

**Bend-La Pine Schools**  
**Bend, OR 97703**  
**April 28, 2016**

Evening of the Arts 6:00 p.m.  
 Regular Session & Executive Session Immediately Following

The Board of Directors of Bend-La Pine Schools will meet in a regular meeting and executive session immediately following under ORS 192.660(2)(e) on April 28, 2016 at La Pine High School, 51633 Coach Road, La Pine, OR.

**Agenda**

Evening of the Arts	
Call to Order	Chair Juba
Pledge of Allegiance	Andy High
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

**Consent Agenda**

Approval of Minutes – April 12, 2016 <i>reference: ORS 192.650 and ORS 332.057</i>	Chair Juba
Approval of Personnel Recommendations <i>reference: ORS 332.505</i>	Deputy Superintendent Mathisen

**Action Items**

Appointment of High Desert ESD Board Member	Chair Juba
Resolution 1834 - Teacher Appreciation Week : May 2-6, 2016	Chair Juba
Governance Process 3 – Board Code of Conduct	Vice Chair Kinkade
Governance Process 4 – Board Member Conflict of Interest	Vice Chair Kinkade
Governance Process 5 – Board Member Roles	Vice Chair Kinkade
Governance Process 6 – Board Operations	Vice Chair Kinkade

**Board Comments**

**Adjourn**



Please Join Us for

# Evening of the Arts

April 28<sup>th</sup> at 6:00 pm

La Pine High School Auditorium

You're invited to share a special evening celebrating the performing arts students from La Pine Middle School and La Pine High School.

Our evening will begin at 6:00 with dinner. An art walk with original student pieces will also be on display.

At 6:30 our evening program will continue with performances showcasing talent from our High School Choir, Middle School Drama Club, Guitar Club and combined Band.

This exciting evening gala is made possible through a grant from the Oregon Community Foundation in partnership with the Sunriver Music Festival.

We invite you to share in our students' success and thank you for supporting quality art education.

Space is limited!

We kindly ask you to RSVP by 4/25 to La Pine Middle School at <http://bit.ly/1N53qYv> or 541-355-8200

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

The Board of Directors for Bend-La Pine Schools met in a regular session on April 12, 2016 in room 314 of the Education Center, 520 NW Wall Street, Bend, OR.

**Board Members Present**

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

**Board Members Absent**

Ron Gallinat

A performance from several Summit High School music students and Band Director, Dan Judd, kicked off the board meeting. All of the student groups who performed are competing or have won top honor at district and/or state level competitions. Chair Juba shared his thanks and appreciation of the performance on behalf of the Board.

**Call to Order**

The meeting was called to order at 6:26p by Chair Juba, the Pledge of Allegiance followed. Chair Juba noted Superintendent Mikalson is currently in Washington D.C. at the AASA Digital Consortium with other Superintendents across the nation.

**Superintendent's Report**

Deputy Superintendent Jay Mathisen thanked the Summit High School students and Dan Judd for the amazing performances. Mathisen congratulated Pilot Butte Middle School art teacher, Pat Roberts who was recently selected as the new president for the Oregon Art Education Association. Mt. View senior, Shae Booster, was elected president of the Oregon FFA Association and La Pine Middle School student, Andrew, was recently recognized by Deschutes County Clerk, Nancy Blankenship, for his art work that will be on the cover of the November Deschutes County Voters Guide.

**Public Input**

Linda Bradetich, OSEA Co-President, shared that tomorrow Sarah Stearns will take over as the Chapter President. Bradetich thanked the Board for their continued support of OSEA and for all that they do for the District to support students and staff. Board members thanked Bradetich for her service and tireless effort and willingness to communicate in both good and difficult times over the years. Stuart Young expressed his appreciation for the positive and professional tone Bradetich has set for OSEA and is so impressed with the partnership.

Marilyn Burwell, spoke to the Board about AVID, shared about a recent visit she had in an AVID classroom at La Pine High School, shared about an AVID conference she recently attendant and also gave Board members a book which she hopes they will read as she is so impressed by the program. Burwell noted a grant opportunity for AVID currently available and is hopeful schools in

the district will pursue the dollars and program. Chair Juba shared he is a member of the AVID Board and noted he and Burwell have had conversations and agrees with her on the huge impact a program like AVID could have for at risk students. Cheri Helt thanked Burwell for her advocacy and the books she shares with the Board.

Ron Boozell addressed the Board and shared his appreciation for their service to the community. He shared a list of names who are a committee created to save and preserve Troy Field, the specific goal of this group is to raise funds and acquire Troy Field. Robin Bora also shared his support to preserve Troy Field and feels it is an important part of the Bend community. Juba responded and explained the funding issues facing public education and the dollars earned from the sale of Troy Field would help support the district. Juba shared the district offered Troy Field to other community partners like the City of Bend and Parks & Recreation, even at a reduced rate, and they were not interested in purchasing the property. He urged Boozell and this committee to spend the same amount of time and energy with the city and parks to express the need for preservation.

### **Consent Agenda**

Jay Mathisen noted an updated personnel action report at each Board members seat. He shared a special thank you to Pam Carlson who will be retiring at the end of the school year. He thanked Carlson for her work and dedication to the students and staff of the district.

