or drifting with concentrated snow loads that may be in the valleys or built up behind obstructions.

At schools with flat roofs: Check scuppers and downspouts to confirm water is flowing and clear any ice or snow blockage.

Indoors: Monitor any interior roof leaks and identify location on top of roof in order to clear ice damming, check for drywall cracks or ceiling tile sagging.

4:00 p.m. Daily stand-up meeting with structural engineers and district leadership. All schools, programs, and facilities are cleared to re-open on Friday, January 20.

6:00 p.m. The nightly update to staff and the community is released via web, social media, email and media.

January 20, 2017

8:00 a.m. Crews continue to remove snow from Elk Meadow Elementary and W.E. Miller Elementary schools' roofs while contractor teams continue to remove snow from around buildings and in parking lots through January 22.

January 23, 2017

8:00 a.m. Bend-La Pine Schools anticipates continuing to remove snow from school sites through February.

10:00 a.m. The Oregon Emergency Management Incident Damage Assessment is forwarded to Deschutes County Emergency Management for FEMA Public Assistance funding consideration.

LESSONS LEARNED, SUMMARY

Superintendent Shay Mikalson and the executive team support the work done prior to, and throughout, the December 2016 and January 2017 storms that pummeled Deschutes County. They applaud work done by the maintenance and custodial crews, as well as contractors, to remove snow and reopen schools.

While research found many things that worked well, staff learned some things to do differently during future storms.

While a storm such as this one is unlikely to occur in the near future, Bend-La Pine Schools leadership team wants to do its best to be prepared for whenever a large storm event occurs. The district is making some changes to its practices to ensure district staff have clear instructions and procedures to follow.

Bend-La Pine Schools has implemented a new process for custodians, as described previously in the timeline above, to utilize during snow storms. This new procedure will be the practice going forward. Staff also learned the importance of monitoring snow levels regularly on roofs when snow begins to accumulate and regular monitoring will become an established practice. Moving forward, the district will work with structural engineers and be more proactive to close schools when mass snow accumulations occur on our roofs. While school closures cause unexpected disruption to families and students, they are necessary in order to remove snow from schools. District staff learned that snow removal from district roofs may need to take place while facilities are empty. With staff and contractors working together, removing snow from facility roofs will take days to complete.

Staff will also be tasked with checking snow depth daily on flat roofs when accumulations are at or above 12-inches in the Bend area and at or above 18-inches in Sunriver and La Pine. (Facilities in south county are built to a heavier snow load.) Once the snow threshold has been reached, a structural engineer will be contacted to determine next steps regarding current snow load/weight and removal strategies, if necessary.

Facilities with flat roofs include: Education Center, Thompson School, Bear Creek Elementary School, Buckingham Elementary School, Juniper Elementary School, R.E. Jewell Elementary School, Kingston School, Kenwood School, Cascade Middle School, La Pine Middle School, Pilot Butte Middle School, Bend Senior High School, La Pine High School, Mountain View High School, and Summit High School.

Bend-La Pine Schools will set aside contingency funds to cover costs accrued during future unexpected crises. Bend-La Pine Schools will seek resources to help fund emergency expenditures from all sources, which could include insurance and state and federal agencies.

And finally, moving forward Bend-La Pine Schools will prioritize pitched roofs on all future school designs.

Weather Synopsis

December 5, 2016 – January 20, 2017

According to the National Weather Service Pendleton Reporting Station, the National Oceanic Atmospheric Administration, and the Western Regional Climate Center.

Temperatures

- Between December 5, 2016 and January 20, 2017 (47 days) 40 out of 47 days were below normal temperatures for Deschutes County.
- 21 of those 47 days were 21 degrees F* or more below the normal temperature for that time period: 6-8 DEC, 13-18 DEC, 2-7 JAN, 12-17 JAN. The 6 days that all of our district schools were closed because of weather related events, the temperature was at least 21 degrees F* or more below the average for the months of DEC/JAN.
- Temperatures for the month of December 2016 reached record lows throughout Central Oregon. Redmond and Sunriver recorded the coldest monthly average temperatures in history with Redmond averaging 12.5°F and Sunriver averaging 9.5°F. Sisters recorded their second coldest monthly average temperatures for the month of December with an average low of 10.3°F. Bend recorded its fifth lowest average monthly temperature for the month of December with an average low of 25.2°F.
- January 2017 has had an average temperature of 21.98°F, the 6th lowest in the 116 years of historical data available and the 3rd lowest in 38 years.
- For the month of December 2016, 28 out of the 31 days had an average daily temperature at or below freezing level (32°F). For January 2017, 26 out of 31 days had an average daily temperature at or below freezing level.

