

**Bend-La Pine Schools**  
**Bend, OR 97703**  
**May 8, 2018**

Budget Committee Meeting 5:00 p.m.  
Regular Meeting immediately following

The Board of Directors of Bend-La Pine Schools will meet in a Budget Committee Meeting on May 8, 2018 at 5:00 p.m.  
followed by a regular meeting on May 8, 2018 in room 314 of the Education Center 520 NW Wall Street, Bend, OR

**Budget Committee Agenda**

Call to Order	Chair High
Pledge of Allegiance	Ron Gallinat
Approval of Minutes – April 24, 2018	Chair McFarland
Public Input	Chair McFarland
Update	Superintendent Mikalson
Question & Answer	Brad Henry & Roy Burling
Budget Deliberation / Approval	Committee
Adjourn Budget Committee Meeting	Chair McFarland

**Regular Meeting Agenda**

Call to Order	Chair High
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. Please state your name and topic when you address the Board.	Chair High

**Consent Agenda**

Approval of Minutes – April 24, 2018 Reference: ORS 192.650 and ORS 332.057	Chair High
Approval of Personnel Recommendations Reference: ORS 332.505	Jay Mathisen
Request to Change School Name: REALMS to Realms Middle School	Superintendent Mikalson

**Reports**

EL 7 – Facilities Monitoring Report	Superintendent Mikalson
EL 12 – Legally Required Policies Monitoring Report	Superintendent Mikalson

**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 Budget Committee Meeting on April 24, 2018 at the Education Center, 520 NW Wall Street, Bend, OR 97703.

**Board Members Present**

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

**Board Members Absent**

Carrie Douglass

**Budget Committee Members Present**

Rick Olegario  
Heidi Slaybaugh  
Matt Hillman arrived at  
Amy Tatom  
Tom Bahram  
Natasha McFarland  
Bruce Reynolds

**Call to Order**

The meeting was called to order at 5:04 p.m. by Chair High. The Pledge of Allegiance followed.

**Review of the Agenda**

Chair High reviewed the agenda. There were no changes.

**Election of Budget Committee Officers**

Chair High entertained nominations for Budget Committee Chair.

**Heidi Slaybaugh nominated Natasha McFarland for Budget Committee Chair. Bruce Reynolds seconded the nomination. Unanimous approval.**

Chair McFarland entertained nominations for Vice Chair.

**Andy High nominated Rick Olegario. Tom Bahram seconded the motion. Unanimous approval.**

**Budget Message**

Chair McFarland invited Superintendent Mikalson to share his 2018-19 budget message. Mikalson thanked all Budget Committee and Board members for their time and noted the 2017-18 budget at a glance provided to show where currently budget dollars are being spent. He reviewed formulas the district uses for staffing which includes a factor for equity that is applied to the district's high needs schools. Oregon's funding challenges lend to tough decisions when the district considers how to fund identified priorities.

Mikalson presented the 2018-19 proposed budget and noted areas considered its development:

- Factoring the biennium split of funding from the state
- Salary and insurance cap increases
- Projected enrollment increases of approximately 260 more students in 2018-19
- Staffing changes as elementary enrollment is projected to decrease slightly, middle school enrollment is projected to increase and high school enrollment is projected to increase slightly; while also accounting for the opening of Realms and Skyline High Schools

- Increased mental and behavioral supports with the IBRC, BRC programs and partnership efforts with the Child Center
- The projected \$5.5 million increase in PERS costs in the 2019-20 school year and the recommendation that the \$1.1 million FEMA reimbursement dollars be put into reserve accounts to help offset the PERS increase if needed
- By policy, the district is obligated to present the budget with a 5% ending fund balance

All were provided a copy of the 2018-19 proposed budget and Brad Henry walked through the document. Roy Burling asked that questions be sent to him by May 4 and he will prepare for the next Budget Committee Meeting. He expressed his thanks to Cindy Wallskog, Marcia Copple and Nick Shien for the assistance in putting the budget document together.

Chair McFarland asked where in the budget would the increase in behavioral support be reflected. Burling said it is a SPED function and Mikalson noted there is also a change of funding within the Local Service Plan with the HDESD that helps provide district resources to support these programs.

Olegario asked where Measure 98 funds are reflected in the document. Henry said in the special revenue and grant sub funds functions. Bahram asked if Measure 98 funds were truly new dollars to the district and Mikalson said by the end of the legislative session, those funds did end up being truly new funds and explain the large increase in resources from 2017-18 to 2018-19. Questions ensued on how districts use functions across the state and Henry said there is a comparison tool on the ODE website which would be helpful in looking at like-sized district spending.

Helt asked about the Secure Rural Schools Reauthorization recently passed by Congress and how those funds would impact the district. Henry said the budget presented does not include any of those dollars as the district has not been notified of the amount that will be received. He will continue to provide information as he learns more.

Bahram asked if Kinkade would like to discuss the ending fund balance percentage as part of this budget process. Kinkade said she would like to have that discussion, possibly at the next budget committee meeting and suggested including FEMA dollars as part of it. Helt agreed and suggested including upcoming PERS increases. Bahram said he would also like to have a conversation around class size, ratios of counselors and a comparison of staffing to other like sized districts in the state. Bahram also suggested the Budget Committee and Board go through the exercise of looking at where additional dollars would be invested, even if there are none, as it could possibly help find opportunities of efficiency and identify areas with a better return on investment.

Bruce Reynolds thanked the district for putting together a budget document with thoughtful detail and transparency.

### **Public Input**

There was no public input.

Chair McFarland summarized topics of discussion noted for the next budget committee meeting: substitute funds, class size, counseling ratios, if / how a local option could impact the budget. Helt would like to discuss health care costs including a history of premium costs.

Chair McFarland adjourned the budget committee meeting at 6:15 p.m.

Chair High recessed the regular meeting at 6:15 p.m.

Respectfully submitted,

Andrea Wilson  
4.24.2018

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

The Board of Directors for Bend-La Pine Schools met in a regular session on April 24, 2018 at the Education Center,  
520 NW Wall Street, Bend, OR 97703.

**Board Members Present**

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

**Board Members Absent**

Carrie Douglass

**Call to Order**

Chair High called the meeting to order at 6:18 p.m.

**Review of the Agenda**

There were no changes to the agenda.

**Public Input**

Chair High asked those who were signed up for public comment to try to keep their comments between three and five minutes and encouraged members of the public to stay and listen to updates on upcoming construction and safety projects.

Karrie Newman, parent, shared her concerns about the plans to merge STRIVE and Marshall High School for the 2018-19 school year. She shared concerns about what the district considers appropriate public displays of affection in schools and wants student voice to be a part of determining what is deemed acceptable.

Doug Brown, Bend Senior High social studies teacher, spoke about the poor condition of Bend Senior High School's campus. He said facilities are run down and in need of repair and encouraged Board members to consider making the repair efforts for Bend High a top priority. He also thanked the district and Board for supporting the Chinese teacher exchange program. Peggy Kinkade noted the design and planning team met for the first time today to discuss the vision and future planning for the Bend High campus. She asked Brown if the staff members from Bend High, on the design team, had solicited information from other Bend High staff members. She encouraged Brown to share his thoughts and make his voice heard among his colleagues who are part of that team.

Laura Gemignani, Bend Senior High science teacher, said the dated science labs at Bend High are being used far beyond recommended standards. She noted other dangers and safety related concerns which make it extremely difficult to teach and prepare students for their future.

Chair High thanked all for their comments and said the following Bend Senior High staff members are part of the design team Kinkade referred to: Chris Reese, Paul Hutter, Andria Lindsey, Jessica Lorentz-Smith, Dave Williams, Steve Wetherald, Don Carter, and Mary Hofer.

**Public Hearing**

*Secure Entry Construction Projects*

Chair High recessed the regular meeting at 6:35 p.m. and called the Public Hearing for the Secure Entry Construction Projects to order. The hearing was called to hear public testimony regarding the proposed findings of facts for the use of the Design / Build method of procurement for the secure lobby construction projects at various locations across the district. High noted that the final Board action on the Design / Build process is scheduled to take place later on the agenda.

There was not public input for the Public Hearing.

Superintendent Mikalson read a summary of school safety updates and measures to help minimize school-based disasters or emergencies. He said the public hearing is a request to use the Design / Build process which the district believes will help improve project timelines and costs. Mikalson also reviewed temporary measures that have been made to improve security and visibility and increased measures for safety. He added, secure entryways are a critical part of the accelerated safety plans of the district and if the Board does approve the Design / Build process this evening, this important work can get started more quickly. Peggy Kinkade expressed her appreciation for the school safety work that has been done in recent weeks and feels it is important the Board support staff's recommendation to use the Design / Build process.

Chair High closed the Public Hearing and reconvened the regular meeting at 6:44 p.m.

### **Consent Agenda**

**Ron Gallinat moved to approve the Consent Agenda. Julie Craig seconded the motion. Unanimous approval.**

### **Action Item**

*Resolution 1865: Teacher Appreciation Week, May 7-11, 2018*

Stuart Young read Resolution 1865 aloud and complimented teachers and the district for their hard work and dedication. **Stuart Young moved to approve Resolution 1865: Teacher Appreciation Week, May 7-11, 2018.**

**Peggy Kinkade seconded the motion. Unanimous approval.**

*Resolution 1866: Granting Bidding Exemption, Authorizing Construction of the 2018-2021 Remodel Projects*

Mike Tiller reviewed the executive summary and findings included in the board packet and explained how using a Design / Build process would be beneficial in regards to timeliness and overall costs as provided in the findings of fact. Chair High asked if the district has used the design build process for other projects and with a focus on completing projects more quickly, how would construction work impact school campuses and students. Tiller said the district has not used the design build process; however, the district's Facility Design Supervisor has experience in this process in his previous employment. Contractors and their employees will be asked to complete a background check prior to beginning work at schools and the district do it's best to create a construction schedule to minimize the interruptions during the school day.

