

**Bend-La Pine Schools**  
**Bend, OR 97703**  
**March 8, 2016**

Executive Session 5:00 p.m.  
Regular Meeting immediately following

The Board of Directors of Bend-La Pine Schools will meet in an executive session under ORS 192.660(2)(a), (2)(e), (2)(f) and (2)(h) at 5:00 p.m., followed by a regular meeting on March 8, 2016 in room 314 of the Education Center, 520 NW Wall Street, Bend, OR.

**Agenda**

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

**Board Workshop**

High School Schedule Discussion	Chair Juba
---------------------------------	------------

**Consent Agenda**

Approval of Minutes – February 23, 2016 <i>reference: ORS 192.650 and ORS 332.057</i>	Chair Juba
Approval of Personnel Recommendations <i>reference: ORS 332.505</i>	Jay Mathisen
Approval of Recommendations for Renewal or Non-Renewal <ul style="list-style-type: none"> <li>• Probationary teacher and administrator renewal</li> <li>• Contract teacher and administrator extensions</li> <li>• Non-renewal of temporary teachers</li> </ul>	Chair Juba

**Action Items**

Calendars: <ul style="list-style-type: none"> <li>• 2016-17 Bend Area &amp; South County Elementary Schools</li> <li>• 2016-17 La Pine Middle &amp; La Pine High Schools</li> <li>• 2016-17 REALMS</li> <li>• 2017-18 Major Dates</li> </ul>	Superintendent Mikalson
--	-------------------------

**Report**

Policy Monitoring – Executive Limitation 11 : Asset Protection	Brad Henry
--	------------

**Policy Governance Discussion**

Governance Process 5 – Board Member Roles	Vice Chair Kinkade
Governance Process 6 – Board Operations	Vice Chair Kinkade

**Board Comments**

**Adjourn**

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

The Board of Directors for Bend-La Pine Schools met in a regular session on February 23, 2016  
in room 314 of the Education Center, 520 NW Wall Street, Bend, OR.

**Board Members Present**

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

**Board Members Absent**

Andy High

**Call to Order**

The meeting was called to order at 6:02p by Chair Juba, the Pledge of Allegiance followed.

**Public Input**

Marilyn Burwell invited all to a Trauma Informed Conference on April 11 at the Riverhouse Convention Center.

Jennifer Sawyer shared about the Pollinator Rehabilitation Project she is leading. Sawyer suggested establishing a pollinator garden at Jewell Elementary, where her student attends, that could also be an educational opportunity for students to participate in. Sawyer is also working with the City of Bend on strategies to increase the bee population in Bend.

**Superintendent's Report**

Superintendent Mikalson congratulated Bend High School student, Ian Churchill, for being named a National Merit Finalist. Bend Senior High Boys and Summit High School Girls won the state swimming championships last weekend, and the Bend High Girls team took second place with a one-point difference from first place. Mikalson expressed his thanks and appreciation for the partnership and work of the Family Access Network (FAN) who helped support 6,000 families and students in the first two quarters of this school year.

Mikalson introduced Charlie Anderson and Sandy Phillips from Camp Tamarack. Anderson, Camp Director, is a former Bend-La Pine School teacher and now a champion and leading efforts for outdoor school at Camp Tamarack. Sandy Phillips, Assistant Director and teacher at Ensworth Elementary, and Anderson shared since 2013 there has been a steady increase in the number of fifth grade students who attended outdoor school, and today, 100% of fifth grade students will have access to outdoor school. Students participate in an impactful three days and two nights of learning about themselves, their peers and their community and environment. Anderson shared that high school students serve as mentors and camp counselors. Grants help fund their programs and currently there is an effort to put a ballot measure on the November ballot that would create funding for outdoor school. The board thanked Anderson and Phillips for their work and opportunity for students.

## **Consent Agenda**

**Ron Gallinat moved to approve the February 9, 2016 minutes and personnel recommendations. Julie Craig seconded the motion. Unanimous approval.**

Peggy Kinkade reviewed Governance Process 1 – Governance Commitment and Governance Process 2 – Board Job Description, noting there were no changes made from the last draft.