Snowfall

- December 2016 and January 2017 have a combined snowfall accumulation of 62.9 inches, the highest recorded amount for the December/January period in 116 years of historical weather data.
- Sunriver recorded its second most monthly snowfall for the month of December with 29.8" of total snowfall.
- As of January 1, 2017, the snow pack for the Upper Deschutes and Crooked water basins was at 120% of its normal annual measurements.

December 2016

- December 8-9, 2016 (15-minute early release on 8th): A frontal boundary pushed northward through the area on December 8th and into December 9th bringing a period of steady snow. Bend, OR received 8.3" of snow and the temperature reached a low of 2°F.
- December 14-15, 2016 (No School due to weather): On December 14th and 15th a strong area of low pressure passed eastward across southern Oregon, while a cold pocket of air remained in place over much of northeast Oregon and southern Washington. Periods of moderate to heavy snow developed over the area, with Bend, OR receiving 13.1" of snow and temperatures dropped to a low of -2°F.
- December 23-24, 2016 (Winter Break was in session): Over the Christmas holiday weekend the Pacific Northwest experienced a storm system that moved through the area bringing a mixture of snow, sleet, freezing rain, and rain. Snowfall was very wet and slick.

January 2017

- More information to follow as the data for January 2017 is published by the National Weather Service.

High Desert Education Service District

2017 - 18 Local Service Plan



Central Oregon Skilled Trades
& Apprenticeship Fair



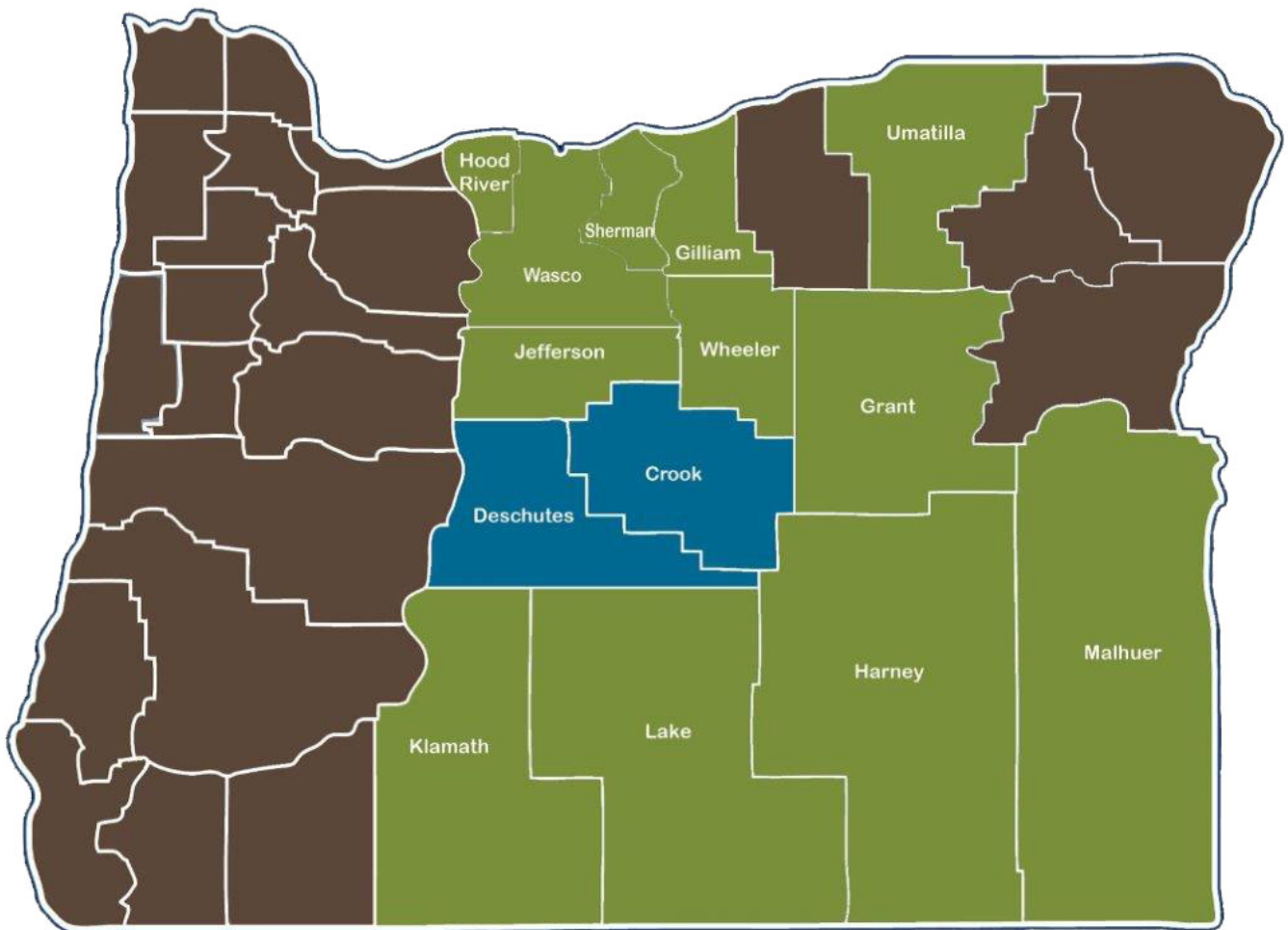
Puzzle Time at the Early
Childhood Special
Education Program



