

Bend-La Pine Schools
Bend, OR 97703
March 13, 2018

Executive Session 5:00 p.m.

Regular Meeting 5:30 p.m.

The Board of Directors of Bend-La Pine Schools will meet in an executive session under ORS 192.660(2)(b) & (2)(h) followed by a regular session on March 13, 2018 at in room 314 of the Education Center
520 NW Wall Street, Bend, OR 97703.

Agenda

Call to Order	Chair High
Pledge of Allegiance	Stuart Young
Review of Agenda	Chair High
Public Input This is the time provided for individuals to address the Board. Visitors who wish to speak must sign up prior to the beginning of the meeting on the sign-up sheet provided. Please state your name and topic when you address the Board.	Chair High
Student Performance : Folklorico de Bear Creek	Superintendent Mikalson
Superintendent Spotlight : Carly's Kids / Outdoor School	Superintendent Mikalson

Budget Workshop

Budget Workshop	Superintendent Mikalson
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Consent Agenda

Approval of Minutes – February 27, 2018 Reference: ORS 192.650 and ORS 332.057	Chair High
Approval of Personnel Recommendations Reference: ORS 332.505	Jay Mathisen
Superintendent Mikalson Review	Chair High

Reports

School Start Times Update	Superintendent Mikalson
EL 11 – Asset Protection Policy Monitoring Report	Brad Henry & Roy Burling

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**

The Board of Directors for Bend-La Pine Schools met in a regular session on February 27, 2018 at the Education Center, 520 NW Wall Street, Bend, OR.

Board Members Present

Andy High
Julie Craig
Peggy Kinkade
Ron Gallinat
Cheri Helt

Board Members Absent

Stuart Young
Carrie Douglass

Call to Order

The meeting was called to order at 5:58 p.m. The Pledge of Allegiance followed.

Review of Agenda

Chair High noted the National Board Certified Teacher recognition would take place first, followed by public input and then a spotlight on the Education Foundation.

NCBT Recognition

Superintendent Mikalson introduced Michele Oakes and Heather Anderson and thanked each of them for their support of the NBCT candidates in the district. He said 13 teachers are being honored tonight for their recent NBCT certification and added his appreciation for their hard work and accomplishments. Oakes and Anderson shared about the process to becoming certified and noted that Bend-La Pine Schools' teachers represent 70% of the teachers who were certified this year. Mikalson introduced the following teachers, who were presented with a pin, flower and thank you gift: Erica Hoiness, Lindsey Manitsas, Cindy Perkins, Kari Sue, Jeannie Thorp, Connie Wilson, Nicole Ricketts, Mara Richardson, Courtney Winter, Julie Montoya, Marni Spitz, Heidi Friesen and Luke MacSween. Chair High congratulated all teachers and expressed his gratitude for their dedication to the teaching profession.

High recessed the regular session at 6:10 p.m.

High resumed the meeting at 6:12 p.m.

Public Input

Chair High reviewed public input and explained it is an opportunity for the Board to listen to community members.

Steven Cramer, community member, spoke on behalf of his daughter-in-law who is a teacher in the district and his grandchildren who are students in the district. He spoke of his concern for school safety and the gun and sporting culture in Central Oregon. Cramer does not want to see teachers armed, but rather, suggested other means of stopping potential threats: metal detectors, restricted access, etc. He said he believes the district has a responsibility to educate and ensure the safety of children.

Amy Sabbadini, teacher at Bend Senior High and parent of a student in the district, thanked Superintendent Mikalson for his call to action message sent earlier in the week. She spoke about the tremendous impact more funding would make in schools, in the classroom, counseling support (which students often don't understand the support available from school counselors) and bolstering a positive and safe school atmosphere. She urged Board members to continue to advocate for funding.

Lenka Moor, parent and co-founder of the Bend Kindness Rocks project, shared about the purpose of the Bend Kindness Rocks project and the thought process and conversations it is intended to promote about what kindness really means. She recently was a volunteer for Challenge Day at Sky View Middle School and said the experience was profound and life changing. She encouraged other schools offer a Challenge Day and urged the district to remember that kindness is essential and should be part of a child's education.