**Stuart Young moved to approve Governance Process 1 – Governance Commitment and Governance Process 2 – Board Job Description. Ron Gallinat seconded the motion. Unanimous approval.**

## **Budget Workshop**

Superintendent Mikalson welcomed Budget Committee members and asked them to introduce themselves, noting two new members: Matt Hillman and Rick Olegario. Chair Juba thanked the Budget Committee members and opened up the workshop by reviewing the work the Board has been doing to define their Ends. Mikalson shared his vision and commitment to move the district forward and design an educational program for all students, not just the average.

Mikalson reviewed the District’s strategic priorities:

- Safety: maximizing safety for students, staff and the community.
- Options: providing each child every opportunity for success.
- World Class Education: preparing all students to thrive in their future.
- System Performance: defining and measuring what matters most.

Tom Barhman asked if there will be a plan to prioritize needs so that funding can be properly allocated. Mikalson said this work is underway at the Cabinet level and will be brought to future meetings to share. Cheri Helt added the Board has a strong vision and the vision has historically helped guide budget priorities and decisions.

Brad Henry reviewed Oregon’s funding for K-12 education and the years current budgeted dollars, noting ending fund balance, formulas for funding and anticipated costs in the future, like PERS for 2017-18. The next steps will include updated budget estimates based on ODE formulas, enrollment and staffing projections, Henry noted the district continues to grow steadily and he is currently working to project enrollment. Stuart Young thanked the Budget Committee members for volunteering their time and the work ahead they will help the district and board with.

## **Action Items**

### ***Approval of 2016-17 HDESD Local Service Plan***

**Peggy Kinkade moved to approve the 2016-17 HDESD Local Service Plan. Ron Gallinat seconded the motion. Unanimous approval.**

### ***Calendars***

Superintendent Mikalson reviewed the updated 2016-17 Bend Area & South County Elementary, 2016-17 La Pine Middle & La Pine High School and the 2017-18 Major Dates calendars. Peggy Kinkade asked about the October 21 and April 7 dates, with no high school and suggested having high school out the following week to coordinate with the middle and elementary school days off. Mikalson said he would look into the possibility and bring the calendars back to the March 8 meeting. No action was taken.

***Declaration of Inter-District Openings for 2016-17 : HB 3681 Open Enrollment***

Brad Henry reviewed HB 3681 and Open Enrollment law that requires districts to announce how many open enrollment seats they will offer to out of district students for the following school year. He noted the current enrollment figures and the numbers of students who are approved on a one-year transfer. Henry reviewed an update to POLICY and that receiving districts can now determine the length of a transfer approval outside of open enrollment. The district will now approve inter-district transfers for the duration at a specific level. At the point of transition to middle and high school an out-of-district student must reapply for a transfer.

Henry shared numbers of Open Enrollment seats available for 2016-17. There are no seats available in the Bend area school, however, the district will be offering open enrollment seats at Three Rivers, Rosland, La Pine Elementary, La Pine Middle and La Pine High Schools.

**Peggy Kinkade moved to approve the 2016-17 Open Enrollment seats as proposed. Ron Gallinat seconded the motion. Unanimous approval.**

***Resolution 1832 : Classified Employee Appreciation Week***

Superintendent Mikalson said March 7-11, 2016 is Classified Employee Appreciation Week and shared his appreciation for the amazing work Classified Employees do daily. Chari Juba read Resolution 1832.

**Report**

***Policy Monitoring – Executive Limitation 10 : Financial Planning***

Brad Henry reviewed the summary provided in the board packet. Chair Juba and Peggy Kinkade both suggested there could be more detail in the report. Kinkade would like to see examples and details that point to specifics that the projections are based upon. Ron Gallinat would like more detail on number five, specifically, how many days notice did the public have? Cheri Helt would like to see who is accountable for each part of the report and have a more specific list of who does what. Mikalson commented he is hesitant to get down to that level of detail in this report, but would be happy to discuss those types of questions and details with board members. Mikalson asked if the Board plans to respond to this report and there was discussion of future policy monitoring reports.

**Policy Governance**

***Governance Process 5 - Board Member Roles***

Peggy Kinkade reviewed the draft provided in the board packet and the Board then discussed if they really need a Treasurer / Secretary. They suggested a better option might be to have Board leadership serve in such roles as needed, for example: superintendent searches, bond advocacy, rewriting policy, etc.