Students at High Desert Middle School participate in a tower
building challenge through The Central Oregon STEM
(science, technology, engineering and math) Hub

High Desert Education Service District

High Desert Education Service District (HDESD) provides services to the four component districts in Crook and Deschutes County. HDESD also provides services in eleven additional counties through regional contracts.



High Desert Education Service District

High Desert Education Service District (HDESD) provides services to the four component districts' in Crook and Deschutes County: Bend-La Pine Schools, Crook County, Redmond and Sisters School Districts.

HDESD also provides services in eleven additional counties through regional contracts.

Vision Statement

Together, engaging students to succeed

Mission Statement

Improve student outcomes with Excellence, Equity and Efficiency

Strategic Priorities

Implement best practices for educators gleaned from Investigation, Innovation and Incubation of ideas and efforts from the public and private sectors.

Foster education opportunities from birth to career

Increase student access to education

Advocate regionally for birth to career education opportunities

Garner funds for programs and services

Provide value to our school districts, families and other customers

Provide services on behalf of our school districts due to cost, politics or expertise

Listen to and meet the needs of our constituents

Employ individuals with experience and expertise

Bridge gaps and bring people together

Build coalitions and partnerships

Look for and respond to unmet needs

Enhance state and regional presence - advocate and inform

Introduction

In collaboration with component school districts' advisory councils and superintendents, the HDESD has developed the 2017-18 Local Service Plan pursuant to ORS 334.175 and OAR 581-024-0285. The HDESD Local Service Plan includes the following Core Services:

Services for Children with Special Needs include special education services, services for at-risk students and professional development for staff who provide these services.

Technology Services for component school district technology plans including technology infrastructure services, data services, instructional technology services, distance learning and professional staff development.

School Improvement Services support component school districts in meeting the requirements of state and federal law; allow the HDESD to participate in and facilitate a review of the state and federal standards related to the provision of a quality education by component school districts; address school-wide behavior and climate issues; and provide professional staff educational opportunities.

Administrative and Support Services consolidate and improve component school district business functions, liaison services between the Department of Education and component school districts and registration of children being taught by private teachers, parents, or legal guardians pursuant to ORS 339.035.

The 2017-18 HDESD Local Service Plan includes services required by state and federal law and services contracted to school districts, and other public and private entities.

An education service district may provide entrepreneurial services and facilities to public and private entities and to school districts that are not component school districts of the education service district with the approval of the constituent districts through their approval of the Local Service Plan.

The Local Service Plan is approved annually by HDESD Board of Directors and the component school districts' Board of Directors.

Local Service Plan Approval Process

The Local Service Plan must be approved by the HDESD Board of Directors and affirmed by at least two thirds of the HDESD component school district's Board of Directors representing at least 50 percent of the total number of students enrolled in component school districts of the HDESD.

- **January 2017:** The 2017-18 Local Service Plan (including suggested new services) reviewed by component district advisory councils, the HDESD Executive Council and approved by the HDESD Board of Directors.
- **February 2017:** Local Service Plan submitted to component school district Board of Directors for approval.
- **June 2017:** Local Service Plan services and budgets approved by HDESD Budget Committee and HDESD Board of Directors.

Amendment Process

The HDESD Local Service Plan can be amended by two thirds vote of the HDESD component school district’s Board of Directors, representing at least 50 percent of the total number of students enrolled in component school districts of the HDESD.

Revenues

State School Fund: 90% of State School Fund monies received by the HDESD are spent on services provided directly to component school districts pursuant to OARS 327.019(8).