Julie Ireland, business owner, shared about her recent experiences with community members and students in her profession and suggested mentorship and ways to learn compassion for students who are struggling rather than suspend or expel for poor behavior; along with a debriefing effort or program to follow up and continue to connect with those who are struggling.

Angela Chisum, parent and community member, shared about the Facebook group: *Parents, Students, Teachers, and Friends of BLP Against Gun Violence*, that now has over 2,400 members who are looking to be a part of the conversation and solution. She spoke about the groups' efforts to collaborate on sensible gun reform through legislation and the mental health crisis. She is thankful for the steps taken by the district thus far but asked that more be done to make school and student safety the number one priority.

Lynette Konkler, parent in the La Pine area, encouraged the district to be forward thinking and really put an emphasis on the importance of listening to students. Families need to be welcomed in school and students need to be heard by their teachers and administrators. As the world continues to change, she asked the Board be willing to change policy when necessary to be current in helping support student needs.

Chair High noted the next Community Linkage Meeting will be focused on mental health. The meeting will be in May and invited all to attend. Superintendent Mikalson thanked the Board for their support and advocacy efforts for schools, staff and students.

Superintendent's Spotlight

Superintendent Mikalson introduced Wendy Graunitz, Education Foundation Board President and Michelle Johnson, Education Foundation Executive Director and highlighted the incredible partnership between the district and the foundation. Graunitz shared about classroom, athletic and activity grants that were awarded in 2017, the Perseverance in Education Award event held each spring, and their fundraising efforts; including the upcoming Trivia Bee. She noted the foundation has been serving the district for 30 years.

Johnson shared about the Leadership Impact Summit Program through The Bend Chamber. The foundation is a finalist, and if they win, will be awarded \$12,000. The foundation plans to use those dollars to help support the district with trauma informed care and specialized training in an effort to support mental health needs. Johnson invited all to the Trivia Bee and noted their website has more information on events and ways to donate. Peggy Kinkade thanked the Foundation for their efforts to support schools; and noted Cheri Helt started the Perseverance in Education Award, which has grown into a wonderful way to honor college bound students with a scholarship who have persevered throughout their K-12 years.

Public Hearing

Bend International School – Request for Charter Renewal

Chair High recessed the regular meeting and called the Public Hearing for Bend International School (BIS) to order at 6:42 p.m. High reviewed the process for the hearing and noted the executive summary which explains the charter contract renewal process.

Meera Rupp, BIS School Director, thanked the Board for their time and shared about the progress they have made over the past three years. Rupp reviewed methods of assessment, testing results, student and family engagement, and the enrollment scale up model they have used. BIS currently has 195 students enrolled and 216 students on their waitlist.

Rupp said she and the BIS community are hopeful the Board will approve their charter renewal request and shared areas they would like to discuss in the negotiation process; like increasing ADM funding to support additional staffing, programing development and resources. Superintendent Mikalson commented that the Board action to approve BIS's renewal request would initiate the negotiation process and items like funding would be considered. The final contract would be presented to the Board for approval.

Rupp invited all to the One World Gala on March 3 from 5:00-8:00 p.m. and shared a video that highlighted students, teachers and families who are part of the BIS community. Rupp thanked the Board for their support and consideration of the renewal request.

Chair High moved into the public comment portion of the hearing.

Cassie Bullock, parent and teacher at Bend Senior High, has two students who attend BIS. Bullock shared her support for the academic programs BIS offers and appreciates the cohort model of the school, allowing teachers to really know students and families. She appreciates the level of family engagement and noted the Spanish component of learning is wonderful and adds an extra challenge to students' learning along with a layer of empathy. BIS has gone above and beyond her families' expectations.

Lucina Hernandez, parent of three BIS students, agreed with Bullock and is grateful her students have been a part of BIS from the beginning. She appreciates the Spanish learning and said her students look forward to going to school each day. She thanked the Board and district for their support of BIS and would like to see it continue to be an option for families.