***Julie Craig moved to approve the Consent Agenda. Stuart Young seconded the motion. Unanimous approval.***

### **Report**

#### ***Financial Update***

Zhai Logan reviewed the financial report and summary in the board packet, noting there are no major changes from the last update. Andy High asked about earnings on investments and if that number will change at all. Logan explained the limited ways the district can invest its dollars and because of that, it allows for a more accurate prediction on earnings. High asked about the classified salaries expenditures and Logan shared a variety of reasons for why it has been hard to fill certain classified positions, like bus drivers, nutrition services staff and some classroom positions. Chair Juba thanked Logan for the update.

#### ***Policy Monitoring – Executive Limitation 11 : Asset Protection***

Brad Henry noted an updated version of the Executive Limitation 11 : Asset Protection report at each Board members seat. He highlighted the changes made from the version the Board reviewed in March and offered to answer any questions.

Chair Juba asked for clarification of the \$300,000 in section two. Henry explained the \$300,000 is an annual amount that is district specific, earthquake coverage covers Bend-La Pine Schools for \$10 million specifically but is subject to a shared pool of \$100 million. Discussion ensued on dollar amounts associated to the various insurance policies.

Henry noted that samples of school audit reports had been sent to Board members along with a list of district owned real estate. A small change in section five was made to trainings. He explained trainings are for personnel practices as a whole and not just limited to hiring. Chair Juba summarized the conversation in Board Leadership, noting that it is not always necessary for the Board to review all reports done by district staff, a sample of reports and knowing where

to access information is most helpful. Cheri Helt noted the 244 acres on the district owned property report is green space.

Henry shared an update about seismic fund dollars the district recently received to help fund improvements at Pilot Butte Middle School. He reviewed the risk factor assignments at various locations in the district and said the award of \$300,000 for Pilot Butte improvements will be used to fund work on the library building.

### ***Safety Update***

Julianne Repman thanked the Board for their continued interest and commitment to safety. She shared the Oregon State Police Task Force on School Safety is currently out for an RFP for a statewide tip line. Repman said the current tip line the district uses, in partnership with our School Resource Officers, is done via text. She explained how the systems will work and the levels of confidentiality that is maintained. Repman commented on state-level work regarding threat assessment, noting funding may become available for new positions in the state. Samples of threat assessment, response steps and response plans were reviewed. Repman said the state is also working on a floorplan database which will be an incredibly useful tool for safety responders at schools. She said the district's maintenance team has recently updated all building floorplans and evacuation plans. Standardized terminology is another area that is helping all responders and schools during a response to various situations. The district also continues to practice drills in buildings.

Repman shared an update on trainings that are currently taking place in buildings and are available to staff, some of which are in conjunction with law enforcement and responders. These roleplay type of trainings prove to be beneficial in understanding how to respond during a crisis. Repman reviewed the annual trainings district staff members partake in, noting at a minimum, all staff receive six trainings annually. Coaches and volunteers also have additional trainings available specific to their work. Chair Juba asked about training for suicide situations. Repman said at this point, every secondary certified staff member has had Question, Persuade, Refer (QPR) Training. ASSIST is another level of training that counselors and school psychologists have received which is more about acute care related to suicidal issues. Peggy Kinkade asked about student privacy and the appropriateness of sharing information. Repman explained because many students are minors, staff are trained in appropriate next step response methods and this includes release of information.

Repman reviewed efforts the district is making to track how safe students feel in schools. She said we are asking students at each building and are beginning to track percentages, she does have a more detailed summary available by site. Andy High asked for information to be emailed to the Board with a summary of trainings staff members take and information shared tonight.

Repman shared stories of recent staff responses to students who were in crisis. She noted the required district trainings and the staff members being CPR trained have made a significant difference in our schools. She shared a story of a bus driver who was able to put a fire out on a school bus during a post trip inspection, noting it was because of this person's training she was able to respond and take care of the situation. Repman noted all district buildings have AED devices. With over 5,000 approved volunteers in our schools our district's Human Resources office has a thorough system to track and monitor background checks, all helping to make our schools safe. Chair Juba thanked Repman for her update and excellent work.

### **Policy Governance Discussion**

Chair Juba thanked Peggy Kinkade for her continued work on Policy Governance and asked her to review the four listed on the agenda.

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

Kinkade noted of the updates the most significant were the additions of numbers eight and nine to the draft. Juba asked for clarification if staff members would be considered stakeholders as identified in number one.

### ***Governance Process 4 – Board Member Conflict of Interest***

Kinkade said the updates were suggestions from district legal-council. She noted number four is referred to in Governance Process 3.

### ***Governance Process 5 – Board Member Roles***

Kinkade noted number three has been updated from previous Board discussion to include development of agenda and the concern or interest of the Board chair not to dictate too much and the suggestion was made to consider adding “majority of the Board” rather than limiting this to specific people. All Board members agreed. Kinkade noted updates in the Board Committee section and Juba suggested adding RFP Committee and Superintendent Search Committee.

### ***Governance Process 6 – Board Operations***

Kinkade said this is new to Board members and Juba commented he liked a two-year limit for chair and co-chair roles.

Kinkade will have updated versions of Governance Process 3, 4, 5 and 6 for the April 28 Board meeting.

