

Bend-La Pine Schools
Bend, OR 97703
March 14, 2017

Budget Workshop 5:15 p.m.
Regular Meeting Immediately Following

The Board of Directors of Bend-La Pine Schools will meet in a regular meeting on March 14, 2017 in room 314 of the Education Center, 520 NW Wall Street, Bend, OR.

Agenda

Call to Order	Chair Kinkade
Pledge of Allegiance	Ron Gallinat
Review of Agenda	Chair Kinkade
<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 Kinkade
Superintendent's Spotlight of Success : Dual Immersion Program	Superintendent Mikalson

Board Workshop

Budget Workshop	Superintendent Mikalson
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Consent Agenda

Approval of Minutes – February 27, 2017 & February 28, 2017 Reference: ORS 192.650 and ORS 332.057	Chair Kinkade
Approval of Personnel Recommendations Reference: ORS 332.505	Deputy Superintendent Jay Mathisen

Action Items

Resolution 1850 : May 2017 Bond Measure and Ballot Title	Superintendent Mikalson
Transportation Facility : 2017 Renovations Contractor Recommendation	Mike Tiller
Elk Meadow Elementary : 2017 Field Reconstruction Contractor Recommendation	Mike Tiller
Pilot Butte Middle School : 2017 Restroom Renovations Contractor Recommendation	Mike Tiller

Report

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

ELL Transformation District	Lora Nordquist
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Board Comments
Adjourn

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

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

The Board of Directors for Bend-La Pine Schools met in a Special Meeting on February 27, 2017 in room 312 of the Education Center, 520 NW Wall Street, Bend, OR 97703.

Board Members Present

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

Call to Order

The special meeting was called to order at 5:29 p.m. by Chair Kinkade for the purpose of interviewing finalist candidates for the Zone 7 position. Kinkade reviewed the interview process with the ultimate goal of the board selecting a candidate and having that person sworn in at the February 28 regular board meeting. Kinkade reminded all that the special meeting is a public session.

Agenda

Interview of Zone 7 Finalists

The Zone 7 finalists and their interview times:

- Melissa Barnes Dholakia 5:30-6:00 p.m.
- Rick Olegario 6:00-6:30 p.m.
- Carrie Douglass 6:30-7:00p.m.
- Laura Boehme 7:00-7:30 p.m.

All finalists were asked the following questions:

1. In your opinion, what are the roles and responsibilities of a school board member, and which one is the most important to you?
2. Tell us about an experience where you worked as part of a leadership team to bring about change in an organization?
3. Describe your previous experience as a member of a committee or board. What are some positives or otherwise?
4. What do you think is the most important factor to a student's academic success, and what should the school board do to encourage that success?
5. If the Bend-La Pine School District got a funding windfall and money was no object, what 3-5 programs or initiatives would you prioritize for spending the new money? Follow-up: Your funding has just been cut; which of the initiatives will you scrap?
6. A controversial matter surfaces at school and you begin to get questions and opinions from friends, fellow, parents, and/or community members about the issue. How will you handle these interactions?

At the end of the six questions, board members and finalists had an opportunity to ask any follow-up questions or clarification.

At the beginning of each interview Chair Kinkade reviewed the interview process and the board's intentions to deliberate and make a final decision. She said she would call each candidate after the board meeting to let them know the board's final decision.

Action

Appointment of Zone 7 Board of Directors Position

The board discussed and shared feedback about each candidate interview. Andy High shared ideas and what he is planning to do to help with new board member orientation. Kinkade thanked High and said she would like Nori Juba to participate fully at the February 28th meeting and have the new board member sworn in at the end of the meeting. All board members agreed.

Julie Craig said all candidates were excellent. She feels that both Douglass or Barnes Dholakia could make valuable contributions within the next four months and added, she really appreciated their future and forward thinking. Her vote would be first for Douglass, and second for Barnes Dholakia. Craig also considered who she would endorse in the upcoming election and feels Douglass is that person.

Ron Gallinat agreed, and was most impressed with Douglass. He appreciated her vision of the future and what students need to know as they graduate and leave our schools. He also liked that Douglass had previous board experience. Olegario would be his second choice and he appreciated his knowledge of the district and understanding of what it means to be on a board.

Andy High said he is looking forward to the debate of fellow board members this evening as he has been an advocate for the election process, however, he has also tried to have an open mind for all candidates and the appointment process.

Cheri Helt said all candidates were spectacular. She appreciated Olegario's comments and suggestion to include stakeholders as part of the Comprehensive Plan. She appreciated Douglass' vision and feels she would bring a different perspective to the board. Olegario was the candidate who caused her to reflect on board work more than anyone else and her vote would be for Olegario.

Stuart Young said it has been a great process and appreciated how well it has allowed the board to get to know all of the finalists. He was very impressed with the finalists, for a variety of reasons. Douglass' Bend background, significant exposure to non-Bend areas in the United States, her vision of the future and understanding the role of a board member most impressed him. She would be his first choice with Olegario as a close second.

Nori Juba felt all candidates came well prepared and were extremely knowledgeable. He commented on the Bulletin's recent editorial and he is in agreement that this decision should be left to the voters, and ultimately the election will decide. He delayed his resignation from December to February as he felt there was unfinished business he needed to take care of. He added the importance of being part of this decision as he wants to help get the right person who can help to make the next four months meaningful. Juba feels Olegario is the best candidate to finish his term out, emphasizing Olegario's knowledge of the district budget and his ability ask hard questions.