Chair Juba advocated for the work that has taken place to continue this year by Board members and that maybe not needing to write such a specific type of job description into policy. Kinkade suggested she draft language that allows the Board the discretion to the Board Chair to determine what the needs are for such leadership roles. Young and Gallinat liked the idea and suggested new needs should go through Board leadership and then the Chair and Vice Chair could determine if a third leadership position is needed. Helt added, that four member of the Board wanted this policy to read vague so that it could be nimble and Juba asked for more perspective. Kinkade said she would bring back an updated draft for the March 8 meeting.

## **Board Comments**

Julie Craig thanked Charlie Anderson, Shelly Phillips and all of those who work to make Camp Tamarack available for so many students. She attended Kindness Day at Juniper Elementary and appreciated seeing so many community members in the classrooms working with students.

Cheri Helt thanked the Assistance League for their continued work to provide clothing for students. She encouraged the board continue their support for physical education and music as the funding from the state decreases, these areas are an important part of education. Helt also shared she has been working with Deschutes County Mental Health to continue to build more partnership opportunities to increase mental health services and support in schools.

Stuart Young was excited to hear about Ian Churchill's recent honor and continues to be blown away with the work the FAN program does to support students and families in need. He also enjoyed hearing about Camp Tamarack and the opportunity for outdoor school for students.

Ron Gallinat recently toured the pre-K classrooms at Bear Creek Elementary and enjoyed seeing and learning more about the program. He visited La Pine High School yesterday and is encouraged by the partnership efforts in La Pine with Deschutes County Mental Health to support students. He encouraged board members to participate in the upcoming Education Foundation Trivia Bee.

Chair Juba shared his most memorable experience in seventh grade was outdoor school. He noted the hearing for Troy Field will be tomorrow at Bend Municipal Court for City Council members to hear public testimony on the removal of the public facilities designation. Young will be leading a meeting in Salem later this week with Helt and High in an effort to coordinate and create new partnerships with other school board members in the state. Juba shared upcoming dates: April 12 will include a performance from Summit High School musicians, April 26 will include a Budget Committee meeting, May 24 there will be a special opportunity with a daytime visit to the Juvenile Detention facility, and June 28 meeting has been canceled.

Julianne Repman  
2.23.2016



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

March 3, 2016

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

FROM: Jay Mathisen, Deputy Superintendent  
 Jon Lindsay, Director of Human Resources - Certified

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

The Human Resource Department recommends approval of the following hires, resignations and retirees at the school board meeting on March 8, 2016. All hires are subject to successful drug testing and background check.

**Certified Hires**

NAME	POSITION	LOCATION	STATUS	HIRE DATE

**Certified Resignations**

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Allen, Timothy J	NJROTC Instructor	La Pine HS	01/29/2013 06/30/2016
Bajorek, Anna	Intermediate Teacher	La Pine ES	08/25/2008 06/30/2016
Clark, David	Advanced Math Teacher .50 FTE	Summit HS	09/01/1998 06/30/2016
Gamblin, Suzette F.	ERC ECE/ML SPED @ .50 FTE	Special Programs	08/31/2015 01/03/2016
Holcomb, Annette	Primary Teacher	Elk Meadow ES	08/28/2000 06/30/2016
Kever, Laurie	7/8 <sup>th</sup> Grade Math Teacher	Cascade MS	08/27/2007 06/30/2016
Kravitz, Mary S.	Primary Teacher	Lava Ridge ES	08/30/2004 06/30/2016
Morton, Elizabeth	Primary Teacher	Bear Creek ES	08/28/2012 06/30/2016
O'Connor, Michael	Industrial Arts @ .50 FTE	Mtn View HS	08/25/2014 06/30/2016
Vendetti, Susanna	Primary Teacher	La Pine ES	08/29/2012 06/30/2016

**Administrative Hires**

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Burley, Linda	Principal	High Lakes Elementary	Regular	03/08/2016



**HUMAN RESOURCES**

*Education Center*

*520 N.W. Wall Street*

*Bend, Oregon 97703-2699*

*(541) 355-1100*

*Fax: (541) 355-1109*

March 3, 2016

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

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

RE: Classified Recommended Hires and Resignations

The Human Resources Department recommends approval of the following hires and resignations at the School Board meeting on March 8, 2016.

