

**Bend-La Pine Schools**  
**Bend, OR 97703**  
**September 11, 2018**

Regular Meeting

The Board of Directors of Bend-La Pine Schools will meet in a regular meeting on September 11, 2018 at 5:30 p.m. in room 314 at the Education Center, 520 NW Wall Street, Bend OR.

**Agenda**

Call to Order	Chair High
Pledge of Allegiance	Julie Craig
Review of Agenda	Chair High
Public Input This is the time provided for individuals to address the Board. Visitors who wish to speak must sign up prior to the beginning of the meeting on the sign-up sheet provided. Visitors are asked to state their name and topic when addressing the Board.	Chair High

**Consent Agenda**

Approval of Minutes – August 14, 2018 <i>Reference: ORS 192.650 and ORS 332.057</i>	Chair High
Approval of Personnel Recommendations <i>Reference: ORS 332.505</i>	Jay Mathisen

**Action Items**

Resolution 1876 : OSBA Board Member, Position 3 Nomination	Chair High
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**Reports**

EL 3 – Treatment of Students, Parents / Guardians and the Public	Superintendent Mikalson
Enrollment Report	Brad Henry
Administrative Policy & Regulation Quarterly Report	Superintendent Mikalson

**Discussion Items**

Transportation Fleet Replacement Plan Options / Update	Brad Henry & Kim Crabtree
Proposed Name for Mt. View High School's Auditorium	Chair High
Board Committee Work	Chair High

**EL 3 Review**

**Board Comments**

**Adjourn**

Accessible Meeting / Alternate Format Notification

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

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

The Board of Directors for Bend-La Pine Schools met in a regular session on August 14, 2018 at 520 NW Wall Street, Bend, OR.

**Board Members Present**

Andy High  
Julie Craig  
Peggy Kinkade  
Stuart Young  
Cheri Helt *arrived at 5:40 p.m.*  
Ron Gallinat  
Carrie Douglass

**Call to Order**

The meeting was called to order at 5:28 p.m. by Chair High. The Pledge of Allegiance followed.

**Consent Agenda**

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

**Action Items**

❖ **Issue Naming Charge for the New Elementary School**

Superintendent Mikalson noted part of Executive Limitation 7 – Facilities states the board will issue a charge to name new facilities. He reviewed the executive summary and naming process in the board packet and said Kevin Gehrig, planning principal for the new elementary school will be leading the naming committee and is here tonight to hear the formal charge from the board. Chair High asked Gehrig if he had a timeline for the process. Gehrig said he would like to have the committee work completed by winter with the name being approved by the board in January 2019 at the latest. Mikalson noted the committee will bring name recommendations to the board and the board will make the ultimate decision on the final name.

Julie Craig noted the new elementary is located more in NW Bend, than NE Bend as stated in the executive summary. Peggy Kinkade commented on the process, noting board members should let Gehrig know of any specifics they would like him to consider as part of the charge. She said she would like the board to receive updates from Gehrig throughout the process. Carrie Douglass suggested the committee avoid names that sound similar to existing school names. Chair High asked Gehrig to make sure the committee understands the board will make the final decision.

**Stuart Young moved to approve the naming charge as presented. Julie Craig seconded the motion. Unanimous approval.**

❖ **Resolution 1875 : Approval of Supplemental Transportation Plans**

Brad Henry reviewed the executive summary and resolution in the board packet. He said the last time supplemental transportation plans were approved was in 2015 and this revision includes those same areas, with two new additions. Henry explained the district can request reimbursement from the state for non-transportable or hazardous routes that do not fall into other established regulations. Examples of hazards include: students having to cross multiple lanes of traffic, crossing roads with a speed limit over 35 mph, crossing highways, etc.

**Ron Gallinat moved to approve Resolution 1875 : Supplemental Transportation Plans. Cheri Helt seconded the motion. Unanimous approval.**

## **Reports**

### **❖ Executive Limitation 1 – Global Executive Restraint Policy Monitoring Report**

Superintendent Mikalson reviewed the monitoring report in the board packet, noting updates that have been made as a result of recommendations from the last report to the board.

Chair High noted there is time designated on the agenda at the end of the meeting to complete the EL review sheet. He noted the importance of providing feedback to Mikalson and his team following each EL report.

### **❖ Executive Limitation 2 – Emergency Superintendent Succession Policy Monitoring Report**

Superintendent Mikalson reviewed the monitoring report in the board packet, noting the updated organizational chart that shows Lora Nordquist as Chief of Staff and Katie Legace as Executive Director of High School Programs and elaborated on each of their roles and said he is confident in their leadership abilities. Cheri Helt asked for more information on the Chief of Staff's role and Mikalson said he would resend board members the report produced by John Rexford in Spring 2018 which reviews the global aspects of the position and how it relates to the district's strategic plan.

### **❖ Attendance Boundary Process for 2018-19 & 2019-20**

Lora Nordquist reviewed the executive summary in the board packet which shares about the process that will be used for the upcoming attendance area boundary process. This will be a two-year process with 2018-19 focusing on elementary attendance boundaries and 2019-20 focusing on secondary attendance boundaries. Discussion ensued on priorities of the process and the desire of the board to have a diverse group of parents, staff and community members to balance the committee. Chair High reminded board members that attendance boundaries are the decision of the Superintendent and cannot be appealed to the board.

## **Discussion Items**

### **❖ Transportation Fleet Replacement Plan**

Brad Henry reviewed the Bus Fleet Replacement Plan in the board packet and shared about the services the Transportation Department currently provides. He said 1,684,249 miles were driven in the 2017-18 school year.

Peggy Kinkade asked about recent changes in OSAA leagues and if there are enough drivers to staff athletic trips. Kim Crabtree felt the department will be able to handle the trip requests along with league travel.

Crabtree reviewed the 2025 ORS emissions requirements and what it would take to update the district's fleet. The fleet replacement plan is presented in a 15-year cycle. Cheri Helt asked about the cost of retro-fitting busses versus buying new. That was an option the district looked at as part of this report and many of the district's busses are nearing the 15-year mark which is about the lifespan of a bus so it was determined to be more cost effective in the long run to purchase rather than retro-fit.

Roy Burling reviewed the fiscal portion of the fleet replacement plan and noted retro-fitting is not included because it was not supported by the Transportation Department. Discussion ensued on the costs, sustainability of the plan and other options that could help mitigate costs. Henry said an updated version of this report will come back to the board at the next meeting to include tonight's feedback.

### **❖ PlanB Asset Management Plan**

Although not on the original agenda, Julie Craig suggested the board discuss the next project(s) they would like PlanB to evaluate. Chair High said he is supportive of continuing to use PlanB and would like to look at the current contract with the board. If the board wants to move forward, Craig said she will ask PlanB for a recommendation and cost estimate. Board members agreed and Craig will report back when she has more detailed information.

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

Chair High noted at each board member's seat is a copy of a request to name Mt. View High School's auditorium in honor of Rick Plants, a retired Mt. View educator. Mikalson noted the naming process in the board packet which outlines criteria for naming district facilities. The request does not fall within the criteria; however, the process does provide the board to make special considerations. If the board does decide to make an exception, the next step in the process would be a public hearing about the proposed name.

Board members discussed making an exception versus creating a more consistent practice and following the guiding criteria as stated. The board decided to continue to discuss the proposal at the September 11 board meeting. High commented he would like to keep the current request and the overall naming process as two separate discussions.

