



## Bend-La Pine Schools School Board Regular Meeting Agenda

August 8, 2023, 5:30 PM

### Location:

Education Center, Board Room #314  
520 NW Wall Street  
Bend, OR 97703

1.	<b><u>Call to Order</u></b>		
	<b>Speaker(s):</b> Chair Barnes Dholakia		
2.	<b><u>Pledge of Allegiance</u></b>		
	<b>Speaker(s):</b> Chair Barnes Dholakia		
3.	<b><u>Review of Agenda</u></b>		<b><u>3</u></b>
	<b>Speaker(s):</b> Chair Barnes Dholakia		
	<b>Attachments:</b>		
8.8.23 - Agenda - BORRADOR			3
4.	<b><u>Public Comment</u></b>		
	<b>Speaker(s):</b> Chair Barnes Dholakia		
	<b>Description:</b> This is the time provided for individuals to address the Board. Public Comment requests are accepted in advance via Google Form until 5:00 p.m. on the day of the meeting for both in-person and virtual comment. Individuals may also sign up for public comment on the day of the meeting on a space available basis in alignment with Governance Process 6 (GP-6). In-person sign up will be accepted at the boardroom door until 5:35 p.m. on the day of the meeting.		
5.	<b><u>Board Chair Report</u></b>		
	<b>Speaker(s):</b> Chair Barnes Dholakia		
6.	<b><u>Superintendent's Report</u></b>		
	<b>Speaker(s):</b> Superintendent Cook		
	A. Student Voice Council Update		5
	<b>Speaker(s):</b> Jackie Wilson, Student Voice Council Advisor		
	<b>Attachments:</b>		
Presentation: Student Voice Council 2023-24 Plan			5
7.	<b><u>Consent for Action</u></b>		
	<b>Speaker(s):</b> Chair Barnes Dholakia		
	<b>Description:</b> Items that are routine in nature are placed on the Consent Agenda. Any item placed on the Consent for Action may be removed at the request of any Board member prior to the time a vote is taken. All remaining items of the Consent for Action are then disposed of in a single motion.		
	A. Approval of Minutes		10
	<b>Description:</b> July 11, 2023, Regular Board Meeting		
	<i>Reference: ORS 192.650 and ORS 332.057</i>		
	<b>Attachments:</b>		
7.11.23 Minutes - DRAFT			

B.	Approval of Personnel Recommendations	13
	<b>Description:</b> Administrative, Licensed, Classified, and Confidential Staff Recommended Hires, Resignations, and Retirements	
	<i>Reference: ORS 332.505</i>	
	<b>Attachments:</b>	
	Certified Board Report 8.8.23	13
	Classified Board Report 8.8.23	18
	2023-26 Superintendent Cook Contract Revised 7.21.23	21
8.	<b>Consent for Information</b>	
	<b>Speaker(s):</b> Superintendent Cook	
	<b>Description:</b> Items that are routine in nature and for informational purposes only are placed on the Consent for Information.	
A.	Approval of Administrative Policies and Regulations	30
	<b>Attachments:</b>	
	Executive Summary: Administrative Policies and Regulations for Adoption 8.8.23	30
	KK-AR: Visitors to District Facilities - draft 8.8.23	31
9.	<b>Reports</b>	
A.	Bend High Design/Construction Update	34
	<b>Speaker(s):</b> Doug Pigman, Executive Director of Facilities	
	<b>Attachments:</b>	
	Presentation: Facilities Development Office Facilities Projects Update August 2023	34
	Presentation- BBT Bend Senior High School Reimagined Campus	47
10.	<b>Discussion</b>	
A.	Board Policies in Review	74
	<b>Speaker(s):</b> Chair Barnes Dholakia	
	<b>Description:</b> Board Policies, Governance Processes, Executive Limitations, Board Ends, and Board Staff Linkages that require School Board review. Public feedback regarding the policies in review is accepted beginning Wednesday, August 9, 2023, through Tuesday, August 22, 2023, via Google Form.	
	<b>Attachments:</b>	
	Executive Summary: Board Policies for Review 8.8.23	74
	CBC-BP: Supervision and Evaluation of the Superintendent - draft 8.8.23	75
	Board Staff Linkage: BSL-1 - delete 8.8.23	77
11.	<b>Board Comments</b>	
	<b>Description:</b> An opportunity for board members to provide comments or reflections.	
12.	<b>Adjourn</b>	
	<b>Description:</b> Meeting will be adjourned with next Regular School Board Meeting scheduled for September 12, 2023.	



# Escuelas de Bend-La Pine

## Orden del día de la reunión regular de la junta escolar - BORRADOR

8 de agosto de 2023, 5:30 PM

### Ubicación:

Centro educativo, sala de juntas#314  
520 NW Wall Street  
Bend, OR 97703

1. **Llamada al orden**

**Orador(es):** Presidente de la junta directiva Barnes Dholakia

2. **Juramento de Lealtad a la bandera**

**Orador(es):** Presidente de la junta directiva Barnes Dholakia

3. **Revisión del orden del día**

**Orador(es):** Presidente de la junta directiva Barnes Dholakia

4. **Comentario público**

**Orador(es):** Presidente de la junta directiva Barnes Dholakia

**Descripción:** Este es el tiempo previsto para que las personas se dirijan a la Junta directiva escolar. Las solicitudes de comentarios públicos se aceptan por adelantado a través de Google Form hasta las 5:00 p. m. el día de la reunión para comentarios en persona y virtuales. Las personas también pueden inscribirse para recibir comentarios públicos el día de la reunión según el espacio disponible de acuerdo con el Proceso de gobernanza 6 (GP-6). Se aceptará la inscripción en persona en la puerta de la sala de juntas hasta las 5:35 p. m. el día de la reunión.

5. **Informe del presidente de la junta directiva escolar**

**Orador(es):** Presidente de la junta directiva Barnes Dholakia

6. **Informe del Superintendente**

**Orador(es):** Superintendente Cook

A. Actualización del Consejo de Voz Estudiantil

**Orador(es):** Jackie Wilson, Asesor del Consejo de Voz Estudiantil

7. **Consentimiento para la acción**

**Orador(es):** Presidente de la junta directiva Barnes Dholakia

**Descripción:** Los elementos que son de naturaleza rutinaria se colocan en la Agenda de Consentimiento. Cualquier elemento incluido en el Consentimiento para la acción puede eliminarse a pedido de cualquier miembro de la Junta antes del momento en que se realiza la votación. Todos los elementos restantes del Consentimiento para la acción se eliminan en una sola moción.

A. Aprobación de minutas

**Descripción:** 11 de julio de 2023, Reunión Ordinaria de la Junta directiva escolar ; Referencia: *ORS 192.650 and ORS 332.057*

- A. Aprobación de Recomendaciones de Personal

**Descripción:** Contrataciones recomendadas, renunciaciones y jubilaciones del personal administrativo, licenciado, clasificado y confidencial; Referencia: *ORS 332.505*

8. **Consentimiento para Información**

**Orador(es):** Presidente de la junta directiva Barnes Dholakia

**Descripción:** Los elementos que son de naturaleza rutinaria y solo con fines informativos se colocan en el Consentimiento para información.

- A. Aprobación de Políticas y Reglamentos Administrativos

9. **Informes**

- A. Actualización de diseño/construcción de Bend High

**Orador(es)** Doug Pigman, Director Ejecutivo de Instalaciones

10. **Artículos de acción**

11. **Discusión**

- A. Políticas de la Junta directiva escolar en revisión

**Orador(es):** Presidente de la junta directiva Barnes Dholakia

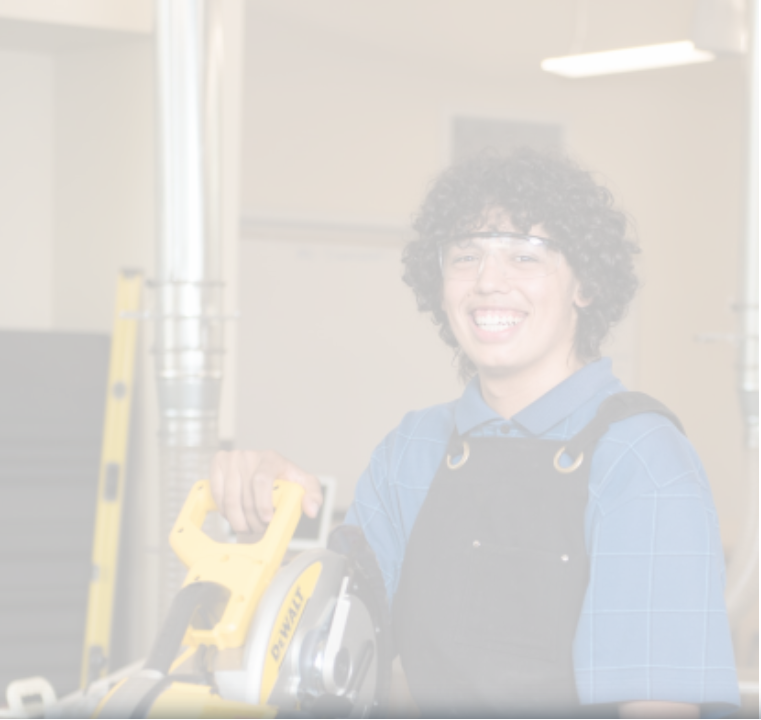
**Descripción:** Políticas de la Junta, Procesos de Gobierno, Limitaciones Ejecutivas, Finalizaciones de la Junta y Vínculos del Personal de la Junta que requieren revisión de la Junta Escolar. Se aceptan comentarios públicos sobre las políticas en revisión desde el miércoles 9 de agosto de 2023 hasta el martes 22 de agosto de 2023 a través de Google Form.

12. **Comentarios de la Junta directiva escolar**

**Descripción:** Una oportunidad para que los miembros de la junta directiva escolar proporcionen comentarios o reflexiones.

13. **Aplazar**

**Descripción:** La reunión se aplazará con la próxima reunión regular de la Junta Escolar programada para el 12 de septiembre de 2023.



# Student Voice Council

2023-24 Plan

# What is SVC?



# What are we going to do?

- Provide thoughts and feedback in meetings for the authentic student voice and perspective
- Be available to you, the board, to answer questions and to our student body
- Join you in monthly meetings



# Monthly meetings

- Kick off meeting is being planned last week of August
- 9 monthly meetings throughout the year, Council members will need to be at least 7
- The three board members leads will be invited
- Staff advisor will invite other pertinent district personnel as needed



# 2023-24 Goals

- Be the voice for our schools
- Work regularly with district leaders
- Decide on annual project that impacts students
- Feedback on district decisions





## Bend-La Pine Schools School Board Regular Meeting Minutes

### Meeting Location:

Education Center, Board Room #314  
520 NW Wall Street  
Bend, OR 97703

**Meeting Date:** July 11, 2023

### Board Members

Melissa Barnes Dholakia: Present  
Kina Chadwick: Present  
Cameron Fischer: Present  
Marcus LeGrand: Present  
Carrie McPherson Douglass: Absent  
Shirley Olson: Present  
Amy Tatom: Present

Kina Chadwick joined the meeting at 5:35 p.m.

#### 1. Call to Order

**Speaker(s):** Chair Barnes Dholakia

**Discussion:** The meeting was called to order by Chair Barnes Dholakia at 5:32 p.m. ASL interpreters were Erin Trimble and Hannah Westfall. It was noted that a live Spanish interpretation of the meeting was being provided on the BLS School Board YouTube page.

#### 2. Pledge of Allegiance

**Speaker(s):** Chair Barnes Dholakia

**Discussion:** The Pledge of Allegiance was led by Chair Barnes Dholakia.

#### 3. Review of Agenda

**Speaker(s):** Chair Barnes Dholakia

**Description:** Any changes to the Agenda after posting on Friday, July 7, 2023, are shown below.

**Attachments:** 7.11.23 - Agenda - BORRADOR

**Discussion:** There were no changes to the agenda.

#### 4. Election of Board Officers for the 2023-2024 School Year

**Speaker(s):** Chair Barnes Dholakia

**Action(s):** I move to nominate Melissa Barnes Dholakia as the Board Chair. This motion, made by Amy Tatom and seconded by Cameron Fischer, Carried.

**Voting Detail:** Melissa Barnes Dholakia: Abstain (With Conflict), Kina Chadwick: Absent, Cameron Fischer: Yea, Marcus LeGrand: Yea, Carrie McPherson Douglass: Absent, Shirley Olson: Yea, Amy Tatom: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2, Abstain (With Conflict): 1

**Action(s):** I move to nominate Marcus LeGrand as the Board Vice Chair. This motion, made by Amy Tatom and seconded by Shirley Olson, Carried.

**Voting Detail:** Melissa Barnes Dholakia: Yea, Kina Chadwick: Yea, Cameron Fischer: Yea, Marcus LeGrand: Abstain (With Conflict), Carrie McPherson Douglass: Absent, Shirley Olson: Yea, Amy Tatom: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1, Abstain (With Conflict): 1

5. **Public Comment**

**Speaker(s):** Board Chair

**Description:** This is the time provided for individuals to address the Board. Public Comment requests are accepted in advance via Google Form until 5:00 p.m. on the day of the meeting for both in-person and virtual comment. Individuals may also sign up for public comment on the day of the meeting on a space available basis in alignment with Governance Process 6 (GP-6). In-person sign up will be accepted at the boardroom door until 5:35 p.m. on the day of the meeting.

**Discussion:** Three individuals joined to speak regarding the renaming of Marshall High School, four individuals joined to speak regarding the recent personnel changes at Highland Elementary, and one individual joined to discuss Commute Options.

6. **Board Chair Report**

**Speaker(s):** Board Chair

**Discussion:** Chair Barnes Dholakia shared that she recently met with the Coalition for the Houseless and is excited for the district to continue to be thought partners in their work. She noted that the group shared their appreciation of the work of Sandy Schmidt, McKinney Vento Liaison for the district.

7. **Superintendent's Report**

**Speaker(s):** Superintendent Cook

**Discussion:** Superintendent Cook shared that over the last school year district administrators spent over 40 hours working with the Center for Educational Leadership (CEL) and received extensive training and that he is excited for this work to continue. He noted that the 2023-2024 Leadership Launch for administrators will take place on August 7th and 8th.

8. **Consent for Action**

**Speaker(s):** Board Chair

**Description:** Items that are routine in nature are placed on the Consent Agenda. Any item placed on the Consent for Action may be removed at the request of any Board member prior to the time a vote is taken. All remaining items of the Consent for Action are then disposed of in a single motion.

**Action(s):** I move to approve the Consent for Action as presented. This motion, made by Marcus LeGrand and seconded by Amy Tatom, Carried.

**Voting Detail:** Melissa Barnes Dholakia: Yea, Kina Chadwick: Yea, Cameron Fischer: Yea, Marcus LeGrand: Yea, Carrie McPherson Douglass: Absent, Shirley Olson: Yea, Amy Tatom: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

A. **Approval of Minutes**

**Description:** June 20, 2023, Regular Board Meeting; *Reference: ORS 192.650 and ORS 332.057*

**Attachments:** 6.20.23 Minutes - DRAFT

B. **Approval of Personnel Recommendations**

**Description:** Administrative, Licensed, Classified, and Confidential Staff Recommended Hires, Resignations, and Retirements; *Reference: ORS 332.505*

**Attachments:** Certified Board Report 7.11.23 and Classified Board Report 7.11.23

9. **Action Items**

A. **Renaming of Marshall High School**

**Speaker(s):** Katie Legace, Executive Director of High Schools

**Action(s):** I move to approve the district's request to change the name of Marshall High School to Bend Technical Academy and remove the alternative education designation. This motion, made by Amy Tatom and seconded by Marcus LeGrand, Carried.

**Voting Detail:** Melissa Barnes Dholakia: Yea, Kina Chadwick: Yea, Cameron Fischer: Yea, Marcus LeGrand: Yea, Carrie McPherson Douglass: Absent, Shirley Olson: Yea, Amy Tatom: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

**Attachments:** Executive Summary: Renaming of Marshall High School

**Discussion:** Superintendent Cook shared a brief history of Marshall High School and provided an overview of the work the school's Site Council has done in regards to the renaming process. Discussion ensued regarding what the change in designation from alternative school to choice school will mean in regards to entrance requirements, state accountability, and school funding.

**B. Local Option Levy**

**Speaker(s):** Board Chair

**Action(s):** I move to authorize the district to investigate the options of a local option levy. This motion, made by Shirley Olson and seconded by Cameron Fischer, Carried.

**Voting Detail:** Melissa Barnes Dholakia: Yea, Kina Chadwick: Yea, Cameron Fischer: Yea, Marcus LeGrand: Yea, Carrie McPherson Douglass: Absent, Shirley Olson: Yea, Amy Tatom: Yea

**Voting Summary:** Yea: 6, Nay: 0, Absent: 1

**10. Reports**

**A. Culture and Climate Taskforce Update**

**Speaker(s):** Superintendent Cook

**Discussion:** Superintendent Cook noted that previous updates on the work of the Culture and Climate Taskforce have been given during previous Superintendent Reports and he would like to invite members of the taskforce to a future meeting to share their perspectives on the work.

Deputy Superintendent Nordquist shared that the taskforce has been meeting since mid-school year; is comprised of approximately 35 certified staff, classified staff, and district administrators; and is facilitated by Whitney Swander. She noted that the group will meet on August 1st to provide input for the district's Leadership Launch for administrators. Accomplishments of the group were highlighted and discussion ensued regarding what the implementation of the work will look like across the district.

**11. Board Comments**

**Description:** An opportunity for board members to provide comments or reflections.

**Discussion:** Director Cameron Fischer noted that she was happy to be attending her first meeting as a board member.

Director Kina Chadwick thanked everyone that provided public comment and noted that they look forward to the student voice council participation in future meetings. They also acknowledged the students that volunteered and participated in the Juneteenth and Pride Day celebrations and events.

Director Amy Tatom shared her excitement about Bend Tech Academy becoming a strong choice option school for the community.

Vice Chair Marcus LeGrand appreciated the students that participated in the recent symposium. He also noted that he recently attended the School Board Partners conference.

