



**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, September 26, 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, September 26, 2011, beginning at 6:30 PM in the Parkrose School District - Boardroom.

**1. Executive Session – 6:04 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)(a) employment.

Those in attendance: Superintendent Karen Gray, Director of Business Services & Operations Mary Larson, Director of Student Services Kathy Keim-Robinson, 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 6:28 p.m.

**2. Call to Order – Regular Business Board Meeting – 6:36 p.m.**

Chair Grassel called the Regular Business Meeting to order at 6:36 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: 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 Associate Principal Jared Freeman, 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 and Lexie Torland, Senior Class President, updated the board on student activities and fall sporting events.

**2. Technology Plan Update – Christine Blouke**

Christine Blouke, Assistant Director of Technology, gave a brief overview of what the Technology Department has been working on as follows:

- Most classrooms in district have projectors & document cameras
- Professional development is a focus this year
- New phone system implementation complete
- Updating auto dialers for all buildings, looking into new auto dialer system
- Wireless district wide complete

**4. PFA Monthly Report – Jennifer Handsaker**

Parkrose Faculty Association President Jennifer Handsaker stated that over the summer, Classified and Certified staff members gave away approximately 1000 books at the Farmers Market from June through September. She extended thanks to Titlewave for their generous donation of books.

She said the school year is off to a rough start with large class sizes at high school and prep time not always available at elementary level but kids come first.

**5. OSEA Monthly Report – Rebecca Smillie**

Oregon School Employee Association President Rebecca Smillie reported on the following:

- Classified continue to volunteer time at the Parkrose Market working in the book booth and collecting school supplies
- Staff is dedicated to kids in Parkrose
- Economic hardships for staff members; food donations and fundraising
- Will continue to work for the students while bargaining a new contract that is fair to staff, kids & community

**6. Board of Education**

A. Board Reports

1. Welcome Back Assembly & Opening Day – Ed Grassel

Chair Grassel said the welcome back assembly for staff was amazing. He noted that the longevity pin distribution was impressive with many staff members receiving their pins. He said he has always impressed with the dedication and loyalty of staff in Parkrose. He stated that these are troubled economic times and acknowledged the difficulty.

Chair Grassel also went on the tour of buildings prior to school opening day with Superintendent Gray. He said the buildings were clean, organized and ready for staff and students. On opening day he had the opportunity to visit the Middle School, High School, Sacramento and Shaver. He commented that the first day of school ran smooth and thanked everyone for their impact on kids.

B. Committee Reports

1. Budget Advisory Committee – Alesia Reese

Ms. Reese read the following statement:

*Thank you to the Parkrose Education Foundation, the District Staff and Chartwell's for another outstanding Tailgate Party. While not successful against Liberty High, the event was memorable.*

**Neighborhood News**

*Woodland Park represents one of seven neighborhoods within the Parkrose School District Boundaries. Along with Parkrose, Argay, Parkrose Heights, Sumner, Russell, Hazelwood and the City of Maywood Park, Woodland Park residents enjoy a close relationship with our schools.*

**Facilities Use**

*This evening's Board session considers a variety of requests for free and reduced facilities use within the District. First, one must be considerate of the needs of the community and their support of education. Second, the wide variety of requests indicate a desirable facility and staff. Finally, many of these requests involve our own students and families. Knowing our kids are in a safe, secure and healthy setting is worth the extra expense.*

*When our volleyball athletes, swimmers and dancers use the District facilities we know where they are, what they are doing and who they are with-they are being exceptional students.*

**Bond Oversight Committee**

*As project management teams, architects and an executive committee build momentum, the Bond Oversight Committee is being established to provide the community with access and information. Along with Mary Larson, we will build a committee representing the interests of all sites and stakeholders.*

*While the Bond construction process gears up, let's not lose sight of the routine budgetary issues. The Parkrose District Budget Committee application process is available for those residents who support education and want to get a closer view of the funding process. This year, budget committee members will receive orientation prior to budget meetings to better support their efforts.*

**Goals**

*As the Federal government and the State of Oregon move away from the punitive measures of the No Child Left Behind Law, Parkrose residents should realize how far ahead the School District is in this discussion.*

*Standards, goals and evaluations are not new terms, but used every day here. Thanks to Superintendent Gray, the challenges faced by Parkrose are manageable and in fact, welcomed.*

**District Achievements**

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*As the Oregon School Boards Association Annual Convention nears, November 11-13, District patrons should appreciate the respect held by this Board within the State. Once again, Parkrose will be presenting a work shop for attendees. The awards, grants and offices earned by District and Board members is truly amazing.*

*Respectfully submitted,  
Alesia Reese*

2. School Improvement – Ed Grassel

Chair Grassel said there are new members on the school improvement committee and stated that Parkrose is on the leading edge of implementing the core standards and doing what is best for kids in Parkrose.