### **Action**

#### ***Bond Performance Review RFP***

Andy High reviewed the Bond Performance Review RFP process and said as of last Friday, three bids were received and have been reviewed and scored by himself, Peggy Kinkade and Nori Juba; the Board Audit Committee. The cost range for the RFP was between \$33,000 and \$90,000. High said after scoring the three proposals, the committee is recommending to award Plan B Consulting the contract, pending a final conversation with Plan B Consulting to solidify the scope of work the Board would like. He said Plan B Consulting had the lowest bid and the committee felt that their proposal was most in line with what the Board is looking for. Plan B Consulting is located in Lake Oswego and they currently do similar work for Portland Public Schools and the State of Washington.

Chair Juba asked for a motion from the Board to move forward with a notice of intent to award Plan B Consulting the contract to perform a Bond Performance Review pending due diligence from the Board Audit Committee to define exact work and scope of the project. Juba added his desire to start the project quickly with hopes of the review being completed by the end of the school year. He said the committee would provide reports to the Board on the process and progress of the review.

Cheri Helt asked for clarification of what Plan B Consulting will provide to the Board. High noted the RFP was sent to the Board for review and included things like policy, contracts, process, timeline, project design, project procurement, closeout, etc. He said if there is an immediate concern at any point of the review, the committee will research and follow up with Board members on the issue. Helt asked where the \$33,000 will be paid out of. Brad Henry said it is slated to come out of the Board's budget which is part of the general fund, noting bond dollars could be used to pay for such review, however, the district is currently tight on those funds. Helt said she would like the costs of future reviews to be built into a bond.

***Andy High moved to approve a notice of intent to award Plan B Consulting the contract to perform a Bond Performance Review pending a due diligence from the Board Audit Committee to define exact work and scope of the project. Julie Craig seconded the motion. Peggy Kinkade added, to maintain the integrity of the process, she feels no Board member should be in contact with architects or contractors who are part of the review. All contact should be made directly to Plan B Consulting. Juba said point well taken and observed. Unanimous approval.***

### **Board Comments**

Stuart Young shared his appreciation for the Summit High School performances and also to Linda Bradetich for her service. He would like to see more student events or activities tied to Board meetings, suggesting a robotics display could be interesting, as it is a great reminder of why we are all here.

Julie Craig thanked Linda Bradetich for her service, time and dedication to OSEA and welcomed Sarah Stearns. She was at Juniper Elementary when Governor Brown visited and was able to suggest and discuss funding with her briefly. She appreciated the Governor's time at Juniper and the acknowledgement of the excellent work being done there.

Andy High appreciated the community support at the Education Foundation's Trivia Bee. He toured Elk Meadow Elementary last week as they prepared for Art in the Meadow, noting it is an awesome event and encouraged all to check out the work students are doing. He thanked fellow Board members for their patience as he has made significant life changes, for the positive, and appreciates their patience.

Cheri Helt thanked Linda Bradetich for her time, energy and the efforts to balance the interests of a very diverse group of employees. She will miss working with Bradetich, but looks forward to working with Sarah Stearns. Helt shared she was appointed to the ESSA State Assessment Committee and learned from one of the first committee meetings that Smarter Balance will be the assessment used by the state, which was disappointing. The committee will be focusing their work around flexibility. Helt is pushing for reliable comparable data and a commitment from the state to make an effort beyond just a few years. Andy High asked about the district's current opt-out numbers. Mathisen said, as of today, opt-out figures are relatively low. Helt said Dave VanLoo is also on the committee with her and said she learned districts around the state have higher numbers of opt-outs and smaller districts are struggling with the technology needed to take these tests. Helt added she will be traveling to Senator Hess's office to be a part of a workgroup on tax reform for education and is hopeful it is a productive meeting.

Peggy Kinkade shared about her recent trip to Boston to attend the National School Board Association conference. Kinkade enjoyed hearing about integrating creativity and growth mind set and how the 4 C's are part of project based learning. She added it was exciting to hear

about what is happening across the nation and the creative efforts and ways districts are measuring success. She attended an ESSA workshop on assessment and Board member self-evaluation. Kinkade felt it was a great experience and encouraged the Board to send at least one member in future years as it raises your level of awareness and allows for great connections and learning. Juba agreed and suggested a future workshop for Kinkade to share about what she learned.

Chair Juba thanked Kinkade for attending NSBA, for the Summit High School performance noting what Dan Judd does is impressive. He shared some of his son's best experiences were with groups like those tonight when he was in high school. Juba updated the Board on upcoming dates and shared that Superintendent Mikalson did a great job at the Parks and Recreation Board Meeting last week sharing the state of Bend-La Pine Schools. Juba would like to continue discussions with Parks and Recreation about our working partnership. He noted the Budget Committee Meeting on April 26 at 5:00p, adding he and Helt will be absent. Juba shared he continues to work with other school board members around the state to advocate for K-12 education at the state level. Juba said he is also part of an ESSA workgroup on Teacher Effectiveness along with Chris Kuka and Michael McDonald and is looking forward to more discussions on this topic.

Meeting adjourned at 8:41p.