Grants and Contracts: HDESD receives both state and federal grants and contracts to provide services to component and non-component districts.

Entrepreneurial Services: HDESD provides services to non-component districts if the services are currently provided to component districts and may provide savings or added value to component districts.

Annual Performance Measures

Services provided by HDESD and outlined in the Local Service Plan are measured annually by the setting of goals and measurement of outcomes in relation to the HDESD Board of Directors’ Strategic Priorities.

HDESD program managers set goals, monitor their progress toward those goals, and report outcomes. Goals are due in October, so they can analyze their progress mid-year. Several programs have been tracking their goals and outcomes long enough to provide the board and component districts with longitudinal data. These goals and outcomes are shared with component district’s leadership and available on the HDESD website.

Organization

Board of Directors:

HDESD has a nine member board of directors. Five board members are elected by our component districts (Bend-La Pine 2; Redmond 1; Sisters 1 and Crook County 1) and those five members appoint four more board members each to represent one of the following constituencies within Deschutes and Crook Counties: Social Services, Higher Ed, Business and At Large.

Carol Moorehead, Board Chair	Elected by Sisters School District Board of Directors
Bob Moore, Board Vice Chair	Appointed Social Services Representative
Seana Barry	Appointed At Large Representative
Kathy Biles	Appointed Higher Education Representative
Doug Nelson	Elected by Bend-La Pine School District Board of Directors
John Lang	Elected by Crook County School District Board of Directors
Mike McGowan	Elected by Redmond School District Board of Directors
Terry Rahmsdorff	Appointed Business Representative
Scott Reynolds	Elected by Bend-La Pine School District Board of Directors

Administration:

John Rexford, Superintendent
Paul Andrews, Deputy Superintendent
Greg Munn, Business Services Director
Jayel Hayden, Human Resource Director

In addition to the district office administrators, HDESD is organized into four departments aligned with the four core service areas outlined in the law. HDESD administrators have been assigned responsibility for each of the four departments:

Children with Special Needs – Sandy Bishop and Diane Tipton

Technology Services – Rachel Wente-Chaney

School Improvement Services – Paul Andrews

Administrative and Support Services – John Rexford

Respectfully Submitted,

John M. Rexford

John M. Rexford, Superintendent
High Desert Education Service District

Core Service Area

Administrative and Support Services

DIRECT SERVICES: Services to HDESD component districts funded by the State School Fund.

Administrative Services: Provides services in the areas of human resources, financial management and administration may be provided based on the needs of individual districts.

Financial Information Systems: Provides required support and/or direct services to districts with the Visions Enterprise Financial Information System.

Grant Writing: Assists component districts with grant applications or with required grant applications.

HR Services: Provide Human Resource services specific to the individual needs of a school district.

Legal Services: Provides legal services to component districts (Crook and Deschutes counties) in the areas of employment relations, general school law and special education.

Procurement and Contracting: Provides services in the acquisition, storage and distribution of materials and supplies.

Resource Acquisition and Grant Administration: Provides consultation and technical assistance for resource acquisition from public and/or private funding sources.

Substitute Services: Provides an employee absence and substitute management system for certified teachers, classified educational assistants and secretarial substitutes.

GOVERNMENT GRANTS AND CONTRACTS: Federal grants, state grants and contracts and contracts with component districts and agencies.

Home School Registration: All Home School families must register their child with HDESD annually.

Medicaid Administrative Claiming: Provides a revenue source for four school districts for FAN and Nursing Services.

ENTREPRENEURIAL: HDESD provides services to non-component districts if the services are currently provided to component districts and may provide savings or added value to component districts.

Legal Services: Provides legal services to district boards and administrators. In an increasingly complex legal environment this service is provided at a cost that is substantially lower than the going market rate and is of great benefit to districts.

Substitute Services: Provides an employee absence and substitute management system for licensed teachers and classroom educational assistants. The program includes recruiting, hiring, scheduling and payroll for licensed and classified substitutes.

Core Service Area

Children with Special Needs

DIRECT SERVICES: Services to HDESD component districts funded by the State School Fund.

Alternative, Summer & Extended School Year: Provides direct and supervisory services for alternative schools, summer schools and/or extended school year programs.

Applied Behavior Analysis: The Applied Behavior Analysis (ABA) program works with students with severe autism or communication deficits who benefit from Applied Behavior Analysis.