Chair Melissa Barnes Dholakia appreciated everyone that provided public comment. She also appreciated her appointment to Board Chair, Marcus' appointment to Vice Chair, and shared her excitement for Cameron joining the Board.

**12. Adjourn**

**Description:** Meeting will be adjourned with the next Regular School Board Meeting scheduled for August 8, 2023.

**Discussion:** Chair Barnes Dholakia adjourned the meeting at 6:59 p.m.



**HUMAN RESOURCES**

*Education Center*

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

DATE: August 3, 2023  
TO: Dr. Steven Cook, Superintendent  
Board of Directors for Bend-La Pine Schools

FROM: Steve Herron, Chief Human Resources Officer

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 August 8, 2023. All Hires are subject to successful drug testing, background check, and Oregon licensure.

**CERTIFIED HIRES**

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Angell, Frazier	Student Success Clinician	La Pine Elementary	Regular Full Time	08/28/2023
Baraybar, Robin	French Teacher	Pilot Butte MS	Temporary Full Time	08/28/2023
Benford, Genevieve	SPED Learning Specialist	South County	Regular Full Time	08/28/2023
Beshore, Leah	Orchestra Teacher	Pilot Butte MS/Bend Senior HS	Regular Full Time	08/28/2023
Bishop, Travis	Social Studies Teacher	Pacific Crest MS	Regular Full Time	08/28/2023
Bruce, Shalayne	Spanish Teacher	High Desert MS	Regular Part Time	08/28/2023
Bunnell, Thomas	CTE Business Teacher	Mountain View HS	Temporary Part Time	08/28/2023
Caughlin, Jenny	Lang Arts Teacher	Pacific Crest MS	Regular Full Time	08/28/2023
Chancellor, Tracy	Math Teacher	La Pine MS	Regular Full Time	08/28/2023
Connell, Julie	ELL Specialist	Bear Creek Elementary	Regular Full Time	08/28/2023
Dagleish, Alyssa	Culinary Teacher	Bend Senior HS	Regular Part Time	08/28/2023
Davidson, Ashley	K-2 Classroom Teacher	La Pine Elementary	Regular Full Time	08/28/2023
Delaporte, Elizabeth	K-2 Classroom Teacher	La Pine Elementary	Regular Full Time	08/28/2023
Dewey, Jill	Speech & Lang Path	Special Education	Temporary Part Time	08/28/2023
Edwards, Christina	Counselor	High Desert MS / Bend Tech Academy	Regular Full Time	08/28/2023
Estopare, Rachel	K-2 Classroom Teacher	RE Jewell Elementary	Temporary Full Time	08/28/2023
Erving, Mary Jane	K-5 Dual Language Teacher	Bear Creek Elementary	Regular Full Time	08/28/2023
Freilinger, Marnie	SPED Learning Specialist	SPED	Regular Full Time	08/28/2023
Gallup, Monica	Spanish Teacher	Caldera HS	Regular Full Time to Regular Part Time	08/28/2023
Gamlin, Jenna	Lang Arts Teacher	Pilot Butte MS	Regular Part Time	08/28/2023
Gill, Paraskevi	K-2 Classroom Teacher	Buckingham Elementary	Temporary Part Time	08/28/2023
Glantz, Sean	CTE Engineering Teacher	Bend Senior HS	Temporary Part Time	08/28/2023
Guerchon, Victoria	K-2 Classroom Teacher	Buckingham Elementary	Temporary Full Time	08/28/2023



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Hardgrove, Abby	Social Studies Teacher	La Pine HS	Regular Full Time	08/28/2023
Harju, Catherine	3-5 Classroom Teacher	Highland Elementary	Regular Full Time	08/28/2023
Herman, Renee	Student Success Clinician	REALMS	Regular Full Time	08/28/2023
Herron, Russell	3-5 Classroom Teacher	La Pine Elementary	Regular Full Time	08/28/2023
Hill, Charles	Industrial Engineering Systems Teacher	Bend Senior HS	Temporary Part Time	08/28/2023
Holler, Christina	SPED Learning Specialist	Special Education	Regular Full Time	08/28/2023
Horst, Rebecca	CTE Health Teacher	Caldera HS	Regular Part Time to Regular Full Time	08/28/2023
Horton, Haley	SEL/ERC Teacher	Amity Elementary	Regular Full Time to Regular Part Time	08/28/2023
Isaacson, Carlin	Intermediate Teacher	Silver Rail Elementary	Regular Full Time	08/28/2023
Jacobs, Christopher	Intermediate Teacher	Bear Creek Elementary	Regular Full Time	08/28/2023
Jones, Jessica	Intermediate Teacher	Bear Creek Elementary	Regular Full Time	08/28/2023
Kandle, Edith	Advanced Math Teacher	Caldera HS	Regular Full Time	08/28/2023
Keeton, Emma	3-5 Classroom Teacher	Elk Meadow Elementary	Regular Full Time	08/28/2023
King, Kasey	K-2 Classroom Teacher	Ponderosa Elementary	Temporary Full Time	08/28/2023
Koerschgen, Heath	Drama Teacher	Mountain View HS	Regular Part Time to Temporary Full Time	08/28/2023
Lefever, Cheyenne	Family Engagement Specialist	South County	Temporary Full Time	08/28/2023
Lopez, Maxwell	K-2 Classroom Teacher	La Pine Elementary	Regular Full Time	08/28/2023
Lucero, Taylor	K-2 Classroom Teacher	Bear Creek Elementary	Regular Full Time	08/28/2023
Martinson, Megan	Student Success Clinician	Silver Rail Elementary	Regular Full Time	08/28/2023
May, Kimberly	Language Arts Teacher	Pilot Butte MS	Regular Full Time	08/28/2023
McBeth, Rebekah	Language Arts Teacher	Three Rivers Elementary	Regular Full Time	08/28/2023
McKeenhan, Lauren	Intermediate Teacher	La Pine Elementary Teacher	Regular Full Time	08/28/2023
Murphy, Alessandra	K-2 Classroom Teacher	Rosland Elementary	Temporary Full Time	08/28/2023
Nielsen, Andrea	Special Programs	District	Regular Part Time	08/28/2023
Nerczuk, Wlodzimeirz (Mark)	Spanish Teacher	Pacific Crest MS	Temporary Part Time	08/28/2023
Parnes, Talmit	K-2 Classroom Teacher	Lava Ridge Elementary	Regular Full Time	08/28/2023
Pecaut, Candance	Science/Elective Teacher	Sky View MS	Temporary Part Time	08/28/2023
Pelaez, Maria	Dual language K-5 Teacher	Bear Creek Elementary	Regular Full Time	08/28/2023
Perez, George	LEAD/Equity TOSA	District Wide	Regular Part Time	08/28/2023
Perkins, Hannah	Science Teacher	Sky View MS	Temporary Full Time	08/28/2023



## HUMAN RESOURCES

*Education Center*

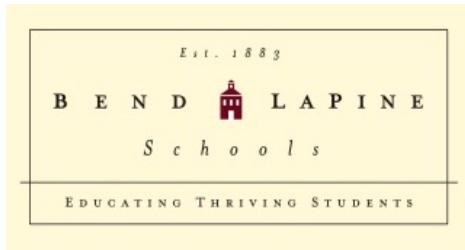
*520 N.W. Wall Street*

*Bend, Oregon 97703-2699*

*(541) 355-1100*

*Fax: (541) 355-1109*

Phillips, Emily (correction to 7/11/23 Board Report)	Primary Teacher	Buckingham Elementary Teacher	Temporary Full Time	08/28/2023
Pipkin, Katelyn	K-2 Classroom Teacher	La Pine Elementary	Regular Full Time	08/28/2023
Platt, Stephen	Physics & AP Physics Teacher	Summit HS	Temporary Full Time	08/28/2023
Radomski, Gretchen	Social Studies Teacher	Bend Senior HS	Temporary Part Time	08/28/2023
Renfro, Lauren	Language Arts/Social Studies Teacher	Pacific Crest MS	Regular Full Time	08/28/2023
Rodriguez, Marlene	French Teacher	Mountain View HS	Regular Part Time to Temporary Full Time	08/28/2023
Rojas, Amber	K-2 Classroom Teacher	Bear Creek Elementary	Temporary Full Time	08/28/2023
Romney, Lauren	PE/Reading/Math Support Teacher	Amity Creek Elementary	Temporary Part Time	08/28/2023
Shore, Madison	Activities Director	Mountain View HS	Regular Part Time	08/28/2023
Simpson, Katie	Mathematics/Elective Teacher	Sky View MS	Regular Full Time	08/28/2023
Smith, Regan	Scholl Psychologist	Special Programs	Regular Full Time	08/28/2023
South, Mark	Spanish Teacher	Mountain View HS	Temporary Full Time	08/28/2023
Stevens, Donald	Primary Teacher	North Star Elementary	Regular Full Time	08/28/2023
Storey, Kylie	Primary Teacher	Ponderosa Elementary	Regular Full Time	08/28/2023
Taylor, Shaylee	School Counselor	Special Programs	Regular Full Time	08/28/2023
Vossler, Brooke	K-2 Classroom Teacher	Elk Meadow Elementary	Regular Full Time	08/28/2023
Walls, Mark	Language Arts Teacher	High Desert MS	Regular Full Time	08/28/2023
White, Ian	Physical Education Teacher	REALMS MS	Regular Full Time	08/28/2023
Whitworth, Jeanne	CTE Business Teacher	Bend Senior HS	Temporary Part Time	08/28/2023
Williams, Edward	Drama Teacher	Bend Senior HS	Regular Part Time	08/28/2023
Williams, Heather	ELL/Instructional Coach	District Office	Regular Full Time	08/28/2023
Williams, Jennifer	Librarian	Pilot Butte MS	Regular Part Time	08/28/2023
Willis, Kyle	Mathematics Teacher	Mountain View HS	Regular Full Time	08/28/2023
Wilson, Amberlynn	Title 1 – Reading/Mathematics Teacher	Three Rivers Elementary	Temporary Part Time	08/28/2023
Wilson, Elinor	Science/Physics & AP Physics Teacher	REALMS HS	Regular Full Time	08/28/2023



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Wolnick, Lea	K-2 Classroom Teacher	Elk Meadow Elementary	Temporary Full Time	08/28/2023
Wyant, Katy	Primary Teacher	Buckingham Elementary	Temporary Full Time	08/28/2023
Young, Cory	Strive/Alternative Ed Teacher	La Pine HS	Regular Full Time	08/28/2023
Zimmerman, Matthew	Metals Tech CTE	La Pine HS	Regular Part Time to Temporary Full Time	08/28/2023

**CERTIFIED RESIGNATIONS**

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Friesen, Daniel	Science Teacher	La Pine High School	08/27/2018 – 06/30/2023
Hayes, Luree	School Psych	District Wide	08/30/2020 – 05/30/2023
Kumar, Burvesh	Classroom Teacher	La Pine Elementary	08/30/2021 – 06/30/2023
Markland, Molly	Culinary Teacher	Bend Senior HS	08/26/2013 – 06/30/2023
Moran, Erin	Counselor	Mountain View HS	08/28/2017 – 06/30/2023

**CERTIFIED RETIRE/REHIRE**

NAME	POSITION	LOCATION	REHIRE/END DATES

**ADMINISTRATIVE HIRES**

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Leah Boon	Admin Dean of Students II	Cascade MS	Regular Full Time	07/01/2023
Curfew, Daniel	Admin Dean of Students II	Pacific Crest MS	Regular Full Time	07/01/2023
Huddart, Sarah	Admin Dean of Students II	Pilot Butte MS	Regular Full Time	07/01/2023
Mckae, Dave	Admin Dean of Students II	High Desert MS	Regular Full Time	07/01/2023
Park, Anna	Admin Dean of Students I	Ensworth Elementary	Regular Full Time	07/01/2023
Thomas, Heidi	Admin Dean of Students I	Highland Elementary	Regular Full Time	07/01/2023



**HUMAN RESOURCES**

*Education Center*

*520 N.W. Wall Street*

*Bend, Oregon 97703-2699*

*(541) 355-1100*

*Fax: (541) 355-1109*

Warner, Lindsey	Admin Dean of Students III	La Pine HS	Regular Full Time	07/01/2023
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**ADMINISTRATIVE RESIGNATIONS**

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES

**ADMINISTRATIVE RETIRE/REHIRES**

NAME	POSITION	LOCATION	REHIRED/END DATES



**HUMAN RESOURCES**

*Education Center*

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

August 1, 2023

TO: Steve Cook, Superintendent  
Bend-La Pine School Board of Directors

FROM: Steve Herron, Chief Human Resources Officer  
Paul Dean, Director of Human Resources – Classified Staff

RE: Classified Recommended Hires, Classified & Confidential Resignations, and Classified Retirements

The Human Resources Department recommends approval of the following hires, resignations, and retirements at the School Board meeting on August 8, 2023.

**Classified Hiring**

<b>Name</b>	<b>Position/Posting No.</b>	<b>Location</b>	<b>Temp/Regular Position</b>	<b>Hire Date</b>
Baer, Courtney	Office Secretary I	Mountain View	Temp 6.0 hrs / day	08/28/23
Bailey, Katrina	Media Manager I	Lava Ridge	Reg 7.0 hrs / day	08/28/23
Bentley, Jessica	Office Manager I	Highland	Reg 8.0 hrs / day	08/04/23
Bergstrom, Alexandria	School Secretary II / EA – Instruction	Three Rivers	Reg 7.77 hrs / day	08/14/23
Bettis, Heather	Office Manager I	BTA / Marshall	Reg 8.0 hrs / day	08/04/23
Bolling, Sarah	Media Manager II	Pacific Crest	Temp 8.0 hrs / day	08/28/23
Brewer, Eva	Athletics/Activities Secretary II	La Pine High	Reg 8.0 hrs / day	07/31/23
Castillo, Angie	School Secretary II	North Star	Reg 6.0 hrs / day	08/14/23
Castizo-Rios, Hazel	Attendance Secretary II	High Desert	Reg 8.0 hrs / day	08/21/23
Caylor, Karen	Athletics/Activities Secretary II	Summit	Reg 8.0 hrs / day	07/31/23
Cleveland, Jason	Bus Driver	La Pine Transportation	Reg 4.0 hrs / day	09/04/23
Cruz Mendoza, Carolina	Family Liaison	ESL	Reg 8.0 hrs / day	08/29/23
Emerson, Andy	Safety & Security Monitor	Bend Tech	Temp 7.5 hrs / day	08/29/23
Evans, Jody	Records Clerk	Special Programs	Reg 8.0 hrs / day	08/29/23
Gaspar, Shannon	Attendance Secretary II	Mountain View	Reg 7.0 hrs / day	08/18/23
Honey, Catherine	EA – Student Success	Sky View	Reg 7.5 hrs / day	08/29/23



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Ickes, Sonia	Media Manager I	Juniper	Reg 8.0 hrs / day	08/28/23
Kalberg, Nicole	EA – Student Instruction	Juniper	Reg 6.5 hrs / day	08/29/23
Kidder, Craig	Head Custodian CIII	Cascade	Temp 8.0 hrs / day	07/01/23
Kuhnke, Lauren	Staff Accountant/Auditor	Business Office	Reg 8.0 hrs / day	08/01/23
Laing, Kim	Records Clerk	Special Programs	Temp 8.0 hrs / day	08/28/23
Larsen, Rachel	School Secretary II	Pacific Crest	Reg 8.0 hrs / day	08/14/23
Lohner, Alyssa	Media Manager I	La Pine Elementary	Reg 7.0 hrs / day	08/28/23
Maxwell, Josie	Attendance Secretary II	Bend High	Reg 8.0 hrs / day	08/18/23
McClure, Shantae	EA – Child Development	Bend High	Reg 5.34 hrs / day	08/29/23
Morales Moyano, Cristina	Family Liaison	Bend High	Temp 5.0 hrs / day	08/29/23
Morris, Kristy	Curriculum Secretary II	Pilot Butte	Reg 8.0 hrs / day	08/14/23
Pare-Mayer, Elisa	EA - Instruction	Highland	Temp 3.75 hrs / day	08/29/23
Powell, Kina	EA - Instruction	Lava Ridge	Reg 6.5 hrs / day	08/29/23
Pruett, Stacy	Custodial Crew I	Pilot Butte	Reg 8.0 hrs / day	08/01/23
Quade, Teresa	School to Career	Bend High	Temp 7.294 hrs / day	08/28/23
Sawyer, Jennifer	Safety & Security Monitor	Caldera	Reg 6.0 hrs / day	08/29/23
Speck, Laurie	Counseling Secretary II	Bend Tech	Reg. 8.0 hrs / day	08/14/23
Van Coutren, Lauren	Media Manager I	Elk Meadow	Reg 3.5 hrs / day	08/28/23
Winters, Holly	Bus Driver	La Pine Transportation	Reg 4.0 hrs / day	09/04/23
Young, Jeff	Bus Driver	La Pine Transportation	Reg 5.0 hrs / day	09/04/23



**HUMAN RESOURCES**

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**Classified Resignations**

Name	Position	Location	Resign Date
Baraybar, Jennifer	Media Manager I	Bear Creek	08/29/22 – 06/30/23
Bell, Shea	EA – Inclusion	North Star	04/11/22 – 07/14/23
Chally, Ashley	Office Manager	Highland	10/05/20 – 06/30/23
Colestock, James	IT Analyst	IT	08/30/21 – 07/14/23
Connell, Julie	EA – Student Instruction	Bear Creek	10/18/21 – 06/30/23
Ellis, Rylee	EA – Child Development	Bend High	06/01/22 – 06/30/23
Hartsock, Robert	IT Client Services Tech I	IT	05/15/17 – 07/28/23
Hellerud, Leticia	Nutrition Technician II	Pilot Butte	02/14/90 – 08/01/23
Kerstetter, Troy	Bus Driver	Transportation	09/05/22 – 06/30/23
Levefer, Cheyenne	FAN Advocate	La Pine Middle & High	01/13/23 – 06/30/23
Martinson, Megan	EA - Inclusion	Pilot Butte	09/26/22 - 06/30/23
Weaver, Kyle	EA – Student Success	Ponderosa	01/03/23 – 06/30/23
Winkel, Amber	EA - Inclusion	Ponderosa	01/10/22 – 07/07/23

**Classified Retirements**

Name	Position	Location	Retire Date
Brunko, Randall	Building Services Locksmith	Maintenance	10/03/05 – 06/30/23
Holmdahl, Kandis	Bus Driver	La Pine Transportation	10/11/94 – 06/16/23

**Classified Retire-Rehires**

Name	Position	Location	Rehire Date

**Confidential Hiring**

Name	Position	Location	Resign Date

**Confidential Resignation**

Name	Position	Location	Resign Date



## SUPERINTENDENT EMPLOYMENT CONTRACT

*between*

Dr. Steven Cook

*and*

The Bend-La Pine Schools Board of Directors

Deschutes County, Oregon

### Introduction

It is hereby agreed by and between the Board of Directors of Bend-La Pine Schools, located in Bend, Oregon (hereinafter called the District or Board), and Dr. Steven Cook (hereinafter called the Superintendent) that the District in accordance with its action as found in the minutes of the meeting held on the 9th day of May 2023 has and does hereby employ Dr. Steven Cook as Superintendent for the term of this Contract.

