



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, December 12, 2011**

M I N U T E S

A Parkrose Regular Business Meeting of the Board of Education of Parkrose School District 3 was held Monday, December 12, 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)(a) employment.

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, Board Member Adair Fernee and Board Member James Woods.

Executive session was adjourned at 6:20 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, Board Member Adair Fernee and Board Member James Woods.

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, Parkrose High School Principal Ana Gonzalez, Parkrose High School Assistant Principal David Richardson, 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
ASB President, Emma Brent was unable to attend this evening. Parkrose High School Principal Ana Gonzalez updated the board on student activities at the high school.
2. PACE Homeless Project – Evan McFadden
Evan McFadden, PACE Teacher, introduced students from the PACE Program. Students gave a brief statement of their history and role in the PACE projects. They will be visiting homeless shelters tomorrow and delivering an entire bus load of personal hygiene packets for the shelters. Students have been collecting donations throughout the year.

Board members thanked the students and Mr. McFadden for their efforts and for the important work they do.

3. 2010-11 Audit Report – Pauly Rogers, Roy Rogers
Roy Rogers presented the 2010-11 Audit report to the board. He reviewed the audit process and stated the school district auditing is extremely complex. He shared that the district has a clean audit, no issues with federal funds and there was no management letter. Mr. Rogers stated that the audit

process is always changing due to new rules and standards. Overall the district staff is doing a good job and encouraged the board to not take this statement lightly.

Auditor Tara Kamp, thanked Mary Larson and her staff for their professional and timely preparation for the audit.

Chair Grassel inquired about the budgeted versus actual ending fund balance amounts. Roy Rogers stated that the ending fund balance was remarkably accurate and is not a regular occurrence in school district audits. He stated that it is obvious that there has been a concentrated effort to meet requirements.

The board thanked them for their presentation.

4. OSEA Monthly Report – Rebecca Smillie

OSEA President, Rebecca Smillie updated the board on OSEA activities. She thanked Mr. McFadden and the PACE Program for all they do for the community. Ms. Smillie reported that the OSEA completed a membership survey and shared personal stories with the board.

Ms. Smillie introduced OSEA State President, Bonnie Luisi. Ms. Luisi reported on her travels to districts throughout the state. She reports that classified employees are on free/reduced lunch programs, unemployment, visiting food banks and on the Oregon Health Plan as a result of their work hours being cut. She said that 5 hours is not enough to live on and said it would be easier if employees were laid off. She stated that kids need services of classified. Encouraged continued negotiation and mediation.

5. PFA Monthly Report – Jennifer Handsaker

Jennifer Handsaker, PFA President reported to the board as follows:

- Season of giving – employees collecting food, PACE program collections, Middle School Sparrow program
- Richard English Honored – Very Proud
- Staff is working above and beyond
- Expecting more with less is gone, not acceptable
- Workload relief needed

6. Board of Education

A. Board Reports

1. Superintendent Evaluation and Contract Renewal – Guy Crawford

Mr. Crawford said the board is beginning the superintendent evaluation process. The process is based on the Oregon School Boards Association's model of performance. He will have an update at the next board meeting.

B. Committee Reports

1. Bond Oversight Committee – Alesia Reese

Ms. Reese said that the Bond Oversight Committee had its second meeting. They meet once per month with the next meeting scheduled for January 17, 2012, 7:00 p.m. She said the committee has reviewed the request for proposal process and assessments.

2. School Improvement – Ed Grassel

Chair Grassel reported that the School Improvement Committee is busy working on feedback and effects on student improvement. They are looking to see what is most effective for students including task feedback and self-regulation in hopes of finding what will get students to proficiency the quickest.

Chair Grassel also commented on his involvement with the Bond Executive Team. They meet weekly. The committee makes recommendations to the board.

Chair Grassel thanked Mary Larson for the great work on the audit. He stated that the board

has been concerned about the ending fund balance and only having a \$12,000 difference between budgeted and actual is outstanding. He stated that the district is fortunate to have Ms. Larson on staff. He also commented that not having a management letter from the auditor is awesome and points to the excellent job being done in the business department.