Chair Kinkade was impressed with all candidates and agreed with Craig's comments about Douglass. She appreciates Juba's thoughts; however, she would vote for Douglass. She was impressed with her knowledge of policy governance, the idea of being a 'thought partner' and her forward thinking.

Andy High felt Boehme did a great job and appreciates the budget insight that Olegario could offer. Whoever is selected, he is committed to supporting.

Julie Craig moved to appoint Carrie Douglass to finish the term for Zone 7. Ron Gallinat seconded the motion. Discussion ensued and Chair Kinkade called for a vote. In favor of Douglass: Stuart Young, Julie Craig, Peggy Kinkade and Ron Gallinat. Opposed: Andy High, Nori Juba and Cheri Helt. Motion carried 4-3.

Kinkade said she will contact all candidates this evening to inform them of the decision and is hopeful those who opposed the motion are okay with the end result. Juba said Douglass will be a great board member.

Meeting adjourned at 8:23 p.m.

Respectfully submitted,
Andrea Wilson
2.27.2017

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

The Board of Directors for Bend-La Pine Schools met in a regular session on February 28, 2017 in room 314 at the Education Center, 520 NW Wall Street, Bend, OR 97703.

Board Members Present

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

Call to Order

The meeting was called to order at 6:23 p.m. by Chair Kinkade. The Pledge of Allegiance followed.

Review of Agenda

Chair Kinkade reviewed the agenda and said board comments will take place prior to the oath of office.

Public Input

Robin Vora, community member, thanked the board and district for making district owned properties available to the public. He spoke about the historic value of Troy Field to Bend and asked that the district and board consider keeping and maintaining it as it is currently. He also encouraged the board to consider allowing groups who reserve the field to sell alcohol at events. Vora commented on the proposed number given for the upcoming bond measure and feels it is too high. There are many in the community struggling to make ends meet and while he supports paying for maintenance and rehabilitation of schools, he does not support paying for new schools to be built. He recommended the board look into a school construction excise tax on residential properties with the exception of affordable housing.

Chair Kinkade thanked Vora.

Consent Agenda

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

Action Item

Approval of 2017-18 High Desert Education Service District Local Plan

Chair Kinkade noted the presentation from the HDESD on February 16, and that the goals were sent to board members as requested follow-up information.

Ron Gallinat moved to approve the 2017-18 High Desert Education Service District Local Service Plan. Julie Craig seconded the motion. Unanimous approval.

Board Comments

Ron Gallinat thanked Nori Juba for his service and said it has been a privilege to serve alongside Juba. He appreciated Juba's ability to apologize when he made a mistake and his heart for students. He wished Juba the best in his future endeavors.

Julie Craig thanked Juba and said she has learned much from him over the past few years. She too appreciates his ability to push when needed and his heart for students.

Cheri Helt reflected on the years she and Juba have served on the board together, adding he has been her battle partner on many issues. She appreciated his work to move instructional technology along and his willingness to advocate for what he feels is right and apologize when he has made a mistake. She thanked him for his service and friendship.

Stuart Young said one of the reasons he is on the board is because of Juba. He commented on the personal connections they have, appreciated Juba's insight, leadership, integrity and willingness to work hard to keep asking what are the skills students need for their future. He thanked Juba for the 11 and a half years of service and wished him well.

Andy High said he will miss Juba's leadership, especially in the recent superintendent search. He shared his appreciation for their friendship, Juba's business sense and for his help in getting High's family to the position they are today. The time and effort Juba has put into his board work and professional life are admirable and High thanked Juba for his service.

Chair Kinkade thanked Juba for his service and shared he was the one who reached out and suggested she join the board after being part of a previous bond campaign. She complimented Juba for his leadership, time invested and incredible mind. Kinkade added Juba has continued to be completely engaged through the end of his term and she is glad he will continue to stay involved in education. He has been instrumental in transforming the district. Kinkade thanked Juba for his passion, standing up for what he believes and his compassion.

Juba thanked his colleagues for their kind comments and said it has been a great journey. He shared parting thoughts on his time as a board member, highlighting the progress made with ACT math, writing and science scores finally met or exceeding the national average in this past school year. He said the district and board need to celebrate the high goals that have been achieved. He noted the value of data and how it can become overwhelming quickly. He shared a scatter plot that showed the educational attainment of a student is directly impacted by a parent's economic level. The study was done at Stanford and resulted that 6th graders in the richest districts are 4 grades ahead of the poorest. Bend-La Pine Schools are 0.8 grade levels above the average; he urged the board to continue to set higher goals.

Juba visited a few schools today and was reminded of why he joined and has continued to serve on the board. Many changes and growth in the district have come with no additional resources, which is a testament to the district. People are now moving to Bend because of the great schools and the future ready, relationship focused efforts of the district. He said the most important factor to a student's success is relationships. He appreciated that Douglass spoke of the power of relationships in her interview last night. He thanked all board members and district staff for the relationships he has been able to have over the past 12 years.

Oath of Office*New Zone 7 Board Member*

Chair Kinkade invited Carrie Douglass to the front of the board room and Douglass was sworn in at 7:20 p.m. to complete Nori Juba's Zone 7 term, which ends on June 30, 2017.

Meeting adjourned at 7:22 p.m.

