



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 26, 2009**

M I N U T E S

<p>THE BOARD MEETING WAS CONVENED</p>	<p><u>REGULAR BOARD MEETING – CALL TO ORDER 7:00 P.M.</u> Agenda Item The Parkrose Board of Education of School District No. 3, Multnomah County, Oregon, convened in Regular Session in the Boardroom at the Parkrose School District Administration Building in the said District, County, and State at the hour of 7:00 p.m. on the date hereinabove shown and by common consent of the Directors.</p> <p>A> Chair Woods called the meeting to order at 7:00 p.m. and welcomed staff and patrons. Chair Woods reviewed the “Citizen Comment” process for those in attendance for the first time.</p> <p>B> <u>PRESENT:</u> James Woods, Chair Ed Grassel, Vice-Chair Katie Larsell Alesia Reese</p> <p> <u>ABSENT:</u> Guy Crawford</p> <p>Others in attendance: Superintendent Gray, HR Director Marian Young, Director of School Improvement Yuki Monteith, Director of Student Services Kathy Keim-Robinson, HS Principal Ana Gonzalez, Prescott Elementary Principal Michael Lopes and Board Secretary Trista Lorenz.</p>
<p>PRESENTATIONS ASB REPORT</p>	<p><u>PRESENTATIONS/RECOGNITIONS</u> A> <u>Presentations</u> 1. <u>ASB Report: Nishi Shankar</u> Principal Gonzalez filling in for ASB President Nishi Shankar gave a report on recent events and upcoming events at Parkrose High School:</p> <ul style="list-style-type: none"> ● Homecoming is Friday, Oct. 30, 2009 with a dance to follow. The theme is ‘Man on the Moon.’ The court has been picked and the king and queen will be announced during the assembly on Friday. Dress-up days include: Mars day, Saturn day, Moon day and Earth day. ● There is no school Thursday to observe in-service. ● Both boys and girls Waterpolo have competed very strongly, qualifying for the State Tournament beginning Saturday, Oct. 31, 2009. ● Cross-country will compete in the Northwest Conference District meet on Wednesday. ● Volleyball has finished league with a record of 8-4 and has qualified for the state tournament. ● Football continues to provide positive energy with a 17-14 win over Madras last Friday.

PRESCOTT ELEMENTARY
PRESENTATION

2. Prescott Elementary

Prescott Elementary Principal Michael Lopes introduced teachers Stephanie McCain, Melinda Hayward and Natalie Chong from Prescott's PBIS team who shared some of the great things going on at Prescott. The greatest accomplishment was the tracking of last September's referrals and comparing them to the current number. Last September, there were over 40 referrals and this September only 9. This is great evidence of the hard work done by the teachers with the students. Ms. Hayward spoke about transitions and the implementation of Paw Line Awards. Ms. McCain spoke about the Prescott Pride Tickets all staff carry with them and give to students when they see something positive going on. Ms. Chong talked about the Paws for Applause Ticket, one step up from the Pride Ticket that is given if someone goes above and beyond. Mr. Lopes said this team has spent time during the summer, presented to staff and that their leadership has helped make this happen across the school.

Superintendent Gray commented on the Prescott writing in the school display cabinet. Ms. Larsell said the board had previously heard about these systems and is happy to see them in action.

MESD ACCOUNTABILITY
REPORT

3. MESD Accountability Report – Ron Hitchcock

Ron Hitchcock, MESD Superintendent provided the MESD Accountability Report. He highlighted the focus areas from last year and shared information on the items the MESD felt were successful. He gave a brief picture of Parkrose looking backwards. Last year, the MESD and Parkrose did over \$2 million in business. When looking at the services provided, there are kids, names and faces impacted by those services. The work the MESD does is filling in the gaps for long term, short term and highly specialized areas the district may not have the capacity to fill.