3. Legislative Activity – James Woods

Mr. Woods reported on the following:

- No Child Left Behind (NCLB) waiver in draft form
- Oregon Education Investment Board (OEIB) ideas regarding evaluating and comparing schools
- Alternative ways to become college and career ready
- OSBA Legislative Policy Committee

4. Parkrose Educational Foundation – Adair Fernee

Ms. Fernee said there has not been a foundation meeting since the last school board meeting. She did comment on her attendance at the bond oversight committee saying that the Debs stopped by and it was great.

5. Negotiations – Guy Crawford

Mr. Crawford said that mediation is scheduled for both groups. Classified on January 9th and certified on January 10th.

7. Consent Agenda

A. Personnel

1. New Hires

- a. Andrea Stevenson - .5 FTE Administrative Assistant Board/Superintendent, .5 FTE Bond Communications Specialist, District Office

B. Board Minutes

1. November 28, 2011, Executive and Regular Business Minutes

C. Policy Second Reading

1. Policy IK – Academic Achievement
2. Policy IKF – Graduation Requirements
3. Policy IGBHE – Expanded Options Program
4. Policy IGBHE-AR1 – Expanded Options Program Notification
5. Policy IGBAB/JO – Education Records/Records for Students with Disabilities
6. Policy JO/IGBAB – Education Records/Records for Students with Disabilities

James Woods asked that Policy IGBHE-AR1 – Expanded Options Program Notification be pulled from the consent agenda.

Reese/Fernee moved to approve the consent agenda with Policy IGBHE-AR1 removed.

The motion passed with a 5-0 vote.

8. Citizen Comments

Kira Justice, 657 NE Buffalo St.: Ms. Justice wanted to speak about her personnel issue. She was directed to work through the human resources department.

John Caspell, 3241 NE 117th Ave: Mr. Caspell said this is his first school board meeting. He is a graduate of Parkrose and currently has children in the district. He stated his concerns about class size, furlough days and dealing with the budget deficit. He suggested that there should be other ways to solve the budget issues with highly educated business people.

Chair Grassel responded that everyone talk to their legislators and asked that patrons e-mail the board with their ideas regarding the budget.

Jerry Landreth: Mr. Landreth read a prepared statement to the board with the following points: disconnect between the employees and the board; not on the same page; can't hold together much longer; curious about statements at board meetings that all is going well when at school things are not as rosy; staff in survival mode; issues are solvable; encouraged board members to visit schools to see what is really happening; settle contracts now.

Karen Loh, 9043 NE Wygant St.: Ms. Loh said that the citizen comments portion of the board agenda should be for the board to hear what patrons think and feel and the board should encourage participation. She is concerned that the board really isn't interested when there is a 3 minute time set for each person to speak. She stated that she could not finish her statement at the last board meeting as her 3 minutes were up and she was cut off. She said that cutting people off controls participation and the board should facilitate and encourage various opinions. She asked that the board visit the schools to see the impact of not having classified substitutes.

Chair Grassel commented that the board does want to hear from people and encouraged those interested to e-mail board members for dialogue about their concerns or issues.

Kathleen McDade, 11203 NE Morris St.: Ms. McDade stated that she is a classified staff member in another district and is a parent with kids at Parkrose. She said that kids should be the top priority and with staff members stressed about excessive workloads kids are suffering. She stated that teachers are doing a fabulous job doing more with less. She encouraged the board to settle the contracts and said that increased class size and loss of school days are not acceptable. She asked everyone to continue to put pressure on the state. Ms. McDade said that the budget should not be balanced on the backs of the students or staff.

Julie Poirier, 12031 NE Russell St.: Ms. Poirier said she is a graduate, past employee and parent in Parkrose. She volunteers in the district and said that if she had to grade the board they would receive a "D". Staff are receiving food boxes, food stamps and going without. She requested that the superintendent get out in the classrooms as often as possible. She asked board members to help out classified staff by signing up for recess and lunch duties.

