



## School Board Regular Meeting Agenda

June 17, 2025, 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> Carrie McPherson Douglass, Board Vice Chair	
2.	<b><u>Pledge of Allegiance</u></b>	
	<b>Speaker(s):</b> Carrie McPherson Douglass, Board Vice Chair	
3.	<b><u>Review of Agenda</u></b>	
	<b>Speaker(s):</b> Carrie McPherson Douglass, Board Vice Chair	
4.	<b><u>Action Items</u></b>	
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	<b>Speaker(s):</b> Carrie McPherson Douglass, Board Vice Chair	
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	A. Champion for Students Award	
	<b>Speaker(s):</b> Dr. Steve Cook, Superintendent	
	B. Acknowledgement of Service	
	<b>Speaker(s):</b> Dr. Steve Cook, Superintendent	
6.	<b><u>Public Comment</u></b>	
	<b>Speaker(s):</b> Carrie McPherson Douglass, Board Vice Chair	
	<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.	
7.	<b><u>Consent Agenda</u></b>	
	<b>Speaker(s):</b> Carrie McPherson Douglass, Board Vice Chair	
	<b>Description:</b> Items that are routine in nature are placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed at the request of any Board member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion.	
	A. Approval of Minutes	6
	<b>Description:</b> May 13, 2025, Budget Committee Meeting; May 13, 2025, Regular Business Meeting; and May 27, 2025, Work Session; <i>Reference: ORS 192.650 and ORS 332.057</i>	
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<b>Speaker(s):</b> Dr. Steve Cook, Superintendent	
<b>Description:</b> Items that are routine in nature and for informational purposes only are placed on the Consent for Information.	
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<b>Speaker(s):</b> Dr. Steve Cook, Superintendent	
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<b>Speaker(s):</b> Carrie McPherson Douglass, Board Vice Chair	
10. <b>Superintendent's Report</b>	
<b>Speaker(s):</b> Dr. Steve Cook, Superintendent	
11. <b>Director 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 July 8, 2025.	



**REPORT:** New Board Member Oath of Office

**PRESENTED BY:** Carrie McPherson Douglass, Board Vice Chair

**EXECUTIVE SUMMARY:**

At the May 20, 2025, Special Election, five members were elected to the Bend-La Pine Schools Board of Directors. They will be sworn into office today and their terms will run July 1, 2025, through June 30, 2029.

- Zone 1: Jenn Lynch
  - Precincts: 3, 5, 7, 8, 27, 35, 47, 49
  - Schools: Elk Meadow Elementary, Highland Elementary, High Lakes Elementary, Pine Ridge Elementary, Westside Village K-8, W.E. Miller Elementary, Cascade Middle School, Pacific Crest Middle School and Summit High School
- Zone 2: Marcus LeGrand
  - Precincts: 1, 11, 12, 13, 20, 26, 37, 41, 46
  - Schools: Ensworth Elementary, Lava Ridge Elementary, North Star Elementary, Ponderosa Elementary, Realms Middle School, Sky View Middle School, Mountain View High School, and Realms High School
- Zone 4: Shirley Olson
  - Precincts: 16, 23, 24, 38, 39, 40, 50
  - Schools: Rosland Elementary, La Pine Elementary, La Pine Middle School, La Pine High School, and Three Rivers K-8
- Zone 6: Ross Tomlin
  - At Large Position
- Zone 7: Kina Chadwick
  - At Large Position



## **Bend-La Pine Schools Board Member Oath of Office**

**New members must qualify by taking an oath of office before assuming the duties of the office.**

"I, (state your name), do solemnly swear (or affirm) that I will support the Constitution of the United States, the constitution and the laws of the state of Oregon, and the policies of Bend-La Pine School District. During my term, I will faithfully and impartially discharge the responsibilities of the office to the best of my ability."

*Legal reference: ORS 332.005*



## School Board Budget Committee Meeting Minutes

### Meeting Location:

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

**Meeting Date:** May 13, 2025

### Board Members

Kina Chadwick:	Present
Cameron Fischer:	Present
Marcus LeGrand:	Present
Carrie McPherson Douglass:	Absent
Shirley Olson:	Present
Amy Tatom:	Present
Ross Tomlin:	Present

### Budget Committee Members in Attendance:

Cara Marsh-Rhodes - joined virtually  
Natasha McFarland - joined virtually  
Sharon Bellusci  
Ned Lutz  
Seth Isenberg  
Tom Bahrman

#### 1. Call to Order

**Speaker(s):** Budget Committee Chair Cara Marsh-Rhodes

**Discussion:** The meeting was called to order by Budget Committee Chair Cara Marsh-Rhodes at 5:07 pm.

#### 2. Review of Agenda

**Speaker(s):** Budget Committee Chair Cara Marsh-Rhodes

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

#### 3. Public Comment

**Speaker(s):** Budget Committee Chair Marsh Rhodes

**Discussion:** One individual provided public comment.

#### 4. Consent Agenda

**Speaker(s):** Budget Committee Chair Marsh Rhodes

**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.

**Discussion:** Amy Tatom made the motion to approve the consent agenda as presented. Ross Tomlin seconded the motion. Unanimous approval.

#### A. Approval of Minutes

**Description:** April 8, 2025, Budget Committee Meeting; *Reference: ORS 192.650 and ORS 332.057*

**Attachments:** 4.8.25 Budget Committee Meeting Minutes - DRAFT

5. Reports

A. 2025-26 Budget Information Update

**Speaker(s):** Dan Emerson, Chief Financial Officer

**Attachments:** 5.13.25 District Follow-up to BLS Proposed Budget Questions

6. Action Items

A. Budget Committee Approval of 2025-2026 Budget

**Speaker(s):** Budget Committee Chair Marsh Rhodes

**Discussion:** Seth Isenberg made the motion to approve the assessment of the permanent tax rate of \$4.7641 per \$1,000 of assessed value for the permanent tax rate levy and to approve a tax of \$46,332,994 in the Debt Service Fund for the purpose of the payment of bonded debt owed by the school district, and to approve the budget in the aggregate amount of \$639,538,582. Tom Bahrman seconded the motion. Unanimous approval.

7. Adjourn

**Speaker(s):** Budget Committee Chair Marsh Rhodes

**Discussion:** Budget Committee Chair Cara Marsh-Rhodes adjourned the meeting at 5:17 pm.

Recorded by: Marta Broberg, Executive Assistant to the Superintendent

DRAFT: Pending Board Approval



## School Board Regular Meeting Minutes

### Meeting Location:

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

**Meeting Date:** May 13, 2025

### Board Members

Kina Chadwick:	Present
Cameron Fischer:	Present
Marcus LeGrand:	Present
Carrie McPherson Douglass:	Absent
Shirley Olson:	Present
Amy Tatom:	Present
Ross Tomlin:	Present

#### 1. Call to Order

**Speaker(s):** Marcus LeGrand, Board Chair

**Discussion:** The meeting was called to order by Chair Marcus LeGrand at 5:30 pm.

#### 2. Pledge of Allegiance

**Speaker(s):** Marcus LeGrand, Board Chair

**Discussion:** The Pledge of Allegiance was led by Chair Marcus LeGrand.

#### 3. Review of Agenda

**Speaker(s):** Marcus LeGrand, Board Chair

**Attachments:** 5.13.25 Agenda and 5.13.25 Agenda - BORRADOR

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

#### 4. District Recognitions

##### A. Student Voice Council Seniors

**Speaker(s):** Dr. Steve Cook, Superintendent

##### B. Champion for Students Award

**Speaker(s):** Dr. Steve Cook, Superintendent

#### 5. Student Voice Council Report

**Speaker(s):** Student Voice Council Leadership

**Discussion:** The student representatives were Elliott DeMartin from Realms High School, Iris Marshall from Bend Senior High School, and Daisy Chavez from the Latino Family Advisory.

#### 6. Public Comment

**Speaker(s):** Marcus LeGrand, 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:** There was no public comment.

7. **Consent Agenda**

**Speaker(s):** Marcus LeGrand, Board Chair

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

**Action(s):** I move to approve the Consent Agenda. This motion, made by Amy Tatom and seconded by Ross Tomlin, Carried.

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

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

A. **Approval of Minutes**

**Description:** April 8, 2025, Regular Meeting, and April 22, 2025, Work Session

*Reference: ORS 192.650 and ORS 332.057*

**Attachments:** 4.8.25 Minutes – DRAFT and 4.22.25 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 5.13.25 and Classified Board Report 5.13.25

C. **Resolution 1989: 2024-25 Supplemental Budget**

**Attachments:** Executive Summary: Resolution 1989: 2024-25 Supplemental Budget and Resolution 1989: 2024-25 Supplemental Budget

8. **Consent for Information**

**Speaker(s):** Dr. Steve Cook, Superintendent

**Description:** Items that are routine in nature and for informational purposes only are placed on the Consent for Information.

A. **Follow-up to Board Comment**

**Attachments:** 5.13.25 District Follow-up to BLS School Board Meeting Comment.docx

B. **Approval of Administrative Policies and Regulations**

**Attachments:** Executive Summary: Administrative Policies and Regulations for Adoption, FFA-AR: Memorials - DRAFT 5.13.25, IGAEB-AP: Drug, Alcohol, and Tobacco Prevention - DRAFT 5.13.25, IGDB-AR: Student Publications - DRAFT 5.13.25, IKJ-AP: Artificial Intelligence - DRAFT 3.11.25, IKJ-AP 3.11.25-4.22.25 Policy Public Comment, JBAA-AP: Section 504-Students - DRAFT 5.13.25, JBAA-AR: Section 504-Students - DRAFT 5.13.25, JHFC-AR: Personal Student Transportation - DRAFT 5.13.25, and KG-AP: Community Use of District Facilities - DRAFT 5.13.25

C. **REPORT: Executive Limitation 4.5: Student Transportation**

**Attachments:** Executive Limitation 4.5: Student Transportation

D. **REPORT: Executive Limitation 4.7: Technology**

**Attachments:** Executive Limitation 4.7: Technology

9. **Reports**

A. **Math 2 Curriculum Adoption**

**Speaker(s):** Dean Richards, Director of Secondary Curriculum, Instruction and Systems

**Attachments:** Executive Summary: Math 2 Curriculum Adoption and Presentation: Math 2 Curriculum Adoption

10. **Action Items**

A. **Middle School Science, 9th Grade Science, and Health Curriculum Adoptions**

**Speaker(s):** Dr. Steve Cook, Superintendent

**Action(s):** I move to approve Lab Aids: Issues and Science for 6-8 Science as recommended. This motion, made by Amy Tatom and seconded by Cameron Fischer, Carried.

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

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

**Action(s):** I move to approve PEER Physics for 9th grade Physics as recommended. This motion, made by Amy Tatom and seconded by Shirley Olson, Carried.

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

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

**Action(s):** I move to approve Live Well and supplemental materials for 6-12 Health as recommended. This motion, made by Kina Chadwick and seconded by Amy Tatom, Carried.

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

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

**Attachments:** Executive Summary: Secondary Science and Health Curriculum Adoption, Public Comment for the 2025 Science Curriculum Adoption (Responses), Public Comment for the 2025 Health Curriculum Adoption Feedback (Responses), and District Follow-up to Board Member Questions Regarding Science Curriculum

**11. Superintendent's Report**

**Speaker(s):** Dr. Steve Cook, Superintendent

**12. Director Comments**

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

**13. Adjourn**

**Description:** Meeting will be adjourned with next Regular School Board Meeting scheduled for June 17, 2025.

**Discussion:** Chair Marcus LeGrand adjourned the meeting at 6:50 pm.

Recorded by: Marta Broberg, Executive Assistant to the Superintendent



## School Board Work Session Meeting Minutes

### Meeting Location:

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

**Meeting Date:** May 27, 2025

### Board Members

Kina Chadwick:	Present
Cameron Fischer:	Present
Marcus LeGrand:	Absent
Carrie McPherson Douglass:	Present
Shirley Olson:	Present
Amy Tatom:	Present
Ross Tomlin:	Present

#### 1. Call to Order

**Speaker(s):** Marcus LeGrand, Board Chair

**Discussion:** The meeting was called to order by Vice Chair Carrie McPherson Douglass at 5:30 pm.

#### 2. Pledge of Allegiance

**Speaker(s):** Marcus LeGrand, Board Chair

**Discussion:** The Pledge of Allegiance was led by Vice Chair Carrie McPherson Douglass.

#### 3. Review of Agenda

**Speaker(s):** Marcus LeGrand, Board Chair

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

#### 4. Public Hearing

**Speaker(s):** Marcus LeGrand, Board Chair

**Description:** The regular meeting will be adjourned to allow for a Public Hearing on the Annual Budget.

Public Comment is accepted via Google Form until 5:00 p.m. on the day of the meeting.

**Discussion:** Vice Chair Carrie McPherson adjourned the work session at 5:31 pm for the budget public hearing. One individual addressed the Board regarding pay equity for district employees. The work session reconvened at 5:34 pm.

#### 5. Work Session

**Description:** The Board will focus on key Board work and initiatives.

##### A. Stakeholder Engagement

**Speaker(s):** Kinsey Martin, Executive Director of Policy, Advocacy, and Equity

**Attachments:** Executive Summary: Stakeholder Engagement and Presentation Stakeholder Engagement

**Discussion:** Kinsey Martin, Executive Director of Policy, Advocacy, and Equity, introduced the Equity Coalition members joining the work session: Alexis Alipuria, district substitute teacher and parent; Katie Blodgett, parent; and Lin Hong, district Community Liaison and parent. Martin shared that the presentation is a discussion of stakeholder engagement, which is part of Board Goal #3.

The group participated in a partner brainstorming activity on roles/responsibilities and identities/experiences regarding who our stakeholders are.

Martin shared some policy examples of the district's commitment to stakeholder engagement, ranging from EL 3.1: Treatment of Students, Parents/Guardians, Families, and the Public to KG-AR: Community Use of District Facilities. She also noted some of the efforts and accomplishments on improving stakeholder engagement opportunities, such as resource allocation and community partnerships, both structured and informal.

The Equity Coalition's role, which is shaped by legislative requirements as well as its history and current structure, were discussed. Lin Hong shared the history over the past five years and the current structure which represents the diversity of the district. It was noted that the goal of providing opportunities for all students to have a sense of belonging has not changed. Katie Blodgett shared examples of how the group has been able to visit with students and staff to see how policies impact firsthand. Alexis Alipuria shared how elevating student voice within the group impacts the group's work and examples of the policies the group has worked on this year. Martin reiterated the three prongs of the Equity Coalition that are required by legislation: culture and climate, student voice, and policy decision-making.

Martin noted that the group's next steps and priorities are determining gaps and barriers to entry points for stakeholder engagement, getting better at intersectional collaboration among different groups, building community learning to create the feeling of a shared investment for the district and community, and providing additional opportunities for feedback and accountability.

The group participated in partner work and discussion on identifying and celebrating the strengths in the system and opportunities/suggestions for next steps. Coalition members shared experiences, hopes, and barriers they've experienced as part of the group.

## 6. Director Comments

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

**Discussion:** Director Ross Tomlin thanked everyone for sharing the information presented.

Director Shirley Olson noted that she recently attended the district's AI training for administrators and found it eye-opening. She is anxious to see it being used in classrooms.

Director Cameron Fischer thanked everyone for their time and for the district on moving on AI practices now, earlier than a lot of districts.

Director Kina Chadwick echoed all the comments previously made and gave a shoutout to everyone that helped the board members win in the recent election.

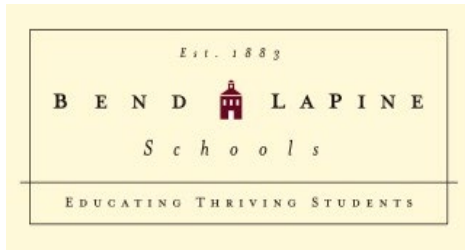
Director Amy Tatom thanked everyone for the presentation.

Vice Chair Carrie McPherson Douglass thanked everyone for the presentation and thanked the board members for running in the election and for their dedication to service to the community.

## 7. Adjourn

**Description:** Meeting will be adjourned with next Regular School Board Business Meeting scheduled for June 17, 2025.

**Discussion:** Vice Chair Carrie McPherson Douglass adjourned the meeting at 7:09 pm.



**HUMAN RESOURCES**

*Education Center*

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

DATE: June 10, 2025  
TO: Dr. Steven Cook, Superintendent  
Board of Directors for Bend-La Pine Schools

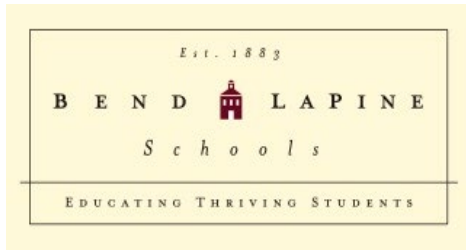
FROM: Steve Herron, Chief Human Resources Officer

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 June 10, 2025. All Hires are subject to successful drug testing, background check, and Oregon licensure.

**CERTIFIED HIRES**

NAME	POSITION	LOCATION	STATUS	HIRE DATE
Aleksey, Jane	ELL Language Specialist	ELL Department	Reg – Part to Full Time	08/25/2025
Canfield, Stephanie	Speech and Language Path	Special Programs	Reg – Part to Full Time	08/25/2025
Cassidy, Lisa	Science Teacher	La Pine High School	Regular Full Time	08/25/2025
Cena, Lisa	School Psychologist	Special Programs	Regular Part Time	08/25/2025
Crumrine, Greg	ROTC Instructor	La Pine High School	Regular Full Time	07/01/2025
Evensen, Kristen	Occupational Therapist	Special Programs	Regular Part Time	08/25/2025
Friesen, Daniel	Student Success Clinician	Special Programs	Regular Full Time	08/25/2025
Hurst, Ann Marie	ELL Language Specialist	ELL Department	Reg – Part to Full Time	08/25/2025
Kirkwood, Amber	Speech and Language Path	Special Programs	Regular Full Time	08/25/2025
Leedom, Kari	Student Success Coordinator	Special Programs	Regular Full Time	08/25/2025
Lefever, Cheyenne	Student Success Clinician	La Pine High	Regular Full Time	08/25/2025
Noble, Lily	Occupational Therapist	Special Programs	Regular Full Time	08/25/2025
O'Leary, Evan	Dual Immersion Instructor	RE Jewell Elementary	Regular Full Time	08/25/2025
Rudolph, Rebecca	Occupational Therapist	Special Programs	Regular Part Time	08/25/2025
Ryan, Jessica	Student Success Coordinator	Special Programs	Regular Full Time	08/25/2025
Sayre, Debra	Learning Specialist	La Pine Elementary	Regular Full Time	08/25/2025
Smith, Rachel	School Psychologist	Special Programs	Regular Full Time	08/25/2025
Stapp, Darren	Learning Specialist	Special Programs	Regular Full Time	08/25/2025
Towne, Sara	Learning Specialist	Special Programs	Regular Full Time	08/25/2025
Vallerga, Caitlin	ELL Language Specialist	ELL Department	Reg – Part to Full Time	08/25/2025
Watts, Chelsea	Learning Specialist	Special Programs	Regular Full Time	08/25/2025
White, Danielle	Family Engagement Specialist	La Pine High	Temporary Full Time	08/25/2025
Young, Kelsey	Learning Specialist	Special Programs	Regular Full Time	08/25/2025



**HUMAN RESOURCES**

*Education Center*

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

**CERTIFIED RESIGNATIONS**

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Canja, Adela	Primary Teacher	Rosland Elementary	10/27/2022 – 06/30/2025
Duncan, Hayley	Learning Specialist	Ensworth Elementary	08/23/2024 – 04/07/2025
Endter, Brian	Learning Specialist	Bend Tech Academy	08/28/2006 – 06/30/2025
Haas, Meagan	Counselor	Mountain View High	08/28/2023 – 06/30/2025
Herman, Renee	Student Success Instructor	Realms High	08/28/2023 – 06/30/2025
Oliver, Michelle	Counselor/Enrollment Coordinator	Bend-La Pine Online	11/05/2012 – 06/30/2025

**CERTIFIED RETIRE/REHIRE**

NAME	POSITION	LOCATION	REHIRED/END DATES

**ADMINISTRATIVE HIRES**

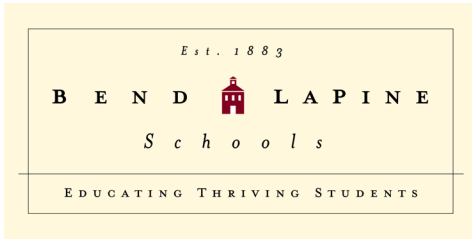
NAME	POSITION	LOCATION	STATUS	HIRE DATE
Bailey, Heather	Principal	High Desert Middle School	Regular Full Time	7/1/2025
McAndrews, Quinn	Athletic Director / Assistant Principal	Summit High School	Regular Full Time	7/1/2025
Pagano, Gabe	Director of District Activities & Athletics	Education Center	Regular Full Time	7/1/2025
Schmidt, Kelly	Principal	Cascade Middle School	Regular Full Time	7/1/2025
Thomas, Mary	Principal	Realms Middle/High School	Regular Full Time	7/1/2025
Young, Cory	Athletic Director / Assistant Principal	La Pine High School	Regular Full Time	7/1/2025
Young, Sara	Director of Student Services	Education Center	Regular Full Time	7/1/2025

**ADMINISTRATIVE RESIGNATIONS**

NAME	POSITION	LOCATION	HIRE/RESIGNED DATES
Legace, Katie	Executive Director of High Schools	Teaching and Learning	7/1/1997 – 06/30/2025

**ADMINISTRATIVE RETIRE/REHIRE**

NAME	POSITION	LOCATION	REHIRED/END DATES
Legace, Katie	Executive Director of High Schools	Teaching and Learning	07/01/2025 – 06/30/2026



**HUMAN RESOURCES**

*Education Center*

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

June 10, 2025

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

**FROM:** Steve Herron, Chief Human Resources Officer  
Ryan Kelling, Executive Director of Human Resources

**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 June 17, 2025.

***Classified Hiring***

<b>Name</b>	<b>Position/Posting No.</b>	<b>Location</b>	<b>Temp/Regular Position</b>	<b>Hire Date</b>
Fratto, Rochelle	Nutrition Server I	Bend High	Reg 3.0 hrs / day	05/13/25
McNab, Patricia	EA – Inclusion	Pacific Crest	Reg 7.0 hrs / day	05/20/25
Palmer, Evan	Custodial Crew I	Pilot Butte	Reg 8.0 hrs / day	05/15/25
Sanchez Zuniga, Ana	Custodial Crew I	Mountain View	Reg 8.0 hrs / day	05/13/25
Sortor, Rebecca	EA – Instruction	Lava Ridge	Temp 2.0 hrs / day	05/09/25
York, Amy	Nutrition Server I	Bend High	Reg 3.0 hrs / day	05/19/25

***Classified Resignations***

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Resign Date</b>
Anderson, Julie	Nutrition Tech II	Ensworth	09/25/17 – 05/30/25
Benson-Hibbs, Olivia	EA – Inclusion	Realms Middle	08/27/24 – 06/13/25
Caito, Melinda	Nutrition Server I	Ensworth	01/24/19 – 06/12/25
Cameron, Lisa	Secretary II	La Pine Middle	05/22/23 – 06/23/25
Harris, Jennifer	EA – Student Success	Bear Creek	01/24/22 – 06/12/25
Hatfield, Tami	Attendance Secretary II	Summit	08/26/24 – 06/20/25
Heynrichs-Moritz, Brenda	Nutrition Server I	Bend High	10/14/24 – 05/29/25
Jacobsen, Jaron	Campus Monitor	Summit	01/06/22 – 06/12/25
Jansen, Hester	EA – Inclusion	Lava Ridge	08/27/24 – 06/12/25
Klaus, Joshua	Interpreter/Translator	DEI	08/28/24 – 06/14/25



**HUMAN RESOURCES**

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Kuehn, Shasta	EA – Inclusion	La Pine High	08/28/18 – 06/12/25
Makowski, Rachael	Nutrition Server I	Pine Ridge	11/12/24 – 06/12/25
McDaniel, Tatum	EA – Inclusion	Lava Ridge	09/21/23 – 06/12/25
Ortiz, Adrian	School to Career Program Mgr	Caldera	08/29/22 – 06/17/25
Pruett, Stacy	Custodial Crew I	High Lakes	08/01/23 – 06/04/25
Stenzel, Karie	Kitchen Manager I	Cascade	10/08/18 – 06/06/25
West, Natasha	EA – Inclusion	Student Services	08/27/24 – 06/12/25

**Classified Retirements**

Name	Position	Location	Retire Date
Knowles, Lisa	EA – Online Student Success	La Pine High	01/03/22 – 06/13/25
Mullen, Deborah	Office Manager	Pacific Crest	04/16/18 – 06/27/25
Speck, Laurie	Counseling Secretary	Bend Tech	09/28/22 – 06/23/25
Weber, Todd	Custodial Crew I	Mountain View	07/28/08 – 06/30/25

**Classified Retire-Rehires**

Name	Position	Location	Rehire Date

**Classified Dismissals**

Name	Position	Location	Term Date

**Confidential Hiring**

Name	Position/Posting No.	Location	Temp/Regular Position	Hire Date

**Confidential Resignations**

Name	Position	Location	Resign Date



**HUMAN RESOURCES**

*Education Center*

*520 N.W. Wall Street*

*Bend, Oregon 97703-2699*

*(541) 355-1100*

*Fax (541) 355-1109*

**Confidential Dismissals**

Name	Position	Location	Term Date



**ACTION:** Board Polices for Adoption – June 17, 2025

**PRESENTED BY:** Steve Cook, Superintendent

**EXECUTIVE SUMMARY:**

Bend-La Pine Schools has a multi-part, policy and regulation review process. The district shares policies and regulations that are currently in review at regularly scheduled school board meetings and then following the meeting allows time for, and considers, public feedback related to the proposed changes. The district also has several student, staff, and community groups that review policies and provide feedback. The Oregon School Boards Association (OSBA) releases a Policy Update several times a year with changes to policies and regulations as a result of changes in legislation. The district reviews the required and recommended changes before adopting any changes. Public feedback is not solicited on these policies as the updates align with requirements set forth in laws and regulations.

The following Board policies 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
<b>EEA-BP: Student Transportation Services</b>	Updated to align with current district practices, OSBA sample policy, and to include language previously found in EE-AP and EEA-AR.