The Superintendent hereby accepts employment with the District upon the terms and conditions of this nine (9) page Employment Contract as follows:

#### 1. Term

This Agreement shall be for a period of three (3) years commencing on July 1, 2023, and ending on June 30, 2026.

If the Board or the Superintendent do not intend to enter into a new contract, they shall notify the other by November 15, 2026. Written notice of non-renewal will be provided to the Superintendent as of January 15, 2026, to the extent required by ORS 342.513.

Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the District or Superintendent to terminate this Agreement at any time subject only to the provisions herein relating to termination.

## 2. Duties

The Superintendent shall be the Chief Executive Officer of the District. As such, the Superintendent shall have the responsibility for formulation, adoption, and execution of District policy in compliance with the Executive Limitations, existing District Policy, Education Code, and State and Federal Law, and to further work toward Board Ends. The Superintendent agrees to diligently and faithfully perform the duties of the position pursuant to, and in compliance with, the laws of the State of Oregon and in conformance with the rules and policies of the District and the directions of the Board.

The Superintendent shall be responsible for all personnel matters, including the recommendation for hire, assignment, direction, evaluation, transfer, discipline, and recommendation for dismissal, of all staff subject to applicable Collective Bargaining Agreements, Board policies, and Oregon law, and shall organize, reorganize, and arrange the administrative and supervisory staff as best serves the District. The Superintendent shall employ all personnel subject to the approval of the Board.

The Superintendent shall attend each meeting of the Board, except when excused by the Board Chair. Additionally, the Superintendent shall implement policies, regulation, rules, and procedures deemed necessary for the efficient and effective functioning of the District and in general shall perform all duties incident to the office of Superintendent and other such duties as may be specified and/or delegated by the Board.

The Superintendent hereby agrees to devote his full time, skill, labor and attention to District employment during the term of this Contract, however, the Superintendent may undertake a reasonable amount of consultative work, speaking engagements, writing, lecturing or other similar professional duties and obligations with the approval of the Board Chair.

On behalf of the Board the Superintendent is authorized to accept the resignation of classified employees and any licensed employees, and waive the sixty (60) day notice provision, pursuant to ORS 342.553, required of licensed employees.

### 3. Compensation

#### A. Salary

Annual salary for the term of this contract will be as follows:

- For the 2023/2024 school year, \$250,950.00
- For the 2024/2025 school year, \$250,950.00 together with fifty percent (50%) of the performance incentive, if any, earned in the 2023/2024 school year.
- For the 2025/2026 school year, the annual salary for the 2024-25 school year together with fifty percent (50%) of the performance incentive, if any, earned in the 2024/2025 school year.

The salary shall be paid in twelve (12) monthly installments in accordance with Board policies governing administrative staff. The Superintendent may elect to take a portion of salary in deferred compensation in conformance with any such plan in which the District is participating.

#### B. Merit Pay

In addition to the base salary, the Superintendent can earn up to a ten (10) percent bonus of the Superintendent's base salary. No later than September 1, 2021, the Superintendent and Board will establish mutually agreed upon metrics to be used to measure the Superintendent's performance towards attainment of the merit pay.

#### C. In-State Expense Stipend

The Superintendent shall receive a \$1,200 per month stipend as part of his compensation for the purpose of paying for all in-state expenses incurred as a result of his employment with the District. Such expenses include in-state mileage, meals, technology that includes cell phone, tablet, data plan and apps expenses. The stipend does not compensate for in-state lodging which will be reimbursed in accordance with District policy and procedure.

#### D. Expense Reimbursement

The District shall reimburse the Superintendent for reasonable out-of-state expenses incurred by the Superintendent in the performance of his duties under this Contract.

## 4. Benefits

### A. PERS Pick-up

The District shall pay the 6% employee contribution on behalf of the Superintendent to the Public Employee Retirement System.

### B. Health Insurance

The District shall pay a monthly amount toward the Superintendent's health insurance premium that is the same as the cap paid toward the health insurance premium for all District administrators as set forth in the Employment Memorandum between the Board and Administrators and Supervisors. The health insurance package provided shall be the same as that currently in effect for all District administrators.

### C. Tax Sheltered Annuity

The District shall contribute 8% of the Superintendent's salary for 2023-24, 9% for 2024-25, and 10% for 2024-25, as set forth in the Compensation section above, per year on behalf of the Superintendent into a tax-sheltered annuity (403(b)) plan or similar plan offered by the District.

## 5. Professional Growth

The District encourages the continuing professional growth of the Superintendent through participation, by the Superintendent, in:

- the operations, programs, and other activities conducted or sponsored by local, state, and national school administrator and school associations;
- seminars and coursework offered by public or private educational institutions; and
- informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Superintendent to perform his professional responsibilities for the District.

The District shall permit a reasonable amount of release time, as approved by the Board, for the Superintendent to attend to such matters, shall pay necessary and reasonable costs for registration and meeting expenses, tuition, travel and subsistence expenses within the Superintendent's budget category limitations.

The Board shall pay the Superintendent's COSA dues which include membership in OASE (Oregon Association of School Executives) and AASA (American Association of School Administrators) dues.

The Board may pay for additional dues as may be requested by the Superintendent and approved by the Board.

The superintendent agrees to a professional mentoring program in areas identified by the Board to be paid for directly by the District.

Upon board approval, the District shall pay reasonable expenses beyond what is covered by the monthly stipend (as articulated in Benefits) for conferences, meetings, workshops and courses that will enhance the Superintendent's abilities to work towards Board established goals.

## 6. Evaluation

Annually, and not later than September 1, the Board shall, in consultation with the Superintendent, establish goals and strategic initiatives for the school year. The goals and strategic initiatives shall be established in writing and be among the criteria for evaluation of the Superintendent.

To support Board oversight and the District's continuous improvement, reports on the Board Ends, progress toward these ends through strategic initiatives, data on progress from identified measures, and compliance with aligned Executive Limitations shall be presented to and discussed by the Board on an ongoing basis in public session.

To support the Superintendent's continuous improvement, the Board Chair will meet with the Superintendent on a quarterly basis to provide observations, feedback, and recommendations on the work shared in these reports. The Board as a whole will meet with the Superintendent at least twice per fiscal year in Executive Session, at mid-year and end-of-year, for the purpose of evaluation of the Superintendent and for observations, feedback, and recommendations for performance improvement in alignment with the articulated goals and strategic initiatives. The Board reserves the right in its discretion to conduct informal reviews every eight (8) weeks to assess progress if needed.

The written evaluation of the Superintendent will become a permanent part of the Superintendent's personnel file. The date and time of the evaluation meeting shall be

agreed to by the Board and the Superintendent sufficiently in advance of the meeting to permit adequate preparation.

## 7. Maintenance of License

The Superintendent shall furnish throughout the life of this Contract a valid and appropriate license as defined in ORS 342.140 to act as Superintendent in the State of Oregon. Should the Superintendent fail to maintain a license in good standing, the Board may unilaterally terminate this Contract.

## 8. Work Year

The Superintendent shall schedule 261 contract days per year. This includes 228 workdays, twenty-three (23) paid days of vacation, and ten (10) paid holidays (New Year's Eve Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Martin Luther King Day, Christmas Eve Day, Christmas Day).

### A. Vacation Time

Vacation is accrued at eight (8) hours a day. All vacation will be allocated on July 1, or each contract year. If the Superintendent fails to complete his contract for the year, vacation will be pro-rated. Annually, the Superintendent shall take at least fifteen (15) days of vacation leave and the remaining unused vacation leave may accumulate from year to year up to a total of thirty (30) days of vacation leave. In the alternative, should the Superintendent not be able to use all vacations days allowed, the Superintendent may be paid annually an additional amount at a per diem rate for a maximum of five (5) unused vacation days. For purposes of this contract, the rate of pay when calculated on a per diem basis shall be 1/238th of the annual salary set forth above.

### B. Sick Leave and Sick Time

The Superintendent shall accrue sick leave in accordance with ORS 332.507 and sick time in accordance with ORS 653.601-653.661 and district policy to the extent the District is required to grant employees sick time while employed by the District.

### C. Other Leaves

The Superintendent shall be allowed other leave in accordance with District's Employment Memorandum with Bend-La Pine Administrators and Supervisors and as provided for by state and federal law.

## 9. Termination Of Employment Contract

### Termination by Mutual Agreement

The Employment Contract may be terminated at any time and under any provisions mutually agreed upon by both parties. The Superintendent and the District understand that it is the expressed desire of both, if at all possible, to do so no later than September 1 of the year to be the final year of employment.

### Termination at the Request of the Superintendent

In the event the Superintendent intends to act to terminate this Employment Contract prior to its termination date, he or she shall give the District at least ninety (90) days written notice of such intention.

### Termination without Specific Cause

The Board may terminate the Superintendent's employment at any time without cause, and without the Superintendent's concurrence. However, if the Superintendent is terminated without cause during the term of this Contract, the District shall pay to the Superintendent an amount equal to what the Superintendent would have earned as salary and benefits under this employment contract (as identified in Compensation and Benefits above) during the twelve (12) month period following termination.

In the event the Board exercises this option, the Superintendent agrees to and shall provide services to the District, as requested by the District, in the role of consultant to facilitate the transition to a new Superintendent. At the discretion of, and as directed by, the Board, such services shall include, but not be limited to, providing information and advice regarding ongoing projects, processes and obligations. In the event the Board choose to terminate without cause, the payment of the twelve (12) month salary and benefits amount indicated above shall be the only obligation to the Superintendent.

## Termination for Cause

The District may terminate this Contract upon the occurrence of either of the following events:

- Superintendent's material breach of this Employment Contract or failure to perform employment obligations in accordance with the terms and conditions of this Contract, or
- Superintendent's commission of a felony, misdemeanor or any other act, which a reasonable person would consider materially damaging to the reputation of the District.

Prior to such termination for cause, the Superintendent shall receive written notice of the reason(s) for the proposed action and will be allowed an opportunity for a Board executive session hearing to respond to the reasons either orally or in writing.

Notice of the District's consideration of discharge for cause shall be given in writing. Such notice shall include a statement of the reasons constituting cause and shall be given not less than ten (10) days prior to the date that the Superintendent shall be entitled to appear before the Board as hereinafter provided. The Superintendent shall be entitled to a hearing before the Board to discuss such causes. The Superintendent may choose to be accompanied by legal counsel at such a meeting at the Superintendent's sole cost and expense. Such a meeting may be conducted in executive session as provided by Oregon law.

Superintendent shall be provided a written decision describing the results of the meeting.

## 10. Criticism and Complaints

In conformance with District policy, the Board, individually and collectively, will refer to the Superintendent for study and recommendation all significant criticism, complaints, and suggestions called to its attention concerning District operations. For 2023-24, the Board and Superintendent will develop together provisions for a Board-Superintendent Operating Protocol. At least annually thereafter, they will review and as needed agree upon revision(s) that the Board and Superintendent feel will contribute to further improvements in their communications and relationships.

## 11. Severability

If this Contract or any portion thereof, is held by the courts to be illegal or in conflict with any law or regulation of the State of Oregon, the validity of the remaining portions shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular illegal term or provision.

## 12. Indemnification

To the extent required by ORS 30.285, the District shall defend, hold harmless, and indemnify the Superintendent from all demands, claims, suits, actions and legal proceedings brought against the Superintendent in his individual capacity or his official capacity as agent and employee of District, provided the incident arose while the Superintendent was acting within the scope of his employment and does not involve criminal matters. In no case will individual Board members be personally responsible to indemnify the Superintendent against such demands, claims, suits, actions and legal proceedings.

## 13. Entire Agreement

This Contract contains the entire agreement of the parties. Except as fully set forth herein, there are no other enforceable representations, agreements, or understandings, oral or written, between the parties relating to the subject of this Employment Contract.

The District, pursuant to the authority of its Board of Directors, by its action of May 10, 2023, has caused two originals of this Employment Contract to be signed in the name of the District by the Chair of the School Board, and the Superintendent has signed on his behalf.

DISTRICT:

 07-21-23

Melissa Barnes Dholakia

Board Chair, Bend-La Pine Schools

SUPERINTENDENT:

 7/21/23

Dr. Steven Cook

Superintendent, Bend-La Pine Schools



**REPORT:** Administrative Polices & Regulations for Adoption (8/8/2023)

**PRESENTED BY:** Steve Cook, Superintendent

**EXECUTIVE SUMMARY:**

Bend-La Pine Schools has a two-part, policy and regulation review process. Part one consists of the district sharing policies and regulations that are currently in review at a regularly scheduled school board meeting. Following the meeting, the district allows time for, and considers public feedback related to the proposed changes. Part two consists of the district review of feedback received and the presentation of the policies and regulations for adoption to the Board of Directors.

The following administrative policies and regulations will be adopted as presented. A brief summary of the proposed changes are listed below and a redline version of each follows this executive summary.

Policy / Regulation Title	Reason for Update
<p><b>KK-AR: Visitors to District Facilities</b></p>	<p>Updates include grammatical corrections and the removal of exceptions to mandatory check in and out during school events to align with current visitor practices and procedures.</p> <p><b>No public feedback solicited as the updates made align with current district practices and procedures.</b></p>



To promote a better understanding of our educational program and a positive relationship between Bend-La Pine Schools and the community, visitors are encouraged at our schools and school sponsored activities. Visits should be arranged and permitted within considerations of the safety and welfare of students and the orderly administration of educational programs and school operations.

A visitor is an individual whose actions do not rise to the level of a volunteer, as described in KCA-AR: [Volunteers / Criminal History Records Check](#), and may include a parent, close relative or guardian who visits a school for a public or private event involving a student who is the individual's child, close relative or for whom the individual is guardian.

Visitors do not have repeated interaction with one or more children and are not responsible for the care, supervision, guidance, or control of students.

#### **MANDATORY CHECK IN AND OUT**

During regular school hours, all visitors to schools must report directly to the school office of the school to obtain permission to visit. All visitors must report to the school office and sign in and out through the visitor management system. Visitors will receive a name badge and must visibly wear it while on campus.

Visitors who are students at another school or are of school age should pre-arrange their visits through the school office at least 24 hours in advance, unless accompanied by a parent/[guardian](#). Visitors who fail to check in with the school office or wear a visitor's name badge will immediately be asked to leave the school facility. \*

Visitors to district facilities and schools outside of regular school hours for special programs or events may not be required to check in with the school office. However, such visitors may be directed to leave if the visitor fails to comply with the Visitor Guidelines set forth below.

#### **PERMISSION TO VISIT**

Permission to visit will be granted if, in the judgment of the school principal or designee, the visit serves school interests.

Permission to visit will be denied if the visit ~~is would be~~ disruptive to the educational program or orderly school operations, ~~would~~ impedes the work of district staff through interruptions or unreasonable demands on staff time, or ~~if~~ the visitor's course of conduct ~~would~~ conflicts with district policies or administrative regulations, building regulations, or the law.

The school principal or designee may also deny permission to visit if they have reasonable cause to believe that the visit would compromise the safety or welfare of students and staff.

The school principal or designee has discretion to limit the scope of the visit as to the duration or specific location of the visit in order to ensure the safety and welfare of students [and staff](#) or the orderly administration of educational programs and school operations.

#### **DIRECTION TO LEAVE**

A visitor with permission to visit may be directed to leave when any school official reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, illegal conduct, or violation of district policy or administrative regulation or school rule.

A visitor may also be directed to leave if the visit becomes disruptive to the educational program or orderly school operations, impedes the work of district staff through interruptions or unreasonable demands on staff time, or if the visitor's course of conduct conflicts with district policies or administrative regulations, building regulations, or the law.

Persons having no legitimate purpose or business on district property, who have failed to check in with school office staff, or who have not received permission to visit shall also be directed to leave.

A direction to leave revokes any permission to visit or license to enter. Whenever practicable, the direction to leave should be followed by a written notice which identifies the school official giving the direction to leave and briefly describes the reason for the direction to leave. The school principal should be notified immediately when any visitor is directed to leave and be provided with a copy of any written direction or notice.

Visitors who refuse to leave after being directed to do so by school staff will be considered criminal trespassers pursuant to Oregon law and will be reported to the appropriate law enforcement agency.

A visitor who believes that ~~they have~~ ~~he or she has~~ had a visit unfairly limited may follow ~~the district's public complaint process~~, KL-AR: [Public Complaints](#).

## **VISITOR GUIDELINES**

All visitors to district facilities and school sponsored activities must comply with the following guidelines:

- Visitors must not impede or interrupt student learning or make unreasonable demands on staff time, or otherwise interfere with the orderly conduct of the district's educational programs or any other district sponsored activity.
- Visitors must not enter any portion of district premises at any time for purposes other than those which are lawful and authorized by district staff.
- Visitors must comply with all district policies and administrative regulations, school rules, federal and state law and administrative regulations, and county and municipal codes and regulations.
- Visitors must not contact individual students except as authorized by the school principal and/or district staff.
- Except as otherwise provided in district policies or administrative regulations, or as allowed by the school principal or designee in relation to the school mission or activities, visitors shall not promote their personal, commercial, or religious interests or of other entities with which the visitor may be associated.
- Visitors must not use, distribute, sell, or deliver unlawful drugs, drug paraphernalia, alcoholic beverages, or tobacco or tobacco products. Visitors under the influence of drugs or alcoholic beverages shall be directed to leave the facility.
- Visitors must not bring, possess, conceal, or use a weapon on district property as stated in KGBB-BP: Firearms Prohibited.