❖ **Board Retreat Discussion**

Carrie Douglass shared a handout with board members and reviewed the follow-up items she and Chair High would like the board to discuss tonight, from the board retreat. Items included meeting structure, board work plan priorities, and linkage meetings.

Board members discussed developing small committees to focus their efforts on areas like board professional development, community outreach, and advocacy. Chair High and Douglass will reach out to board members about committee preferences and then will determine committees in the next weeks.

**Board Comments**

Peggy Kinkade recently toured facilities and expressed her appreciation for the opportunity to see the tremendous amount of work being done across the district. Kinkade also was happy to hear that school office staff were going to have an opportunity to meet and share their thoughts on the transition to new secure vestibules. She also attended the Leadership Academy and was excited to see the great work being done to prepare for the school year ahead.

Cheri Helt recently helped serve lunch in the part and said it was a great opportunity to see the variety of children the Boys and Girls Club serves. She also toured facilities and noted the design and construction of Kenwood's gym is beautiful. She appreciates the challenges and hard work it takes to start the school year and encouraged schools with new secure vestibules to continue to strive for the balance of safety and continue being a welcoming place for students and families.

Stuart Young commented he was delighted to see foster children as part of the transportation discussions tonight.

Julie Craig also toured construction projects in the district recently and said she is always so impressed with how well everything comes together by the time school starts, adding it is amazing to see the amount of work and effort in person.

Ron Gallinat also went on facility tours and attended the Leadership Academy and enjoyed hearing Jon Landis speak. He is excited to hear that the recent classified job fair was a success; over 100 people attended; and complimented the Human Resources Department for their work.

Carrie Douglass shared about the Taking It Up training she recently attended with other district staff members. She said the two-day training focusing on equity, racism and oppression was well done and reaffirmed the need of finding ways to better listen to those who are underrepresented members of our community. Douglass

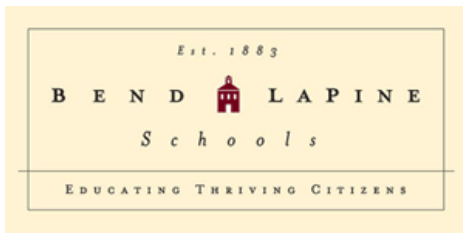
thanked district leadership for increasing awareness and providing this type of training; she urged Board members to attend future trainings as this is something that betters our community as a whole.

Chair High reminded all that the Welcome Back is Bend Senior High on August 28 at 1:00 p.m. Chad Hymas is scheduled as the keynote speaker and encouraged all Board members to attend. He shared an update on the upcoming Senate Committee visit scheduled for September 12 and 13; more specifics on schedules will be forthcoming.

Meeting adjourned at 7:45 p.m.

Recorded by: Andrea Wilson

draft



**HUMAN RESOURCES**

*Education Center*

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

**DATE:** September 6, 2018

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

**FROM:** Debbie Watkins, Director of Human Resources – Classified  
Jon Lindsay, Director of Human Resources – Certified

**RE:** Administrative and Licensed Recommended Hires, Resignations, and Retirees

The Human Resource Department recommends approval of the following hires, resignations and retirees at the school board meeting on September 11, 2018. All Hires are subject to successful drug testing, background check, and Oregon licensure.

**CERTIFIED HIRES**

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Brunner, Brett	PE/Health Teacher PS107414	Pacific Crest MS	Temporary Full Time	09/11/2018
Campbell, Heather	Science Teacher PS107411	High Desert MS	Regular Full Time	09/11/2018
Contreras, Elizabeth	ELL Teacher PS107433	Mountain View HS	Regular Part Time .667 FTE	09/11/2018
Crowley, Emily	Reading Intervention PS107416	Pine Ridge Elementary	Temporary Part Time	09/11/2018
Dean, Mary	Primary Teacher PS107118	Elk Meadow Elementary	Temporary Full Time	09/11/2018
Dickey, Claire	Primary Teacher PS107118	Buckingham Elementary	Temporary Full Time	09/11/2018
Ehlert, Stephanie	Primary Teacher PS107118	Elk Meadow Elementary	Temporary Full Time	09/11/2018
Ekstrom, Janna	Literacy Intevention PS107347	REALMS MS	Temporary Part Time	09/11/2018
Gibson, Emily	Social Emotional Teacher PS107408	Silver Rail Elementary	Regular Part Time .50 FTE	09/11/2018
Hoffmann, Jennifer	Innovation Teacher PS107478	Buckingham Elementary	Temporary Part Time .70 FTE	09/11/2018
Jacobi, Keri	ELL Teacher PS107480	Bear Creek Elementary	Temporary Part Time .80 FTE	09/11/2018
Kurian, Elena	Spanish Teacher PS107431	Mountain View HS	Temporary Part Time .167 FTE	09/11/2018
LaFrenz, Jackie	Intermediate Teacher PS107116	WE Miller Elementary	Temporary Full Time 1.0 FTE	09/11/2018
Leaver, Lachlan	Life Skills Teacher PS107394	Special Programs/La Pine MS	Regular Full Time	09/11/2018
MacSween, Tara	Choir Teacher PS107412	High Desert MS	Part Time Regular to Full Time Regular	09/11/2018



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McElyea, Alice	K-8 Teacher PS107380	Westside Village Elementary	Part Time Regular to Full Time Regular	09/11/2018
Merwin, Heidi	Math Teacher PS107471	La Pine HS	Temporary Full Time	09/11/2018
Murray, Aubrie	Lifeskills Techer PS107109	Special Programs/WE Miller Elementary	Regular Full Time	09/11/2018
Page, Lorin	Student Services PS107422	Highland Elementary	Regular Part Time to Temporary Full Time	09/11/2018
Seidel, Christine	Science/Technology PS107426	High Lakes Elementary	Temporary Part Time .50 FTE	09/11/2018
Taggart, Petra	SRC Teacher PS107110	Special Programs	Regular Full Time	09/11/2018
Walker, Crystal	Interventionist PS107363	High Lakes Elementary	Part Time Regular to Full Time Temp .20	09/11/2018
Woodford, Kathy	Music Teacher PS107399	Elk Meadow Elementary	Part Time Regular to Full Time Regular	09/11/2018
Zywicke, Jacob	Science/Technology PS107367	REALMS MS	Temporary Part Time .83 FTE	09/11/2018

**CERTIFIED RESIGNATIONS**

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Merwin, Heidi	Math Teacher	La Pine HS	08/30/2004 – 06/30/2018
Northrop, Carol	Primary Teacher	Silver Rail Elementary	01/14/2013 – 06/30/2018

**ADMINISTRATIVE HIRES**

NAME	POSITION	LOCATION	STATUS	HIRE DATE

**ADMINISTRATIVE RESIGNATIONS**

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES



**HUMAN RESOURCES**

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September 6, 2018

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

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

RE: Classified Recommended Hires, Resignations and Retirements

The Human Resources Department recommends approval of the following Hires, Resignations, and Retirements at the School Board meeting on September 11, 2018

