

**Bend-La Pine Schools
Bend, OR 97703
May 10, 2016**

Budget Meeting 5:00 p.m.
Regular Meeting 6:00 p.m.

The Board of Directors of Bend-La Pine Schools will meet in a Budget Committee Meeting on May 10, 2016 at 5:00 p.m. followed by a regular meeting in room 314 of the Education Center, 520 NW Wall Street, Bend, OR.

Budget Committee Agenda

Call to Order	Chair Juba
Pledge of Allegiance	Cheri Helt
Approval of Minutes – April 26, 2016	Chair McFarland
<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 McFarland
Update	Superintendent Mikalson
Question & Answer	Brad Henry & Zhai Logan
Budget Deliberation	Committee
Adjourn	Chair McFarland

Regular Meeting Agenda

Call to Order	Chair Juba
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 28, 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

RFP Process	Brad Henry & Mike Tiller
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Reports

Executive Limitation 7 - Facilities	Brad Henry & Mike Tiller
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Discussion

IP 28 Discussion	Chair Juba
2016 Summer Board Calendar	Chair Juba

Board Comments

Adjourn

Bend-La Pine Schools
520 NW Wall Street
Bend, Oregon 97703

Budget Meeting Minutes
April 26, 2016

The Budget Committee of Administrative School District No. 1 met on Tuesday, April 26, 2016. The meeting was held in the Board Room of the Administrative Center, 520 NW Wall Street, Bend, Oregon.

Budget Committee members present

Ron Gallinat
Peggy Kinkade
Julie Craig
Ron Smith
Natasha McFarland
Dr. Stuart Young
Heidi Slaybaugh
Natasha McFarland
Brady Fuller
Rick Olegario
Andy High

Absent

Tom Bahrman
Cheri Helt
Nori Juba
Matt Hillman

Call to Order

Vice Chair Kinkade called the meeting to order at 5:00. The Pledge of Allegiance led by Stuart Young followed.

Public Input

None

Introduction and Welcome

Peggy Kinkade introduced new members and thanked them for their time and commitment.

Delivery of the 2016-2017 Budget Message

Superintendent Shay Mikalson welcomed everyone and shared the room set up as strategic, to provide for a more informal group conversation. The goal is to provide an overview of strategic planning and a mechanism to ask questions. The Comprehensive Plan was presented as a collaboration of work used to help frame the budget direction. The core values were reviewed along with the board goals for our students. He highlighted page 10 and the priorities and vision for our students - language of test ready and future ready along with the process skills and character traits to succeed. Shay thanked the school board for their vision and collaboration to lead the charge for our students and their future.

Shay spoke about the presentation of Salaam Noor, Oregon Superintendent of Public Education last night at the High Desert ESD. Peggy Kinkade and Julie Craig were also in attendance. Shay proceeded to share the video of Oregon Rising. The

concept is that the education conversation in our state not to be defined by federal law, but rather what is important to Oregonians. Shay invited all to attend the May 12th event on this topic, which will be held at Summit High School.

The driving force for our budget is the continual growth of our student population. Currently we are at 17,500 with a projection of 17,800 next year. Page 10 of our comp plan lists the four priorities that leverage and showcase our vision, voices of over 100 staff members input along with the School Board created this document in an effort to provide the best well-rounded delivery of education with the funds available.

The Investment Priorities 2016-17 Budget Overview shows the Total (All Funds) of \$252 million with \$160 million in the General Fund Operations. Departments and allocation percentages and applicable notes separate the allocations. On the pages following is an outline of Investment Priorities, Description and Timeline, identified by Shorter term: 1-2 years, Medium term: 2-3 years, Longer Term: 3-5 years.

It was noted that for 2015-16 we budgeted a 4.75% carry over, with a target moving to the policy amount of 5%. We will end 2015-16 with an additional amount dedicated to the expected PERS increase. Andy High asked about moving to 5% for 2016-17. Brad Henry shared that the Proposed Budget is created in accordance with the Board's Executive Limitation 10 on Financial Planning and Administration. Andy High left at 6:07.