Tiller said if the Board approves the process tonight, the district's goal is to put an RFP out for projects at 19 locations, and have a contractor hired in June, with construction starting in September and a targeted completion for projects by January 2020 or earlier. **Cheri Helt moved to approve Resolution 1866: Granting Bidding Exemption, Authorizing Construction of the 2018-2021 Remodel Projects.**

Stuart Young asked how much time would be saved by using this process. Tiller estimated about two years. Helt said she appreciates the effort to make safety improvements happen as fast as possible and is excited to get the process approved and work started. High asked Tiller to keep Julie Craig, The Board's point of contact for PlanB consultants, up to date as the district begins to use the design build process. Mikalson noted the contract will come to the Board for approval. **Unanimous approval.**

### **New Elementary School Contractor Approval**

Mike Tiller reviewed the RFP process and recommendation to award a construction contract to the low bid submitted by Kriby Nagelhout Construction in the amount of \$23,570,000.00

Chair High declared a possible conflict of interest as his personal business may bid on work as part of the new elementary school construction.

**Peggy Kinkade moved to approve a contract for the construction of a new elementary school with Kirby Nagelhout Construction in the amount of \$23,570,000.00. Cheri Helt seconded the motion and said she is excited to use a local contractor. Chair High abstained from the vote. Unanimous approval.**

### **Reports**

### *New High School Update : 3D Rendering & Schematic Design*

Superintendent Mikalson introduced Renee Alexander and Mark Nordeen from BBT Architects. He complimented their expertise and talent and invited them to share the schematic design for the New High School.

Alexander reviewed the work completed in the visioning and programming phases of the project. The schematic design phase recently completed and the team is now entering the design development process. Alexander reviewed the concept site plan and floor plan for the new high school. Nordeen shared the schematic design site plan including the layout of the school, sports fields, parking, access points and how the high school campus might connect to a future middle school campus. Nordeen shared interior and exterior perspectives of the new high school, noting these are starting points and will continue to be refined as the team begins to work with various focus groups.

Mikalson noted the team working on the vision for Bend Senior High's campus will work through similar phases. Their work began today and he is excited to see the vision for Bend Senior High evolve.

Ron Gallinat noted the design team for the new high school visited several high schools this past fall and asked how those visits contributed to the design presented. Nordeen said the new high school is a hybrid of the best features of those schools, and the media center specifically is one of the places that reflects the best aspect of the schools they were able to visit.

Chair High asked if there are any areas presenting challenges in the design phase. Mikalson said the design process is an ongoing journey and the tricky part is meeting the principles of the design while staying within budget. He said the Board will see a more refined presentation of the new high school in October and at that time the district will have a better idea of the budget. Helt said being a part of the design team has been the largest commitment of time she has spent on a Board project. The team is in agreement on design elements and are working together to make the hard decisions of keeping the new school's vision within budget.

Peggy Kinkade thanked Alexander and Nordeen for the presentation and is extremely excited to see the project evolve. Julie Craig asked how a road is named when it is on district property. Tiller said, in past projects, the design team has made a recommendation and worked with the City of Bend on naming roads. Craig suggested trying to name the new road and new high school at the same time.

### **Board Comments**

Stuart Young shared about a meeting he and Cheri Helt recently attended called iGen. He appreciated the budget presentation and Superintendent Mikalson's safety update. The thoroughness of the new high school presentation was exceptional. He also expressed his thanks to teachers.

Cheri Helt shared some images and data from the iGen meeting and commented on the dramatic change in rates of depression, how social media impacts various demographic and economic groups, the increase in screen time and time spent online over recent years, sleeping patterns and length of sleep time have changed significantly; all of which have been recognized as possible suicide risk factors. Young suggested looking into this information more in depth as part of the Board retreat. Helt also thanked Bend police for their incredible partnership to help keep kids safe.

Julie Craig mentioned the OSBA Summer Conference in July, at The Riverhouse, will have an excellent guest speaker and encouraged Board member to attend.

Chair High asked Board members to let him know their date preference for a July business meeting / Board retreat. July 30 or 31, 2018.

Meeting Adjourned at 7:51 p.m.

Respectfully submitted,  
Andrea Wilson  
4.24.2018



## HUMAN RESOURCES

*Education Center*

*520 N.W. Wall Street*

*Bend, Oregon 97703-2699*

*(541) 355-1100*

*(541) 355-1109 FAX*

DATE: May 4, 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 May 8, 2018. All Hires are subject to successful drug testing, background check, and Oregon licensure.

### CERTIFIED HIRES

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Ashlock, Will	Advanced Math PS107170	Summit HS	Regular Full Time	05/08/2018
Carroll, Shannon	Art Teacher PS107163	Cascade MS	Part Time to Regular Full Time	05/08/2018
Cornish, Mark	Primary Teacher PS107193	La Pine Elementary	Temp Full Time to Regular Full Time	05/08/2018
Eby, Kent	Lang Art/Social Studies PS107174	La Pine MS	Temp Full Time to Regular Full Time	05/08/2018
Faurot, Matthew	Foods Teacher PS107165	Cascade MS	Part Time to Regular Full Time	05/08/2018
Gylling, Matthew	Advanced Math PS107183	Mountain View HS	Temporary Part Time to Regular Full Time	05/08/2018
Grosh, Leslie	Behavior Teacher PS107079	Special Programs	Part Time to Regular Full Time	05/08/2018
Hoffman, Erin	Advanced Math PS107156	Bend Senior HS	Part Time Temp .833 FTE	05/08/2018
Hulin, Amanda	Advanced Math PS107153	Bend Senior HS	Part Time Temp .50 FTE	05/08/2018
Johnson, Ryan	Grad Coach PS107186	Mountain View HS	Temporary Full Time	05/08/2018
Killoran, Kristan	Counselor PS107189	Cascade MS	Full Time Regular	05/08/2018
Knowles, Kelly	Resource Teacher PS107107	Special Programs	Regular Full Time	05/08/2018
Marshall, Marie	8 <sup>th</sup> Grade Science PS107160	Sky View MS	Regular Full Time	05/08/2018
Meyer, Tawnya	Lifeskills Teacher PS107109	Special Programs	Temp to Regular Full Time	05/08/2018



## HUMAN RESOURCES

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*520 N.W. Wall Street*

*Bend, Oregon 97703-2699*

*(541) 355-1100*

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Newell, Jennifer	Biology Teacher PS107167	Summit HS	Regular Full Time	05/08/2018
Oliver, Britni	Resource Teacher PS107107	Special Programs	Regular Full Time	05/08/2018
Ortega, Leticia	Math/Science Teacher PS107200	Cascade MS	Regular Full Time	05/08/2018
Osterhout, Christy	Speech/Language PS107139	Special Programs	Regular Full Time	05/08/2018
Stephens, Patricia	Lifeskills Teacher PS107134	Special Programs	Temporary Full Time	05/08/2018
Quinn, Kerri	Math Teacher PS107161	Cascade MS	Temp to Regular Full Time	05/08/2018
Webb, Zachary	Lang Arts/Social Studies PS107174	La Pine MS	Temp Full Time to Regular Full Time	05/08/2018
Wojtkowiak, Thomas	Chemistry Teacher PS107149	Bend Senior HS	Regular Full Time	05/08/2018

### **CERTIFIED RESIGNATIONS**

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Dodge, Cara	ERC Teacher	Special Programs	09/01/1998 – 06/30/2018
Montoya, Breanna	Behavior Specialist	Special Programs	08/28/2017 – 06/30/2018
Randall, Adam	Advanced Math/CTE Coordinator	Bend Senior HS	08/26/2013 – 06/30/2018
Ruiz, Amanda	Primary Teacher	Buckingham Elementary	08/26/2016 – 06/30/2018
Vincik, Jill	Spanish Teacher	Summit HS	08/31/2015 – 06/30/2018

### **ADMINISTRATIVE HIRES**

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Bandy, Tina	Assistant Supervisor PS107168 (17/18)	Transportation	Regular Full Time	05/08/2018
Reiland, Nichole	Assistant Principal PS107138	Juniper Elementary	Regular Full Time	05/08/2018

### **ADMINISTRATIVE RESIGNATIONS**

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES





## HUMAN RESOURCES

*Education Center*

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

May 3, 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 May 8, 2018.

### Classified Hiring

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date
Byers, Nancy	#107190 Media Tech Assistant	Mountain View	Reg 8.0 hrs / day	04/26/18
Curtis, Jonathan	#107088 Summer Mow Crew	Maintenance	Temp 8.0 hrs / day	04/26/18
Gregg, Carisa	#107176 Office Manager I	Skyline	Reg 8.0 hrs / day	04/27/18
Halliwell-Templin, Kem	#107175 Campus Safety and Security Officer	Skyline	Reg 5.5 hrs / day	04/27/18
Tiller, Sam	#107088 Summer Mow Crew	Maintenance	Temp 8.0 hrs / day	04/26/18
Sandiford, Heather	#106823 Nutrition Server I	Bend High	Reg 3.25 hrs / day	04/23/18
Sutton, Preston	#107088 Summer Mow Crew	Maintenance	Temp 8.0 hrs / day	04/26/18
Wray, Tanya	#107182 EA – Instruction	Bear Creek	Temp 3.75 hrs / day	04/23/18

### Classified Resignations

Name	Position	Location	Resign Date
Gibson, Emily	EA – Inclusion	Ponderosa	01/17/18 – 05/11/18
Green, Brettney	EA – Inclusion	High Desert	08/30/16 – 06/14/18
Grossman, Alicia	Media Manager I	Lava Ridge	10/23/06 – 04/12/18
Robbins, Stacey	Media Manager II	Sky View	04/21/11 – 04/30/18
Salari, Jennifer	Media Manager I	High Lakes	08/29/16 – 06/19/18
Sandiford, Heather	Nutrition Server I	Bend High	03/23/18 – 05/14/18

### Classified Retirements

Name	Position	Location	Resign Date
Child, Kent	School to Work	Summit	09/09/02 – 04/26/18
Ziegenbein, William	Building Services Welder Machinist	Maintenance	02/05/07 – 05/04/18

## **Request to Change School Name: REALMS to Realms Middle School**

Executive Summary May 8, 2018

Prepared by Shay Mikalson, Superintendent

In December 2017, the Board of Directors for Bend-La Pine Schools approved new institution requests for Bend-La Pine's newest small high schools set to open in the 2018-19 school year: Skyline High School and Realms High School.

Rimrock Expeditionary Alternative Learning Middle School, is an ODE registered institution name for what is more commonly known in the district as REALMS.