Kindra Kennedy, first year BIS parent, spoke about her experience at BIS this school year compared to experiences of her other children in different schools in the district. She said her kindergartner has had a wonderful start to his education at BIS and appreciates the perspective and acceptance for others that he is learning at school.

Chair High thanked Bullock, Hernandez and Kennedy for their comments and asked if there were any questions or comments from the Board. High asked what the opt out rate was at BIS for the Smarter Balanced assessment. Rupp said approximately 20%. Cheri Helt shared that she attended the One World Festival last year and thought it was wonderful. She enjoyed seeing the excitement of students and their families.

Chair High closed the public hearing and reconvened the regular meeting at 7:12 p.m.

Ron Gallinat moved to renew Bend International School's charter contract. Julie Craig seconded the motion. Peggy Kinkade said she appreciated BIS supporters being at the meeting and also appreciates the tremendous option BIS provides students. Chair High called for a vote. Unanimous approval.

Consent Agenda

Ron Gallinat moved to approve the Consent Agenda. Cheri Helt seconded the motion. Unanimous approval.

Action Items

Resolution 1864 : Classified Employee Appreciation Week

Julie Craig read Resolution 1864 out loud and Chair High expressed his thanks to all Classified Employees for their tremendous work and service to the district and students. Superintendent Mikalson introduced OSEA President, Robin Raiter, and thanked her for representing Classified Employees and for her leadership.

Cheri Helt moved to approve Resolution 1864 : Classified Employee Appreciation Week. Peggy Kinkade seconded the motion. Unanimous approval.

Elementary Land Purchase Agreement

Mike Tiller reviewed the new executive summary for the purchase of land for the new elementary school that is being funded by the 2017 bond. 13.12 acres in NE / NW Bend will be purchased from Vicki A. Brownrigg for a price of \$1,040,000. Tiller noted, that while the Brownrigg's were not able to make the meeting tonight, he wanted to share how wonderful they have been to work with and he is appreciative of their support and cooperation.

Cheri Helt moved to approve the purchase of 13.12 acres off of OB Riley Road for the construction of a new elementary school. Peggy Kinkade seconded the motion. Unanimous approval.

Reports

ELL Transformation Update

Lora Nordquist reviewed how the district was identified by the state as a Transformation District due to the lack of programs and support provided to linguistically diverse students. She said it was a wakeup call for the district and tonight the ELL team will cover how the district has invested grant dollars provided by the state to develop and enhance support for linguistically diverse students in three key areas: effective instruction, systems to support students, and family engagement.

Skip Offenhauser reviewed models for English Language Development Instruction at the elementary and secondary levels. These models are being funded by grant dollars and are showing some early success with students. Professional learning efforts include ELL coaches are now working with other coaches in the district to collaborate, provide co-teaching experiences and training, and the Sheltered Instruction Observation Protocol (SIOP) training experience and follow up efforts have been redesigned by Cate Hill to help support ELL students.

Kinsey Martin shared how the district has refreshed their systems to support students and families, which include new protocols and policies, and developing and enhancing the Welcome Center experience for families when they first come to the district. She spoke about increased pathways to graduation that have been developed for ELL students who are credit deficient and / or falling behind.

Offenhauser said the reorganization of staffing; specifically adding Martin as the Assistant Director for ELL / Dual Immersion and hiring Family Liaisons; has made a significant difference, even in just one year. He shared the roles and responsibilities of Family Liaisons and said the work they are doing in schools and the connections they are making with families and in the community is amazing. He spoke to the value and expertise of Martin, which has allowed for the district to make incredible progress. Mikalson noted that all of these staffing moves were made from reorganizing the current budget, to ensure the positions are sustainable once grant funding ends. Additional supports for linguistically diverse families includes Juntos, a district Parent Advisory Committee and School-Based Events.