Parents or guardians with repeated attendance as visitors to schools will be asked to complete the district's processes for volunteers in schools.

## **REGISTERED SEX OFFENDERS BANNED FROM ALL SCHOOL PROPERTY**

All persons who are required to register as a Sex Offender and under Oregon Revised Statutes Chapter 163A are expressly forbidden to be present on any property owned or operated by the district, including school buildings, athletic fields, playgrounds, parking lots, school buses, activity buses or other property of any kind for any reason, including attendance at sporting events or other school-related functions, whether before, during or after school hours. In addition, such Sex Offenders may not attend or be present at any student function or field trip on or off district property that is (1) school-sponsored or (2) otherwise under the official supervision or control of school personnel. This policy applies to all covered Sex Offenders regardless of their relationship to or affiliation with a student in the school system.

### **Enforcement**

- All district personnel must immediately report to a school administrator the presence or suspected presence of a known or suspected Sex Offender (required to be registered) on school property. School administrators and other supervisory personnel shall report to the Superintendent or designee and law enforcement when they reasonably believe that such Sex Offender is or has been on school property or at a school event.
- School administrators also shall notify the Superintendent or designee of any known parent or guardian of a student at their school who is suspected to be a sex offender (required to be registered).

## Exceptions

A person who is banned from district property pursuant to this [regulation policy](#) may be on district property only under the following circumstances:

### Parents or Guardians

An individual who is subject to this [regulation policy](#) and is the parent or guardian of a student enrolled in school may be on school property only for the following reasons:

1. To attend a scheduled conference with school personnel to discuss the child's academic or social progress; or
2. At the request of the principal or designee, for any reason relating to the welfare or transportation of their child.
  - a. For each visit authorized by the principal or designee in accordance with subsection 1 above, the parent or guardian must provide the principal with prior written notice of [their his-or](#) ~~—he~~ registration on the Sex Offender Registry and notice of [their his-or her](#) presence at school. Notice of the parent or guardian's presence at school must include the nature and specific times of the visit.
  - b. For each visit authorized by subsection 1 above, the parent or guardian must arrange to meet a staff member at the edge of school property, check in at the principal's office upon arrival and departure, and remain under the direct supervision of school personnel at all times. If school personnel are not available to supervise the parent or guardian during any visit, then the parent or guardian will not be permitted to enter or remain on school property.
  - c. For each visit authorized by subsection 1 above, the parent or guardian must comply with all reasonable rules and restrictions placed upon the parent or guardian by the principal or designee, including restrictions on the date, time, location, and length of meeting.

~~\* The exception to this practice is in large school events (i.e. open house, music programs, first day of school)~~

## END OF REGULATION

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REVIEWED: 10/23/2006, 5/4/2015, 6/2018, 2/2022, [8/8/2023](#)

ADOPTED: 10/23/2006, 5/6/2015, 6/2018, 4/12/2022

### POLICY / REGULATION CROSS REFERENCE

KCA-AP: Volunteers in Schools  
KCA-AR: Volunteers / Criminal History Records Check  
KGB-AR: Public Conduct on District Property  
KGBB-BP: Firearms Prohibited  
KK-AP: Visitors to District Facilities  
KL-AR: Public Complaints  
KL-BP: Public Complaints

### LEGAL REFERENCE

ORS 163A                      ORS 243.650  
ORS 164.245                ORS 332.107  
ORS 166.025                OAR 584-020-0040 (4)(e), (g)  
ORS 166.155-166.165

- Gun-Free Schools Act of 1994, 20 U.S.C. Section 8921
- Pro-Children Act of 1994, 20 U.S.C. Sections 6081-6084
- Gun-Free School Zones Act of 1990, 18 U.S.C. Sections 921(a)(25), (26) and 922(q); as amended by P.L. 104-208, Section 101(f) (1996) and P.L. 103-322, Section 320904 (1994).
- Senate Bill 554 (2021)



# FACILITIES PROJECTS UPDATE

AUGUST 2023



**FACILITIES**

— Development Office —



**FACILITIES**  
— Development Office —

## TEAM UPDATE

**Facilities Development Office is now a team of 4:**

Angus Eastwood, Assistant Director of Facilities

Mike Condon, Project Manager

**New Additions:**

Project Manager – Daniel Bogaert

Project Coordinator – Meredith Mackey



# DISTRICT-WIDE DOOR LOCKS

## Project Description

Interior door hardware replacement to classrooms & learning spaces in 28 schools District-Wide.

Construction Company: Kirby Nagelhout

Architect: BBT Architects

## Progress to Date

Three (3) Schools are in Phase 1A– Bear Creek Elementary, Three Rivers K-8, Pilot Butte Middle – are currently in final stages of construction planning and entering lock hardware procurement.

## Stage

Phase 1A: 3 Schools: Procurement

Phase 1B: 6 Schools: Design & Planning

Phase 2: 10 Schools: Pre-Planning

Phase 3: 9 Pre-Planning

SCHEDULE: PHASE  
1A

**Three (3) Schools**  
**Completion: 01/29/2024**  
*Elementary: Bear Creek;*  
*K-8: Three Rivers;*  
*Middle: Pilot Butte*

## N escutcheon indicators



Cylinder

Thumbturn

# DISTRICT-WIDE FIRE ALARM

## Project Description

Replacement of Fire Alarm System in 19 schools District-Wide.

Construction Company: EC Electric

Architect: BBT Architects

## Progress to Date

Six (6) Schools have started construction.

## Stage

Phase 1: Construction – 6 Schools

Phase 2 & 3: Pre-Planning – 10 Schools



Phase 1

Six (6) Schools

Construction Begin: 07/01/2023

Projected Completion: April 2024

Phase 2

Seven (7) Schools

Projected Completion: September 2024

Phase 3

Six (6) Schools

Projected Completion: September 2025

# LA PINE HIGH SCHOOL GYM – FITNESS/WRESTLING

## Project Description

Creating an operable wall between main gym and auxiliary gym to create fitness/wrestling room separation.

Construction Company: Kirby Nagelhout

Architect: BBT Architects

## Progress to Date

Demolition has been completed. New supporting beam has been installed in the gyms.

## Schedule

**Construction Begin:** 06/19/2023

**Projected Completion:** 08/20/2023

## Stage

Construction

## Future Planning

Partition folding wall panels will be installed post-completion, during November 2023

Thanksgiving break.



# LA PINE HIGH SCHOOL GYM – FITNESS/WRESTLING



# BEND TECH ACADEMY – BUILDING 100



## Project Description

Entire renovation and enhancement of Building 100, containing 2 traditional classrooms, Future Center, and CTE Classroom.

Construction Company: Bremik Construction, Inc.

Architect: BBT Architects

## Progress to Date

Demolition is nearing completion and rough in of mechanical, electrical and plumbing has begun.

## Schedule

**Construction Begin:** 06/19/2023

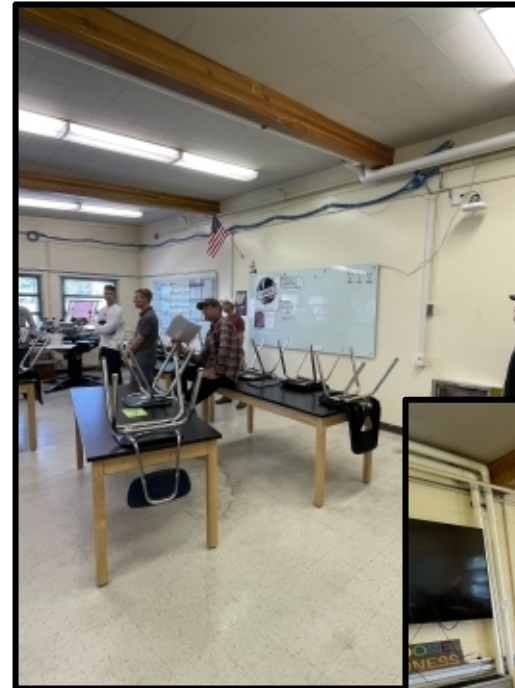
**Projected Completion:** 12/19/2023

## Stage

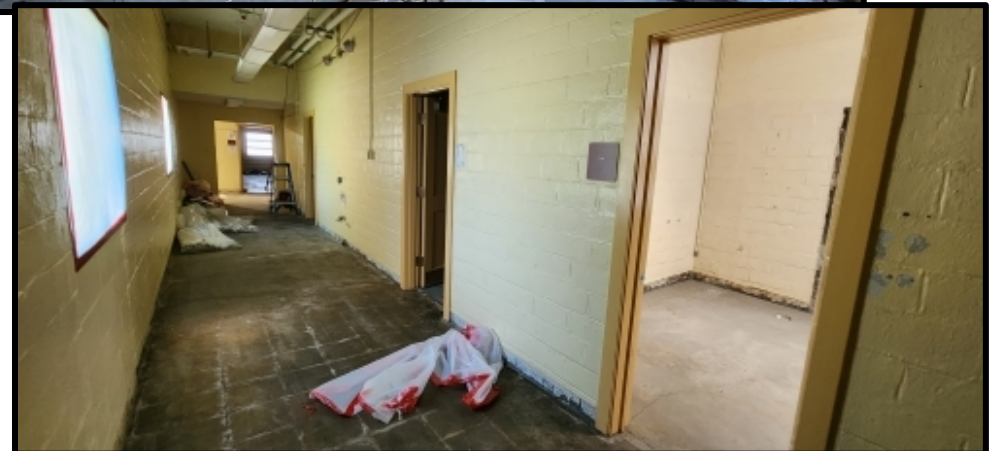
Construction

## Future Planning

Move-in date for school will be post-Winter Break in January 2024.



# BEND TECH ACADEMY – BUILDING 100



# KENWOOD LIGHTING & FANS



## Project Description

Replacement of lighting to LED. All Classrooms receiving new ceiling fans. Removing drop ceiling in hallways. Contractor: EC Electric & Architect: BBT Architect

## Progress to Date

Construction in progress.

## Schedule

Construction Begin: 06/18/2023

Projected Completion: 08/20/2023

## Stage

Construction



# OTHER BOND PROJECTS CURRENTLY IN-PROGRESS

WE Miller Elementary Reconfigure Traffic Flow Front Parking Lot – Completed  
Mountain View High Cafeteria Flooring – Construction  
Summit High Tennis Courts – Construction  
Juniper Elementary Fans – Completed



# BEND SENIOR HIGH SCHOOL – RENOVATION & BUILD



## Project Description

Presentation by BBT Architects

Construction Company: Kirby Nagelhout

Architect: BBT Architects

## Progress to Date

50% Schematic Design completed

## Schedule

**Construction Begin:** June 2024

**Projected Completion:** June 2028

## Stage

Schematic Design

## Future Planning

Presentation by BBT Architects





THANK YOU

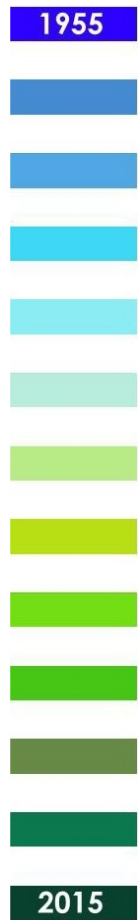
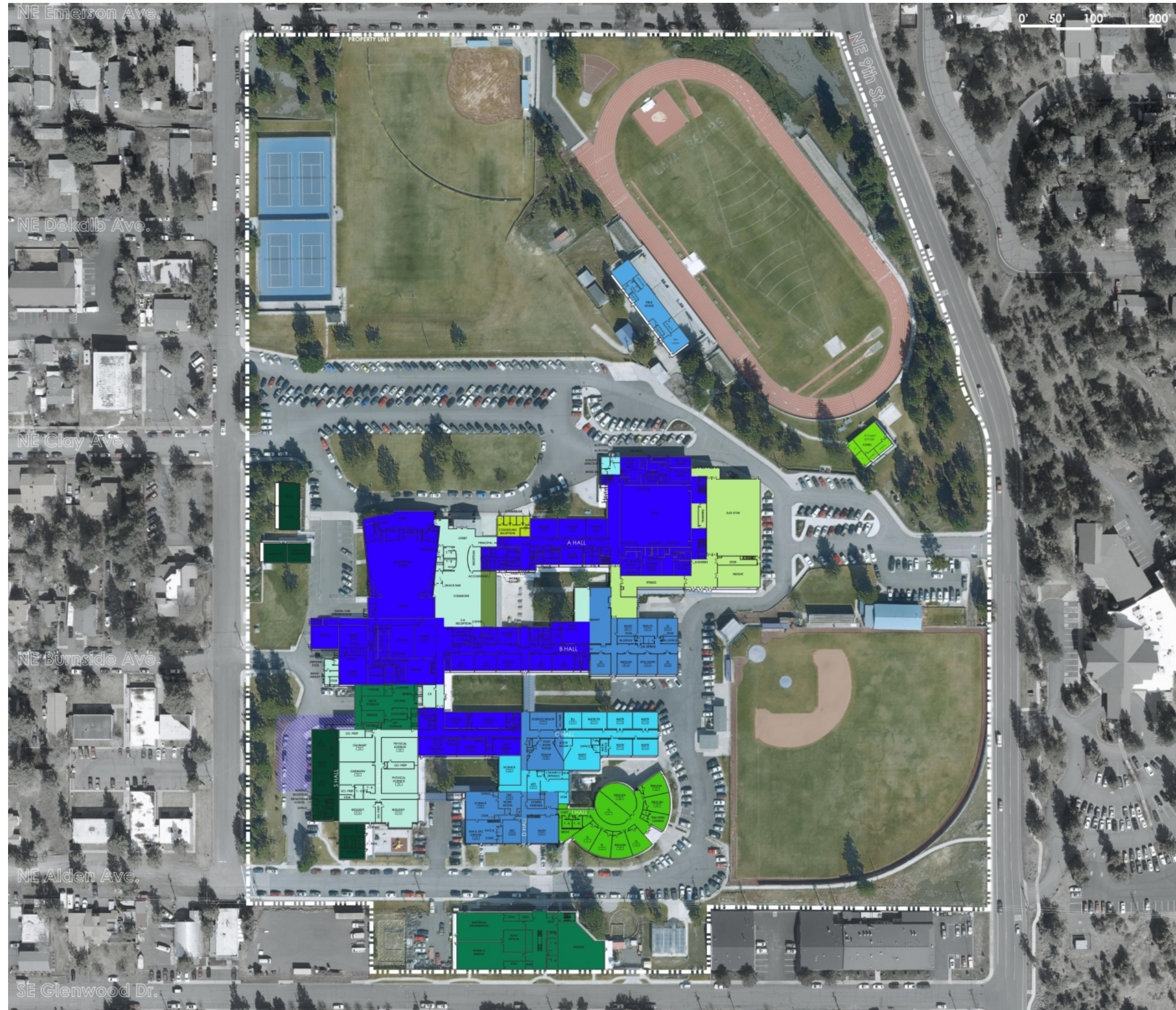


FACILITIES

— Development Office —



# Reimagined Bend Senior High



# Reimagined Bend Senior High

Campus Planning  
(2018 - 2021)

Healthy work environment  
daylight, fresh air, etc.

SAFETY

Building & site the community can be proud of. Looks good!

Collaborative small group spaces.

NICE  
WELCOMING



## GOALS

### COMMUNITY

- Equity (6)
- Safety (5)
- Fiscal responsibility (5)
- Building and site the community can be proud of/ looks good! (4)
- Planning for future growth + needs (3)
- Parking (3)
- Preserve history/culture (1)

### STUDENT

- Equity (6)
- Nice/welcoming (6)
- Collaborative small group spaces (6)
- Safety (5)
- Light (4)
- Community (3)
- Parking (3)

### STAFF

- Functional design (8)
- Collaborative space (6)
- Safety (5)
- Healthy work environment - light, fresh air, etc. (4)
- Parking (3)
- Support instruction (2)
- Bathrooms (1)
- Ease of supervision (1)
- Outdoor spaces (1)
- Transparency- hall/class (1)

Fiscal Responsibility

FUNCTIONAL DESIGN

Equity

Planning for future growth + needs.