Superintendent Gray asked Mr. Hitchcock for a summarization on the data task force, reconnecting youth and the outdoor school efforts. The Data Task Force is working to develop a student information system containing information for all the districts and developing partnerships across the districts while creating a way to accommodate the agencies who have an interest in seeing the data. The task force is in the third evolutionary stage, looking at how they can not 'mirror' to provide appropriate, confidential student information on an aggregate and individualized basis. Originally, it was the Kids Project through the state that never took off. Chair Woods asked if included modifications to eSis. No, not specifically. Chair Woods asked if there was any work to interface eSis with programs like Moodle. There are modules in place that don't do the delivery of content, but do have the ability to monitor and track. One recommendation from the task for is to continue to use these tools to connect existing programs.

Reconnecting youth is a group of stakeholders looking at raw data of school age children in Multnomah County Co and begging the question of what happens when students disconnect form the K-12 education system and become decoupled from the funding formula. Reconnected youth are considered those not enrolled anywhere and the idea of placing them in an educational program with liker reigns of having the program in their resident district while gathering state funding for them. The group is working to create a menu of offerings that matches those students' profiles.

Outdoor school is a 40 year old program at MESD and Parkrose was not alone in the inability to fully fund this program. MESD has secured three different funding strings Metro, the Grey Family Foundation and Friends of Outdoor School to help parents who wish to fundraise to send their children. Superintendent Gray said Parkrose Middle School is working very hard with the parent group to

	<p>fundraise. They may not be able to do a full week, but may be able to do a half-week. The MESD heard districts wanted a spectrum of services, a full week, a few days, etc. depending on the level of funding available.</p>
<p>PFA MONTHLY REPORT</p>	<p><u>PFA MONTHLY REPORT – JERRY LANDRETH</u> Jerry Landreth, PFA President, provided the Parkrose Faculty Association monthly report. Mr. Landreth was invited to and attended the tailgate event. He was treated to a wonderful performance by the band and cheerleaders and a great game. He thanked the foundation for all the great things they do to make the tailgate happen. Currently, teachers are focused on progress reports and conferences. Several, productive meetings with building administrators have taken place and the local association has been able to provide some training. A few members attended the local training in Portland. Mr. Landreth gave his full support for item G on the agenda, a resolution to support HB 2649 and 3405. He encouraged the Board to support the resolution. The faculty association puts their full weight behind it. He also said tonight’s presentation by Prescott was wonderful and commented on the great feeling you get when you step foot into Prescott.</p>
<p>BOARD REPORTS</p> <p>PHS ROOF PROJECT – ED GRASSEL</p> <p>OSBA FALL REGIONAL DINNER DEBRIEF – JAMES WOODS</p> <p>EXIT INTERVIEW WITH THE AUDITORS – JAMES WOODS</p>	<p><u>BOARD OF EDUCATION</u> <u>A. Board Reports</u></p> <p>1. <u>PHS Roof Project – Ed Grassel</u> Vice Chair Grassel shared some photos of the high school roof over the theater, library, commons, region A, region C, and gymnasium. He said the gym and pool roof slope and there is no area for the rain or snow to build up to go, it drops right down on the sidewalk and has ripped off gutters in the past. Tonight, the board is being asked to approve a change order later in the meeting for a snow guard system to hold the snow and control it so it doesn’t come off in one big lump. There is a final meeting scheduled for Friday to go through the punch list. The membrane representative had a couple fixes and should have a guarantee on the roof by Friday.</p> <p>Earle McKay, Community Member asked a how much of the roofing project cost was covered by the Thompson Fund. Vice Chair Grassel said Director Larson would have to answer that question. Vice Chair Grassel said the Thompson Fund feeds the capital projects fund and the District set aside \$800K for the roof, some of which comes from the Thompson Fund.</p> <p>Ms. Reese asked how long the warranty is good for. It is good for twenty years. Superintendent Gray said a lot of work went into making sure when the roof went on there were checks and balances on the use of proper material installation. Some of the delays were due to supply and demand and the lack of products. The contractor provided extra crews and responded very well. Superintendent Gray asked how the problem with the theater had been fixed. The floor was replaced by the contractor as well as the curtains. Vice Chair Grassel has nothing but good things to say about the contractor, McDonald Wettle, The old curtains are being donated back to the district and will be given to Shaver or Sacramento who are in need of curtains. Ms. Reese thanked Vice Chair Grassel for his hard work and attention to detail on this project.</p> <p>2. <u>OSBA Fall Regional Dinner Debrief – James Woods</u> Chair Woods said the main focus of the Fall Regional dinner was on the funding policy issues and an increases in corporate tax from 6 – 6.7% that puts a tier on corporate tax. Yes, the legislators are in the off season, but Chair Woods encouraged people to continue to contact them.</p> <p>3. <u>Exit Interview with Auditors – James Woods</u> The exit interview is something done each year to make sure the documentation suggested in the management letter had been addressed. This year, the letter suggested a closer look at high school leadership funds, more signers on checks, and changes in leadership at a couple buildings. Director Larson and her staff look like they walk on water and the auditors appreciated the heads up on the change in leadership at the high school. Chair Woods asked the auditors for additional lead</p>