Martin shared about the continued growth of the Dual Immersion program, with 7th grade DI students at High Desert Middle School outperforming non-DI 7th grade students in recent math test results. Martin talked about next steps for the DI program and is excited that the new high school will be the long-term site for the DI program; until the new school opens, Bend Senior High will host the DI program. Martin said the 8th grade seal of biliteracy event is coming up at COCC in the spring and will also include 5th grade DI students presenting in both English and Spanish. Mikalson encouraged all to attend and see the incredible work of the DI program first hand. Cheri Helt asked how liaison student caseloads are determined and what is offered at the elementary level, since Juntos is primarily a secondary level program. Offenhauser explained the liaisons are graphically organized and caseloads are balanced as students are identified. Martin noted the caseloads can vary, but a liaison's location is often based on the highest concentration of Spanish speaking families. One liaison serves in the Welcome Center and provides support across the district. An ELL teacher in South County provides liaison-type of support for their students.

Nordquist shared that the recent Latino Family Night had double the amount of attendees as last year's event and credits much of that to the work and outreach efforts of the liaisons. She said they do positive reach outs to families and help support communications coming from schools. Martin said there is not currently a Juntos type of program at the elementary level, but there are community partners and groups like Better Together, that are helping to support elementary families.

Peggy Kinkade asked what other language needs are in the district. Offenhauser said about 90% of the linguistically diverse students speak Spanish. Next would be Vietnamese and Chinese with about 12-15 students. Liaisons use the same approach with families and students who speak languages other than Spanish and connect them with translators and continued supports.

Board Comments

Cheri Helt expressed her thanks to those who have put in the long days and weeks and extra hours for the district's safety. She noted the support, time and efforts of the Education Center's administrative team to support the community often goes unknown and should be acknowledged. Helt said it is important that the community know the Board and district leadership team share their concerns for school and student safety and it is a priority taken very seriously.

Peggy Kinkade agreed with Helt.

Ron Gallinat also agreed with Helt. He thanked those who publicly commented and noted the great work being done by Julianne Repman around school safety. Gallinat commented on Sabaddini's public input and appreciated her sharing a student's perception of high school counselors. Services and supports school counselors can provide need to be reiterated with all students across the district.

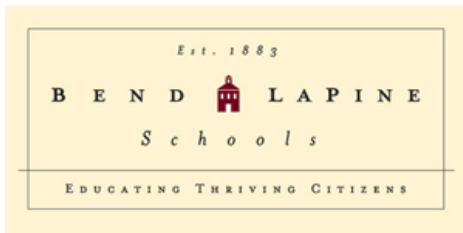
Julie Craig attended the Latino Family Night last week and was encouraged to see the numbers of families who participated and shared her appreciation for the reach out efforts of district staff and community partners. She echoed Helt's sentiments and shared her concern and passions around student safety and mental health, adding there is much work to be done as a community and a country to support those who are struggling.

Chair High attended the recent classified job fair and was encouraged by those who attended.

Chair High recessed the regular meeting at 7:58 p.m.

The regular meeting resumed and was adjourned by Chair High at 8:17 p.m.

Respectfully submitted,
Andrea Wilson
2.27.2018



HUMAN RESOURCES

Education Center

520 N.W. Wall Street

Bend, Oregon 97703-2699

(541) 355-1100

(541) 355-1109 FAX

DATE: March 8, 2018

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

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

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

The Human Resource Department recommends approval of the following hires, resignations and retirees at the school board meeting on March 13, 2018. All Hires are subject to successful drug testing, background check, and Oregon licensure.

CERTIFIED HIRES

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Schepergerdes, Gabe	Advanced Math PS107072 (18/19)	Skyline HS	Regular Full Time	03/13/2018

CERTIFIED RESIGNATIONS

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Baird, Summer	Psych Services	Special Programs	08/29/2011 – 06/30/2018
Clark, Laura M	Elementary Resource Teacher	Juniper/Special Programs	08/25/2008 – 6/30/2018
Reinhart, Julie	Behavior Specialist	Special Programs	08/28/2016 – 06/30/2018
Renzi, Alison	Life Skills Teacher K-5	Pine Ridge Elementary	08/25/2014 – 06/30/2018

ADMINISTRATIVE HIRES

NAME	POSITION	LOCATION	STATUS	HIRE DATE

ADMINISTRATIVE RESIGNATIONS

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Dandurand, Sunshine	Principal	Buckingham Elementary	08/30/2004 – 06/30/2018