**Recommended Motion:**

I move to adopt the Board policies as presented.



School transportation services will be provided for students to and from school; and when available, will be provided for transporting students to and from curricular and extracurricular activities sponsored by the district, transporting from one school or facility to another, transporting for school-sponsored field trips that are **extensions** ~~extentions~~ of classroom learning experiences. Transportation will be provided for foster and unhoused students to and from the student's school of origin<sup>1</sup> as required by **the Every Student Succeeds Act (ESSA) law**. Services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the district.

Students living within specified attendance boundaries shall receive transportation services to their respective schools. In addition, students, including those receiving special **education** ~~eduction~~ services, may be eligible for transportation for health and/or safety reasons.

Miles from school will be determined by the Executive Director of Transportation or designee in accordance with Oregon Administrative Rule (OAR) 581-023-0040(1)(e).

The district may use Type 10 and Type 20 School Vehicles to transport students from home to school, school to home, and to and from district-sponsored activities. District staff are prohibited from using private vehicles for the transportation of students and from coordinating such private transportation of students.

The district may also provide transportation using federal funds<sup>1</sup> or through cooperative agreements with local victim's assistance units for a student to attend a safe district school<sup>2</sup> out of the student's attendance area for any student who is a victim of violent criminal offense occurring in or on the grounds of the school the student attends. If there are no other schools within the district a student may transfer to, the district may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement.

Students attending any private, parochial or public charter school under the compulsory school attendance laws will, where the private, parochial or public charter school is along or near the bus route, be provided equally the riding privileges given to public school students.

Transportation will be provided for students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.

Preschool students with disabilities who have transportation as a related service and children from birth to age three who are enrolled in an eligible program shall be provided home to school transportation.

A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Oregon Department of Transportation under ORS 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt property fits<sup>3</sup>. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or safety vest that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215 vehicles in excess of 10,000 pounds used for student transportation are exempt from statutory

<sup>1</sup> "Federal funds" means funds available through Title IV, Part A, and Title V, Part A.

<sup>2</sup> If there is not another school in the district to which students can transfer, districts are encouraged, but not required, to explore other appropriate options, i.e., an agreement with a neighboring district.

<sup>3</sup> "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

School buses carrying students will be considered extensions of the school experience. All students using school transportation will abide by the code of conduct posted on each school bus or activity vehicle. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of self or others, will be reported by the school bus or activity vehicle driver to the Executive Director of Transportation or designee. The Executive Director of Transportation or designee will, as soon as possible, inform the appropriate district administrator of such occurrence. Violators may be denied use of transportation for a period of time as deemed appropriate by the district administrator and/or Executive Director of Transportation.

District administrators or their designee shall ensure transportation officials and drivers receive notice of students having special medical or behavioral protocols identified in student records. Appropriate training related to specific protocols, including confidentiality requirements, will be provided to drivers.

Appropriate training related to specific protocols, including confidentiality requirements, will be provided to drivers.

Monitors that ride a school bus shall receive training on emergency procedures and their role in the safe transportation of all students on the bus.

The school bus or activity vehicle driver will be responsible for the school bus or activity vehicle at all times, from departure to return. The driver will not participate in any activities that might impair their driving abilities.

Bend-La Pine Schools will comply with all state and federal laws and regulations pertaining to school bus transportation.

Elementary students grades K-5 living beyond one mile of their attendance area school and secondary students grades 6-12 living beyond one and one-half miles of their attendance area school will be provided transportation by the district or, in specific situations, the district may consider the following:

1. The district may pay mileage reimbursement, at a rate per mile that is determined by the district, to parents/guardians who transport their own students to school or to an established district-determined bus stop if:
  - a. The student's residence is situated beyond the required distances from a school or bus stop as stated above when the student is attending their attendance area school; or if a magnet student is on a route that is cancelled; and
  - b. The district determines the need.

END OF ADMINISTRATIVE BOARD POLICY

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REVIEWED: 4/22/02, 12/8/22, 6/17/25  
APPROVED: 5/26/92, 2/13/96, 1/14/97, 1/10/23

**POLICY / REGULATION CROSS REFERENCE**

**LEGAL REFERENCE**

[ORS 327.006](#)  
[ORS 327.033](#)  
[ORS 327.043](#)  
[ORS 332.405](#)  
[ORS 332.415](#)  
[ORS 339.240 - 339.250](#)  
[ORS 343.155 - 343.246](#)  
[ORS 343.533](#)  
[ORS 811.210](#)  
[ORS 811.215](#)  
[ORS 815.055](#)

[ORS 815.080](#)  
[ORS 820.100 - 820.190](#)  
  
[OAR 581-021-0050 - 0075](#)  
[OAR 581-022-2345](#)  
[OAR 581-023-0040](#)  
[OAR 581-053-0002](#)  
[OAR 581-053-0003](#)  
[OAR 581-053-0004](#)  
[OAR 581-053-0010](#)  
[OAR 581-053-0031](#)

[OAR 581-053-0040](#)  
[OAR 581-053-0053](#)  
[OAR 581-053-0060](#)  
[OAR 581-053-0070](#)  
[OAR 581-053-0210](#)  
[OAR 581-053-0220](#)  
[OAR 581-053-0230](#)  
[OAR 581-053-0240](#)  
[OAR 735-102-0010](#)

Senate Bill 905 (2019)

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6315, 7912 (2018).  
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11431-11435 (2012).



Administrative School District No. 1

Resolution No. 1990: Annual Meeting Schedule

**BE IT RESOLVED** that the Board of Directors of Administrative School District No. 1, Deschutes County, shall conduct its Regular Board meetings on the second Tuesday of each month and its Work Session Meetings on the fourth Tuesday of each month, with exceptions, as presented in the attached revised Board meeting calendar for the 2025-2026 school year.

**BE IT RESOLVED** that Board meetings shall be held at 5:30 p.m. unless otherwise specified.

**BE IT RESOLVED** that this Board may change meeting dates, time, and locations by majority vote of this body, and subject to proper notice, pursuant to ORS 192.640.

Moved by \_\_\_\_\_

Second by \_\_\_\_\_

Yes votes \_\_\_\_\_

No votes \_\_\_\_\_

Dated this 17<sup>th</sup> day of June 2025.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Board Secretary



Administrative School District No. 1

Resolution No. 1991: Annual Meeting Schedule

**BE IT RESOLVED** that the Board of Directors of Administrative School District No. 1, Deschutes County, shall conduct its Regular Board meetings on the second Tuesday of each month and its Work Session Meetings on the fourth Tuesday of each month, with exceptions, as presented in the attached Board meeting calendar for the 2026-2027 school year.

**BE IT RESOLVED** that Board meetings shall be held at 5:30 p.m. unless otherwise specified.

**BE IT RESOLVED** that this Board may change meeting dates, time, and locations by majority vote of this body, and subject to proper notice, pursuant to ORS 192.640.

Moved by \_\_\_\_\_

Second by \_\_\_\_\_

Yes votes \_\_\_\_\_

No votes \_\_\_\_\_

Dated this 17<sup>th</sup> day of June 2025.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Board Secretary



Administrative School District No. 1

Resolution No. 1992: Parliamentary Procedure

**BE IT RESOLVED** that the Board of Directors of Administrative School District No. 1, Deschutes County, adopts Robert's Rules of Order, current edition, as the parliamentary law governing the procedure of this Board in the conduct of its meetings.

Moved by \_\_\_\_\_

Second by \_\_\_\_\_

Yes votes \_\_\_\_\_

No votes \_\_\_\_\_

Dated this 17<sup>th</sup> day of June 2025.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Board Secretary



**Administrative School District No. 1**

**Resolution No. 1993: Designation of Authority**

**BE IT RESOLVED** that the Board of Directors of Administrative School District No. 1, Deschutes County, hereby designates Superintendent, Steven Cook, as the Chief Administrative Officer, District Clerk and Budget Officer of the school district and hereby ratifies the adoption of all legally required policies.

**BE IT FURTHER RESOLVED** that the Board of Directors of Administrative School District No. 1, Deschutes County, hereby designates the Chief Financial Officer, Dan Emerson, as Deputy Clerk and Chief Financial Officer.

Moved by \_\_\_\_\_

Second by \_\_\_\_\_

Yes votes \_\_\_\_\_

No votes \_\_\_\_\_

Dated this 17<sup>th</sup> day of June 2025.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Board Secretary



Administrative School District No. 1

Resolution No. 1994: Depositories and Authorized Signatures

**BE IT RESOLVED** that deposit accounts up to deposit insurance limits may be held at any insured financial institution with a head office or branch in Oregon.

**BE IT FURTHER RESOLVED** that deposit accounts in excess of deposit insurance limits may only be maintained at financial institutions designated as “qualified depositories for public funds” by the Oregon State Treasurer’s Office.

**BE IT FURTHER RESOLVED** that the Board of Directors of Administrative School District No. 1, Deschutes County, hereby directs that all District accounts with depositories shall have three authorized signors.

**BE IT FURTHER RESOLVED** that the following persons are designated as Custodian of Funds and authorized to execute financial instruments: Superintendent, Deputy Superintendent, and Chief Financial Officer.

**BE IT FURTHER RESOLVED** that, in compliance with ORS 332.525, the persons designated as Custodian of Funds will be bonded.

Moved by \_\_\_\_\_

Second by \_\_\_\_\_

Yes votes \_\_\_\_\_

No votes \_\_\_\_\_

Dated this 17<sup>th</sup> day of June 2025.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Board Secretary



Administrative School District No. 1

Resolution No. 1995: Salary and Insurance Payments

**BE IT RESOLVED** that the Board of Directors of Administrative School District No. 1, Deschutes County, hereby authorizes the District Clerk and/or designees to make salary payments, as well as workers' compensation, health, liability, and other insurance payments according to the provisions of the District Budget, Board Executive Limitations and State Law.

Moved by \_\_\_\_\_

Second by \_\_\_\_\_

Yes votes \_\_\_\_\_

No votes \_\_\_\_\_

Dated this 17<sup>th</sup> day of June 2025.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Board Secretary



Administrative School District No. 1

Resolution No. 1996: Public Contracting Rules and Procedures Including Class Special Procurements and Exemptions

WHEREAS, Bend-La Pine School District No. 1 (“District”) is an Oregon school district which is subject to Oregon’s public contracting laws; and

WHEREAS, the District’s Board of Directors (the “Board”), serves as the District’s Local Contract Review Board (“LCRB”); and

WHEREAS, ORS 279A.065(5) provides that a local contracting agency may adopt its own rules of procedure for public contracting that:

- (A) Specifically, state that the model rules adopted by the Attorney General do not apply to the contracting agency; and
- (B) Prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Attorney General; and

WHEREAS, the Board, with required notice, did on February 14, 2023, adopt with Resolution No. 1943 public contracting rules and procurement guidelines including certain exemptions and class special procurements described in administrative regulation DJ-AR; now therefore

BE IT HEREBY RESOLVED, that the Board of Directors appoints the Superintendent, Chief Operations Officer, Chief Financial Officer, Assistant Finance Director-Budget, or Procurement and Contract Manager to determine whether or not a particular contract or purchase is exempt by virtue of meeting criteria in the adopted public contracting rules and procurement guidelines.

BE IT FURTHER RESOLVED, that the Board of Directors appoints the Superintendent or Superintendent’s designee to approve contracts and purchases on behalf of the District unless otherwise restricted by law or in the Board’s Executive Limitations.

Moved by \_\_\_\_\_

Second by \_\_\_\_\_

Yes votes \_\_\_\_\_ No votes \_\_\_\_\_

Dated this 17<sup>th</sup> day of June 2025.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Board Secretary



**ACTION ITEM:** Secondary Math 2 (Geometry/Data Reasoning) Curriculum Adoption

**PRESENTED BY:** Dean Richards, Director of Secondary Curriculum, Instruction, and Systems

**EXECUTIVE SUMMARY:** This executive summary is to share the findings of the Math 2 curriculum team. The team recommends that Math Medic be selected as the curriculum for tenth grade Math, which includes standards in Geometry and Data Reasoning. This curriculum provides continuity between the ninth-grade curriculum (algebra) and the tenth-grade curriculum in Geometry and Statistics.

*10th Grade Mathematics*

**Material Review Process:**

Beginning in the 2022-2023 school year a team of high school teachers, with representation from all high schools, began to look at the beliefs and values that they hold as mathematics teachers. A curriculum team looked at curricular tools and decided that Math Medic was best for Algebra. The curriculum team had many of the same representatives, and added a few more to represent teachers of Geometry/Data Reasoning. After field testing Math Medic, the team agreed that it was the best curriculum and provided the highest level of continuity. We did not receive any community feedback.

**Key Findings:**

After an evaluation process, the materials review teams have identified the following materials:

- Math Medic: Geometry and Statistics

**ADMINISTRATIVE RECOMMENDATION:**

Based on the comprehensive review and analysis, the materials review team recommends the adoption of Math Medic Geometry and Statistics for Math 2 (10th grade) Mathematics curriculum.

**RECOMMENDED MOTION:**

I move to approve the adoption of Math Medic for Math 2 curriculum.



## SUPERINTENDENT EVALUATION 2024-2025

### Introduction

This evaluation is meant to serve as a tool for continuous improvement, building on strengths to address future work and support from the Board.

### Part 1 - Summary

Superintendent Steven Cook is completing his fourth year with Bend-La Pine Schools. The board recognizes the progress made in the district for the 4<sup>th</sup> year and rates its overall rating as effective. While there are areas of continued improvement and growth in the district, there are still areas in which improvement should be expected.

In his role, Superintendent Cook continues to demonstrate an accomplished proficiency commensurate with being a successful district leader. His work and leadership meet the expectations to successfully move work forward across goal and functional areas, exceeding them in many ways.

Personal strengths are communication and transparency with internal and external stakeholders. In addition, his willingness to stand in the gap to address concerns at the state and local levels. Finally, his ability to recognize strengths in others is strong, using their tangible skills to move goals and strategic priorities into action. His respect for individuals and their opinions is noteworthy, building a collaborative environment while giving them agency.

Performance levels overall and in each Goal area are as follows:

Overall Performance			
<input type="checkbox"/> Just Beginning	<input type="checkbox"/> Approaching	<input checked="" type="checkbox"/> Meeting	<input type="checkbox"/> Exceeding

Board and District Goals	
Goal 1: Students Develop a Strong Academic Foundation	Approaching
Goal 2: Students have a Passion, Purpose, and Plan for their future	Exceeding
Goal 3: Students, Families, and Staff Experience Wellness, Inclusion, and Belonging	Meeting
Goal 4: Operational systems align and support an academically effective and sustainable organization.	Exceeding

Superintendent Cook continues to be a strong leader for Bend-La Pine Schools, working strategically to establish the conditions for success. Dr. Cook has established a new and vital executive team. Dr. Cook and his team have made continued progress to keep moving in the right direction, but there is still work to be accomplished and developed. His team has made progress in putting policies and procedures in place to strengthen academic programs and district effectiveness. Overall, the Board is appreciative of Dr. Cook's ongoing passion and leadership and looks forward to working with him in the years to come.

The following stand out as core strengths and core areas for future growth or future work:

### **Strengths**

Three core strengths of Superintendent Cook are as follows:

1. **Communication and Relationships:** Superintendent Cook excels in communication and relationship-building, demonstrating exceptional personal and professional people skills across roles and levels. He maintains a positive demeanor, fostering a collaborative environment that encourages others to thrive in their roles at the school, district, and board levels. His ability to engage effectively with various stakeholders ensures educational progress is a shared goal, and his supportive approach strengthens the academic community. Finally, his attendance at various school and district activities shows a commitment to stakeholders and the overall community.
2. **Knowledge:** Superintendent Cook remains well-informed on current issues, both at the local and state levels. For instance, he stepped up to address funding issues in local and state proposals and has been instrumental in state-level input to the Department of Education during legislative sessions and with the governor's office. He is proactive in supporting new curricular and instructional models, ensuring that our educational practices are innovative and effective.
3. **Commitment and Transparency:** Superintendent Cook demonstrates a strong commitment to clear communication and systematic improvement. He is adept at setting high expectations of key team members through communication, advocacy, and strong leadership. His commitment to identifying necessary changes within our schools and district, whether they pertain to academic programs, systemic processes, or personnel matters, is demonstrated by commitments to new goals and activities. His transparent communication about the need for and implementation of these changes builds trust and ensures a shared vision for the district's future.

These strengths collectively highlight Superintendent Cook's effective leadership and his positive impact on our district's progress and development.

### **Areas for Growth**

Three core areas for future growth or future work for Superintendent Cook are as follows:

1. **District Operations:** Three areas where Superintendent Cook can improve the performance of the district through operations are:
  - a. Continuing to establish trust across all levels of staff, school sites, district departments, and building district partnerships that enhance district overall needs. Demonstrating that level of transparency will impact individual school buy-in, and commitment to listening will develop feedback into decision-making. These implementations will help guide district priorities, ensure improved outcomes across school sites, and support our culture.
  - b. Improvement in monitoring school-level decisions in all areas: academic, operational, and family engagement.
  - c. Ensuring that decisions made in the district are supported with data.

2. **District Organization:** Superintendent Cook has the opportunity to better align the district’s organizational structure with its goals and strategy. This includes:
  - a. Continuing to diversify leadership to better reflect the broader community.
  - b. Evaluating and holding building leaders and central office leaders accountable for high student expectations and feedback, while listening more and acting upon the lived experience of others.
  - c. Increasing efforts on staff recruitment and retention.
  - d. Continuing to use and validate student and teacher/staff voices to provide input by every leader across the district.
  - e. Reviewing safety issues in management and technology management and share findings publicly.
3. **Academic Excellence:** While there are successes in the academic realm, Superintendent Cook needs to ensure a stronger academic commitment and consistency across all district schools.
  - a. More work is needed to make progress on closing achievement gaps in underserved groups.
  - b. More work is needed to show improvement at underperforming schools.
  - c. Shifting the focus to more student learning and including more rigor in classrooms
  - d. Advancing academic pathways, improving the experience for marginalized students, working on strategies/policies to improve attendance, and student engagement with academics.

These areas for improvement, when addressed, will further strengthen Superintendent Cook’s leadership and enhance the district’s progress toward achieving its goals.

**Part 2 – 2024-25 Goals**

<b>Goal 1: Students Develop a Strong Academic Foundation</b>			
<input type="checkbox"/> Just Beginning	<input checked="" type="checkbox"/> Approaching	<input type="checkbox"/> Meeting	<input type="checkbox"/> Exceeding

Superintendent Cook has supported academic adoptions in Reading, Language Arts, ESL, and DI, with Math and Science being in early implementation stages.

Professional development initiatives for all staff are ongoing, supporting the development of priority standards and their instructional implementation from K-12. All schools received professional learning to deepen knowledge and instructional practices. For example, the use of Really Great Reading curriculum materials reflects ongoing work to improve reading. In 2024, the district instructional coaches continue to work with teachers to improve these practices. Review of the district’s TAG programming is ongoing: updating the identification process, new PEP for elementary students, new TAG coordinators, and a timeline for assessment. In addition, a new process for reviewing classroom technology practices is being developed.

Student achievement data reports, including Youth Truth results, have been reviewed by each school and improvements have been identified and written into annual school plans. This in-



depth analysis provides an understanding of the short-term and long-term plans across every school. Student growth targets have been set and communicated for all district goals; this has allowed unpacking of priority standards in five core subject areas. PD's delivered by TOSA staff have been structured to align courses, assessment, and grading practices.

Overall, the Board wants to see more consistency across school sites with regard to instructional practices, rigorous academic teaching and learning, discipline policies, cell phone policies, TAG, etc. The Board acknowledges that some of these areas, such as TAG, standards-based grading, and AI policy/practices, are goals that are identified as priorities for immediate attention. Finally, the Board wants to acknowledge that new efforts to enhance instructional practices must be balanced with staff capacity. The Board consistently hears from school staff and our constituents that they want to grow and be challenged, as long as their voice and leadership are heard and included in decisions and processes.

<b>Goal 2: Students Have a Passion, Purpose, and Plan for Their Future</b>			
<input type="checkbox"/> Just Beginning	<input type="checkbox"/> Approaching	<input type="checkbox"/> Meeting	<input checked="" type="checkbox"/> Exceeding

Superintendent Cook has made significant strides in ensuring students have a clear passion, purpose, and plan for their future. The implementation of School Links for the Life and Career Readiness initiative has provided a structured approach to post-graduate planning, enabling the district to effectively track and respond to student needs. Secondary sites have begun implementation of this college and career platform for their future. Efforts to increase awareness and support for Career and Technical Education (CTE) programs, through media such as videos and newsletters, have significantly advanced this goal. Additionally, the inclusion of CTE pathways as criteria for the Honors Diploma and at the middle school level has further reinforced the importance of these programs.

At all three levels, the implementation of the Wayfinder curriculum aims to increase belonging and purpose by improving relationships and connections at all levels. Advisory periods have been instrumental in assisting students with their needs, goals, and achievements. These periods provide dedicated time for students to focus on their future aspirations, ensuring they have the support and guidance necessary to succeed. Dr. Cook and staff implemented two new district-wide student behavioral programs to address student issues. A technology program has been effective in fostering interpersonal relationships among students and a district-wide Code of Conduct has established behavior expectations and consequences.

<b>Goal 3: Students, Families, and Staff Experience Wellness, Inclusion, and Belonging</b>			
<input type="checkbox"/> Just Beginning	<input type="checkbox"/> Approaching	<input checked="" type="checkbox"/> Meeting	<input type="checkbox"/> Exceeding

Superintendent Cook has made meaningful progress in promoting wellness, inclusion, and a sense of belonging among students, families, and staff. Efforts to align behavior expectations across all grade levels have positively influenced school-level discipline decisions, creating a more consistent and fair approach, although there is still improvement needed in policy and consistent application across sites.



Schools at all levels are calibrating around a system of consistent behaviors, expectations, and responses that are taught and reinforced explicitly across classrooms and schools. School and district staff will prioritize student voices, as well as the voices of our staff, families, and community members, using systems of coordinated advisory structures and groups. These voices will inform policy development, decision-making, and strategic planning. The implementation of Wayfinder activities in classrooms has been effective in fostering interpersonal relationships among students.

Family engagement has seen a significant increase, with activities and meetings supported by staff engagement targeting identified cultural groups. The active involvement of the Student Voice Council, which is regularly represented at board meetings, has ensured that student perspectives are heard and considered in decision-making processes.

Staff advisory groups have been established at the elementary, middle, high, and South County schools to improve consistency involving expectations district-wide. Dr. Cook reviewed and redesigned the district's cabinet-level positions to align with the district's goals and priorities. For example, school athletic directors have been reassigned to an administrative level for a positive leadership structure that leads to accountability, family engagement, and student achievement. Additionally, there is a need for a continued focus on hiring diverse candidates to better support the needs of students, families, and the community, which is crucial for fostering a true sense of belonging.

Finally, the Board wants to support Dr. Cook and his team to consider teacher and staff wellbeing in every aspect of our District goals and priorities, since thriving students require thriving adults.

<b>Goal 4: Operational systems align and support an academically effective and sustainable organization.</b>			
<input type="checkbox"/> Just Beginning	<input type="checkbox"/> Approaching	<input type="checkbox"/> Meeting	<input checked="" type="checkbox"/> Exceeding

Superintendent Cook and his team have initiated efforts to ensure that operational systems within the district align and support an academically effective and sustainable organization. The district has developed its operations with functioning systems, and it has also improved transparency and accountability.

An initiative that remains in process is the full implementation of the UKG HRIS system, but there are still data requirements that need “clean-up”. Snapshot workforce reporting is currently available, but unreliable, as the data scrub has not been completed. Additionally, the database will require longevity to accumulate a sufficient body of reliable data to measure change. The construction project to rebuild Bend Senior High School is fully underway, including the emergency demolition of the school auditorium which has required work to finalize the cost for the rebuild. Additionally, the Sustainability team is conducting a comprehensive review of all sites to determine whether the current approach to waste management is sufficient. During the review, disposal costs should remain flat despite increased fees by local carriers.



To build strong partnerships, the Facilities Department has met with each operational department to collaborate on operational changes that could benefit district efficiency and provide safer, healthier facilities. In terms of transportation efficiency, eight routes were created to provide more timely and efficient service to Choice Option school families. These efforts will continue if staffing allows. Transportation is meeting quarterly with Commute Options, including the City of Bend and La Pine, to discuss areas of concern from our families and to build additional walking/rolling maps where necessary.

The Nutrition Department has conducted staff training on methods to reduce food waste and has methods in place to track efficiencies. Additional elementary schools have expanded school composting and more will be added as carriers have capacity. Schools have increased offerings, provided cooking/food bars several times a week, increased scratch cooking options, and added snack bars at all comprehensive secondary schools. Finally, during Oregon Farm to School Month, a promotion was held featuring local foods, "Food for our Future", and throughout the year there have been special days featuring local foods.

At the school level, all requested technology apps and services are currently run through both a quality and privacy check, from both the IT department and Education Technology team. All products that contain student data are required to complete an "Exhibit E" contract for the district. Members of the IT team are also working closely with HDESD on ways to streamline work effectiveness. For example, sharing information via the Learn Platform portal for applications is used by multiple districts in the region.

The Communications Department is featuring several platforms to impact student voice and connections with families and improving transparency and messaging. For example, families and the community now have the ability to text directly with information, ease of use for the website, working on the district's public profile through newsletters and videos, work with the media in coverage of educational issues, and allow access by our community partnerships. This has led to creating welcome back/new school year videos (internally and externally), the reboot of Supe's On! Podcast, monthly KBND Your Town Interviews, participation in City Club and Chamber of Commerce events, and closer collaboration with organizations in various ethnic and marginalized communities.

The board is looking forward to improved data systems for teaching and learning that assist teachers and administrators in making better decisions for staff and students.



**REPORT:** Administrative Policies and Regulations for Adoption – June 17, 2025

**PRESENTED BY:** Steve Cook, Superintendent

**EXECUTIVE SUMMARY:**

Bend-La Pine Schools has a multi-part, policy and regulation review process. The district shares policies and regulations that are currently in review at regularly scheduled school board meetings and then following the meeting allows time for, and considers, public feedback related to the proposed changes. The district also has several student, staff, and community groups that review policies and provide feedback. The Oregon School Boards Association (OSBA) releases a Policy Update several times a year with changes to policies and regulations as a result of changes in legislation. The district reviews the required and recommended changes before adopting any changes. Public feedback is not solicited on these policies as the updates align with requirements set forth in laws and regulations.