He also commented on the duties of the board regarding bargaining. He said the board is dedicated to balancing the budget while compensating employees and doing what is in the best interest of students.

3. Legislative Policy – James Woods

Mr. Woods reported on legislative issues, Oregon School Board Association legislative activities and change in constitution and the Education Investment Board.

4. Negotiations – Guy Crawford

Mr. Crawford stated that negotiations continue and hopes that a mutually acceptable agreement comes soon.

5. Parkrose Educational Foundation – Adair Fernee

Ms. Fernee reported on the Parkrose Educational Foundation's August Retreat. The Foundation has a new board in place and they have many activities planned. She stated that the auction was a success and the Foundation was able to give each school a grant for PBIS; \$250 for each elementary, \$500 middle school and high school, \$500 parent leadership conference.

**7. Consent Agenda**

A. Personnel

1. New Hires
  - a. Sarah Mansfield: ELL Teacher, Temporary, .5 FTE, Parkrose Middle School
2. Retirements
  - a. Susan Edwards: Shaver Elementary

B. Board Minutes

1. August 13, 2011, Board Retreat Minutes
2. August 22, 2011, Executive and Regular Session Meeting Minutes
3. September 12, 2011, Work Session Meeting Minutes

C. Extended Travel

1. Travel Request for Stephanie Thomas to attend American Association of School Librarians National Conference, October 26-30, 2011, in Minneapolis, Minnesota.

Mr. Woods asked to have the extended travel request removed from the consent agenda.

Reese/Fernee moved to accept the consent agenda excluding the extended travel request. There was no discussion. The motion to accept the consent agenda excluding extended travel request passed with a vote of 5-0.

**8. Citizen Comments**

Donna Grobey, 9635 NE Campaign: Ms. Grobey voiced her concern about the impact of the cuts to educational assistants. She commented that teachers cannot do it all and volunteers are not highly qualified. She understands that budget is tight but said you get what you pay for.

Terri Hanno, 11352 NE Fargo: Ms. Hanno spoke about events that happened during her work day on Monday including having 5 educational assistants call in sick. She explained the events of the day; staffing concerns, dealing with students, and daily happenings in the office. She commented that Mr. Lopes was unable to do his principal duties as he was filling in for educational assistants.

Karen Loh, 9043 NE Wygant: Ms. Loh commented on the district newsletter. She said there was positive information about the bond but the school year calendar did not reflect any furlough days or indication of possible furlough days. She is concerned about the lack of communication to parents about the possibility of a shortened school year. She also commented that the general public is not aware that the district is in negotiations with classified and certified staff. Specifically, she requested information regarding the calendar, budget and negotiations be communicated to parents so they can make arrangements as needed.

Deborah Snow, 3431 NE 132<sup>nd</sup> Ave: Ms. Snow introduced her group to the board. They represent the aerobic swim group who swim at the Parkrose pool. She stated that they understand that teachers come before supporting the pool. They also understand the current budget issues and the reason for the reduction in hours of operation. They respect their use of the pool and would like to suggest that the proposed reduction in hours be cut back a bit, if at all possible. Ms. Snow also suggested that the group may be able to get some grants to help support the pool. She will contact Superintendent Gray with ideas.

Gail Volk, 11210 NE Skidmore: Ms. Volk said the OSEA is fighting to get back hours and benefits for their employees during negotiations. She spoke of the importance of classified staff in schools. She acknowledged that the board does not have an easy job but hopes for the best.

Mike Volk, 11210 NE Skidmore: Mr. Volk voiced his concern about class size and student safety issues. He also asked the board why they pay an attorney for negotiations because it has been his experience that one is not needed.

## **9. District Business**

### **A. Superintendent Reports**

1. **Opening Day Review, Enrollment and Inter-District Transfers**  
Superintendent Gray reviewed opening day, enrollment and inter-district transfer numbers with the board. Enrollment continues to be flat. There are more students transferring into Parkrose than transferring out.
2. **School White Glove Tour Review & Community Clean Up**  
Superintendent Gray said the tour of facilities and Community Clean Up events were very successful. She is proud of the buildings. She thanked the maintenance staff for their hard work.
3. **First Reading Board/Superintendent Goals 2011-12**  
The Board/Superintendent Goals were presented. Superintendent Gray asked the board to submit any suggestions they may have about the goals. They will be revisited at next month's meeting.
4. **Draft ACE Charter School Goals**  
ACE Charter School Goals were presented in draft form. These are a result of a third party audit of ACE. Mike Bryant the new director of ACE will finalize the goals and bring back to the board at a later time.

Chair Grassel suggested that something should be mentioned in the ACE goals about curriculum, universities and trades.

Superintendent Gray shared that the legislature will duplicate the ACE Charter School model because of its success.

5. **Student/Staff Handbooks Review**  
The Student/Staff handbooks are available for review. Superintendent Gray ensured the board that all handbooks have been submitted and said that the schools will be putting them on their websites.