In an effort to align the existing Realms Middle School program and new Realms High School program, the district recommends changing the name of Rimrock Expeditionary Alternative Learning Middle School to Realms Middle School. This name change would be effective for the 2018-19 school year.

ODE requires Board approval for an institution name change.

See the attached ODE Institution Request Form

**Recommended motion:** I move to approve the recommended institution name change from Rimrock Expeditionary Alternative Learning Middle School to Realms Middle School for the 2018-19 school year.

## Oregon Department of Education

Accountability Reporting

255 Capitol Street NE

Salem, Oregon 97310

[ode.institutions-request@ode.state.or.us](mailto:ode.institutions-request@ode.state.or.us)

Fax: 503.378.5156

### FOR ODE USE ONLY

Received date: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Inst. ID assigned: \_\_\_\_\_

Effective date: \_\_\_\_\_

# Institution Request Form

Form 581-1380-A

**Instructions for submitting institutional changes with the Oregon Department of Education:** This form is used to request a variety of institutional changes. Find the type of request that your institution is making and fill out the indicated fields for that type of request. **See Appendix C for supplemental material to be submitted with this form.** All Institution Request Forms must be signed and dated to be processed. New (non-EGMS) institution requests, institution splits, and grade changes are due by September 15 of the school year the change will take effect. For further information about the process, please review the Procedures document at <http://oregon.gov/ode/schools-and-districts/Pages/Institution-Identification-School-Names.aspx>. For questions and submission, please email [ode.institutions-request@ode.state.or.us](mailto:ode.institutions-request@ode.state.or.us) or call the Institutions Specialist at 503-947-5674.

Registered Private Schools, Registered Private Alternative Programs, and Approved Private Special Education Providers in the state of Oregon must provide information to the Oregon Department of Education prior to receiving an Institution ID. Information about these schools changes frequently. For the latest applications and listings, visit the appropriate web pages at <http://www.oregon.gov/ode> (Search for Private Schools, Private Alternative Programs, Special Education Service, or Charter Schools).

### ODE Direct Links:

Alternative Education - <http://oregon.gov/ode/learning-options/schooltypes/AltEd/Pages/default.aspx>

Private Schools - <http://oregon.gov/ode/learning-options/schooltypes/private/Pages/default.aspx>

Charter Schools - <http://oregon.gov/ode/learning-options/schooltypes/charter/Pages/default.aspx>

E-Grant Management System (EGMS) – <http://oregon.gov/ode/schools-and-districts/grants/Pages/default.aspx>

Oregon Youth Development Council – <http://www.oregonyouthdevelopmentcouncil.org/>

### Institution Classification:

Select your [Virtual School Status](#) (only required for public schools):

☐ Full Virtual

☐ Focus Virtual

☐ Supplemental Virtual

☒ Not Virtual

**Sector:** (Select only one)

☒ Public

☐ Private

☐ Private Non-Profit

**Primary Function:** (Select only one)

☒ School ☐ Program

☐ University ☐ Community College

☐ College ☐ Organization/Other

☐ Child Nutrition Program Site

**Complete this section only if this institution is a primary educational provider (i.e. accountable for educational services).**

**Instructional Type:** (Institutions which do not have a regular instruction type must follow additional rules and statutes as designated by ODE.)

☒ Regular ☐ Alternative

☐ Charter ☐ Career/Technical

☐ Special Ed.

**Program Type:** (Only complete if the function type is "Program". Not applicable for schools.)

☐ ACEP ☐ CTE ☐ JDEP ☐ LTCT

☐ PNF ☐ YCEP ☐ YDD ☐ Jail

☐ Head Start ☐ Even Start ☐ EI/ECSE

☐ Tribal ☐ Hospital ☐ Special Ed.

☐ Private Alternative ☐ Juvenile Detention Center

☐ Regional Program (Special Ed.)

**Type of Request (check one):**

*Note: If the change affects more than one institution, please complete a separate form for each institution.*

- ☐ New Institution (Non-EGMS)(Effective 7/1 of the approved school year)  
Complete sections: [All information above](#), [A](#), [C](#), [E](#), [F](#), [G](#), [H](#), [J](#), [N](#), [O](#), [Appendix A](#) & [Appendix B](#)
- ☐ New Electronic Grants Management System (EGMS-only) Institution  
Complete sections: [All information above](#), [A](#), [C](#), [E](#), [F](#), [K](#), [N](#), [O](#)
- ☐ Merging of Two Institutions into one institution  
Complete sections: [All information above](#), [A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [H](#), [I](#), [J](#), [N](#), [O](#), [Appendix A](#) & [Appendix B](#)
- ☐ Splitting of One Institution into two institutions  
Complete sections: [All information above](#), [A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [H](#), [I](#), [J](#), [N](#), [O](#), [Appendix A](#) & [Appendix B](#)
- ☐ Institution Close (Effective 6/30 of the approved school year)  
Complete sections: [All information above](#), [A](#), [G](#), [N](#), [O](#)
- ☒ Other Information Changes
  - ☐ Address Change (Complete Sections: [All information above](#), [A](#), [C](#), [N](#), [O](#))
  - ☐ Grade Level Change (Complete Sections: [All information above](#), [A](#), [G](#), [I](#), [N](#), [O](#), [Appendix B](#) (if major grade change)
  - ☐ Parent Administration Change (Complete Sections: [All information above](#), [A](#), [C](#), [J](#), [N](#), [O](#))
  - ☐ Type Change (Complete Sections: [All information above](#), [A](#), [C](#), [J](#), [N](#), [O](#), [Appendix B](#))
  - ☒ Name Change (Complete Sections: [All information above](#), [A](#), [N](#), [O](#),)
- ☐ Directory/Staff Changes  
Complete sections: [All information above](#), [A](#), [N](#), [O](#), [Appendix A](#)
- ☐ Child Nutrition Program  
Complete sections: [All information above](#), [A](#), [C](#), [E](#), [F](#), [G\\*](#), [H](#), [K\\*\\*](#), [L](#), [N](#), [O](#)
- ☐ New YDD Data Manager (YDD – Only) Institution  
Complete sections: [Sector](#) (above), [Program Type](#) (above), [A](#), [C](#), [E](#), [F](#), [J](#), [K](#), [M](#), [N](#), [O](#)
- ☐ New Fingerprinting Only  
Complete sections: [All information above](#), [A](#), [C](#), [F](#), [N](#), [O](#)

\* Optional

\*\* Complete if the child nutrition program site has a grant through EGMS as well

**A: Institution Identifiers:** (If merging/splitting, put the name of the single institution that will be merged into/split from.)

Institution ID# (Leave blank for new institution requests and mergers): 3448

Name (Doing business as): REALMS (Rimrock Expeditionary Alternative Learning Middle School)

Legal Name (Name that is on contract, charter, IRS documentation—if different from above):

**B: Merging/Splitting Institution Identifiers:**

Institution A ID#: (Leave blank if splitting - this # will be assigned by ODE)

Institution A Legal Name:

Institution B ID#: (Leave blank if splitting - this # will be assigned by ODE)

Institution B Legal Name:

**C: Demographic Information:** (For address changes, give the new information.)

Street address (include City, State, and Zip+4):

(For institution merges, give the address where the merged institution will be located)

Mailing address (include City, State, and Zip+4):

County:

Primary web address:

Primary email address:

Primary Phone:

Primary Fax:

**D: Institution Merge/Split Addresses:** Use the same institution (A & B) as in Section B.

Institution A Name:

Institution A Address:

Institution A Phone: Web: Email:

Institution B Name:

Institution B Address:

Institution B Phone: Web: Email:

**E. Federal Identification Numbers:** See [Appendix D](#) for further information.

U.S. Employer ID# (Federal Tax ID#): 93-6000393

Data Universal Numbering System (DUNS#):

**F. Institution Administrator Information:**

☐ District Superintendent      ☒ School Principal      ☐ Head Administrator or Director

Name: Roger White

Phone: 541-355-4900

Email: [roger.white@bend.k12.or.us](mailto:roger.white@bend.k12.or.us)

**G. Effective Date:** (For grade changes, please type in the date the grade change will be going/ went into effect.)

Open Date:                      and/or Close Date:                      and/or Split/Merge Date:

**H. Grade Range Offered:** If splitting/merging, this is the single institution that the two are splitting from/merging into.

Low:                      High:                      ☐ PreK   ☐ Elementary   ☐ Jr. High   ☒ Middle   ☐ High   ☐ District

**I. Splitting/Merging/Change Grade Range Offered:** These are the two institutions that the single institution is splitting into or merging from. Use the same institution # (1 and 2) as in Section B. For grade level requests, give the current in Inst. A and change to in Inst. B.

Inst. A: Low:                      High:                      ☐ Elementary   ☐ Jr. High   ☐ Middle   ☐ High   ☐ District

Inst. B: Low:                      High:                      ☐ Elementary   ☐ Jr. High   ☐ Middle   ☐ High   ☐ District

**J. Administrative/Fiscal Parent:****Administration Parent:**

(The entity responsible for your operation. For public schools, this is a district or an ESD. For private schools or programs, there is no ID, and for ODE contracted programs, there is a state operated ID number. For YDD sites, that are not Jurisdictional leads, list the parent YDD site here.)

**Institution Name:** Bend-La Pine Admin SD 1

**ID#:** 1976

**Fiscal Parent:**

(The entity which receives state funding on your behalf. Charter and private schools may be their own fiscal agents.)

**Institution Name:** Bend-La Pine Admin SD 1

**ID#:** 1976

**K. Electronic Grants Management System (EGMS) and YDD Administration:**

**Head Administrator Name:** Shay Mikalson, Superintendent

**Email:** [shay.mikalson@bend.k12.or.us](mailto:shay.mikalson@bend.k12.or.us)

**Telephone:** 541-355-1001

**Fiscal Agent Name:** Brad Henry, Chief Operations and Financial Officer

**Email:** [brad.henry@bend.k12.or.us](mailto:brad.henry@bend.k12.or.us)

**Telephone:** 541-355-1001

**Project Director Name:**

**Email:**

**Telephone:**

*Please submit your W-9 form, the EGMS Access Request Form, and a copy of your Indirect Rate letter along with this request to be set up in the State's payment system for EGMS Only (Not Required for YDD).*

**L. Child Nutrition Programs:**

☒ Sponsor    ☒ Site (May check both if applicable)

**Sponsor Name:** Bend-La Pine Schools  
**CNP Sponsor Agreement Number\*:** 0902001

**Site Name:** Realms Middle School  
**CNP Site Number\*:**

**Programs:** (Check all that apply)    ☒ SNP

☒ CACFP

☒ SFSP

\*These numbers can be found in [CNPweb](#).