HUMAN RESOURCES

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

March 8, 2018

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

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

RE: Classified Recommended Hires, Resignations, Retirement and Termination

The Human Resources Department recommends approval of the following hires and resignations at the School Board meeting on March 13, 2018

Classified Hiring

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date
Friel, Kacie	#106799 EA – Inclusion	High Desert	Temp 3.75 hrs / day	02/21/18
Dowler, Stephen	#107091 Special Programs Bus Driver	La Pine Transportation	Reg 4.75 hrs / day	02/23/18
Najand, Catherine	#107094 Bus Monitor	Transportation	Reg 6.0 hrs / day	02/26/18

Classified Resignations

Name	Position	Location	Resign Date
Benson, Justine	Office Manager	Pacific Crest	06/23/15 – 02/26/18
Brown, Robin	Bus Driver	La Pine Transportation	02/24/06 – 03/09/18
Donahue, John	Bus Driver	La Pine Transportation	03/14/17 – 02/26/18
Gourley, Merry	Nutrition Server I	High Lakes	08/25/17 – 03/01/18
Johnson, Craig	Bus Driver	Transportation	07/27/11 – 03/23/18
Linkof, Colleen	Nutrition Server I	Mountain View	09/11/15 – 03/23/18
Stenkamp, Wava	Nutrition Server I	Ponderosa	10/04/16 – 02/22/18

Classified Retirement

Name	Position	Location	Resign Date
Falkenstein, Mary	Media Tech Assistant	Mountain View	09/04/17 – 06/20/18

Classified Termination

Name	Position	Location	Resign Date
Herrin, Anthony	Custodian Foreman	Pilot Butte	07/28/93 – 02/28/18

Shay Mikalson 2016-17 Superintendent Evaluation (summary presented to Shay March 2018)

Overview

The Board of Directors for Bend-La Pine Schools evaluated Shay Mikalson as superintendent using eight board ends, twelve executive limitations and four personal quality character traits. After hearing Shay's presentation of data in December 2017 (for the 2016-17 school year) about the ends, the Board made note of the criteria met and not met. Overall, the Board is very happy with Shay's leadership and believe that our shared vision for Bend-La Pine Schools has forward momentum. The Board also believes that change takes time and, while the data falls short of our hopes in some categories, Board members have confidence in Shay and are optimistic that his focused work will lead to improvement in those areas.

The Board admires Shay's strive for a long-term vision of the district and to move the Board's vision forward that will continue to make our district not just great in some areas but great in all areas. The Board is looking forward to working with Shay for a long time.

The Board measures three areas for the superintendent as detailed below.

Board Ends

The Board along with the superintendent agreed to update the evaluation scoring procedure this year. The updated scoring process moved to an objective 'meets' / 'does not meet' model for the each of the Board Ends. Board members and Shay agreed on data measures for each of the Board Ends. Each criteria was measured and scored 'meets' or 'does not meet' as seen below:

Board Ends: data determines whether each component is met or not met (not subjective).

Board End 1

- A) 3rd – 5th ELA-Reading and Writing
(3-year trailing average of SBAC or above benchmark in Dibbles) = .125
DID NOT MEET
- B) 3rd – 5th Math
(3-year trailing average of SBAC or above benchmark on ACT ASPIRE/EasyCBM) = .125
DID NOT MEET
- C) 6th – 8th ELA-Reading and Writing
(3-year trailing average of SBAC or above benchmark on ACT ASPIRE) = .125
DID NOT MEET
- D) 6th – 8th Math
(3-year trailing average of SBAC or above benchmark on ACT ASPIRE) - .125
DID NOT MEET
- E) 9th grade On-Track
(3-year trailing average of percent of students receiving 6 or more credits) = .125
MEETS

- F) 12th grade ACT Composite Score – Reading, Writing, Science and Math
(3-year trailing average) = .125
MEETS