Respectfully submitted,
Andrea Wilson
2.28.2017



HUMAN RESOURCES

Education Center

520 N.W. Wall Street

Bend, Oregon 97703-2699

(541) 355-1100

Fax: (541) 355-1109

March 9, 2017

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

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

RE: Classified Recommended Hires and Resignations

The Human Resources Department recommends approval of the following hires and resignations at the School Board meeting on March 14, 2017

Classified Hiring

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date
Adair, Anthony	#106517 Building Services Control Technician	Maintenance	Reg 8 hrs / day	2/28/17
Bedell, Sam	#106523 EA – Inclusion	High Desert	Temp 4 hrs / day	3/6/17
Case, Melissa	#106523 EA – Inclusion	Special Programs	Temp 3.75 hrs / day	3/1/17
Ervin Scott, Elizabeth	#106552 EA – Student Instruction	Bear Creek	Temp 3.75 hrs / day	2/28/17
Evans, Amber	#106543 Media Tech Assistant	La Pine High	Temp 3 hrs / day	3/1/17
Frasieur, Daniel	#106489 Custodial Rover I	Maintenance	Temp 8 hrs / day	2/21/17
Lofton, Tera	#106522 EA – Inclusion	Pine Ridge	Temp 6.5 hrs / day	2/28/17
Richardson, Haley	#106276 Nutrition Server I	High Desert	Reg 3.25 hrs / day	3/1/17

Classified Resignations

Name	Position	Location	Resign Date
Burden, Lindsay	EA – Student Instruction	Lava Ridge	10/3/16 – 3/3/17
Kessler, Jamie	Nutrition Server I	Pilot Butte	8/8/14 – 3/5/17
Stark, Cheri	EA – Inclusion	La Pine High	6/30/06 – 6/22/17
Stark, George	Bus Driver	La Pine Transportation	2/21/13 – 6/22/17
Thompson, Elizabeth	Bus Driver	Transportation	6/18/07 – 6/22/17

Executive Summary

Brad Henry, Chief Operations and Financial Officer

Resolution 1850 – Bond Measure Election and Ballot Title

As you recall, on January 12, 2017 the Board approved the recommendation to place a bond levy on the May 16, 2017 ballot. A voter approved levy would authorize the District to issue \$268.3 million in bonds to complete 159 projects, including an elementary and a high school.

One of the steps in the process to place the measure on the ballot is to formally approve a resolution “calling for the measure” and approving the ballot title. Following this summary, please find resolution 1850, calling for the measure and creating the ballot title.

We recommend approval of resolution 1850.

RESOLUTION NO. 1850

A RESOLUTION OF ADMINISTRATIVE SCHOOL DISTRICT NO. 1 (BEND-LA PINE SCHOOLS), DESCHUTES COUNTY, OREGON, CALLING A MEASURE ELECTION TO SUBMIT TO THE ELECTORS OF THE DISTRICT THE QUESTION OF CONTRACTING GENERAL OBLIGATION BONDED INDEBTEDNESS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$268,329,000 TO FINANCE CAPITAL COSTS; AND RELATED MATTERS.

WHEREAS, the Board of Directors (the "Board") of Administrative School District No. 1 (Bend-La Pine Schools), Deschutes County, Oregon, (the "District") has determined that a need exists for the District to finance capital costs, as more fully described in the notice of bond election attached hereto as Exhibit A (the "Project") and pay bond issuance costs; and

WHEREAS, in connection with the Project, the District has evaluated the need for safety improvements, the joint funding of safety improvements with other public and private entities and the funding of safety improvements in accordance with ORS 332.176; and

WHEREAS, the District intends to apply for the Oregon School Capital Improvement Match (the "Match Program") under Senate Bill 447; and

WHEREAS, the costs of the Project to be financed with bond proceeds and issuance costs are estimated to be not more than \$268,329,000 from bond funds; and

WHEREAS, the District anticipates incurring expenditures (the "Expenditures") to finance the costs of the Project and wishes to declare its official intent to reimburse itself for any Expenditures it may make from its general funds on the Project from the proceeds of voter-approved general obligation bonds which may be issued as tax-exempt obligations or qualified tax credit bonds; and

WHEREAS, ORS 328.205, as amended, subject to voter approval, authorizes the District to contract bonded indebtedness to provide funds to finance the costs of the Project and to pay bond issuance costs;

NOW, THEREFORE, the Board of Directors of Administrative School District No. 1 (Bend-La Pine Schools), Deschutes County, Oregon, resolves as follows:

1. The measure election is hereby called for the purpose of submitting to the electors of the District the question of contracting general obligation bonded indebtedness in the name of the District in an amount not to exceed \$268,329,000 (the "Bonds"). Bond proceeds will be used to finance the Project and pay all Bond issuance costs. The Bonds shall mature over a period of not more than twenty-five (25) years from the date of issue and may be issued in one or more series.

2. The measure election hereby called shall be held in the District on the 16th day of May, 2017. As authorized by the County Clerk of Deschutes County, Oregon, and the Oregon

Secretary of State, the election shall be conducted by mail pursuant to ORS 254.465 and 254.470.

3. The District authorizes the Superintendent, Chief Operations and Financial Officer (each an "Authorized Representative") or his/her designee to submit the final ballot title and explanatory statement and to take such further action as is necessary to carry out the intent and purposes herein in compliance with the applicable provisions of law.

4. The Authorized Representative shall cause to be delivered to the Election Officer of Deschutes County, Oregon (the "Election Officer"), a Notice of Bond Election (the "Notice") in substantially the form of, attached hereto as Exhibit A, which shall be approved and filed by the Authorized Representative of the District, not later than March 16, 2017, (sixty-one (61) days prior to the election date) and with such changes that may be necessitated in connection with the Match Program.

5. The District hereby declares its official intent pursuant to Treasury Regulation Section 1.150-2 to reimburse itself with the proceeds of the Bonds for any of the Expenditures incurred by it prior to the issuance of the Bonds.