**M. YDD Programs:**

**Administration:**

☐ DM Jurisdictional Lead

☒ School District

**Governance Type:**

☐ City Government

☐ County Agency

☐ Service Provider

☐ Tribal Agency

☐ Committee

☒ School District

☐ State Agency

**N. Submitted By:**

**Name:** Shay Mikalson    **Title:** Superintendent

**Email:** [shay.mikalson@bend.k12.or.us](mailto:shay.mikalson@bend.k12.or.us)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**O. Additional Information:** Optional space to provide further information about the institution request. If you are requesting a New EGMS Only request, please list the grant that you have received and/or the staff member at ODE with whom you are working.

**Requesting a name change to:** Realms Middle School

**Effective for the** 2018-19 **school year**

**Email or Fax this Institution Request Form and other supporting documentation (see Error! Reference source not found. for necessary supporting documentation) required for the request to:**

Institutions Specialist  
(503) 378-5156 – FAX  
(503) 947-5674 - Voice

[ode.institutions-request@ode.state.or.us](mailto:ode.institutions-request@ode.state.or.us)

or

For technical problems, contact the ODE Helpdesk  
(503) 947-5715

[ODE.helpdesk@state.or.us](mailto:ODE.helpdesk@state.or.us)

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

**Executive Limitation 7 - Facilities**

**May 8, 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**

**Facilities**

**The Superintendent shall not fail to assure that physical facilities support the accomplishment of Board policies.**

**Accordingly, the Superintendent shall not:**

- 1. Fail to take reasonable steps to ensure that facilities are clean, safe and not subject to improper wear and tear or insufficient maintenance.**

Evidence of Compliance:

Each school has custodial staff to ensure safe and clean buildings and each month the building engineer conducts a safety check. An online system allows custodial and office staff to submit work orders to maintenance so building needs can be addressed. Maintenance staff identify and correct building and grounds needs as well as equipment and system upgrades. Since July 1, 2017, maintenance staff have completed 4,179 work orders. The District's Safety Officer assesses our schools through site visits, inquiry and communication with staff. As appropriate, maintenance and safety needs are completed throughout the school year using operating funds. Temporary measures to help further secure school entries have been implemented until permanent fixes are constructed. Some safety upgrades completed this year include the installation of fall protection on the roof at High Desert Middle School, painting the stairs at Pilot Butte Middle School yellow, replacement of the broken mirrors in the Bend Senior High School weight room and safety training on chainsaw operation, lifts, safety harnesses and ladder usage.

Upgrading outdated Custodial equipment has been an on-going process. Twelve sites are now using the Orbio ionized water cleaning system, this system is chemical free. New technology for scrubbers, buffers, burnishers and surface prep machines help us modernize cleaning process and techniques. This year new equipment was purchased to help avoid workplace injuries and make summer cleaning more efficient. We implemented 224day C1 positions so we have more consistent staffing on school days, reformatted team cleaning and provided specialized training for gym floors, provide subs a full week of OJT, hired event custodians at the 3 large HS in Bend to help manage events, and moved the custodial foreman positions to nights at BSH and MVHS.



Areas of Improvement:

*2017 Monitoring Report Areas for Improvement:*

See [Lessons Learned, Summary](#) from the past winter storms.

*2018 Monitoring Report Areas for Improvement: None*

**2. Fail to operate facilities efficiently to realize energy and cost savings.**

Evidence of compliance:

We work closely with The Environmental Center to create “green teams” in our schools and to look for ways that our District can operate in a more sustainable manner. The continued implementation of the SEM program will eventually save the district thousands of dollars in utility expenditures. We continue to work closely with ETO and SB1149 for reimbursements on efficiency projects. This saves maintenance and bond dollars. Completed projects that are being reimbursed by SB1149 and ETO dollars are the complete upgrade of outdoor lighting to LED at Elk Meadow, High Lakes, Lava Ridge, Cascade and Summit High School. Future LED outdoor lighting upgrades that are slated to begin the summer of 2018 are Juniper, Thompson, Pilot Butte, Marshall & Summit High School. Also, the ETO is funding the boiler replacement project at Pine Ridge that is scheduled for the Summer of 2018 as well as DDC upgrades throughout the district.

All schools now have bottle fill stations to save water and the use of plastic.

Areas of Improvement:

*2017 Monitoring Report Areas for Improvement:*

See [Lessons Learned, Summary](#) from the past winter storms.

*2018 Monitoring Report Areas for Improvement:*

We are implementing an Energy Management program to establish baseline data and track utility use.

**3. Fail to refresh the 20 year long-range facilities plan every 5 years or more often to address student capacity, site-specific instructional needs, operational and maintenance needs. The planning shall not fail to include the following:**

- a. **Formation of a Sites & Facilities Committee to carry out the board-developed charge. This committee shall be well-rounded and diverse with representation from attendance areas throughout the district. There should be a balanced number of staff and non-staff members on the committee.**
- b. **Compliance with local, state and federal requirements.**
- c. **Consideration of optimal timing of proposed voter construction bond measures.**

Evidence of compliance

In October, 2015, the District organized the Sites and Facilities Committee. The Committee was made up of 21 members, 13 from the community and 8 Bend-La Pine staff members. Mike Tiller, Angus Eastwood and Brad Henry facilitated the discussions. Phase I was the initial Sites and Facilities report. This was completed and given to the Board in June 2016. Phase II was a [final report](#) which was completed in October 2016. From this work, District recommended that the Board place a bond

levy on the May, 2017 ballot. On January 12, 2017 the Board took action to place the levy on the ballot. On May 16, 2017 the ballot measure passed with almost 60% of voters casting a yes vote.

Areas of Improvement:

*2017 Monitoring Report Areas for Improvement:*

Based on feedback received, we will work to communicate to our staff the opportunity to participate on the committee and/or provide feedback in the process.

Response: Once the decision is made to for the Sites and Facilities committee we will reach out to staff for participation.

*2018 Monitoring Report Areas for Improvement: None*

4. **Build new facilities without board approval. For new facilities programming, superintendent shall not fail to ensure the programming and construction team**
  - a. **Invites board member participation for any project which requires architectural services;**
  - b. **Frames its work using board and district goals;**
  - c. **Research and visit (in person or virtually) facilities which utilize best practices and innovation in education facility design;**
  - d. **Establish an architect and builder RFP process that is approved by the board;**
  - e. **Present pre-construction drawings and value engineering recommendations to the board for approval;**
  - f. **Get board approval for change orders which alter the scope and purpose of the planned project (e.g. add or subtract from planned square footage or are in excess of \$300,000). Superintendent shall inform board leadership of any change orders which exceed \$100,000 but are less than \$300,000);**
  - g. **Regularly update the board on construction progress;**
  - h. **Evaluate the quality, value and functionality of projects after completion.**

Evidence of Compliance:

Projects completed in the summer of 2017 were: Transportation Administrative offices and shop addition, Bear Creek siding and exterior painting, Elk Meadow field renovation and asphalt replacement. PBMS restroom remodel and seismic retrofit, and asphalt work at HDMS and Marshall.

Projects that are approved are: New Elementary School with construction beginning the first week of May 2018, the New High School project just completed the Schematic design phase and construction is scheduled to begin summer of 2019, PBMS interior renovations are underway in two buildings, Secure Vestibules and Security Fencing will begin summer 2018, Marshall classroom and gym expansion is underway, Kenwood gym is nearing completion and will open for the 2018/2019 school year, BSH Master Plan work is underway, DDC retrofits at several schools are underway with more to come, Roofing work at CMS, MVHS, Buckingham and Jewell is scheduled for summer 2018, Asphalt and concrete work at several sites is ongoing as well as an additional driveway into the north parking lot at Summit HS. An architectural RFP has been issued for the Juniper building addition.

These projects followed the newly approved RFP process for architectural and contractor selection

Areas of Improvement:

*2017 Monitoring Report Areas for Improvement:* None

*2018 Monitoring Report Areas for Improvement:* None

- 5. Recommend (to the board for approval) land acquisition or sale of surplus real property without considering growth patterns, comparative costs, market timing, current budget demands, construction and transportation factors, and community impact.**

Evidence of Compliance:

Discussion began in May of 2017, for the purchase of approximately 10 acres off OB Riley road for the new elementary school. The deal is scheduled to close the week of April 30<sup>th</sup> and construction will begin in May of 2018.

Land for the New HS and a future MS site is ongoing and scheduled to close in August of 2018.

An industrial site off of Brinson Ave is under contract for a 3yr lease with two 5yr renewal options for our two new high school programs.

Areas of Improvement:

*2017 Monitoring Report Areas for Improvement:* None

*2018 Monitoring Report Areas for Improvement:* None

- 6. Fail to develop a plan for public use of district buildings and grounds that includes**
- a. clear, consistent, and fair levels of access for potential users;**
  - b. a fair and reasonable fee structure which at a minimum covers any costs of use (e.g. additional maintenance, custodial or repairs) incurred by the district;**
  - c. clear user expectations**
  - d. consequences for public users who misuse or damage district facilities and property;**
  - e. protection of student safety, student function and academic program needs.**

Evidence of Compliance:

We have a long history of thousands of hours of community use of our facilities and since July 1, 2017, there has been approximately 45,000 hours of facility use. This includes indoor and outdoor use. Even though we build the facilities to meet the educational needs of our students and staff, we welcome community usage of many of our facilities when they are not in use during the instructional day. [KGA-AR](#) is the district administrative regulation covering our facility use program which was updated in 2017. The largest single user of our facilities is Bend Metro Park and Recreation District (BPRD), with whom we have an intergovernmental agreement defining this usage and responsibilities. We also have a long standing relationship with Bend Little League (BLL), who use the majority of our fields in the spring. BLL uses their own resources to maintain the fields during the season. BLL serves approximately 1,200 youths in the community each year. These two groups serve a large portion of our students and, as a result, are provided scheduling priority. Every effort is made to accommodate a wide variety of user groups with the limited facilities available. The District uses a 4 tier fee schedule that was updated as of March 1, 2018, which covers all costs of community usage. We require each user to have proof of liability insurance and sign a user

agreement to ensure our expectations are met. The agreement describes the consequences of misuse or damage to district property due to their usage.