The Investment Priorities page shows the added, green new investment areas projected for 2016-17 and 2017-18. This is in an effort to phase in additional priorities identified in the Comprehensive Plan. It also identifies planned funding sources utilized to address goals. Also included is the Summary of Investments Added; Listed in order of priority and funding source. This paints a clearer picture of how the added priorities will actually be funded. The amount of grants that are widely applied is apparent.

Superintendent Mikalson also shared some strategic points and goals moving forward. A few of these include a change in the high school schedule, addition of counseling resources, and the addition of supports to better serve the needs of our students like the upcoming math curriculum adoption, building athletic funds to reduce need for fundraising activities, and sustaining and building our transportation fleet keeping in mind the 70% reimbursement that returns directly to transportation. It was noted that there will be no increase in class size in the short term and a goal to reduce class size is on the horizon.

Delivery of the 2016-2017 Budget Document

Zhai Logan and Brad Henry began at 5:45 to share an overview of the 2016-2017 Proposed Budget Document. Brad Henry wished to thank the tireless work that Cindy Wallskog has done in the creation of this document, she is to be applauded. Zhai Logan explained that this document is organized in accordance to the requirements set forth by the Oregon Department of Education. She shared the layout of the document.

Peggy Kinkade wanted to understand 3 FTE high school teachers adjustment; it was shared that the Bend-La Pine online support originally housed here in the administration building, will now be pushed out to the level specific schools to provide easier accessibility to students utilizing class room experience in conjunction with online curriculum.

Stuart Young asked if staff had considered the new teacher compensation model and the potential increase in cost into the future. It was noted that there are 45 teachers involved currently and it is cost neutral. The program is in year 3 of a 5-year MOU. Staff explained that we have made projections and are monitoring the system.

Zhai Logan mentioned that the Board has tentatively cancelled the June 28th meeting, and that would make June 14th the adoption date of the proposed budget. The board has to adopt by June 30th as per statute.

Brad Henry noted that the enrollment drives the budget; next years enrollment projection is over 17,800.

Zhai Logan proceeded with the document review. She outlined and provided an overview of each the tabs of the document. The ODE account segments were then outlined and explained by Function and the Object, pages 23-55. Stuart Young left at 6:05

Other Funds on page 77 were reviewed. Brad Henry mentioned that in April 2016 the remaining portion of the 2013 bonds were sold generating about \$4.1 million in proceeds. The principal and interest payback on these new bonds begin in the 2016-17 and is included in the Debt Service Fund, see page 91.

Staffing was explained beginning on page 99 utilizing the key to staffing codes in the top left hand corner. Pages 109- 110 are the Budget Summary Worksheet with projections for 2016 and 2017 for comparison side by side. Pages 112 and 113 elaborate with the percentage change year over year along with explanatory notes.

It was requested that questions be sent to Zhai by next Thursday May 5th, she will prepare a list of Q&A's and send them out for everyone prior to next meeting.

Peggy Kinkade thanked Shay, Brad, Cindy and Zhai for their work and explanations to support the documents.

Rick asked if there was a document that provides more direct tie from Shays documents to the budget document, Shay mentioned not at this time but he will see what he can do. Projected enrollment increase questioned by Brady. Brad shared that it has been surprisingly close, as you project students you are allocating funds and teachers.

Election of Budget Committee Officers

The Budget Committee is comprised of all seven members of the School Board and Ron Smith, Thomas Bahrman, Natasha McFarland, Heidi Slaybaugh, Matt Hillman, Rick Olegario, and Brady Fuller. Stuart Young nominated Natasha McFarland as Committee Chair, Heidi Slaybaugh seconded the motion. Unanimous approval. Julie Craig moved to appoint Brady Fuller as Committee Vice Chair. Peggy Kinkade seconded the motion. Unanimous approval.