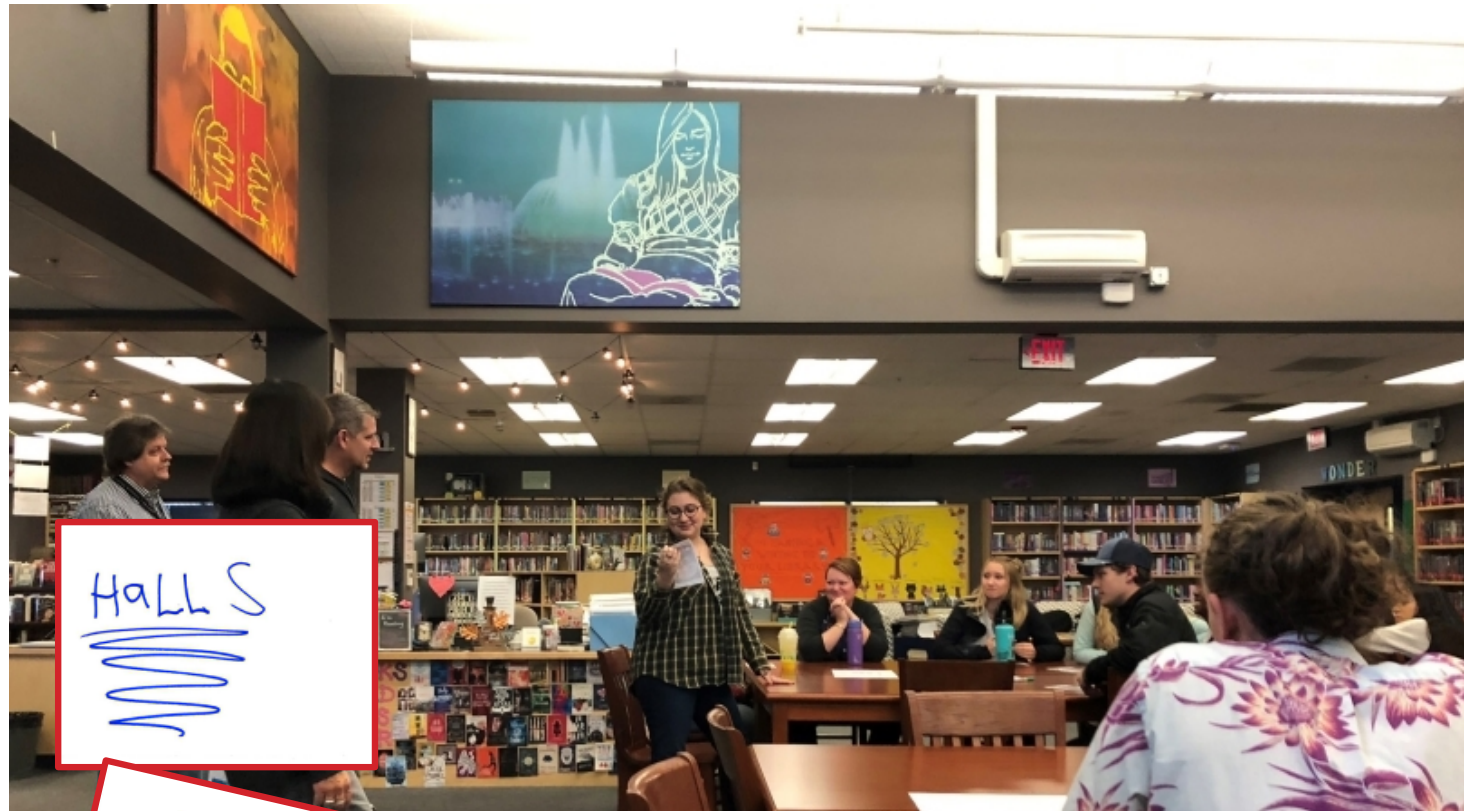
Collaborative space

## Vision Statement

*“Creating a welcoming, accessible, and safe learning environment while maintaining strong traditions of relationships, collaboration, innovation, and excellence.”*

# Reimagined Bend Senior High

Campus Planning  
(2018 - 2021)



HALLS

PARKING?



Too spread out

NOT SECURE

CLASS RM  
Too dark

## HATE

- Hallway congestion
- Too dark/bland
- Parking
- Bathrooms
- Not secure



Window seats in library

LOVE THE PEOPLE

DSA/DH  
ican folcons  
and windows

I love the grass area in between B and C hall. It has beautiful trees and lush grass that makes it a good place to sit, eat, study, etc. I like that it is an outdoor place within the area of school.

Tech Building  
- new & pretty  
- lots of resources for valuable work  
- please don't get rid of it

## LOVE

- Spaces with access to windows/natural light
- Ability to go outdoors
- Access to resources
- Foster culture
- Variety of spaces



# Reimagined Bend Senior High

Campus Planning  
(2018 - 2021)

## COMMUNITY - PRIORITIES/IDEAS

Safety

Limit students crossing parking/vehicle paths

Consolidate sports fields

Entry &/or presence along NE 9th St.

Limit parking visibility

STEAM complex

(adjacency with existing tech building)

Forward thinking about parking on the "in-town" campus

Athletics near stadium



What do you value/love about BSHS?

High School options for <sup>City of</sup> Bend HS students

- Intl Bacc.
- a 4<sup>th</sup> culture for ea. student (e.g. activism) inclusion

"spirit" - everyone I know, teachers & students & parents are all-in w/ Bend High.

# Reimagined Bend Senior High

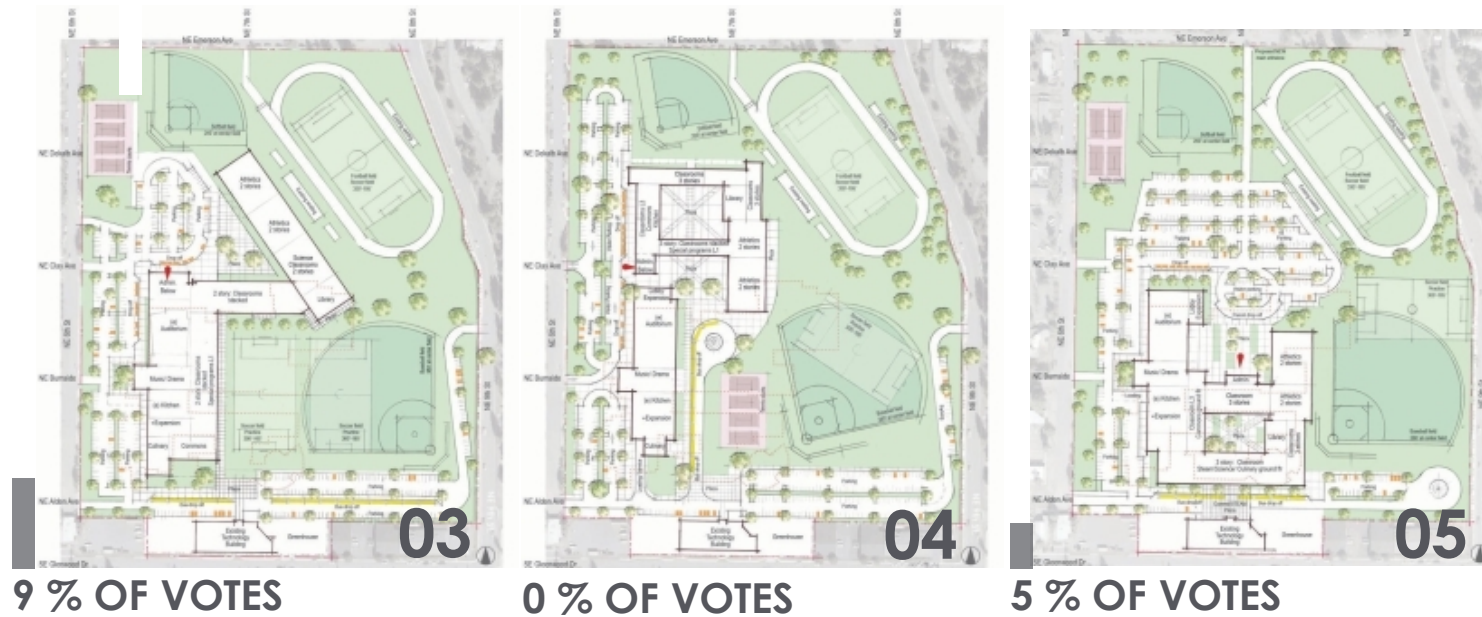
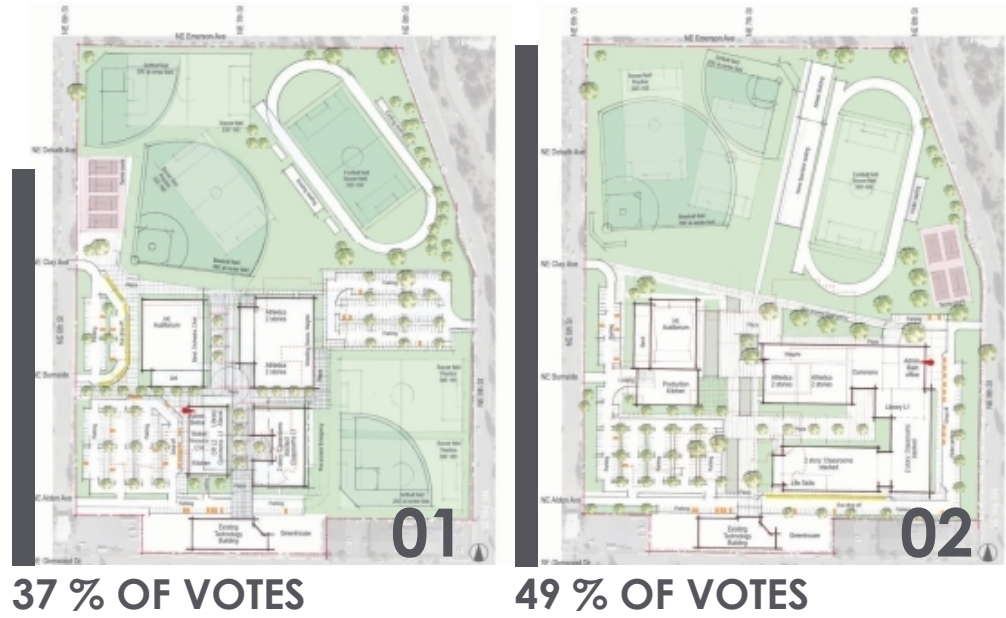
Campus Planning  
(2018 - 2021)

Site "Givens"

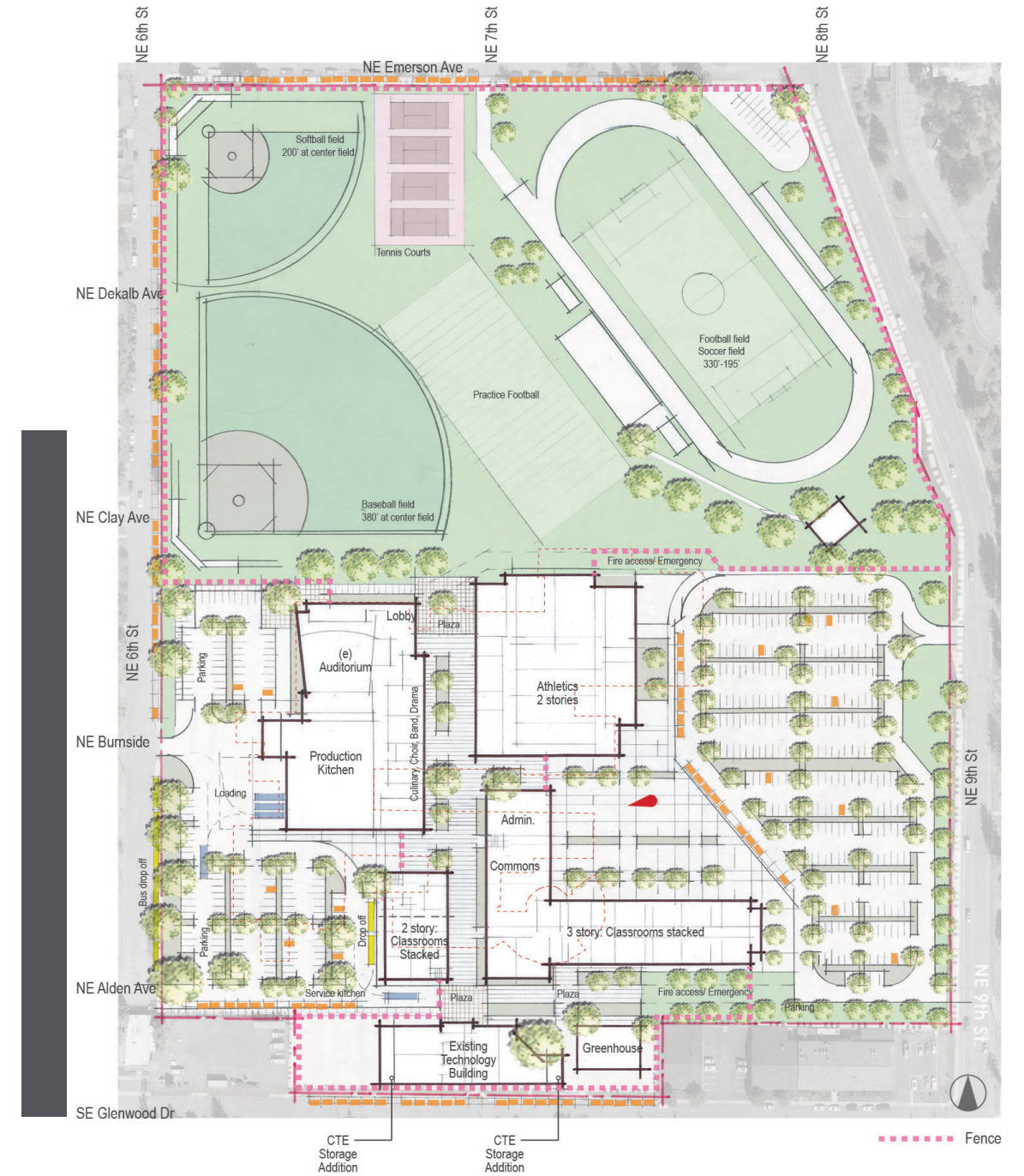


# Reimagined Bend Senior High

Campus Planning  
(2018 - 2021)



“CAMPUS”



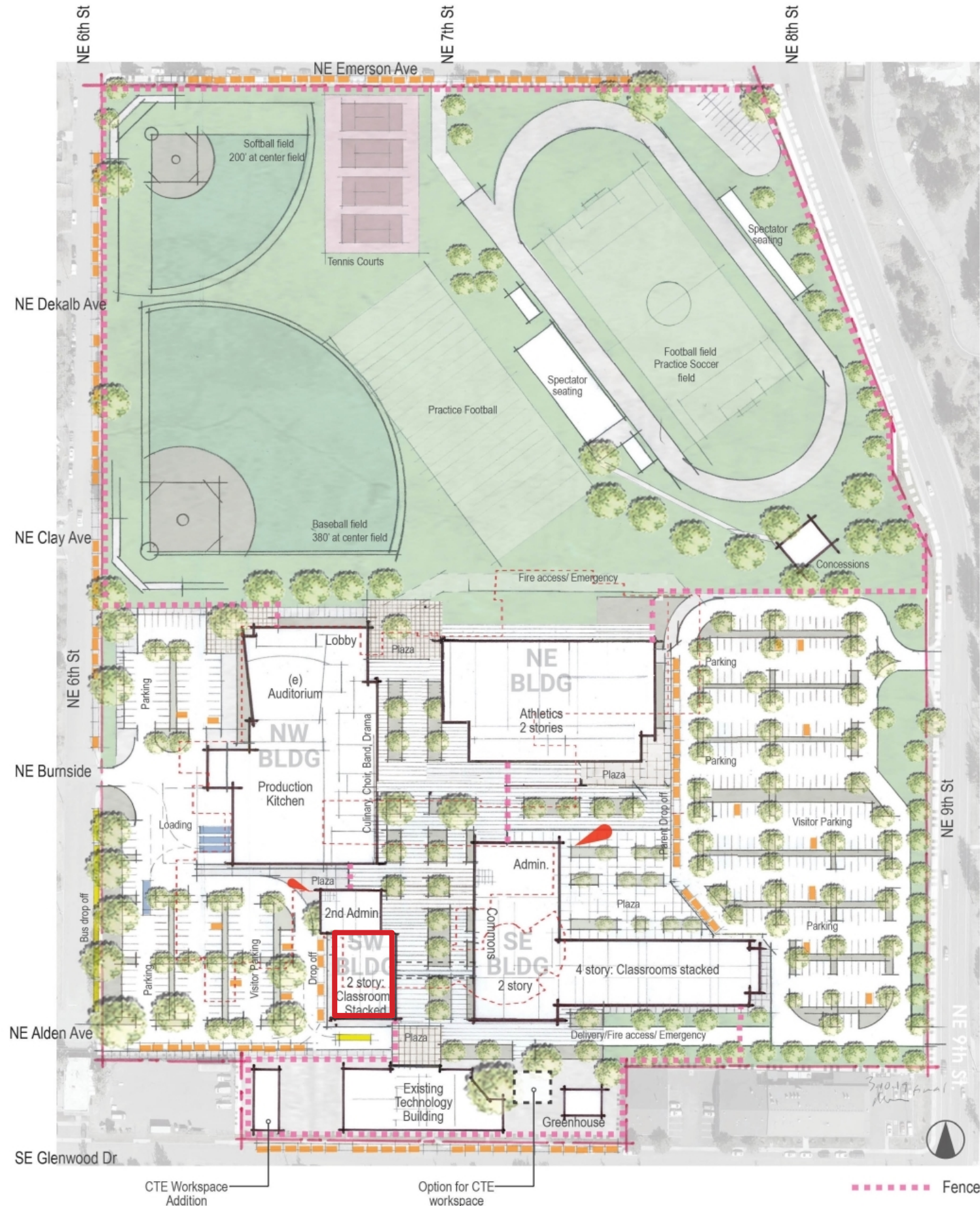
COMMITTEE + STAFF, STUDENT, COMMUNITY OPEN HOUSE

FEBRUARY 13, 2019



# Reimagined Bend Senior High

Campus Planning  
(2018 - 2021)



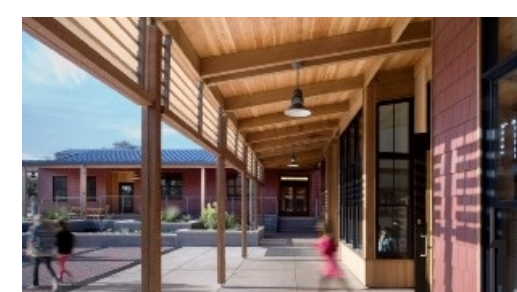
**COURTYARD CONCEPT**  
(SNOHOMISH HS - SNOHOMISH, WA)