Behavior Intervention Center: The Behavior Intervention Center (BIC) is a short-term placement (45-60 days) for children with behavioral/social concerns that require specialized intervention. The goal of the BIC program is to provide the behavioral and social interventions to allow children to successfully return to their resident schools. Most students attend the BIC program for half of their school day and the other half is spent at their neighborhood school.

Behavior Programs: Provides services to children with emotional and/or behavioral problems that adversely affect the child's education performance.

Healthy Beginnings (Child Find): In partnership with local educational, health care and social service organizations, Healthy Beginnings provides free comprehensive health and development screenings throughout Deschutes County.

Special Education: Provides ancillary special education services to children eligible under IDEA part B and C (children birth to 21).

GOVERNMENT GRANTS AND CONTRACTS: Federal grants, state grants and contracts and contracts with component districts and agencies.

Central Oregon Regional Program: Central Oregon Regional Program (CORP) is a state contracted program that provides special education services to students with low-incidence disabilities in 7 counties. These include students with autism, vision impairments, severe orthopedic impairments, hearing impairments, and traumatic brain injuries.

Early Intervention/Early Childhood Special Education: Early Intervention (EI) and Early Childhood Special Education (ECSE) are specialized services for children, birth to Kindergarten with special needs. These services are offered throughout Crook, Deschutes, Jefferson, Sherman, Gilliam, Wheeler, Harney counties and the Confederated Tribes of Warm Springs.

High Desert Children's Program: The High Desert Children's Program serves students in Deschutes County with behavior/emotional issues who require day treatment services. Students are placed in this program by an outside agency, with HDESD providing the educational services.

Healthy Families of the High Desert: Healthy Families of the High Desert is modeled after Oregon Healthy Start. It is a voluntary home visitation program for first birth families with newborns.

Transition Network: Facilitates capacity building to assist districts and community agencies in developing integrated employment for students with intellectual disabilities (ages 16 to 21 years).

ENTREPRENEURIAL: HDESD provides services to non-component districts if the services are currently provided to component districts and may provide savings or added value to component districts.

Assistive Technology/Augmentative Communication K-12: Assistive Technology (AT) refers to any device or piece of equipment that helps a student with disabilities access his or her education. The AT program provides equipment, evaluation, professional development and technical assistance. The AT resource center provides equipment for short-term evaluation so that a student's team can determine what type of AT device would most appropriately meet the needs of that student. Once an evaluation is completed, the AT program provides the device for long-term loan by the student and his/her district.

Occupational Therapy/Physical Therapy- K-12: Children/students ranging in age from birth through 21 years of age with identified orthopedic impairments receive direct instruction and/or consultation services from licensed Occupational Therapists (OTs) and Physical Therapists (PTs). In addition, OTs and PTs consult with parents and district staff to provide any needed adaptive equipment.

Sign Language Interpreters K-12: The Sign Language Interpreter program serves Deaf and Hard of Hearing (DHH) students.

Core Service Area

School Improvement Services

DIRECT SERVICES: Services to HDESD component districts funded by the State School Fund.

Alternative Learning Options: Annual evaluation that is developed and presented to the resident school Board of Directors for approval of each alternative education program.

Better Together: Better Together is committed to improving student success by using the Collective Impact approach within the Cradle to Career framework. Incorporates the Regional Achievement Collaborative which aims to bring together institutions in a region to share ideas, pool resources and ensure all institutions, regardless of the age of their students recognize and contribute to the development of a P-20 continuum with strong learning foundations that will prepare students for a successful post-secondary experience.

Career and Technical Education: Consult with local school districts on School-To-Work initiatives; Career and Technical Education programs in high schools and our community college; and state mandated vocational education program evaluations. CTE also provides support to districts with funding from a Carl Perkins grant.

Children's Forest of Central Oregon: This program creates a network of outdoor places and programs dedicated to moving all children along a continuum of learning, exploration, and healthy living through engagement with nature. Outdoor School is a component of Children's Forest of Central Oregon.

Curriculum Services: This program brings together ideas, talent and resources across districts and partner organizations to help schools better prepare all students to reach high standards.

First Step: First Step is a positive reinforcement behavioral program serving Kindergarten and first grade students in Deschutes County.

Foreign Language/Interpreting: HDESD provides foreign language interpreters and translators to school and district level staff upon request and interpretation for non-special education purposes.

Oregon Mexico Education Partnership (OMEP): The Plaza Comunitaria is an educational resource for the Hispanic community sponsored through a unique partnership between the State of Oregon and the Mexican Government. Plazas offer Spanish literacy programs to Spanish-speaking adults and youth.