**Classified Hiring**

<b>Name</b>	<b>Position/Posting No.</b>	<b>Location</b>	<b>Temp/Regular Position</b>	<b>Hire Date</b>
Adams, Cynthia	#107479 EA – Student Instruction	Elk Meadow	Reg 5 hrs / day	08/31/18
Backer, Casey	#107346 Repair Technician	Transportation	Reg 8.0 hrs / day	08/14/18
Barrett, Megan	#107401 Consulting Registered Nurse	Special Programs	Reg 7.2 hrs / day	08/10/18
Baxter, Bradley	#107444 EA – Student Instruction	Amity Creek	Temp 7 hrs / day	08/21/18
Beck, Kelly	#107349 Counseling Secretary/ School Office Secretary	Realms Middle	Reg 8.0 hrs / day	08/06/18
Bruce, Shalayne	#107113 EA – Inclusion	Lava Ridge	Reg 6.5 hrs day	08/21/18
Bessey, Larry	#107341 Custodial Crew I	Maintenance	Reg 8.0 hrs / day	08/13/18
Buchanan, John	#107489 Bus Driver	La Pine Transportation	Reg 4.25 hrs / day	08/31/18
Carlson, Holli	#107113 EA – Inclusion	High Desert Middle	Reg 6.5 hrs / day	08/21/18
Clark, Dalen	#107425 EA – Student Instruction	Bear Creek	Temp 3.25 hrs / day	08/19/18
Cobb, Elizabeth	#107113 EA - Inclusion	Silver Rail	Reg 6.5 hrs / day	05/30/18
Coursey, Deanne	#107407 Digital Conversion and Education Secretary II	Education Center	Reg 8.0 hrs / day	08/09/18





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Donnell, Danielle	#107440 EA – Student Instruction	Highland	Reg 3.75 hrs / day	08/23/18
Davenport, Suzanne	#107417 EA – Student Instruction	Pine Ridge	Reg 5.75 hrs / day	08/20/18
DelBianco, Kayla	#107113 EA – Inclusion	Ponderosa	Reg 6.5 hrs / day	08/24/18
Ervin Scott, Elizabeth	#107453 EA – Student Instruction	Bear Creek	Reg 5.0 hrs / day	08/23/18
Ferrante, Nisha	#107418 EA – Student Instruction	Pine Ridge	Reg 3.5 hrs / day	08/20/18
Fuller, Rebecca	#107356 Accounting Technician	Realms High	Temp 2.0 hrs / day	07/25/18
Goodrich, Adrienne	#107435 EA – Student Instruction	Buckingham	Temp 3.9 hrs / day	08/15/18
Gutman, Erin	#107427 EA – Student Instruction	Amity Creek	Temp 3.5 hrs / day	09/05/18
Hamrick, Dena	#107486 Bus Driver	Transportation	Reg 4.25 hrs / day	08/31/18
Harding, Shelby	#107398 Nutrition Server I	Ensworth	Reg 3.0 hrs / day	09/05/18
Haven, Jennifer	#107487 Bus Driver	Transportation	Reg 4 hrs / day	08/31/18
Head, Fabianne	#107398 Nutrition Server I	Buckingham	Reg 3.25 day	09/05/18
Hill, Sandra	#107435 EA – Student Instruction	Buckingham	Temp 3.9 hrs / day	08/27/18
Ives, Jolynn	#107419 EA – Student Instruction	Rosland	Reg 5.5 hrs / day	08/15/18
Johnson, Jasmine	#107436 EA – Student Instruction	Buckingham	Temp 6 hrs / day	08/13/18
Johnston, Amanda	#107419 EA – Student Instruction	Rosland	Reg 5.5 hrs / day	08/15/15
Kestek, Amy	#107113 EA – Inclusion	Realms High	Reg 6.5 hrs / day	08/20/18
Leonard, Tina	#107415 EA – Student Instruction	Ponderosa	Temp 3.95 hrs / day	08/27/18
Londborg, Lacey	#107342 Online Student Success Monitor	Summit	Temp 6.0 hrs / day	07/19/18
Lowrey-Evans, Tina	#107425 EA – Student Instruction	Bear Creek	Temp 3.75 hrs / day	08/20/18
Maniscalco, Lindy	#107418 EA – Student Instruction	Pine Ridge	Reg 3.5 hrs / day	08/23/18
Mathews, James	#107488 Bus Driver	Transportation	Reg 4.25 hrs / day	08/31/18
Meier, Darci	#107113 EA – Inclusion	Ponderosa	Reg 6.5 hrs / day	08/15/18



**HUMAN RESOURCES**

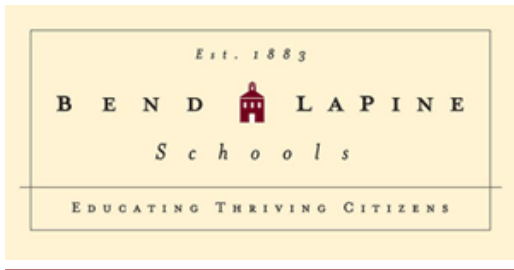
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	Previously hired into #107300 EA – Student Instruction at 3.95 hrs / day for Ponderosa			
Mews, Rachael	#107113 EA – Inclusion	R.E. Jewell	Reg 6.5 hrs / day	08/16/18
Middleton, Laura	#107113 EA – Inclusion	Pilot Butte	Reg 7.0 hrs / day	08/24/18
Nichols, Kathryn	#107113 EA – Inclusion	Juniper	Reg 6.5 hrs / day	08/17/18
Nordstog, Tess	#107342 Online Student Success Monitor	Marshall	Temp 6.0 hrs / day	07/19/18
Page, Natalie	#107437 EA – Student Instruction	Juniper	Temp 3.75 hrs / day	08/21/18
Reyes, Gabriela	#107113 EA – Inclusion	Ponderosa	Reg 6.5 hrs / day	08/13/18
Reynolds, Christina	#107425 EA – Student Instruction	Bear Creek	Temp 3.25 hrs / day	08/20/18
Rule, Jennifer	#107400 School to Career Program Manager	Realms High	Reg 5.5 hrs / day	08/01/18
Ryder, Eugenia	#107425 EA – Student Instruction	Bear Creek	Temp 3.75 hrs / day	06/20/18
Scott Jr., James	#107395 Building Services HVAC Technician	Maintenance	Reg 8 hrs / day	08/15/18
Scrocca, Mary	#107475 EA – Student Instruction	Ponderosa	Reg 6.0 hrs / day	09/05/18
Siewell, Kelly	#107415 EA – Student Instruction	Ponderosa	Temp 3.95 hrs / day	08/22/18
Simonson, Kelley	#107113 EA – Inclusion	Pilot Butte	Reg 7 hrs / day	08/27/18
Taylor, David	#107490 Bus Driver	La Pine Transportation	Reg 4.75 hrs / day	08/31/18
Williamson, Megan	#107475 EA – Student Instruction	Ponderosa	Reg 6.0 hrs / day	09/04/18
Wray, Tanya	#107425 EA – Student Instruction	Bear Creek	Temp 3.75 hrs / day	06/20/18
Wyke, Catherine	#107415 EA – Student Instruction	Ponderosa	Temp 3.95 hrs / day	08/22/18
Zeltins, Lisa	#107113 EA – Inclusion	Pacific Crest	Reg 7.0 hrs / day	08/16/18

***Classified Resignations***

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Resign Date</b>
Alayan, Deborah	EA – Inclusion	Pilot Butte	08/29/17 – 08/27/18



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Ash, Joah	Bus Driver	Transportation	04/02/18 – 08/16/18
Brees, Rose Ireene	Nutrition Server I	High Lakes	06/07/18 – 08/29/18
Biboux, Marcy	Nutrition Server I	Cascade	02/16/18 – 08/16/18
Blatchford, Douglas	Bus Driver	Transportation	11/29/17 – 08/14/18
Boyce, Mayra	Nutrition Server I	Buckingham	05/15/17 – 09/15/18
Caldwell-Knabe, Gail	Consulting Registered Nurse	Special Programs	09/04/13 – 08/29/18
Culbertson, Lauren	Nutrition Server I and II	High Lakes and Bend High	03/11/15 – 08/29/18
Davis, Kellee	EA – Inclusion	La Pine Elementary	09/01/15 – 08/18/18
Deschweinitz, Teresa	EA – Student Instruction	Buckingham	08/30/16 – 07/03/18
Lopez Jr, Raul	Special Programs Bus Driver	Transportation	04/09/09 – 08/17/18
Petrus, Emily	Nutrition Server I	Buckingham	01/22/18 – 08/27/18
Petz, Talena	Nutrition Server I	Bear Creek	03/31/18 – 08/28/18
Sauer, Lyssa	Nutrition Technician II	Ponderosa	12/11/13 – 08/27/18
Shaw, Dennis	Custodial Crew I	Ensworth	09/18/14 – 07/24/18
Thrasher, Gene	Bus Driver	Transportation	10/25/04 – 08/24/18
Wilde, Christopher	Transition Co-op	Special Programs	09/29/14 – 08/15/18

***Classified Retirements***

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Resign Date</b>
Chamberlain, April	Secretary I & Child Care EA	Bend High & Special Programs	11/11/1998 – 09/22/18
Kent, JoLyn	Curriculum Secretary II	Mountain View	10/10/06 – 10/01/18



**ACTION ITEM: Resolution No. 1876 : OSBA Board of Directors, Position 3 Nomination**

**PRESENTED BY: Chair High**

**EXECUTIVE SUMMARY:**

OSBA Board of Directors, Position 3, serving the Central Oregon region, is up for election this year. Nominations are currently open, and close on September 8, 2018.

A school board nominating one or more of its regional board members to an open position must do so by formal resolution of the board and timely submission of the nomination forms to the office of OSBA.

OSBA Board of Directors, Position 3, is currently held by Patty Norris from the Crook County School District.

**RECOMMENDED MOTION:**

I move that the Bend-La Pine Schools Board of Directors nominate \_\_\_\_\_  
for the OSBA Board of Directors, Position 3.

Resolution No. 1876 will be submitted to OSBA for official nomination.

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

**Resolution No. 1876**

**OSBA Board of Directors, Position 3 Nomination**

WHEREAS, Bend-La Pine Schools is a member of the Oregon School Boards Association;

NOW THEREFORE, BE IT RESOLVED that the Bend-La Pine Schools Board of Directors nominates \_\_\_\_\_ for the OSBA Board of Directors, Position 3.

Moved by \_\_\_\_\_

Second by \_\_\_\_\_

Yes votes \_\_\_\_\_

No votes \_\_\_\_\_

Dated this 11<sup>th</sup> day of September 2018.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Board Secretary

# NOMINATION FORM

## OSBA BOARD OF DIRECTORS

### REGIONAL MEMBER

Date \_\_\_\_\_

Tass Morrison, OSBA President-Elect  
Oregon School Boards Association  
1201 Court St NE, #400  
Salem, OR 97301  
Fax: 503-588-2813  
E-mail: [OSBAelections@osba.org](mailto:OSBAelections@osba.org)

**Nominations are due by 5 p.m.,  
September 28, 2018.**

Return this form and all candidate information forms to the OSBA office by email at [OSBAelections@osba.org](mailto:OSBAelections@osba.org), or mail to Oregon School Boards Association, 1201 Court St. NE, #400, Salem, OR 97301

Dear Tass Morrison:

With this letter, our board nominates the candidate named below to a position on the OSBA Board of Directors for Region \_\_\_\_\_, Position # \_\_\_\_\_.

### BOARD CANDIDATE INFORMATION

Name: \_\_\_\_\_  
District/ESD/Community College: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Oregon ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**This nomination was approved by official action of our board of directors at a duly called meeting on \_\_\_\_\_  
(date)**

\_\_\_\_\_  
(Board Chair signature)

Board Chair name: \_\_\_\_\_  
District: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_, OR ZIP: \_\_\_\_\_

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

**Executive Limitation 3 – Treatment of Students, Parents / Guardians and the Public**  
**September 11, 2018**

**Background/Discussion**

The School Board has created a set of policies that are used to help govern Bend-La Pine Schools. Each year, district staff will report to the Board regarding one group of these policies, the executive limitations. These reports are designed to provide the School Board with information regarding how the superintendent is meeting the criteria established within the adopted Executive Limitations.

**Monitoring Report**

**With respect to interactions with all stakeholders (students, parents/guardians, and the public), the Superintendent shall not cause or allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, disruptive, undignified or in violation of Board policy. Accordingly, the Superintendent shall not:**

- 1. Fail to maintain an organizational culture that treats all stakeholders with respect, dignity and courtesy and that includes:**
  - a. Open, honest and effective communication in all written and interpersonal interaction. This includes providing communication in other languages as needed.**
  - b. Respect for others and their opinions.**
  - c. Focus on common organizational goals as expressed in Board policies.**

Evidence of compliance:

The district continues to refine its communication with both internal and external stakeholders. One major initiative that began in the spring includes the design of a one-page graphic reflecting the district's mission, goals and strategies. This will be shared across the district over the course of the school year.

One continuing challenge is effective communication with the district's linguistically diverse families. A primary focus has been Spanish-language support, because this is the preferred language of the vast majority of our non-English speaking families. Over the course of the 2017-18 school year, the district refined its emergency translation process, ensuring these messages are immediately translated into Spanish; introduced a Spanish-language Facebook page; and increased the number of Spanish-language events, including welcome back nights, curriculum nights, college information nights, and sports sign ups.

To support families whose native language is neither English nor Spanish, the district has continued to provide annual training to office staff on communication tools and strategies to support families, including the use of Google Translate. The district has also piloted a new Welcome Center protocol for linguistically diverse families, including comprehensive information about transportation, safety and mental health tools, choice programs/options, etc. This protocol will be implemented in the 2018-19 school year.

**2. Fail to establish policies and procedures to ensure organizational compliance with all federal and state laws, including those dealing with any form of illegal discrimination.**

Evidence of compliance:

District staff engages consistently with legal counsel in order to stay current around policies, regulations, case law and recommendations such as those related to promoting discrimination-free environments. In addition, district leaders continue to attend applicable trainings and receive regular updates on legislative and other changes affecting employees' civil rights through OCR, OSPA, COSA, SHRM, HRACO, and BOLI.

All district staff is required to complete annual training each year that provides information and direction around guidelines related to discrimination-free environments. For the 2018-19 school year, focus will continue to be on updated policies and procedures related to Title IX.

The district's Title IX coordinator has completed an update of noticing requirements to provide clarity around expectations and reporting processes related specifically to Title IX requirements and provisions. Ongoing training for all district staff has begun and will continue throughout the 2017-18 school year.

**3. Use methods of managing information that fail to protect confidential information**

Evidence of compliance (unchanged from 2017 report):

Bend-La Pine student data and information are considered confidential and are treated as such. Access to systems containing student data is given out on a needs basis. The largest, and most used, system is the Synergy Student Information System. Other minor systems (Google, etc.) contain some student information, as well.

Explicit actions have been taken to protect student information within Bend-La Pine Schools. Examples include the following:

- Communication to staff that student information shall not be transmitted via insecure systems (email, etc.)
- The change of all BLS staff passwords to a 12-character password that must be changed (system enforced) at least every 12 months.
- Creation of a secure sending platform to transmit student information, so email can be avoided.
- Integration of most systems into the district's Active Directory platform, allowing for the management of user identities in one place, automatic access termination across systems, etc.
- Adherence to [JOA-AP](#) : Directory Information, which defines student record request limitations.
- Hardening of IT systems that contain student information, to the degree possible.
- Thorough review of Apps requested by teachers via a third-party organization to insure privacy levels and management of student data adhere the expectations of Child Online Protection Act (COPA) and the Children's Internet Protection Act (CIPA).

The above, coupled with communication of best practice, diligence and awareness, helps to keep BLS student data and information safe. More detail regarding specific security systems can be found in Executive Limitation 9, Technology.



**4. Fail to provide and communicate a process for the timely handling of complaints.**

Evidence of compliance:

The district has streamlined and simplified the complaint process by combining a number of processes into two categories:

1. Complaints concerning discrimination, harassment (including sexual harassment), intimidation, bullying, cyberbullying, menacing, hazing, teen dating violence, sexual conduct with a student by a district employee and / or sexual violence.
2. Complaints concerning district practices, alleged violations of state or federal standards, and complaints against a district employee.

Newly revised administrative policy [AC-AP: Non-Discrimination](#), consolidates the following:

- AC-AP: Non-Discrimination
- JBAA/GBNA-AP: Sexual Harassment
- JBA/GBN-AP: Harassment, Intimidation, Bullying, Cyberbullying
- JHFF-AP: Reporting Requirements Regarding Sexual Conduct with Students

Newly revised administrative regulation [AC-AR: Discrimination Complaint Procedure](#), consolidates the following:

- AC-AR: Discrimination Complaint/Grievance Procedure
- JBA/GBN-AR: Harassment, Intimidation, Bullying, Cyberbullying
- JFCFA/GBNAA-AR: Cyberbullying
- JFH-AR: Student Complaints

Administrators have been trained in the use of both complaint forms, where to access, and how to process.

**5. Fail to involve stakeholders in advisory capacity regarding district-level matters at the board's direction.**

Evidence of compliance:

The District engaged families, students and the community in a number of important district-level matters over the course of the 2017-18 school year.

- Under the direction of the School Board, the district hosted a series of “linkage” meetings on topics varying from high school configuration to mental health. These events were well publicized and well attended. One of the linkage meetings, on the topic of start times, was followed by both a broad survey to which many hundreds responded and by meetings with community partners such as Park and Recreation, Boys and Girls Club, and the City of Bend.
- The superintendent's student advisory team met regularly during the year, including participating in two user group sessions regarding the design of the new high school.
- Assistant Director Kinsey Martin initiated a district-level Latino Family Advisory Committee, which met regularly.
- Over 100 staff, students, and selected community members provided feedback regarding the design of the new high school in user group meetings.

**6. Tolerate any behaviors or actions that hinder the academic performance or the well-being of students.**

Evidence of compliance:

The following policies and regulations provide guidelines and provisions for promoting academic performance and well-being of students. Student, staff and public guidelines are noted below:

- [JG-AP](#) : Student Conduct and Discipline
- [EEACC-AP](#) : Student Conduct on School Buses
- [EEACC-AR](#) : Conduct on School Buses
- [JHFF-AP](#) : Reporting Requirements Regarding Sexual Conduct with Students
- [JHFF-AR](#) : Maintaining Appropriate Staff/Student Boundaries
- [KGB-AR](#) : Public Conduct on District Property

Addressing the growing mental health needs of our students remains one of our highest priorities in relation to school safety. Bend - La Pine Schools has a long tradition of implementing evidence-based social and emotional learning (SEL) programs like Positive Behavioral Interventions and Supports (PBIS). Additionally, schools have initiated many local efforts to teach and support SEL within their own learning communities. Now, we are beginning to understand the effects of trauma and adverse childhood experiences on student learning, behavior, and emotional well-being at all grade levels. By adding the trauma lens to our current efforts in PBIS and SEL programs, and doing so in a coherent and aligned K-12 model, Bend - La Pine Schools will be better able to meet the mental health needs of all students.

The Culture of Care project is a systematic and process-driven effort to assist schools in adding a school-wide trauma informed lens within existing or emerging multi-tiered systems of support. The aim is not to duplicate existing efforts; it is to provide a framework that existing work and initiatives can plug into. As part of a districtwide “culture of care” project, Dr. Rick Robinson will provide ongoing training, coaching, and consultation to administrators and building teams. He will also be the keynote speaker at the second Trauma Informed Summit. Furthermore, Bend-Laine Schools are part of a regional effort to bring trauma-informed care to all schools in the region and is currently developing a grant with Better Together.

By the fall of 2018, all schools will have staff trained in QPR (identification of and response to suicidal students).

The district Equity Cadre developed the first district policy on equity, adopted in June, 2018. Training on racism continues for staff, with approximately 10 staff participating in a week-long training over the school year and another 40 staff members participating in a two-day training in August.

**In addition to the above, with respect to interactions specifically with students and/or their families, the Superintendent shall not:**

**1. Fail to develop a comprehensive school safety program and protocols.**

Evidence of compliance:

Of all significant district initiatives, school safety has been one of the top priorities during the 2017-18 school year. The district launched, refined, and reviewed safety programs/protocols in numerous areas, including the following:

- SafeOregon Tip Line: The app was placed on the Ipads of all students, grades 6-12, in December, 2018. Since that time, the district received a total of 74 tips regarding student safety issues.
- Lines for Life: The district has been educating students and staff about this suicide-prevention method, run by teens who have been trained as listening resources.
- Visitor Management System: By the fall, this system will be in place in all district schools.
- Background Investigation Bureau (BIB): During the 2017-18 school year, the district updated to this system for criminal background checks on all employee applicants and volunteers.
- Secure vestibules/fencing: The 2017 bond provided funding for improvements in fencing and the creation of secure vestibules in all schools. However, with heightened concerns about student safety, this work has been expedited. The vestibules are expected to be in place throughout the district by January, 2020.
- STAS (student threat assessment team): The district worked with the Safe Schools Alliance to establish this team and hired Misty Groom as a HDES employee to lead the process. Her office is located in BLP's Education Center. During the 2017-18 school year, the team conducted 57 Level I assessments and 12 Level II assessments.

**2. Fail to invite student and parent/guardians evaluation (via survey) of their educational experience.**

Evidence of compliance:

In alignment with a focus on broadening the definition of student success, schools annually survey students at all three levels using tools provided by Gallup and Brightbytes. These surveys focus on hope, engagement, critical thinking, communication, collaboration, creativity and other elements of a student's future-ready profile.

During the spring of 2018, staffs at several high schools worked with community partners to host student forums on the issue of racism. A larger community-wide forum on this issue is planned for the fall of 2018.

As the district considered high school reconfiguration and start times over the 2017-18 school year, surveys were made available to parents, students, and community members across the district, both electronically and on paper. Hundreds of individuals responded to each survey.

As school leadership teams worked in August to refine and update their school design plans, the district distributed resources on surveys, focus groups and student shadowing as valuable data collection tools.

**3. Fail to provide options to help meet individual student needs and learning styles, including alternative programs.**

Evidence of compliance:

The district has prioritized the development of more options for our high school students. In the fall of 2018, REALMS High School and Skyline High School will open their doors in shared leased space in Northeast Bend. Under the leadership of principals Roger White and Mike Franklin, respectively, the two schools have developed innovative programs and hired talented staff.