Committee Chair Natasha McFarland, closed the meeting at 6:10

It was also noted that any questions that arise prior to the next meeting may be sent via e-mail and group response will be sent out to committee.

Zhai Logan – Business Manager
E-Mail: zhai.logan@bend.k12.or.us

Office: 541-355-1131

The next full committee budget meeting will be May 10th, 2016 at 5:00pm, prior to the School Board Meeting.

Respectfully Submitted,

Marsha Baro
Recording Secretary

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

The Board of Directors for Bend-La Pine Schools met in a regular session on April 28, 2016 in the library at La Pine High School, 51633 Coach Road, La Pine, OR.

Board Members Present

Nori Juba
Peggy Kinkade
Stuart Young arrived @ 8:10p
Ron Gallinat
Andy High
Julie Craig
Cheri Helt

Call to Order

The meeting was called to order at 8:00p by Chair Juba. The Pledge of Allegiance followed.

Superintendent's Report

Superintendent Mikalson thanked La Pine High for hosting the Evening of the Arts. He appreciated all of the student performances and expressed his thanks to David Miller, guitar instructor, for his passion, time and commitment to helping students find their passion get connected to something they enjoy. Chair Juba agreed.

Consent Agenda

Andy High moved to approve the Consent Agenda. Ron Gallinat seconded the motion.

Chair Juba asked to amend the minutes, noting AVID is not just for at risk students. AVID is a program that can help all students prepare for their futures. He added the AVID program is currently helping 2 million students.

Unanimous approval of the Consent Agenda with the amendment to the minutes.

Action Items

Appointment of High Desert Education Service District Board Member

Peggy Kinkade moved to appoint Doug Nelson to the HDESD Board as Bend-La Pine Schools representative. Cheri Helt seconded the motion. Unanimous approval. Helt added that Nelson has been doing an incredible job representing the district and also serving as the President of OSBA. Nelson will be leading the effort to hire the next OSBA director.

Resolution 1834 – Teacher Appreciation Week : May 2-6, 2016

Chair Juba read Resolution 1834 and expressed his appreciation for the work teachers do, adding supporting great teachers is one of the most important roles of the Board. Julie Craig added her appreciation for both teachers and support staff.

Peggy Kinkade moved to approve Resolution 1834. Ron Gallinat seconded the motion. Unanimous approval.

Governance Process 3 – Board Code of Conduct

Peggy Kinkade explained the draft in the Board packet is unchanged from the last time the Board reviewed the document. Ron Gallinat suggested using the phrase “total Board.” All Board members agreed to the modification.

Governance Process 4 – Board Member Conflict of Interest

Kinkade noted the draft is also unchanged from the last time the Board reviewed the document. Discussion ensued around what is appropriate or required to be shared when a Board member has a conflict of interest. Kinkade felt it is important to clarify in the interest of transparency from the Board. Jay Mathisen verified that disclosure of the nature of the conflict of interest is part of statute.

Governance Process 5 – Board Member Roles

Kinkade reviewed the updates from the previous draft, noting the edits were made from discussion at the last Board meeting.

Governance Process 6 – Board Operations

Kinkade noted one small change made to section 1.

Andy High moved to approve Governance Processes 3, 4, 5 and 6 with the suggested amendments. Ron Gallinat seconded the motion. Unanimous approval.

Chair Juba thanked Kinkade for all her work and reminded Board members of their ambitious goal, to establish Executive Limitation and Governance Process policies this year and complimented them all on the work done and living up to their goal.

Board Comments

Cheri Helt thanked La Pine High for hosting Evening of the Arts and thanked the OCF for their grant dollars which are clearly enriching lives of La Pine area students. The performances this evening were awesome.

Ron Gallinat shared the OEBC renewal rates are out and offered to attend any employee insurance committee meetings to help explain plan changes and reasoning. He also thanked La Pine High for hosting the event tonight.

Andy High shared his thanks and appreciation for the Evening of the Arts and asked what plans are in place to help sustain, once the grant ends in three years, the programs the grant has funded. Jim Boen said the afterschool programs will be the most difficult to sustain but plans are being made and the La Pine area schools are going to work together on a strategy to keep these opportunities available for students.

Stuart Young commented on the Budget Committee Meeting held on April 26, he felt it was an excellent start and appreciated Superintendent Mikalson's presentation and integration of Board goals into the Comprehensive Plan. He said Mikalson delivered a complicated message very well.

Meeting adjourned at 8:18p.

Respectfully submitted,

Andrea Wilson



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

DATE: May 5, 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 May 10, 2016. All hires are subject to successful drug testing, background check, and Oregon licensure.

CERTIFIED HIRES 2016/17

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Barnes, Stacie	Primary Teacher #106101	Bear Creek ES	Temporary to Regular	05/10/2016
Biederman, Kristina	Primary Teacher #106101	Bear Creek ES	Temporary to Regular	05/10/2016
Gillette, Samuel "Ryan"	Primary Teacher #106102	High Lakes ES	Temporary to Regular	05/10/2016
Grant, Kathryn	Primary Teacher #106101	Wm E Miller ES	Temporary to Regular	05/10/2016
Heimerdinger, Frank	Primary Teacher #106101	Buckingham ES	Temporary to Regular	05/10/2016
Herr, Amanda	Choir Teacher #106167	High Desert MS	Part-time to Full-time Regular	05/10/2016
Horton, Denise	PE Teacher #106105	La Pine ES	Temporary to Regular	05/10/2016
Larkin, Rebecca	Primary Teacher #106101	Buckingham ES	Temporary to Regular	05/10/2016
Morgan, Andrea	Primary Teacher #106101	Elk Meadow ES	Regular	05/10/2016
Rossow, Emily	Primary Teacher #106101	Three Rivers ES	Regular	05/10/2016
Sproba, Kelly	Primary Teacher #106101	Buckingham ES	Temporary to Regular	05/10/2016
Stanton, Stephany	Primary Teacher #106101	Lava Ridge ES	Temporary to Regular	05/10/2016
Stenkamp, Amber	Primary Teacher #106101	Buckingham ES	Temporary to Regular	05/10/2016
Trudel, Victoria	Life Skills Teacher #106113	Special Programs	Temporary to Regular	05/10/2016



HUMAN RESOURCES

Education Center

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May 5, 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 May 24, 2016.

Classified Hiring

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date
Cramer, Megan	#106118 EA – Speech Language Pathology Assistant	Special Programs	Reg 4 hrs / day	5/4/16
Garza, Jeanie	#105842 Nutrition Server I	Bear Creek	Reg 3.75 hrs / day	4/25/16
Hoeper, Sylvia	#105842 Nutrition Server I	Buckingham	Reg 3.25 hrs / day	4/21/16
Levine, Sandra	#105842 Nutrition Server I	Westside Village	Reg 3.25 hrs / day	4/20/16
Miller, Suzann	#105842 Nutrition Server I	Bend High	Reg 3.0 hrs / day	4/26/16

Classified Resignations

Name	Position	Location	Resign Date
Adams, Patricia	EA – Inclusion	RE Jewell	09/29/00 – 4/25/16
Briggs, Mindy	Consulting Registered Nurse	Special Programs	9/21/15 – 5/19/16
Goodall, Diane	EA – Childhood Development	Bend High	3/21/16 – 5/10/16
Maddox, Linda	Speech Language Pathology Assistant	RE Jewell / Lava Ridge / Silver Rail	9/7/93 – 6/30/16
Marsh, Robert	EA – In School Suspension	Pilot Butte	7/1/12 – 6/16/16

EXECUTIVE SUMMARY
RFP Process
Mike Tiller, Exec Director of Facilities

The RFP process for Architectural and CMGC construction services has been changed per the requirements of EL-7. The evaluation criteria is per ORS 279 and the Attorney General Rules. This process was used by a selection committee to select the contractor for the 2016 projects. The committee included 3 board members and staff and incorporates suggested changes from that committee. The process includes the requirement that each committee member is required to sign a confidentiality agreement and score proposals per the evaluators guide, which includes a kick off meeting, proposal evaluation, deliberations meeting, interviews if necessary, and reference checks. Once the committee has made a decision, a Notice of Intent to Award will be issued to the highest scoring proposer.