***Classified Hiring***

<b>Name</b>	<b>Position/Posting No.</b>	<b>Location</b>	<b>Temp/Regular Position</b>	<b>Hire Date</b>
Cathcart, Christina	#106088 Operation Manager	Transportation	Reg .50 hrs / day	2/24/16
Culbertson, Lauren	#105842 Nutrition Server I	High Desert	Reg 3 hrs / day	2/22/16
Denend, Terry	#106068 EA – Student Instruction	La Pine Elementary	Temp 3.5 hrs / day	2/26/16
Dent, Theresa	#106069 Office Manager I	Ensworth	Reg 8 hrs / day	2/24/16
Elliot, Melissa	#105842 Nutrition Server I	Mountain View	Reg 3 hrs / day	2/23/16
Falley, Samuel	#106087 Bus Driver	Transportation	Reg 4.5 hrs / day	3/2/16
Goodall, Diane	#106085 EA – Child Development	Bend High	Temp 8 hrs / day	2/25/16
Parker, Erin	#106071 EA – Inclusion	RE Jewell	Temp 3.75 hrs / day	2/26/16
Saito, Chieko	#105842 Nutrition Server I	Elk Meadow	Reg 3 hrs / day	2/22/16
Schussler, Andrea	#105846 EA - Inclusion	WE Miller	Temp 6.5 hrs / day	2/10/16
Sweat, Sarah	#105842 Nutrition Server I	Mountain View	Reg 3 hrs / day	2/23/16
Tirrill, Debora	#106055 EA - Student Instruction	La Pine Middle	Temp 3.75 hrs / day	2/17/16

***Classified Resignations***

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Resign Date</b>
Drew, Taylor	EA – Inclusion	Special Programs	8/30/10 – 3/4/16

# **Bend-La Pine Schools Annual Personnel Report**

**March 8, 2016**

## **Summary of Findings**

Bend-La Pine School Administrators view and address their responsibilities for staff evaluation in a very serious manner. We have directed them to place primary focus in evaluation and staff development on probationary teachers and contract teachers for whom concerns arose or have been previously identified. They each demonstrate a high level of understanding of strengths and areas for growth for their staff members.

The District's commitment to continuous improvement of all employees and direct response when problems arise is evident in every building.

The District's approach to personnel is paying good dividends as evidenced by a quality teaching staff in each building and removal of personnel when appropriate.

## **Summary of Specific Action**

The District uses several steps in addressing teachers when deficiencies appear. Progressive steps include identification of the deficiency, increased attention on improvement, specific goal setting related to the deficiency, and program of assistance for improvement. All of these strategies are used annually. If it appears a teacher is not going to be able to correct the deficiencies, our first strategy would be to counsel the individual out of teaching. We consider the act of formal termination to be a less desirable final strategy. Formal termination is rare.

## **Recommendations for Renewal or Non-Renewal**

- We recommend renewal of all licensed 1<sup>st</sup> and 2<sup>nd</sup> year probationary teachers and administrators.
- We recommend renewal and granting of contract status to all 3<sup>rd</sup> year probationary teachers and administrators.
- We recommend repeating probationary status for the teacher who has worked less than the 135- day requirement.
- We recommend contract extension for all contract teachers listed.
- We recommend contract extension for all 2<sup>nd</sup> and 3<sup>rd</sup> year contract administrators who are listed.
- We recommend non-renewal of all temporary teachers, including rehired employees who have retired with PERS.
- We recommend repeating probationary status for those teachers who have worked less than the 135-day requirement.



2016-17 Bend Area and South County Elementary Schools

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

\* Three Rivers Middle School Students:  
10/12/16 are dismissed at 11:45a

\* Three Rivers Middle School Students :  
3/5/17 are dismissed at 11:45a. 4/13/17 & 4/14/17 will attend school.