Families and community members across the district have expressed great enthusiasm for these new options.

During the 2017-18 school year, the district's high schools added graduation coaches with Measure 98 funds. The work of our graduation coaches has two main elements. First, coaches lead multi-tiered systems of support (MTSS) work across their schools. This work places them in a leadership role alongside teachers, counselors, and administrators. The work is a systematic approach that seeks to align adult behaviors and school conditions to reach solutions for every learner. Second, coaches serve as mentors to students who are struggling to stay on track for graduation. Working strategically to build relationships that provide support and mentorship to students is the second critical element of graduation coaching.

To help address the district's need to better serve students with challenging behaviors, we have partnered with the HSESD to open up a new alternative program for elementary students with significant social and emotional needs in the fall of 2018. "The Nest" will serve a maximum of 18 students (1/2 day program) that meet tier 4 behavior criteria. Tier 4 behavior interventions require a different environment and programming than the traditional Behavior Resource Center (located at SRES/LPES). In addition, the district has created two additional behavior coach positions (for a total of four) and 2.6 FTE of skills trainers to support neighborhood schools in more effectively serving students with different levels of challenging behaviors.

**4. Fail to encourage parent/guardian involvement.**

Evidence of compliance:

The District has continued to make more effective communication with our Latino families a priority. In February, the second Latino Family Night was held, supported by the school board as a community linkage meeting. Approximately 120 families attended, a significant growth in attendance from the previous year's event. The district also continued to support Juntos, a six-week program for parents to help them learn about post-high school options, advocate for their students' success, and gain skills to track their students' progress in school. Mountain View, Summit, and Bend Senior High Schools hosted programs, along with High Desert and Pilot Butte Middle Schools. Finally, the District has hired an additional Latino Family Liaison, for a total of four, with responsibilities across the district to support Latino families in their access to schools, administrators, and teachers.

**5. Allow fundraising that imposes undue burden on students and their families.**

Evidence of compliance (unchanged from 2017 report):

Policy [KI-AP](#) : Public Solicitation in District Facilities, provides safeguards that prevent fundraising by non-school entities or fundraising for non-school activities from being conducted on campus during school hours. It also places significant limits on any outside fundraising contacts with students and staff.

Additions to secondary school athletic budgets have been made in the last two years with a goal of reducing fundraising efforts by schools for necessary equipment, officiating and travel costs.

Fundraising by schools is only to be conducted with approval from the school principal. This provides a principal with the ability to weigh the benefits and burdens of each effort.

Extra-curricular and co-curricular events that offer out of state travel opportunities, such as music performances or athletic camps and tournaments, require the superintendent's approval. Costs for such travel activities usually are high, and fundraising is often conducted. The approval process helps provide oversight.

**6. Fail to provide timely notice to parents/guardians and students about academic calendar changes.**

Evidence of compliance:

Bend-La Pine Schools release annual detailed calendars each spring for all area schools. The most current version of each of these calendars can be found on our [district website](#).

All current calendars are additionally provided in August each year through the *Family Handbook and Calendar* that gets mailed home to all students/families. The most current version can be found on our district website.

**7. Fail to ensure that secondary students and their parents/guardians can access frequently updated student assignment and grade information.**

Evidence of compliance:

The shift to a new student information system, Synergy, was implemented several years ago. A parent communication feature, ParentVue, allows for real time access to grades and attendance data. While the district has not formally collected data on teachers' timeliness in updating grades in Synergy, principals and level supervisors have received little negative feedback from families, which may reflect more universally prompt practices.

**8. Fail to protect students and parents/guardians who have voiced complaints from staff retaliation within the school environment.**

Evidence of compliance :

As stated previously, several administrative policies and administrative regulations have been consolidated into [AC-AP](#): Non-Discrimination.

AC-AP: Non-Discrimination clearly states that retaliation is prohibited when the initiation of a complaint in good faith about behavior that might violate the policy shall not adversely affect the the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of an employee complainant. There shall also be no retaliation by the district against any person, who, in good faith, reports, files a complaint, or otherwise participates in an investigation or inquiry involving an alleged violation of this policy.

**9. Fail to ensure that all policies and procedures regarding discipline are enforced consistently using reasonable judgement. Policy shall not fail to include:**

- a. **A means of communicating discipline policy to all students annually;**
- b. **Prohibition of illegal drugs (including marijuana), alcohol or tobacco products by students and adults on school property and at school-sponsored events;**
- c. **Prohibition of weapons by students and adults on school property and at school-sponsored events in accordance with GBJ-AR (with exception pursuant to state law).**
- d. **Consequences that hold students accountable for their behavior while emphasizing reparation, inclusion, and reintegration.**

Evidence of compliance:

Policy [JG-AP](#) : Student Conduct & Discipline, includes language that addresses a-d as noted above.

Policy [EEACC-AP](#) : Student Conduct on School Buses, and aligned regulation [EEACC-AR](#) : Conduct on School Buses, include relevant language addressing the context of school-provided transportation.

The district provides a printed version of the [Family Handbook and Calendar](#) to all students/families at the start of each school year, or at the time of enrollment. It is also available on the district website. A section of the *Family Handbook and Calendar* serves as a Rights and Responsibilities Handbook for students and parents/guardians. Within this handbook school violations and disciplinary procedures are reviewed with reference to appropriate policy, regulation and/or procedure.

In addition to the *Family Handbook and Calendar*, schools annually provide parents and students with access to school expectations and guidelines for conduct. Such guidance is provided electronically and often in hard copy form. School staff invest time and instruction focused on school expectations with both start-of-school and mid-year reviews of handbooks, behavior expectations, etc. Ongoing school-wide systems such as PBIS and EBISS embed behavior expectations and corresponding instruction.

**Addendum:**

See linked documents above.

**Areas for Continued Improvement, 2018-19:**

- The district must continue to prioritize student/family/community voice in decision making through surveys, focus groups, shadowing, and other strategies. This is particularly true for our ethnically and/or racially diverse populations, who often face barriers to making their views part of the process.



## **REPORT: Administrative Policy & Regulation Quarterly Report (1 of 4)**

**PRESENTED BY: Superintendent Mikalson**

### **EXECUTIVE SUMMARY:**

As part of the May 2018 Executive Limitation Policy Monitoring Report the district suggested implementing a quarterly reporting system to the board to help meet the goal of better communication about new administrative policies and regulations and updates to existing administrative policies and regulations. Board members were supportive of the quarterly report and tonight's report is number one of four that will be presented for the 2018-19 school year.

The following report provides a summary of new, revised and retired administrative policies and regulations for the dates of May 1, 2018 – September 6, 2018. Also noted are any forms that coincide with a policy or regulation and the status of translation for each policy and regulation listed. The district continues to evaluate which policies, regulations and/or forms would be most critical for families and students who speak a foreign language. While nearly all translation is done in Spanish, it should also be noted that the district is beginning to translate some documents into Vietnamese and Mandarin.

**Administrative Policy & Regulation  
Quarterly Report (1 of 4)  
May 1, 2018 – September 11, 2018**

**NEW**

<b>Title</b>	<b>Summary</b>	<b>Translation Status</b>
<a href="#">JBB-AP: Educational Equity</a>	Defines the district's commitment to educational equity for all students and what the district will do to achieve equity goals.	Spanish translation is complete.
<a href="#">Discrimination Complaint Form</a>	Created for filing complaints specific to discrimination as defined in AC-AP and AC-AR.	Spanish translation in progress.