**FINAL BEND SENIOR HIGH CAMPUS PLAN**  
2019



# Reimagined Bend Senior High

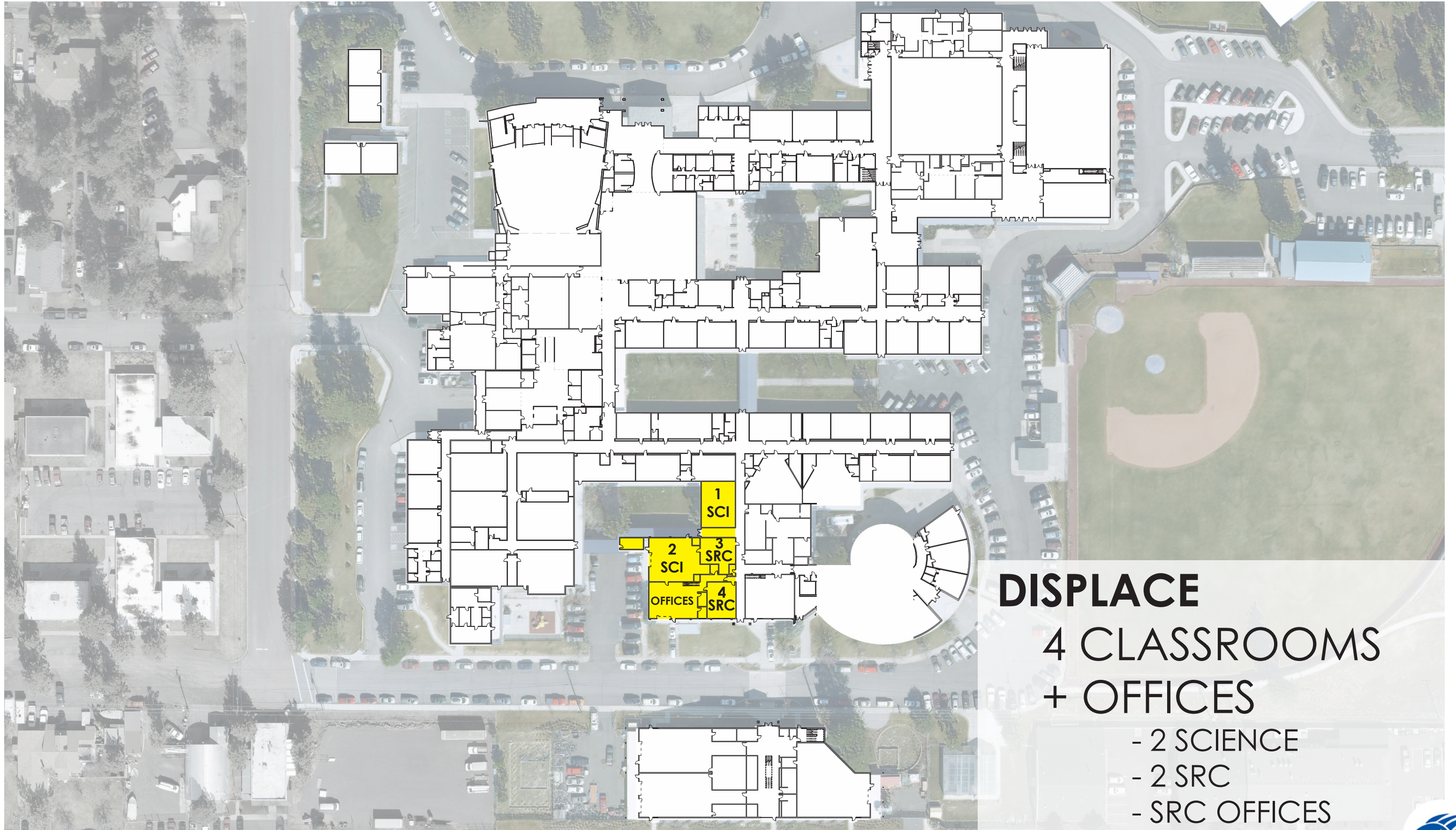
Campus Planning  
(2018 - 2021)



EXTERIOR "LOOK AND FEEL" PRECEDENTS FOR NEW CAMPUS

# Reimagined Bend Senior High

Robert D. Maxwell Center  
(Completed 2021)



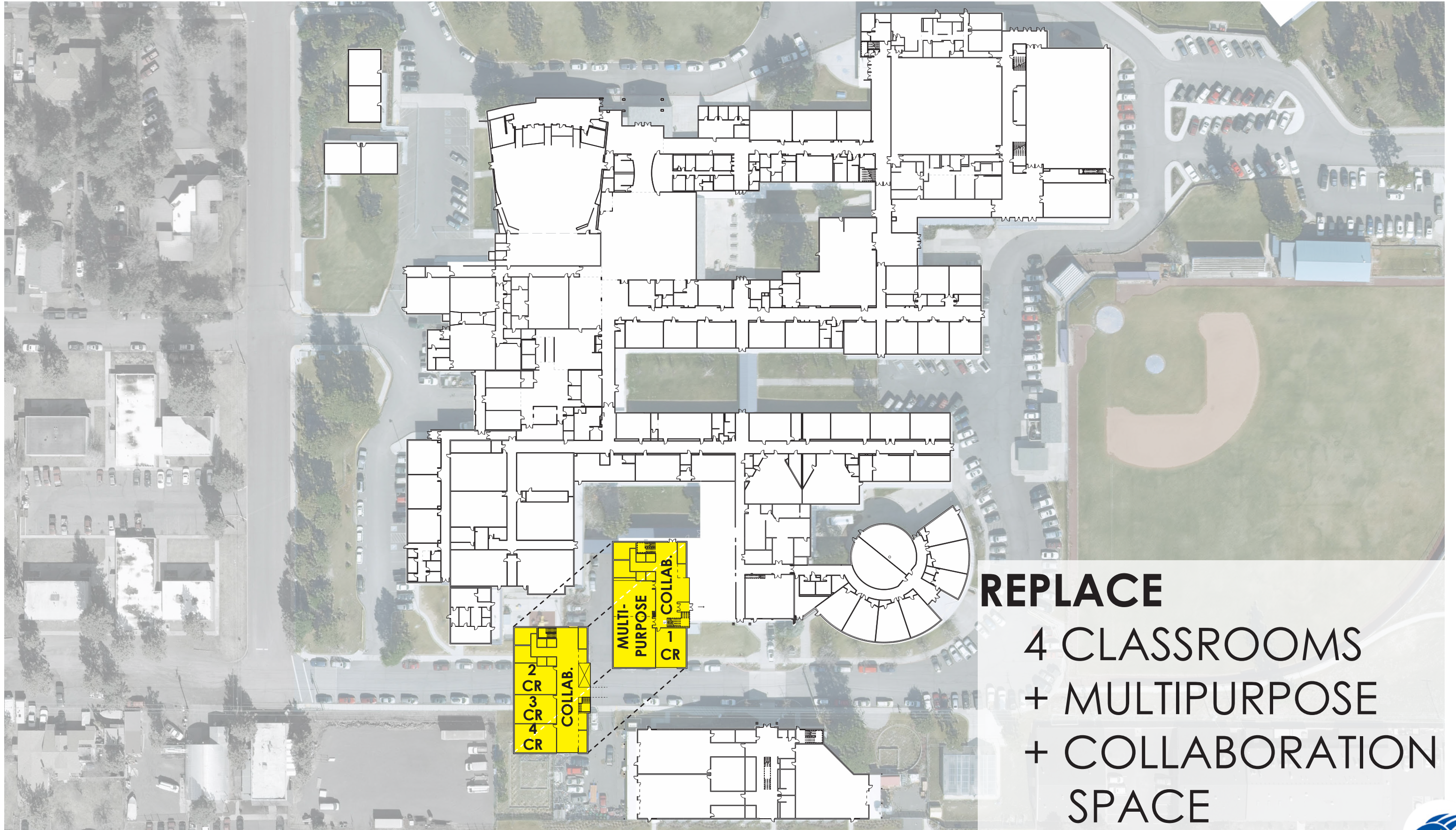
## DISPLACE

4 CLASSROOMS  
+ OFFICES

- 2 SCIENCE
- 2 SRC
- SRC OFFICES

# Reimagined Bend Senior High

Robert D. Maxwell Center  
(Completed 2021)



**REPLACE**  
4 CLASSROOMS  
+ MULTIPURPOSE  
+ COLLABORATION  
SPACE

# Reimagined Bend Senior High

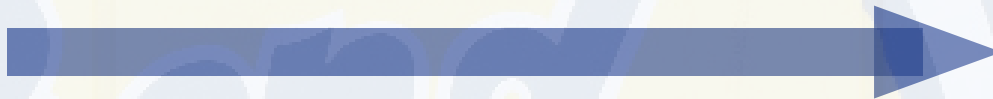
Robert D. Maxwell Center  
(Completed 2021)



# Reimagined Bend Senior High Next Phases

***FAST FORWARD...***

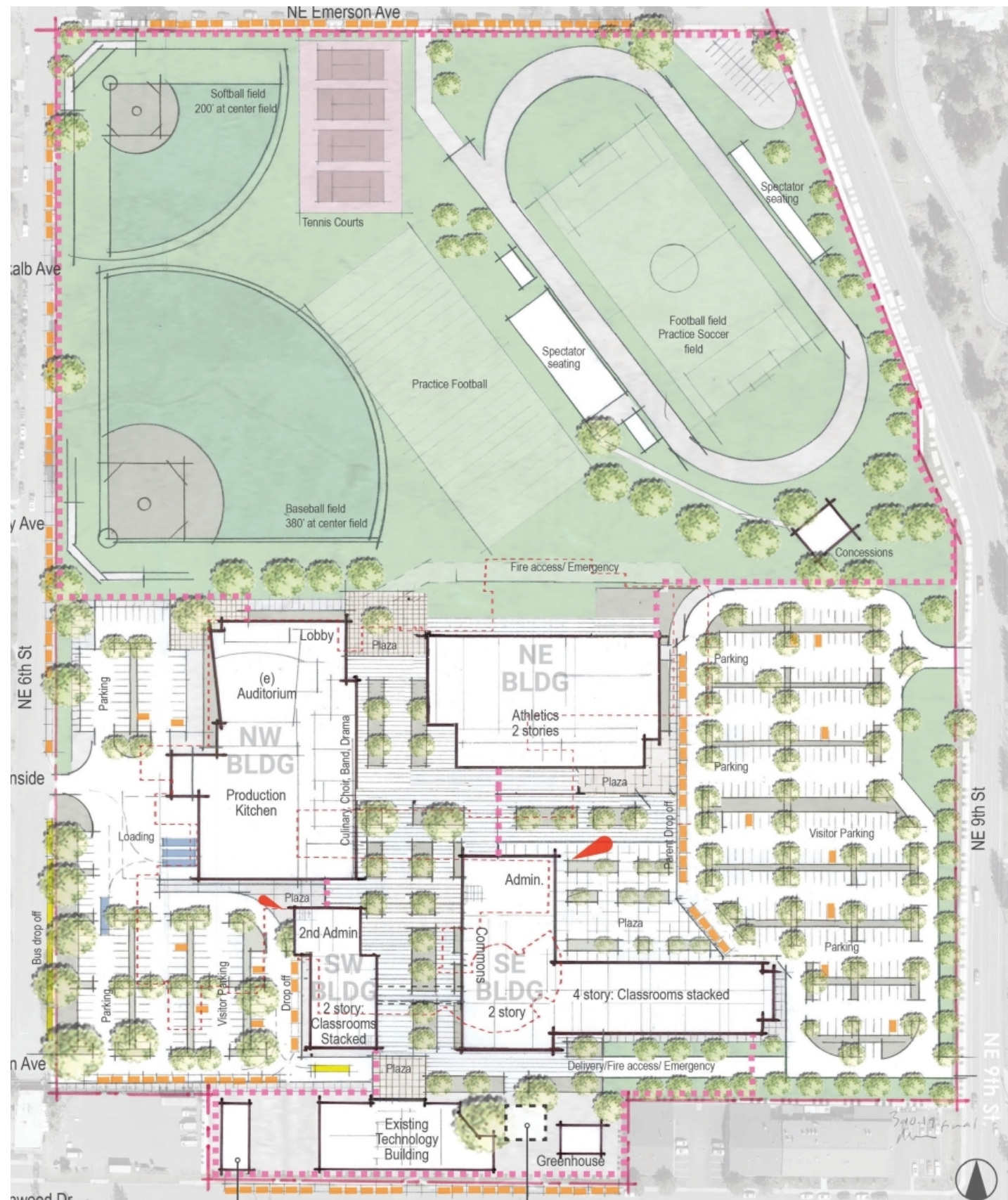
**2019**



**2023**

**BOND PASSED!**

# Reimagined Bend Senior High Pre-Design - 2023



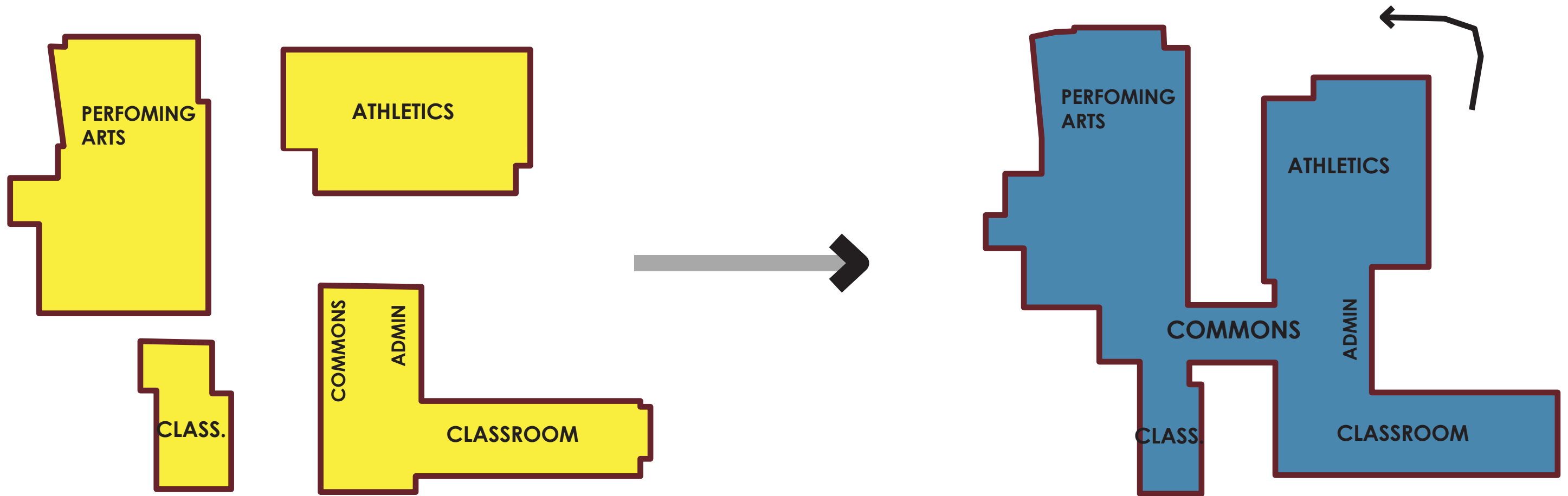
## Major Issues and Concerns:

- Security of Courtyard
- Amount of exterior space
- Lack of internal connections across school
- Separation and distance of program
- Building Support Access (deliveries)



BSHS STAFF FEEDBACK MEETING

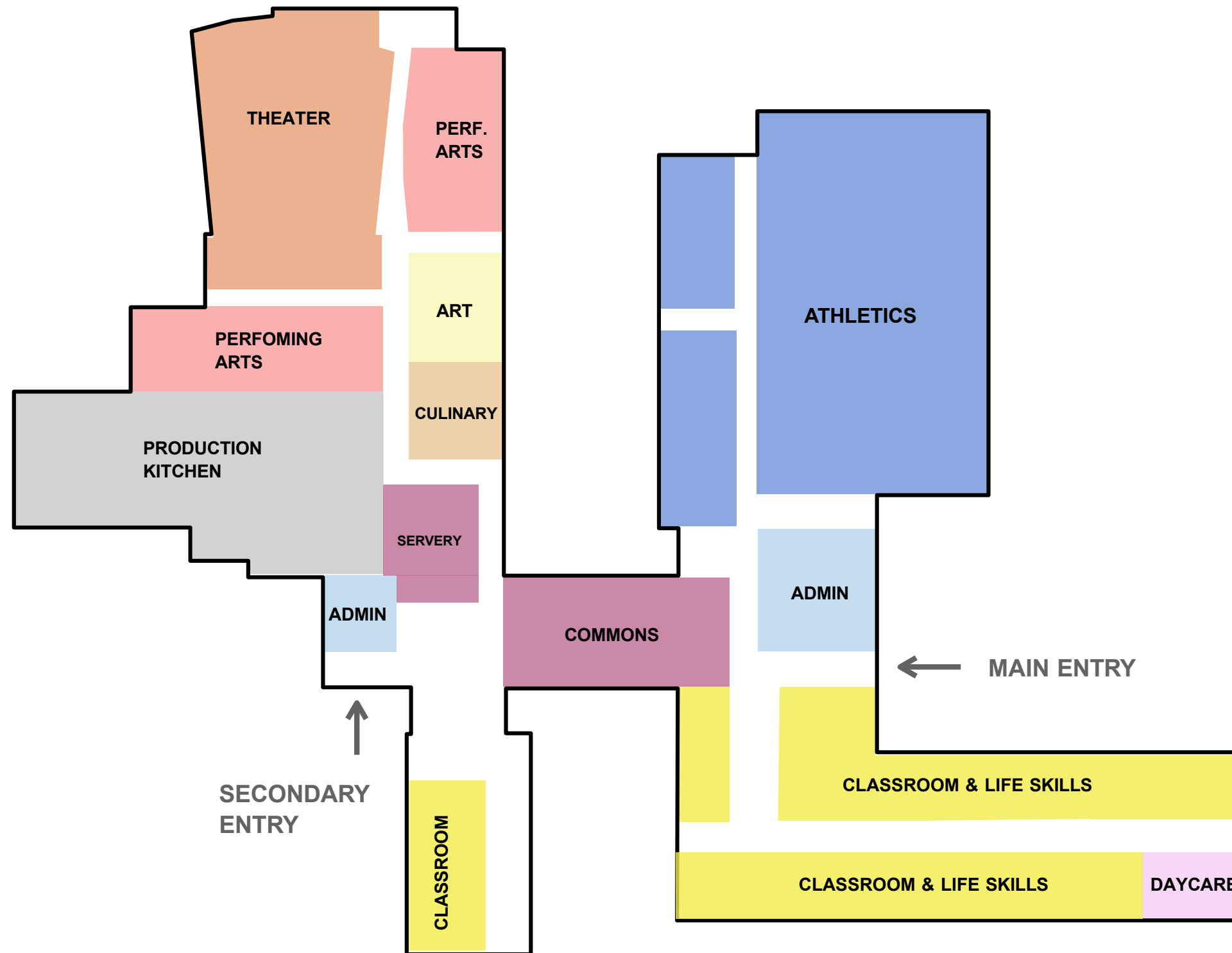
# Reimagined Bend Senior High Bond Work - 2023