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
<b>EE-AP: Student Transportation</b>	Policy deleted as the language has been incorporated into EEA-BP.
<b>EEA-AR: School Bus Scheduling and Routing</b>	Renamed and rewritten to align with current district practices and OSBA sample policy incorporating language previously found in EEAB-AR. Deleted language has been incorporated into EEA-BP.
<b>EEAB-AR: School Bus Scheduling and Routing</b>	Regulation deleted as language has been incorporated into EEA-AR.
<b>EEAC-AP: School Bus Safety Program</b>	Regulation recoded to an administrative policy and rewritten to align with current district practices and OSBA sample policy.
<b>EEACB-AR: School Bus Maintenance</b>	Regulation deleted as language is covered under ODE guidelines.
<b>EEACC-AP: Student Conduct on School Buses</b>	Updated to align with current district practices and OSBA sample policy.
<b>EEACC-AR: Conduct on School Buses</b>	Updated with grammatical corrections and to ensure alignment with current district practices. Deleted language can be found in the district's Code of Conduct.
<b>EEACD-AP: Use of District Activity Vehicles for Student Transportation</b>	Regulation recoded to an administrative policy and updated to ensure alignment with current district practices and OSBA sample policy.
<b>EEADA-AR: Use of District School Buses for Other Than School Activities</b>	Updated with grammatical corrections and to ensure alignment with current district practices.
<b>EEADB-AR: Student Transportation in Private Vehicles</b>	Regulation deleted as language does not align with current district practices and is not in alignment with ODE requirements.
<b>EEADBA-AR: Student Transportation for Non-Curricular Activities/Athletic Events</b>	Regulation deleted as language does not align with current district practices and is not in alignment with ODE requirements.
<b>EEBAA-AR: District Vehicles/Seat Belts</b>	Regulation deleted as language has been incorporated into EEA-BP.
<b>EEBB-AR: Use of Private Vehicles on School District</b>	Regulation deleted as language does not align with current district practices.

<b>GBEDA-AP: Drug and Alcohol Testing and Record Query – CDL Transportation Personnel</b>	Updated to align with current district practices and OSBA sample policy.
<b>GBEDA-AR: Drug and Alcohol Testing and Record Query – CDL Transportation Personnel</b>	Updated to align with current district practices, ODE requirements, and OSBA sample policy.
<b>GCPC/GDPC-AP: Reemployment of PERS-Retired Staff</b>	Recoded from an administrative regulation to an administrative policy. Updated to align with current district practices regarding length of time TSPC-licensed rehired retirees may be rehired as well as alignment with OSBA sample policy.
<b>Oregon Smart Snacks Table</b>	Updated to include language that energy drinks may not be sold in district schools.

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STUDENT TRANSPORTATION SERVICES

Home-to-school student transportation services shall be provided within the guidelines of applicable federal and state law, administrative rules and Board policy.

The superintendent is authorized to establish student transportation shuttle service between schools of the district and for curricular and extracurricular student transportation needs. This authorization is limited by the adopted budget and applicable Board policy.

All students attending any private or parochial school under the compulsory school attendance laws shall, where the private or parochial school is along or near the bus route designated by the Board, be provided equally the riding privileges given to public school students.

Legal Reference(s):

ORS 327.006  
ORS 327.033  
ORS 327.043  
ORS 332.405  
ORS 332.415  
ORS 339.240-339.250  
ORS 343.155-343.246  
ORS 343.533  
ORS 811.210  
ORS 815.055  
ORS 815.080  
ORS 820.105-820.190

OAR 581-021-0050 to 0075  
OAR 581-022-1530  
OAR 581-053-0002 to 0005  
OAR 735-102-0010

Letter Opinion, Office of the Attorney General (Nov. 22, 1988)

DATED: 05/26/92  
REVISED: 2/13/96, 1/14/97,  
REVIEW DATE: 04/22/02  
REVIEWED BY: Leadership Council

recommend delete 6.20.25



**TITLE: SCHOOL BUS SCHEDULING AND ROUTING TRANSPORTATION PROCEDURES**

Actual bus stops and routes will be determined by the Executive Director of Transportation and will be based upon efficiency, safety, Board policy and applicable state and federal laws and rules.

The determination of safe roads for school bus travel will be made by the Executive Director of Transportation.

The Executive Director of Transportation will:

1. Annually review and assess school bus routes, stops and loading zones for safety, changing student population, and resource allocation for supervision of students;
2. Advise parents/guardians of any changes in transportation policy affecting their students as early as possible and be responsive to parents/guardian calls for assistance in seeking alternatives to busing; and
3. Work with cities, the county and other appropriate governmental agencies on a continuing basis regarding transportation issues.

School bus routes will be planned and organized to ensure student safety and receive the maximum bus use efficiency.

1. Student safety will be the major part of any route decisions.
2. Bus routing will be the responsibility of the Executive Director of Transportation, or delegated representative, with the administrator's assistance.
3. Anyone requesting a route change will be referred to the Executive Director of Transportation or delegated representative.
4. Route conditions will be reviewed routinely.
5. Routes will be planned to ensure the least possible amount of time elapsing from first pick-up to school, commensurate with economical efficiency.
6. Bus routes will traverse city, county, state or federal roads using district discretion.
7. Students living within the non-transport zone may be transported for health, safety and disability reasons with an approved plan on file.
8. Secondary students eligible for bus transportation may be expected to walk up to one and one-half miles to a bus stop. Elementary students may be expected to walk up to one mile to a bus stop.
9. Where feasible, bus stops will be designated and students will be expected to gather at the assigned stop.
10. A fully supported seat shall be provided each student. Students must not stand.
11. Students may be transferred directly from one bus to another while being transported to and from school.

~~Miles from school will be determined by the Director of Transportation or designee in accordance with Oregon Administrative Rule (OAR) 581-023-0040(1)(e).~~

~~The district may use Type 10 School Activity Vehicles to transport students from home to school, school to home, and to and from district-sponsored activities.~~

~~The district may also provide transportation using federal funds<sup>1</sup> or through cooperative agreements with local victim's assistance units for a student to attend a safe district school<sup>2</sup> out of the student's attendance area for any student who is a victim of violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous. If there are no other schools within the district a student may transfer to, the district may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement.~~

<sup>1</sup>"Federal funds" means funds available through Title IV, Part A, and Title V, Part A.

<sup>2</sup>If there is not another school in the district to which students can transfer, districts are encouraged, but not required, to explore other appropriate options, i.e., an agreement with a neighboring district.

Students attending any private, parochial or public charter school under the compulsory school attendance laws will, where the private, parochial or public charter school is along or near the bus route, be provided equally the riding privileges given to public school students.

Preschool students with disabilities who have transportation as a related service and children from birth to age three who are enrolled in an eligible program shall be provided home to school transportation.

A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Oregon Department of Transportation under ORS 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt properly fits<sup>3</sup>. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215 vehicles in excess of 10,000 pounds used for student transportation are exempt from statutory requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

School buses carrying students will be considered extensions of the school experience. All students using school transportation will abide by the code of conduct posted on each school bus or activity vehicle. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of self or others, will be reported by the school bus or activity vehicle driver to the Director of Transportation or designee. The Director of Transportation or designee will, as soon as possible, inform the appropriate district administrator of such occurrence. Violators may be denied use of transportation for a period of time as deemed appropriate by the district administrator and/or Director of Transportation.

District administrators or their designee shall ensure transportation officials and drivers receive notice of students having special medical or behavioral protocols identified in student records. Appropriate training related to specific protocols, including confidentiality requirements, will be provided to drivers.

Aides or assistants that ride a school bus shall receive training on emergency procedures and their role in the safe transportation of all students on the bus.

The school bus or activity vehicle driver will be responsible for the school bus or activity vehicle at all times, from departure to return. The driver will not participate in any activities that might impair their driving abilities.

Bend-La Pine Schools will comply with all state and federal laws and regulations pertaining to school bus transportation.

Elementary students grades K-5 living beyond one mile of their attendance area school and secondary students grades 6-12 living beyond one and one-half miles of their attendance area school will be provided transportation by the district or, in specific situations, the district may consider the following:

- 1.—The district may pay mileage reimbursement, at a rate per mile that is determined by the district, to parents/guardians who transport their own students to school or to an established district-determined bus stop if:
  - a.—The student's residence is situated beyond the required distances from a school or bus stop as stated above when the student is attending their attendance area school; or if a magnet student is on a route that is cancelled; and
  - b.—The district determines the need.

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<sup>3</sup>—"Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

## Courtesy Rides

Students who do not qualify for transportation as defined above may request a courtesy ride under the following procedure:

1. After October 1 of each school year, a parent/guardian/staff member can submit a Courtesy Transportation Request form. The Courtesy Transportation Request form shall be submitted to the Transportation Department. The process for determining space for a courtesy ride may take several weeks.
2. After November 1, the **Executive Director of Transportation Director**, or designee will evaluate the availability of seats for courtesy rides on transportation routes. The parent/guardian is responsible for getting the student to and from the stop safely. If capacity is available, the Transportation Department will notify the requestor. Stops will not be added to existing routes to accommodate courtesy riders.

If there are fewer available seats than requested, the **Executive Director of Transportation Director**, or designee will deliver the Courtesy Transportation Request forms and the number of available seats to the principal(s) of the schools on such routes. The principal(s) will determine which students shall be offered courtesy rides, taking the following into consideration, in no particular order:

1. State-identified historically-underserved populations;
2. Childcare access;
3. Students with dual households;
4. Other relevant factors in the discretion of the principal(s)

The **Executive Director of Transportation Director**, or designee will inform the requestor of the determination. The determination of the principal(s) is not subject to review.

Students offered courtesy rides are not guaranteed courtesy rides for the remainder of the school year. Courtesy rides are subject to space and availability and may be terminated if space is no longer available.

END OF ADMINISTRATIVE REGULATION

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REVIEWED: 1/26/07, 12/8/22, 6/17/25  
APPROVED: 1/26/07, 1/10/23

**BEND - LA PINE SCHOOL DISTRICT NO 1**  
**ADMINISTRATIVE REGULATIONS**  
**CODE: EEAB-AR**  
**DATED:**  
**REVISED:**  
**REVIEW DATE:**  
**REVIEWED BY:**

## **SCHOOL BUS SCHEDULING AND ROUTING**

Elementary students K-5 living within one mile and secondary students grades 6-12 living within one and one-half miles from their assigned school of attendance may not be provided with home-to-school transportation by the district. Exceptions may be granted based on supplemental plans for each district school submitted by the Board and approved by the Oregon State Board of Education, pursuant to Oregon Administrative Rules.

The district shall determine routes and stops that its school buses shall observe and make reasonable efforts to communicate this information to the residents of the district. Actual school bus stops and routes will be determined by the transportation supervisor and will be based upon efficiency, safety, Board policy and applicable state and federal laws and rules.

School buses operated by and for this district shall only travel on roads that are safe and are maintained by the county or by others to county standards.

The determination of whether a road is safe shall be made after consultations with district officials and/or county road officials.

If a road is judged to be safe for school bus travel and is properly maintained, the school bus may travel the road as a designated route, subject to the number of students being served by the road, distance they must walk and overall length of the route in terms of mileage, time and availability of equipment.

No elementary student will be expected to walk more than one mile to a designated bus stop. No secondary student will be expected to walk more than one and one-half miles to a designated bus stop. For purposes of this policy, "miles from a designated bus stop" means the distance the student lives from the bus stop measured from the closest, reasonable and prudent point between the bus stop identified by the district for the student's transportation and the property where the student lives. The distance will be measured over the shortest practicable route or public roadways maintained by the county or by others to county standards or over existing pedestrian facilities.

The Transportation Supervisor will:

1. Review and assess school bus routes, stops and loading zones for safety, changing student population and supervision of students;

2. Advise parents of changes in transportation policy affecting their students as early as possible and be responsive to parents' calls for assistance in seeking alternatives to busing;

3. Work with cities, the county and other appropriate governmental agencies on a continuing basis to inform them of transportation problems.

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The superintendent or designee will ensure instruction for all students in school bus safety and emergency evacuation procedures is provided. Drivers shall assist in the instruction.

Students who are regularly transported by the district shall receive the following instruction within the first six weeks of each half of each school year:

1. Safe school bus riding procedures, including but not limited to loading, unloading and crossing;
2. Use of emergency exits; and
3. Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.

Students who are not regularly transported by the district will be given the following instruction at least once in the first half of each school year:

1. Safe school bus riding procedures, including but not limited to loading, unloading and crossing; and
2. Use of emergency exits.

The district will document and maintain records of the content and dates of instruction.

Buses will not exceed vehicle design capacity for seating at any time unless an unforeseen or unusual circumstance arises. Passengers will be provided a seat that fully supports them. A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Oregon Department of Transportation under Oregon Revised Statute (ORS) 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until they are four feet nine inches tall or age eight and the adult belt properly fits.<sup>1</sup> A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215, vehicles used for student transportation in excess of 10,000 pounds are exempt from this requirement unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

During adverse weather conditions, the superintendent may alter bus schedules or temporarily suspend bus services. The superintendent or designee will advise local radio stations and other media of any changes in bus schedules or services.

In the case of emergency or disaster, evacuation of students will be carried out according to the district's emergency plan.

An accident review board will study accidents involving district buses and will make recommendations to avoid similar accidents.

~~Safety is the primary concern in operating the student transportation fleet. Efficiency and economy in operating the school bus fleet are also primary district goals. Economic operation, which does not jeopardize the safety or efficiency of the busing program, will be exercised.~~

- ~~1.—All vehicles used to transport students shall be maintained to provide safe and efficient transportation service with a minimum of delays and disruptions due to mechanical or equipment failure.~~
- ~~2.—The district shall maintain a school bus replacement schedule so, within budget constraints, school buses will be replaced to provide modern equipment in safe mechanical condition at all times.~~
- ~~3.—The superintendent or his/her designee will organize, develop and carry out instruction for students in school bus safety and emergency evacuation procedures. The following types of instruction will be provided:~~

<sup>1</sup> "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

- a.—Emergency evacuation through available emergency exits;
- b.—Safe operation of windows;
- c.—Awareness and knowledge of posted school bus safety rules and regulations, including but not limited to loading, unloading, crossing etc;
- d.—Location and proper use of fire extinguishers.

Students who regularly ride a school bus will be provided such instruction within the first six weeks of each half of the school year. Students who ride occasionally will be given instruction at least once in the first half of each school year. The district will document and maintain records of the content and dates of instruction.

- 4.—Buses will not exceed vehicle design capacity for seating at any time unless an unforeseen or unusual circumstance arises. Passengers will be provided a seat that fully supports them. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until four feet nine inches or age eight and the adult belt properly fits.<sup>1</sup>District vehicles 10,000 pounds or more or equipped with a lap belt only are exempt from these requirements. The child safety system shall meet the minimum standards and specifications of law.
- 5.—During adverse weather conditions, the superintendent/designee may alter school bus schedules or cancel school bus services. The superintendent or his/her designee will advise local radio stations and other media of any changes in school bus schedules or services.
- 6.—In the case of emergency or disaster, evacuation of students will be carried out according to the district's emergency plan.
- 7.—All accidents involving district school buses will be reviewed by the superintendent or his/her designee and recommendations will be made to avoid similar accidents.

END OF ADMINISTRATIVE POLICY REGULATION

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REVIEWED: 4/22/02, 4/2/12, 6/17/25  
 APPROVED: 4/22/02, 4/2/12

**POLICY / REGULATION CROSS REFERENCE**

**LEGAL REFERENCE**

<a href="#">ORS 811.210</a>	<a href="#">OAR 581-053-0004</a>	<a href="#">OAR 581-053-0410</a>
<a href="#">ORS 811.215</a>	<a href="#">OAR 581-053-0010</a>	<a href="#">OAR 581-053-0420</a>
<a href="#">ORS 815.055</a>	<a href="#">OAR 581-053-0021</a>	<a href="#">OAR 581-053-0430</a>
<a href="#">ORS 815.080</a>	<a href="#">OAR 581-053-0031</a>	<a href="#">OAR 581-053-0440</a>
<a href="#">ORS 820.100 to -820.190</a>	<a href="#">OAR 581-053-0210</a>	<a href="#">OAR 581-053-0445</a>
	<a href="#">OAR 581-053-0240</a>	<a href="#">OAR 581-053-0510</a>
<a href="#">OAR 437-002-0220 to -0227</a>	<a href="#">OAR 581-053-0310</a>	<a href="#">OAR 581-053-0520</a>
<a href="#">OAR 581-022-2225</a>	<a href="#">OAR 581-053-0320</a>	<a href="#">OAR 581-053-0530</a>
<a href="#">OAR 581-053-0002</a>	<a href="#">OAR 581-053-0330</a>	<a href="#">OAR 735-102-0010</a>
<a href="#">OAR 581-053-0003</a>	<a href="#">OAR 581-053-0340</a>	

District-owned and operated buses will be constructed, equipped, and inspected in accordance with federal and Oregon law, and administrative rules and requirements adopted by the State Board of Education. Buses will be maintained in safe operating conditions through a sound preventive maintenance program.

1. Each driver will make pre-trip inspections, including:

- a. Windshield and wipers;
- b. All outside lights;
- c. Service door;
- d. Tires and wheel lug nuts;
- e. Battery, belts, oil and coolant level;
- f. Horns;
- g. Brakes;
- h. Steering;
- i. Exhaust system;
- j. See that lights, windshield, mirrors and warning sign are clean;
- k. Emergency equipment;
- l. Emergency exits and audible warning devices.

2. Each driver will make a written report regarding mechanical defects as soon as defects are discovered. The report will be submitted to the transportation supervisor.

3. Defects will be corrected, the driver notified and a written report submitted as soon as possible from the transportation services manager to the transportation supervisor.

4. A thorough inspection will be conducted and inspection results will be reported each time the vehicle is serviced. Vehicles will be serviced according to factory specifications and

recommend delete 6.2025

recommendations.

5. All buses will be thoroughly inspected annually in accordance with applicable guidelines. Written reports of each inspection will be prepared by the transportation services manager and submitted to the transportation supervisor.

Adequate maintenance and storage facilities will be provided for all equipment.

Reviewed: 11/06/08  
Reviewed by: Policy Committee

recommend delete 6.2025



Students transported by school bus to and from school or school-sponsored activities are subject to the rules established by Oregon law and district policy. These rules are posted in a conspicuous location on each school bus. The rules apply whether the school bus is transporting students within this district or another district. The district will develop procedures to implement this policy.

The following regulations will govern student conduct on school buses and school vehicles if used for transporting students from home to school, school to home and to and from district-sponsored activities and will be posted in a conspicuous place in all buses. Rules established by Oregon law for student conduct and discipline on school buses include the following:

1. Students being transported are under authority of the school bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the school bus;
3. Students shall use the emergency door only in case of emergency;
4. Students shall be on time for the school bus, both morning and afternoon;
5. Students shall not bring firearms, weapons or other potentially hazardous materials on the school bus;
6. Students will not bring animals, except approved assistance guide animals, on the school bus;
7. Students shall remain seated while the school bus is in motion;
8. Students may be assigned seats by the driver;
9. When necessary to cross the road, students shall cross in front of the school bus or as instructed by the school bus driver;
10. Students shall not extend their hands, arms or heads through school bus windows;
11. Students shall have written permission to leave the school bus other than for home or school;
12. Students shall converse in normal tones; loud or vulgar language is prohibited;
13. Students shall not open or close windows without permission of driver;
14. Students shall keep the school bus clean and must refrain from damaging it;
15. Students shall be courteous to the driver, fellow students and passers-by;
16. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the school buses;

The superintendent will establish other administrative regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation and for disciplinary procedures. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle.

Students who violate bus rules of conduct may be denied the use of district transportation.

In addition, the district adopts the following rules for student conduct and discipline on school buses to supplement the rules established by Oregon law:

- 1.— Students shall not possess, use or be under the influence of tobacco or nicotine products, narcotics, drugs or alcohol on the bus.
- 2.— Students shall not throw or propel materials through the air while on the school bus.
- 3.— Large items that cannot be safely transported while in the student's lap or directly under the seat are prohibited on home to school routes.
- 4.— Students shall not interfere with any of the school bus operating controls except in an emergency or as instructed by the driver. This shall include the service door which could activate the eight light warning system and the emergency door and windows which set off alarms which could distract the driver.
- 5.— Students shall not use vulgar or obscene language, gestures or written material toward the driver or any other student or the public.
- 6.— Inappropriate physical/sexual conduct by students is prohibited.

- 7. ~~Students shall not possess or light any type of combustibles.~~
- 8. ~~Students shall not eat or drink on the bus. (Exception: field trips with adult present)~~
- 9. ~~Students shall sit properly on the bus. (Back to back, seat to seat, face forward, feet in front.)~~
- 10. ~~Skateboards may only be transported secured on or in a back-pack or duffle bag.~~
- 11. ~~Balloons, glass containers, insects, aerosol containers, laser pointers and like products are prohibited on the bus.~~
- 12. ~~Any item used in a hazardous or inappropriate manner on the bus will be confiscated. Parents will be required to retrieve these items from the transportation department.~~
- 13. ~~Students shall not board any bus while on suspension or expulsion from their route.~~

END OF ADMINISTRATIVE POLICY

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REVIEWED: 9/13/11/, 1/14/13, 6/17/25  
 APPROVED: 9/27/11, 1/14/13

**POLICY / REGULATION CROSS REFERENCE**

**LEGAL REFERENCE**

[ORS 339.240](#)  
[ORS 339.250](#)  
[ORS 820.100 to -820.190](#)

[OAR 581-021-0050 to -0075](#)  
[OAR 581-023-0040](#)  
[OAR 581-053-0002](#)  
[OAR 581-053-0003](#)

[OAR 581-053-0004](#)  
[OAR 581-053-0010](#)  
[OAR 581-053-0210](#)

draft 6.2025



**DISCIPLINE PROCEDURES FOR DISTRICT-APPROVED STUDENT TRANSPORTATION**

All students eligible for district-approved student transportation shall receive safety instruction and will follow the district's a Code of Conduct while on school buses or school vehicles and at bus stops, including all curricular and extracurricular activities.

Violation of the Code of Conduct, or conduct which jeopardizes the health or safety of any person may result in the loss of district-approved transportation services.

~~This administrative regulation addresses safety instructions, the code of conduct for school transportation, violations of the code of conduct, suspension and expulsion procedures, the right of appeal for disciplinary actions, reinstatement procedures, education, and special education students.~~

**Safety Instructions**

1. Each September and March the Executive Director of Transportation ~~transportation supervisor~~ or designee will direct all bus drivers to conduct a safety review with all students who are regularly transported by the district.
  - a. The drivers shall review the code of conduct which is to be posted.
  - b. The drivers shall review the consequences of a violation as outlined in this procedure.
  - c. The drivers shall conduct unloading, loading and emergency exit evacuation drills.
  - d. The drivers shall review all hazards such as crossing a road and bus stop conduct.
2. Each September the Executive Director of Transportation ~~transportation supervisor~~ or designee will direct all bus drivers to conduct a safety review with all other students.
  - a. The drivers shall review safe bus riding procedures.
  - b. The drivers shall review use of emergency exits.
3. The Executive Director of Transportation ~~transportation supervisor~~ or designee will record dates and content of safety instructions provided by each driver. Such information shall be kept as a part of the district's records.
4. Coaches, teachers and chaperones must have a copy of the bus Code of Conduct and be familiar with it before going on a trip, and must position themselves on the bus as to ensure that the Code of Conduct is followed by students on the bus.

**Code of Conduct**

- ~~1.—Each year the district will issue a code of conduct to all students and parents accompanied by the form located at the end of this administrative regulation. This form also sets forth the procedures that the District will follow when the code of conduct is violated, as described in Policy EEACC. This form is to be reviewed and signed by both parent and student in acknowledgment that both have read and understood the code of conduct. After being signed, the form is to be returned to the bus driver within a week from the date it was provided to students and parents.~~
- ~~2.—The district will provide interpretation to those students and/or parents whose primary language is not English.~~
- ~~3.—Coaches, teachers and chaperones must have a copy of the bus Code of Conduct and be familiar with it before going on a trip, and must position themselves on the bus as to ensure that the Code of Conduct is followed by students on the bus.~~

**Violations**

- ~~1.—The District will use the following progressive disciplinary procedures when a student violates the code of conduct. These procedures are based on written referrals that will be retained in a student's record for the current year. The District will make a reasonable attempt to notify a student's parents when a student receives a written referral for violating the code of conduct.
  - a.—First Referral~~

- i.—Students in grades K-5 will receive an informational notice identifying the violation that the student has committed.
    - ii.—Students in grades 6 through 12 will receive a written warning.
  - b.—Second Referral
    - i.—Students in grades K-5 will receive a written warning.
    - ii.—Students in grades 6-12 will receive a five (5) day suspension from District transportation services, including bus service to and from school.
  - c.—Third Referral
    - i.—Students in grades K-5 will receive a three (3) day suspension from District transportation services, including bus service including bus service to and from school.
    - ii.—Students in grades 6-12 will receive a ten (10) day suspension from District transportation services.
  - d.—Fourth Referral
    - i.—If a student receives a fourth written referral, the District may require the student and the student's parent to attend a conference with District officials to determine additional disciplinary actions that are warranted. Subsequent referrals may result in expulsion from District transportation services for up to one year.
- 2.—A copy of all written referrals will be mailed to the parents, and a copy given to the bus driver and the principal.
- 3.—Written referrals are accumulative for up to one school year, except that any suspension or expulsion issued during the last weeks of school that has more days than the remainder of the school year will be carried forward to the next school year. If a student has not received any suspension or expulsion days to be carried forward to the next year, they will start the new school year with a clean record.
- 4.—Notwithstanding the written referral procedure set forth above, the District may immediately suspend or expel a student from District transportation services if a student engages in conduct that creates a severe disciplinary problem and presents a safety hazard to any person. In addition, immediate suspension or expulsion may be imposed when a student engages in the following misconduct, regardless of the student's prior record of misconduct:
  - a.—Physical contact (including but not limited to fighting) in which one or both parties sustain injuries.
  - b.—Spitting on a driver, rider or passerby; putting any foreign object on another person's body.
  - c.—Verbal abuse, vulgar or obscene language or gestures.
  - d.—Acts of defiance against a driver, a rider and/or a passerby.
  - e.—Interference with the bus operation controls.
  - f.—Vandalism.
  - g.—Lighting combustible materials, possession of firearms and other dangerous weapons.
  - h.—Sexual activity (consensual or harassment).
  - i.—Possession or use of narcotics, tobacco, drugs or alcohol on the bus.
  - j.—Giving a false name or false information upon request.
- 5.—In all instances, the appeal process may be used if the student and/or parent desires. The appeal process is set forth below.