6. The Authorized Representative is hereby authorized to execute all documents necessary in conjunction with the Match Program.

7. The law firm of Hawkins Delafield & Wood LLP, is hereby appointed to serve as Bond Counsel with respect to the issuance of the Bonds. The District will pay the fees and expenses of Bond Counsel from Bond proceeds.

ADOPTED by the Board of Directors of Administrative School District No. 1 (Bend-La Pine Schools), Deschutes County, Oregon this 14th day of March, 2017.

**ADMINISTRATIVE SCHOOL DISTRICT NO.
1 (BEND-LA PINE SCHOOLS), DESCHUTES
COUNTY, OREGON**

By: _____
Chair, Board of Directors

ATTEST:

By: _____
Superintendent/District Clerk

EXHIBIT A

NOTICE OF BOND ELECTION

ADMINISTRATIVE SCHOOL DISTRICT NO. 1 (BEND-LA PINE SCHOOLS) DESCHUTES COUNTY, OREGON

NOTICE IS HEREBY GIVEN March 15, 2017 that a measure election will be held in Administrative School District No. 1 (Bend-La Pine Schools) located in Deschutes County, Oregon on May 16, 2017. The following shall be the ballot title of the measure to be submitted to the district's voters:

CAPTION: (10 WORD LIMIT)

Bonds for New Schools, Safety Improvements,
Classroom Renovations and Preservation

QUESTION: (20 WORD LIMIT: second sentence does not count)

Shall Bend-La Pine Schools build schools, renovate classrooms, and improve safety by issuing \$268.3 million in general obligation bonds? If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

SUMMARY: (175 WORD LIMIT)

If approved, this measure is expected to fund the following capital project costs:

- **Additional Neighborhood Schools in High Growth Areas:** Plan, construct, furnish and equip one elementary and one high school to meet current and anticipated capacity challenges.
- **Maintenance and Preservation to Extend the Life of Existing Buildings:** Such as, roof replacements and energy conservation projects, including more efficient heating, ventilation and lighting systems.
- **Classroom Additions and Modernization:** Many facilities were constructed decades ago. Add classrooms and modernize, equip and furnish schools and other facilities within the District, such as, Science, Technology, Engineering, Arts and Mathematics learning spaces.
- **Safety and Technology Infrastructure Improvements:** Make safety and health upgrades such as, entrance redesign, security systems and fire and life safety modernization.

Make site improvements, purchase land for future schools and related costs, pay bond issuance costs and capitalized interest.

Combined with the expected decrease in existing debt, estimated first-year cost is \$0.44 per \$1,000 of assessed value. These bonds would mature in 25 years or less from issuance.

The following authorized District Official hereby certifies the above ballot title is true and complete.

Signature of authorized District Official

Date signed

Printed name of authorized District Official

Title

CONTRACTOR RECOMMENDATION

PROJECT: Transportation Facility – 2017 Renovations

CONSTRUCTION BUDGET: \$1,879,678

BID SOLICITATION PROCESS:

On January 25, 2017, Advertisement for Bids was published in the Daily Journal of Commerce and the District Website requesting proposals from qualified general contractors.

Bid Documents were posted in the Public Plan Room managed by the Central Oregon Builders Association for on-line viewing and Bid Documents were also placed in 7 different plan centers through-out Oregon.

On February 1, 2017, a Mandatory Pre-Bid Conference was conducted at the project sites for the purpose of reviewing the project requirements and to address questions posed by General Contractors. This meeting was attended by eight qualified general contractors.

On February 21, 2017 Bids were received, opened and read in a public forum. Two responsive bids were received as follows:

Griffin Construction LLC	Base Bid	\$ 1,944,474
Alternate #1 – Bus Maintenance Shop Expansion		368,300
Alternate #2 – Re-roof Existing Maintenance Shop		89,383
Kirby Nagelhout Construction Company	Base Bid	\$ 2,010,000
Alternate #1 – Bus Maintenance Shop Expansion		403,000
Alternate #2 – Re-roof Existing Maintenance Shop		76,000

RECOMMENDATION:

It is recommended that a construction contract be awarded to the low bid submitted by Griffin Construction LLC for the base bid and alternates numbers 1 & 2 in the amount of \$2,402,157.

A Notice of Intent to Award letter has been issued to Griffin Construction LLC with a copy to all other bidding contractors notifying them of the award. The contract will be emailed, with requests to be returned signed and with acceptable bonds and insurance. When all bonds and insurance are determined to be acceptable and with board approval, the contract will be signed by Angus Eastwood and a fully executed copy will be emailed to Griffin Construction LLC. A pre-construction meeting will then be held prior to commencement of the project.

Submitted by: Facilities Development
Harold H. Beumel, Project Manager
February 22, 2017

CONTRACTOR RECOMMENDATION

PROJECT: Elk Meadow Elementary School – Field Reconstruction

CONSTRUCTION BUDGET: \$321,566

BID SOLICITATION PROCESS:

On February 6, 2017, Advertisement for Bids was published in the Daily Journal of Commerce and the District Website requesting proposals from qualified general contractors.

Bid Documents were posted in the Public Plan Room managed by the Central Oregon Builders Association for on-line viewing and Bid Documents were also placed in 7 different plan centers through-out Oregon.

On February 15, 2017, a Mandatory Pre-Bid Conference was conducted at the project site for the purpose of reviewing the project requirements and to address questions posed by General Contractors. This meeting was attended by six qualified general contractors.