**Revised Building Plan**

# Reimagined Bend Senior High

Bond Work - 2023



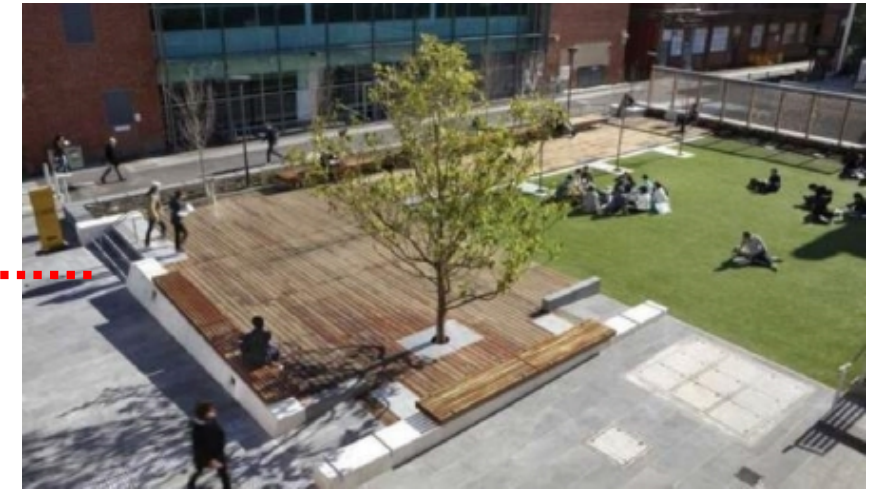
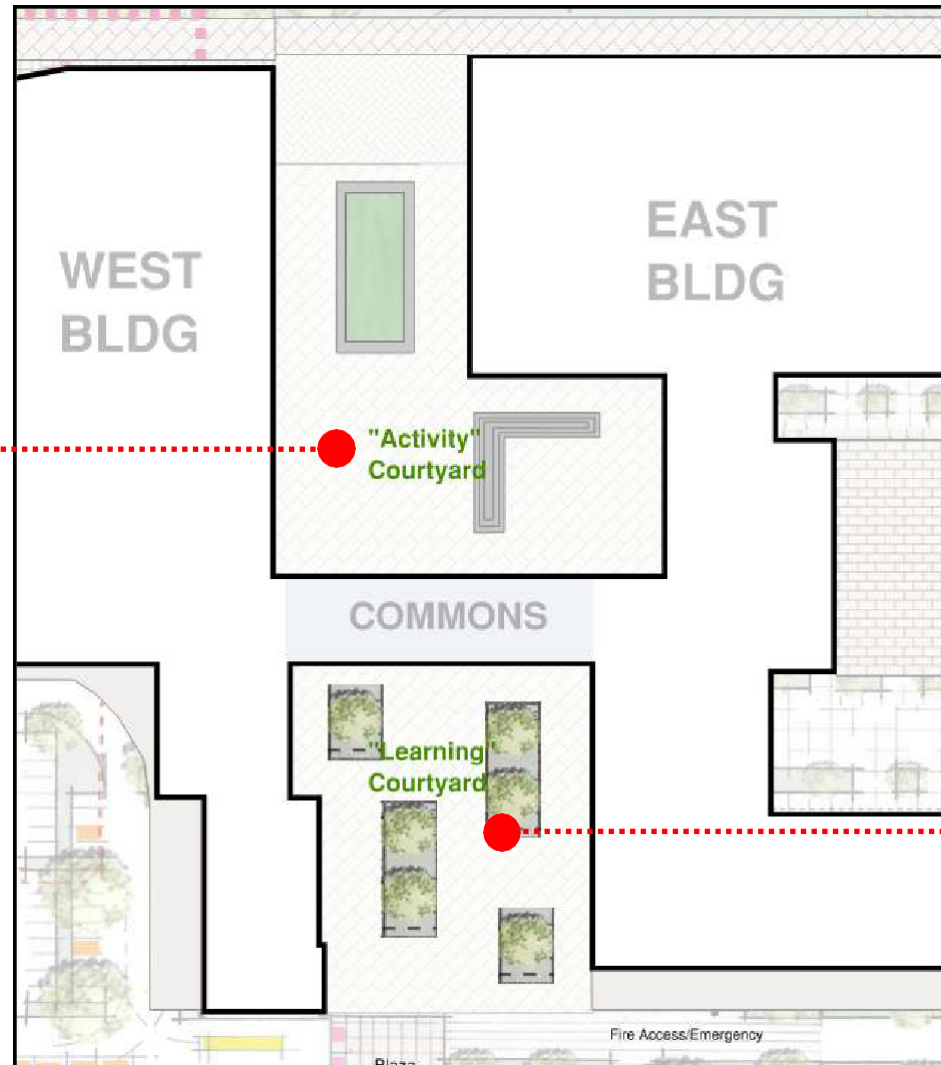
## Current Building Plan



# Reimagined Bend Senior High Commons & Circulation

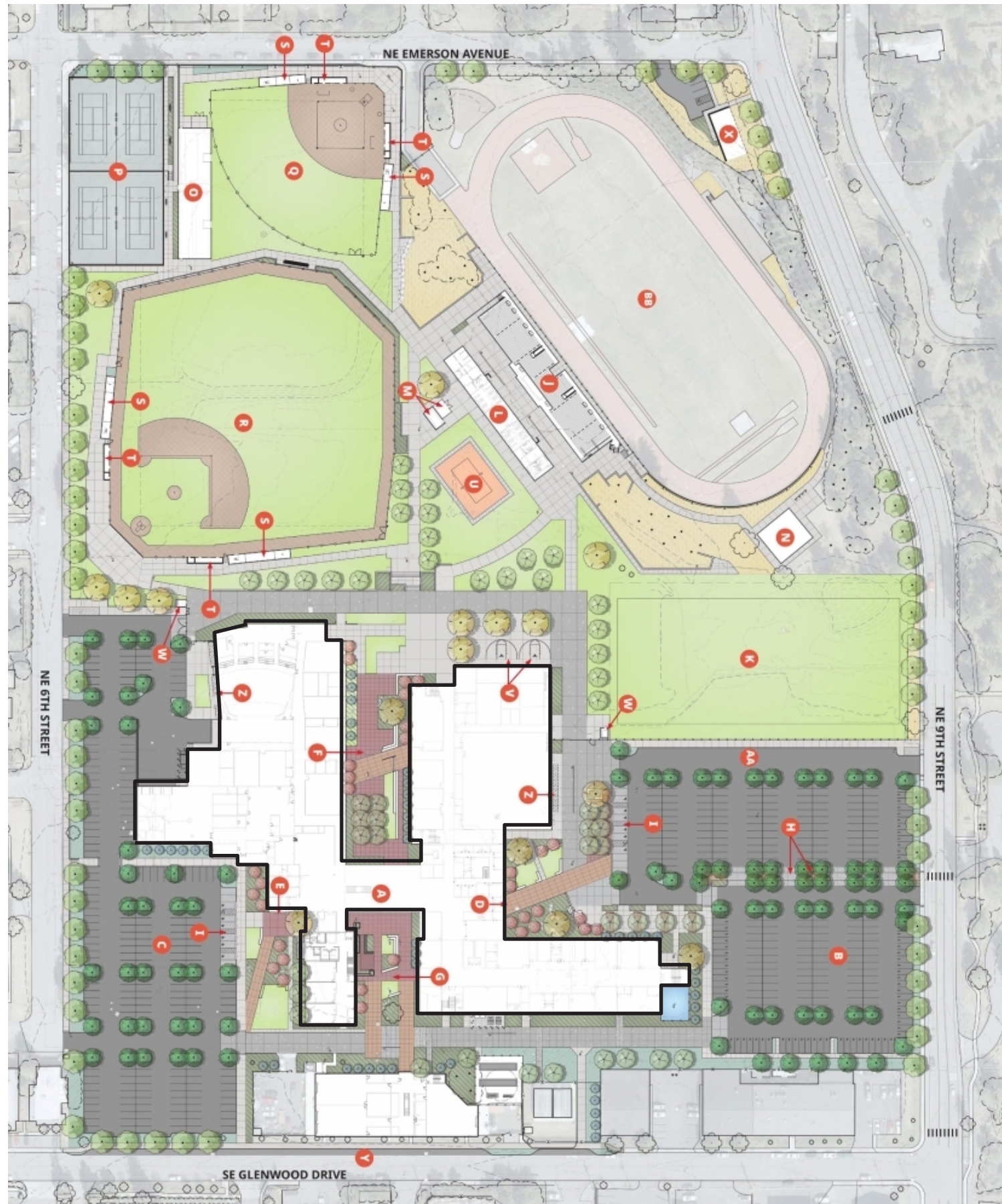


# Reimagined Bend Senior High Courtyards



# Reimagined Bend Senior High

## Campus Plan



### LEGEND

- A** PROPOSED HIGH SCHOOL
- B** EAST PARKING LOT
- C** WEST PARKING LOT
- D** MAIN SCHOOL ENTRANCE
- E** ADMIN ENTRY
- F** NORTH COURTYARD
- G** SOUTH COURTYARD
- H** RAISED WALK AND TREE BOULEVARD
- I** ADA PARKING
- J** STADIUM SEATING
- K** PRACTICE FIELD
- L** FIELD HOUSE
- M** CONCESSIONS + STORAGE
- N** EXISTING CONCESSIONS TO REMAIN
- O** BATTING TUNNELS + STORAGE
- P** TENNIS COURTS (4)
- Q** EXISTING REFURBISHED SOFTBALL FIELD
- R** BASEBALL FIELD
- S** BULLPEN
- T** BALL FIELD DUGOUT
- U** SAND VOLLEYBALL
- V** TWO (2) HALF COURT BASKETBALL
- W** TICKET BOOTH
- X** MOSAIC MEDICAL
- Y** BUS DROP OFF
- Z** BIKE RACKS
- AA** PARENT DROP OFF
- BB** EXISTING TRACK AND FIELD  
 Note: Redesign of Track and Field is pending. Assume an Add Alternate to relocate pole vault, install full size synthetic turf field, and two (2) new polyurethane 'D' zones for field events

# Reimagined Bend Senior High Phasing Strategy

## PHASE 3 RENOVATION

(THEATER, PRODUCTION KITCHEN)

## PHASE 3 NEW CONSTRUCTION

(PERFORMING ARTS, ART, CULINARY, ADMIN)



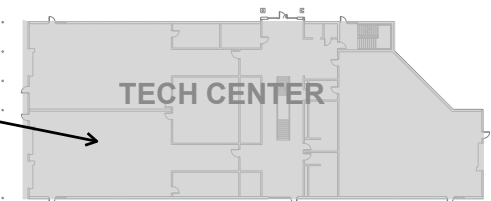
## PHASE 2 NEW CONSTRUCTION

(ATHLETICS)

## PHASE 1 NEW CONSTRUCTION

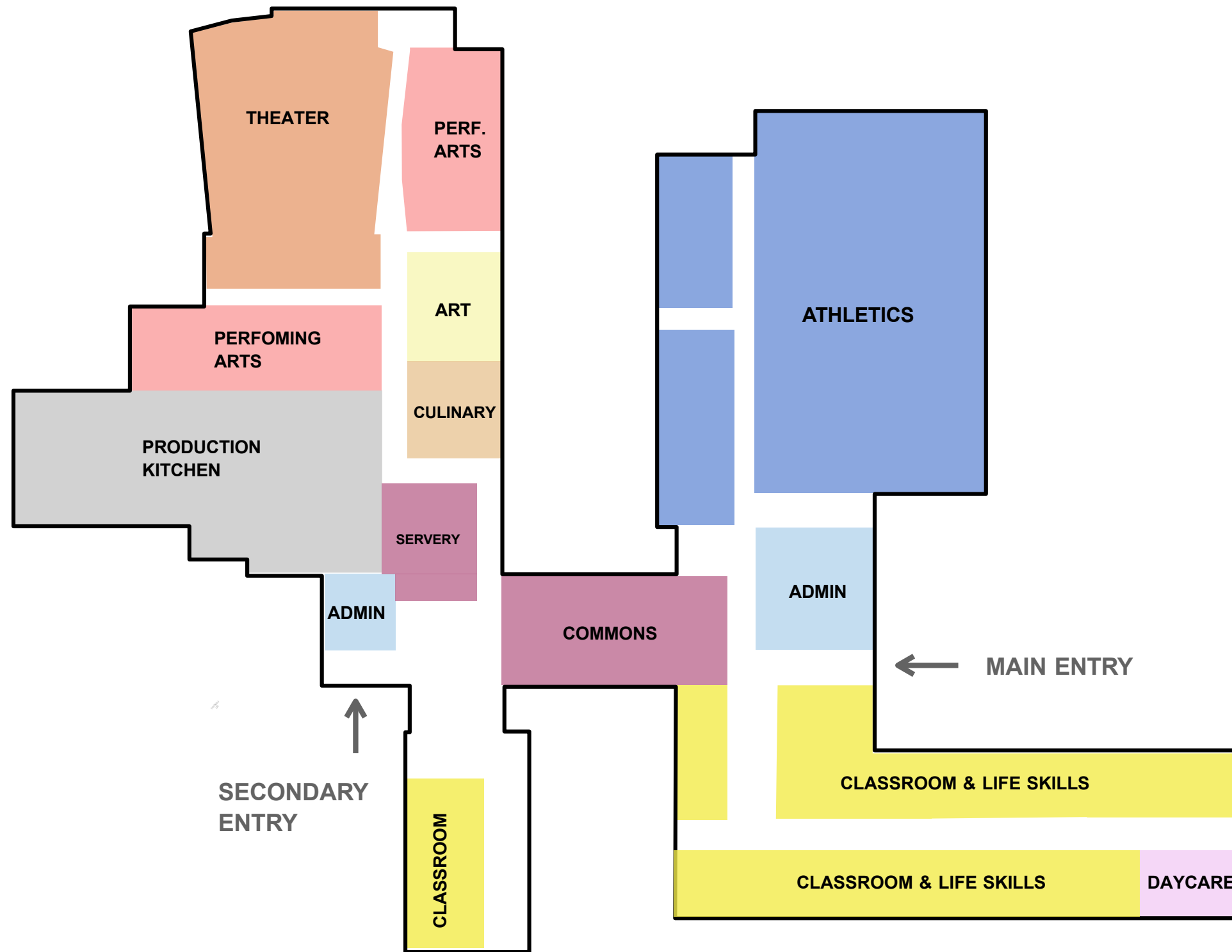
(CLASSROOM, COMMONS, ADMIN)

EXISTING TO REMAIN



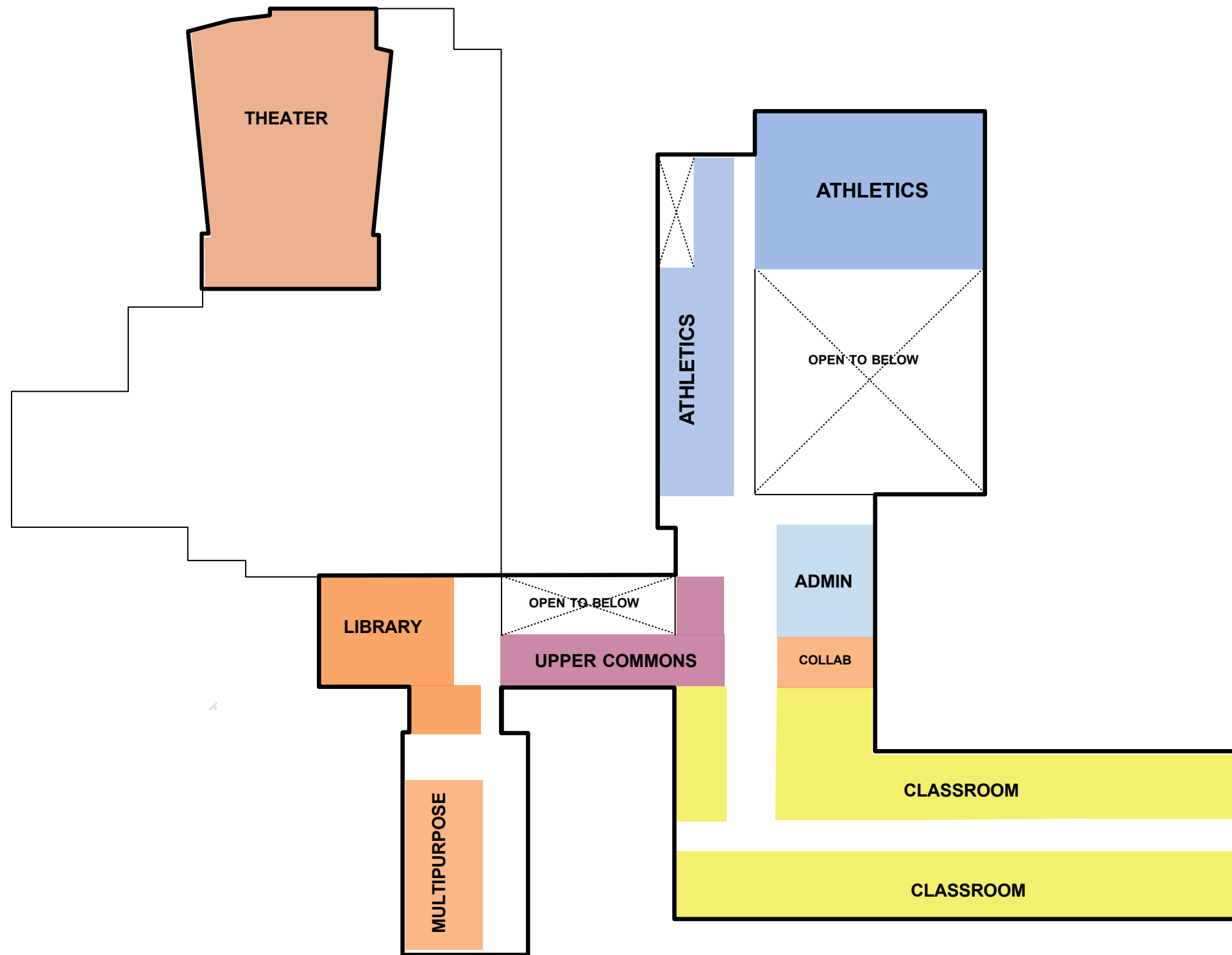
**PHASE 1 EST. COMPLETION: SUMMER 2026**  
**PHASE 2 & 3 EST. COMPLETION: SUMMER 2028**