**CONFERENCES**

*please check with your school for conference schedule times*

Elementary	Middle School	High School
Oct. 19, 2016	Oct. 20, 2016	Oct. 24, 2016
Oct. 20, 2016	Oct. 21, 2016	Apr. 17, 2017
Oct. 21, 2016	Apr. 13, 2017	
Apr. 12, 2017	Apr. 14, 2017	
Apr. 13, 2017		
Apr. 14, 2017		

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

**CALENDAR DAYS**

Elementary 172 days	Middle School 173 days	High School 175 days
1st Semester : 86.5 days (2/2/17)	1st Quarter : 45 days (11/8/16)	1st Quarter : 46 days (11/9/16)
2nd Semester : 85.5 days (6/16/17)	2nd Quarter : 42 days (2/2/17)	2nd Quarter : 42 days (2/2/17)
	3rd Quarter : 42 days (4/12/17)	3rd Quarter : 43 days (4/13/17)
	4th Quarter : 44 days (6/16/17)	4th Quarter : 44 days (6/16/17)

**2017 Graduations**

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

draft : 3/3/16

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

**CONFERENCES**

*please check with your school for conference schedule times*

**Middle School**

**High School**

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

Oct. 27, 2016  
 Feb. 2, 2017

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

**CALENDAR DAYS**

**Middle School**

**High School**

**174 days**

**175 days**

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

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

**2017 Graduations**

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

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

**CONFERENCES**

*please check with your school for conference schedule times*

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

**CALENDAR DAYS**

170 days

School Improvement Early Release

Schools on Differing Schedules

No School / Work Day

No School

Holiday

No School / EL Work Day

**2017 Graduations**

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



## **Board Report – Asset Protection**

February 19, 2016

### **Background/Discussion:**

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

### **Executive Limitation # 11: Asset Protection**

The Superintendent shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or placed unnecessarily at risk.

Accordingly, the Superintendent shall not fail to:

1. Fail to establish and maintain policies and procedures to ensure reasonable protection of the District's assets.

Evidence of compliance: The District has established Administrative Policies and Regulations to ensure the reasonable protection of District's assets. These include DFA-AP regarding our Investments, DJD-AR for fixed assets, EC-AR regarding Buildings and Grounds, EDB-AR regarding Maintenance and Control of Materials and Equipment, EEACB-AR regarding School Bus Maintenance, and EHA-AP regarding Appropriate Use of Tech Equipment, Infrastructure and Services, to name a few. The District's Internal Control Document also documents controls over various asset types. With the change in governance structure to the use of executive limitations, the District will begin to review all policies and regulations to update and combine where needed.

Evidence of non-compliance: None.

2. Fail to reasonably and adequately insure against property and casualty losses, and against liability losses to Board members, staff and the organization.

Evidence of compliance: The District has insurance policies against liability for the organization, Board and staff, property, casualty losses and worker's compensation. The coverage is based on size and contents - coverage for property losses is capped at exposure and based on a schedule that is agreed upon each year at renewal. District liability insurance covers staff and Board for actions taken in the normal course of their duties as a public official. Annual premiums for all renewals are subject to market terms and previous rate experience. The coverage is \$100,000,000 blanket for property losses with a \$300,000,000 per occurrence aggregate loss limit. Liability insurance is set at \$10,000,000 per occurrence and a \$20,000,000 annual aggregate. Workers compensation is statutory. Efforts have been successful to complete programs that allow us to reduce premium cost by completion of trainings and implementation of risk management strategies. For example, we received a 5% discount if we could show that all staff received "Boundary Invasion" training. We

also have an insurance reserve fund to pay for deductibles. Although there is not a dedicated source to fund the reserve fund, we try to maintain the equivalent of at least 4-6 deductible payments.

Evidence of non-compliance: None.

3. Allow unbonded personnel access to material amounts of funds.

Evidence of compliance: The district maintains a blanket fidelity bond for all employees of the district in an amount not less than \$100,000. In addition, the district maintains fidelity bonds in the amount of \$100,000 for those officials designated with treasurer responsibilities. These include the Superintendent, Deputy Superintendent, Assistant Superintendent, Chief Operations and Financial Officer and Business Manager. We also have written rules and procedures in our Student Body Accounting Handbook regarding how to manage cash receipts and when deposits are required to be made. Our accounting staff provide training to school personnel each year on these and other rules and procedures. In addition, our accounting staff audits these school transactions each year for compliance with the rules and procedures.