Board End 2

- A) 3rd – 5th ELA-Reading and Writing Achievement Gap
(3-year trailing average of SBAC or above benchmark on Dibels) = .125
DID NOT MEET
- B) 3rd – 5th Math Achievement Gap
(3-year trailing average of SBAC or above benchmark on ACT ASPIRE/EasyCBM) = .125
DID NOT MEET
- C) 6th – 8th ELA-Reading and Writing Achievement Gap
(3-year trailing average of SBAC or above benchmark on ACT ASPIRE) = .125
DID NOT MEET
- D) 6th-8th Math Achievement Gap
(3-year trailing average of SBAC or above benchmark on ACT ASPIRE) = .125
MEETS
- E) 9th grade On-Track Achievement Gap
(3-year trailing average percent of students receiving 6 or more credits) = .125
MEETS
- F) 12th grade ACT Composite Score – Reading, Writing, Science and Math Achievement Gap
(3-year trailing average) = .125
DID NOT MEET

Board End 3

- A) 4-year Graduation Cohort Percentage
(3-year trailing average) = .75
MEETS

Board End 4

- A) Hope: 5th – 12th Ideas and Energy for the Future
(3-year trailing average) = .375
DID NOT MEET
- B) Engagement: 5th – 12th Involvement and Enthusiasm for School
(3-year trailing average) = .375
DID NOT MEET

Board End 5

- A) 5th – 12th Participation in Extra and Co-Curricular Activities
(3-year trailing average) = .75
MEETS

Board End 6

- A) 5th – 12th Successful Participation in Advanced, Career and Technical, Arts, World Language, and Post-Secondary Courses
(3-year trailing average) = .75
MEETS

Board End 7

- A) 3rd – 12th Students Use of 4C's as Measured with Brighbytes Survey
(3-year trailing average) = .25
MEETS

Board End 8

- A) Percent of Graduates Entering 2 or 4-year Colleges within 16 Months of Graduation
(3-year trailing average) = .25
MEETS
- B) Graduating Classes College Quarter Credit Hours Earned
(3-year trailing average) = .25
MEETS
- C) Percent of CTE Completers
(3-year trailing average) = .25
MEETS

Executive Limitations

The board continues to modify its review and scoring of Executive Limitations. Moving forward, board members will score each Executive Limitation at or shortly after EL monitoring presentations during board meetings.

1. Global Executive Restraint
2. Emergency Superintendent Succession
3. Treatment of Students, Parents/Guardians and the Public
4. Treatment of Staff
5. Staff Compensation & Development
6. Staff Evaluation
7. Facilities
8. Academic Program
9. Technology
10. Financial Planning & Administration
11. Asset Protection
12. Legally Required Policies

Shay Mikalson 2016-17 Superintendent Evaluation (data presented in January 2017)

4

The Board reviews executive limitations once a month. This has allowed the Board to check in, review and see progress that is being made with each executive limitation. Shay has moved forward very well in establishing and noting areas of improvement and is making progress. The Board will continue to make updates and expand areas within the executive limitations where the Board may see the need to expand their role or, if desired, reduce their role.

Personal Qualities

Shay has proven himself to have strong personal characteristics that the Board desires in a leader. For the 2016-17 school year the Board added the personal qualities scoring criteria to provide an area within the evaluation process for direct feedback. Shay has proven that he can do the things necessary to be a strong member of the community. The Board evaluated Shay in the following four areas:

1. Professional Growth
2. Innovation
3. Community and Classroom Connections
4. Visionary leadership

Conclusion

Overall the Board is excited to continue working with Shay and his team. He has done very well in his first three years as superintendent and the Board would only expect to see continued growth and success. Shay and his team continue to move the district forward in a way that only helps our students succeed. The long-term vision and continued movement will be a marathon, not a sprint and we will need to remind ourselves of that each week. The Board supports constant movement to refine and find the best people for each position to help move the district forward.

Superintendent Evaluation Scores

- Board Ends: met 4.25 of 6 points
- Executive Limitations: met 3 of 3 points
- Personal Qualities: met 1 of 1 points

Total: met 8.25 of 10 points

Compensation will be adjusted according to the provisions in Section 2 of the Superintendent Employment Contract.

Bend-La Pine Schools

Executive Summary Shay Mikalson, Superintendent

School Start Time Feedback Process

On Tuesday, March 13th, Superintendent Shay Mikalson will present to the Board of Directors two options for school start times.

Between April 9th and May 31st, the district will engage in a series of activities designed to gather feedback from parents, students, staff, and community members about these two options:

- District staff will prepare a slide show for schools so that students and families receive the same information regarding the most important benefits and drawbacks of each option.
- Each district school will schedule a family meeting where the slide show will be shared and families can ask questions.
- The district will schedule Spanish-language meetings in at least one elementary, middle, and high school.
- At the building meetings, surveys will be available. Families may choose to complete surveys online or in person.
- The slide show shared in the family meetings and other relevant information will also be posted on the district website, along with a survey that students, families, staff, and community members can complete.

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

Executive Limitation 11 – Asset Protection
2018

Background/Discussion

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

Monitoring Report

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.

Response & Continuing Areas for Improvement:

2017 Monitoring Report 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](#).

2018 Response:

The District solicited proposals for snow removal services in the event of severe winter storms similar to the winter storms experienced in January 2017. Contracts were awarded to Top Gun Lighting and Industrial Supplies and Springtime Landscape and Irrigation for an initial term of three years with an option to extend for three additional one year periods.

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 is exposed to various risks of loss related to torts, theft of, damage to, and

destruction of assets; errors and omissions; injuries to employees, and natural disasters. The District maintains 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.

Response & Continuing Areas for Improvement:

2017 Monitoring Report Areas for Improvement: none.

2018 Response:

Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years. Insurance coverage has not changed significantly from FY2016-17. We continue to participate in training programs and implement risk management strategies to reduce premium costs.

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 (Superintendent, Deputy Superintendent, Assistant Superintendent, Chief Operations and Financial Officer and Business Manager) designated with treasurer responsibilities. The District maintains written rules and procedures in the [Student Body Accounting Handbook](#) regarding managing and handling cash receipts. The 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.

Response & Continuing Areas for Improvement:

2017 Monitoring Report Areas for Improvement: none.

2018 Response:

The accounting staff conducted reviews of cash receipting processing, petty cash processing, credit card use, and banking procedures at each school site. The reviews identified areas for improvement and further training.

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

Evidence of compliance:

Maintenance plans for equipment and facilities are integral to Information Technology, Facilities and Student Transportation departments.

Information Technology inventories and actively monitors technology equipment. This includes enterprise systems and infrastructure, and client devices (computers, iPads, etc.). Enterprise level system purchases always include support, most often negotiated 5-year support plans. Critical gear has specialty support options, with short lead-time service level agreements. Additionally, IT looks to leverage hardware that includes lifetime warranties and zero or low-cost replacement plans. Hardware and software lifecycles are considered prior to purchase, and replacement timing/budgeting addressed proactively.

The Facilities Department established and updates every five-years a twenty-year long range plan as required by ORS 195.110. An important component of this plan is assessing equipment and facility needs at schools, including deferred maintenance. Input from school staff, consultants and maintenance personnel is an essential part of the process. The assessments provide a basis for creating projects that are evaluated and prioritized by the Sites and Facilities Teams. All of the projects are included in the [Sites and Facilities Report](#) after phase one. For those projects classified as needs for the next five to seven-year period the staff prepares cost estimates. The most current update of the twenty-year long range plan resulted in voters approving a \$268.3 million construction bond to provide funding for new schools, maintenance of existing buildings, additional classrooms, and safety and technology upgrades. Initial projects funded by this bond are underway.

The Maintenance department maintains a list of district maintenance vehicles and equipment. We have a mechanic on staff who is responsible for maintenance and repairs on the unlicensed equipment. He keeps detailed records of this work. Licensed vehicles are serviced by the Transportation Department. The vehicle and equipment replacement plan 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. In addition, our staff have been using dedicated sustainability funding to replace boilers with more efficient units and exterior lighting with more efficient LED lighting.

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 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. It would take replacing about 9 buses per year, approximately \$1.3 million annually to accomplish a 15 year replacement cycle not including growth. The replacement of minimum four buses in each of the next few years is included in the [District's Comprehensive Plan](#).

Response & Continuing Areas for Improvement:

2017 Monitoring Report Areas for Improvement: none.

2018 Response:

We are currently evaluating strategies for replacing buses.

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

Evidence of compliance:

The District utilizes various services available from PACE, our insurance pool, to mitigate risk. The Risk Management Specialist coordinates 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. When something does come up, staff works closely with the District's legal counsel to evaluate and address active and threatened litigation.

Response & Continuing Areas for Improvement:

2017 Monitoring Report Areas for Improvement: none.

2018 Response:

In 2017-18, PACE provided training to educate staff on liability exposures and help them find solutions to prevent and/or mitigate exposures. HR staff attended trainings related to new laws/regulations that could have an impact on personnel practices. The Risk Specialist attended trainings regarding identifying and mitigating risk across the District. In addition, all staff completed required trainings using SafeSchools, an approved vendor for State required trainings. These trainings cover topics like mandatory reporting requirements, blood borne pathogens, and staff/student boundaries. 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.

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

Evidence of compliance:

The District maintains a system of checks and balances to ensure the complete and accurate recording of transactions. This is more commonly referred to as internal controls. These internal controls provide assurance that assets are safeguarded, financial transactions are recorded correctly, and help prevent and detect fraudulent activity. Examples of these controls include reconciling bank accounts monthly, restricting use of District credit cards, verifying charges made to credit cards were for District business, using the bank's positive pay process, maintaining written procedures for cash handling, and separating authorization, custody, and record keeping roles. Written rules and procedures are maintained in the [Student Body Accounting Handbook](#) for managing cash receipts.

Other internal controls focus on access to systems and modules, proper authorization, and validation. Internal controls are tested as part of the District's annual financial audit. The auditors' reports regarding internal controls may be found on pages 119-124 of the FY2016-17 [Comprehensive Annual Financial Report \(CAFR\)](#). The Auditors did not identify any deficiencies in internal controls that would be considered a material weakness.

Response & Continuing Areas for Improvement:

2017 Monitoring Report Areas for Improvement: none.

2018 Response:

The Business Office constantly evaluates the compliance with established internal control systems and provides training to staff members responsible for cash handling and financial transactions. The Business Office observes and monitors operational activity for compliance with policies, practices and procedures and any instances of non-compliance are followed up and resolved in a timely manner.

School based financial transactions were audited for compliance with Student Body Accounting Handbook and the results were shared with School Principals and Office Managers.

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:

The [District's Comprehensive Annual Financial Report](#) includes the Independent Auditors' Report, Independent Auditors' Report Required by Oregon State Regulations, Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and the Independent Auditor's Report on Compliance for each Major Program and on Internal Control over Compliance Required by the Uniform Guidance.

Response & Continuing Areas for Improvement:

2017 Monitoring Report Areas for Improvement: none.

2018 Response:

- Independent Auditors' Report – In the auditors' opinion the financial statements presented fairly, in all material respects, the financial position of the District. This is also known as a "clean" audit opinion.
- Independent Auditors' Report Required by Oregon State Regulations – Nothing came to the attention of the Auditors that caused them to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants.
- Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* – The results of Auditors' tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.
- Independent Auditor's Report on Compliance for each Major Program and on Internal Control over Compliance Required by the Uniform Guidance – Auditors' opined that the District complied in all material respects with the compliance requirements.
- The Auditors reported two instances where we may be deficient in internal controls. The District provided responses and planned corrective actions to both findings.

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.

Response & Continuing Areas for Improvement:

2017 Monitoring Report Areas for Improvement: none.

2018 Response:

The District followed record retention schedules and is in compliance with state and federal requirements.

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.

Response & Continuing Areas for Improvement:

2017 Monitoring Report Areas for Improvement: none.

2018 Response:

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	Designatio	n	Vacant?
		UGB?	UGB?			
						Acres
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>				