<p>BOARD/ SUPERINTENDENT WORKING AGREEMENT - JAMES WOODS</p>	<p>time so the board can be sure to make the meeting. Chair Woods would like to see the auditors come up with something the district can fix and improve each year. Ms. Reese said Director Larson and her staff welcome the challenge and that some kind of feedback is great.</p> <p>4. <u>Board/Superintendent Working Agreement – James Woods</u> Chair Woods said this document is being presented with modifications made during the retreat and the version presented last month was waiting for committee definitions. These definitions were not created by the Board as a whole, but the chair of the committee and the committee members. Superintendent Gray asked when a good check-in time on those committees would be. Ms. Reese and Vice Chair Grassel agreed January would be a good time for a check-in on the goals. Ms. Reese requested this report be made at a Business Meeting rather than a Work Session Meeting.</p>
<p>BOARD MEMBER RESIGNATION – KATIE LARSELL</p>	<p>5. <u>Board Member Resignation</u> Ms. Larsell is resigning from the Board of Education in January. Ms. Larsell gave board members a letter stating her intent. She has personal commitments and finds her schedule conflicting. Ms. Larsell will be done on January 10, 2010. She is proud to have worked on the I-tax campaigns twice and the superintendent search to find Superintendent Gray. Chair Woods thanked Ms. Larsell because she is one of the reasons he joined the board. Vice Chair Grassel had the opportunity to work with Ms. Larsell on the superintendent search and considers her a friend. Vice Chair Grassel appreciates her hard work and heart for helping kids get the best education possible. Ms. Reese commented on the strength and stability Ms. Larsell brought to the board.</p>
<p>FACILITIES AND FINANCE COMMITTEE REPORT</p>	<p><u>B. COMMITTEE REPORTS</u></p> <p>1. <u>Facilities and Finance – Alesia Reese</u> Ms. Reese talked about the possibility of an upcoming bond effort lead by Superintendent Gray, Director Larson and herself. The first meeting to answer questions regarding this potential effort will be held Nov. 3, 2009, at 5:30 p.m.</p> <p>Ms. Reese commented on the exquisite meal provided by Chartwells during the tailgate event. She thanked Chartwells, Director Christiansen and her staff for a job well done.</p> <p>The Portland Parks Board brought their monthly meeting east on Oct. 7, 2009, for the first time ever. Airport Futures will attend the November 23, 2009, Board Business meeting to stress the importance of the project.</p>
<p>SCHOOL IMPROVEMENT COMMITTEE REPORT</p> <p>COMMUNITY PARTNERSHIPS COMMITTEE REPORT</p>	<p>2. <u>School Improvement – Ed Grassel</u> Vice Chair Grassel attended the meeting at beginning of the month where the committee talked about what a good school improvement committee should do. The committee read a book, discussed it and plans to focus on formative assessments and creating a data task force. Superintendent Gray would like to see a report at the January meeting on the new diploma and the efforts at the high school to meet the new requirements.</p> <p>3. <u>Community Partnerships – Goals and Measures – Katie Larsell</u> Ms. Larsell said this is a great committee that has been working for over a year on a communication plan. She thanked the committee members and shared the latest rendition of the communication plan based on the target audience and the action steps the committee will focus on. The committee tried to keep costs modest when developing the action steps, with the exception of volunteer coordinator. The committee will continue to work on this plan, as it is not quite finished. Superintendent Gray said this is a two year labor of love and just developing a universal cover page with the help of a myriad of outside people is not an easy task.</p>