**REVISED**

<b>Title</b>	<b>Summary</b>	<b>Translation Status</b>
<a href="#">AC-AP: Non-Discrimination</a>	Describes the district's commitment to ensuring the right of every student and employee to a safe, positive and productive learning and working environment free from discrimination.	Spanish translation in progress.
<a href="#">AC-AR: Discrimination Complaint Procedure</a>	The process for filing a discrimination complaint and process of the investigation are explained. A new discrimination complaint reporting form is also included.	Spanish translation in progress.
<a href="#">KCA-AR: School Volunteers / Criminal History Records Check</a>	Definition and work of a volunteer is clearly described. Updated language to align with the district's visitor management system process.	Spanish translation in progress.
<a href="#">KCA-AP: Volunteers in Schools</a>	Updated language to align with changes made to KCA-AR.	Spanish translation in progress.
<a href="#">KK-AR: Visitors to District Facilities</a>	Updated language to align with the district's visitor management system processes. Language added to address registered sex offenders on district property.	Spanish translation in progress.
<a href="#">Public Complaints Form</a>	There were several variations of this form. The form has been revised and is to be used for all complaints other than those dealing with discrimination.	Spanish translation in progress.

**RETIRED**

<b>Title</b>	<b>Summary</b>
JBA / GBN-AR: Harassment / Intimidation / Bullying / Cyberbullying	Consolidated into AC-AR rewrite
JFCFA / GBNA-AR: Cyberbullying	
JHF-AR: Student Complaints	

JBAA / GBNA-AP: Sexual Harassment	Consolidated into AC-AP rewrite
JBA / GBN-AP: Harassment / Intimidation / Bullying / Cyberbullying	
JHFF-AP: Reporting Requirements Regarding Sexual Conduct with Students	





## **DISCUSSION ITEM: School Bus Fleet Replacement Plan**

**PRESENTED BY: Brad Henry, Chief Operations & Financial Officer**

### **EXECUTIVE SUMMARY:**

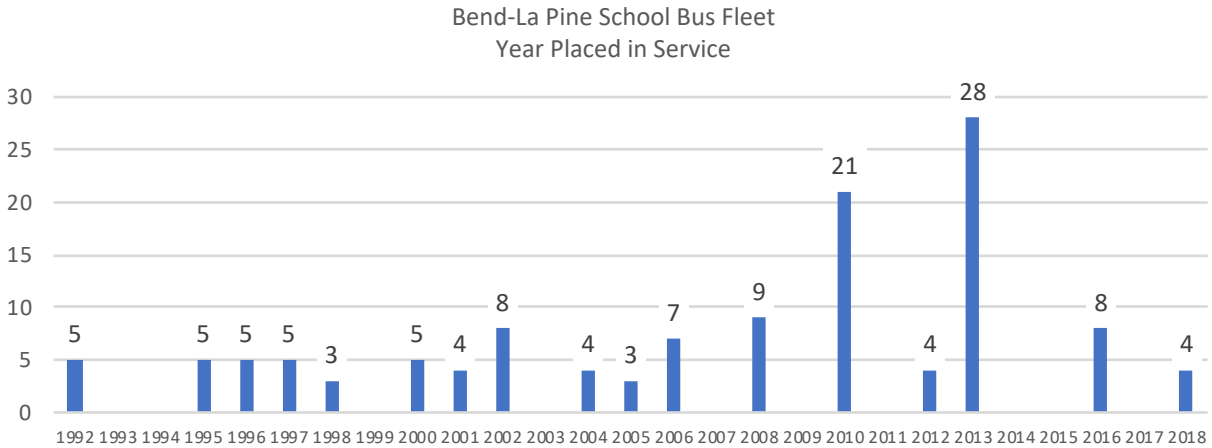
At the Board meeting on August 14, staff shared information related to our transportation program, our fleet and a recommended replacement plan for our fleet. Based on some of your questions that evening, we talked with a few other districts around the state and did a little more research regarding replacement cycle for buses, smoothing the financial burden across the replacement plan years as well as retrofitting engines to meet the 2025 emission requirements. We would like to share some of the information we found.

Replacement cycle: According to a report on School Bus Replacement Considerations from the National Association of State Directors of Pupil Transportation Services, “It is widely accepted that it is more costly to operate and maintain older school buses than newer school buses.” However, the vehicle age at which the total operating costs of an older bus versus a newer bus becomes intolerable is not an exact science. In the mid-1980s, independent studies of annual school bus operating costs were conducted in California and Washington. Both studies reached the same conclusion – after 12 years of use, the annual operating costs of Type C and D school buses began to increase significantly and continued an annual increase each year thereafter.

A January 2000 study of life cycle costs for Type D school buses in South Carolina indicated that 15 years should be adopted as the cycle for school bus replacement. The study also noted that “school buses that accumulate mileage more quickly, such as the special needs school buses in South Carolina, should have their life cycle cost analyses based on mileage accumulation not age.”

We asked other districts from around the state about their target life of a bus. Beaverton and North Clackamas both have a 15 year replacement plan. Eugene 4J and Crook County both have a 12 year replacement plan. As for average age of fleet, Crook County’s average is 15 years, Beaverton 8.5 years, North Clackamas 7.8 years and Eugene 4J is 5.6 years. Some districts move older buses into their “spare” inventory, used when their route buses break down. The average age of our fleet is just over 12 years.

After these discussions and after more research, we believe that a 15 year replacement plan is prudent. There are 40 school buses in the current fleet that exceed 15 years in service. The following chart shows the year our buses were placed in service.



In trying to balance this plan with the District’s resource challenges on the horizon, we believe that it is best to move to a 15 year plan over the next 13 years.

Smoothing: We also looked into smoothing the annual transfer from the general fund. This means targeting a general fund investment that is roughly the same each year of the cycle. An annual transfer of \$275,000 would provide some cash resources for school bus purchases and as a result the amount financed would be slightly less. A transfer of \$275,000 for 22 years is approximately \$6 million and given the current parameters would generate a projected cash balance of \$1.1 million in FY40. Level funding would potentially save about \$370,000 over 22 years. The cash requirements in years 1-5 are substantially higher than the plan presented in August.

The replacement plan offers flexibility to address the school bus needs of the transportation department as well as future industry improvements in transportation. There would also be opportunities to review and adjust the plan if required.

Re-power, retrofit and replacement options: Buses that operate on diesel fuel and do not meet the emission standards applicable to an engine manufactured on or after January 1, 2007 cannot be used on or after January 1, 2025. Essentially, we have three options for buses older than January 1, 2007. We can re-power the bus, we can retrofit the bus or we can replace the bus.

- Re-power means we replace the engine and emission systems. There are no premade kits available for buses in our fleet, but kits could be designed. Estimated cost per bus is \$65,000 and the bus would be out of service for 3-4 months. Greater Albany School District has completed four of these with some success, but on types of buses that we do not have. This would leave us with a minimum 12 year old bus with a new engine and emission system.
- Retrofitting a bus means adding a diesel particulate filter to the emission system. Before installation of the filter system, we would run the engine for 40 normal operating hours and then examine the emission data to determine which filter system to use for each bus. Hood River, David Douglas and Beaverton districts have all done retrofits using grant funds (we did not qualify). Beaverton said the each of these buses does require 12-14 hours of additional

maintenance each year due to the filter systems. Beaverton did not do these retrofits to meet the standards but to reduce emissions. There is some question as to whether these filters meet the new standards fully. Beaverton is working to replace these buses prior to January 1, 2025. Cost is \$16k-\$20k per bus plus \$30k to \$60k for a tool to clean the filters. Depending on the filter system needed, we may need to install 220v single phase outlets in the bus lot. Again, this leaves us with an aging bus that meets the new standards.