Recommended Motion: I move to approve the RFP process as described.

Bend-La Pine Schools
Request for Proposals Process

1. Request for Proposals Advertised and Issued per ORS 279 Requirements, which includes evaluation criteria taken directly from the Attorney General Rules.
2. Supervisor of Facilities Development shall identify a selection committee per the “Bend-La Pine Schools Evaluators Guide for Scoring Competitive Proposals”. The committee shall consist of the Supervisor for Facilities Development, 1 professional from the Facilities Development Office, 1 Administrative Team member, 1 School Principal or designee, 1 Technical Advisor from the community. Each committee member will be required to sign a Non-conflict of interest and Confidentiality statement.
3. Once proposal's are received the evaluation process shall begin per the evaluators guide consisting of the following:
 - Kick off Meeting – Just prior to the committee beginning its evaluations, the SFD or designee will conduct a kick-off meeting. During this meeting the SFD or designee will review the project requirements, proposers percentage of staff time dedicated to the project(s) verses proposed fees, the evaluation criteria and weighting, and discuss the process and timeline for completing the evaluations, using the Evaluators Guide as a reference tool.
 - Evaluation – Evaluation of proposals is the process of reviewing and scoring proposals against the evaluation criteria specified within the solicitation document(s); proposals are **not** directly compared to each other or to any criteria not specifically stated in the solicitation. Each proposal must be read, evaluated, and scored by the evaluator on an individual basis in accordance with the numerical scoring system specified in the solicitation document using the scoring sheet provided.
 - Scoring Guidelines – Points shall be awarded by the evaluators for the evaluation criteria as follows: 5 Points Excellent proposal, 4 Points Above Average proposal, 3 Average Proposal, 2 Below Average Proposal, 1 Poor Proposal, 0 Unacceptable proposal. The above scores will then be subjected to a weighted percentage based on the value of each criteria calculated by their relative importance in the selection process. The advantage of this reduces the subjectivity of solely using point system
 - First Deliberations Meeting - After every committee member has completed the written portion of their scoring of the proposals, the SFD or designee will reconvene the committee for the first deliberations meeting to discuss the evaluations and allow for any questions and clarifications. After the review is completed and any adjustments are made, the total scores will be tabulated, and a determination will be made by the committee to proceed with a Notice of Intent to Award (“NOI”) to the highest scoring proposer, or if needed will proceed with an interview process.
 - Interviews - Interviews will be conducted only if and only as indicated in the solicitation document. If held only the interview and the resulting ranking will be considered in the final selection.
 - Reference Checks - Second Deliberation Meeting - After the interviews and/or presentations, it is recommended that the SFD or designee reconvene the committee for a second deliberations meeting to discuss the interviews and presentations and allow for any final questions and clarifications. After the review is completed a determination will be made by the committee to proceed with a Notice of Intent to Award (“NOI”) to the highest scoring proposer.

Board Report – EL-7 FACILITIES
May 10, 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 #7: Facilities

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

Accordingly, the Superintendent shall not:

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

Evidence of Compliance:

Each school has custodial staff to ensure safe and clean buildings. Each month the building engineer conducts a safety check and keeps a copy on file at the school. An online system allows custodial and office staff to submit work orders to maintenance so building needs can be addressed. Maintenance staff identify and correct building and grounds needs as well as equipment and system upgrades. Since July 1st 2015 maintenance staff have completed 3780 work orders. We upgraded the lighting in the commons at BSH from compact fluorescent to LED and replaced the boiler firing system to Weishaupt burners for better efficiency. We also replaced irrigation controls to save staff time and conserve water. Many other work orders were completed for hvac, cabinetry, roofs, concrete, painting and electrical. These are in addition to the routine maintenance conducted by our crews to lengthen the life of our facilities and equipment. For example, we perform routine maintenance on the artificial turf at Summit High, with the hope of extending the life beyond the projected 12-15 years. We are slowly accumulating funds to help replace this asset by charging a fee for each non-school use of the field. Most of the replacement cost of this asset will be included in the Sites and Facilities Plan. The District's Safety Officer assesses our schools through site visits, inquiry and communication with staff. As appropriate, maintenance and safety needs are completed throughout the school year using operating funds.

Evidence of Non-Compliance: None

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

Evidence of compliance:

We work closely with The Environmental Center to create "green teams" in our schools and to look for ways that our District can operate in a more sustainable manner. For example, as part of the Bend Energy Challenge, our sustainability coordinator has recruited many of our schools into a competition to reduce electricity usage over a two year period.

In addition, we use the funds from the SB1149 program to fund efficiency projects approved by Oregon Department of Energy. The most recent project was the replacement of the BCE boiler plant. The cost of this project was fully funded by the SB1149 program. Currently we are waiting for audit results from ODOE for parking lot lighting upgrades and two boiler system replacement projects. On a monthly basis, we monitor all utility bills to help identify energy spikes. We have also implemented a computerized HVAC management system to control start/stop times, help

diagnose equipment malfunctions and monitor space temperatures. In our newest schools we used occupancy sensors and LED lighting to reduce energy consumption.

Evidence of Non-Compliance: None

3. Fail to refresh the 20 year long-range facilities plan every 5 years or more often to address student capacity, site-specific instructional needs, operational and maintenance needs. The planning shall not fail to include the following:
 - a. Formation of a Sites & Facilities Committee to carry out the board-developed charge. This committee shall be well-rounded and diverse with representation from attendance areas throughout the district. There should be a balanced number of staff and non-staff members on the committee.
 - b. Compliance with local, state and federal requirements.
 - c. Consideration of optimal timing of proposed voter construction bond measures.

Evidence of compliance

In October, 2015, the District organized the Sites and Facilities Committee. The Committee is made up of 21 members, 13 from the community and 8 Bend-La Pine staff members. Mike Tiller, Angus Eastwood and Brad Henry are facilitating the discussions. The Board Charge was approved Nov 10th 2015 and the committee began its work with their first meeting on November 19th 2015. The committee is working through the Board charge and State requirements to complete the “refresh” of the 20 year plan by May, 2016. Board Leadership has been updated regularly and has been given the minutes from each meeting. Among other items, the committee is evaluating student enrollment growth projections, capacity, deferred building and maintenance needs, equity, upgrades and expansion, and future land needs. Once the committee’s work is complete, Board and staff will review methods and timing related to financing the needed improvements and capacity additions. This step will include consideration of optimal timing of bond measures, as appropriate.

Evidence of Non-Compliance: None

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

Evidence of compliance:

Since the approval of this EL by the Board on October 27th, there have been no new facilities scheduled for programming. For our newest elementary and middle school, Board members and staff were invited and participated in the programming.. Facility staff visited schools in the Seattle area during programming of both schools.

The RFP process for Architectural and CMGC construction services was changed per this executive limitation. In fact, the new process to hire a CMGC contractor was used for the 2016

construction projects. This process is on the agenda tonight for Board's action. There have been no "pre-construction drawings and value engineering recommendations" for new facilities since approval of this executive limitation. We recommend that the Board consider changing the language in "e" to read something like "Notify Board Leadership when pre-construction drawings and value engineering items are available for review and provide a reasonable timeline for Board members to review".