Wanda Raschke, 7915 NE Wygant: Ms. Raschke reported on her situation as an educational assistant and the difficulties of having to leave for the day once her hours are completed when there is so much more to be done. She stated that teachers have increased special needs kids without the support of classified staff. She wondered how many students have fallen through the cracks as a result and said without full day support many students are left behind.

9. District Business

A. Superintendent Reports

1. Proclamation: Richard English 2011-12 Civics Educator of the Year

Superintendent Gray was proud to announce that Richard English has been proclaimed 2011-12 Civics Educator of the Year. She said Mr. English has done phenomenal work in Parkrose for many years and we are proud and very thankful for the good work he does with students. Mr. English was honored by the Governor on December 2, 2011. Superintendent Gray referred everyone to the Parkrose School District website to see the article about Mr. English.

Superintendent Gray said she and the board will continue to bring the positive things going on in the district to be acknowledged at board meetings.

2. Oregon School Boards Association 2011 Elections

Superintendent Gray said this item will be added to the action items later in the agenda as the board needs to vote.

3. Law Conference Update

Superintendent Gray reported on her attendance at the conference. Topics included:

- Bullying & Harassment
- Bargaining
- Staff Reporting
- Student Records Law
- Legal Issues
- Special Education Law

4. Introduction & First Reading Board Policies
 - a. Policy EBB – Integrated Pest Management
 - b. Policy JGAB – Use of Restraint and Seclusion
 - c. Policy JHFE – Reporting of Suspected Child Abuse
 - d. Policy KBA – Public Records
 - e. Policy LBE-AR – Public Charter Schools

Superintendent Gray introduced and reviewed the policies with the board. She asked the board to review them and they will be discussed further at the January work session.

B. Department Reports

1. School Improvement – Yuki Monteith

a. New 5 Point Graphic

School Improvement Director, Yuki Monteith presented a graphic on the five strategies that every leader must have to improve instruction. She said these items have been the practice in Parkrose but this is a nice clear way to visualize them on one graphic. Ms. Monteith said this is the result of the work done by the school improvement committee.

She also stated that the district has received notice of intent to award a grant for a digital design lab at the high school. There will be more information to come before the board once the paperwork has been received.

There was discussion about applications for other grants. Superintendent Gray said the district is working hard to find additional money to offset the budget reductions and increase opportunities for Parkrose students.

2. Business & Operations – Mary Larson

a. Bond Project Update

1. Draft Bond Project Timelines

Director of Business Services & Operations, Mary Larson presented the draft project timelines for Parkrose Middle School, Shaver Elementary & Russell Academy, Prescott Elementary and Sacramento Elementary.

2. Request for Proposals – Traffic Management Consulting Services for Bond Projects

Ms. Larson reviewed the process for choosing proposals to recommend to the board. The Bond Executive Team is proposing Lancaster Engineering for Traffic Management Consulting Services.

3. Request for Proposals – Site Surveyor Consulting Services for Bond Projects

The Bond Executive Team proposes Westlake Consultants for Site Surveyor Consulting Services.

Ms. Larson stated that the land use proposal will go before the board at the January work session.

b. 2010-11 Audit

Ms. Larson stated the prior to leaving field work the auditors sit down with District

Accountant, Chris Gibb and herself. One of the items discussed is the amount of the district's fidelity bonds. These insurances are required for the Superintendent and Business Manager. Parkrose also has it in place for the District Accountant. Ms. Larson suggested that Kelly Allen from Marsh attend a work session to discuss the district's insurance coverage and placements.

Chair Grassel also asked about the auditor's opinion regarding Education Service District's not SAS 70 ready. Ms. Larson said that this issue has been discussed with the business managers group and a possible resolution to the issue for all district's is to ask the Education Service District's to add component district's as additional insured on their policies. She noted that every school district in East County has the same comment for auditors.

At this point, Superintendent Gray reported on the School Law Conference which was omitted during her reports. Please see the agenda item under Superintendent Reports for details.

Superintendent Gray took this time to thank Becky Nino for filling in as Board Secretary over the last 8 months and introduced Andrea Stevenson who will begin the position in January.

Chair Grassel called for a break at 8:43 p.m. The board reconvened at 8:53 p.m.

c. Financial Report

There were questions about the tax turnovers and the negative balance on the report. Ms. Larson explained timing of the revenue. The board expressed their approval of the report format.