Areas of Improvement:

*2017 Monitoring Report Areas for Improvement:* None

*2018 Monitoring Report Areas for Improvement:* None

7. **Fail to develop a school naming process that requires final approval by the School Board. This includes naming of new schools or support services 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. The Superintendent shall not fail to:**
  - a. **Establish criteria for naming with the following specifications:**
    - i. **Names must reflect the values, vision and goals of the district;**
    - ii. **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.**
  - b. **Include district staff and community members on an ad hoc naming committee;**
  - c. **Differentiate between the naming of facilities and naming sponsorships. In such cases, the district and a sponsor may enter into an agreement to identify the sponsor with the name of a facility (e.g. "ABC Company Stadium") in return for financial consideration and for a negotiated period of time; naming sponsorships require board approval.**
  - d. **Invite the school board to issue the charge to committees which will recommend names for new school buildings. In such cases, the committee will provide a monthly progress report of its work to school board leadership for feedback.**

Evidence of Compliance:

The new Facility Naming process was approved by the board in August 2017. Please see the recommended updates to the process as part of the report addendum.

Areas of Improvement:

*2017 Monitoring Report Areas for Improvement:*

Staff are currently working on an administrative policy for naming to specifically address the items in this EL. We will have a policy in place well before the naming of the next new schools.

Response:

The new Facility Naming process was approved by the board in August 2017.

*2018 Monitoring Report Areas for Improvement:* None

**Addendum:**

- Naming of Facilities Process
- [RFP Process](#)
- [Surplus Property](#)

**Bend-La Pine Schools**  
**Naming of Facilities Process**  
**August 1, 2017**

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\*; ~~during development\*~~;
4. Name of Superintendent\*\*;
5. Name of architect;
6. Name of contractor;
7. ~~Name of construction management firm, and/or planning staff if applicable.~~

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.~~ ~~development has started.~~*

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

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

**Executive Limitation 12 - Legally Required Policies**  
**May 8, 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.

**Executive Summary**

This monitoring report provides the Board with information to evaluate the Superintendent's compliance with the directives of Executive Limitation 12 – Legally Required Policies for the time period from May 2017 to present.

The work of updating the district's policies and regulations has been, and will continue to be, an ongoing effort as new legislation and administrative rules are adopted, new policy guidance is issued by OSBA, district practices change, and situations arise which prompt review and potential revisions. Staff will continue to rely on OSBA updates and support from legal counsel in this ongoing effort. With the transition to a policy governance model; the Superintendent and staff have established policy review and reporting systems to ensure compliance with Executive Limitation 12.

**Monitoring Report**

**The superintendent shall not fail to take all necessary steps to assure that all previously approved Board policies, which are legally required, and are addressed by Administrative Policies. Accordingly, the Superintendent shall not:**

**1. Fail to amend administrative policies to comply with local, state and federal law.**

Evidence of Compliance:

To ensure a methodical and efficient approach to review, revise and monitor district administrative policies and regulations, staff continues to maintain a master spreadsheet of all district administrative policies and regulations. The spreadsheet consolidates information about each administrative policy and regulation such as:

- Summary of content to enable quick review of administrative policies and regulations that may be impacted by legislative changes in district practices;
- District review and approval dates to quickly identify administrative policies and regulations that require review and revision;
- OSBA Policy Update recommendations to ensure administrative policies or regulations that are impacted by new legislation and ODE regulations are promptly identified and reviewed;
- Date tracking to monitor updates and approval of Cabinet and information shared with the Board.



The completion of the Board's transition to the policy governance model provided the district with an opportunity to undertake a comprehensive review of administrative policies and regulations. The comprehensive review also identified outdated administrative policies and regulations that should be deleted.

**Section review:**

All administrative policies and regulations are organized in a scheme that groups like policies and regulations together. Review ensures each policy and regulation are in compliance with existing laws, reflect current district practices, and are consistent and compatible with the policy governance model.

- A/B: Board – Cabinet
- C: Administration – Cabinet
- D: Fiscal – Fiscal Services Department
- E: Support – Safety, Transportation and Nutrition Services Department
- F: Facilities – Maintenance and Facilities Department
- I: Instruction – Teaching and Learning and Special Programs Department
- J: Students – Teaching and Learning and Special Programs Department
- G: Personnel – Human Resources Department
- K/L: Community – Communications and Teaching and Learning

During the next year, review will continue as described above.

**Deleted Administrative Policies and Regulations:**

- Executive Limitation 7 – Facilities states that the Superintendent shall not fail to develop a school naming process. A process was developed and approved by Board members in August 2017 and includes a section addressing names on building plaques. With the approval of this process, FFB-AR: Names on Building Plaques has been deleted.

**Areas of Improvement:**

***2017 Monitoring Report Areas for Improvement:***

The district will continue to refine the edit and review process for policies and regulations.

***2018 Monitoring Report Areas for Improvement:***

The district continues to refine the review process for policies and regulations to ensure updates are made in a timely fashion.

**2. Fail to provide the School Board with information regarding any substantive changes made to the administrative policies listed above.**

**Evidence of Compliance:**

As administrative policies or regulations are updated, tracking continues on the master spreadsheet along with annotation on the bottom of each policy and regulation that shows dates of review and Cabinet approval. The Superintendent's office keeps a paper record of all administrative policies and regulations and tracks changes made. Records and tracking history are available to Board members at any time.

Once an administrative policy or regulation is approved through Cabinet, Board members will be notified of the update through email and/or Board leadership meetings. The Superintendent and his team also keep Board members apprised of any information that would require a change to administrative policy or regulation. A list of all administrative policies, regulations and review of work will be presented to the Board through policy monitoring with the spreadsheet as an addendum.

The following policies and regulations have been updated to reflect district practice and legal requirements:

- [\*EHAA-AR: Administrator Responsibilities Related to Technology\*](#)  
The overarching goal of this update is to ensure principals and administrators are partnering with the Information Technology Department as they use, purchase and/or update technology equipment. Changes reflect the expectations and practices that are currently taking place within the district.
- [\*GBA-AP: Equal Employment Opportunity\*](#)  
Whistleblower and Veteran's Preference laws are reflected in the updated version.
- [\*GCBDD / GDBDD-AP: Sick Time\*](#)  
Updated language clarifies Category One and Category Two employees along with the addition of Category Three employees. Clarification around how sick time shall be used is also included to align with employee contract language.
- [\*JEBA-AP: Entrance Requirements for Kindergarten and First Grade\*](#)  
Language specific to birthdate range has been updated to align with [\*JBEA-AR: Guidelines for Entrance & Early Entrance into Kindergarten and First Grade\*](#).
- [\*JECBD-AP: Homeless Students & Students in Foster Care\*](#)  
As part of ESSA, school districts are required to provide students in foster care support to ensure educational stability, similar to what support is provided to homeless students. Updated language reflects legal requirements.
- [\*JHCB-AR: Immunization of Students\*](#)  
Updated language reflects the requirements set by the Oregon Health Authority, ORS 433.273 and ORS 433.267 around exemption to immunization.
- [\*JFG-AR: Student Searches and Questioning\*](#)  
With the passage of SB 1540, Department of Human Services (DHS) case workers now have the right to conduct investigations of child abuse in schools without law enforcement directives. This change in practice also led to an updated procedural form for school staff to use.
- [\*IGBHAA-AR: Evaluation of Alternative Learning Options\*](#)  
Updated language reflects the Board and district's desire to change the annual ALO reporting date from January 15 to October 15.

- [\*IKA-AR: Grades and Credit\*](#)

Updated language clarifies the date in which an application for high school transcript credit(s) must be received. A request form must be returned no later than May 1 of a student's graduation year. The clarification of dates also led to an updated procedural form for school staff to use.

Policies and regulations currently under review to reflect district practices and legal updates:

- *JHCD-AR: Administration of Medication*

A vast majority of the updates are being made to align with responsibilities and requirements related to the administration of prescription, nonprescription and injectable medications that trained staff are allowed to administer. Guidance from OSBA and OHA are being considered in the rewrite.

- *KCA-AP: Volunteers in Schools*
- *KCA-AR: School Volunteers / Criminal History Records Check*
- *KK-AP: Visitors to District Facilities*
- *KK-AR: Visitors to District Facilities*

Each of these policies and regulations are being updated to more clearly define a visitor and volunteer, including the criteria a visitor and volunteer must meet along with the functions each may fulfill in a particular role.

#### Areas of Improvement:

*2017 Monitoring Report Areas for Improvement: None*

*2018 Monitoring Report Areas for Improvement:*

Timeliness of updates to Board members could be improved upon. Staff is considering a quarterly policy and regulation report to assist with regular reporting in a more consistent format.

### **3. Fail to create administrative policies consistent with new laws.**

#### Evidence of Compliance

The following new policies and regulations have been completed to comply with new law:

- [\*EBBB-AP: Injury / Illness Reports\*](#)

ORS 339.309 required districts to develop a policy around documenting and tracking records of all injuries and illnesses of employees, students, and visiting members of the public while on district property or while performing the duties of district employment.

In the 2017 monitoring report, the district reported the the following polices and regulations were being drafted. All are now complete:

- *Administrative Regulation* [\*GBA-AR: Veteran's Preference\*](#)
- *Administrative Policy* [\*GBMA-AP: Whistleblower\*](#)
- *Administrative Policy* [\*EFA-AP: Local Wellness Program\*](#)

#### Areas of Improvement:

*2017 Monitoring Report Areas for Improvement:*

Timeliness of drafting new policies and regulations is an area for improvement. It will continue to be a goal of the district to draft required policies and regulations in a timely fashion and update existing policies and regulations as laws are updated.

*2018 Monitoring Report Areas for Improvement:*

Timeliness in drafting new policy and regulation continues to be an area for improvement. If a quarterly reporting system is implemented, it is our belief this system will help with meeting goals for timely development and notification of newly required policies and regulations.

**4. Fail to inform the School Board when the law necessitates the adoption of new administrative policies required of school boards.**

Evidence of Compliance:

Presentation of annual monitoring report and other updates given to Board members throughout the year as described in numbered sections 1-3 as included above.

Areas of Improvement:

*2017 Monitoring Report Areas for Improvement:* None

*2018 Monitoring Report Areas for Improvement:* None

**Addendum:**

Please see attached spreadsheet for a complete list of Executive Limitations, Governance Policies, Administrative Policies and Regulations.

Executive Limitation, Poilcy Governance, AP & AR Title	Most Recent Approval Date	OSBA Update	Legislation & Change / reason for update	Termination Date (if applicable) & reason
AC-AR: Discrimination Complaint / Grievance Procedure	12/17/2012	September-17		
AC: Non-Discrimination	2/22/2011	September-17		
BA: Board Member Criminal History Records Check	11/18/2014			replaced by GP 3 (4/28/16)
BBFA: Board Member Ethics and Conflicts of Interest				replaced by GP 4 (4/28/16)
BBFB: Board Member Ethics and Nepotism				
BCD: Board-Superintendent Relationship				
BD GOV A: Execuitve Limitations				replaced by EL 1 (9/8/15)
BD GOV A.1: Treatment of Students and Families				replaced by EL 3 (11/10/15)
BD GOV A.1.A: Treatment of Public				replaced by EL 3 (11/10/15)
BD GOV A.1.B: Fundraising Projects and Donations				replaced by EL 3 (11/10/15)
BD GOV A.2: Treatement of Staff				replaced by EL 4 (12/8/15)
BD GOV A.3: Financial Planning and Budgeting				replaced by EL 10 (1/26/16)
BD GOV A.4: Financial Conditions and Acitivities				replaced by EL 10 & EL 11 (1/26/16)
BD GOV A.5: Emergency Superintendent Succession				replaced by EL 2 (9/22/15)
BD GOV A.6: Asset Protection				replaced by EL 11 (1/26/16)
BD GOV A.6.1: Asset Protection - Naming Facilities				replaced by EL 7 (110/10/15)
BD GOV A.7: Compensation and Benefits				replaced by EL 5 (9/8/15)
BD GOV A.8: Communication and Support to the Board				
BD GOV B: Governance Commitment				
BD GOV B.1: Governing Style				replaced by GP 1 (2/23/16)
BD GOV B.2: Board Job Description				replaced by GP 2 (2/23/16)
BD GOV B.3: Annual Board Planning Cycle				
BD GOV B.4: Board Chair's Role				replaced by GP 5 (4/28/16)
BD GOV B.5: Board Member's Code of Conduct				replaced by GP 3 (4/28/16)
BD GOV B.6: New Board Member Orientation				replaced by GP 5 (4/28/16)
BD GOV B.7: Board Committee Principles				replaced by GP 5 (4/28/16)
BD GOV C: Board-Superintendent Relationship				
BD GOV C.1: Delegation to the Superintendent				
BD GOV C.2: Monitoring Superintendent Performance				
BG: Board-Staff Communications	8/26/2008			
Board Ends / Goals	9/1/2015			
CB: Superintendent	4/30/2009			
CBC: Evaluation of the Superintendnet	2/22/2011			
CC: Administrative Organization	1/4/1997			
CC: Administrative Organization Chart				
CCB-AR: Administrative Hiring	6/7/2004			
CCCAA-AR: Reassignment of Building Administrators	1/23/2007			
CCG-AR: Evaluation of Management Team	7/17/2003			
CCG: Administrative Evaluation	5/6/2002	September-17		
CCG1-AR: Administrator Goal Setting Plan				
CCG2-AR: Performance Assessment Annual Bldg - Administrator Evaluation (long)				
CCG3-AR: Performance Assessment Annual Supervisor Evaluation Form (long)				
CCG5-AR: Performance Assessment Annual Bldg Evaluation Form (long)				
CCG5-AR: Performance Assessment Annual Bldg Evaluation Form (short)				
CCG6-AR: Performance Assessment Annual Supervisor Evaluation Form (short)				
CCG7-AR: Performance Assessment Annual District Administrator Eval Form (long)				
CCG7-AR: Performance Assessment Annual District Administrator Eval Form (short)				
CFA-IFCA-AR: Site Councils - Decision Making Framework	1/26/2007			
CFA-IFCA: Decision Making Framework / School Site Councils	1/14/1997			
CJ-AR: Administrative Intern Program	1/26/2007			
DAA-AR: Organization of Business Support Services	9/4/2008			
DB-AR: District Budget	8/28/2009			
DD-AR: Grant Proposals and Expenditures	10/6/2008			
DF-AR: Revenue From Non-Tax Sources	5/12/2008			
DFA: Investments and Portfolio Guidelines	8/29/2008			
DFD-AR: Facility Rental and Usage	2/1/2010			
DFE-AR: Gate Receipts and Admission	10/29/2007			
DGA-DGB-AR: Authorized Signatures	9/4/2008			
DH-AR: Bonded Employees and Officers	2/21/2008			
DI-AR: Fiscal Accounting and Reporting	7/28/2008			
DIBA-AR: Insurance Reserve Fund	7/28/2008			
DJ-AR: Public Contracting Rules and Guidelines	6/17/2016		The only change is in paragraph A (1) referring to the executive limitations	
DJA-AR: Contracted Services Agreement Attachment				
DJA-AR: Criteria for Independent Contractor	2/21/2008			
DJB-AR: Petty Cash Funds	5/12/2008			
DJC-AR: Purchasing Authority and Limits	6/17/2016	April-16	The only change is in referring to the executive limitations	
DJD-AR: Criteria for Fixed Assets	9/22/2008			
DLB-AR: Voluntary Payroll Deductions	12/7/2009			
DLBA-AR: Advance Salary Payments	9/22/2008			
DLCA-AR: Travel Procedure	7/28/2008			
DM-AR: Student Body Fund Accounting	9/22/2008			
DN-AR: Disposal of Real Property	10/21/2014			
DNA-AR: Disposition of District Owned Property	7/29/2008			
EB: Safety Program	1/14/2013			
EBA-AR: Emergencies	6/18/2012			
EBAC-AR: Safety Meetings	9/24/2012			
EBAD-AR: Indoor Air Quality (IAQ)	10/13/2008			
EBB-AR: Integrated Pest Management Plan	6/14/2012			
EBB: Intergrated Pest Management	6/12/2012			
EBBA-AR: First Aid	4/30/2013			
EBBAB-AR: Bloodborne Pathogens Employee Handbook	11/1/2012			
EBBB-AP: Injury / Illness Reports	3/19/2018	September-17	ORS 339.309	
EBBC-AR: Life-Sustaining Emergency Care	2/11/2009			
EBBD-AR: Handling and Disposing of Contaminated Fluids	1/25/2007			
EBBE-AR: Electrical Equipment Lock-out/Tag-out	9/2/2003			
EBC-EBCA-AR: Communications Regarding Serious Incident	1/25/2007			
EBCD-AR: Emergency Closures	1/14/2013			
EC-AR: Building & Grounds - Management & Security	8/31/2012			
ECAA-1: Vehicles Only Signage	1/25/2007			
ECAA-2: Removal Notice	1/25/2007			
ECAA-3: Towed Notice	1/25/2007			
ECAA-AR: Posting Property for Security	1/25/2007			
ECAB-AR: Vandalism/Malicious Mischief/Theft	1/14/2013			

ECAC-AR: Access to Buildings	1/25/2007			
ECD-AR: Vehicles on District Property	1/26/2007			
ECE-AR: Cleaning Standards of District Facility for Health and Safety	1/26/2007			
EDB-AR: Maintenance and Control of Materials	1/26/2007			
EDBA-AR: Maintenance and Control of Activities Equipment	1/26/2007			
EDDA-AR: Sustainability	4/20/2009			
EE: Student Transportation Services	4/2/2002			
EEA-AR: Reimbursement in Lieu of Transportation	1/26/2007	June-17		
EEAB-AR: School Bus Scheduling and Routing	1/26/2007			
EEAC-AR: School Bus Safety Program	4/2/2012			
EEACB-AR: School Bus Maintenance	11/6/2008			
EEACC-AR: Conduct on School Buses	10/17/2011			
EEACC: Student Conduct on School Buses	1/14/2013			
EEACCA-AR: Video Surveillance	1/28/2013			
EEACD-AR: School Activity Vehicles	9/26/2011			
EEADA-AR: Use of District School Buses for Other Than School Activities	1/26/2007			
EEADB-AR: Student Transportation in Private Vehicles	1/26/2007			
EEADBA-AR: Student Transportation for Non-Curricular Activities/Athletic Events	1/26/2007			
EEAE-AR: Proof of Liability Insurance for Volunteers Transporting Students	10/12/2011			
EEBAA-AR: District Vehicles / Seat Belts	4/2/2012			
EEBB-AR: Use of Private Vehicles on School District Business	9/26/2011			
EF-AR: Managemetn of Nutrition Services	1/26/2007			
EFA-AR: Sale of Food on District Property	4/14/2008	June-17		
EFA: Local Wellness Program	9/1/2017	June-17	New provisions established by Healthy Hungry Kids update	
EFAA-AR: Child Nutirion Programs	1/23/2012	January-17		
EFAA: District Nutrition and Food Service	8/25/2011	January-17		
EFAB-AR: Food Products from Home and Kitchen Facility Usage	1/26/2007			
EFAE-AR: Child Nutrition - Hearings	10/10/2011	January-17		4/2017: now part of annual agreement with ODE, or eligibility determination
EFAJ-AR: Child Nutrition - Meals Served Visiting Children	1/26/2007	January-17		4/2017: now part of annual agreement with ODE, or eligibility determination
EFAL-AR: Second Meals	1/26/2007	January-17		4/2017: now part of annual agreement with ODE, or eligibility determination
EFC-AR: Student Accessible Vending	9/30/2013			
EGAAA-AR: Guidelines for Use of Copyrighted Materials	1/26/2007			
EGAC-AR: Telephone Procedures	1/26/2007			
EGACA-AR: Cellular Telephones	4/2/2012			
EHA-AR: Appropritate Uses of Technology	4/17/2010			
EHA: Appropriate Uses of Technology Equipment, Infrastructure and Services	6/6/2016		ORS 581-021-0505 / RFID opt-in effective 2016-17 SY	
EHAA-AR: Administrator Responsibilities Related to Technology	2/5/2018	n/a	updated to align with current practices and define role of IT and building	
EHAB-AR: Technology Responsibilities for Special Programs	4/7/2008			
EHAC-AR: Electronic Storage and Publishin on Web and Other Communication Media	5/19/2009			
EHAD-AR: District Web Services Guidelines	5/19/2009			
EHAЕ-AR: Use of Online Services and Collaborative Tools	2/22/2010			
EI-AR: Risk and Insurance Management Program	5/21/2012			
EIA-AR: Insuarnce Programs	5/21/2012			
Executive Limitation 1: Global Executive Restraint	9/8/2015			
Executive Limitation 10: Financial Planning & Administration	1/26/2016			
Executive Limitation 11: Asset Protection	1/26/2016			
Executive Limitation 12: Legally Required Policies	1/26/2016			
Executive Limitation 2: Emergency Superintendent Succession	9/22/2015			
Executive Limitation 3: Treatment of Students, Parents/Guardians & Public	11/10/2015			
Executive Limitation 4: Treatment of Staff	12/8/2015			
Executive Limitation 5: Staff Compensation & Development	9/8/2015			
Executive Limitation 6: Staff Evaluation	9/8/2015			
Executive Limitation 7: Facilities	11/10/2015			
Executive Limitation 8: Academic Programs	12/8/2015			
Executive Limitation 9: Technology	1/26/2016			
FA-AR: Facilities Development Goals	11/10/2009			
FB-AR: Facilities Planning	11/10/2009			
FC-AR: Capital Construction Program	5/21/2012			
FEA-AR: Capital Improvement - Educational Programs	11/16/2009			
FFB-AR: Names on Building Plaques	6/4/2012			August 2017 - naming facilities process now includes names on bldg. plaques (EL 7)
FG-AR: Inspection and Acceptance of New Facilities	6/4/2012			
FJ-AR: Temporary District Facilities	6/4/2012			
FK-AR: Facilities Renovation	5/29/2012			
FKA-AR: Guidelines for Volunteer Facility Improvement Projects	11/29/2010			
FKAА-AR: Requirements for Volunteer Painting	11/29/2010			
FL-AR: Retirement of Facilities	5/29/2012			
GAA-AR: Personnel Definitions	12/22/2014			
GAB-AR: Job Descriptions	3/28/2011			
GBA-AP: Equal Employment Opportunity	9/1/2017	October-16	Whistleblower and Veteran's Peferance laws reflected	
GBA-AR: Veterans Preference	9/1/2017		ORS 408.225-230(5) recommendation to use an update scored system to align with Oregon's Veterans' Preference Law	
GBC-AR: Staff Ethics	8/9/2010			
GBC: Staff Ethics	9/14/2010			
GBCB-AR: Employee Dress and Grooming	3/28/2011			
GBCC-AR: Fitness for Duty	1/29/2007			
GBCD-AR: Staff Responsibilities	3/12/2001			
GBCDA-AR: Licensd Staff Confidentiality and Testimony	10/11/2010			
GBCDB-AR: School Counselor Obligations - Confidentiality and Testimony	2/28/2012			
GBDA: Mother Friendly Workplace	4/22/2008			
GBDB-AR: Request for Access to Staff for Sales Purposes	10/1/2002			
GBE-AR: Staff Health and Safety	6/17/2011			
GBEB/JHCC: Communicable Diseases	12/10/2013	September-17		
GBEB-AR: Communicable Diseases-Staff	NEW	September-17		
GBEC: Drug-Free Workplace	9/13/2011			

GBECD-AR: Pre-Employment Medical Exam / Drug Testing	10/6/2008			
GBEDA-AR: Drug & Alcohol Testing - Transportation Personnel	3/12/2012	September-17	random testing increased from 10% to 25%	
GBEDA: Drug & Alcohol Testing - Transportation Personnel	3/13/2012			
GBG-AR: Staff Participateion in Political Activities	10/1/2008			
GBJ-AR: Weapons in the Schools	5/1/2007			
GBK-AR: Tobacco-Free School District	9/19/2005			
GBK/JFCG/KGC: Tobacco Free Enviornment	12/15/2011	February-18		
GBL-AR: Peronnel Records	1/29/2007			
GBLA-AR: Disclosure of Information	2/2/2011			
GBMA-AP: Whistleblower	6/1/2017		HB 4067 requires policy be established for whistleblower rights	
GBO-AR: Employee Use of District Property	1/29/2007			
GC-AR: Conditions of Employment	1/29/2007			
GCA-AR: License Requirments - Staff	1/29/2007	September-17		
GCBC-AR: Health Benefits - Continuation Coverage	1/29/2007			
G CBD-AR: Leaves and Absences	1/29/2007			
GCBDA/GDBDA: Family Medical Leave	4/28/2009			
GCBDB-AR: Early Return to Work	1/29/2007			
GCBDD-AR: Employee Work Attendance	1/29/2007			
GCBDD/GDBDD-AP: Sick Time	12/11/2017		updated to align with contract and MOU language - front loading leave instead of accrual	
GCBF: Early Retirement Incentive Program	4/14/2009			
GCC/GCD-AR: Recruitment	3/28/2011			
GCCA-AR: Announcement of Job Vacancies	3/28/2011			
GCCB-AR: Application for Employment	1/29/2007			
CCCC-AR: Screening Applicants	1/29/2007			
GCCD-AR: Interviewing Candidates	1/29/2007			
GCCE-AR: Assignment	1/29/2007			
GCD/GCN: Evaluation of Staff	6/11/2013			
GCDG/GDDA-AR: Criminal Records Check / Fingerprinting	10/1/2013	September-17		
GCDG/GDDA: Criminal Records Check / Fingerprinting	10/22/2013	September-17		
GCEA-AR: Substitute Teacher Guidelines	8/26/2010			
GCI/GDI-AR: Notice of Employment	1/29/2007	June-17		
GCIA/GDIA-AR: Assignments and Transfers	1/29/2007			
GCI/GDJ-AR: Work Schedules	1/29/2007			
GCJA-AR: Authorization of Extended Time	1/29/2007			
GCJB/IGBAN-AR: Grants	1/29/2007			
GCL-AR: Staff Development	3/28/2011	January-17		
GCL/GDL: Staff Development	2/22/2011	January-17		
GCLA-AR: Training for Another License	12/29/1999			
GCLB-AR: Indistrict Credit Procedures	5/14/2012			
GCN/GDN: Evaluation of Staff		September-17		
GCPA-AR: Reduction in Force and Recall	1/29/2007			
GCPB/GDPB-AR: Resignation of Staff	1/29/2007	June-17		
GCPC/GDPC-AR: Retirement of Staff	1/29/2007			
GCPCA-AR: Hiring of Retired Employees	4/21/2014			
GCQA/GDQA-AR: Non-School Employment	1/29/2007			
GCQC-AR: Exchange Teaching	1/29/2007			
GCQE-AR: Student and Intern Teachers	1/29/2007			
GDA-AR: Educational Assistants	8/8/2011	June-17		
GDEA-AR: Substitute Employees	12/2/2013			
GDQBA-AR: Copyrights and Patents - District's Proprietary Rights	1/29/2007			
Governance Process 1: Governance Commitment	2/23/2016			
Governance Process 2: Board Job Description	2/23/2016			
Governance Process 3: Board Code of Conduct	4/28/2016			
Governance Process 4: Board Member Conflict of Interest	4/28/2016			
Governance Process 5: Board Member Roles	11/14/2017		update roles	
Governance Process 6: Board Operations	4/28/2016			
IA-AR: Instructional Goals	10/6/2008			
IB-AR: Freedom of Expression	1/29/2007			
IBDJA-AR: Home Schooling	1/29/2007	February-18		
IF-AR: Curriculum Development	1/29/2007			
IFCA/CFA-AR: School Site Councils	1/29/2007			
IFCC-AR: Guest Speakers & Outside Presenters	2/19/2008			
IGAC-AR: Treatment of Religion in Schools	1/4/2010	February-18		
IGAEA-AR: HIV, AIDS and HBV - Health Education	1/29/2007			
IGAEB: Drug, Alcohol and Tobacco Prevention	10/11/2011	January-16		
IGAEC: Steroids & Performance Enhancing Substances	4/28/2009	November-08		
IGAI: Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education	1/12/2010	April-16		
IGAJ-AR: Traffic Safety (Driver Education)	3/29/2010			
IGAJ: Traffic Safety	12/12/2008			
IGAL: Kindergarten Tuition	8/12/2008			delete?
IGBA-AR: Students with Disabilities	3/4/2003			
IGBA: Students with Disabilities	4/8/2008	September-17		
IGBAB-AR: Records of Students with Disabilities	4/18/2012			
IGBAB: Records of Students with Disabilities	1/14/1997			
IGBAE-AR: Participation in Regular Education Programs	1/29/2007			
IGBAF-AR: Individual Education Programs	1/29/2007			
IGBAF: Special Education IEP	4/8/2008			
IGBAG-AR: Procedural Safeguards	1/29/2007	September-17		
IGBAH-AR: Evaluation Procedures	4/18/2012	September-17		
IGBAH: Special Education - Evaluation Procedures	4/8/2008	September-17		
IGBAI-AR: Private Schools	4/18/2012			
IGBAJ: Special Education - Free Appropriate Public Education	5/12/2009	September-17		
IGBAL-AR: Related Services	4/18/2012	September-17		
IGBB: Talented and Gifted Program	1/11/2011			
IGBBA: Talented and Gifted Identification	1/11/2011	April-16		
IGBBC: Programs and Services (TAG)	1/11/2011	September-17		
IGBBD: Parent Notification and Participation	1/14/1997			
IGBBE: Complaints Regarding Talented and Gifted Program	1/14/1997			
IGBC: Title I - Parent Involvement	6/10/2008	June-17		
IGBG-AR: Home Tutoring / Instructional Program	2/11/2013			
IGBHA-AR: Alternative Educational Programs	5/27/2010			
IGBHA: Alternative Educational Programs	1/8/2007			
IGBHAA-AR: Evaluation of Alternative Education Programs	5/22/2017		annaul report on Oct. 15 instead of Jan. 25	