On February 23, 2017 Bids were received, opened and read in a public forum. Two responsive bids were received as follows:

Mountain Sky Landscaping	Base Bid	\$388,848
Alternate #1 – Seed in place of sod		-\$26,000
Taylor Northwest	Base Bid	\$404,312
Alternate #1 – Seed in place of sod		-\$20,598

RECOMMENDATION:

It is recommended that a construction contract be awarded to the low bid submitted by Mountain Sky Landscaping for the base bid in the amount of \$388,848.

A Notice of Intent to Award letter has been issued to Mountain Sky Landscaping with a copy to all other bidding contractors notifying them of the award. The contract will be emailed, with requests to be returned signed and with acceptable bonds and insurance. When all bonds and insurance are determined to be acceptable and with board approval, the contract will be signed by Angus Eastwood and a fully executed copy will be emailed to Mountain Sky Landscaping. A pre-construction meeting will then be held prior to commencement of the project.

Submitted by: Facilities Development
Mike Condon, Project Manager
March 8, 2017

CONTRACTOR RECOMMENDATION

PROJECT: Pilot Butte Middle School – 2017 Restroom Renovations

CONSTRUCTION BUDGET: \$571,054

BID SOLICITATION PROCESS:

On January 4, 2017, Advertisement for Bids was published in the Daily Journal of Commerce and the District Website requesting proposals from qualified general contractors.

Bid Documents were posted in the Public Plan Room managed by the Central Oregon Builders Association for on-line viewing and Bid Documents were also placed in 7 different plan centers through-out Oregon.

On January 11, 2017, a Mandatory Pre-Bid Conference was conducted at the project site for the purpose of reviewing the project requirements and to address questions posed by General Contractors. This meeting was attended by six qualified general contractors.

On January 26, 2017 Bids were received, opened and read in a public forum. Two responsive bids were received as follows:

Griffin Construction LLC	Base Bid	\$490,177
Alternate #1 – New Terrazzo in B/C Restrooms		\$121,258
Keeton King Contracting, LLC	Base Bid	\$505,500
Alternate #1 – New Terrazzo in B/C Restrooms		\$60,000

RECOMMENDATION:

It is recommended that a construction contract be awarded to the low bid submitted by Griffin Construction LLC for the base bid in the amount of \$490,177.

A Notice of Intent to Award letter has been issued to Griffin Construction LLC with a copy to all other bidding contractors notifying them of the award. The contract will be emailed, with requests to be returned signed and with acceptable bonds and insurance. When all bonds and insurance are determined to be acceptable and with board approval, the contract will be signed by Angus Eastwood and a fully executed copy will be emailed to Griffin Construction LLC. A pre-construction meeting will then be held prior to commencement of the project.

Submitted by: Facilities Development
Mike Condon, Project Manager
March 8, 2017

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

**Executive Limitation 11 – Asset Protection
March 14, 2017**

Background/Discussion

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

Monitoring Report

Asset Protection

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

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

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

Areas for Improvement:

With the record snowfall during 2016-17, the District has also implemented new procedures to monitor snow accumulations on roofs, consulting with structural engineers as the snow accumulation grows. [February 2017 Lessons Learned Summary](#).

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

Evidence of compliance: The District has insurance policies against liability for the organization, Board and staff, property, casualty losses and worker's compensation. The coverage is based on size and contents - coverage for property losses is capped at exposure and based on a schedule that is agreed upon each year at renewal. District liability insurance covers staff and Board for actions taken in the normal course of their duties as a public official. Annual premiums for all renewals are subject to market terms and previous rate experience. The District coverage is \$150,000,000 per occurrence for property losses (excluding earthquake) with a \$350,000,000 annual aggregate loss limit. We have \$15,000,000 coverage for earthquake subject to a pool-wide shared limit of \$350,000,000. Liability insurance is set at \$10,000,000 per occurrence and a \$20,000,000 annual aggregate. Workers compensation is statutory. Efforts have been successful to complete programs that allow us to reduce premium cost by completion of trainings and

implementation of risk management strategies. For example, we received a 5% discount if we could show that all staff received “Boundary Invasion” training. We also have an insurance reserve fund to pay for deductibles. Although there is not a dedicated source to fund the reserve fund, we try to maintain the equivalent of at least 4-6 deductible payments.

Areas for Improvement:

None.

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

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

Areas for Improvement:

None.

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

Evidence of compliance: In the IT department, we maintain inventory databases of technology equipment. We typically purchase five years of support and maintenance for all enterprise level hardware or equipment, such as servers and network gear, much of which has a lifetime warranty. For end user devices, we get a one to three-year warranty from the manufacturer. We assign different life cycles to our technology equipment and refresh accordingly. We are nearing completion of a new server environment. This includes features and mitigations to further ensure reliable service and business continuity.

In Facilities Department, we established and update every five-years a twenty-year long range plan as required by ORS 195.110. An important component of this plan is to assess equipment and facility needs at schools, including deferred maintenance. As part of this process we received input from school staff, consultants and maintenance personnel. From this, lists of projects were created and categorized. These lists were provided to the Sites and Facilities Existing Facilities Team for evaluation and prioritization. The complete list of projects was included in the [Sites and Facilities Report](#) after phase one. Staff then estimated costs for those projects that are needs for the next five to seven-year period. Based on this list, staff recommended a \$268.3 million bond to the school board that would provide money for new schools, maintenance of existing buildings, additional classrooms, and safety and technology upgrades. The maintenance department keeps a list of all district vehicles and equipment. We have a mechanic on staff who is responsible for maintenance and repairs on all of our unlicensed equipment. He keeps detailed records of this work. Our licensed vehicles are serviced by the Transportation Department. We have a vehicle and equipment replacement plan that demonstrates a need of \$140,000 per year to put us on a track for a 10-15 year rotation for all maintenance vehicles and equipment. Our goal is to dedicate annual funding to this plan and have included this in the [District’s Comprehensive Plan](#). Without the dedicated funding, we

have been replacing equipment and vehicles when absolutely necessary with resources available at the time.

In our Transportation Department, we have mechanics on staff to maintain all licensed vehicles in the District, including our bus fleet. Since 2009, we have replaced about almost half of our bus fleet with propane-powered buses. This was accomplished mostly through bank loans repaid through the reimbursement of cost available through the State School Fund. Ideally, our buses would be on a 12-15 year replacement cycle. To accomplish this, we would need to replace at least eight buses each year. We are on track to replace eight buses in 2016-17 and the replacement of minimum four buses in each of the next few years is included in the [District's Comprehensive Plan](#).

Areas for Improvement:

None.

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

Evidence of compliance: The District utilizes various services available from our insurance pool, PACE, to mitigate risk. We created a Risk Management Specialist position to coordinate our district-wide effort to educate staff and reduce risks. In 2016-17, our Risk Management Specialist collaborated with PACE to provide training regarding monitoring and maintaining our playground equipment. Our HR staff have attended trainings related to new laws/regulations that could have an impact on personnel practices and our Risk Specialist has and will continue to attend trainings regarding identifying and mitigating risk across the District. In addition, our staff completes required trainings each year using SafeSchools, an approved vendor for State required trainings. These trainings cover topics like mandatory reporting requirements, blood borne pathogens, and staff/student boundaries to name a few. When something does come up, staff works closely with the District's legal counsel to evaluate and address active and threatened litigation. We are aware of no instances where the District, Board or staff have knowingly or recklessly exposed the District, staff or Board to legal liability.

Areas for Improvement:

None.

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

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

Areas for Improvement:

None.

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

Evidence of compliance: Each year the Board receives the [District's Comprehensive Annual Financial Report](#), which includes the auditor's report as well as a report on internal controls and a report on compliance with federal grants. In addition, as we receive reports and/or audits on our programs by State or Federal auditors, we have and will continue to share the outcome of each.

Areas for Improvement:

None.

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

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

Areas for Improvement:

None.

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

Evidence of compliance: The District maintains a list of real properties, including properties on which our schools are located.

Areas for Improvement:

None.

Addendum:

Bend-La Pine Schools – Real Property owned by District

Bend-La Pine Schools
Real Property owned by District

Property	Community	Comp Plan				
		In Bend	In La Pine	Designation	Vacant?	Acres
		UGB?	UGB?			
Elk Meadow Elementary	Bend	Yes	No	PF	No	13.92
Pine Ridge Elementary	Bend	Yes	No	RS	No	11.78
RE Jewell Elementary	Bend	Yes	No	PF	No	16.27
Cascade Middle School	Bend	Yes	No	PF	No	28.53
Juniper Elementary	Bend	Yes	No	PF	No	15.10
Pilot Butte Middle School	Bend	Yes	No	PF	No	45.78
Bear Creek Elementary	Bend	Yes	No	PF	No	18.70
Kenwood School - Highland	Bend	Yes	No	PF	No	4.02
Kingston School - Westside Village	Bend	Yes	No	PF	No	3.23
Kingston School north lots	Bend	Yes	NO	RS	No	0.68
Thompson School - Amity Creek	Bend	Yes	No	RH	No	1.41
Ensworth Elementary	Bend	Yes	No	RM	No	9.68
Pondorosa Elementary	Bend	Yes	No	URA	No	15.00
Mountain View High School - north	Bend	Yes	No	PF	No	39.40
Mountain View High School - south	Bend	Yes	No	RM	No	5.73
Bend High School	Bend	Yes	No	PF	No	29.83
Bend High School - south lots Tech Center	Bend	Yes	No	IG	No	1.11
Bend High School - 15th Street	Bend	Yes	No	PF	No	9.73
Sky View Middle School	Bend	Yes	No	PF	No	20.89
Lava Ridge Elementary	Bend	Yes	No	PF	No	13.60
High Lakes Elementary	Bend	Yes	No	PF	No	16.73
WE Miller Elementary	Bend	Yes	No	URA	No	13.70
Pacific Crest Middle School	Bend	Yes	No	URA	No	22.35
Pacific Crest Middle School - south Skyliner	Bend	Yes	No	URA	Yes	5.28
Pacific Crest Middle School - NE triangle	Bend	Yes	No	URA	Yes	1.91
Summit High School	Bend	Yes	No	PF	No	45.33
Marshall High School	Bend	Yes	No	PF	No	5.28
Silver Rail Elementary	Bend	Yes	No	RM	No	11.33
Silver Rail Elementary - vacant NW corner	Bend	Yes	No	RM	Yes	1.17
High Desert Middle School	Bend	Yes	No	PF	No	28.71
High Desert property north triangle	Bend	Yes	No	PF	Yes	12.30
High Desert property north square	Bend	Yes	No	PF	Yes	5.60
High Desert property south	Bend	Yes	No	ME	Yes	27.90
Buckingham Elementary	Bend	No	No	AG	No	21.22
La Pine campus including transportation	La Pine	No	Yes	PF	No	67.88
La Pine transportation - included in campus	La Pine	No	Yes	PF	No	-
La Pine Elementary - included in campus	La Pine	No	Yes	PF	No	-
La Pine Middle School - included in campus	La Pine	No	Yes	PF	No	-
La Pine High School - included in campus	La Pine	No	Yes	PF	No	-
La Pine north vacant land	La Pine	No	Yes	PF	Yes	10.02
Rosland Elementary	La Pine	No	Yes	PF	No	15.00
Three Rivers Elementary	Sunriver	No	No	SRCM	No	11.00
Three Rivers Elementary	Sunriver	No	No	SRI	No	4.27
Education Center	Bend	Yes	No	PF	No	3.85
Distribution Center-Print Shop	Bend	Yes	No	IG	No	1.37
Transportation - Bend - east	Bend	Yes	No	CL	No	1.43
Transportation - Bend - west	Bend	Yes	No	IL	No	4.96
Maintenance Center	Bend	Yes	No	PF	No	8.35
Country Club	Bend	Yes	No	RS	Yes	50.00
Murphy Road	Bend	Yes	No	RS	Yes	25.50
Shevlin Road	Bend	No	No	URA	Yes	33.73
Troy Field	Bend	Yes	No	PF	Yes	0.80
						<u>761.36</u>
Total vacant Bend		164.19				
Total vacant La Pine		<u>10.02</u>				
Total vacant		<u>174.21</u>				