For the 2013 bond a construction committee was created to review progress, provide suggestions and to review change orders. All change orders under 300k were approved by this committee. One item that may stand out was the additional road work at PCMS. The work was completed in stages and although the aggregate work was more than \$300k, no individual stage was more than 300k. Because this work was done on a very tight schedule, the construction committee felt it was necessary to move forward and inform the board members through leadership. Also, after opening PCMS, staff worked with our insurance provider to test the sound levels in a number of spaces to determine whether we needed to work to reduce the noise levels. We determined that the gym, locker rooms and one other space were in need of sound attenuation. This work has been completed and the amount of this work fell between the \$100k and \$300k levels. In accordance with EL-7, the Superintendent has informed Board leadership of this change order. Progress for the 2013 bond measure is updated on the district website and in board leadership. Facility staff work closely with the project Architect and their team to ensure all punchlist items are completed and building systems meet the project specifications and design intent. Once the school has opened, facility staff have a "Lessons Learned" meeting with the contractor, principal and building staff, and the architect to identify areas for improvement. Cost of construction is compared to national and state indexes for similar type construction to determine value. In addition, staff will work to obtain feedback from those that are using the facilities on a daily basis, after the first year of use.

Evidence of Non-Compliance: None

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

Evidence of Compliance:

Fratzke and Associates was hired in 2014 to evaluate all district land holdings and provide market information for each property. The Board has approved the surplus of land next to Enworth Elementary and Troy Field. The Board has also approved the sale of these two parcels. This all happened prior to approval of this executive limitation.

Evidence of Non-Compliance: None

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

Evidence of Compliance:

We have a long history of thousands of hours of community use of our facilities. Even though we build the facilities to meet the educational needs of our students and staff, we welcome community usage of many of our facilities when they are not in use during the instructional day. KGA-AR is the district administrative regulation covering our facility use program. The largest single user of our facilities is Bend Metro Park and Recreation District (BPRD), with whom we have an intergovernmental agreement defining this usage and responsibilities. BPRD use District buildings and fields year round providing their programs to our families.

We also have a long standing relationship with Bend Little League (BLL), who use the majority of our fields in the spring. BLL uses their own resources to maintain the fields during the season. BLL serves approximately 1,200 youths in the community each year. These two groups serve a large portion of our students and, as a result, are provided scheduling priority. Every effort is made to accommodate a wide variety of user groups with the limited facilities available. The District uses a 4 tier fee schedule which covers all costs of community usage . We require each user to have proof of liability insurance and sign a user agreement to ensure our expectations are met. The agreement describes the consequences of misuse or damage to district property due to their usage.

Evidence of Non-Compliance: None

7. Fail to develop a school naming process that requires final approval by the School Board. This includes naming of new schools or support services facilities, naming of part of a school campus or building (e.g., a library, athletic field, gymnasium, or auditorium), or for changing the name of an existing facility. The Superintendent shall not fail to:
 - a. Establish criteria for naming with the following specifications:
 - i. Names must reflect the values, vision and goals of the district;
 - ii. If an individual's name is considered, that individual must embody exemplary qualities that serve as a model of excellence. He or she must also have made a significant contribution to Bend-La Pine Schools, the local community, state or nation or otherwise have a strong connection to the district.
 - b. Include district staff and community members on an ad hoc naming committee;
 - c. Differentiate between the naming of facilities and naming sponsorships. In such cases, the district and a sponsor may enter into an agreement to identify the sponsor with the name of a facility (e.g. "ABC Company Stadium") in return for financial consideration and for a negotiated period of time; naming sponsorships require board approval.
 - d. Invite the school board to issue the charge to committees which will recommend names for new school buildings. In such cases, the committee will provide a monthly progress report of its work to school board leadership for feedback.

Evidence of Compliance: Staff are currently working on an administrative policy for naming to specifically address the items in this EL. We are using the former BDGOV_A.6.1 as a starting point and it seems to have addressed most of these concerns. Question: the first sentence of this limitation seems to say that the Board will approve the process, not the actual name. Is that the intent? Or, that the Superintendent develops the process used to come up with a name and the name will be approved by the Board?