Positive Behavior Interventions & Supports (PBIS): Provides districts with necessary skills to develop, implement and sustain practices that create safe and effective learning environments for all students.

Professional Development Coordination and Delivery: HDESD convenes all of the Directors of Curriculum and Instruction to determine regional professional development needs and services. Based on feedback from the directors and other sources, PD opportunities are provided on all areas of school improvement, curriculum, standards and instruction.

Regional School Safety/Safe School Alliance: Links school districts with public agencies to discuss and enhance policies and procedures that promote and ensure safety for students, teachers and staff.

School Response Team: The School Response team is a cooperative, volunteer effort among participating districts. The team is made up of specially-trained teachers, counselors, educational assistants, administrators, human service agency staff and community members who are willing to aid schools agencies or communities in response to crisis such as the death of a student or staff person or some other traumatic incident.

Service Integration: Provides services that are integrated or linked with community services for the purpose of enhancing student academic success and supporting the healthy development of children. Services may include, but are not limited to, those provided through the Family Access Network, Safe Schools Alliance, Regional Safety Offices, School Resource Officers and Mental Health services.

GOVERNMENT GRANTS AND CONTRACTS: Federal grants, state grants and contracts and contracts with component districts and agencies.

Cascades Commitment/Regional Promise Grant: Intended for the development and/or expansion of consortia of educational service districts, school districts and post-secondary institutions building collaborative, innovative, and flexible ways to foster a college-going culture across the region and to create additional opportunities for high school students to participate and earn credit in college-level courses.

Family Access Network (FAN): Through family advocates in public schools the Family Access Network improves lives by ensuring all children in Crook and Deschutes County have access to basic-need services.

Innovation: HDESD's innovation process, i4, works to increase the excellence, equity and efficiency of our services by generating, experimenting and testing innovative ideas using best practices from the entrepreneurial community.

Regional PreK-3rd Initiative: PreK-3rd connects, integrates, and aligns birth to 5 and K-12.

Science Kits: Provides opportunities for students to access hands-on equipment to reinforce science concepts.

STEM Hub: HDESD is the fiscal agent for the regional STEM hub grant. With the High Desert Museum and OSU-Cascades, HDESD provides direction, implementation support and all fiscal support to help create a hub for Science, Technology, Engineering and Math in our region.

TeachOregon: TeachOregon is a program of Chalkboard project pairing local teacher preparation programs with their community college and school district partners to redesign teacher recruitment, clinical practices, mentoring and hiring practices. HDESD is leading the Teach Central Oregon work along with Bend La Pine School, Crook County School District, Jefferson County 509-J, Sisters School District, Central Oregon Community College and OSU-Cascades' MAT program to inspire careers in teaching and innovative approaches to increase the diversity and quality of new teachers in our region.

Title 1-C Migrant Education Program: The Migrant Education Program identifies migrant families and helps migrant students with academic needs. All migrant students are eligible for free nutritional services through the schools and free 24-hour accident insurance. Region 11 serves the following school districts: Bend La Pine, Redmond, Sisters, Crook County, Jefferson County, 509J and Culver.

ENTREPRENEURIAL: HDESD provides services to non-component districts if the services are currently provided to component districts and may provide savings or added value to component districts.

Curriculum Services: HDESD provides curriculum services to districts including staff development opportunities, curriculum development and regionalized resources to maximize efficiencies.

Drivers Education: Provides quality driver education and training that meets or exceeds the requirements set by the Oregon Department of Transportation.

Core Service Area

Technology Support

DIRECT SERVICES: Services to HDESD component districts funded by the State School Fund.

Desktop Support: Provides a range of desktop computer hardware and software support services.

Information Technology: HDESD provides services and software to local schools for the purpose of applying technology to support student achievement and professional development, including email, websites, and web hosting.

Network Services: Provides services and software that increase the interconnectivity of schools, including Internet access, network security, wireless networks, and web filtering.

Regional Data Center: Provides services that support file storage; information access; and, student and financial information systems.

Student Information and Data Services: Provides required support and/or direct services to districts for student information systems and data/reporting needs.

Voice over Internet Protocol (VoIP): Provides management of a Voice over Internet Protocol communications network on a regional basis.

ENTREPRENEURIAL: HDESD provides services to non-component districts if the services are currently provided to component districts and may provide savings or added value to component districts.

Desktop Support: Provides a range of desktop computer hardware and software support services.

Information Technology: HDESD provides services and software to local schools for the purpose of applying technology to support student achievement and professional development, including email, websites, and web hosting.