Respectfully submitted,  
Andrea Wilson  
4.12.2016





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

DATE: April 19, 2016

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

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

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

The Human Resource Department recommends approval of the following hires, resignations and retirees at the school board meeting on April 26, 2016. All hires are subject to successful drug testing, background check, and Oregon licensure.

**CERTIFIED HIRES 2016/17**

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Davis, Shalom	Primary Teacher #106101	Silver Rail ES	Temporary to Regular	04/26/2016
McLaughlin, Bobbi	Intermediate Teacher #106102	Silver Rail ES	Temporary to Regular	04/26/2016
Roe, Charlotte	Intermediate Teacher #106102	Silver Rail ES	Temporary to Regular	04/26/2016
Wolford, Heather	Math Teacher	Pacific Crest MS	Regular	04/26/2016

**CERTIFIED RESIGNATIONS**

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Adkins, Shawna	Primary Teacher	Buckingham ES	08/30/1988 06/30/2016
Ausfahl, Alison	Primary Teacher	Elk Meadow ES	08/28/2012 06/30/2016
Dugan, Erin	Primary/Intermediate Teacher	Ponderosa ES	08/25/2008 06/30/2016
Freeman, Leslie	K-8 Teacher	Westside Village	09/01/1998 06/30/2016
Hecker, Karen	Nurse	Special Programs	08/27/2007 06/30/2016
Hendrix, Lyndsey	Spanish Teacher .50 FTE of 1.0 FTE	Pilot Butte MS	08/31/2010 06/30/2016
Johnson, Shannon	K-8 Teacher	Westside Village	08/29/2011 06/30/2016
Mathes, Penney	Speech Language Pathologist .80 FTE	Special Programs	10/25/2010 06/30/2016
Scarminach, Angelina	ERC/Ponderosa ES	Special Programs	08/25/2014 06/30/2016
Thomas, Heidi	Elementary Teacher .50 FTE of 1.00 FTE	Ponderosa ES	08/29/2005 06/30/2016



**HUMAN RESOURCES**

*Education Center*

*520 N.W. Wall Street*

*Bend, Oregon 97703-2699*

*(541) 355-1100*

*Fax: (541) 355-1109*

**ADMINISTRATIVE HIRES 2016/17**

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Funderburg, Colleen	Asst Director of Special Programs #106093	Special Programs	Regular	07/01/2016
Marks, Joshua	Asst Director of Special Programs #106093	Special Programs	Regular	07/01/2016

**ADMINISTRATIVE RESIGNATION**

NAME	POSITION	LOCATION	STATUS	HIRE /RESIGN DATES
Wolford, Heather	Assistant Principal	Pine Ridge Elementary	Regular	12/20/2013 06/30/2016



**HUMAN RESOURCES**

*Education Center*

*520 N.W. Wall Street  
Bend, Oregon 97703-2699*

*(541) 355-1100*

*Fax: (541) 355-1109*

April 21, 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 April 26, 2016.

***Classified Hiring***

<b>Name</b>	<b>Position/Posting No.</b>	<b>Location</b>	<b>Temp/Regular Position</b>	<b>Hire Date</b>
Flynn, Kelly	#106095 Youth Transition Specialist II	Special Programs	Reg 7 hrs / day	4/12/16
Garrett, James	#106092 Summer Mowing Crew	Maintenance	Temp 8 hrs / day	4/7/16
Groom, Byron	Bus Monitor	Transportation	Temp 6 hrs / day	4/18/16
Humbird, Jennifer	Bus Monitor	Transportation	Temp 6 hrs / day	4/18/16
Jepsen, Christine	#105842 Nutrition Server I	Bend High	Reg 3.25 hrs / day	4/15/16
Murphy, Katie	#106092 Summer Mowing Crew	Maintenance	Temp 8 hrs / day	4/7/16
Olsen, Marc	#106092 Summer Mowing Crew	Maintenance	Temp 8 hrs / day	4/7/16
Peterson, Belen	#106100 Data/Curriculum Secretary II	Pilot Butte	Temp 8 hrs / day	4/8/16
Shine, Kathleen	Bus Monitor	Transportation	Temp 5.5 hrs / day	4/18/16
Simpson, Robert	#106092 Summer Mowing Crew	Maintenance	Temp 8 hrs / day	4/13/16
Warkentin, Bill	#106092 Summer Mowing Crew	Maintenance	Temp 8 hrs / day	4/13/16
Wilkinson, Liz	#106095 Youth Transition Specialist II	Special Programs	Reg 7 hrs / day	4/12/16
Wilson, Killian	#106092 Summer Mowing Crew	Maintenance	Temp 8 hrs / day	4/13/16



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*Fax: (541) 355-1109*

*Classified Resignations*

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Resign Date</b>
Goodall, Diane	EA – Child Development	Bend High	3/2/16 – 5/10/16
Hogue, Barbry	Office Manager 1	Highland	8/8/07 – 6/30/16
Rodriguez, Amy	Nutrition Server I	Bear Creek	10/5/11 – 4/30/16
Whitely, Breanna	EA – Inclusion	Cascade	9/1/15 – 6/16/16

## Executive Summary

### High Desert Education Service District Bend-La Pine Schools Representative

Doug Nelson currently serves on the High Desert Education Service District's Board of Directors representing Bend-La Pine Schools. Appointed in 2012 by Bend-La Pine Schools Board of Directors, Nelson's term expires on June 30, 2016.