	<p>The committee created a list of low hanging fruits and then went to the target audiences to ask what they wanted to see. Ms. Larsell is sharing on the process of developing this plan at the OSBA Annual Convention Nov. 13, 2009. Chair Woods thanked Ms. Larsell for suggesting the volunteer coordinator and said the contribution of the hour’s volunteers put in and the resources and value of s a position like this is invaluable.</p>
<p>CONSENT AGENDA</p>	<p><u>CONSENT AGENDA</u></p> <p>A. <u>PERSONNEL</u></p> <ol style="list-style-type: none"> 1. <i>Resignations</i> <ol style="list-style-type: none"> a. Todd Nicholson, Sacramento/Shaver Elementary Schools <p>B. <u>BOARD MINUTES</u></p> <ol style="list-style-type: none"> 1. Working Session Minutes, September 14, 2009 2. Regular Business Session Minutes, September 28, 2009 3. Working Session Minutes, October 12, 2009 <p>C. <u>BUSINESS/FINANCE</u></p> <ol style="list-style-type: none"> 1. Resolution to Approve and Appropriate Funds for MESD Grant for the Wraparound Oregon Project. <p>D. <u>TRAVEL</u></p> <ol style="list-style-type: none"> 1. Travel request for Molly Davies and Ana Gonzalez to attend the National Association of Secondary School Principals Annual Convention in Phoenix, AZ, March 11-14, 2010. 2. Travel request for Karen Gray and Ed Grassel to attend the National School Boards Association Annual Conference in Chicago, IL, April 9-12, 2010. <p>Chair Woods opened the floor for discussion/objections. Hearing no objections, the consent agenda passed as presented.</p>
<p>CITIZEN COMMENTS</p>	<p><u>CITIZEN COMMENTS</u></p> <p>None. Earle DeKay spoke earlier this evening during the Roofing Project Update.</p>
<p>SUPERINTENDENT REPORTS</p> <p>GRANT WRITER AND LIFE TRACK SOFTWARE UPDATE</p> <p>ADDITIONAL BOARD/SUPERINTENDENT GOAL OBJECTIVES</p>	<p><u>DISTRICT BUSINESS</u></p> <p>A. <u>Superintendent Reports</u></p> <p><i>1. Grant Writer and Life Track:</i> Superintendent Gray said the board will be asked to approve an action item later to support the Life Track Program. This is a program that surveys students who graduate and find out where they go. After careful consideration, this is the best program to gather this information.</p> <p>The district would like to hire a 150-hour grant writer. This would be a temporary position open across the memberships. This position would pursue 150 hours of work to support district initiatives and three grants: Safe Schools-Healthy Students, 21st Century Schools, and the K-12 PTO Volunteer/Parent Coordinator/Public Relations position. This position was not originally put in budget and again will be up for approval later tonight as an action item. The grant writer would also have the ability to write themselves into grants as an indirect cost and may spend a few hours helping the music boosters write grants for musical instruments and supporting teachers at the high school with different grant funding. All-in-all, this is a multi-purpose position.</p> <p><i>2. Additional Board/Superintendent Goal Objectives:</i> Superintendent Gray has sent the Board an explanation on the three additional objectives written into the goals. The first, the use of a K-9 online web based assessment system (AIMSWeb) that is aligned and consistent. This is the program the District is training staff in, other programs can still be used, but AIMSWeb will be the program used across the District. The second, t statewide assessment will increase by 5-10% in ELA</p>