#### **Suspension Procedures**

- 1.—Suspension is defined as the temporary suspension of a student's right to use District transportation services for a defined period of time or until reinstatement has been approved by the District. Suspension from District transportation services shall not exceed ten (10) school days.
- 2.—Prior to an "immediate" suspension from District transportation services for one or more of the reasons set forth in paragraph 4 of the preceding section, the District Transportation Department will make all reasonable attempts to inform the student's parents or guardians via phone by of the specific charges against the student. The information will include the effective dates of the suspension or expulsion, conditions for possible reinstatement and the appeal process. Other consequences will be sent out via mail. Suspension of a student's transportation privilege is not equivalent to a student's suspension or expulsion from school. Suspension or expulsion of a student's transportation privileges does not excuse a student from attending school. When a student's transportation is denied, the parents, guardians and/or the student are responsible for transporting the student to and from school. However, severe violations of transportation rules may result in discipline at school, and may include suspension or expulsion from school.
- 3.—When a student and/or his parents are notified of that the student has been suspended from District transportation services per the written referral procedure set forth above, the student shall be informed of the reasons for the suspension and be given an opportunity to present his or her view of the alleged misconduct in an informal hearing

conducted by the superintendent or designee. This hearing shall be conducted in private. If suspension is to follow, the student will be given the reason(s) for this action, the duration of the suspension, the procedure for reinstatement, and appeal procedures:

- 4.—In special circumstances, a suspension may be continued until some specific pending action occurs, such as a physical or mental examination, or incarceration by court action:

### Expulsion Procedures

- 1.—Expulsion is defined as the exclusion from District transportation services. Expulsion shall not exceed one school year, except that an expulsion may extend into a second term or semester if the current term or semester ends within such a short period of time that the expulsion would be too short to be effective.
- 2.—Prior to an “immediate” expulsion from District transportation services for one or more of the reasons set forth in paragraph 4 of the preceding section, the District Transportation Department will make all reasonable attempts to inform the student’s parents or guardians via phone by of the specific charges against the student. The information will include the effective dates of the suspension or expulsion, conditions for possible reinstatement and the appeal process. Other consequences will be sent out via mail. Suspension of a student’s transportation privilege is not equivalent to a student’s suspension or expulsion from school. Suspension or expulsion of a student’s transportation privileges does not excuse a student from attending school. When a student’s transportation is denied, the parents, guardians and/or the student are responsible for transporting the student to and from school. However, severe violations of transportation rules may result in discipline at school, and may include suspension or expulsion from school.
- 3.—When a student is recommended for expulsion, a hearing shall be provided. A student may not be expelled without a hearing unless the student’s parent, or the student if 18 years of age, waives the right to a hearing. To waive the right to a hearing, the parent or student shall notify the District in writing of the waiver of the right to a hearing. Waiver may also occur if the parent or student fails to appear after notice at the time and place set for the hearing.
- 4.—When an expulsion hearing is not waived, the District shall conduct an expulsion hearing in accordance with ORS 332.061 and the Oregon Administrative Rules implementing that statute:

### Appeal Procedure

- 1.—If a student or parent wishes to appeal disciplinary action taken against a student for a violation of District transportation rules, the following procedure should be used:
  - a.—Parents or guardians shall be the ones to exercise the right to appeal on behalf of the student, unless the student is age 18 or older or emancipated.
  - b.—Intent to appeal shall be made in writing and will be delivered to the Transportation Department prior to the beginning of the suspension or expulsion. Appeals received after the beginning of the suspension or expulsion will be processed in as timely a manner as possible while the suspension/expulsion is in effect.
  - c.—Transportation suspensions that are appealed will not go into effect during the appeal process unless the misconduct is considered grounds for immediate action. In which case, the student will not be allowed to ride any bus until a successful appeal decision has been granted.
  - d.—During each hearing in the appeal process, the student, parent or guardian and driver will have the opportunity to present his/her view of the alleged misconduct.
  - e.—Levels in the appeal process shall be:
    - i.—Transportation Supervisor or Assistant Supervisor
    - ii.—Superintendent or Designee
    - iii.—School Board

### Reinstatement

- 1.—A conference with the school principal to discuss reinstatement shall be conducted under the following guidelines:
  - a.—When deemed necessary, parent(s) and student shall be present at the conference;
  - b.—The principal shall fully explain matters and permit the parties involved to fully explain their positions;
  - c.—The principal shall make a decision which provides guidelines for the student to follow when transportation services are reinstated.

### Education

1. Disciplinary action for violating the transportation Code of Conduct and/or transportation health and safety requirements shall be confined to district-approved transportation services. Therefore, students who have lost district-

approved transportation services through a disciplinary action shall be expected to continue with the district's educational requirements.

2. Student's academic grades will reflect academic achievement. Therefore, misconduct or absenteeism shall not be a sole criterion for grade reduction. Students will be expected to continue to meet the district's attendance and educational requirements.
3. Makeup work or alternative education may be provided. In either event, the District's policies and procedures will be followed.

**Special Education Students**

1. Special education students who violate the District's transportation rules will be disciplined in accordance with ~~Board policy~~ [JGDA-AP: Discipline of Students with Disabilities](#) /~~JGEA—Discipline of Disabled Students~~, and accompanying administrative regulation [JGDA-AR: Special Education Discipline](#) /~~JGEA—AR~~.
2. Schools within the District shall notify the [Executive Director of Transportation](#) or ~~designee~~ [supervisor of the District's transportation department](#) when a student receiving transportation services from the District has special medical or behavioral protocols identified in the student's medical or behavioral record. The District shall provide appropriate training for drivers related to the specified protocols, including but not limited to satisfying confidentiality requirements.

END OF ADMINISTRATIVE POLICY

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REVIEWED: 10/12/11, 6/17/25  
APPROVED: 10/17/11

**BEND-LA PINE SCHOOLS TRANSPORTATION DEPARTMENT**

**STUDENT CONDUCT ON SCHOOL BUS**

The purpose of school bus transportation is to provide safe, timely and economical transportation for those students living beyond walking distance from school. Students will be transported to and from the school and their regularly designated stops. Written authorization for any deviation must be signed by a school official, parent or guardian and then given to the bus driver.

Please take the time to go over the attached Code of Conduct and disciplinary procedures with your student. All students using school transportation will abide by the Code of Conduct posted in each school bus. The few minutes you spend now will make a significant difference in the level of SAFETY your student's bus driver will be able to reach and maintain.

\*\*\*\*\*

Please sign and return this portion to the BUS DRIVER acknowledging that you have read and understand the rules. The data is used to compile route information for each student eligible to ride. This form must be returned within a week of receipt for your student to continue riding privileges.

Please Print:

Route Number \_\_\_\_\_ Bus Stop Location \_\_\_\_\_ Grade \_\_\_\_\_

Name of Student \_\_\_\_\_ School \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address if different \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Day Care Provider \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Student Signature \_\_\_\_\_

## CODE OF CONDUCT

While riding a school bus, students will comply with the following rules adopted by the Oregon State Department of Education:

- 1.—Students being transported are under authority of the school bus driver;
- 2.—Fighting, wrestling or boisterous activity is prohibited on the school bus;
- 3.—Students shall use the emergency door only in case of emergency;
- 4.—Students shall be on time for the school bus, both morning and afternoon;
- 5.—Students shall not bring firearms, weapons or other potentially hazardous materials on the school bus;
- 6.—Students will not bring animals, except approved assistance guide animals, on the school bus;
- 7.—Students shall remain seated while the school bus is in motion;
- 8.—Students may be assigned seats by the driver;
- 9.—When necessary to cross the road, students shall cross in front of the school bus or as instructed by the school bus driver;
- 10.—Students shall not extend their hands, arms or heads through school bus windows;
- 11.—Students shall have written permission to leave the school bus other than for home or school;
- 12.—Students shall converse in normal tones; loud or vulgar language is prohibited;
- 13.—Students shall not open or close windows without permission of driver;
- 14.—Students shall keep the school bus clean and must refrain from damaging it;
- 15.—Students shall be courteous to the driver, fellow students and passers by;
- 16.—Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the school buses;

Students will also comply with the following additional rules adopted by Bend-La Pine Schools:

- 1.—Students shall not possess, use or be under the influence of tobacco or nicotine products, narcotics, drugs or alcohol on the bus.
- 2.—Students shall not throw or propel materials through the air while on the school bus.
- 3.—Large items that cannot be safely transported while in the student's lap or directly under the seat are prohibited on home to school routes.
- 4.—Students shall not interfere with any of the school bus operating controls except in an emergency or as instructed by the driver. This shall include the service door which could activate the eight light warning system and the emergency door and windows which set off alarms which could distract the driver.
- 5.—Students shall not use vulgar or obscene language, gestures or written material toward the driver or any other student or the public.
- 6.—Inappropriate physical/sexual conduct between students is prohibited.
- 7.—Students shall not possess or light any type of combustibles.
- 8.—Students shall not eat or drink on the bus. (Exception: field trips with adult present)
- 9.—Students shall sit properly on the bus. (Back to back, seat to seat, face forward, feet in front.)
- 10.—Skateboards may only be transported secured on or in a back pack or duffle bag.
- 11.—Balloons, glass containers, insects, aerosol containers, laser pointers and like products are prohibited on the bus.
- 12.—Any item used in a hazardous or inappropriate manner on the bus will be confiscated. Parents will be required to retrieve these items from the transportation department.
- 13.—Students shall not board any bus while on suspension or expulsion from their route.

## DISCIPLINARY PROCEDURES

Students violating the Code of Conduct will be subject to progressive written referrals, with each subsequent referral warranting more severe disciplinary action, as follows. Additional details of these procedures, as well as the right of appeal, may be found in Board administrative regulation EEACC-AR.

1.—First Referral

- a.—Students in grades K-5 will receive an informational notice identifying the violation that the student has committed.
- b.—Students in grades 6 through 12 will receive a written warning.

2.—Second Referral

- a.—Students in grades K-5 will receive a written warning.
- b.—Students in grades 6-12 will receive a five (5) day suspension from District transportation services, including bus service to and from school.

3.—Third Referral

- a.—Students in grades K-5 will receive a three (3) day suspension from District transportation services, including bus service including bus service to and from school.
- b.—Students in grades 6-12 will receive a ten (10) day suspension from District transportation services.

4.—Fourth Referral— if a student receives a fourth written referral, the District may require the student and the student's parent to attend a conference with District officials to determine additional disciplinary actions that are warranted. Subsequent referrals may result in expulsion from District transportation services for up to one year.

draft 6.2025

**TITLE: USE OF DISTRICT ACTIVITY VEHICLES FOR STUDENT TRANSPORTATION SCHOOL ACTIVITY VEHICLES**

The District may provide for the use of vehicles, commonly designated as Types 10, 20 or 21 pupil transportation vehicles, which do not meet the requirements of a "school bus" for the purpose of transporting students, licensed, classified or other supervisory personnel to and from co-curricular and extracurricular activities sponsored by the district.

The vehicle shall be insured for bodily injury, property damage, uninsured motorist coverage and personal injury protection. The superintendent/designee will recommend amounts to adequately protect the district against loss.

The District will meet or exceed minimum driver requirements and procedures as set forth in [Oregon Administrative Rules, Section 53 OARs 581-053-0545-0555, as summarized below](#). The District shall meet [seatbelt and](#) child safety system requirements [and minimum standards as specifications as set forth in](#) [required by](#) state law.

**Type 10 Vehicle FAQ**

- 1.—What is a Type 10 vehicle?—A vehicle with a capacity of 10 persons or less (including the driver) with a gross vehicle rating of not more than 10,000 tons used to transport students for the propose of school activities.
- 2.—Some examples of Type 10 vehicles:
  - a.—District Vans
  - b.—District Suburbans
  - c.—Rental Vans—from any rental agency or motor company.
  - d.—Staff Members' Automobiles—When used to transport students on field trips, community experience, work experience, or recreational activities.

NOTE: Use of a staff members personal vehicle for the unscheduled transportation of a student home or to the doctor would not be a regulated activity. Neither driver nor vehicle would have to comply with the Type 10 regulations.

- 3.—Regulations for Type 10 Vehicles:
  - a.— Shall have a maximum capacity of 10 persons including the driver.  
  
(NOTE: This does not allow use of a larger capacity (12-15) vehicle and carrying 10 passengers or less.)
  - b.— Actual seating capacity shall be no more than 10 total.
  - c.— Shall be manufacturer's standard construction.
  - d.— Shall have a maximum GVWR of not more than 10,000 lbs.
  - e.— \*Shall carry a 24 unit first aid kit.
  - f.— \*Shall carry a 5 lb. 2A10BC fire extinguisher.
  - g.— \*Shall carry D.O.T. approved triangle road reflectors.
  - h.— Shall be equipped with Oregon approved seat belts at each seat position.
  - i.— Shall be inspected annually in accordance with OAR 581-53-008 (1 & 2). (Staff member vehicle are exempt "unless" the primary use of said vehicle is for the transportation of students.)
  - j.— Rental vans are not exempt and must have a State Form 581-2255 (Annual Vehicle Inspection and Maintenance Report) on file unless that vehicle is less than 1 year old.  
\* Items furnished during school year on a use basis for staff member vehicles.
- 4.—Requirements for Drivers are:
  - a.— School activity use only (sports, field trips, community service, work experience, or recreation).
  - b.— At least 18 years of age.
  - c.— Possess a valid drivers' license or Class C CDL
  - d.— Possess a valid first aid card within 120 days of first use of Type 10 vehicles.
  - e.— Pass a criminal record check, certificated staff are exempt.

- f.—Receive training and/or information on emergency procedures, evacuations, pre-trip inspections, driver rules, accident report, laws and limitations.
  - g.—Be judged by local officials to have the ability to safely operate and perform related duties with Type 10 vehicles.
  - h.—Be maintained on an approved drivers list at the Oregon Department of Education.
  - i.—Operate the vehicles in accordance with driver rules prescribed in OAR 581-53-545.
  - j.—Report driving and criminal convictions as required in OAR 548-53-006 (within 15 days).
- 5.—To Become a Certified Type 10 Vehicles Driver:
- a.—Each person wishing to be certified as a Type 10 Vehicle Driver must have on file at the Transportation Office:
    - i.—A photocopy of your current valid drivers license or C.D.L.
    - ii.—A photocopy of your drivers abstract from the Oregon Department of Motor Vehicles. (This must be updated annually). The Transportation Department can assist you in ordering your abstract.
    - iii.—A Form 2282 – Criminal Records Check. (Certificated personnel are exempt from this step.
    - iv.—Completed copy of a test based on information regarding Type 10 Vehicles and drivers. (Test available from the Transportation Office – Bend)

NOTE: Any driver not certified as a Type 10 Vehicle Operator shall accept full responsibility in case of an accident.

END OF ADMINISTRATIVE POLICY REGULATION

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REVIEWED: 11/4/02, 11/6/08, 9/26/11, 6/17/25  
 APPROVED: 11/4/02, 11/6/08, 9/26/11

POLICY / REGULATION CROSS REFERENCE

LEGAL REFERENCE

<a href="#">ORS 811.210</a>	<a href="#">OAR 581-053-0220</a>	<a href="#">OAR 581-053-0511</a>
<a href="#">ORS 815.055</a>	<a href="#">OAR 581-053-0310</a>	<a href="#">OAR 581-053-0521</a>
<a href="#">ORS 815.080</a>	<a href="#">OAR 581-053-0320</a>	<a href="#">OAR 581-053-0531</a>
<a href="#">ORS 820.110</a>	<a href="#">OAR 581-053-0330</a>	<a href="#">OAR 581-053-0540</a>
<a href="#">ORS 820.190</a>	<a href="#">OAR 581-053-0340</a>	<a href="#">OAR 581-053-0610</a>
	<a href="#">OAR 581-053-0410</a>	<a href="#">OAR 581-053-0620</a>
<a href="#">OAR 437-002-0220 to -0227</a>	<a href="#">OAR 581-053-0420</a>	<a href="#">OAR 581-053-0630</a>
<a href="#">OAR 581-053-0003</a>	<a href="#">OAR 581-053-0430</a>	<a href="#">OAR 581-053-0640</a>
<a href="#">OAR 581-053-0010</a>	<a href="#">OAR 581-053-0440</a>	<a href="#">OAR 735-102-0010</a>



1. Organizational Use

It shall be the policy of this district not to make district transportation equipment available for activities unrelated to school activities. However, in the event that public transportation facilities are not available or are insufficient, any request for the use of the district transportation equipment shall be considered on the basis of leasing and in full compliance with existing state laws. Organizations requesting the use of district transportation equipment must comply with the following requirements:

- a. Use of the school bus will be limited to other governmental agencies with the approval of the superintendent and/or his designee;
- b. A lease agreement shall be drawn between the district and the organization requesting use of the school bus;
- c. The organization using the school bus must use a district regular school bus driver and must pay their his/her salary and applicable insurance;
- d. The organization using the district school bus must provide all insurance under their organizational name and protect the district by adding them as additional insurers to such a policy. This policy must be written subject to the additional coverage prescribed by appropriate district officials;
- e. As part of the lease agreement, the organization requesting the school bus shall pay the district a sum as determined by the Chief Financial Officer or designee and Executive Director of Transportation or designee business manager and transportation supervisor.

2. Emergency Use

In the event of a life-threatening public emergency or natural disaster, the superintendent and/or his/her designee may approve the temporary use of district transportation equipment for activities related directly to said emergency situation when other public transportation facilities are not available or are insufficient. Properly licensed school bus drivers who are employees of the district are the only persons authorized to operate district transportation equipment.

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END OF ADMINISTRATIVE REGULATION

REVIEWED: 6/17/25

APPROVED: 1/26/07

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Transportation of students will be by the district's transportation system except as provided below.

Parents and other designated adults, including district employees, who are considered volunteer drivers, may be permitted to use private vehicles to transport students on field trips or other school activities if the following conditions have been met prior to providing the transportation:

1. The school administrator has approved the trip or activity and the mode of transportation.
2. A parent / guardian has authorized and granted permission for their student to participate in the trip or activity as well as authorized and granted permission for their student to ride in a privately owned vehicle.
3. The volunteer driver has completed the volunteer background check as required and described in KCA-AR: Volunteers in Schools.
  - If a volunteer driver does not have a completed background check, a valid driver's license, current automobile insurance, and/or has been convicted of a felony, or convicted of a misdemeanor crime involving the use or operation of a motor vehicle within the last three (3) years, the volunteer driver will not be allowed to transport students.
  - The district will keep accurate records of volunteer applications and will notify the school administrator or designee of volunteers who are not eligible to transport students.

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Legal References:

ORS 801.455  
ORS 811.210  
ORS 815.055  
ORS 815.080  
OAR 735-102-0010

Reviewed: 4/22/02, 4/2/07, 4/30/07, 9/26/11, 1/15/19, 2/11/19  
Approved: 4/22/02, 4/30/07, 9/26/11, 1/18/19, 2/19/19

BEND-LA PINE SCHOOL DISTRICT

**STUDENT TRANSPORTATION  
FOR NON-CURRICULAR  
ACTIVITIES/ATHLETIC EVENTS**

Administrative School District No.1  
Deschutes County, Oregon  
ADMINISTRATIVE REGULATION

**Section: Support**  
**Code: EEADBA - AR**

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Transportation of students, when possible, will be by the Administrative School District No. 1's ("Bend-La Pine School District") transportation system for all non-curricular activities or athletic events. However, if students are not provided transportation by the Bend-La Pine School District's transportation system, students are required to provide and arrange for their own transportation to the location where the athletic event or non-curricular activity will take place. The Bend-La Pine School District assumes no liability for transportation that is provided by the student or the student's parents to such athletic contests, practices or activities.

recommend delete 6/20/25

**BEND-LA PINE SCHOOLS**

Administrative School District No. 1

Deschutes County, Oregon

**ADMINISTRATIVE REGULATION**

Name: District Vehicles / Seat Belts

Section: Support

Code: EEBA-AR

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The use of seat belts in district-owned vehicles is mandatory for all personnel using vehicles equipped with seat belts. Failure to do so is grounds for dismissal.

The driver of any district-owned vehicle, except school buses, is responsible for determining that the proper number of seat belts is available for passengers and their use is required.

A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until four feet nine inches or age eight and the adult belt properly fits.<sup>1</sup>

The district vehicle more than 10,000 pounds or equipped with a lap belt only is exempt from child safety system requirements. The vehicles shall not be driven until the driver and all passengers are buckled up and properly secured.

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Legal Reference(s):

ORS 811.210

ORS 815.055

ORS 815.080

OAR 437-002-0223

OAR 735-102-0010

Reviewed: 4/22/02, 11/06/08, 4/2/12

Approved: 4/22/02, 11/06/08, 4/2/12

<sup>1</sup>"Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

The District recognizes the need for some school employees to use their own automobiles for school purposes regularly or occasionally. To safeguard district employees, and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following will be observed:

1. To use a private vehicle for school purposes, the employee must have the prior authorization of the employee's immediate supervisor.
  - a. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. This permit will state the particular purpose and whether it includes transportation of students;
  - b. For all special trips involving students, including field trips, a separate authorization must be obtained in advance for the specific trip from the employee's immediate supervisor.
2. All persons operating their private vehicles on behalf of the district must carry automobile insurance in amounts specified by the district, currently no less than \$100,000 minimum per occurrence for bodily injury and property damage liability. In all cases, employee's private insurance will serve as primary coverage for any property and liability damages resulting from the operation of the vehicle on school business;
3. The district will assume no responsibility for liability in case of accident unless the employee has the authorization described above;
4. The District specifically forbids any employee to transport students for school purposes without prior authorization by the immediate supervisor; and
5. No student will be sent on school business with an employee's automobile or a district-owned automobile.
6. Whenever practical, at least two staff members should accompany a student being transported in an employee's private vehicle.

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Legal References:

ORS 30.260 – 30.265  
ORS 332.101  
ORS 801.455  
ORS 811.210  
ORS 815.055  
ORS 815.080  
ORS 735-102-0010

Reviewed: 4/22/02, 2/2/09, 9/26/11  
Approved: 4/22/02, 2/2/09, 9/26/11



**TITLE: DRUG AND ALCOHOL TESTING AND RECORD QUERY – CDL TRANSPORTATION PERSONNEL**

In a continuing effort to prevent accidents and injuries resulting from the use of drugs and misuse of alcohol by drivers of commercial motor vehicles, the district shall establish a drug and alcohol misuse prevention program. [This policy applies to all district employees that are required to hold a Commercial Driver’s License \(CDL\) as part of their essential job functions within the district.](#)

The district’s program shall meet the requirements of the Omnibus Transportation Employee Testing Act of 1991. [The district or its transportation provider shall have an in-house drug and alcohol testing program or be a member of a consortium that provides testing that meets the federal regulations, and shall annually certify this information to the Oregon Department Education \(ODE\). The district or its transportation provider shall comply with the reporting and pre-employment and annual query requirements of the Federal Motor Carrier Safety Administration \(FMCSA\).](#)

The superintendent will develop administrative regulations as needed to implement the district’s program including such provisions for pre-employment, reasonable suspicion, random, post-accident, return-to-duty and follow-up testing as may be necessary. The regulations will include training, education and other assistance to employees to promote a drug- and alcohol-free environment.

END OF ADMINISTRATIVE POLICY

REVIEWED: 2/28/12, 6/17/25

APPROVED: 3/13/12

**POLICY / REGULATION CROSS REFERENCE**

**LEGAL REFERENCE**

[ORS 657.176](#)  
[ORS 825.415](#)  
[ORS 825.418](#)

[OAR 581-053-0220\(3\)\(h\)](#)  
[OAR 581-053-0230\(9\)\(t\)](#)  
[OAR 581-053-0420\(4\)\(b\)\(B\)\(ii\)](#)  
[OAR 581-053-0430\(13\),\(14\)](#)

[OAR 581-053-0531\(12\),\(13\)](#)  
[OAR 581-053-0615\(2\)\(c\)\(D\)\(ii\)](#)  
[OAR 581-053-0620 \(1\)\(d\)](#)

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§ 31301-31317 (2012); 49 C.F.R. Parts 40, 382, 391-395 (2019).



The following procedures shall govern the district's drug use and alcohol misuse prevention program:

**Controlled Substances & Alcohol Misuse Program – Transportation Personnel**

**Overview**

The district is committed to the establishment of a drug use and alcohol misuse and testing program that meets all applicable requirements of the Omnibus Transportation Employee Testing Act of 1991 ("OTETA"), and the administrative regulations adopted by the U.S. Department of Transportation (DOT) and the Federal Motor Carriers Safety Administration (FMCSA).

**Program Coordinator**

The superintendent, or designee, will serve as the district's drug use and alcohol misuse prevention program coordinator **Designated Employer Representative (DER)**. The superintendent, or designee, will coordinate the district's responsibilities and compliance efforts with the applicable provision of the Omnibus Transportation Employee Testing Act of 1991 (OTETA). The superintendent or designee will:

1. Ensure that all covered employees receive written materials explaining the district's drug use and alcohol misuse prevention program requirements including:
  - a. The district policy and administrative regulations;
  - b. A contact person knowledgeable about the materials, policy, administrative regulations and the OTETA;
  - c. Categories of employees covered;
  - d. Information about the safety-sensitive functions and what period of the workday the employee is required to be in compliance. Safety-sensitive functions shall include such responsibilities as all on-duty time waiting to be dispatched, driving time, assisting or supervising loading or unloading, repairing, obtaining assistance or remaining in attendance upon a disabled vehicle. All time spent providing drug and alcohol samples, including travel time to and from the collection or testing site as needed to comply with random, reasonable suspicion, post-accident, return-to-duty or follow-up testing, will also be considered as on-duty time;
  - e. Specific information concerning prohibited conduct;
  - f. Circumstances under which employees will be tested;
  - g. Procedures used in the testing process;
  - h. The requirement that covered employees submit to drug and alcohol testing, administered in accordance with 49 C.F.R. Part 382;
  - i. Explanation of what constitutes a refusal to submit to a drug and/or alcohol test;
  - j. Consequences of violations (e.g., discipline up to and including dismissal as may be required by the district and removal from safety-sensitive functions as required by the OTETA) and notification of resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and the use of drugs including the names, addresses and telephone numbers of substance abuse professionals (SAP) and counseling and treatment programs. Such information will include the consequences for covered employees found to have a breath alcohol concentration rate of 0.02 or greater, but less than 0.04, and for those employees found to have a breath alcohol content level greater than 0.04. Minimally, no driver tested and found to have a breath alcohol concentration rate of 0.02 or greater but less than 0.04 shall be permitted to perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test;
  - k. Information on the effects of drug use and alcohol misuse on an individual's health, work and personal life; signs and symptoms of an alcohol or drug problem (driver's or coworker's); and available methods of intervening when such problems are suspected, including confrontation, referral to an employee assistance program as available and/or referral to the administration; and

- I. Requirement of the district to collect, maintain and report the following information to the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse<sup>1</sup>:
  - i. A verified positive, adulterated, or substituted drug test result;
  - ii. An alcohol confirmation test with a concentration of 0.04 or higher;
  - iii. A refusal to submit to any test required by subpart C of 49 C.F.R. Part 382;
  - iv. An employer's report of actual knowledge (as defined at 49 C.F.R. § 382.107) of a violation of regulations, including:
    1. On duty alcohol use;
    2. Pre-duty alcohol use;
    3. Alcohol use following an accident;
    4. Controlled substance use.
  - v. A SAP's report of the successful completion of the return-to-duty process;
  - vi. A negative return-to-duty test; and
  - vii. An employer's report of completion of follow-up testing.
2. Ensure that employees sign statements certifying that they have received the materials;
3. Ensure that administrators or their designee, designated to determine reasonable suspicion, receive at least 60 minutes of drug abuse training and an additional 60 minutes of alcohol misuse training. Training will include the physical, behavioral, speech and performance indicators of probable drug use and alcohol misuse;
4. Ensure district compliance with applicable provisions of the OTETA's requirements regarding the district's management information system, retention and confidentiality of records;
5. Ensure selection of a site with appropriately trained personnel for the collection of specimens for drug testing;
6. Ensure selection of a site with a certified breath alcohol technician and evidential breath testing devices for alcohol testing;
7. Ensure selection of a laboratory certified by the Oregon Health Authority, Public Health Division ("OHA") to conduct drug specimen analysis;
8. Ensure selection of a qualified medical or osteopathic doctor to serve as a medical review officer (MRO) to verify laboratory drug test results;
9. Ensure selection of qualified personnel to provide education and training to employees and supervisors in accordance with employee assistance program requirements as specified in the OTETA;
10. Ensure the district's drug use and alcohol misuse prevention program is maintained in at least outline form, on file and available for inspection at the district office. The district shall maintain the following:
11. Information on the effects and consequences of drug and alcohol use on personal health, safety and the work environment;
  - a. Information on the manifestations and behavioral changes that may indicate drug and alcohol use or abuse;
  - b. Documentation that drug training for all supervisory personnel has consisted of at least 60 minutes;
  - c. Documentation that alcohol training for all supervisory personnel has consisted of at least 60 minutes;
  - d. Documentation of training given to employees.
12. Ensure the establishment of clearly defined communication procedures to include the method (e.g., mail, facsimile) and frequency (e.g., monthly, daily, weekly) as well as the authorized individuals to impart and receive information to meet the documentation and confidentiality requirements of the OTETA;
13. Ensure employee organizations receive written notice of the availability of all pertinent drug use and alcohol misuse prevention program information;

~~The primary job of the DER is to ensure the appropriate and timely removal of an employee from safety-sensitive duties when required by law and district policy. The DER will also ensure that all covered employees receive written materials explaining the district's program, and will be available to district transportation personnel to answer driver questions about the materials. The DER shall ensure that each driver is required to sign a statement certifying that he or she has received a copy of these materials described in this section. The district shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver.~~

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<sup>1</sup> <https://clearinghouse.fmcsa.dot.gov/>

The DER will also make available to all drivers information on the effects of alcohol misuse and controlled substances use on an individual's health, work, and personal life; the signs and symptoms of an alcohol problem; and available methods of intervening when an alcohol and/or controlled substance problem is suspected.

### **Covered Employees**

In compliance with the administrative regulations adopted by the DOT and the FMCSA, the district's drug and alcohol misuse prevention and testing program applies to all transportation employees who perform safety sensitive duties as part of their job. This includes district drivers who operate commercial motor vehicles or who possess a commercial driver's license as part of their job requirements.

### **Required Hours of Compliance**

District drivers must not consume alcohol while on duty, for eight hours prior to on-duty time, and up to eight hours following an accident or until the employee undergoes a post-accident test, whichever occurs first.

### **Prohibited Activity**

District drivers shall not report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.02 or greater.

District drivers shall not report for duty or remain on duty when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

### **Drug and Alcohol Testing of Transportation Personnel**

In compliance with federal law and regulations, the district will conduct drug and alcohol tests on covered employees in the following circumstances: pre-employment (for drug use only), post-accident, random, reasonable suspicion of prohibited drug and/or alcohol use, return-to-duty, and follow-up. These circumstances are described in detail below.

### **Refusal to Submit to Testing**

Participation in the district's drug and alcohol testing program is a requirement of each covered transportation employee, and therefore, is a condition of employment. Any driver who refuses to submit to the district's testing program will not be permitted to perform or continue to perform safety sensitive functions, and may be subject to termination. All offers of employment will be contingent upon an applicant's submission to, and the results from, drug testing. An applicant's refusal to submit to drug and alcohol testing under the circumstances set forth in this regulation will result in the immediate removal of that applicant from consideration for employment.

Other kinds of employee behavior will be deemed by the district to constitute a refusal to submit to testing under this policy. Such behavior includes the inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation; tampering with or attempting to adulterate the testing specimen; interfering with the collection procedure; not immediately reporting to the collection site; failing to remain at the collection site until the collection process is complete; having a test result reported by a medical review officer (MRO) as adulterated or substituted; or leaving the scene of an accident without a valid reason before the tests have been conducted.

### **Pre-employment and Annual Queries from, and Required Reporting to FMCSA**

The district is required to conduct a pre-employment query with FMCSA on drivers who are subject to controlled substance and alcohol testing regulation, and is required to report information obtained through its controlled substance and alcohol testing program to FMCSA. All offers of employment for positions identified by the district, as required by the OTETA, will be contingent upon the results of a pre-employment query.

1. The district will obtain written or electronic consent from a driver subject to controlled substances and alcohol testing to conduct a pre-employment query with FMCSA. The consent will include consent to obtain the following information:
  - a. If the driver has a verified positive, adulterated, or substituted controlled substances test result;
  - b. If the driver has an alcohol confirmation test with a concentration of 0.04 or higher;
  - c. If the driver has refused to submit to a test (in violation of 49 C.F.R. § 382.211); or
  - d. If the driver has a report submitted by another employer on actual knowledge (as defined at 49 C.F.R. § 382.107) of a violation of regulations that included:

- i. On duty alcohol use;
- ii. Pre-duty alcohol use;
- iii. Alcohol use following an accident; or
- iv. Controlled substance use.

The district will conduct annual queries<sup>2</sup> with the FMCSA on employees subject to such queries as required by law.

2. The district will report<sup>3</sup> to FMCSA the following personal information about a driver that is collected and maintained in connection with the district's testing program:
  - a. An alcohol confirmation test with an alcohol concentration of 0.04 or greater;
  - b. A refusal to submit to an alcohol test pursuant to conditions found in 49 C.F.R. § 40.261 or a refusal to drug test determination made in accordance with 49 C.F.R. § 40.191(a)(1)-(4), (a)(8)-(11) or (d)(1), but in the case of a refusal to test under (a)(11), the district may report only those admissions made to the specimen collector;
  - c. A SAP's report of the successful completion of the return-to-duty process;
  - d. A negative return-to-duty test; and
  - e. An employer's report of completion of follow-up testing.

The report will include, as applicable:

- a. Reason for the test;
- b. Driver's name, date of birth, and CDL number and State of issuance;
- c. Employer name, address, and USDOT number;
- d. Date of the test;
- e. Date the result was reported; and
- f. Test result. The test result must be one of the following:
  - i. Negative (only required for return-to-duty tests administered in accordance with law);
  - ii. Positive; or
  - iii. Refusal to take a test.
- f. An employer's report of a driver's refusal to submit<sup>4</sup> to alcohol or drug testing must include the following information:
  - i. Documentation, including, but not limited to, electronic mail or other contemporaneous record of the time and date the driver was notified to appear at a testing site; and the time, date and testing site location at which the employee was directed to appear, or an affidavit providing evidence of such notification;
  - ii. Documentation, including, but not limited to, electronic mail or other correspondence, or an affidavit, indicating the date the employee was terminated or resigned (if applicable); and
  - iii. Documentation, including a certificate of service or other evidence, showing that the employer provided the employee with all documentation reported herein.
- g. An employer's report of a violation of one of the following will occur by the close of the third business day following the date on which the employer obtains actual knowledge (as defined at 49 C.F.R. § 382.107):
  - i. On duty alcohol use;
  - ii. Pre-duty alcohol use;
  - iii. Alcohol use following an accident;
  - iv. Controlled substance use.

This report will include the following information:

- i. Driver's name, date of birth, CDL number and State of issuance;
- ii. Employer name, address, and USDOT number, if applicable;
- iii. Date the employer obtained actual knowledge of the violation;
- iv. Witnesses to the violation, if any, including contact information;
- v. Description of the violation;

<sup>2</sup> Written consent from the driver is required. This may be a limited query when allowed. If the limited query indicates that the FMCSA contains information on the driver, the district will conduct a full query within 24 hours and must not allow driver to perform safety-sensitive functions.

<sup>3</sup> The district will complete such reporting to FMCSA by close of the third business day following receipt of the information.

<sup>4</sup> 49 C.F.R. § 40.261(a)(1) or 40.191(a)(1)

- vi. Evidence supporting each fact alleged in the description of the violation required under paragraph above in this section, which may include, but is not limited to, affidavits, photographs, video or audio recordings, employee statements (other than admissions pursuant to §382.121), correspondence, or other documentation; and
- vii. A certificate of service or other evidence showing that the employer provided the employee with all information reported under paragraph above in this section.

If the district's program coordinator is the subject of the testing, the district will ensure compliance with applicable consent, testing, and reporting requirements pursuant to law.

### **Pre-Employment Testing**

The district shall conduct pre-employment testing as follows:

1. All offers of employment for positions as identified by Board policy and as required by the OTETA will be contingent upon drug test results;
2. Individuals offered employment with the district and employees transferring to positions subject to the OTETA contingent on drug testing, must provide written consent **mandatory** for the release of any prior employer positive drug and failed alcohol testing results, refusals to be tested, other violations of testing regulations and, with respect to any employee who violated drug and alcohol regulations, documentation of the employee's successful completion of return-to-duty requirements (including ~~evaluations by substance abuse professionals (SAP) evaluations~~ and follow-up tests) within the preceding two years;
3. The district may obtain and review such drug and alcohol information from previous employers of the past two years before allowing a driver to perform safety-sensitive job duties for the first time. In the event that the district obtains such records after allowing a driver to perform safety-sensitive duties, the district reserves the right to re-evaluate a driver's employment if the records indicate a potential problem with drug or alcohol use;
4. The district will maintain a written, confidential record of information obtained from another employer or the food faith efforts to obtain such information, and will maintain the same for three years from the date the driver's service began.
5. <sup>5</sup>Requests received by the district for ~~R~~release of such information to another employer must include written consent from the subject driver. Records will be released immediately in any written form (e.g., fax, email, letter) ~~may be by telephone, letters or any other method~~ that ensures confidentiality. The district will maintain a written record and summary of information released, the date, and to whom the information was released, ~~confidential record of each past employer contacted~~;
6. The district ~~must ask will not use~~ a driver, ~~and will not use such driver, if they have with~~ a positive drug test or failed alcohol test while employed with a previous employer or who refused to test while under employment with a previous employer ~~in the past two years~~ unless the driver is in compliance with the SAP's treatment program and the OTETA's return-to-duty test requirements;
7. Prior to being directed by the district to a collection site for drug testing, the applicant will be notified that the urine sample collected shall be tested for the presence of drugs;
8. Failure to report to the collection site for testing within the time frame specified by the district shall constitute a refusal to report for testing and result in immediate withdrawal of the employment or transfer offer;
9. Pre-employment drug testing will be paid for by the district;
10. Tests must indicate negative drug test results. Individuals ~~who fail to meet such drug requirements who produce positive drug test results~~ will not be hired or transferred voluntarily or involuntarily to covered positions;
11. Such testing will also be required of covered employees each time an employee returns to work after a layoff period if the employee was removed from the random testing pool. As long as the employee remains in the random testing pool, additional testing or subsequent pre-employment drug testing will not be necessary following a layoff;
12. The district will notify individuals offered employment with the district contingent on drug testing of the results of such testing upon request within 60 days of being notified of the disposition of the employment application;
13. Refusal to submit to drug testing and/or to provide signed permission for the release of past testing information as required by the district shall result in immediate termination from employment or transfer consideration;
14. The individual may request a screening of the split specimen at ~~their his/her~~ own expense. All such requests must be received in writing by the district no later than 72 hours following notification to the applicant of the positive test results.

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<sup>5</sup> Pertains to requests received by the district from other employers.

## Post-Accident Testing

The District shall conduct post-accident testing as follows:

1. It is the responsibility of the employee to report for post-accident drug and alcohol testing as soon as practicable following a motor vehicle accident which occurs while the employee is performing district safety-sensitive functions in which there is a fatality or the employee receives a citation for a moving traffic violation in connection with an injury or tow-away accident:
  - a. The employee will report to the designated collection site for post-accident drug and alcohol testing as soon as practicable following the occurrence of the accident;
  - b. If alcohol testing has not been administered within two hours, the district ~~will~~ shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered;
  - c. If alcohol testing is not administered within eight hours, the district ~~will~~ shall cease attempts to administer an alcohol test and ~~will prepare~~ shall state and maintain on file a record specifying why the test was not administered;
  - d. If drug testing has not been administered within 32 hours following the accident, the district will cease attempts to administer such tests and will document why the test was not administered;
  - e. The employee will contact the Executive Director of Transportation or designee as soon as practicable following the accident giving as much detailed information about the accident as possible (e.g., fatalities, injuries, tow-aways, traffic citation issued, etc.).
2. ~~As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, the district shall test for alcohol for each of its surviving drivers:~~
  - a. ~~Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or~~
  - b. ~~Who receives a citation within 8 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:~~
    - i. ~~Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or~~
    - ii. ~~One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.~~
3. ~~As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each employer shall test for controlled substances for each of its surviving drivers:~~
  - a. ~~Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or~~
  - b. ~~Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:~~
    - i. ~~Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or~~
    - ii. ~~One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle~~
4. ~~Alcohol tests. If a test required by this section is not administered within two hours following the accident, the district shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this section is not administered within eight hours following the accident, the district shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.~~
5. ~~Drug tests. If a test required by this section is not administered within 32 hours following the accident, the district shall cease attempts to administer a controlled substances test, and prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.~~
6. ~~A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the district to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.~~
7. The district shall provide ~~employees~~ ~~drivers~~ with necessary post-accident ~~testing~~ information, procedures and instructions ~~as a part of its employee training program, prior to the driver operating a commercial motor vehicle, so that~~

drivers will be able to comply with the requirements of this section. Additionally, written instructions to follow in the event of an accident will be provided in district vehicles as appropriate. Instructions will include locations of drug specimen collection and alcohol testing sites and telephone number of the district drug use and alcohol misuse prevention program coordinator or other district officials to contact;

8. The employee shall remain readily available for testing or may be deemed by the district to have refused to submit to testing. Such refusal is treated as if the district received an alcohol test result of 0.04 or greater or received a positive drug test. Nothing in this requirement shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care;
9. The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs, conducted by on-site Federal, State, or local law enforcement officials having independent authority for the test, shall be considered to meet the necessary requirements of this section, provided results of the test are obtained by the district and the such tests conform to all the applicable Federal, State or local alcohol testing requirements, and that the results of the tests are obtained by the employer.;
10. The results of a urine test for the use of controlled substances, conducted by Federal, State, or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to the applicable Federal, State or local controlled substances testing requirements, and that the results of the tests are obtained by the employer.
11. An employee who is involved in an accident involving a fatality, injury and/or tow-away as described by the OTETA is prohibited from using alcohol for eight hours after the accident or until the employee undergoes a post-accident alcohol test, whichever occurs first.
12. **Testing Results and Consequences**
  - a. —Alcohol testing:
    - i. —Drivers receiving a post-accident alcohol test result of an alcohol concentration level of less than 0.02 are not in violation of the DOT alcohol misuse rule but may be subject to other laws, district policies or practices and collective bargaining agreement provisions, if any;
    - ii. —Drivers receiving a post-accident alcohol test and found to have an alcohol concentration level of 0.02 or greater will be removed from performing safety-sensitive functions and immediately terminated. The district will provide the driver with a written list of the resources available for evaluating and resolving problems associated with the misuse of alcohol.
  - b. —Drug testing:
    - i. —Upon receipt of a negative test result for controlled substances, the district will immediately notify the driver and return the driver to active duty unless other laws, district policies or practices or collective bargaining agreement provisions, if any, apply;
    - ii. —The district shall notify a driver of the results of post-accident tests for controlled substances conducted under this policy and procedure if the test results are verified positive. The district shall also inform the driver which controlled substance or substances were verified as positive;
    - iii. —The district shall remove the driver from the safety-sensitive functions and terminate the employment of the driver upon receiving test results which are verified positive. The district will provide the driver with a written list of the resources available for evaluating and resolving problems associated with the use of controlled substances.

### **Random Testing**

The district shall conduct random drug and alcohol testing annually as follows:

1. In accordance with federal requirements of the OTETA, the district will test the percentage of the average number of driver positions for drugs and alcohol. Any unfilled, covered positions will be included as part of the total number of positions counted by the district for testing rate purposes. The minimum annual percentage rate for random alcohol testing shall be 10 percent of the average number of driver positions.
  - a. The district will meet minimum testing rates.
2. The minimum annual percentage rate for random controlled substances testing shall be 25 percent of the average number of driver positions.
3. The testing rate may be adjusted by FMCSA based on industrywide data;

4. The testing process shall, in fact, be random. Unless advised otherwise by their consortium, all employees will remain in the pool of drivers for each subsequent period, including vacations, holiday periods and summer recesses, whether or not they have been chosen for testing in the past.
5. The selection of drivers for random ~~alcohol and controlled substances~~ testing shall be made by a scientifically valid method. The process selected by the district will ensure that all employees shall have an equal chance of being tested each time selections are made. The district will use the following system:  
~~using a C~~computerized system:--  
~~based R~~random number generator that is matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. ~~The district shall ensure that all employees shall have an equal chance of being tested each time selections are made. All employees will remain in the pool of drivers for each subsequent period, whether or not they have been chosen for testing in the past. The district may use a service agent to perform random selections.~~
6. ~~To calculate the total number of covered drivers eligible for random testing throughout the year, the district will add the total number of covered drivers eligible for testing during each random testing period for the year and divide that total by the number of random testing periods. Covered employees, and only covered employees, will be in the district's random testing pool, and all covered drivers must be in the random pool.~~
7. ~~All such testing shall be~~ The district shall ensure that random alcohol and controlled substances tests are unannounced, and ~~that~~ the dates ~~selected for testing~~ are spread reasonably throughout the calendar year to avoid predictability and the perception that testing is "done for the year."
8. The district shall require that each driver who is notified of selection for random ~~alcohol and/or controlled substances~~ testing proceeds to the test site ~~as soon as practicable. immediately; provided, however, that if the driver is performing a safety-sensitive function, other than driving a commercial motor vehicle, at the time of notification, the district shall instead ensure that the driver ceases to perform the safety-sensitive function and proceeds to the testing site as soon as possible.~~
9. ~~Each employee selected for testing shall be tested during the selection period.~~
10. A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.
11. Employees off work due to leaves, vacation, or layoffs will be informed that they remain subject to random testing. Employees drawn for such testing will be notified and tested as soon as practicable upon return to duty ~~but no later than the next selection cycle (e.g., monthly, quarterly, etc.).~~
12. ~~Test results and consequences:~~
  - a. ~~Alcohol tests:~~
    - i. ~~Results of alcohol concentration less than 0.02 will be reported to district designee as negative and driver is clear to perform safety-sensitive job functions;~~
    - ii. ~~Drivers receiving a post-accident alcohol test and found to have an alcohol concentration level of 0.02 or greater will be removed from performing safety-sensitive functions and immediately terminated. The district will provide the driver with a written list of the resources available for evaluating and resolving problems associated with the misuse of alcohol.~~
  - b. ~~Drug tests:~~
    - i. ~~The MRO will notify the district of all controlled-substance test results;~~
    - ii. ~~The district shall notify drivers of the results of random tests for controlled substances conducted under this policy and procedure. If the test results are verified positive, the district shall inform the driver which controlled substance or substances were verified as positive;~~
    - iii. ~~The district shall remove from safety-sensitive functions and terminate the employment of the driver upon receiving test results which are verified positive;~~
    - iv. ~~The driver will be provided a written list of resources available for evaluating and resolving problems associated with the use of alcohol and the misuse of controlled substances.~~

### **Reasonable Suspicion Testing**

The district shall conduct reasonable suspicion drug and alcohol testing as follows:

1. The district will test covered employees when there is reasonable suspicion to believe that the employee has engaged in drug use or alcohol misuse.
2. ~~The district shall require a driver to submit to an alcohol test when the employer has R~~reasonable suspicion to believe that the driver has violated the prohibitions of this policy concerning alcohol. ~~The district's determination that~~

reasonable suspicion exists to require the driver to undergo an alcohol test will be based on specific, contemporaneous, articulable observations made by of a trained supervisor, as designated by the district, concerning the appearance, behavior, speech or body odors indicative employee use of drugs or the misuse of alcohol of the driver .

3. ~~The district shall require a driver to submit to a controlled substances test when the employer has reasonable suspicion to believe that the driver has violated the prohibitions of this policy concerning controlled substances. The district's determination that reasonable suspicion exists to require the driver to undergo a controlled substances test will be based on specific, contemporaneous, articulable observations of a trained supervisor, as designated by the district, concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.~~
4. ~~Reasonable suspicion will be confirmed by a second trained supervisor, whenever possible, before testing shall be required.~~
5. Hearsay or second-hand information is not sufficient to require an employee to submit to testing.
6. Alcohol testing is authorized by this section only if the observations ~~required by paragraph (a) of this section~~ are made during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this policy, ~~administrative regulations and applicable OTETA provisions. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver.~~
7. ~~If an alcohol test required by this section is not administered within two hours following the determination under paragraph (a) of this section, the district shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered.~~
8. ~~If an alcohol test required by this section is not administered within eight hours following the determination under paragraph (a) of this section, the district shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test.~~
9. Notwithstanding the absence of a reasonable suspicion alcohol test under this section, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall the district permit the driver to perform or continue to perform safety-sensitive functions, until:
  - a. — An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
  - b. — Twenty four hours have elapsed following the determination under paragraph (a) of this section that there is reasonable suspicion to believe that the driver has violated the prohibitions in this part concerning the use of alcohol.(3)
10. ~~Except as provided in paragraph 8 of this section, the district shall not take any adverse employment action under this section against a driver based solely on the driver's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test.~~
11. A written record shall be made of the observations leading to a ~~an alcohol or controlled substances~~ reasonable suspicion test, and signed by the supervisor(s) who made the observations, within 24 hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier.
12. ~~The district will ensure that the employee under reasonable suspicion is transported to the designated collection or testing site.~~
13. ~~Test results and consequences:~~
  - a. — ~~Alcohol tests:~~
    - i. — ~~Results of alcohol concentration less than 0.02 will be reported to district designee as negative and driver is clear to perform safety-sensitive job functions, unless the driver's behavior and appearance continues to create reasonable concern by district officials that the driver is experiencing a medical or other condition that may compromise the safety of students, other staff members, members of the public, or property;~~
    - ii. — ~~If the results of the driver's alcohol test indicate a blood alcohol concentration of 0.02 or greater, the employee will be removed from safety-sensitive functions and immediately terminated. The employee will be provided a written list of resources available for evaluating and resolving problems associated with the misuse of alcohol.~~
  - b. — ~~Drug tests:~~
    - i. — ~~The district shall notify a driver of the results of reasonable suspicion testing for controlled substances conducted under this policy and procedure if the test results are verified positive. The district shall also inform the driver which controlled substance or substances were verified as positive;~~

- ii.—A negative test result clears the driver to return to performing safety-sensitive functions, unless the driver's behavior and appearance continues to create reasonable concern by district officials that the driver is experiencing a medical or other condition that may compromise the safety of students, other staff members, members of the public, or property;
- iii.—The district shall remove from safety-sensitive functions and terminate the employment of the driver upon receiving test results which are verified positive;
- iv.—The employee will be provided a written list of resources available for evaluating and resolving problems associated with the use of controlled substances.

### **Return to Duty and Follow-Up Testing**

Employees, if they continue employment and before they return to duty, shall comply with the following:

1. When an employee has previously tested greater than or equal to 0.04 for alcohol, the employee must retest (return-to-duty test) with an alcohol concentration of less than 0.02;
2. When an employee has previously tested positive for drug use, the employee must retest (return-to-duty test) with a verified negative test result.

### **Follow-up Testing**

Employees, if they continue employment, shall comply with the following:

If for any reason the district continues to employ a driver who has refused to submit to a required test, has tested positive for alcohol or drugs or has otherwise violated this policy, the district must require return-to-duty and follow-up testing before the driver is returned to or maintained in the performance of safety-sensitive functions.

- 1.—Return to duty testing:
  - a.—The district shall ensure that before a driver returns to duty requiring the performance of a safety-sensitive function, after engaging in prohibited conduct regarding alcohol misuse, the driver shall undergo a return-to-duty alcohol test indicating a breath alcohol concentration of less than 0.02;
  - b.—The district shall ensure that before a driver returns to duty requiring the performance of a safety-sensitive function, after engaging in prohibited conduct regarding controlled substance abuse, the driver shall undergo a return-to-duty controlled substance test with a result indicating a verified negative result for controlled substances use.
  - c.—The driver must also be evaluated by an substance abuse professional (SAP) and participate in any assistance program prescribed. The district must obtain a written assurance from the SAP that the employee is fit to return to duty.
  - d.—The testing must be conducted at a facility designated by the district.
- 2.—Follow-up testing:
  1. Following a determination by an SAP that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the district shall ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substance testing as directed by the SAP;
  2. Follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions or just after the driver has ceased performing safety-sensitive functions.
  3. Follow-up drug and alcohol testing will be unannounced.<sup>6</sup>
  4. The number and frequency of such tests shall be determined by the SAP. Minimally, there shall be:
    - a. At least 6 unannounced tests in the first 12 months following the driver's return to duty;
    - b. Testing shall not exceed 60 months from the date of the employee's return to duty. The SAP, however, may terminate the follow-up testing at any time after the first six tests if the SAP determines the testing is no longer needed.

### **Other Violations of Policy**

The following misconduct is also a violation of this policy, resulting in consequences equal to a positive drug or alcohol test result, including removal from safety-sensitive duties, and termination of employment. If for any reason the district continues to employ a driver who has committed any of these offenses, the district must require return-to-duty and follow-up testing before the driver is returned to or maintained in the performance of safety-sensitive functions.

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<sup>6</sup> A follow-up test shall not also serve as a random test, and vice versa.

- 1.—Being on duty or operating a vehicle while the driver possesses alcohol;
- 2.—Using alcohol while performing safety-sensitive functions;
- 3.—Using alcohol within eight hours of an accident or before undergoing a post-accident alcohol test, whichever comes first;
- 4.—Refusing to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion or follow-up testing requirements;
- 5.—Using alcohol or being under the influence of alcohol within eight hours of going on duty, operating or having physical control of a commercial vehicle;
- 6.—Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a physician who has advised the driver and the district that the substance does not adversely affect the driver's ability to safely operate a vehicle. Drivers are required to inform the district of any therapeutic drug use.

### **Drug and Alcohol Testing Procedures**

The district, in cooperation with contracted collection and testing facilities, will follow drug and alcohol testing procedures as follows: ~~set forth by the administrative regulations adopted by the DOT and codified at 49 C.F.R. Part 40. All drug and alcohol testing facilities used by the district shall comply with the standards established by the DOT in 49 C.F.R. Part 40.~~

### **Drug Testing Procedures**

1. Drugs
  - a. The applicant or employee reports to the district-designated collection site and provides positive identification (e.g., photo ID).
  - b. A urine sample for drug testing is provided. A “split specimen” (two urine specimen bottles) is prepared from the urine sample.
  - c. Following completion of a chain-of-custody form, both specimen bottles are forwarded to the DHHS-OHA certified laboratory for analysis. The split specimen is stored at the laboratory for later testing as may be necessary. Initial testing is performed only on one specimen bottle;
  - d. Testing results are reported to the district-selected MRO by mail or electronic transmission. Results may not be given over the phone;
  - e. The MRO will verify both negative and positive testing results;
  - f. The MRO will report the verified negative testing results to the district;
  - g. The MRO will report verified positive testing results to the applicant or employee, discuss the type of illegal substance found and determine whether there is any valid medical reason for the positive testing results;
  - h. A verified valid medical reason for a positive test result will be reported as a negative test result to the district;
  - i. If no legitimate medical reason exists for positive drug testing, the MRO will report a confirmed positive test result and identity of the substance(s) to the district;
  - j. The employee or applicant may request within 72 hours of a positive test notice that the split specimen (second bottle) be screened. Such screening costs will be paid for by the [employee] [district];
  - k. Unlike the original specimen analyzed for specific levels of controlled substances, the split specimen is analyzed only for the presence of drugs;
  - l. The MRO will report results of the second screening to the employee and the district;
  - m. The MRO will meet all the OTETA requirements including review of chain-of-custody control form, administrative processing of negative test results, verification of positive testing results, report to the FMCSA, and maintenance of confidentiality requirements as may be applicable;
  - n. Detailed drug testing procedures may be obtained by contacting the district’s drug use and alcohol misuse prevention coordinator or designee.
2. Alcohol
  - a. The employee reports to the district-designated testing site and provides positive identification;
  - b. Under the alcohol testing rule, an alcohol test result will be considered failing even if over-the-counter or legally prescribed medication is involved;
  - c. All alcohol screening tests will be conducted by: a qualified breath alcohol technician using evidential breath testing devices;
  - d. Testing may be conducted at an DHHS-OHA certified laboratory or other location including mobile facilities equipped for such testing as may meet the requirements of the OTETA;
  - e. District supervisors should generally not be used as a breath alcohol or screening test technician for covered employees. Under certain circumstances, a properly trained district supervisor may conduct such testing in the absence of another technician;

- f. The employee submits to breath or saliva testing;
  - g. If the result of the testing indicates an alcohol concentration rate of 0.02 or greater, a confirmation breath test is administered after at least 15 minutes, but no longer than 30 minutes, after the initial testing. All confirmation tests will be conducted using evidential breath testing devices;
  - h. The technician will report any invalid tests, confirmed failing and passing results to the district;
  - i. Employee refusal to sign forms as required (i.e., Step 2 on the Alcohol Testing Form) shall be considered as refusal to be tested;
  - j. The breath alcohol or screening test technician will meet all OTETA requirements including such testing procedures, Alcohol Testing Form and confidentiality requirements as may be required;
  - k. Detailed alcohol testing procedures may be obtained by contacting the district's drug use and alcohol misuse prevention program coordinator or designee.
3. ~~The district will test for marijuana, cocaine, opiates, amphetamines and phencyclidine using the split sample method of urine collection. Under split sample procedures, a driver whose urine sample has tested positive for a controlled substance has the option (within 72 hours of being notified by the MRO) of having the other portion of the split sample tested at another laboratory. If the second portion of the sample also tests positive, then the driver is subject to sanctions provided in this policy. If the second portion produces a negative result or for any reason the second portion is not available, the test is considered negative and no sanctions are imposed.~~
  4. ~~The district's designated drug testing laboratory shall have a quality assurance program which encompasses all aspects of the testing process including, but not limited to, specimen acquisition, chain of custody security and reporting of results, initial and confirmatory testing and validation of analytical procedures. Quality assurance procedures shall be designed, implemented and reviewed to monitor the conduct of each step of the process of testing for drugs.~~
  5. ~~The district shall have one or more collection sites or independent medical facilities which have all necessary personnel, materials, equipment, facilities and supervision to provide for the collection, security, temporary storage and shipping or transportation of urine specimens to a certified drug testing laboratory.~~
  6. ~~The individual will proceed to the restroom accompanied by a staff member. Although the staff member will remain in the restroom, this is not a witnessed collection.~~
  7. ~~The collection site person shall take precautions to ensure that a urine specimen is not adulterated or diluted during the collection procedure and that information on the urine bottle and on the urine custody and control form can identify the individual from whom the specimen was collected.~~
  8. ~~When an individual arrives at the collection site, the collection site person shall ensure that the individual is positively identified as the employee selected for testing. If the individual requests, the collection site person shall show his/her identification to the employee.~~
  9. ~~If the individual fails to arrive at the assigned time, the collection site person shall contact the appropriate district representative to obtain guidance on the action to be taken.~~
  10. ~~The collection site person shall explain the collection process to the individual. The collection site person shall instruct the individual to provide at least 45 milliliters of urine under the split sample method of collection.~~
  11. ~~Drug testing results:
 
    - a. ~~The laboratory shall report test results to the district's designated MRO within an average of five working days after receipt of the specimen by the laboratory. The laboratory shall report as negative all specimens that are negative on the initial test or negative on the confirmatory test;~~
    - b. ~~The MRO shall report to the district whether the test is positive or negative and may report the drug(s) for which there was a positive test.~~~~
  12. ~~Positive drug test results:
 
    - a. ~~Prior to making a final decision to verify a positive test result for an individual, the MRO shall give the individual the opportunity to discuss the test result with him/her.
 
      - i. ~~The MRO shall contact the individual directly on a confidential basis to determine whether the employee wishes to discuss the test results.~~
      - ii. ~~If, after making all reasonable efforts and documenting them, the MRO is unable to reach the individual directly, the MRO shall contact a designated district management official who shall direct the individual to contact the MRO as soon as possible.~~
      - iii. ~~If, after making all reasonable efforts, the designated management official is unable to contact the employee, the district may place the employee on unpaid leave until the employee is contacted.~~~~
    - b. ~~If an employee is notified of a positive test by the MRO, the individual may request that the MRO direct that the split specimen be tested in a different federal Department of Health and Human Services certified~~~~

laboratory for presence of the drug(s) for which a positive result was obtained in the test of the primary specimen.

- iv.—The MRO shall honor such a request if it is made within 72 hours of the employee having been notified of a verified positive test result.
- v.—The result of the test of the split specimen shall be transmitted by the second laboratory to the MRO.
- vi.—The employee will remain on unpaid leave of absence pending the results of the test of the split specimen.
- c.—If the result of the test of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO shall cancel the test and report the cancellation and the reasons for it to the DOT, the district and the employee.
- d.—The MRO may verify a test as positive without having communicated directly with the employee in the following circumstances:
  - vii.—The employee expressly declines the opportunity to discuss the test; or
  - viii.—The district has contacted the employee and instructed the employee to contact the MRO and more than five days have passed since the date the employee was contacted.
- e.—Following verification of a positive test result, the MRO shall refer the case to the designated district official empowered to recommend or take administrative action or both.

### **Alcohol Testing Procedures**

- 1.—Alcohol tests will be administered by trained breath alcohol technicians (BAT) utilizing evidential breath testing devices (EBT). The EBT shall have a quality assurance plan developed by the manufacturer.
- 2.—Alcohol testing will be conducted in a location that affords visual and aural privacy to the individual being tested sufficient to prevent unauthorized persons from seeing or hearing test results.
  - a.—All necessary equipment, personnel and materials for breath testing shall be provided at the location where testing is conducted.
  - b.—In unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident), a test may be conducted at a location that does not fully meet the requirements in items 1 and 2 above.
- 3.—The individual being tested will be required to provide the BAT positive identification such as a photo ID card or identification by an employer representative. The employee may request the BAT to provide positive identification.
- 4.—The BAT shall explain the testing procedure to the individual and the individual shall be required to sign the breath alcohol testing form. Failure to do so constitutes a refusal to be tested.
- 5.—Alcohol test results shall be handled in the following manner:
  - a.—The BAT shall show the individual the test results;
  - b.—If the result of the screening test is a breath concentration of less than 0.02, the BAT and the individual being tested shall sign the certificate form. The BAT shall transmit the result of less than 0.02 to the district in a confidential manner promptly after the test administration;
  - c.—If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test shall be conducted not less than 15 or more than 30 minutes after the completion of the screening test:
    - i.—The BAT will explain the procedures for the confirmation test.
    - ii.—The BAT shall show the individual the confirmation test results.
    - iii.—The BAT and the individual shall sign the test certification form. If the individual does not sign the certification form, it is not considered a refusal to be tested. The BAT shall note the individual's failure to sign on the certification form.
    - iv.—The BAT shall immediately transmit the results of the test to the designated district representative.
    - v.—The district will verify the identity of the BAT providing the information.
    - vi.—The BAT shall follow the initial transmission by providing to the district the employer's copy of the breath alcohol testing form.
- 6.—Refusal to test and uncompleted tests:
  - a.—Refusal by an employee to complete and initially sign the breath alcohol testing form, to provide an adequate amount of breath or otherwise cooperate with the testing process in a way that prevents the completion of the test shall be noted by the BAT on the certification form. The testing process shall be terminated and the BAT shall immediately notify the district;

- ~~b. If a screening or confirmation test cannot be completed or if an event occurs that would invalidate the test, the BAT shall, if practicable, begin a new screening or confirmation test, as applicable, using a new breath alcohol testing form.~~
- ~~7. If an individual being tested attempts and fails to provide an adequate amount of breath, the district shall direct the individual to obtain, as soon as practical after the attempted provision of breath, an evaluation from a licensed physician who is acceptable to the district concerning the employee's medical ability to provide an adequate amount of breath.~~
- ~~8. If the physician determines a medical condition could have precluded the employee from providing an adequate amount of breath, the employee's failure to provide an adequate amount of breath shall not be deemed a refusal to take a test. If the physician is unable to make the determination that a medical condition has, or with a high degree of probability could have, prevented the employee from providing an adequate amount of breath, the employee's conduct will be considered a refusal to take the test. The physician shall provide the district a written statement of the basis for his/her conclusion to the employer.~~
- ~~9. An invalid test shall be deemed negative.~~

### **Positive Test Result**

When the MRO determines a positive test result is valid, the MRO will report the finding to the Oregon Department of Transportation (ODOT) and the Oregon Department of Education. The person who is the subject of the test results will be notified by ODOT that the person has a right to a hearing to determine whether the test results reported will be placed in the employee's employment driving record.

### **Referral, Evaluation and Treatment**

The district shall provide information related to referrals, evaluation and treatment as follows:

1. When a driver receives a positive alcohol or controlled substance test under this policy or violates the other prohibitions of this policy, the district will provide the driver with information regarding the resources available to the driver for evaluating and resolving problems associated with the misuse of alcohol and the use of controlled substances.
2. An employee who engages in such prohibited conduct shall be evaluated by a SAP;
3. The SAP will determine what assistance if any the employee needs in resolving problems associated with drug use and alcohol misuse;
4. This requirement applies only to current employees and not to job applicants who refuse testing or who test positive for drugs;
5. This requirement shall not be interpreted to require the district to provide or pay for any rehabilitation costs or to hold a job open for an employee with or without salary;
6. SAPs, as referred to in these administrative regulations, means:
  - a. Licensed physicians with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders;
  - b. Licensed or certified psychologists, social workers or employee assistance professionals with like knowledge; and
  - c. Alcohol and drug abuse counselors certified by the ~~National Association of Alcoholism and Drug Abuse Counselors~~ Association for Addiction Professionals (NAADAC). This does not include state-certified counselors.
- ~~7. The district is not required to provide any of these services under this policy. Other district policies and provisions in the collective bargaining agreement, if any, may have application to the provision of services.~~

### **Recordkeeping/Record Reporting and Confidentiality**

The district shall maintain records of its drug and alcohol misuse prevention program as follows:

1. Records related to the collection process:
  - a. Documents relating to the random selection process;
  - b. Documents generated in connection with decisions to administer reasonable suspicion drug or alcohol testing;
  - c. Documents generated in connection with decisions on post-accident testing;
  - d. Documents verifying the existence of an explanation of the inability of an employee to provide adequate breath or to provide a urine specimen for testing;
  - e. An annual calendar year report summarizing results of the district's drug use and alcohol misuse prevention program will be prepared and maintained when requested by FMCSA as part of an inspection, investigation, special study or for statistical purposes.

2. Records related to each query:
  - a. Documents related to consent of any query;
  - b. Documents related to information received for a pre-employment or annual query;
  - c. Documents related to meeting reporting requirements
3. Records related to pre-employment verification with a driver's previous employer
4. Records related to a driver's test results, including:
  - a. The district's copy of the alcohol test form, including the test results;
  - b. The district's copy of the controlled substance test chain of custody and control form;
  - c. Documents sent by the Medical Review Officer (MRO) to the district;
  - d. Documents related to the refusal of any employee to submit to a drug and/or alcohol testing;
  - e. Documents presented by a driver to dispute the results of a drug and/or alcohol test administered in connection with the requirements of the [OTETA Omnibus Act](#).
5. Records related to evaluations as follows:
  - a. Records pertaining to a determination by a substance abuse professional (SAP) concerning an [evaluation of covered driver's need for assistance](#);
  - b. Records concerning a driver's compliance with recommendations of the substance abuse professional.
6. [Records As](#) related to education and training as follows:
  - a. Materials on drug use awareness and alcohol misuse including a copy of the district's policy and administrative regulations on drug use and alcohol misuse and related information;
  - b. Driver's signed receipt of education materials;
  - c. Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for drug and/or alcohol testing based on reasonable suspicion;
  - d. Certification that any training conducted in compliance with the [OTETA Omnibus Act](#) meets all pertinent requirements for such training.
7. Records related to drug testing as follows:
  - a. Agreements with collection site facilities, laboratories, Medical Review Officers (MRO) and consortia ([includes breath alcohol technicians, screening test technicians, and third party providers](#)), as applicable;
  - b. Names and positions of officials and their role in the district's drug and alcohol testing program(s);
  - c. [Semiannual laboratory statistical summaries of urinalysis as required by the OTETS and as reported by the laboratory. The district will document laboratory failures to provide statistical summaries and any district follow-up efforts to obtain such reports.](#)
8. Records will be retained by the district as follows:
  - a. Five years:
    - i. Records of employee alcohol testing results with results indicating an alcohol concentration of 0.02 or greater;
    - ii. Records of verified positive drug testing results;
    - iii. Documentation of refusals to take required drug and/or alcohol tests;
    - iv. Employee evaluation and referrals;
    - v. [Testing program records including violations](#);
    - vi. A copy of each annual calendar year report summary;
    - vii. Equipment calibration documentation as applicable.
  - b. Three Years:
    - i. [Records related to each query and all information received in response to each query. Documentation of a consent will be retained for three years from the date of the last query.](#)
    - ii. [Pre-employment records obtained, or good faith efforts to obtain, from a previous employer about a driver.](#)
  - c. Two years:
    - i. Records related to the drug and alcohol collection process (except calibration of evidential breath testing devices and training).
  - d. One year:
    - i. Records of negative and canceled drug testing results [and alcohol test results with a concentration of less than 0.02.](#)
  - e. [Indefinite Period](#):

- i. Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors and drivers shall be maintained by the district while the individual performs the functions which require training and for two years after ceasing to perform those functions.
9. Records will be maintained in a secure location with controlled access to ensure adherence to ensure all standards of confidentiality requirements are met, including release of testing records and results only to those authorized by the FMCSA rules, as follows:
  - a. Drug and alcohol misuse prevention program records will be maintained at the district office. Records relating to individual employee drug and/or alcohol testing, evaluation and treatment will be maintained separately from the employee's personnel file;
  - b. Employees are entitled upon written request to obtain copies.
  - c. The district may disclose information in connection with employee benefit proceedings, Department of Transportation agency action against an employee or of National Transportation Safety Board safety investigations;
  - d. The district shall disclose such information<sup>7</sup> to subsequent employers upon written request from the employee in accordance with 49 C.F.R. § 382.413(a)(1);
  - e. The district will provide access to any drug and alcohol collection and/or testing facility records maintained by the district as described by the OTETA (i.e., those federal agencies, state and local officials who have regulatory authority over the district's covered employees).

END OF ADMINISTRATIVE REGULATION

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<sup>7</sup> Information that must be disclosed to subsequent employers upon receipt of proper authorization form/release signed by the employer's ex-driver: (a) Failed alcohol tests (breath alcohol content of 0.04 or greater); (b) Verified positive drug test; (c) Refusals to test.



### Current District Employees

In the event that a district employee retires and begins receiving benefits from the Public Employees Retirement System (PERS) prior to the end of the school year, they may be retained by the district in their current position or another position as deemed appropriate by the district until the end of the school year subject to the provisions of ORS 238.082 and the provisions of any applicable collective bargaining agreement.

All requests for continued employment by the district must be submitted in writing to the Superintendent no later than 30 calendar days before the end of the school year in which the individual has retired from PERS. Requests will be considered based on the following criteria:

1. Need: the individual must have the appropriate training, licensure, or skills in an area of identified shortage of personnel as determined by the district; or must have the knowledge, skills or expertise to provide mentoring / coaching to other staff;
2. Evaluations: the individual must have satisfactory performance evaluations. An individual who has been on a program of assistance for improvement or with written directives or written reprimands will not be considered for retention by the district.

Decisions to retain a retired employee for the duration of the school year will be made at the sole discretion of the Superintendent or designee, and may be subject to Board approval in accordance to district policy and practice. The individual will not be required to submit to established district application and interview procedures. Decisions to retain the individual in a position other than the individual's current position, such as a new position or another vacant position will be made by the Superintendent or designee. The individual may be required to submit to established district application and interview process for such positions.

Employees who retire during the school year and are selected by the district for continued employment shall not serve past June 30 of that year except as provided in this regulation. Employees hired to work the remainder of the school year in which they retire shall be issued a temporary contract for the duration of the school year. There shall be no guarantee of continued employment beyond June 30, and the district may declare the position to be open. The district may, at its discretion, elect to re-employ individuals who are retired under PERS for contract years beyond the contract year in which the individual retired; **TSPC-licensed rehired retirees may not be employed beyond March 15<sup>th</sup> of their third year following retirement without approval by the Superintendent or their designee not to exceed three, one-year contracts.** The district may establish an abbreviated application process for district retiree seeking to retain the position they occupied prior to retirement, consistent with any applicable collective bargaining agreement provisions.

A retired member who is employed as a classified employee or teacher, as defined by ORS 342.120, will remain in the same collective bargaining agreement unit that included the member before retirement, unless retirees or the assignments (i.e. temporary, substitute, etc.) are specifically excluded from the collective bargaining agreement. Salary, benefits and length of contract who are excluded from the bargaining unit will be determined by the Superintendent.

An employees retirement under PERS shall constitute a break in service from employment with the district, regardless of whether the employee is subsequently re-hired. Individuals who are licensed by TSPC shall return to probationary status pursuant ORS 342.815(3) & (6) upon their rehiring after retirement from PERS. Employees who are rehired following retirement under PERS shall not retain pre-retirement seniority.

Upon the hiring of a PERS retiree, the district will immediately submit an Employment of PERS Retiree form to the PERS office as required by law. Employees who are re-hired following retirement under PERS shall be responsible for any impact on their retirement benefits as a result of their continued employment.

### Former District Employees & Former Employees of Other Oregon School Districts

An employee who has retired and left district employment, or retired from another Oregon district, may apply for a subsequent vacancy with the district under the same application and interview procedures as all other applicants for district employment. If the district rehires the former district employee, seniority will begin anew and salary / wages and benefits will be determined in accordance with any applicable collective bargaining agreement, policy or individual employment contract. Upon the hiring of a PERS retiree, the district will immediately submit an Employment of PERS Retiree form to the PERS office as required by law. Employees who are re-hired following retirement under PERS shall be responsible for any impact on their retirement benefits as a result of their continued employment.

Requests will be considered based on the following criteria:

1. Need: the individual must have the appropriate training, licensure, or skills in an area of identified shortage of personnel as determined by the district.
2. Evaluations: the individual must have satisfactory performance evaluations. An individual who has been on a program of assistance for improvement or with written directives or written reprimands will not be considered for retention by the district.

END OF ADMINISTRATIVE POLICY REGULATION

---

REVIEWED: 12/15/03, 11/8/04, 4/21/14, 4/2021, 6/17/25

APPROVED: 12/15/03, 11/8/04, 4/21/14, 5/2021

#### POLICY / REGULATION CROSS REFERENCE

#### LEGAL REFERENCE

[ORS Chapter 237](#)

[ORS Chapter 238](#)

[ORS Chapter 238A](#)

[ORS 243.303](#)

[ORS 342.120](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, 29 U.S.C. §§ 1161-1169 (2018).

Employee Retirement Income Security Act of 1974, 29 U.S.C. §§ 1001-1461 (2018).

Or. Const., art. IX, §§ 10-13.

[House Bill 2296](#) (2023).



Business Office  
520 NW Wall Street  
Bend, OR 97703

June 17, 2025

To: Bend La-Pine School Board and Dr. Steve Cook, Superintendent

From: Dan Emerson, Chief Financial Officer

RE: Fourth Quarter Financial Update for FY2024-25

Dr. Cook,

This is the fourth quarter financial update for FY 24-25. The financial information presented is based on actual data through June 10, 2025, with projections through the end of the FY 24-25.

Projections of the District's overall total revenues have not materially changed since the Q3 financial report. The current Q4 financial report shows a net increase of \$1.3M from the prior Q3 statement. This increase is primarily driven by State School Funding coming in \$1M higher than previously estimated.

We forecast total personnel expenditures to be \$179.1M, which is \$3.6M less than the adopted budget. This savings is likely due to on-going open positions that are currently unfilled despite recruitment efforts. As an organization we strive to have low vacancy rates, however, this savings is financially beneficial given the current K-12 education funding landscape and projected future decreases in BLS fund balance. In addition to personnel savings, we continue to project total operating costs to be \$36.6M, or \$1.2M below the FY 24-25 budget. The savings are due to changing our District iPad purchasing model from ownership to a buy-back leasing model. We forecast this new structure will save the District some costs in the long-term, but it has significant up front savings of more than \$1M which is reflected in this final quarter update.

With the known impacts to budget we project the FY 24-25 ending fund balance to be \$26.7M. While this is higher than budgeted, it is still a reduction of \$1M from the FY 24-25 actual beginning fund balance, indicating annual expenditures are greater than revenues and therefore we are utilizing some fund balance to cover the cost of core services. As we look to FY 25-26, we do forecast that expenditure growth will increase in relation to revenues, resulting in the need to spend \$8M in fund balance to cover costs. The Q4 ending fund balance is 300k more than budgeted in the approved FY 25-26 budget.

Included in your financial statement package, you will find a report on investment of proceeds. Our policy allows for investment of cash to achieve greater earnings on our cash balances. This year we continue to have longer term investments of the 2023 Bond issuance. Maturities of these investments are scheduled to align with our capital spending needs, and the total market value of our portfolio is \$41M.

Finally, it is my privilege to include a copy of Moody's recent BLS credit opinion for the upcoming remaining issuance of \$150M from the 2023 capital bond. Moody's has assigned this issuance an Aa2 rating, which is an excellent rating and mirrors our past ratings. Many large districts across the State have had their ratings downgraded this year due to declines in fund balance, enrollment, and uncertain economic conditions. In this financial environment it is noteworthy for BLS to retain an Aa2 rating and we are proud of this accomplishment. Moody's wrote in their credit opinion, "The stable outlook reflects the likelihood that management will continue to budget conservatively, and closely monitor enrollment and staffing, resulting in reserves and liquidity in line with Aa medians." For BLS to continue to maintain this excellent rating we will need to remain fiscally prudent and continue to demonstrate financial responsibility.

Please let me know if you have any questions or would like additional information.

Sincerely,  
Dan Emerson

Bend-La Pine Schools  
Statement of Revenues and Expenditures  
For the Period Ended June 30, 2025 with Year-End Projections  
General Fund - Operations Sub-fund  
FY 2024-25

	Adopted Budget	June 2025	Budget Variance
<b>Resources:</b>			
Beginning fund balance	23,000,000	27,586,537	4,586,537
<b>Revenue</b>			
Formula revenue:			
Tax revenue	109,490,000	108,538,550	(951,450)
State school fund	95,447,568	96,733,016	1,285,448
Common school fund	2,345,410	2,385,703	40,293
County school fund	270,000	387,075	117,075
Total formula revenue	207,552,978	208,044,344	491,366
Earnings on investments	1,500,000	1,809,299	309,299
Local sources - other	2,670,000	2,952,325	282,325
Intermediate sources	2,010,000	1,799,852	(210,148)
State non-formula resources	-	-	-
Federal non-formula resources	310,000	343,084	33,084
Total revenues	214,042,978	214,948,904	905,926
Total resources	237,042,978	242,535,441	5,492,463
<b>Expenditures:</b>			
Salaries, payroll costs and benefits:			
Certified	69,746,249	69,822,704	(76,455)
Classified	31,472,225	29,679,855	1,792,370
Administrators and supervisors	13,758,786	13,770,924	(12,138)
All other salaries	3,258,220	3,899,703	(641,483)
Total salaries	118,235,480	117,173,186	1,062,294
Payroll costs & benefits	64,537,980	62,002,047	2,535,933
Total salaries, payroll costs and benefits	182,773,460	179,175,233	3,598,227
Other operating costs			
Utilities & purchased services	20,087,255	19,829,376	257,879
Supplies, texts, tools	7,393,233	6,069,082	1,324,151
Equipment	113,500	87,048	26,452
Dues, fees and liability insurance	1,945,280	2,126,195	(180,915)
Debt service	1,033,100	942,932	90,168
Transfers	7,289,584	7,541,772	(252,188)
Total other operating costs	37,861,952	36,596,405	1,265,547
Total expenditures	220,635,412	215,771,638	4,863,774
Excess of revenues over expenditures	16,407,566	26,763,803	10,356,237
Fund balance, ending	16,407,566	26,763,803	10,356,237
<b>As budgeted</b>			
Contingency	500,000	-	
Fund balance	15,907,989	26,763,803	
Fund balance, ending	16,407,989	26,763,803	
<b>Fund Balance as a percent of resources</b>			
Contingency	0.2%	0.0%	
Fund Balance	6.7%	11.0%	
Total reserve	6.9%	11.0%	

## Investment of Proceeds

June 5, 2025

### Distribution by Maturity

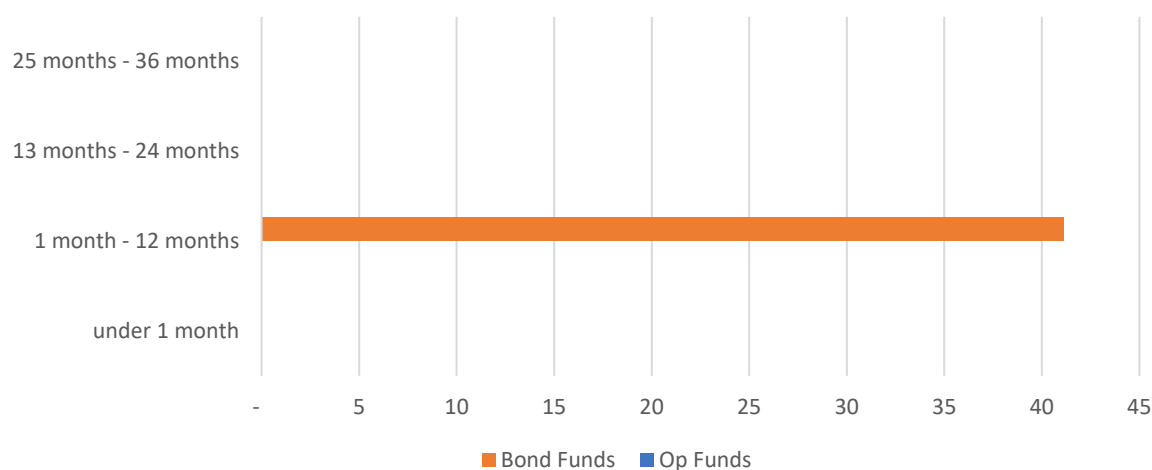
#### Operating Funds:

Maturity	Number	Market Value	Percent of Holdings	Average Yield to Maturity
Under 1 month	-	-	0%	0.00%
1 month - 12 months	-	-	0%	0.00%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>0.00%</b>

#### 2024 Bond Funds:

Maturity	Number	Market Value	Percent of Holdings	Average Yield to Maturity
Under 1 month	-	-	0%	0.00%
1 month - 12 months	2	41,114,704	100%	4.29%
13 months - 24 months	-	-	0%	0.00%
25 months - 36 months	-	-	0%	0.0%
<b>Total</b>	<b>2</b>	<b>41,114,704</b>	<b>100%</b>	<b>4.29%</b>

### Distribution By Maturity (Millions)



### Distribution by S&P Rating

S&P Rating	Number	Market Value	Average Yield to Maturity
AA+u	2	41,114,704	4.29%

### Distribution by Moody's Rating

Moody Rating	Number	Market Value	Average Yield to Maturity
Aaa	2	41,114,704	4.29%

Issuer	Market Value	% Assets	Yield
United States Treasuries	-	0.0%	0.00%
United States Treasuries Discount Notes	-	0.0%	0.0%
United States Treasuries Notes	41,114,704	100.0%	4.29%
<b>Total</b>	<b>41,114,704</b>		

**CREDIT OPINION**

6 June 2025



Send Your Feedback

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# Deschutes County SD 1 (Bend-La Pine), OR

## Update to credit analysis

**Summary**

The credit profile of [Bend-LaPine School District](#) is stable, and rating reflects the district's solid economic base, with very high full value per capita of \$423,000. The district serves Bend, which is the economic hub of central Oregon. Over the past several years, the district has doubled its fund balance (as a percent of revenues), helped in large part by state and federal COVID-19 funds. Management elected to continue programs funded with one-time dollars through fiscal 2025, which is driving a modest general fund deficit. However, in fiscal 2026, the district is budgeting for balanced operations, and is targeting a general fund balance of around 15%, which is in excess of pre-pandemic levels of 10%. Enrollment trends are modestly negative at around 1%, and Bend-LaPine is anticipating future declines due to state and national demographics. Total leverage, inclusive of the current sale, will be around 327%, which is slightly above Aa medians. Favorably, after this issuance, the district has no material debt plans.

**Credit strengths**

- » Strong full value per capita supported by a growing economic base
- » Stable finances that are expected to remain above pre-pandemic levels

**Credit challenges**

- » Moderately elevated long-term liabilities
- » Below average reserves and liquidity compared to Aa medians
- » Trend of declining enrollment

**Rating outlook**

The stable outlook reflects the likelihood that management will continue to budget conservatively, and closely monitor enrollment and staffing, resulting in reserves and liquidity in line with Aa medians.

**Factors that could lead to an upgrade**

- » Maintenance of reserves and liquidity above 17.5% of operating revenues
- » Moderation of total leverage to below 250% of operating revenues
- » Enrollment stability and/or growth

**Factors that could lead to a downgrade**

- » Significant declines in enrollment without corresponding expenditure management

- » Sustained decline in reserves and liquidity below 10% of operating revenues
- » Material increases in total leverage to greater than 400% of operating revenues

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the issuer/deal page on <https://ratings.moody.com> for the most updated credit rating action information and rating history.

## Key indicators

Exhibit 1

### Deschutes County S.D. 1 (Bend-La Pine), OR

	2021	2022	2023	2024	Aa Medians
<b>Economy</b>					
Resident income	104.1%	100.6%	104.8%	N/A	118.5%
Full value (\$000)	\$34,535,389	\$40,675,964	\$53,242,475	\$58,008,195	\$4,184,901
Population	132,158	134,854	137,036	N/A	32,217
Full value per capita	\$261,319	\$301,630	\$388,496	N/A	\$123,578
Enrollment	17,165	17,035	16,810	16,687	4,143
Enrollment trend	-1.6%	-1.9%	-2.8%	-0.9%	-1.0%
<b>Financial performance</b>					
Operating revenue (\$000)	\$276,348	\$289,058	\$310,854	\$322,367	\$76,434
Available fund balance (\$000)	\$36,177	\$34,514	\$39,500	\$45,368	\$21,177
Net cash (\$000)	\$49,792	\$50,886	\$52,107	\$52,049	\$26,035
Available fund balance ratio	13.1%	11.9%	12.7%	14.1%	29.2%
Net cash ratio	18.0%	17.6%	16.8%	16.1%	35.9%
<b>Leverage</b>					
Debt (\$000)	\$444,490	\$419,818	\$488,965	\$453,528	\$52,318
ANPL (\$000)	\$921,612	\$799,420	\$550,772	\$477,196	\$107,625
OPEB (\$000)	\$8,209	\$6,923	\$7,075	\$6,859	\$8,874
Long-term liabilities ratio	497.3%	424.2%	336.8%	290.8%	301.4%
Implied debt service (\$000)	\$33,949	\$31,176	\$29,320	\$33,966	\$3,696
Pension tread water (\$000)	\$25,140	\$18,274	\$22,081	\$25,279	\$1,705
OPEB contributions (\$000)	\$288	\$328	\$282	\$331	\$363
Fixed-costs ratio	21.5%	17.2%	16.6%	18.5%	9.8%

For definitions of the metrics in the table above please refer to the [US K-12 Public School Districts Methodology](#) or see the Glossary in the Appendix below. Metrics represented as N/A indicate the data were not available at the time of publication. The medians come from our most recently published [K12 Median Report](#).

Sources: US Census Bureau, ODE Reports and Data (for enrollment), Deschutes County S.D. 1 (Bend-La Pine), OR's financial statements and Moody's Ratings

## Profile

The K-12 district is located in Deschutes county, about 175 miles southeast of Portland and 130 miles east of Salem. It is Oregon's sixth largest school district, covering 1,700 square miles with a total enrollment of approximately 16,000 students. The district serves the cities of Bend, La Pine, and unincorporated portions of the county, including Sunriver and operates 35 schools and sponsors two charter schools.

## Detailed credit considerations

### Economy: district serves Bend, which is the regional hub of central Oregon

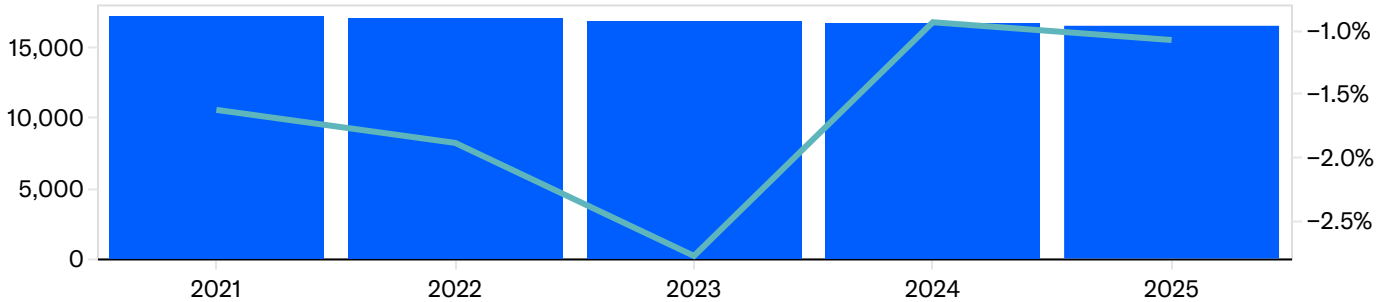
Bend's local economy is solid, and will continue to expand and diversify given ongoing residential and commercial development. Located east of the Cascades, the city is in central Oregon and serves as a regional hub for surrounding communities. Bend is also a tourist destination given its many outdoor amenities. Due to the city's popularity, housing availability is limited, and stock has rapidly increased in value over the past five years, which has priced families out of the area. With this in mind, the city is incentivizing developers through tax rebates to build affordable housing, and reports that 900 homes are slated for development. Two other developments are underway, too, constructing hundreds of townhomes and single-family residences. Officials also state that commercial investment, especially in biosciences and healthcare industries, is steady.

The district's enrollment is slowly declining due to state and national demographics. In 2020, district enrollment was a little over 18,000; however, for 2026, management anticipates district enrollment around 16,200. Bend is partnering with Portland State University to conduct a full demographic study in order to accurate budget in future years. Charter school enrollment does not present material competition and has remained fairly flat at around 385 since 2022.

Exhibit 2

**Enrollment is expected to continue softening**

■ Enrollment (LHS) — Enrollment trend (three-year CAGR in enrollment) (RHS)



Source: Moody's Ratings

**Financial operations: stable reserves**

The district's financial position should remain stable, on the whole, despite a planned draw in fiscal 2025. In fiscal 2025, management decided to use a small portion of general fund reserves, around \$2 million, to continue programming previously funded with one-time COVID-19 grants. If realized, general fund balance will decline to around \$38.7 million, or 17.2% of revenues. This is notably better than fiscal 2018's 10% level.

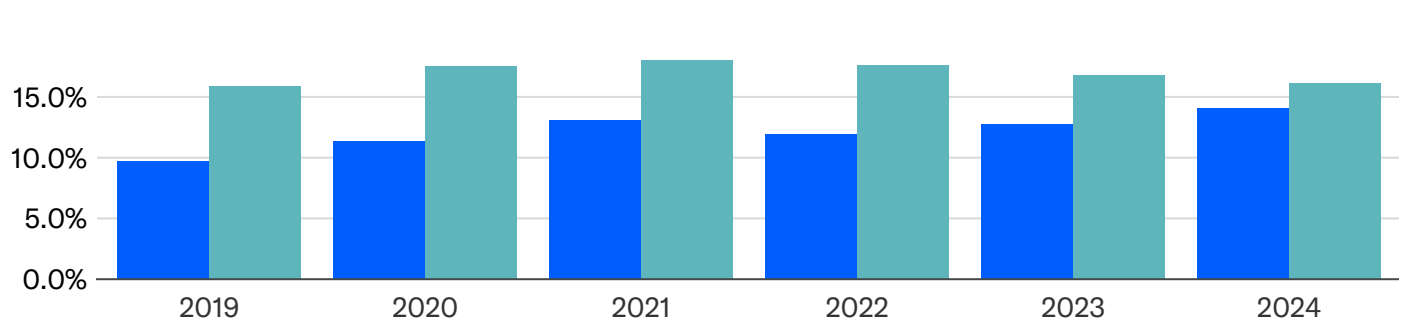
In fiscal 2026, management is balancing the budget without use of reserves. Based on the governor's budget, Bend-LaPine is anticipating around \$3 million less in state aid. They have reduced instruction costs to absorb that loss.

The district has a formal fund balance policy to retain 5% in general fund balance; however, informally, management is targeting reserves in excess of that level.

Exhibit 3

**Financial Trends have improved due to COVID funding**

■ Fund Balance as a % of Revenues ■ Cash Balance as a % of Revenues



Source: Moody's Ratings

**Liquidity**

Operating cash is stable at around \$52 million or 16.1% of operating revenues.

**Leverage: above average total leverage; no debt plans**

The district's total leverage is above average, but may moderate slightly due to lack of borrowing plans. Inclusive of the current issuance (~\$148 million), Bend-LaPine's leverage is around 327%, which is above Aa medians of 301%. Included in the leverage profile is around \$570 million in debt (sum of GO, POBs, capital leases and unamortized premium) and \$478 million in unfunded pension liabilities.

The series 2025 issuance will exhaust the remaining authorization from the 2022 election. Officials are considering approaching voters again in the future, but note that major capital needs have been addressed.

**Debt structure**

All the district's debt is fixed rate and amortizes over the long-term.

**Debt-related derivatives**

The district does not have any derivatives and interest rate swaps.

**Pensions and OPEB**

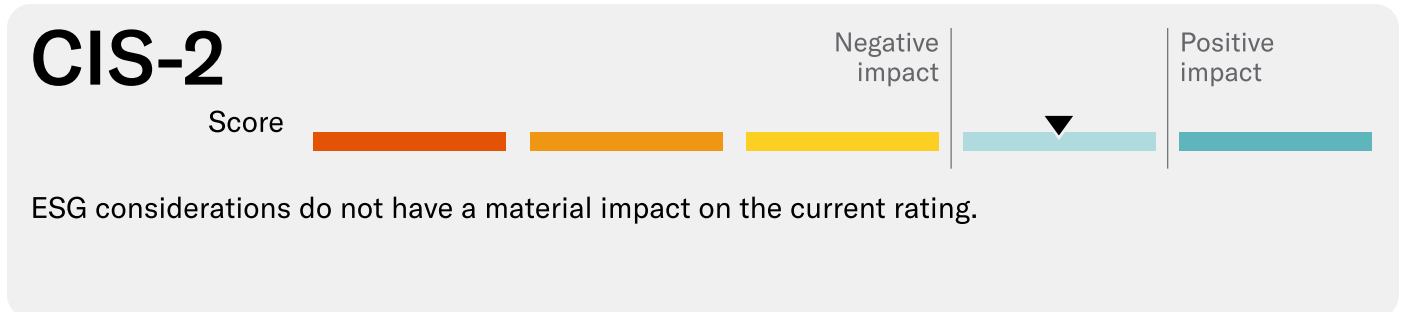
Oregon K-12 school districts participate in the Oregon Public Employees Retirement System (OR PERS). As of the retirement system's fiscal 2023 reporting, government contributions amounted to about 16.6% of payroll in aggregate, just above our tread water indicator of 16.4% of payroll. Based on reporting by PERS, we expect Oregon school districts' adjusted net pension liabilities (ANPLs) to decline by around 5% in fiscal year 2024. While results will vary across US public pension systems, we generally expect local governments' fiscal year 2025 ANPLs to fall by around another 20% based on our aggregate estimates, due to rising interest rates and above-target investment returns in 2024.

**ESG considerations**

**Deschutes County S.D. 1 (Bend-La Pine), OR's ESG credit impact score is CIS-2**

Exhibit 4

**ESG credit impact score**

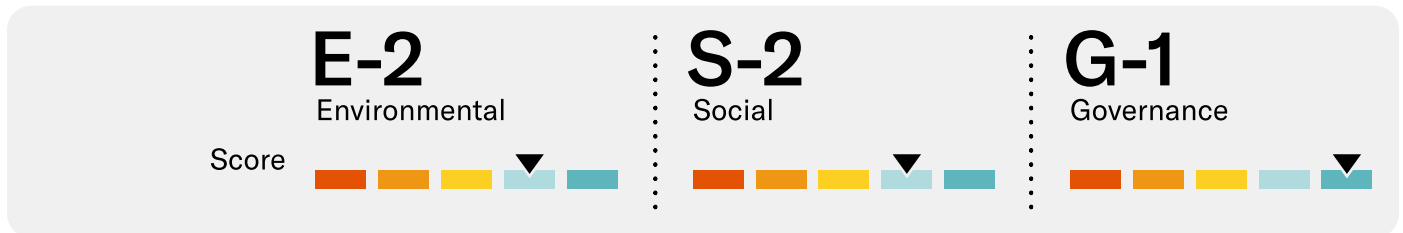


Source: Moody's Ratings

Bend-La Pine School District's **CIS-2** indicates that ESG considerations are not material to the rating, reflecting limited exposure to environmental, social and governance risks.

Exhibit 5

**ESG issuer profile scores**



Source: Moody's Ratings

**Environmental**

Bend-La Pine School District's **E-2** reflects minimal exposure to environmental risks such as carbon transition, water management, natural capital, and waste and pollution risks. The school district's exposure to wildfire risk, however, is somewhat elevated.

### Social

Bend-La Pine School District's **S-2** indicates low exposure to social risks across most categories, including labor and income, education, housing, health and safety, and access to basic services.

### Governance

Bend-La Pine School District's **G-1** reflects the district's strong institutional structure, which is common for Oregon school districts because of their revenue-raising flexibility. The district also benefits from excellent policy credibility and effectiveness and budget management.

ESG Issuer Profile Scores and Credit Impact Scores for the rated entity/transaction are available on Moodys.com. In order to view the latest scores, please click [here](#) to go to the landing page for the entity/transaction on MDC and view the ESG Scores section.

## Rating methodology and scorecard factors

The US K-12 Public School Districts Methodology includes a scorecard, a tool providing a composite score of a school district's credit profile based on the weighted factors we consider most important, universal and measurable, as well as possible notching factors dependent on individual credit strengths and weaknesses. Its purpose is not to determine the final rating, but rather to provide a standard platform from which to analyze and compare school district credits.

Exhibit 6

### Deschutes County S.D. 1 (Bend-La Pine), OR

	Measure	Weight	Score
<b>Economy</b>			
Resident Income (MHI Adjusted for RPP / US MHI)	104.8%	10.0%	Aa
Full value per capita (full valuation of the tax base / population)	423,278	10.0%	Aaa
Enrollment trend (three-year CAGR in enrollment)	-1.1%	10.0%	A
<b>Financial performance</b>			
Available fund balance ratio (available fund balance / operating revenue)	14.1%	20.0%	A
Net cash ratio (net cash / operating revenue)	16.1%	10.0%	A
<b>Institutional framework</b>			
Institutional Framework	Aa	10.0%	Aa
<b>Leverage</b>			
Long-term liabilities ratio ((debt + ANPL + adjusted net OPEB) / operating revenue)	290.8%	20.0%	A
Fixed-costs ratio (adjusted fixed costs / operating revenue)	18.5%	10.0%	Aa
<b>Notching factors</b>			
Additional strength in local resources	0.5		
Scorecard-Indicated Outcome			Aa3
<b>Assigned Rating</b>			<b>Aa2</b>

The complete list of outstanding ratings assigned to the Deschutes County S.D. 1 (Bend-La Pine), OR is available on their [issuer page](#). Details on the current ESG scores assigned to the Deschutes County S.D. 1 (Bend-La Pine), OR are available on their [ESGView page](#).

Sources: US Census Bureau, Deschutes County S.D. 1 (Bend-La Pine), OR's financial statements and Moody's Ratings

## Appendix

Exhibit 7

### Key Indicators Glossary

	Definition	Typical Source*
<b>Economy</b>		
Resident income	Median Household Income (MHI), adjusted for Regional Price Parity (RPP), as a % of the US	MHI: American Community Survey (US Census Bureau) RPP: US Bureau of Economic Analysis
Full value (\$000)	Estimated market value of taxable property accessible to the district	State repositories, district's audited financial reports, offering documents or continuing disclosure
Population	Population of school district	American Community Survey (US Census Bureau)
Full value per capita	Full value / population of school district	
Enrollment	Student enrollment of school district	State data publications
Enrollment trend	3-year Compound Annual Growth Rate (CAGR) of Enrollment	State data publications; Moody's Ratings
<b>Financial performance</b>		
Operating revenue (\$000)	Total annual operating revenue in what we consider to be the district's operating funds	Audited financial statements
Available fund balance (\$000)	Committed, assigned and unassigned fund balances in what we consider to be the district's operating funds	Audited financial statements
Net cash (\$000)	Net cash (cash and liquid investments minus short-term debt) in what we consider to be the district's operating funds	Audited financial statements
Available fund balance ratio	Available fund balance / Operating Revenue	Audited financial statements
Net cash ratio	Net Cash / Operating Revenue	Audited financial statements
<b>Leverage</b>		
Debt (\$000)	District's direct gross debt outstanding	Audited financial statements; official statements
ANPL (\$000)	District's pension liabilities adjusted by Moody's to standardize the discount rate used to compute the present value of accrued benefits	Audited financial statements; Moody's Ratings
OPEB (\$000)	District's net other post-employment benefit (OPEB) liabilities adjusted by Moody's to standardize the discount rate used to compute the present value of accrued benefits	Audited financial statements; Moody's Ratings
Long-term liabilities ratio	Debt, ANPL and OPEB liabilities as % of operating revenue	Audited financial statements, official statements; Moody's Ratings
Implied debt service (\$000)	Annual cost to amortize district's long-term debt over 20 years with level payments	Audited financial statements; official statements; Moody's Ratings
Pension tread water (\$000)	Pension contribution necessary to prevent reported unfunded pension liabilities from growing, year over year, in nominal dollars, if all actuarial assumptions are met	Audited financial statements; Moody's Ratings
OPEB contributions (\$000s)	District's actual contribution in a given period, typically the fiscal year	Audited financial statements; official statements
Fixed-costs ratio	Implied debt service, pension tread water and OPEB contributions as % of operating revenue	Audited financial statements, official statements, pension system financial statements

\*Note: If typical data source is not available then alternative sources or proxy data may be considered. For more detailed definitions of the metrics listed above please refer to the [US K-12 Public School Districts Methodology](#).

Source: Moody's Ratings

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REPORT NUMBER 1450276

CLIENT SERVICES

Americas	1-212-553-1653
Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

**BEND-LA PINE SCHOOLS  
 ADMINISTRATIVE SCHOOL DISTRICT NO. 1  
 DESCHUTES COUNTY, OREGON  
 RESOLUTION TO IMPOSE TAX  
 RESOLUTION NO. 1998**

**BE IT RESOLVED**, the Board of Directors of Administrative School District No. 1, Deschutes County, hereby imposes the taxes provided for in the adopted budget at the rate of \$4.7641 per \$1,000 of assessed value for the permanent tax rate and in the amount of \$46,332,994 for bonds; and that these taxes are hereby imposed and categorized for tax year 2025-26 upon the assessed value of all taxable property within the district.

	Education	Excluded from Limitation
Permanent Tax Rate	\$4.7641/\$1,000	
General Obligation Debt Service		\$46,332,994

Moved by \_\_\_\_\_

Second by \_\_\_\_\_

Yes votes \_\_\_\_\_

No votes \_\_\_\_\_

Dated this 17th day of June 2025.

\_\_\_\_\_  
 Chair

\_\_\_\_\_  
 Vice Chair

\_\_\_\_\_  
 Board Secretary

**BEND-LA PINE SCHOOLS  
ADMINISTRATIVE SCHOOL DISTRICT NO. 1  
DESCHUTES COUNTY, OREGON  
RESOLUTION MAKING APPROPRIATIONS  
RESOLUTION NO. 1997**

**BE IT RESOLVED,** the Board of Directors of Administrative School District No. 1, Deschutes County, hereby adopts the 2025-26 budget in the amount of \$639,538,582

**BE IT FURTHER RESOLVED,** the Board of Directors of Administrative School District No. 1, Deschutes County, hereby directs that for the fiscal year beginning July 1, 2025 the amounts shown below are hereby appropriated for the purposes indicated within the funds listed:

GENERAL FUND		
1000	Instruction	\$141,600,578
2000	Support Services	103,866,645
3000	Enterprise and Community Services	499,586
5100	Debt Service	865,422
6000	Contingencies	500,000
	Total General Fund Appropriation	\$247,332,231
7000	Unappropriated Ending Fund Balance	25,903,123
	Total General Operating and Sub-General Funds	\$273,235,354
SPECIAL REVENUE FUND		
1000	Instruction	\$26,192,374
2000	Support Services	18,076,200
3000	Enterprise and Community Services	15,026,975
5100	Debt Service	130,000
5200	Transfer of Funds	657,111
	Total Special Revenue Appropriation	\$60,082,660
7000	Unappropriated Ending Fund Balance	4,801,195
	Total Special Revenue Funds	\$64,883,855
LONG TERM DEBT SERVICE FUND		
2000	Support Services	\$3,000
5100	Debt Service	55,169,150
	Total Long Term Debt Service Appropriation	\$55,172,150
7000	Unappropriated Ending Fund Balance	3,781,778
	Total Long Term Debt Service Funds	\$58,953,928
CAPITAL PROJECTS FUND		
4000	Facilities Acquisition and Construction	\$77,677,446
5100	Debt Service	3,000
	Total Capital Projects Appropriation	\$77,680,446
7000	Unappropriated Ending Fund Balance	164,675,541
	Total Capital Projects Funds	\$242,355,987
TRUST FUND		
3000	Enterprise and Community Services	\$22,417
	Total Trust Appropriation	\$22,417
7000	Unappropriated Ending Fund Balance	87,041
	Total Trust Funds	\$109,458

Unappropriated Ending Fund Balances are not appropriated.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

YES votes \_\_\_\_\_ NO votes \_\_\_\_\_

**ADOPTED** this 17th day of June, 2025

\_\_\_\_\_

Chair

\_\_\_\_\_

Board Secretary

\_\_\_\_\_

Vice Chair

Article	Summary of BEA Reopener '25 & SpEd DTB Settlement
Art. 5 - Complaint Procedures	<ul style="list-style-type: none"> <li>● Clarification of when an initial conference is required</li> <li>● Clarification when documentation of complaint must be shared</li> <li>● Clarification of when investigation must be undertaken and completed</li> </ul>
Article 12 - Benefits	<ul style="list-style-type: none"> <li>● Increase to BLS premium contribution of: <ul style="list-style-type: none"> <li>○ Year 3: \$55</li> <li>○ Year 4: \$60</li> </ul> </li> <li>● Parties agree to review and consider feasibility of HRA</li> <li>● Housekeeping correction to 12.5 Insurance Opt-Out</li> </ul>
Article 13 - Compensation	<ul style="list-style-type: none"> <li>● COLA increases to salary schedules: <ul style="list-style-type: none"> <li>○ Year 3: 3.15%</li> <li>○ Year 4: 3.25%</li> <li>○ Year 4 Contingency: 3.5% if '26/'27 SSF <math>\geq</math>\$11.4B</li> </ul> </li> <li>● Pay disbursed on last business day of month</li> <li>● Added Adv. Cert stipend for Social Worker</li> </ul>
Article 15 - Work Year	<ul style="list-style-type: none"> <li>● Extended school year to 191 days</li> <li>● Provided 4 more of SIWs be self-directed</li> </ul>
Article 16 - Workday.	<ul style="list-style-type: none"> <li>● Established process for addressing Specialist workload adjustments for absences exceeding 10 days</li> <li>● Bilaterally established agenda for Specialist Workload Redistribution meetings</li> </ul>
Article 18 - Learning Env.	<ul style="list-style-type: none"> <li>● Mutually adopted standard protocols for safety and learning during virtual instruction</li> <li>● Standard for when Synchronous Virtual Instruction may be offered</li> </ul>
Article	MoU re: Pay Periods, School Improvements, and Virtual Instruction
Article 13.3 - Pay Periods	<ul style="list-style-type: none"> <li>● District will permit up to 3 pay advances of up to 60% of unpaid earnings</li> </ul>
Article 15.3 - School Improv.	<ul style="list-style-type: none"> <li>● District will align District-directed SIW time with Organizational Goals, Strategic Initiatives, and School-Specific Goals</li> <li>● Parties will co-create assessment tool</li> </ul>
Article 18.6 - Virtual Instruct.	<ul style="list-style-type: none"> <li>● Parties will maintain status quo pending convening of committee/negotiations</li> <li>● Committee will <ul style="list-style-type: none"> <li>○ Identify current virtual instruction practices</li> <li>○ Negotiate working conditions related to virtual instruction</li> </ul> </li> </ul>

## ARTICLE 5

### COMPLAINT PROCEDURES

\* \* \*

5.2. The District and Association may agree to offer an informal, voluntary problem-solving and/or mediation process to resolve complaints on a case-by-case basis. If offered, and either the complainant or Certified Employee declines the alternative process, then the provisions set out below shall apply.

5.3. A conference with the Certified Employee will be held under any of the following circumstances:

5.3.1. If the administration **is of the opinion that the complaint may will likely result in the need** to make a record **of the complaint** in the evaluation **report of the complaint**;

5.3.2. If the administration **is of the opinion that the complaint may will likely result in the need** to place a record **of the complaint** in the Certified Employee's personnel file **of the complaint** or take any disciplinary action;

5.3.3. If, in the administration's judgment, such complaint is sufficiently relevant to the employee's performance as to indicate the desirability of a conference; or

5.3.4. If the Certified Employee learns of a complaint and requests such a conference.

~~An administrator may preliminarily gather information from the staff member who is the subject of the complaint in order to determine whether a conference is necessary. Before any conversation described above is held, the administrator shall notify the certified employee of their Weingarten rights and that anything shared in the conversation could be used to determine whether disciplinary actions are needed. Upon notification the employee may choose to end the conversation at the time.~~

5.4. **If a conference is required, it shall be held** ~~The conference~~ with the Certified Employee ~~shall be held~~ within twenty (20) working days after the complaint was made to the administrator in writing, or was reduced to writing by the administrator as described below, unless:

5.4.1. Either the Certified Employee or supervisor is absent, in which case the timeline shall be extended by the period of the absence; or

5.4.2. A criminal or child abuse investigation is under way, in which case the District shall not proceed with a Certified Employee conference until authorized by legal authorities.

5.5. At the **beginning of the** conference, the specifics of the complaint shall be explained to the Certified Employee **and written documentation of the complaint shall be provided as outlined below**. The administrator will provide the Certified Employee with the date the complaint was made and the name of the complainant unless the administration is prevented by law from doing so or unless the complainant requests anonymity. If the complaint is submitted in writing, the administrator shall provide a copy of the complaint to the Certified Employee; if the complaint is not submitted in writing, the administrator shall reduce it to writing, including the name of the complainant, date, and

method by which the complaint was conveyed (including the use of an interpreter), and provide that to the Certified Employee. If the complainant requests anonymity or if the District is required by law to withhold the name of the complainant, the administrator will make a reasonable effort to redact any information in the complaint that would allow the Certified Employee to identify the complainant before providing the written complaint to the Certified Employee.

5.6. **If the administrator is of the opinion that they may need to use the complaint in any of the ways set out in 5.3.1. or 5.3.2. (refer to it in an evaluation report, take disciplinary action based on it, or maintain record of it in the Certified Employee's personnel file), they shall investigate and** address the complaint using a fact-finding and/or objective problem-solving investigation process **to substantiate the claim.** However, **adopting an objective problem-solving investigation process this** shall not prevent the administration from taking disciplinary action after completing an investigation and the procedures set forth in this Article. Anonymous complaints will not form the basis of a record in the Certified Employee evaluation or disciplinary action against the Certified Employee unless there is independent evidence or corroboration to sustain the complaint.

\* \* \*

**ARTICLE 12**  
**BENEFITS**

\* \* \*

**12.3. Fringe Benefits**

12.3.1. For insurance effective October 1, 2023, the District will contribute \$1,538.00 (= \$1488.00 + \$50.00) per month for each full-time Certified Employee unless the employee agrees to a reduced contribution toward the insurance premium. For insurance effective October 1, 2024, the District will contribute \$1,583.00 (= \$1538.00 + \$45) per month for each full-time Certified Employee unless the employee agrees to a reduced contribution toward the insurance premium.

**For insurance effective October 1, 2025, the District will contribute \$1,638 (= \$1583.00 + \$55.00) per month for each full-time Certified Employee unless the employee agrees to a reduced contribution toward the insurance premium. Based on that same contingency, for insurance effective October 1, 2026, the District will contribute \$1,698 (= \$1,638.00 + \$60.00) per month for each full-time Certified Employee unless the employee agrees to a reduced contribution toward the insurance premium.**

**The parties agree to meet commencing Fall 2026 to review and consider the feasibility of an HRA.**

For employees working at least half time but less than full time, the District shall contribute an amount for insurance equal to the employee's percentage FTE times the amount of the District's contribution for full-time employees.

\* \* \*

**12.5. Insurance Opt-Out**

Certified Employees who are eligible for a district insurance contribution may choose to "opt out" of all insurance coverage in accordance with the rules as set forth by the Oregon Educator Benefit Board (OEBB), which includes providing proof of other insurance. The employee's decision will be effective until the next open enrollment, unless otherwise provided by law.

Certified Employees who meet the requirements may choose to receive a monthly stipend in lieu of the contractual insurance cap and such payment shall be considered taxable income. Effective October 1, 2024, the stipend will be Two Hundred Seventy-Five dollars (\$275); effective October 1, 2025, the stipend will be Three Hundred dollars (\$300); and effective October 1, 2026, **and thereafter**, the stipend will be Three Hundred Twenty-Five dollars (\$325).

Should the Oregon legislature take action which would invalidate or change the District's ability to offer insurance opt out, the District and Association will meet, discuss, and bargain this issue further.

\* \* \*

**ARTICLE 13**  
**PROFESSIONAL COMPENSATION**

**13.1. Salary Schedule**

The Salary Schedules for 2023-24 shall reflect an increase of six point two percent (6.2%) over the 2022-23 Salary Schedules; the Salary Schedules for 2024-25 shall reflect an increase of four point one five percent (4.15%) over the 2023-24 Salary Schedules.

**The Salary Schedules for 2025-26 shall reflect an increase of Three Point One Five percent (3.15%) over the 2024-25 Salary Schedules; the Salary Schedules for 2026-27 shall reflect an increase of Three Point Two Five percent (3.25%) over the 2025-26 Salary Schedules. If the Oregon Legislature and Governor allocate at least Eleven Point Four Billion Dollars (\$11.4B) to the State School Fund, the Salary Schedules for 2026-27 shall reflect an increase of Three Point Five percent (3.5%).**

Commencing with the 2024-25 Salary Schedules, Row 0 is eliminated from each and Column J – Doctorate is added to each.

The basic salaries and extra duty salaries of Certified Employees covered by this Agreement for the term of this contract are set forth in Appendices A & B.

\* \* \*

**13.3. Pay Periods**

Certified Employees' salaries are paid on a twelve (12) month basis, the year extending from September 1 to August 31. One-twelfth (1/12th) of the annual salary will be due and payable each month during the school year. ~~The June, July, and August check will be issued at the close of school. However, Certified Employees on nine and one-half (9-1/2) month contracts may have the August check held until they report for duty in the fall. Certified Employees not returning to the District for the succeeding year will be paid in full when they are released at the close of the school term.~~

Monthly ~~pay checks~~ will be **disbursed on the last business day of the month via direct deposit, U.S. Mail sent to the current address on record, or delivery to the worksite available in the school buildings or work centers on the last working day of each month.** ~~Certified Employees may also select a direct deposit option to have their monthly check electronically transferred to their bank account. If such selection is made, the electronic transfer shall occur by the last working day of each month. The June, July, and August checks shall be electronically deposited on the same timeline as currently provided for normal payroll.~~

In the event of the termination of a Certified Employee's contract, the District will compute the amount due to the Certified Employee at a daily rate based upon the current school calendar for each day the Certified Employee has been on duty. Any balance due the Certified Employee will be paid to the Certified Employee or those designated to receive this sum.

\* \* \*

**13.7. Advanced Certification Pay**

Employees holding any of the following advanced certifications shall receive the following stipend each contract year:

- National Board Certification for Professional Teaching Standards: \$2,500
- National Certified School Psychologist through the National Psychology Certification System of the National Association of School Psychologists: \$2,500
- National Certified School Nurse through the National Board for Certification of School Nurses: \$2,500
- National Board Certification for Speech Pathologist: \$2,500
- National Board for Certified Counselors: \$2,500
- **National Board for Certified Social Workers: \$2,500**

\*

\*

\*

**ARTICLE 15**  
**WORK YEAR**

Except as noted, the regular work year will not exceed one hundred ninety-one (**191** ~~190~~) days, including:

\* \* \*

15.3. **School Improvement**

One early release day (School Improvement Wednesdays) per month for a total of **fourteen** ~~ten~~ (**14** ~~10~~) per year will be allocated for individual directed Certified Employee work time. Dates will be determined by level (elementary, middle school, high school).

\* \* \*

**ARTICLE 16**  
**WORKDAY**

\* \* \*

**16.3. Full Time Specialists**

- 16.3.1. Specialists shall be defined as Certified Employees other than classroom teachers. They include, but are not limited to, learning specialists, language specialists, interventionists, school psychologists, speech pathologists, counselors, media specialists, social workers, graduation coaches, nurses, and student success instructors and coordinators.
- 16.3.2. The total minutes provided above in Section 16.2., including preparation time, supervision duty, and breaks, will apply to specialists. Full time specialists who are unable to take duty-free breaks during passing periods may schedule two (2) fifteen (15) minute duty-free relief periods per day.
- 16.3.3. Learning specialists, language specialists, school psychologists, speech pathologists, counselors, social workers, and student success instructors and coordinators, when assigned case management responsibilities, shall be scheduled for no fewer than two hundred fifteen (215) minutes per week in blocks of time of no less than thirty (30) minutes for these responsibilities. Atypical weeks, including but not limited to those shortened by holidays, participation in trainings, and inclement weather, may result in diminished case management time.
- 16.3.4. With the approval of their supervisor, specialists who assist with crises at site(s) other than their assigned site(s) will be compensated for time at the non-assigned site at the Certified Employee's hourly per diem rate.

**16.3.5. Specialist Workload**

**16.3.5.1.** When a substitute is not available for a specialist's extended absence and the district elects to assign some or all of the duties to another specialist, redistribution of case load and responsibilities will be considered by the supervisor. If case load redistribution is not practicable within the workload for this position, another specialist will be compensated for additional responsibilities assigned during the absence. The employee, supervisor, and Association will confer on workload assignment and compensation.

**16.3.5.2.** **When Specialist workload needs to be redistributed due to a certified employee's anticipated absence of more than ten (10) work days, the administrative team (at least one district-level program administrator and one building administrator) shall convene a meeting with those certified employees expected to be impacted in order to discuss resources and alternatives, and determine a course of action. The meeting shall be convened no fewer than five (5) days in advance of the start of a planned absence, and within five (5) days of notification of an emergent absence. Resources that may be allocated include, but are not limited to, available substitutes, schedule**

modifications, supplemental preparation time, and release time.

**16.3.5.3. The parties will follow a jointly developed standard agenda in Specialist Workload Redistribution meetings. Modifications to the agenda must be bilaterally approved before they can be implemented.**

16.3.6. Learning specialists shall be allowed up to a total of two (2) paid release days per school year for the purpose of case management responsibilities.

\* \* \*

**ARTICLE 18**  
**LEARNING ENVIRONMENT**

\* \* \*

**18.6. Virtual Instruction**

**18.6.1. The parties have mutually adopted standard protocols for safety and learning during all virtual instruction. Modifications to this standard protocol must be bilaterally approved before they can be implemented.**

**18.6.2. Synchronous Virtual Instruction**

**The parties agree that synchronous virtual instruction may be offered to students who are precluded from in-person instruction due to significant safety concerns, as determined by that student's school team. Unless otherwise agreed by the parties, synchronous virtual instruction shall be delivered on a one-on-one basis.**

**MEMORANDUM OF UNDERSTANDING**  
**'23-'27 CBA Reopener & SpEd Demand To Bargain**  
**Pay Periods (Art. 13.3)**  
**School Improvement (Art. 15.3)**  
**Virtual Instruction (18.6)**

This agreement is entered into this \_\_\_\_ day of June, 2025, by and between the Bend La Pine School District No. 1, (hereinafter "District"), and the Bend Education Association, (hereinafter "BEA"), as follows:

**Recitals**

**WHEREAS**

- A. The District and BEA are parties to a collective bargaining agreement (hereinafter "CBA") for the term July 1, 2023 – June 30, 2027;
- B. Pursuant to Art. 1.3. of the CBA, the parties entered into Reopener Negotiations and have reached Tentative Agreement; and
- C. The parties having agreed to memorialize their mutual understanding of commitments not reduced to contract terms in their CBA;

**Agreement**

**NOW, THEREFORE**, all parties agree as follows:

- 1. All recitals are incorporated as if set forth herein.
- 2. Article 13.3 – Pay Periods

Upon written request, the District will permit three advance payments per year (September to August) of up to 60% on unpaid earnings, and will disburse said funds twenty-four hours following receipt of said request. Advance paid earnings will be deducted from the next regularly scheduled net payroll check(s) until balanced out.

- 3. Article 15.3 – School Improvement
  - a. The District commits to aligning District-directed SIW time with Organizational Goals, Strategic Initiatives, and School-Specific Goals, and communicating the alignment of each planned SIW to involved certified employees; and
  - b. The parties will co-create an assessment tool for use in evaluating certified employee perception of District-directed School Improvement Wednesday time.



Article	Summary of OSEA Reopener '25 Settlement
Article 6 - Wage, Experience Credit, and Career Recognition	<ul style="list-style-type: none"> <li>● COLA increases to salary schedules: <ul style="list-style-type: none"> <li>○ Year 3: 3.35%</li> <li>○ Year 4: 3.35%</li> <li>○ Year 4 Contingency: 3.75% if '26/'27 SSF <math>\geq</math>\$11.4B</li> </ul> </li> <li>● Pay disbursed on last business day of month</li> <li>● Extends period for overpayment or underpayment recovery from only current fiscal year to include immediately previous fiscal year</li> <li>● Establishes step placement process for voluntary demotion</li> <li>● Establishes that Extra Duty assignment compensation will reflect BEA appendix; incorporates provisions from prior MoA</li> </ul>
Article 7 - Fringe Benefits	<ul style="list-style-type: none"> <li>● Increase to BLS premium contribution of: <ul style="list-style-type: none"> <li>○ Year 3: \$55</li> <li>○ Year 4: \$60</li> </ul> </li> </ul>
Article 10 - Leaves	<ul style="list-style-type: none"> <li>● Establishes Paid Coaching Leave for classified employees with coaching Extra Duty assignments</li> </ul>

**ARTICLE 6**  
**WAGE, EXPERIENCE CREDIT, AND CAREER RECOGNITION**

6.1. Wage Schedules

- 6.1.1. Effective July 1, 2023, the classified wage and Professional/Technical salary schedules for the 2023-2024 contract year shall each reflect an increase of six-point three percent (6.3%) over the 2022-2023 schedules as set forth in Appendices A and E.

Effective July 1, 2024, the classified wage and Professional/Technical Salary schedules for the 2024-2025 contract year shall each reflect an increase of four and one-quarter percent (4.25%) as set forth in Appendices B and E.

**Effective July 1, 2025, the classified wage and Professional/Technical salary schedules for the 2025-2026 contract year shall each reflect an increase of Three Point Three Five percent (3.35%) over the 2024-2025 schedules as set forth in Appendices AA and EE.**

**Effective July 1, 2026, the classified wage and Professional/Technical Salary schedules for the 2026-2027 contract year shall each reflect an increase of Three Point Three Five percent (3.35%) over the 2025-26 schedules as set forth in Appendices BB and EE. If the Oregon Legislature and Governor allocate at least Eleven Point Four Billion Dollars (\$11.4B) to the State School Fund, the Salary Schedules for 2026-27 shall reflect an increase of Three Point Seven Five percent (3.75%) over the 2025-26 schedules.**

The Step Zero rate for each range shall be 95% of the Step One rate.

\* \* \*

6.2. Pay Period

- 6.2.1. Classified employees shall be paid **on the last business day of each month. according to their work year:**

6.2.1.1. Employees working two hundred thirty-six (236) days shall be paid on a twelve (12) month basis extending from July 1 to June 30. One-twelfth of the employee's projected annual wages will be due and payable on the last **business working** day of each month.

6.2.1.2. Employees paid on a positive time **keeping basis sheet** shall be compensated on a ten (10) month basis according to a payroll calendar developed by the District. The District agrees to notify and consider input, if offered by the Association, on the payroll calendar. The payroll calendar shall be developed which will result in as equal as possible checks for the ten (10) month period, **payable on the last business day of each month.**

Other employees working less than two hundred thirty-six (236) days shall be compensated on a twelve (12) month basis according to payroll calendars developed by the District, **payable on the last business day of each month.**

6.2.2. In the event of the employee's termination/resignation, the District shall compute the amount due to the employee. Any balance due the employee shall be paid to the employee or those designated to receive this sum.

6.2.3. During any fiscal year, if the District or the employee believe there has been either an underpayment or an overpayment in an employee's wages, and the District finds there has been an underpayment or overpayment, the District shall take the appropriate steps to correct the payment error by adjusting the paycheck amounts. Repayment by the District will be made in accordance with Oregon law. Employee will repay the overpayment by the end of the fiscal year or within six (6) paychecks, whichever is longer. The amount of repayment by either party will be limited to the overpayment or underpayment within the fiscal year of discovery **or the immediately preceding fiscal year**. Any errors that occurred outside of the current **or immediately preceding** fiscal year shall not be subject to repayment or collection. Except for those separating from the district, employees shall be notified of adjustments to pay for over/underpayment at least thirty (30) days prior to the paycheck to which the adjustment is made, unless the District articulates a reason notification cannot be provided.

6.3. Experience Credit

\* \* \*

**6.3.3. Voluntary Demotion**

**An existing employee who voluntarily demotes to a lower paying classification shall be placed at the step corresponding to their actual years of experience in a position having comparable character of work and like responsibilities and skills.**

6.3.~~43~~. The annual anniversary date for advancement on the current wage schedule for all employees is July 1. Employees in probationary status shall advance one step upon completion of their probationary period. On July 1 of each year all regular employees, if eligible, shall be granted one (1) experience step, with the exception of:

6.3.~~43~~.1. Those probationary employees who have not completed their probationary period in their assigned position; and

6.3.~~43~~.2. Those employees that have already received an experience step due to the completion of probation between March 1 and June 30.

\* \* \*

**6.7. Extra Duty Compensation**

**Compensation for extra duty assignments granted to classified employees shall be as set out on Appendix F, which shall reflect the same compensation rates as those set out in the Bend Education Association/Bend-La Pine Schools collective bargaining agreement in effect. Bargaining unit employees providing services outside of their regular duties do so without accumulating time worked in such capacity toward the payment of overtime.**

**This provision is intended to waive the District's obligation to pay overtime or any rate of pay, under any state or federal law, other than that indicated in the Extra-Duty Schedule, or to provide minimum employment conditions (except as specified in this Agreement) and is intended to fulfill the requirements of all applicable law, including ORS 653.261 and OAR 839-020-0030.**

**Classified employees who provide extra-duty services do so entirely on a voluntary basis and both the District and the employee may terminate such services at anytime.**

## **ARTICLE 7** **FRINGE BENEFITS**

\* \* \*

7.3. Effective October 1, 2023, for the 2023-2024 contract year, the amount the District shall pay per employee towards insurance premiums shall be increased by fifty-five dollars (\$55) per month as outlined below:

For less than 12-month employees – \$1,381 a month and  
For full year (12 month) employees – \$1,441 a month

Effective October 1, 2024, for the 2024-2025 contract year, the amount the District shall pay per employee towards insurance premiums shall be increased by forty dollars (\$40.00) per month as outlined below:

For less than 12-month employees -- \$1,421 a month and  
For full year (12 month) employees -- \$1,481 a month

**Effective October 1, 2025, for the 2025-2026 contract year, the amount the District shall pay per employee towards insurance premiums shall be increased by Fifty Five dollars (\$55.00) per month as outlined below:**

**For less than 12-month employees – \$1,476 a month and**  
**For full year (12 month) employees – \$1,536 a month**

**Effective October 1, 2026, for the 2026-2027 contract year, the amount the District shall pay per employee towards insurance premiums shall be increased by Sixty dollars (\$60.00) per month as outlined below:**

**For less than 12-month employees -- \$1,536 a month and**  
**For full year (12 month) employees -- \$1,596 a month**

\* \* \*

## **ARTICLE 10** **LEAVES**

\* \* \*

### **10.11. Extra Duty Leave**

**10.11.1. Classified employees assigned Extra Duty may take paid leave from regularly scheduled work time to perform their Extra Duty**

responsibilities at competitions and performances, and for travel to and/or from said events. Extra Duty Leave may not be used for: a) practices or team management activities; or b) attendance at coaching clinics, performance workshops, or professional development opportunities without prior approval by the Director of District Activities & Athletics.

10.11.2. Classified employees assigned Extra Duty must provide their supervisor reasonable advance notice of their Extra Duty assignment for each season, and review their competition/performance calendar with their supervisor as early as possible.

10.11.3. Extra Duty Leave must be entered into the District's attendance system for all leave taken during the classified employee's regularly scheduled work hours.