# Reimagined Bend Senior High Floor Plans



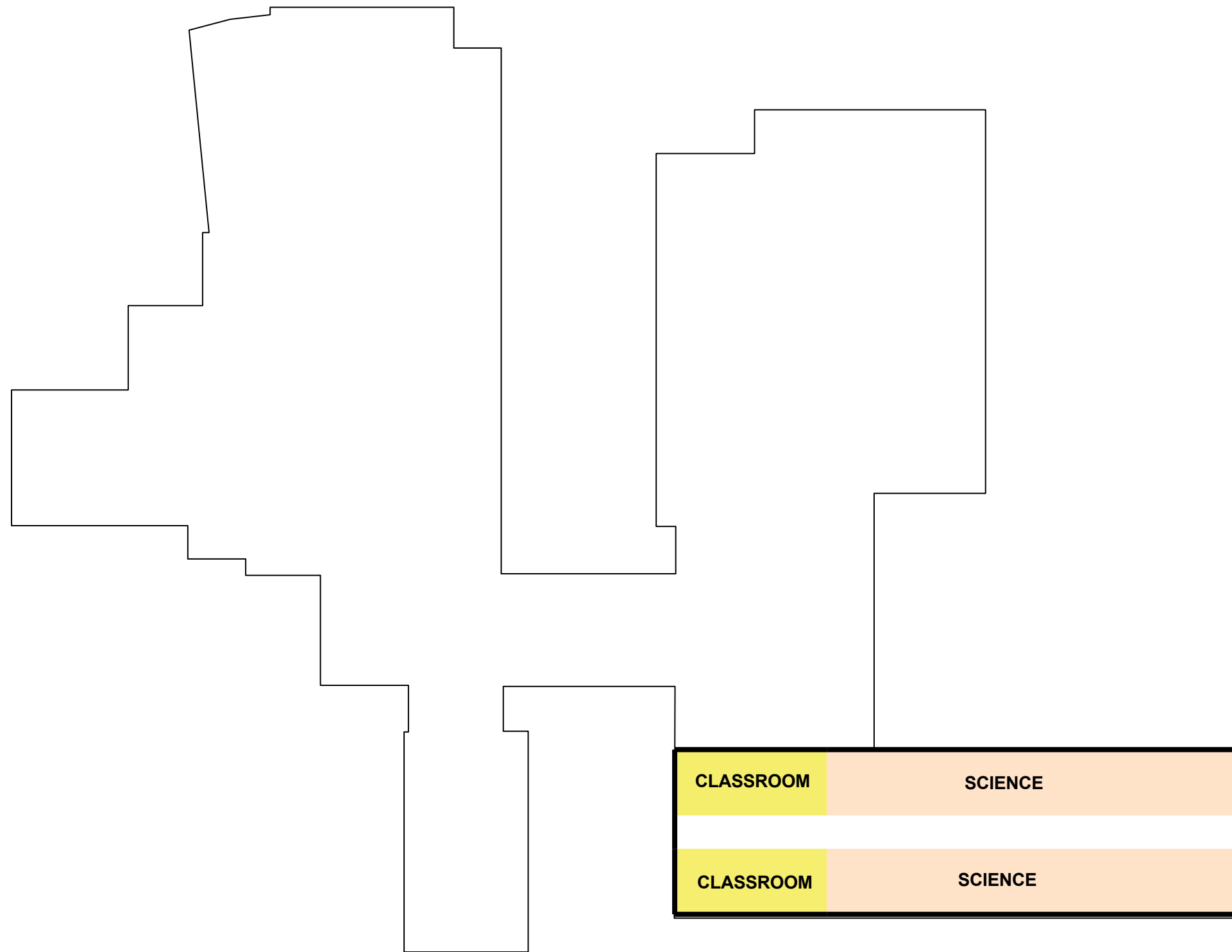
**LEVEL 1**

# Reimagined Bend Senior High Floor Plans



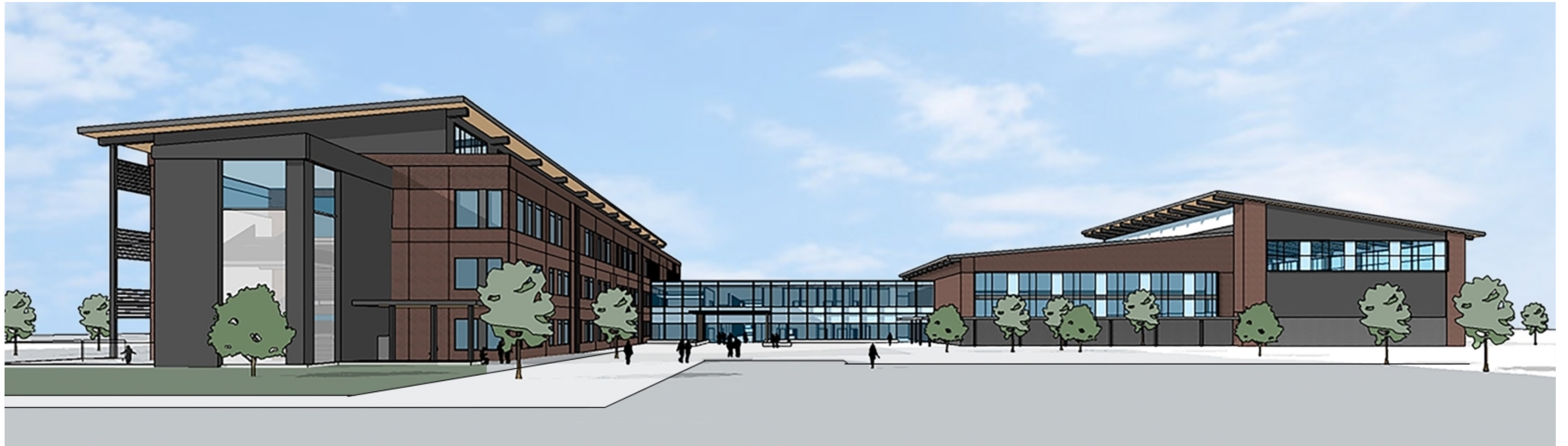
**LEVEL 2**

# Reimagined Bend Senior High Floor Plans



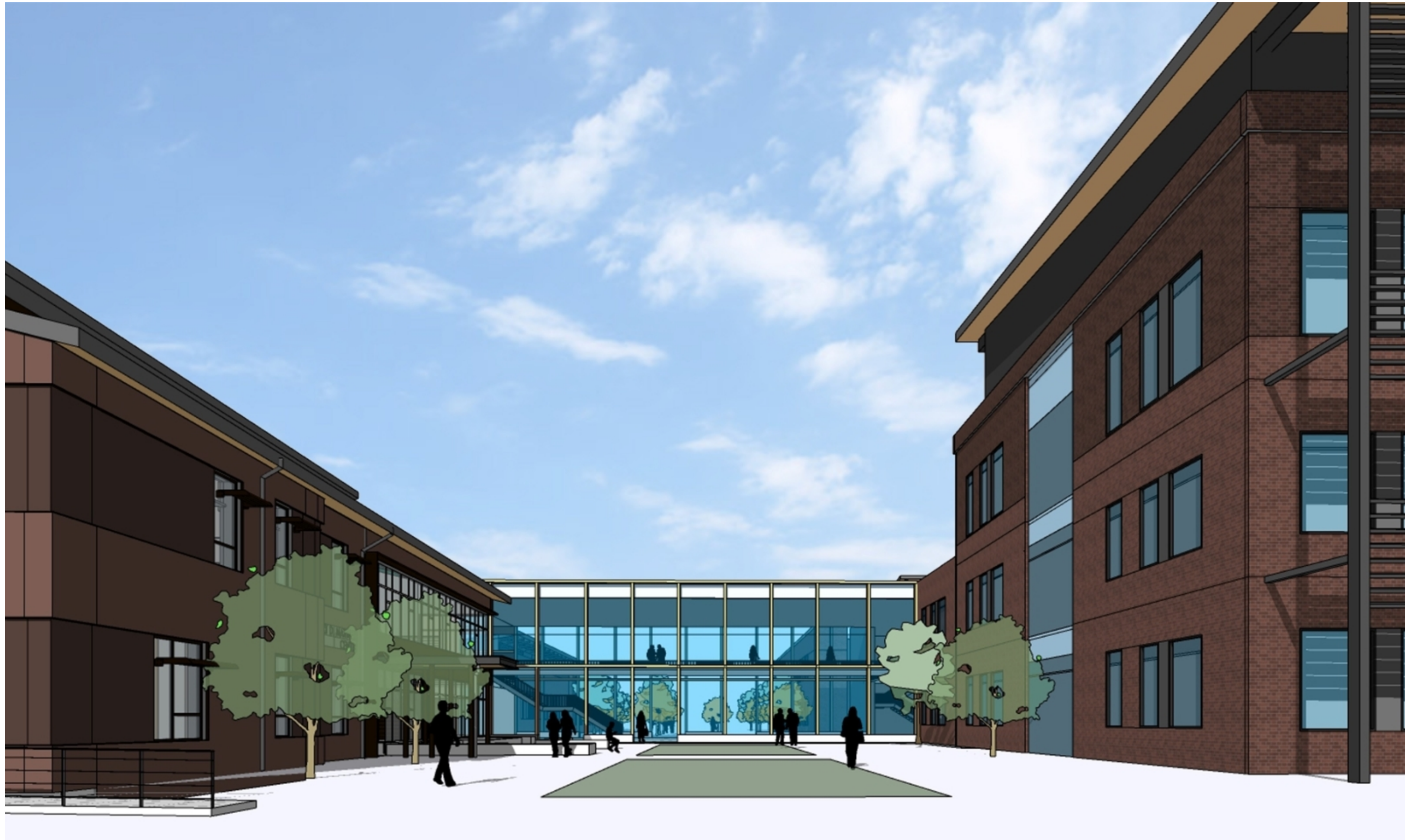
**LEVEL 3**

# Reimagined Bend Senior High Campus Views



**MAIN ENTRY FROM EAST**

# Reimagined Bend Senior High Campus Views



**SOUTH COURTYARD**

# Reimagined Bend Senior High Campus Views



**AERIAL VIEW**



**REPORT:** Board Policies for Review (8/8/2023)

**PRESENTED BY:** Melissa Barnes Dholakia, Board Chair

**EXECUTIVE SUMMARY:**

As part of policy governance, the Board of Directors for Bend-La Pine Schools has a policy review process for the governance processes, executive limitations, board ends, board staff linkages, and specific district policies that require board review and approval. The first part of the process consists of the Board sharing policies that are currently in review. Following the meeting, the Board will allow time for and consider public feedback related to the proposed changes.

The following Board Policies are currently in review. A brief summary of the proposed changes are listed below and a redline version follows this executive summary.

<b>Policy Title</b>	<b>Reason for Update</b>
<b>CBC-BP: Supervision &amp; Evaluation of the Superintendent</b>	Updates include language and process for monitoring the Superintendent's performance that was previously described in BSL-1: Monitoring Superintendent Performance. Renamed from AP to BP
<b>BSL-1: Monitoring Superintendent Performance</b>	Recommend deletion of BSL-1. Language is now incorporated into revised version of CBC-BP.

Feedback regarding the proposed changes will be accepted until 5:00 p.m. on August 22, 2023. To provide comment on any of the policies in review, please visit the [Policies page](#) of the District website or complete the comment form linked [here](#). Comment form opens Wednesday, August 9, 2023.



The Board of Directors will view Superintendent performance as being identical to organizational performance. Superintendent job performance will be monitored systematically against superintendent job expectations which are defined as:

- Reasonable progress toward organizational accomplishment of the Board's Ends policies, and
- Organizational operation within the boundaries established in the Board's Executive Limitations.

Accordingly, monitoring determines the degree to which board policies are being met. Information not formally presented as monitoring data and that does not contribute directly to this purpose is not considered monitoring data.

The Board will acquire monitoring data on Ends and Executive Limitations policies by one of three methods:

1. By internal report, in which the Superintendent discloses information and demonstrates compliance to the Board;
2. By external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies;
3. By direct Board inspection, in which the whole Board formally assesses compliance with the appropriate policy criteria.

The consistent standard for compliance for Executive Limitations policies shall be whether the Superintendent has reasonably interpreted and acted within the scope of the Board policy being monitored. For Ends policies, the standard shall be whether the Superintendent has reasonably interpreted and whether reasonable progress is being made toward achieving the Board's described Ends. The Board will make the final determination as to whether the Superintendent interpretation is reasonable, whether the Superintendent is in compliance, and whether reasonable progress is being made.

Executive Limitations will be monitored through a report presented by the Superintendent at a school board meeting. The Board of Directors may request specific evidence or data related to an Executive Limitation report, but shall do so in a timely manner with respect to the time necessary to prepare and data availability. The Superintendent will notify the Board of any material change to an Executive Limitation report that occurred after the report was submitted to the Board.

The Board of Directors will conduct a formal summative evaluation of the Superintendent according to the timeline, process and scoring specifications outlined in the Superintendent's contract. Board leadership and the Superintendent shall also meet in November and May of each year to ensure that roles and responsibilities are being properly met by each party.

The summative evaluation will be based on data collected during the year from the monitoring of Ends and Executive Limitations.

As the summative evaluation process described above is based on the prior year's evidence and actions, an incoming Superintendent would not have impacted those results, therefore, Board leadership shall have the discretion to develop an evaluation relevant to the first year of service of an incoming Superintendent.

Nothing in this policy is intended to imply the establishment of any personal rights not explicitly established by statute, contract, or Board policy. All employment decisions related to the Superintendent remain the sole discretion of the Board of Directors.

~~The superintendent's job performance will be evaluated formally at least annually. The superintendent and/or the Board may base the evaluation on the administrative job description, any applicable standards of performance, examination of the superintendent's portfolio, execution of Board policy, and progress in attaining goals for the year as established.~~

Additional criteria for the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation. The Superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the Superintendent and their his/her performance will be in executive session, unless the Superintendent requests an open session. However, such an executive session will not include a general



evaluation of any district goal, objective, or operation. Results of the evaluation will be written and placed in the Superintendent's personnel file.

The results of the Superintendent's evaluation will be subject to the public records law.

Any time the Superintendent's performance is deemed to be unsatisfactory, the Superintendent will be notified in writing of specific areas to be remedied and will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may dismiss the Superintendent pursuant to Board policy, the Superintendent's employment contract, with the superintendent and state law and rules.

END OF POLICY

REVIEWED: 2/8/2011, 8/8/2023

ADOPTED: 2/13/1996, 1/14/1997, 2/22/2011, 9/27/2016

**POLICY / REGULATION CROSS REFERENCE**

GBL-AP: Personnel Records  
GB-AP: General Personnel Policies

**LEGAL REFERENCE**

ORS 192.660 (2)(8)    ORS 342.815  
ORS 332.505        OAR 581-022-1720  
ORS 342.513        Hanson v. Culver School District No 5 (1975)

## **MONITORING SUPERINTENDENT PERFORMANCE**

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The Board will view superintendent performance as being identical to organizational performance. Superintendent job performance will be monitored systematically against superintendent job expectations which are defined as:

- reasonable progress toward organizational accomplishment of the Board's Ends policies, and
- organizational operation within the boundaries established in the Board's Executive Limitations policies.

Accordingly, monitoring determines the degree to which board policies are being met. Information not formally presented as monitoring data and that does not contribute directly to this purpose is not considered monitoring data.

The Board will acquire monitoring data on Ends and Executive Limitations policies by one of three methods:

1. By internal report, in which the superintendent discloses information and demonstrates compliance to the board;
2. By external report, in which an external, disinterested third party selected by the board assesses compliance with board policies;
3. By direct board inspection, in which the whole Board formally assesses compliance with the appropriate policy criteria.

The consistent standard for compliance for Executive Limitations policies shall be whether the superintendent has reasonably interpreted and acted within the scope of the board policy being monitored. For Ends policies, the standard shall be whether the superintendent has reasonably interpreted and whether reasonable progress is being made toward achieving the board's described Ends. The board will make the final determination as to whether superintendent interpretation is reasonable, whether the superintendent is in compliance, and whether reasonable progress is being made.

Executive Limitations Policies will be monitored annually through a report presented by the superintendent at a school board meeting. While some policy language specifies interim updates (e.g. quarterly financial reports), the schedule for complete and formal EL monitoring appears below. Modifications to this schedule are subject to agreement between the superintendent and board leadership.

EL 1: Global Executive Restraint	August
EL 2: Emergency Superintendent Succession	August
EL 3: Treatment of Students, Parents / Guardians and the Public	September
EL 4: Treatment of Staff	September
EL 5: Staff Compensation and Benefits	October
EL 6: Staff Evaluation	October
EL 7: Facilities	June
EL 8: Academic Programs	November, March & May
EL 9: Technology	April

EL 10: Financial Planning and Administration  
EL 11: Asset Protection  
EL 12: Legally Required Policies

January  
April  
December

The school board may request specific evidence or data related to an Executive Limitation report but shall do so in a timely manner with respect to the schedule. The superintendent will notify the school board of any material change to an Executive Limitation report that occurred after the report was submitted to the board.

### **Evaluation of the Superintendent**

The board will conduct a formal summative evaluation of the superintendent according to the timeline, process and scoring specifications outlined in the superintendent's contract. Board leadership and the superintendent shall also meet in November and May of each year to ensure that roles and responsibilities are being properly met by each party.

The summative evaluation will be based upon data collected during the year from the monitoring of Ends and Executive Limitations policies.

As the summative evaluation process described above is based on the prior year's evidence and actions, an incoming superintendent would not have impacted those results, therefore, board leadership shall have the discretion to develop an evaluation relevant to the first year of service of an incoming superintendent.

Nothing in this policy is intended to imply the establishment of any personal rights not explicitly established by statute, contract or board policy. All employment decisions related to the superintendent remain the sole discretion of the board.

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Replaces:

Originally Adopted: 9/27/2016

Monitoring Method:

Monitoring Frequency: