



**PARKROSE SCHOOL DISTRICT NO. 3**  
10636 N.E. Prescott Street  
Portland OR 97220-2699

**Regular Session of the Parkrose Board of Education of School  
District No. 3, Multnomah County, Oregon  
Monday, October 31, 2011**

**M I N U T E S**

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A Parkrose Regular Business Meeting of the Board of Education of Parkrose School District 3 was held Monday, October 31, 2011, beginning at 6:30 PM in the Parkrose School District - Boardroom.

**1. Executive Session – 6:00 p.m., Superintendent’s Office**

Recess into Executive Session under ORS 192.660(2)(h) legal counsel, ORS 192.660(2)(d) labor negotiations and ORS 192.660(2)(e) real property transactions.

Those in attendance: Superintendent Karen Gray, Director of Business Services & Operations Mary Larson, Human Resources Director David McKay, Board Chair Ed Grassel, Board Vice Chair Guy Crawford, Board Member Alesia Reese, and Board Member James Woods. Board Member Adair Fernee was absent.

Executive session was adjourned at 6:25 p.m.

**2. Call to Order – Regular Business Board Meeting – 6:30 p.m.**

Chair Grassel called the Regular Business Meeting to order at 6:30 p.m. and welcomed everyone in attendance.

Members present were: Chair Ed Grassel, Vice Chair Guy Crawford, Board Member Alesia Reese and Board Member James Woods. Board Member Adair Fernee was absent.

Others present were: Director of Human Resources David McKay, Student Services Director Kathy Keim-Robinson, School Improvement Director Yuki Monteith, Director of Business Services & Operations Mary Larson, Assistant Student Services Director Michelle Markle, Parkrose High School Principal Ana Gonzalez, PFA President Jennifer Handsaker, OSEA President Rebecca Smillie, Patrons, Superintendent Karen Gray and Board Secretary Becky Nino.

**3. Presentations/Recognitions**

**A. Presentations**

**1. ASB Report – Emma Brent**

Emma Brent, ASB President along with Max Denning updated the board on student activities and fall sporting events as follows:

- Band & Choir Update
- Theater Production of Macbeth
- Homecoming & Think Pink Campaign - very successful
- Fall Sports Wrap Up

Superintendent Gray added that Ms. Brent is a member of the Superintendent’s Advisory Council and is a great representative for the students. She said it is important that the student’s voice is heard in the conversation at the advisory council.

**2. Healthy Active Schools Report – Sandra Clark**

Director of Student Services Kathy Keim-Robinson introduced Sandra Clark. Ms. Clark gave a presentation on the Healthy Active Schools program. She detailed her work on the following:

- Board policy
- Improving student nutrition
- Safe routes to school for walkers & bikers
- Physical activities for kids
- Community partnerships with SUN Program, School Based Health Center, NW Garden Academy, Russellville Grange
- Activities at Parkrose Schools; food pantries, school gardens, fitness trail

Ms. Clark said the district is doing great things for students to improve nutrition and fitness.

3. **Sumner Community Gardens Project – Scott Somohana**  
Scott Somohana, Sumner Neighborhood Association Chair, presented a proposal for a neighborhood garden at Helensview High School. He gave an overview of the Sumner Neighborhood stating that they do not have any parks in the area. He presented a detailed proposal.

There was positive feedback from the board stating the proposal was thoughtful in design with a clear process providing multigenerational healthy activity for the community.

A steering committee will be formed. Mr. Somohana asked that the board provide a letter or make a statement in support of moving forward with the project.

Woods/Reese moved to approve Superintendent Gray to provide a letter of support in concept for the Helensview Garden Project Proposal. Chair Grassel opened the floor for discussion.

Hearing none, the motion to approve passed with a 4-0 vote.

#### **4. OSEA Monthly Report – Rebecca Smillie**

OSEA President, Rebecca Smillie presented the following items:

- Members continuing their volunteer efforts
- Many worked on the Sparrow Project Blanket
- Notified that Earl Blumenauer may visit Prescott Elementary School through the work of OSEA Government Relations Office, Ms. Smillie will pass along additional information as it is received.
- Negotiations progressing, Mediation in January
- Reductions to classified staff causing hardships, personal and professional
- Will continue to meet challenges, dedicated to a strong union

#### **5. PFA Monthly Report – Jennifer Handsaker**

Parkrose Faculty Association President, Jennifer Handsaker reported on the following:

- Parkrose Featured in OEA Today – Chris Sullivan, Sacramento School Teacher, for the food market at Sacramento School and the 2010 Thanksgiving meals serviced at Parkrose Middle School. Ezekiel Jones, Parkrose High School Student, for winning a video contest including a trip to meet with executives from Def Jams Recording Studio.
- OEA Advocacy Conference – 2 members attended
- Expressed disappointment of having the calendar on the agenda

#### **6. Board of Education**

##### **A. Board Reports**

###### **1. Interview with Auditor – Ed Grassel**

Chair Grassel gave a brief update on the board's meeting with the auditors. He said that auditors are hired by the board and they conduct an annual audit. Chair Grassel said it was a productive meeting.

##### **B. Committee Reports**

###### **1. Negotiations – Guy Crawford**

Vice Chair Crawford provided an update of the negotiations process with both Certified and Classified groups stating that both groups are beyond the 150 days bargaining. Mediation has been requested.

2. Bond Oversight Committee – Alesia Reese

Ms. Reese said that the first meeting of the Bond Oversight Committee is scheduled for Monday, November 7, 2011 at 6:30 p.m. at the district office. She also updated the group on her activities and organization memberships.

3. School Improvement – Ed Grassel

Chair Grassel updated the board on the school improvement committee's activities. He stated that the committee is presenting a session at the Oregon School Boards Association Convention on how to close the achievement gap.

4. Legislative Activity – James Woods

Mr. Woods said he was principal for a day which he enjoyed. He is also working on the following:

- Next Generation Work Group Member
- NCLB Waiver & State Evaluation and Report Card Work

5. Parkrose Educational Foundation – Adair Fernee

Chair Grassel read the following report as Ms. Fernee was unable to attend this evening:

**Parkrose Educational Foundation:**

- 1) Auction preparations are already beginning!
- 2) Road House dinner was a HUGE success. An additional \$315 was made by auctioning potatoes and onions from which THE BEST EVER chips and rings were made!
- 3) The Foundation was considering purchasing a button machine that different groups in Parkrose could use to make items for fundraising. While in the research phase, it was found that Travis of the Sun Community Schools Program at the HS has one. Groups are welcome to use it, but must purchase own supplies.
- 4) The Foundation Board approved a one year trial of a sponsored scholarship. Specifics and criteria, as well as the selection committee, to be determined upon research of current scholarship form used by HS for local scholarships.
- 5) \$150 grant approved to transport approximately 50 ELL Juniors to MHCC for a tour and demonstration of opportunities available. These students are not registered to take the PSAT, so this event will occur for them on test day.
- 6) EVERYONE needed to like the Parkrose Educational Foundation page. It's fun, it's easy!

**Outdoor School** - Not really a board committee, though I am officially listed with an interest in Outdoor School.

- 1) Goal: Increase current program by one night which would mean a 3 night/4 day program for Parkrose.
- 2) Parent meeting was held with great attendance at PMS 10/19/11. Really rough estimates show that \$15,000 needs to be raised, \$4,000 made over the summer, \$11,000 to go...its a lot of money and a HUGE effort by parents, students, teachers and community members.
- 3) While I do have a 6th grader, my focus with this program is to build some kind of sustainability as the fundraising goals are brutal. To that end, I've been working with Prescott to develop a fundraising plan that would enable classes to have an ODS "savings account" by the time they reach the middle school. All ODS funds would be tracked by grade and held in the PTA account. Once Prescott's plan is finalized, I would like to work with the other elementary schools. By the time the current Kindies get to PMS, fundraising would be less of a drain on volunteers. It would also be one less group in a sea of worthy causes looking for money at the same time.
- 4) WEDNESDAY, 11/2/11. The Original Taco House. Nachos for Nature! 50% of all sales will go to Parkrose ODS. Please go for lunch or dinner or both! You MUST have a flier. Those will be made available on the Parkrose Friends of Outdoor School Facebook page or folks can email me and I'll line you up. They aren't available yet, or I'd send a stack to the DO.

**Communications Committee:**

Karen and I met to review prior work done in this area. We reviewed a list of District stakeholders. We felt that folks living in the district without school-aged kids would be more interested in bond info and best served by the Bond Oversight Committee which will be managing bond communications. We chose to focus our efforts this year on Parents and Non-Parent Volunteers in the district. Our first meeting will be Thursday, 11/17 at 6pm at the DO. Notice went out in all the schools' newsletters. I'll do a reminder next week perhaps with a little more information about the committee as I've received a lot of questions. We need a committee before we can officially determine goals, but I'm hoping to work with our group to figure out best practices for communications so we can keep our parents and volunteers timely informed of important events, dates and volunteer activities.

Those are my three big things...there's tons of events going on...looking forward to conferences next week, especially at the Middle School since its new to us.

*I'll see you at the next meeting or around our busy neighborhood at a fun event! ~Adair*

C. Board Action

1. 2011-12 School Year Calendar Modification

Chair Grassel said that due to budget impact and no memorandums of understandings from bargaining groups, it is necessary for the board to modify the school year calendar. He explained the modified calendar. If approved by the board, there will be a reduction of 8 student contact days as follows:

- November 23, 2011
- January 3-6, 2012
- June 13-15, 2012

Superintendent Gray added that if approved by the board, the calendar will affect students and staff but since the days are not bargained as furlough days, the days are added back at the end of the school year calendar and may be adjusted as the bargaining process continues. Since furlough days must be bargained and it is getting late in the year, the board needs to adjust the calendar.

**7. Consent Agenda**

A. Board Minutes

1. September 26, 2011, Executive and Regular Business Minutes
2. October 10, 2011, Work Session Minutes

B. Policy Second Reading

1. Policy JE – Attendance
2. Policy JED – Student Absences and Excuses
3. Policy IIAD – Special Interest Materials

C. Business Finance

1. Resolution to Approve and Appropriate Grant Awarded by Parkrose Educational Foundation for Parkrose Athletic Programs, in the amount of \$14,325.
2. Disposal of Surplus Property

D. Extended Travel

1. Travel Request for John Schumacher to attend American Council for International Studies Conference, January 12-16, 2012, in Costa Rica.
2. Travel Request for Molly Davies to attend AVID National Conference, December 7-10, 2011 in Orlando, Florida.
3. Travel Request for Christine Blouke to attend Student Information System Selection Site Visits, October 30-November 5, 2011, in Boston, MA and Mesa, AZ.

At this point, Superintendent Gray asked that Item D. 3. Extended Travel for Christine Blouke be removed from the consent agenda.

Reese/Woods moved to approve the consent agenda as modified. The motion to approve carried with a 4-0 vote.

**8. Citizen Comments**

Joe Rossi, 3839 NE 122<sup>nd</sup> Ave: Mr. Rossi thanked everyone for the success of the Centennial Celebration. He said it was a landmark occasion and was impressed that so many board members and staff participated. The statue project is almost complete. A time capsule will be added by elementary school students and opened every 25 years. Mr. Rossi also suggested an alternative placement for the new middle school building.

Gail Volk, 11210 NE Skidmore: Ms. Volk spoke about the healthy active schools presentation earlier this

evening. She stated that students in Parkrose are being served healthy food. Ms. Volk asked that food service workers be provided better computers and longer hours so they can do their jobs to support kids.

Annette Stevko-Frary, 3035 NE 141<sup>st</sup> Ave: Ms. Stevko-Frary spoke about the reduction to classified staff's hours. She stated that it is hurting kids. She's visited classrooms at Parkrose Middle School and elementary schools in the district. She asks that the district take care of the loyal employees, listen to the needs of the students, encourage questions be asked of Superintendent and Board. She said that communication needs to improve.

Barbara Luce, 107 SE 141<sup>st</sup>: Ms. Luce commented on the updated calendar and the impact on balancing the budget and effects of educational assistants.

Thoy Tran, 1143 NE 135<sup>th</sup> Ave: Ms. Tran who voiced her concern about the lack of communication from the district regarding negotiations, budget issues and updated calendar. She suggested that everyone listen and be mindful of student's needs. Asked how changing the calendar would help. She asked that everyone think about the kids, solve problems and communicate weekly through the newsletters from the schools.

## 9. District Business

### A. Superintendent Reports

#### 1. Board/Superintendent Goals 2011-12

Superintendent Gray reviewed the Board/Superintendent Goals for 2011-12.

#### 2. First Reading & Review Board Policies

##### a. Policy EFA – District Wellness

##### b. Policy EFA-AR – District Wellness

Superintendent Gray reviewed board policies on wellness. She said that the board has annually reviewed the wellness policies to support healthy active lifestyles.

Alesia Reese commented on the complexity of highly regulated food service in schools but implementing healthy food choices has been successful. She said that food is often times used as a reward/discipline tool. It is important that we understand food interaction with behavior and academic achievement.

#### 3. ACE Charter School Agreement – Legislative Changes

Superintendent Gray reported on the updates to the ACE Charter School Agreement specifically noting the changes on new legislation regarding special education students. She stated that the ACE Charter School Model has been such a success that it is going to be used as a model.

#### 4. Community & Parents for Public Schools Event (CPPS)

Superintendent Gray shared that over 400 parents registered for the event at Parkrose High School. She stated that there were over 20 languages spoken at the event and it was a huge success.

At this point, Superintendent Gray took the opportunity to address the change to this evening's board meeting date. She said that she was required to be out of town as part of the requirements for a grant received. She stated that it is important for her to be present at board meetings and wanted to make the record clear as to why the meeting date was changed.

### B. Department Reports

#### 1. School Improvement – Yuki Monteith

##### a. State School Report Cards

##### b. District Adequate Yearly Progress (AYP) Report

School Improvement Director, Yuki Monteith presented the District Adequate Yearly Progress (AYP) Report and State School Report Cards. There was in-depth discussion regarding the data reported on the AYP and Report Cards reports.

#### 2. Business & Operations – Mary Larson

OFFICIAL MINUTES: October 31, 2011, Executive & Regular Session Meeting

a. Soccer Field Update

Director of Business Services & Operations, Mary Larson updated the board on the progress of the soccer field project. She shared pictures of the progress and gave an overview of the entire project. She reviewed funding sources, and timeline for warranty and field use. She stated that the sprinklers will be running, even if it's raining, to ensure that the grass seeds do not dry out.

b. Bond Project Update

Ms. Larson gave the monthly Bond update as follows:

- Bond Executive Team - Weekly Meetings
- Parkrose Middle School Visioning Meetings - in Process
- Bond Oversight Committee – 1<sup>st</sup> Monthly Meeting, Next Week

c. Property Appraisal

Ms. Larson asked if the board supported her requesting quotes for property appraisals for the Thompson, Sumner and Knott buildings. These buildings have current leases in place.

Superintendent Gary asked that the board approve moving forward with getting this information because it is something that the district needs to know.

There were questions about community concerns regarding district property. Chair Grassel said it is management wanting to know the value of its property.

Woods/Reese moved that administration proceed to gather bids for property appraisal for the three leased properties. Chair Grassel called for discussion.

Hearing none, the motion passed with a 4-0 vote.

d. Construction Excise Tax

Ms. Larson said that the excise tax revenue must be used for capital construction. It is an unknown amount each year. In order to keep current, the board must act on the increase.

e. Student Body Accounts Report

Ms. Larson presented the student body audit report to the board. She stated that it was requested last year that reports regarding due diligence be completed on the student body accounts. Ms. Larson stated that District Accountant, Chris Gibb completes quarterly samples of the student body accounts. The district has a student body handbook and provides help to the schools when necessary. District auditors complete random sampling of the records and share their findings in the audit report.

Mr. Woods asked that he receive a monthly reconciliation of the student body accounts.

Superintendent Gray said it was her understanding that the board at a work session be presented with a quarterly analysis. In this case, the audit was ready so it's being presented. The other reports are scheduled for January and May work sessions.

f. Financial Report

Ms. Larson presented the financial report. She stated that along with the regular reports are additional reports requested by the board.

Vice Chair Crawford asked about the potential reduction of funding at the state level. Ms. Larson stated that the December forecast will be coming out soon. She is concerned that the district is already short.

3. Human Resources – David McKay

a. American Association of School Personnel Administrators Conference Report

Human Resources Director, David McKay reported to the board on his professional development

at the AASPA Conference. Mr. Woods asked what three things he took away from the conference. Mr. McKay stated the following: documentation, legal issues and communications as his top goals.

4. Student Services – Kathy Keim-Robinson
  - a. Positive Behavior Instructional Support (PBIS) Update  
Michelle Markle, Assistant Student Services Director, presented the PBIS update. She highlighted what has been happening in the district. She reported information regarding the Playworks Program and data keeping systems.
  - b. Annual Physical Restraint and Seclusion Report  
Kathy Keim-Robinson updated the board on the Annual Physical Restraint and Seclusion report. The information is reported annually to the board. She stated that staff attends 16 hours of de-escalation training. Documentation is required. The district is reporting more detailed information. Patterns are appearing, time of day spikes in data. The data reported is very similar to prior year.

At this point, Mr. Crawford asked that Action Item E Accept/Reject Managers, Supervisors, Administrative Support Staff and Confidential Employees Memorandum of Agreement for 2011-12 be removed from the agenda.

Crawford/Reese moved to remove Action Item E from the agenda. There was no discussion. The motion to approve passed with a 4-0 vote.

#### **10. Action Items**

**A. Accept/Reject Board/Superintendent Goals 2011-12**

Reese/Woods moved to accept the Board/Superintendent Goals 2011-12. Chair Grassel opened the floor for discussion.

Hearing none, the motion to approve carried with a 4-0 vote.

**B. Accept/Reject ACE Charter School Agreement – Legislative Changes**

Reese/Woods moved to accept the ACE Charter School Agreement – Legislative Changes. Chair Grassel opened the floor for discussion.

Hearing none, the motion to approve carried with a 4-0 vote.

**C. Accept/Reject Construction Excise Tax Increase**

Reese/Woods moved to accept the Construction Excise Tax Increase. Chair Grassel opened the floor for discussion.

Mr. Woods stated that the current excise tax is not acceptable as it is very low.

There being no further discussion, the motion to approve carried with a 4-0 vote.

**D. Accept/Reject 2011-12 School Year Calendar Modification**

Reese/Woods moved to accept the 2011-12 School Year Calendar Modification. Chair Grassel opened the floor for discussion.

Chair Grassel commented that he does not like to jump through hoops because it all has an effect on kids. He stated that he realized that this is a national and state budget issue but that it is extremely frustrating. Playing games messes with lives and this is the only avenue available and he is not happy about it.

Hearing no further discussion, the motion carried with a vote of 4-0.

**E. Accept/Reject Managers, Supervisors, Administrative Support Staff and Confidential Employees**

Memorandum of Agreement for 2011-12.  
This item was removed from the agenda.

Woods/Reese moved to combine action items F through M. Chair Grassel called for discussion. Hearing none, the motion to combine items F – M passed with a 4-0 vote.

- F. Accept/Reject Parkrose Colts Youth Basketball Free/Reduced Facility Use Application for practices and workouts at Parkrose Middle School.
- G. Accept/Reject Parkrose Outdoor School Free/Reduced Facility Use Application for Holiday Fundraiser.
- H. Accept/Reject Girl Scout Troop 41180 Free/Reduced Facility Use Application for Scout meetings at Parkrose Middle School.
- I. Accept/Reject Parkrose Youth Baseball, Softball, Basketball Free/Reduced Facility Use Application for practices and workouts at Parkrose Middle School.
- J. Accept/Reject Parkrose Middle School Free/Reduced Facility Use Application for Parkrose Middle School 8<sup>th</sup> Grade Recognition Ceremony.
- K. Accept/Reject Parkrose Youth Football Free/Reduced Facility Use Application hosting three games.
- L. Accept/Reject SUN Community Schools Free/Reduced Facility Use Application for After School SUN Music Program at Middle School.
- M. Accept/Reject Columbia County Volleyball Club Free/Reduced Facility Use Application for Parkrose Youth Club Sport Practices.

Woods/Reese moved to approve combined Action Items F-M. Chair Grassel called for discussion.

Ms. Reese suggested that the board receive an overall snapshot of facility use and how the program is working, including costs to the district.

Hearing no further discussion, the motion to approve the combined Action Items F-M carried with a 4-0 vote.

#### **11. Discussion Items**

No discussion items.

#### **12. Correspondence/Announcements/Requests**

- A. Upcoming Meetings
  - 1. Board Work Session, November 14, 2011, District Office, 5:00 p.m.
  - 2. Regular Business Meeting, November 28, 2011, District Office, 6:30 p.m.
  - 3. Regular Business Meeting, December 12, 2011, District Office, 6:30 p.m.
- B. Upcoming Events
  - 1. Oregon School Boards Association Regional Dinner, November 1, 2011
  - 2. Oregon School Boards Association Annual Convention, November 10-13, 2011

#### **13. Adjournment**

Chair Grassel adjourned the meeting at 9:35 p.m.