IGBHAB-AR: Magnet School Guiding Principles and Application Process	11/2/2015			
IGBHD-AR: Program and Instructional Activity Exemptions	6/5/2006	October-03		
IGBHE-AR: Expanded Options Program	1/20/2015	September-17		
IGBI: Bilingual Education	1/12/2010	June-17		
IGD-AR: Co-Curricular / Extracurricular Activities	1/13/2003			
IGDA-AR: Student Organizations	1/30/2007			
IGDAA-AR: Non-Curriculum Related Student Meetings at Secondary Schools	12/29/1999			
IGDB-AR: Student Publications	2/2/2009			
IGDE-AR: Student Participation Fees for Extracurricular Activities	6/9/2009			
IGDEA-AR: Excellence Fund - Rotary Club of Greater Bend				
IGDF-AR: Student Fund-Raising Acitivities	1/30/2007	April-16		
IGDG-AR: Student Body Funds	1/29/2007			
IGDGA-AR: Student Body Fund Accounting Handbook	7/1/2008			
IGDJA-AR: Access of Athletic / Activity Programs	8/18/2003			
IGDJB-AR: Uniforms for School Sanctioned Teams / Performing Groups	1/29/2007			
IGDK-AR: Non-Disrict Sponsored Study, Tours, Trips, Competitions; Reference Guide; Disclaimer Form	4/28/2008			
IGEC-AR: Nutrition Services Education	1/30/2007			
IHB-AR: Class Size	1/29/2007			
IIA-AR: Instructional Materials Selection	5/14/2012			
IIA-AR(1): Parental Permission Form for Teacher-Selected Supplemental Materials				
IIA-AR(2): Request for Variance from Board Adopted Core Supplemental Book List				
IIA-AR(3): Teacher Selected Supplemental Instructional Materials Approval Form				
IIA: Instructional Resources / Materials	4/27/2010			
IIAB-AR: Reconsideration of Instructional Materials				
IIABA-AR: Selectionof Projects for Prof. Technology / Science Classrooms				
IIABB-AR: Instructional Use of Feature Film / Video				
IIABB-AR: Video Approval List				
IIABB-AR: Video Approval List Form				
IIABB-AR: Video Parent Letter Elem				
IIABB-AR: Video Parent Letter HS				
IIABB-AR: Video Parent Letter MS				
IICAA-AR: District -Sponsored Student Activity and Athletic Travel	4/28/2008			
IKA-AR: Grades and Credit	12/18/2017		update to clarify high school transfer credit deadlines and form	
IKA-AR(1)				
IKAA-AR: E Credit for Athletic Participation	3/12/2012			
IKAD-AR: Grade Reduction or Credit Denial / Student Attendance	4/23/2012			
IKE-AR: Appendix A				
IKE-AR: Appendix B				
IKE-AR: Retention / Double Promotion	2/6/2012			
IKE: Retention / Double Promotion	3/29/2011			
IKF-AR: Graduation Requirements	5/5/2014	February-18		
IKF-AR: Reference Table	9/29/2011	February-18		
IKF: Graduation Requirements	5/27/2014	April 20176 & June 2017		
IL-AR: Assessment Program	1/30/2007			
ILBA-AR: Assessment Exclusion	1/30/2007			
IMB: Student Achievement	1/1/2003			
INB-AR: Studying Controversial Issues	1/30/2007			
INDB-AR: Flag Displays and Salutes	12/29/1999			
ING-AR: Animals in the Classroom or on School Propert (form only)				
ING-AR: Animals in the Classroom or on School Property	4/2/2012			
JB: Equal Educational Opportunity	8/26/2008			
JBA-GBN: Harassment / Intimidation / Bullying / Cyberbullying	12/11/2012			
JBA/GBN-AR: Harassment / Indimidation / Bullying / Cyberbullying	11/5/2012			
JBAA-GBNA-AR: Sexula Harassment Complaints	11/8/2010			
JBAA-GBNA: Sexual Harassment	1/25/2011			
JC-AR: Attendance Area & In-District Transfers	1/16/2015			
JEA-AR: Compulsory Attendance	9/25/2016	September-17	change in BLP practices	
JEA: Student Attendance	9/25/2016	n/a	update to shorten policy and practices now in AR	
JEAA-AR: Student Membership & Attendance Accounting	1/30/2007			
JEBA-AP: Entrance Requirements for Kindergarten & First Grade	11/13/2017	n/a	align birthdate range to match JEBA-AR	
JEBA-AR: Guidelines for Entrance and Early Entrance into Kindergarten and 1st Grade	6/8/2015			
JEC: Admission of Students	10/23/2012	September-17		
JECAC-AR: Parental Custody	8/13/2014			
JECB: Admission of Non-Resident Students	3/11/2014			
JECBC-AR: Student Transfers - High School Athletics	3/1/1999			
JECBD-AP: Homeless Students & Students in Foster Care	2/5/2018	January-17	ESSA / ODE requires foster care students to receive support to ensure educational stability, similar to what support is provided to homeless students (updated policy title)	
JECBD-AR: Homeless Students	5/20/2009	January-17		
JFCA-AR: Student Code of Dress	1/13/2009			
JFCA: Student Code of Dress	2/24/2009			
JFCAA-AR: Student Uniforms for School Activities	1/30/2007			
JFCE-AR: Secret Societies / Gang Activity	1/30/2007			
JFCEB-AR: Personal Communication Devices	10/22/2010			
JFCG: Tobacco Free Enviornment	12/9/2008	September-17		
JFCJ: Weapons in Schools	9/9/2014			
JFCL-AR: Laser Pens	1/30/2007			
JFCM: Threats of Violence	9/9/2014			
JFD-AR: Students of Legal Age	5/19/2003			
JFD-AR: Students of Legal Age (form)				
JFE-AR: individualized Plan for Pregnant / Parenting Students				
JFE: Pregnant and Parenting Students	1/14/1997			
JFG-AR: Student Searches and Questioning	4/1/2018		SB 1540 / DHS access to interview students w/o law enforcment directives	
JFG-AR: Student Searches and Questioning DHS / Law Enforcement Interview Checklist				
JFGA-AR: Voluntary Drug Testing Programs	1/10/2005			
JFH-AR: Student Complaints	1/30/2007			
JG: Student Conduct and Discipline	9/23/2014	April-16		
JGAB-AR: Use of Restraint and Seclusion	11/26/2012	September-17		
JGAB: Use of Restraint and Seclusion	1/8/2013			
JGDA-JGEA: Discipline of Disabled Students	1/14/1997			



JGDA/JGEA-AR: Special Education - Discipline	3/4/2003			
JHC-AR: Student Health Services and Requirements	1/30/2007	June-17		
JHCB-AR: Immunization of Students	2/4/2018	February-18	align with OHA requirements for Dr. signature with immuniztion exemption specific form / links also added to web	
JHCC-AP: Communicable Diseases-Students	NEW	September-17		
JHCC-AR: Communicable Diseases-Student	NEW	September-17		
JHCD-AR: Administering Non-Injectable Medicines to Students	1/30/2007	September-17		
JHCD: Administering Medicines to Students	3/13/2001	September-17		
JHFA-AR: Supervision of Students	12/12/2011			
JHFC-AR: Personal Student Transportation	10/11/2000			
JHFDA: Suspension of Driving Privileges	4/27/2010			
JHFE-AR: Reporting of Suspected Child Abuse	1/14/2013	February-18		
JHFE: Reporting of Suspected Child Abuse	5/28/2013			
JHFF-AR: Maintaining Appropriate Staff / Student Boundaries	9/9/2013			
JHFF: Reporting Requirements Regarding Sexual Conduct with Students	7/9/2013			
JHHA-AR: Crisis and Violence Prevention and Response	6/4/2012			
JN-AR: Student Fees, Fines and Charges	1/9/2012			
JNA-AR: Retention of Student Ed Records, Grade Reports, Diploma	10/25/2004			
JO-AR: Education Records Management	2/13/2012			
JO: Education Records	10/26/2010			
JOA: Directory Information	10/12/2010	September-17		
JOB: Personally Identifialbe Information	12/14/2010			
JRC-AR: Student Record Subpoena (Subpoena Duces Tecum)	10/11/2010			
JRC-AR: Student Record Subpoena (Subpoena Duces Tecum) Notice Form				
KAB-AR: Parental Rights (Survey of Students)	1/9/2012	June-17		
KAB: Parental Rights (Survey of Students)	11/8/2011	June-17		
KBA-AR: Public Records and Public Records Request Form	7/15/2009	February-18		
KBC-AR: Media Relations	1/1/2007			
KCA-AR: School Volunteers / Criminal History Records Check	4/30/2013			
KCA: Volunteers in Schools	7/10/2012			
KG-AR: Community Use of District Facilities	10/6/2008			
KGA-AR: Facility Use Procedure	5/20/2013			
KGA-AR: Fee Schedule	7/1/2010			
KGAB-AR: Facilities, Eqpt and Vehicles - Employee Use for Student Activities	1/1/2007			
KGB-AR: Public Conduct on District Property	1/1/2007	June-16		
KGF-AR: Authorized Use of District Equipmen and Materials	7/1/2002			
KGF: Authorized Use of District Equipment and Materials				
KGG-AR: Building Security During Non-Custodial Hours	1/1/2007			
KH-AR: Public Gifts to the District	9/17/2001			
KI-AR: Advertising in District Facilities	6/4/2012	June-17		
KI: Public Solicitation in District Facilities	7/9/2009	June-17		
KJ-AR: Hiring Staff with Private Funds	1/1/2007			
KJA-AR: Materials Distribution	1/9/2012			
KJA: Materials Distribution	5/25/2010			
KJA: Materials Distribution Chart				
KK-AR: Visitors to District Facilities	5/6/2015			
KK: Visitors to District Facilities	1/8/2007			
KL-AR: Public Complaints	12/17/2012	September-17		
KL-AR: Public Complaints Form		September-17		
KL: Public Complaints	5/10/2005	September-17		
KLD-AR: Public Complaints and Form (Spanish)				
KLD: Public Complaints about District Personnel	5/10/2005	September-17		
KN-AR: Relations with Law Enforcement Agencies	10/26/2010			
LBE-AR: Public Charter Schools	9/26/2016	June-17	dates of submission and school level updated	
LBE: Public Charter Schools	9/26/2016	June-17		