Nelson is the only applicant and following are his application and declaration and affidavit of candidacy for the position. If appointed, Nelson's term would begin July 1, 2016 and he would serve a four-year term representing Bend-La Pine Schools on the High Desert Education Service District Board of Directors.

Recommended Motion: I move that the Bend-La Pine Schools Board of Directors nominate \_\_\_\_\_ for the High Desert Educational Service District Board of Directors to represent Bend-La Pine Schools.

RECEIVED  
MAR 28 2016

BY: *Shelley K. J.*

March 23, 2016

60279 Addie Triplett Loop  
Bend, Oregon 97702

High Desert ESD  
Attention: John Rexford, Superintendent  
2804 SW Sixth Street  
Redmond, Oregon 97756

Dear Superintendent Rexford;

It is my pleasure to submit material in application to continue my membership on the High Desert Education Service District (HDES) Board of Directors representing the Bend-La Pine School District. Included here are the relevant material required for the application including the Declaration of Candidacy, Biographical Information and Current Resume.

My service these past four years on the HDES Board of Directors have been rewarding. HDES has made significant contributions to education in our region. The strategic initiatives of the HDES demonstrate the leadership of the HDES and the positive direction and impact it is having. As a board member I have been privileged to help support the work of the HDES and hope that in some way I have made a contribution.

In addition, because of my membership on the HDES Board I have represented our region on the Oregon School Boards Association Board of Directors. This year I am honored to be the president of OSBA representing all school boards and districts in Oregon. This work gives me an even greater insight to and perspective on our work at the HDES. It is clear to me that the HDES is in a key leadership role in our state and is providing tremendous service to our region.

Having served and aided the HDES through my service on the board, it is my desire to remain in my role as a board member. I hope that I am able to continue to contribute to the good work of the HDES in this next term.

Best regards,

*Douglas M. Nelson*  
Douglas M. Nelson, Ed.D.

DECLARATION AND AFFIDAVIT OF CANDIDACY

For membership on the High Desert Education Service District Board of Directors  
(Four year term)

Declaration

I, Douglas M. Nelson, solemnly swear (or affirm): that I have resided for at least one year within the boundary of High Desert Education Service District and within the boundary the Bend-la Pine School District that I am a registered voter of High Desert Education Service District; that I am not an employee of the High Desert Education Service District for which I am seeking election; that I understand if elected I will serve on the High Desert Education Service District Board of Directors for a four year term beginning July 1, 2016; and, I hereby request my name be placed on the ballot of the High Desert Education Service District.

Douglas M Nelson

Signature

March 23, 2016

Date

RECEIVED  
MAR 28 2016  
BY: Shelly K J

**BIOGRAPHICAL INFORMATION**  
**Required Information**  
**(Prepared by candidate)**

**1. Occupation (please give present employment, and previous employment)**

<b>Employer</b>	<b>Title/Position</b>	<b>Years of Service (from – to)</b>
<b>University of Oregon</b>	<b>Supervisor/Instructor</b>	<b>2013-Present</b>
<b>Bend-La Pine Schools</b>	<b>Superintendent</b>	<b>2000-2008</b>
<b>Pullman School District</b>	<b>Superintendent</b>	<b>1989-2000</b>
<b>Washington State University</b>	<b>Adjunct Professor</b>	<b>1990-2000</b>
<b>Franklin Pierce School District</b>	<b>Assistant Superintendent</b>	<b>1985-1989</b>
<b>Kent School District</b>	<b>Principal</b>	<b>1980-1985</b>

**2. Educational Background (list schools attended)**

<b>Name of School</b>	<b>Last Grade Completed</b>	<b>Diploma/Degree/Certificate (Diploma AA, BA, BS, MA, Ph.D., etc.)</b>
<b>University of Oregon</b>		<b>Superintendent Certificate</b>
<b>Seattle University</b>	<b>Graduate Degree</b>	<b>Doctorate</b>
<b>Washington State University</b>		<b>Superintendent Certificate</b>
<b>University of Puget Sound</b>	<b>Graduate Degree</b>	<b>Masters of Education</b>
<b>Whitman College</b>	<b>Bachelor Degree</b>	<b>Bachelor of Arts</b>
<b>Wilson High School (Tacoma)</b>	<b>12<sup>th</sup></b>	<b>High School Diploma</b>



3. Other Relevant Experience (memberships, awards, honors, distinctions)

President, Oregon School Boards Association – 2016; Board Member, 2013 - 2015

Board Member, High Desert ESD, 2012 – Present

Member, Fair Dismissal Appeals Board, State of Oregon, 2012 - Present

Board Member and Board Chair, Mid Oregon Credit Union, 2003 – Present

Board Member and President, City Club of Central Oregon, 2008-2012

Schools District Improvement Facilitator and Leadership Coach – 2009-2011

4. Why are you interested in serving on the High Desert Education Service District Board of Directors?

Since being appointed to the High Desert ESD Board in 2012, I have been impressed with the growth and strategic direction of the ESD. It has been a pleasure to serve and represent the interests of the Bend La Pine Schools on the ESD Board. What the ESD has accomplished in the last 4 years is significant in serving our region and its students, parents, educators and districts. As a board member and representing our region on the OSBA Board as a member and now as President, I have been pleased to have a part in moving our region forward on a statewide basis. Given our successes and momentum I want to continue contributing in some small way to these efforts by continuing on the High Desert ESD Board.