	<p>and Math in grades 3, 5, 8 and 10 by fall 2010. And the third, Shaver will meet AYP and come out of correction by 2011.</p> <p><u>Discussion</u> Vice Chair Grassel asked about using the word will. Superintendent Gray said it is not a may, it's a will. There is not a guarantee, but it is a goal. She said five percent is not a lot to ask if you look at the percentages. In her opinion, it is definitely attainable.</p>
<p>DEPARTMENT REPORTS</p> <p>STATE SCHOOL REPORT CARDS</p>	<p>B. <u>Department Reports</u></p> <p>1. School Improvement – Yuki Monteith</p> <p><u>a. State School Report Cards</u> - Director of School Improvement Yuki Monteith shared data on the state school report cards highlighting the two changes to the report cards this year.</p> <p><u>Discussion:</u> Ms. Reese said to remember that ODE is run by a politician, not an educator. Over the years, school districts have been challenged by ODE in the areas of funding, programs, etc. Superintendent Gray said the math scores are in need of assistance at the HS, but the reading and writing are going up, but to give them the score received, doesn't seem right.</p>
<p>H1N1 VACCINATION CLINIC UPDATE</p>	<p>2. Student Services – Kathy Keim-Robinson</p> <p><u>a. H1N1 Vaccination Clinic Update:</u> Director of Student Services Kathy Keim-Robinson gave a report on the H1N1 vaccination clinics. All the information about our regional clinic was pulled when the district received the message from the MESD to pull the information. Parkrose is in the same spot as the rest of the country with far less vaccines than promised. The supply for this week is less than last week. The Public Health Department's original hope to hold regional health clinics is becoming less and less likely. At this point, there is no guarantee that things will dramatically change.</p> <p><u>Discussion:</u> Ms. Larsell asked about the vaccination. The vaccine is just now becoming accessible, there are new dates, and it was slated for mid-October and now could be as soon as early October. Director Keim-Robinson is working with the MESD School Health Services, who are in touch with Multnomah County Health Department. Parkrose may be among the first school districts to host a regional clinic. The goal of the clinic is to get 60% of the children countywide immunized and every school district in the county has agreed to hold the regional clinics. Ms. Reese thinks the handling of the H1N1 process might be a good review item for the Health and Wellness Committee to debrief in the spring.</p>
<p>HIRING PROCESS</p>	<p>3. Human Resources – Marian Young</p> <p><u>a. Hiring Process:</u> Director of Human Resources Marian Young put a flow chart showing the hiring process for certified staff in the board packet. The flow chart includes the general structures in place for most districts in Oregon. Most districts use EdZapp for the application process. Applicants must have an Oregon teaching license and go through a Teacher Standards and Practices Commission review, which includes fingerprinting and a criminal background check. One of Parkrose's internal processes includes many different individuals and lots of eyes looking the same paperwork and information. A large portion of the hiring is often done with people known to the district, i.e.: student teachers, family, etc. The North Clackamas issue raises the question of due diligence on out of state candidates. Principals are responsible for the reference checking on a candidate. There is a law that goes into place in 2010 with HB 2062 that addresses this issue as well.</p>