Network Services: Provides services and software that increase the interconnectivity of schools, including Internet access, network security, wireless networks, and web filtering.

Regional Data Center: Provides services that support file storage; information access; and, student and financial information systems.

Student Information and Data Services: Provides required support and/or direct services to districts for student information systems and data/reporting needs.

Voice over Internet Protocol (VoIP): Provides management of a Voice over Internet Protocol communications network on a regional basis.

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

Executive Limitation 10 - Financial Planning and Administration
February 16, 2017

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

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 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 2016-17 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, 2016, inviting the budget committee members. At that meeting we discussed the revenue and expenditure scenarios and budget assumptions to be used and introduced our updated [comprehensive plan](#). In March 2016, Superintendent Mikalson presented specific details and budget data regarding our comprehensive plan. The 2017-18 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. In March, 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.

Areas for Improvement:

None.

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

Evidence of compliance:

The 2016-17 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](#)
- Superintendent's presentation on the [comprehensive plan](#)
- Q & A on Proposed Budget. This was made available via email and open for discussions during the budget committee meeting.

Areas for Improvement:

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 2016-17 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 2017-18 budget will ensure compliance with the policy language outlined above. We follow closely activity in the legislature, regularly speak with the above referenced sources and collaborate with other big districts in the state to better understand items that may impact our District.

Areas for Improvement:

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 2016-17 Budget's revenue was developed using a conservative projection taking into consideration 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. Actual revenues and expenditures are tracked against adopted budget and reported to the Board at least on a quarterly basis. We are also working very hard at managing expenditures to push more resources into the next biennium to help offset the higher PERS costs.

Areas for Improvement:

None.

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

Evidence of compliance:

The [2016-17 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.

Areas for Improvement:

None.

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

Evidence of compliance:

The 2016-17 budget was proposed and adopted with a 5% ending fund balance. The 2017-18 proposed budget will include a fund balance at 5% of resources.

Areas for Improvement:

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 2016-17 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 according to the last two financial updates. The District is closely monitoring the 2016-17 budget to actual to ensure adherence with the adopted authorization levels. In recent weeks, the historic snowfall levels have required that staff remove snow from the roofs of our schools and from around our facilities. The District declared an emergency for this work as the snow removal was necessary to eliminate further damage to facilities and immediate action was necessary as forecasts at the time called for rain and higher temperatures. These conditions would have added more weight to the structures and further put our facilities in danger of structural damage and flooding. This work will require an increase in appropriations, likely from unappropriated fund balance, to cover the associated costs. This increase is allowed under budget law when in conjunction with an emergency declaration (see attached addendum).

Areas for Improvement:

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 2016-17 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. Please see information in item 1 above regarding snow removal and emergency declaration.

Areas for Improvement:

None.

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

Evidence of compliance:

We issued \$4M General Obligations Bond in April 2016, which is the remaining portion of 2013 voter approved amount (total \$96M).

Areas for Improvement:

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 ([October 11, 2016](#) and [January 12, 2017](#)) were submitted to the Board during the first two quarters of 2016-17. Reports include a narrative recapping changes between current and adopted budget, current and previous report, and projected ending fund balance.

Areas for Improvement:

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 2016-17. Our auditors have provided a "clean" opinion on our 2015-16 financial statements.

Areas for Improvement:

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 selected a new financial audit firm through an RFP process. SGA Certified Public Accountants & Consultants was awarded a five-year contract. They completed their audit for the 2015-16 year in December 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.

Areas for Improvement:

None.

Addendum:

See linked documents above.

Emergency Declaration, following.

EMERGENCY DECLARATION OF SUPERINTENDANT SHAY MIKALSON

Pursuant to G of the Bend La Pine School District's ("District") Public Contracting Rules and Procedures, I hereby declare that an emergency exists as of January 12, 2017. The conditions giving rise to the emergency include unusual levels of snow accumulation on and around District facilities. Most District facilities exhibit two or more feet of snow accumulations.

The weight of the snow caused the collapse of the gym roof at the Magnet School at Kenwood Elementary on January 12, 2017. The roof collapse threatened the integrity of the remaining portion of the gym structure necessitating its immediate demolition to avoid falling onto adjacent streets and buildings. The weight of the snow also caused truss supports at R.E. Jewell Elementary to break.

Accumulated snow also threatened the roofs and the safe ingress and egress to other District facilities. The extent of the accumulations exceeds the District's capacity to remove snow solely using the District's own forces safely and in a timely fashion. Contractors are necessary to quickly remove snow to avoid imminent risks to safety and property.