By signing this document, I hereby state: That I shall qualify for said office if elected; that all information provided by me on this form is true to the best of my knowledge.

  
Candidate's Signature

  
Date Signed

The Declaration of Candidacy, Biographical Information, Cover Letter and Resume or Curriculum Vitae must arrive in the office of John Rexford, Superintendent of the High Desert ESD no later than 4:00 p.m. on April 6, 2016.

Mail: High Desert ESD  
Attention: John Rexford  
2804 SW Sixth Street  
Redmond, OR 97756

Email: [john.rexford@hdesd.org](mailto:john.rexford@hdesd.org)

**DOUGLAS M. NELSON**  
**Resume**

60279 Addie Triplett Loop  
Bend, Oregon 97702  
541 322 0876 (home)  
541 410 8292 (cell)  
866 526 5635 (fax)  
dmnelson48@gmail.com

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**EDUCATION**

- Superintendent Certification: University of Oregon, Eugene, Oregon, 2001-2003
- Doctor of Education: Seattle University, Seattle, Washington, 1982-86
- Superintendent Certificate and Principal Certificate: Washington State University, Pullman, Washington, 1976-83
- Master of Education: University of Puget Sound, Tacoma, Washington 1970-74
- Bachelor of Arts: Whitman College, Walla Walla, Washington, 1966-70

**CERTIFICATES**

- Oregon State Superintendent Certificate – 2003
- Washington State Superintendent Certificate – 1988

**PROFESSIONAL EXPERIENCE**

- Practicum Supervisor and Instructor, University of Oregon, 2013 – Present
- President and Member, Oregon School Boards Association Board, 2013 – Present
- Member and Officer, High Desert Educational Service District Board, 2012 – Present
- District Improvement Facilitator, Clarkston Washington School District, 2009 – 2011
- Leadership Coach and School Facilitator, Leadership Innovations Team, 2008 – 2011
- Coach, Golden Visions and Associates, Private Sector Clients, 2008 – 2012
- Superintendent, Bend-La Pine Schools, Bend, Oregon, 2000-2008
- Superintendent, Pullman School District, Pullman, Washington, 1989-2000
- Adjunct Professor, Washington State University, Pullman, Washington, 1990-2000
- Assistant Superintendent, Franklin Pierce School District, Tacoma, Washington, 1985-1989
- Principal, Meridian Junior High School, Kent, Washington, 1980-1985
- Principal, Highlands Middle School, Kennewick, Washington, 1978-80
- Assistant Principal, Pioneer Junior High School, Walla Walla, Washington, 1975-78
- Social Studies Teacher, Head Swim Coach and Community School Director, Auburn Senior High School, Auburn, Washington, 1970-75
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**HONORS AND AWARDS**

- Excellence in Education, Greater Bend Rotary, 2008
- Member of the Year, Pullman Chamber of Commerce, 1999
- Excellence in Educational Leadership Award, The University Council for Educational Leadership, 1997
- Christa McAuliffe Award, Outstanding Superintendent, State of Washington, 1994
- Community Growth Award, Parkland-Spanaway Chamber of Commerce, 1988

- Outstanding Administrator Award, Washington State PTA Service Area 9, 1985
- Scholarship Award, Seattle University Chapter of Phi Delta Kappa, 1985
- Outstanding Educator Service Award, WSASCD, 1984
- Golden Acorn Award, Meridian Junior High School PTA, 1983
- "Oscar Award," Associated Student Body, Auburn High School, 1975

### **PUBLICATIONS**

- Weekly Staff Letter, Bend La Pine Schools. 2000-2008
- Dissertation: The Impacts of Collective Bargaining on the Public Schools of the State of Washington: A Perceptual Study. 1986
- Article on staff communications in National Association of Secondary School Principals Newsletter. 1979
- Master's Paper: Teacher Evaluation: Practices and Attitudes. 1974

### **PRESENTATIONS AND WORKSHOPS, ORGANIZATIONS AND TOPICS**

In addition to numerous presentations and workshops within the community to a variety of community groups and within the districts to employee and student groups:

- Oregon School Boards Association, Social Media, 2015
- American Association of School Administrators National Conference, Comprehensive Planning, 2007
- University of Oregon, Administrative Preparation Program, 2001 – 2008
- Bend Chamber of Commerce, Education Forecast, 2000, 2002, 2007
- Sustainable Schools Conference, Sustainability, 2007
- Oregon School Board Association State Conference, Comprehensive Planning, 2006
- State Action for Education Leadership Project, State Conference, Leadership, 2005
- Oregon Association of Educational Office Personnel State Conference, Planning, 2005
- ESD 123 Leadership Institute, Superintendents, Board-Superintendent Relations, 2000
- Washington State University, Pre-service Teachers, Job Searches, 1997 – 1999
- Washington State University, Administrative Interns, Board-Superintendent Relations, 1997 and 1998
- AERA National Conference, Role of Business Managers, 1998
- WSASCD, Annual Conference, Developing Site Councils, 1996
- Washington State University, YMCA Conference on Equity and Diversity, 1994
- Washington State University, Northwest Leadership Institute for Superintendents, Collective Bargaining and Job Entry Plans, 1991 – 1992
- Washington State University, Cleveland Conference, Strategic Planning, 1992
- National School Boards Association Annual Convention, School Board Retreats, 1992
- Washington Secondary Schools Athletic Administrators Association, Annual Convention, Communications, 1991
- University of Washington, Department of Sports Medicine, Athletic Safety, 1988
- Seattle University, Collective Bargaining, 1985
- WSASCD, Effective Schools Conference, Implementing Effective School Research, 1983
- Kent School District, Special Education Legal Requirements, 1982
- Washington Junior High and Middle School Principals Association, Annual Conference, In-School Suspension Program, 1978