Evidence of non-compliance: None.

4. Fail to maintain a maintenance plan for equipment and facilities.

Evidence of compliance: In IT department, we maintain an inventory list of technology equipment. We typically purchase five years of support/maintenance for all enterprise level hardware or equipment, such as servers and network gears, which has lifetime warranty. For end user devices we get one to three year warranty. We assign different lift cycles to our equipment and refresh them accordingly.

In Facilities Department, we established and update every five-year a twenty-year long range plan as required by ORS 195.110. An important component of this plan is to assess equipment and facility needs at schools, including deferred maintenance. As part of this process we receive input from school staff, consultants and maintenance personnel. From this lists of projects are created and categorized. These lists are provided to the Sites and Facilities Existing Facilities Team for evaluation and prioritization. Once complete, a list of projects, as one component of the Sites and Facilities Committee Report, is provided to the school board for their review. The maintenance department keeps a list of all district vehicles and equipment. We have a mechanic on staff who is responsible for maintenance and repairs on all of our unlicensed equipment. He keeps detailed records of this work. Our licensed vehicles are serviced by the Transportation Department. We have a vehicle and equipment replacement plan that demonstrates a need of \$140,000 per year to put us on a track for a 10-15 year rotation for all maintenance vehicles and equipment. Our goal is to dedicate annual funding to this plan and have included this in the District's Comprehensive Plan. Without the dedicated funding, we have been replacing equipment and vehicles when absolutely necessary with resources available at the time.

In our Transportation Department, we have mechanics on staff to maintain all licensed vehicles in the District, including our bus fleet. Since 2009, we have replaced about almost half of our bus fleet with propane powered buses. This was accomplished mostly through bank loans repaid through the reimbursement of cost available through the State School Fund. Ideally, our buses would be on a

12-15 year replacement cycle. To accomplish this we would need to replace at least four buses each year to start and then increase that number to around eight as we settle into a cycle. We replaced four buses in 2015-16 and the replacement of four buses in each of the next three years is included in the District's Comprehensive Plan.

Evidence of non-compliance: None.

5. Knowingly or recklessly expose the District, its Board or staff to legal liability.

Evidence of compliance: The District utilizes various services available from our insurance pool, PACE, to mitigate risk. For example, in 2015-16 we asked PACE to provide training regarding monitoring and maintaining our playground equipment and certain schools. Our HR staff have attended trainings related to new laws/regulations that could have an impact on hiring practices and our Risk Specialist has and will continue to attend trainings regarding identifying and mitigating risk across the District. In addition, our staff completes required trainings each year using SafeSchools, an approved vendor for State required trainings. These trainings cover topics like mandatory reporting requirements, blood borne pathogens, and staff/student boundaries to name a few. When something does come up, staff works closely with the District's legal counsel to evaluate and address active and threatened litigation. We are aware of no instances where the District, Board or staff have knowingly or recklessly exposed the District, staff or Board to legal liability.

Evidence of non-compliance: None.

6. Receive, process, or disburse funds under controls which are insufficient.

Evidence of compliance: The District maintains internal financial controls to allow us to operate effectively and to help prevent fraud and theft from occurring. These controls include items like access to systems and modules, separation of duties, and flow charts of transactions. Internal controls are tested as part of the District's annual financial audit. Page 117-118 of our Comprehensive Annual Financial Report (CAFR) contain the auditor's report regarding internal controls. No deficiencies in internal control were identified that the auditors would consider to be a material weaknesses. In addition, District staff review these controls and make changes when necessary and add new controls as our operations change. And finally, we have written rules and procedures in our Student Body Accounting Handbook regarding how to manage cash receipts and when deposits are required to be made. Our accounting staff provide training to school personnel each year on these and other rules and procedures. In addition, our accounting staff audits the school transactions each year for compliance with the rules and procedures. The results of these audits are provided to the principal and the principal's supervisor each year.

Evidence of non-compliance: None.

7. Fail to provide the Board with any reports or audits related to financial conditions or risks and recommendations to address deficiencies.