Executive Summary: ELL Transformation District Report/Discussion

Lora Nordquist, Assistant Superintendent

In early fall, 2016, Bend-La Pine Schools was identified as a Transformation District by the state of Oregon. These districts are the 25-lowest performing in the state in terms of outcomes for linguistically diverse students, among districts with a significant population of students identified as English Language Learners (ELL's).

To support the district's plan in ensuring the success of our linguistically diverse students, the state has awarded Bend-La Pine \$180,000 annually for the next four years. Unlike some federal grants, this grant allows for true flexibility so that local districts can implement strategies best suited to their needs. Attached to this summary is a copy of our first budget narrative, which highlights the three focus areas of our grant:

- Educator effectiveness;
- Systems to support students; and
- Family engagement.

For the March 13th report/discussion, Skip Offenhauser and I will present information related to the grant. In addition, Superintendent Shay Mikalson and I will share feedback gathered from Latino parents and students at two different events this fall and winter. After that, we invite the school board, the superintendent, and district/school leaders to discuss ideas, share insights and raise questions about the identified priorities, as well as other issues concerning our linguistically diverse students and families.

Bend-La Pine Schools

Transformation District Budget Narrative, 2016-2018

Rationale

Bend-La Pine Schools was selected as a Transformation District because the academic performance, academic growth, and graduation rates of our linguistically diverse students have consistently lagged behind those of our overall student populations. While this issue is not unique to Bend-La Pine, we have underperformed in comparison to other districts in the state. Being identified as a Transformation District is a challenge we welcome: it helps create more urgency about the moral imperative to lift the learning of ALL students.

To begin planning the district's Transformation work over the next several years, our team examined district demographics, a wide array of student data, current research, community needs, REL Northwest survey data, and individual school needs. We conducted interviews with building leaders at all levels. In addition, we met with district leaders of surrounding Transformation Districts to gather ideas and see where our needs aligned.

Based on this information, our team has identified three areas of focus for our work: educator effectiveness, systems to support student success, and family engagement. The major initiatives described below may fall under more than one category. For example, implementation of the Juntos program supports student success AND family engagement. In addition, while professional learning opportunities will be available to staff throughout the district, we decided to focus Transformation District funds on the twelve schools where the large majority of our linguistically diverse students attend:

- Bear Creek Elementary
- Elk Meadow Elementary
- Juniper Elementary
- Lava Ridge Elementary
- Pine Ridge Elementary
- Ponderosa Elementary
- RE Jewell Elementary
- Silver Rail Elementary
- High Desert Middle School
- Pilot Butte Middle School
- Bend Senior High School
- Mountain View High School

Finally, Bend-La Pine Schools recognizes that the focus of our Transformation District funding must be on short-term projects that will elevate systems or educators' understanding and practices, or that will serve as pilots to inform district/school priorities in the future. It is important that we also simultaneously explore other funding sources for this important work. Currently, we are making plans to re-allocate approximately \$160,000 in general fund staffing to support the priorities described in this narrative. In addition, the two high schools listed

above will be actively exploring the use of other funding sources to support some of their efforts.

Description of Funding Priorities

Included below is our preliminary plan for using Transformation District funds to improve both the educational experience and outcomes for our linguistically diverse students. However, one expenditure that overarches the three identified areas and that may affect our plan for the 2017-18 school year and beyond is the plan to contract with Yvonne Ryans, the Equity Director from Education Northwest, to help us with a more comprehensive district evaluation and planning process.

Educator Effectiveness

The district recognizes that educators' understanding of culturally responsive practices, as well as their knowledge and skills in classroom strategies, are the most effective ways to elevate the learning of all students. In terms of classroom strategies, we are prioritizing teachers' effective literacy instruction: speaking, listening, reading and writing. Our budget includes support for district-level initiatives, but we have also allocated a significant amount of money for individual sites to purchase substitutes for collaborative planning, lesson study, coaching, etc.