### **PROFESSIONAL ACTIVITIES**

- Equity Steering Committee, Chair
- Coalition for Schools, Board Member
- Central Oregon Regional Educational Consortium Team, Treasurer
- Opportunity Knocks, Co-Facilitator
- Confederation of Oregon School Administrators, Committee Member
- Citizens Alliance for Responsible Education Political Action Committee, Chair
- Northeast Washington Association of School Administrators, President
- Washington State University, College of Education, Dean's Review Committee, Member
- Future of Washington Schools, Advisory Committee, Member
- Washington School Administrators Political Action Committee, Member and President
- Washington Association of School Administrators, Committee Chair and Member
- Association for Supervision and Curriculum Development, Member
- Washington Association for Supervision and Curriculum Development, Member
- Phi Delta Kappa, Member
- American Association of School Administrators, Member

### **COMMUNITY ACTIVITIES**

- Mid Oregon Federal Credit Union, Board of Directors, Chair and Member
- City Club of Central Oregon, Board of Directors, President and Member
- Bend CEO's, Facilitator
- Chalkboard Project, Citizens Corp
- Bend Chamber of Commerce, Committee Member
- Bend 2030, Stakeholders Committee Member
- Pullman Chamber of Commerce, President and Executive Board Member
- Rotary Clubs, Bend and Pullman, Member
- Pullman Community Foundation, Member Board of Directors
- Whitman County Advisory Committee for Senator Slade Gorton, Member
- Pullman Float Committee, Builder, Driver and Chaperone
- Parkland-Spanaway Chamber of Commerce, Second Vice-President
- St. John of the Woods, Tacoma, Member, Parish Council and Finance Committee
- Kiwanis Clubs, Kent and Kennewick, Member
- Campfire, Walla Walla, Member, Board of Directors
- Auburn and Franklin Pierce, Youth Athletics Coach
- Auburn Youth Resources, Member, Treasurer and Board of Directors Member



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

**RESOLUTION NO. 1834**

**2016 Teacher Appreciation Week**

**WHEREAS**, teachers mold future citizens through guidance and education; and

**WHEREAS**, teachers encounter students of widely differing backgrounds; and

**WHEREAS**, our country's future depends upon providing quality education to all students; and

**WHEREAS**, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

**WHEREAS**, our community recognizes and supports its teachers in educating the children of this community.

**NOW, THEREFORE, BE IT RESOLVED** that the Bend-La Pine Schools Board of Directors proclaims May 2-6, 2016, to be **TEACHER APPRECIATION WEEK**; and

**BE IT FURTHER RESOLVED** that the Bend-La Pine Schools Board of Directors strongly encourages all members of our community to join with it in personally expressing appreciation to our teachers for their dedication and devotion to their work.

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

Signed:

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Chair, Nori Juba

Attest:

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Superintendent

**BOARD CODE OF CONDUCT**  
*DRAFT NEW BLS POLICY*  
**GOVERNANCE PROCESS (GP #3)**  
*replaces BDGOV B.5 and BA*

*Notes: Current language from B.5 was used as the foundation for this proposed policy.*

*Draft #2*

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

- 1) Board Members shall demonstrate loyalty to the District's stakeholders. This commitment shall supersede loyalties to staff, other organizations, and personal interests.
- 2) Members shall act in a manner consistent with the conflict of interest provisions in board policy GP 4 and Oregon law.
- 3) Members shall at all times endeavor to act as a part of the Board as a whole, and avoid circumstances or actions that may be interpreted as an exercise of individual authority.
- 4) An individual member's interactions with public, press, or other entities should accurately represent board positions or decisions. Individual opinions should be clearly stated as such. The board chair is authorized to speak for the board. As a courtesy, Board members will inform the Chair of interviews with the media.
- 5) Members will not publicly express individual judgments of staff performance.
- 6) Formal evaluation of superintendent performance will be a process of the total board.
- 7) Board members will abide by appropriate Oregon public meetings law and will conduct the public's business in open meetings. Expected conduct includes the following:
  - a) Board Members will be properly prepared for Board Meetings and will discharge the duties of the office as prescribed by statute;
  - b) Members will contribute to thoughtful governance discussions and decisions by being well informed, open minded and deliberative;
  - c) Members will protect the confidentiality appropriate to issues of a sensitive nature and other matters that may compromise the integrity or legal standing of the Board and District;
  - d) Board discussions appropriately conducted in executive session under Oregon public meetings law shall be kept confidential by members outside of executive session;
  - e) Members should respect the decision of the final vote of the board. It is the responsibility of individual members to express their opinion, including any dissention, during discussion of a topic.
  - f) Board members may choose to publicly express dissenting opinions after a vote and following the conclusion of a board meeting, but should be respectful of the majority decision and the desire of the board to move on to other matters.
- 8) Board members are subject to the same criminal history background checks that are required of school volunteers, including the criminal history records check that will be conducted every two

years. If a Board member fails to clear the background check, he/she will be required to comply with the provisions of Administrative Policy regarding Visitors to District Facilities when entering a school for any purpose.