- Replacing buses, using the replacement plan as outlined at the prior meeting but smoothing the general fund contribution at \$275,000 per year. We would suggest committing to the plan, but reevaluating at least every three years. We can look for financing that allows us to buy 10 buses per year for the next three years. We will have the opportunity each year to consider changes to the industry, to our district and to our ridership so that we purchase the equipment that will serve the community in a clean, efficient manner. This will also allow us to adjust to changes in the transportation funding mechanism managed by the State.

Next steps: Assuming we are all in agreement on this plan, we will begin looking at financing options for the first three years of the replacement cycle. We will use a competitive process to select a lender and bring this recommendation to the Board for approval in October. Buses have about a 6-8 month lead time from order to delivery. We would like to receive 10 buses in this fiscal year (June) and 10 more in next fiscal year (July). This would require placing an order in November of this year.



**DISCUSSION ITEM: Proposed Name for Mt. View High School's Auditorium**

**PRESENTED BY: Chair High**

**EXECUTIVE SUMMARY:**

At the Board meeting on August 14, board members reviewed and discussed a proposal to name the Mt. View High School Auditorium after a retired staff member. Board members agreed to return to the discussion tonight and evaluate the proposal as explained in the following Naming of Facilities Process; Naming Part of a School Campus.

The Naming of Facilities Process was approved by the school board on June 12, 2018.

**Bend-La Pine Schools**  
**Naming of Facilities Process**  
**Board Approved: June 12, 2018**

Executive Limitation 7 – Facilities states:

*The Superintendent shall not fail to develop a formal naming process which includes bringing all name recommendations to the school board for final approval. This includes naming of new schools or support facilities, naming of part of a school campus or building (e.g., a library, athletic field, gymnasium, or auditorium), or for changing the name of an existing facility.*

Final decision of a facility name rests with the Board. This includes naming of new schools or support services facilities, naming of part of a school campus or building (i.e., library, athletic field, gymnasium or auditorium), or for changing the name of an existing facility.

To meet the requirements of EL 7; Bend-La Pine Schools will use the following processes:

**New Schools and Support Services Facilities**

**1. Naming Committee**

The Superintendent or designee will establish a naming committee. The naming committee shall be comprised of a broad representation of stakeholders of the school or site. Suggested committee members include the following representation: student(s), current principal(s), current certified and classified staff members, parent(s) and maintenance/facilities staff member(s). The naming committee will set a timeline for choosing a name in a timely fashion, consistent with the scheduled opening of the new school or facility.

**2. Solicitation for Names & Naming Criteria**

The naming committee will solicit name suggestions through a public process from community members, staff and students. Names for a new school or facility may be derived from the following:

- People: names of distinguished individuals who have made outstanding contributions to the community and education, who have demonstrated leadership in fields of education, arts and sciences, or public service, or who reflect the history and character of the community. Names to be considered are of persons or group of persons who have been deceased at least five years.
- Places: names of recognized historical and geological landmarks or areas, geographic points of interest, or reflect national, state or local history.
- Themes: thematic names which reflect the cultural and historical character of the community, or names which reference the indigenous and characteristic flora and fauna.

*The Board recognizes that unusual circumstances might arise where a name from outside the above categories or an exception to specific criteria could be considered. The Board shall publicly state the intent to consider an exception and provide an opportunity for a public hearing on the proposal at a regular board meeting prior to voting on any exception to these guidelines.*

### **3. Selection of Name Recommendations**

The naming committee, whenever possible, shall follow naming guidelines which include:

- The name will reflect the values, vision and goals of the district.
- The name will be known to, and significant to, the community and people of the district.
- The name will not conflict with other schools in the district or surrounding districts.
- The use of names of living persons will be avoided unless circumstances warrant an exception.
- If an individual's name is considered, that individual must embody exemplary qualities that serve as a model of excellence. He or she must also have made a significant contribution to Bend-La Pine Schools, the local community, state or nation or otherwise have a strong connection to the district.

The naming committee shall consider all submitted names and narrow the names to a list of no more than three to present to the Superintendent or designee. The naming committee shall prepare a written recommendation for the Superintendent or designee that includes suggested names, a rationale for each name, and a summary of the naming committee's process, discussion and research.

### **4. Name Recommendation**

The final list of name recommendations shall be presented by the Superintendent to the Board in a public meeting. The list of names presented will include names, rationale and a summary of the naming committee's process, discussion and research. Discussion of the names shall take place in a public meeting at least one meeting prior to the Board voting on the name.

#### **Naming Part of a School Campus**

*(e.g., a library, athletic field, gymnasium, or auditorium)*

The name of part of a school or campus shall be based upon the same criteria as a new school or facility name.

Whenever the opportunity to name a portion of a building is presented, the Superintendent or designee will request that the current principal meet with a group comprised of staff, students, parents, alumni and community members to discuss the proposed name or recommend potential names. The principal shall prepare a written recommendation for the proposed new name or names to be considered for the Superintendent. The Superintendent shall present the proposed name or name(s) to the Board.

Discussion of the suggested name(s) shall take place in a public meeting at least one meeting prior to the Board voting on the name.

#### **Changing the Name of an Existing School or Facility**

Existing facilities shall retain their name, regardless of the name of schools or programs within the facility.

Should a proposal to change a school or facility name be made, the proposal shall be presented to the Superintendent or designee. The proposal should include specific reasons why the request is being made and a suggested alternative name that meets criteria outlined above. If the Superintendent or designee decides changing the school name should be considered he or she will request that the current principal to meet with a group comprised of staff, students, parents, alumni and community members to discuss the

proposed change. The principal shall prepare a written summary of the support and / or opposition to the proposed change for the Superintendent.

If the Superintendent agrees with the rationale and there is sufficient support provided from the principal's summary, he or she will submit the proposed name change to the Board.

Discussion of the suggested name change shall take place in a public meeting at least one meeting prior to the Board voting on the name.

### **Naming Sponsorship**

When individuals, corporations or other entities make significant contributions financially, in time and/or money toward a particular facility project, the District shall find appropriate means to recognize the contributions. Recognition may be in the form of signage, public honoring, displays, or other means deemed appropriate by the Superintendent or designee. The Board may consider the naming of a facility or portion of a facility after an individual, corporation or other entity that has made a significant financial contribution to a major project. For consideration, the financial contribution should equal at least 51% of the cost of the project. The Board shall also consider evidence of community support, characteristics of the donor, type of facility, duration of the naming, and conditions that might result in revocation of the name prior to taking action.

### **Names on Building Plaques**

In keeping with the practice to recognize elected officials and others for their efforts and public service in providing new and/or improved facilities to the public, plaques installed on new construction projects will provide at least the following information:

1. Name of the school or building;
2. Opening date;
3. Names of the Board members on the Board at the time action on the construction contract occurred\*;
4. Name of Superintendent\*\*;
5. Name of architect;
6. Name of contractor;

At the Superintendent's discretion, names of other individuals whose contributions and efforts made the new facility possible may also be included.

*\*Names of former and current Board members will be included on the plaque should there be a change in members after action on the construction contract occurred.*

*\*\* Names of former and current Superintendents will be included on the plaque should there be a change in Superintendent's after development has started.*