Transformation Funds

- Coaching for Educational Equity (CFEE) Training: A team of district leaders will attend in Summer, 2017, and site leaders will attend in either Fall, 2017 or Winter/Summer, 2018.
- The Reading and Writing Project: The district has adopted the *Units of Study for Teaching Writing*, K-8. These materials have shown strong evidence of effectiveness with linguistically diverse students. We will send district-level coaches in Spring, 2017, and site-based teacher leaders in Summer, 2017-2018.
- Institute on Academic Diversity: The focus of this institute is on differentiated instruction, intended for universal access for students. District coaches and leaders will attend in Spring, 2017, and site-based teacher leaders will attend in Spring, 2018.
- English Learners Alliance Conference: We want leadership teams from all 12 schools to attend in Spring, 2017, and these schools will send smaller teams of other teacher leaders in Spring, 2018.
- Secondary Literacy Coach: The district intends to redirect .10 of an existing coaching position specifically to support the two transformation middle schools and high schools. She will be working with our ELL coach to provide support to classroom teachers and administrators on effective literacy instruction for linguistically diverse students.
- Evaluation of District ELL Plan: Beginning in Fall, 2018, a team of district teachers and leaders will engage in a thorough evaluation/possible revision of our current ELL Plan, including our service delivery model and our district system for supporting linguistically diverse students who are new to our country.
- Revision of Teacher Evaluation and Administrator Evaluation Rubrics: Beginning in Fall, 2017, a team of teachers, administrators and district staff will revise our current rubrics in order to more specifically highlight culturally responsive practices and effectiveness with diverse learners.

- Consultation with Dr. Ellyn Arwood, University of Portland: Dr. Arwood specializes in issues related to language and learning, cognition, and neuroscience. She will work with selected teachers across the district in Spring, 2017.

Other Funds/District Support

- Quarterly Data Reports: Staff from the Office of School Support will provide quarterly reports on linguistically diverse students' grades, attendance, discipline incidents and any relevant formative assessments.
- Hiring Practices: We will work with our Human Resources Department to revise job descriptions' preferred qualifications and with site leaders to evaluate hiring processes in order to increase the diversity of our staff.
- Leadership Coaching: Coaches will work with site leaders to increase their skills in understanding, identifying, and promoting teaching practices that support linguistically diverse students.

Systems to Support Student Success

At the same time we are working to make our teachers' and leaders' practices more effective, we want to increase support for our linguistically diverse students. *Transformation Funds*

- Juntos: This program, created by Oregon State University, supports middle and high school students and their families in navigating the worlds of secondary school and post-high school education. Our plan is to begin this program in one middle school in Spring, 2017, and to expand it to the other three secondary schools in 2017-18.
- Summer Programming: For the summer of 2017, we want to create a high-school credit recovery program for our linguistically diverse students, using a blend of online and in-person instruction. We also plan to expand "Brain Camp," a language-based support program for elementary students, to a second site. For Summer, 2018, our goal is to create a summer bridge program for targeted 8th grade students in preparation for their transition to high school.
- Development of Support Materials: During Summer, 2017, teams of district teachers will create support materials for district-adopted English and Spanish language arts curricula: *The Units of Study*, *Wonders* and *Maravillas*.
- Sheltered ELA Sections: During the 2017-18 school year, High Desert Middle School will pilot the creation of two smaller, supported sections of English language arts for selected linguistically diverse students.
- Expansion of Dual Immersion Program: Our district program, which expanded to sixth grade in the 2016-17 school year, has been highly effective to date in elevating achievement of our linguistically diverse students. We plan to use funds to continue planning the program's expansion and to provide ongoing teacher professional learning.

Other Funds/Support

- High School Supports: Both BSHS and MVHS are exploring ways in which they might use other state funds to support linguistically diverse students at their schools. These might include additional graduation coaching support, school-to-work support, and/or the creation of sheltered sections for English language arts.

Family Engagement

Transformation Funds

- For Spring, 2017, we have identified classified staff at several schools who have the language and relationship skills to support the families of linguistically diverse students. Our plan is to increase their FTE by approximately four hours each week and to adjust their schedules so that they are regularly available to families at either the beginning or the end of selected days each week. Teachers can also use these staff members to translate on phone calls or in parent meetings.

Other Funds/Support

- Family Liason Positions: The district plans to redirect general fund staffing allocations to create two family liason positions, beginning in Fall, 2018. Our goal will be to hire staff who can relate directly to the families of our linguistically diverse students. These staff positions will work across “feeder schools” to the two Transformation high schools so that they get to know families well.

2016-2017 Transformation Funds Budget

Description of Expense	Cost
Ed Northwest Consultant	10,000
Institutes <ul style="list-style-type: none">• Writing Project: 6 participants @ 3000 each• CFEE: 6 participants at 2000 each• IAD: 6 participants at 2000 each• EL Conference: 36 participants at 500 each	60,000
Secondary literacy coach	9000
Consultation with Dr. Arwood	5000
Building substitute time for collaboration and coaching	15,000
Development of support materials for students	10,000
Juntos	20,000
Summer programming <ul style="list-style-type: none">• High school credit recovery• Brain camp at two elementary sites	18,000
DI program planning and teacher training	20,000
Family support staff: 6 positions at +4 hours/week for 18 weeks @ 20/hour	8500
TOTAL	174,500

2017-18 Transformation Funds Budget

Description of Expense	Cost
Institutes (same as 16-17)	60,000
Secondary literacy coach	9000
Building substitute time for collaboration and coaching	18,000
Modification of evaluation rubrics	5000
Juntos club continuing support	5000
HDMS pilot ELA class: 2 periods/day= .33 FTE	30,000
Summer programming: (same as 16-17 + middle school bridge program)	27,000
DI program planning and teacher training	6000
ELL Plan evaluation/revision	3000
Family support staff: 6 positions at +4 hours/week for 36 weeks @ 20/hour	17,000
TOTAL	180,000