10. Action Items

A. Accept/Reject Lancaster Engineering for 2011 Bond Projects – Traffic Management Consulting Services

Reese/Ferneer moved to accept Lancaster Engineering Proposal for Traffic Management Consulting Services for Bond Projects. Chair Grassel opened the floor for discussion.

Chair Grassel commented that he did some reference checking on Lancaster Engineering. He said that the Bond Executive Committee recommends Lancaster Engineering.

Hearing no further discussion, the motion to approve carried with a 5-0 vote.

B. Accept/Reject Westlake Consultants, Inc. for 2011 Bond Projects – Site Surveyor Consulting Services
Reese/Ferneer moved to accept Westlake Consultants, Inc. Proposal for Site Surveyor Consulting Services for Bond Projects. Chair Grassel opened the floor for discussion.

Chair Grassel said this proposal was not the lowest priced proposal but had the experience and expertise necessary for our projects. There was also discussion regarding the various hours reported for the work in the proposals. Chair Grassel said it was basically because of technology, GPS versus people measuring.

Hearing no further discussion, the motion to approve carried with a 5-0 vote.

C. Accept/Reject Leave Request for Daleen McElhaney.

Reese/Ferneer moved to accept leave request for Daleen McElhaney.

The motion to approve carried with a 5-0 vote.

Reese/Ferneer moved to combine items D & E. Hearing no discussion, the motion to combine items D & E carried with a 5-0 vote.

D. Accept/Reject Parkrose Little League Free/Reduced Facility Use Application for practices and games at Parkrose Middle School.

- E. Accept/Reject Parkrose Little League Basketball Free/Reduced Facility Use Application for practices at Parkrose Middle School.

Woods/Ferneer moved to accept items D & E. Hearing no discussion, the motion to approve Items D & E carried with a 5-0 vote.

- F. Accept/Reject Parkrose High School Elite Dance Team Free/Reduced Facility Use Application for Elite Dance Team Reunion.

Reese/Ferneer moved to approve the Parkrose High School Elite Dance Team Free/Reduced Facility Use Application for Elite Dance Team reunion. Chair Grassel called for discussion.

Ms. Reese requested that an analysis be completed for 2 years of facility use showing costs versus what was approved by the board for charges if any.

Hearing no further discussion, the motion to approve carried with a 5-0 vote.

Reese/Ferneer moved to add Board Policy IGBHE-AR1 and Oregon School Boards Association Voting to the action items this evening. Hearing no discussion, the motion to add two items to the action items was approved with a 5-0 vote.

- G. Accept/Reject Board Policy IGBHE-AR1.

Reese/Ferneer moved to accept board policy IGBHE-AR1. Chair Grassel called for discussion.

Mr. Woods said that the board has an approved letter for this administrative rule and it is not the one attached here.

Hearing no further discussion, the motion to accept policy IGBHE-AR1 was rejected with a 5-0 vote.

- H. Oregon School Boards Association Voting

Board Member James Woods brought up the OSBA website and the board cast their vote for the various issues. There was discussion among the board regarding the policy committee's power.

Mr. Crawford stated that democracy is not convenient but rather slow and laborious but worth it.

11. Discussion Items

It was suggested that the district conduct a survey on the climate of the community to use as a board outreach tool. Woods/Crawford made a motion to add the Survey Topic to the Work Session Agenda on 1-12-12. The motion carried with a 5-0 vote. The item will be a topic for the January 12, 2012 work session.

12. Correspondence/Announcements/Requests

A. Upcoming Meetings

1. Board Working Session, January 12, 2012, District Office, 5:00 p.m.
2. Bond Oversight Committee Meeting, January 17, 2012, District Office Boardroom, 7:00 p.m.
3. Regular Business Meeting, January 23, 2012, District Office, 6:30 p.m.

B. Upcoming Events

1. Holiday Open House, December 14, 2011, District Office Boardroom, 2:00 p.m.

13. Adjournment

Chair Grassel adjourned the meeting at 9:24 p.m.