	<p><u>Discussion:</u> Chair Woods asked if all the criminal stuff is focused on TSPC. When an original license is issued, it is based on a federal nationwide background check and any checking done thereafter by the district is done through TSPC. Director Young is thinking about asking perspective employees to provide both home and cell numbers for the references listed, due to the difficulty in contacting those references during the summer. Parkrose will be creating a district-wide reference checking form. Vice Chair Grassel asked if on a national scale there was any movement to have a national database. Director Young said that is not dissimilar to our own state agency saying they're doing what they are doing and who would take that on.</p>
<p>ACTION ITEMS</p> <p>APPROVE FACILITY USE POLICIES</p> <p>APPROVE BOARD/SUPT. GOALS</p> <p>APPROVE BOARD/SUPT. WORKING AGREEMENT</p> <p>APPROVE RESOLUTION TO APPROPRIATE A BUDGET TRANSFER FOR THE GRANT WRITER AND LIFE TRACK SOFTWARE</p>	<p><u>ACTION ITEMS</u></p> <p>A> <u>ACCEPT/REJECT FACILITY USE POLICIES</u></p> <p>Ms. Reese made a motion to approve Facility Use Policies: KG, KGAA, KGAB and KGAC as presented.</p> <p><u>Discussion:</u> Vice Chair Grassel asked if the policies had been reviewed by an attorney because they sound like it. Superintendent Gray commented 'no', they have just received a lot of work.</p> <p>Chair Woods opened the floor for discussion, hearing none the MOTION to APPROVE Facility Use Policies: KG, KGAA, KGAB and KGAC as presented passed with an oral vote of four ayes and zero nays.</p> <p>B> <u>ACCEPT/REJECT BOARD/SUPERINTENDENT GOALS</u></p> <p>Vice Chair Grassel made a motion to accept the Board/Superintendent Goals as presented. Chair Woods opened the floor for discussion.</p> <p><u>Discussion:</u> Ms. Reese thanked Superintendent Gray for adding the three new objectives to the goal.</p> <p>Chair Woods called for further discussion. Hearing no further discussion, the MOTION to APPROVE the Board/Superintendent Goals as presented passed with an oral vote of four ayes and zero nays.</p> <p>C> <u>ACCEPT/REJECT BOARD/SUPERINTENDENT WORKING AGREEMENT</u></p> <p>Ms. Reese made a motion to approve the Board/Superintendent Working Agreement as presented. Chair Woods opened the floor for discussion.</p> <p>Chair Woods opened the floor for discussion. Hearing no discussion, the MOTION to APPROVE the Board/Superintendent Working Agreement as presented passed with an oral vote of four ayes and zero nays.</p> <p>D> <u>ACCEPT/REJECT RESOLUTION TO APPROPRIATE A BUDGET TRANSFER FOR THE GRANT WRITER</u></p> <p>E> <u>ACCEPT/REJECT RESOLUTION TO APPROPRIATE A BUDGET TRANSFER FOR LIFE TRACK SOFTWARE</u></p> <p>Ms. Reese requested the Board combine items d> through f>. Chair Woods opened the floor for discussion. Vice Chair Grassel objected to combining item f>.</p> <p>Chair Woods called for further discussion. Hearing no further discussion items d> and e> were combined.</p> <p>Ms. Reese made a motion to approve items d> and e> Resolutions to</p>

OFFICIAL MINUTES – October 26, 2009

MEETING SUMMARY	<u>SUMMARY OF MEETING – JAMES WOODS</u> Chair Woods briefly summarized this evenings meeting.
CORRESPONDENCE UPCOMING MEETINGS	<u>CORRESPONDENCE/ANNOUNCEMENTS/REQUESTS</u> A> Correspondence 1. Labyrinth Letter Chair Woods mentioned the nice Labyrinth email letter received. Superintendent Gray said Parkrose has received a lot of comments on the Labyrinth. It has been very popular. B> Chair Woods announced the following upcoming meetings: 1. Next Board Working Session Meeting, Monday, November 9, 2009, at the District Office Boardroom at 5:00 p.m. 2. Next Board Regular Business Meeting, Monday, November 23, 2009, at the District Office Boardroom at 7:00 p.m.
ADJOURNMENT	<u>Adjournment</u> Chair Woods adjourned the Regular Session meeting of the Parkrose Board of Education at 9:15 p.m.