Evidence of compliance: Each year the Board receives the District's Comprehensive Annual Financial Report, which includes the auditor's report as well as a report on internal controls and a report on compliance with federal grants. In addition, as we receive reports and/or audits on our programs by

State or Federal auditors, we have and will continue to share the outcome of each. For example, our Nutrition Services program was audited by ODE during 2015-16 and we verbally shared the results of this audit.

Evidence of non-compliance: None.

8. Fail to preserve and/or dispose of all records related to affairs or business of the District in accordance with state and federal law.

Evidence of compliance: The District maintains a record retention schedule that complies with state and federal requirements. These schedules vary from 3 years for certain financial information to permanent retention on other items. Records past the retention requirement are purged and disposed of where appropriate and feasible, on an annual basis and in accordance with statute. For example, our annual accounting information, such as vendor invoices, are scanned each month after paid. These images are maintained on our servers and the paper version is destroyed through shredding.

Evidence of non-compliance: None.

9. Fail to maintain a list of all District-owned real property.

Evidence of compliance: The District maintains a list of real properties, including properties on which our schools are located. Within the last year, we contracted with our real estate agent of record to analyze our vacant land holdings. Through that process the District identified two vacant properties that could be determined surplus. The Board determined both to be surplus properties. One of these properties has been sold and the other is currently under contract as we work to remove contingencies on the property.

Evidence of non-compliance: None.



**BOARD MEMBER ROLES**  
*DRAFT NEW BLS POLICY*  
**GOVERNANCE PROCESS (GP #5)**

*replaces BDGOV B.4, B.6 and B.7*

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

**Draft #3**

~~The Board Chair ensures the integrity of the Board's processes and normally serves as the Board's official spokesperson.~~

The Board shall annually elect a Chair and Vice Chair. At the board's discretion, one additional officer (e.g. Co-chair, Secretary, Treasurer) may also be elected to carry out specified duties.

Accordingly, The **Board Chair** has the following authority and duties:

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

## **Vice Chair's Role**

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

The Vice Chair shall carry out other duties as delegated by the Chair or by a vote of the Board.

## **Individual Board Member Roles**

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

## **Board Committees**

- 1) Board committees are to help the Board do its work, not to help or advise staff. Committees ordinarily will assist the Board by preparing policy alternatives, implications and recommendations for Board deliberation. In keeping with the Board's broader focus, Board committees normally will not have direct dealings with current District operations.
- 2) Board committees may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in policy in order not to conflict with authority delegated to the Superintendent.
- 3) Board committees shall be organized by agreement of the majority of the board with members appointed by the Chair.

**BOARD OPERATIONS**  
*DRAFT NEW BLS POLICY*  
**GOVERNANCE PROCESS (GP #6)**

*No current policy in place*

*Notes: Used language from Salem-Keizer.*

*Draft #1*

To accomplish its stated objectives, the Board will govern in a consistent and efficient manner. Accordingly at the first meeting held after July 1 of each year the Board shall:

- 1) Organize by electing officers in accordance with GP 5. No member shall serve as Chair for more than two years in succession.
- 2) Establish an annual meeting schedule.
  - i) The schedule may be changed with proper notice.
  - ii) Special meetings may be held at the request of the Chairperson, or by mutual consent of the members, or may be called by three members of the Board serving written 24 hour notice on the other members, and the Superintendent. Special meetings must be scheduled at least 24 hours in advance to allow for notification to the public and media.
  - iii) Emergency meetings may be held upon less than 24 hour notice as is appropriate to the circumstances. The minutes of such a meeting shall describe the justification for providing less than 24 hour notice to the public and the media.

Additionally, the Board shall:

- 1) Comply with Oregon Public Meetings Law.
- 2) Allow for public testimony at regular and special meetings. The Chair may set a time limit on the length of individual testimony as well as the amount of time set aside for public testimony.
- 3) Vote on motions using “yeas” or “nays” and record the result of the vote.
- 4) Adhere to a majority vote requirement, which requires affirmative votes by a majority of the membership of the Board (4 out of 7) to pass any motion before the Board.
- 5) Conduct a Board meeting only if a majority of the Board members are present.
- 6) Appoint and maintain a 7 member citizens’ budget committee as required by Oregon Revised Statute and utilize the majority vote requirement, which requires affirmative votes by a majority of the committee (8 out of 14) be required to pass any motion before the Budget Committee.