Finally, the emergency conditions presented by snow accumulations required an evaluation of all District facilities for the condition of those structures and risks to safety and property. The need to quickly assess the status of District facilities also necessitated emergency procurement procedures.

The District's Public Contracting Rules and Procedures, Section A and Section G authorize either the Superintendent to declare an emergency for purposes of awarding emergency contracts and authorize those contracts. ORS 279B.080 also provides that emergency contracts for construction work may be awarded pursuant to a process that is reasonable and appropriate given the nature of the emergency. The Superintendent determined that snow accumulations and existing damage to District facilities constitute an emergency for which a standard procurement would result in significant harm to the District facilities and the health, safety, and welfare of the Districts employees and students as well as the general public.

For each need identified above, the District contacted several potential contractors and executed the contracts identified in Exhibit A based on the availability of personnel and equipment and the relative costs compared to other quotes solicited. The Superintendent approves these contracts.



Shay Mikalson, Superintendent

Exhibit A
APPROVED EMERGENCY CONTRACTS

Contractor	Effective Date	Purpose	Estimated Amount
Alpine Abatement	January 12-23, 2017	Snow removal	\$41,000
Brad Warren Construction	January 12-23, 2017	Snow removal	\$13,000
Jack Robinson & Sons	January 12-23, 2017	Snow removal	\$44,000
KNCC	January 12-23, 2017	Emergency Structural Repairs/R.E. Jewell	\$125,000
KNCC	January 12-23, 2017	Snow removal	\$30,000
KNCC	January 12-23, 2017	Emergency demolition/Kenwood	\$152,500
Rock Supremacy	January 12-23, 2017	Snow removal	\$14,000
Spring Time Landscaping	January 12-23, 2017	Snow removal	\$75,000
Taylor Northwest	January 12-23, 2017	Snow removal	\$236,000
Tim Bloom Construction	January 12-23, 2017	Snow removal	\$25,000
Top Gun Lighting	January 12-23, 2017	Snow removal	\$606,000
Tri-County Paving	January 12-23, 2017	Snow removal	\$199,000
Walker Engineering	January 12-23, 2017	Engineering Services	\$20,000
Eclipse Engineering	January 12-23, 2017	Engineering Services	\$22,000
Atech Northwest Consulting	January 12-23, 2017	Roofing consultant	\$15,000

Executive Summary

Zhai Logan, Business Manager

Resolution 1848 – Supplemental Budget to Increase Appropriations

As you are aware, Central Oregon has experienced a tremendous amount of snow this school year. In January, the amount of snow damaged facilities, prompting Superintendent Mikalson to make an emergency declaration as we worked to remove snow on and around our facilities.

The unbudgeted cost of the snow removal activities requires that we increase the appropriation level for support services in the general fund. The adopted budget level will be insufficient to cover the additional snow removal costs and the remaining costs of operation for this school year. The increase in support services appropriations will come from the District's unappropriated ending fund balance, which is allowed in emergencies such as this.

We recommend approval of resolution 1848 to increase the Support Services appropriations for the 2016-17 school year.

**BEND-LA PINE SCHOOLS
ADMINISTRATIVE SCHOOL DISTRICT NO. 1
DESCHUTES COUNTY, OREGON
2016-17 SUPPLEMENTAL BUDGET
RESOLUTION NO. 1848**

BE IT RESOLVED, the Board of Directors of Administrative School District No. 1, Deschutes County, hereby increases the 2016-17 General Fund budget appropriation in the amount of \$1,850,000.

BE IT FURTHER RESOLVED, the Board of Directors of Administrative School District No. 1, Deschutes County, hereby authorizes appropriations and use of the unappropriated ending fund balance for the fiscal year beginning July 1, 2016, for the purposes indicated within the fund listed:

GENERAL FUND

Requirements:

2000 Support	\$ 1,850,000
7000 Unappropriated Ending Fund Balance	\$ (1,850,000)
Total Requirements	<u>\$ -</u>

Notes: This budget appropriation authorization is necessary for increased expenditures in support and decreased unappropriated ending fund balance due to a natural disaster.

Moved by _____ Seconded by _____

YES votes _____ NO votes _____

ADOPTED this 16th day of February, 2017

ATTEST:

Board Secretary

Chair

Director

Administrative School District No. 1
Bend-La Pine Schools

RESOLUTION NO. 1849

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 6-10, 2017, 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 _____, 2017.

Signed:

Chair

Attest:

Superintendent

Executive Summary
Shay Mikalson, Superintendent

2017-18 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, 2017, 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.