- 9) Process for Addressing Board Member Violations. The Board and its members are committed to faithful compliance with the provisions of the Board's policies. In the event of a member's violation of policy, the Board may seek remedy by the following process:
- a) Conversation in a private setting between the offending member and the Board Chair or other individual member(s);
  - b) Removal of the offending member from a committee or other Board-designated responsibility, if appropriate;
  - c) Public censure of the offending member of the Board.

draft #2



**BOARD ETHICS AND CONFLICT OF INTEREST**  
*DRAFT NEW BLS POLICY*  
**GOVERNANCE PROCESS (GP #4)**

*replaces Policy BBFA*

*Notes: Current BLS policy is long with a lot of detail. Most of the language proposed is from Salem-Keizer with added language about Gifts and Nepotism as these are 2 areas that have recently been relevant. This policy draft was crafted with assistance from Melinda Thomas at BLJ. The introductory statement clarifies that board members are expected to comply with all related Oregon laws.*

*Draft #2*

Board Members are expected to avoid conflicts of interest involving any matter pending before the Board and comply with Oregon Government Ethics Law in ORS Chapter 244, portions of which are cited and summarized below. (<http://www.oregonlaws.org/ors/chapter/244>).

A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office. [See ORS 244.040 (1)]

**General Definitions for Conflicts of Interest**

“Actual conflict of interest” is defined in ORS 244.020(1) and means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of a potential conflict of interest as described below.

“Potential conflict of interest” is defined in ORS 244.020(13) and means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the pecuniary benefit or detriment arises out of the following:

1. An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
2. Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.
3. Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

“Gift” is defined in ORS 244.020(7)(a) and means something of economic value given to a public official, a candidate or a relative or member of the household of the public official or candidate:

1. Without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not public officials or candidates or the relatives or members of the household of public officials or candidates on the same terms and conditions; or
2. For valuable consideration less than that required from others who are not public officials or candidates.

“Gift” does not include the items described in ORS 244.020(7)(b).

“Legislative or administrative interest” is defined in ORS 244.020(10) and means an economic interest, distinct from that of the general public, in any matter subject to the decision or vote of the board member acting in his or her official capacity.

“Relative” is defined in ORS 244.020(16) and means the spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of a board member or the board member’s spouse, or any individual for whom a board member has a legal support obligation or provides benefits.

### **Process for Conflicts of Interest**

When a board member has a conflict of interest, he or she shall comply with the procedure set forth in ORS 244.120(2), summarized as follows:

1. The board member must publicly state whether he or she has a potential or an actual conflict of interest and describe 'the nature of the conflict' for the record.
2. If it is a potential conflict of interest he or she can discuss, debate, and vote after announcing the potential conflict.
3. If it is an actual conflict of interest, the board member must not discuss, debate, or vote on the issue except if the rare circumstance described below exists:

If all members of the governing body are present and the number of members who must refrain due to actual conflicts of interest make it impossible for the governing body to take official action, the public official with an actual conflict of interest may vote. The public official must still make the required announcement and refrain from any discussion. This provision does not apply in situations where there are insufficient votes because of a member’s absence when the governing body is convened.

### **Gift Limit**

During a calendar year, a public official, a candidate or a relative or member of the household of the public official or candidate may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of \$50 from any single source that could reasonably be known to have a legislative or administrative interest. *[ORS 244.025 (1)]*

## **Nepotism**

A public official may not appoint, employ or promote a relative or member of the household to, or discharge, fire or demote a relative or member of the household from, a paid position with the public body that the public official serves or over which the public official exercises jurisdiction or control, unless the public official complies with the conflict of interest requirements of this chapter.

A public official may not participate as a public official in any interview, discussion or debate regarding the appointment, employment or promotion of a relative or member of the household to, or the discharge, firing or demotion of a relative or member of the household from, a paid position with the public body that the public official serves or over which the public official exercises jurisdiction or control. As used in this paragraph, participate does not include serving as a reference, providing a recommendation or performing other ministerial acts that are part of the normal job functions of the public official. *[ORS 244.177 (1)(a) and (b)]*

draft #2

**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 #4**

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.

The **Board Chair** has the following authority and duties (any of which may be explicitly delegated to other members of the board):

- 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 the 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. Any agenda item requested by at least four members of the board will be placed on the agenda.
- 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 of his/her inability to attend a Board meeting.

### **Board Committees**

- 1) 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.
- 2) 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 #2*

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 and/or co-chair for more than two years in succession.
- 2) Establish an annual meeting schedule.
  - a) The schedule may be changed with proper notice.
  - b) 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.
  - c) 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 Laws.
- 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.