6. Board Member Activities & Committee Assignments

It was suggested by the board that their activities and assignments be available on the website. Superintendent Gray shared the listing as submitted by the board.

7. Pool Hours Revision

Superintendent Gray shared the revised pool schedule with the board. She spoke on several topics as follows:

- Operation of community center
- Pools are very expensive to operate
- Proposed revised recommendations

There was lengthy discussion. Superintendent Gray requested that the Pool Hours Revision be removed from this evenings action items in order to gather additional information at the board's request. She asked board members to submit questions to her so she may present a final proposal including requested information at the October 10, 2011, Board Work Session.

8. First Reading & Review Board Policies

- a. JE – Attendance
- b. JED – Student Absences and Excuses
- c. IIAD – Special Interest Materials
- d. GCBC-GDBC – Associated Payroll Costs – Domestic Partners

Superintendent Gray briefed the board on the policies. There was discussion regarding the new attendance policies and the required tracking and notice to parents/guardians regarding student absences.

There was discussion regarding the result of changing the domestic partner language from same sex only coverage to include opposite sex language. Superintendent Gray stated that many districts in the state include opposite sex language in their policies. She said that once policy is changed then the various employee groups could bargain the benefit.

9. Site Councils 2011-12

The Site Council listing was presented. Mr. Woods noted that Sacramento school did not have a parent volunteer on their council. It was also asked that the Site Council members and meeting times be posted on each schools website.

10. Superintendent's Institute Report

Superintendent Gray reported on her attendance at the Institute. She said the district did not pay for the trip.

At 8:32 p.m., Chair Grassel called for a break. The meeting reconvened at 8:38 p.m.

B. Department Reports

1. Student Services – Kathy Keim-Robinson

a. System Performance Review and Improvement (SPR&I) Report

Ms. Keim-Robinson presented the annual SPR&I report to the board. Requirements have been met.

b. After School Programs Update

Ms. Keim-Robinson updated the board on the various after school programs. She spoke about afterschool intervention, Boys & Girls Club, Title I funding and instructional coaches, working hard to provide positive activities and meals to kids. Chair Grassel asked if we were turning away kids from the programs. Ms. Keim-Robinson replied that there is more need than we can provide programs.

2. School Improvement – Yuki Monteith
  - a. Common Core Standards

Ms. Monteith presented a brief overview of the Common Core increased standards, the 2011-12 Parkrose Common Core State Standards Implementation Plans and Oregon Student Achievement Changes from 2010-11.
3. Business & Operations – Mary Larson
  - a. Auditor Visit with Board – October 11, 2011, 4:00 p.m.

Ms. Larson stated that every year the auditors meet with the school board. The board requested that the meeting be reschedule to October 10, 2011, 4:00 p.m.
  - b. Proposed Budget Calendar for Fiscal Year 2012-2013

Ms. Larson presented the proposed budget calendar for fiscal year 2012-13.
  - c. Announce Budget Committee Vacancies

Two budget committee vacancies were announced.
  - d. Soccer Field Update

Ms. Larson updated the board on the soccer field project. The project is moving along according to the expected completion date.
  - e. Bond Project Update
    1. Bond Project Architect
    2. Bond Project Construction Project Manager
    3. Bond Communication Plan

Ms. Larson stated that she is working on contracts with both the architect, Dull Olson Weekes and the Project Manager, Heery International. She also presented a draft communication plan which included a list of items, topics and timelines for various committees regarding bond projects.
  - f. Financial Report

At the board's request, Ms. Larson presented a new financial report. She gave the board an overview of the report that will be presented in this format monthly. There was discussion regarding the information format.

**10. Action Items**

- A. Accept/Reject Site Councils for 2011-12

Reese/Ferneer moved to accept Site Councils for 2011-12. Chair Grassel opened the floor for discussion.

Mr. Woods noted that Sacramento does not have a parent representative. The board agreed that approval was dependent on Sacramento filling the vacancy.

There being no further discussion, the motion to approve carried as amended with a 4-1 vote as follows: Grassel (Yes), Fernee (Yes), Woods (No), Reese (Yes) and Crawford (Yes).
- B. Accept/Reject Student/Staff handbooks for 2011-12

Reese/Ferneer moved to accept the Student/Staff Handbooks for 2011-12. Chair Grassel opened the floor for discussion.

It was requested that handbooks be posted on each schools website.

There being no further discussion, the motion to approve carried with a 5-0 vote.
- C. Accept/Reject Resolution to Correct the Amount Adopted for the 2011-12 Budget.

Reese/Ferneer moved to accept the Resolution to Correct the Amount Adopted for the 2011-12 Budget. Chair Grassel opened the floor for discussion.

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Mr. Woods asked why? Ms. Larson stated that when the budget report was rolled up in the old financial system and submitted to the state, there were dollars included for federal funds that should not have been included. All other reports regarding the 2011-12 budget were correct, this was an anomaly in the electronic roll up of budget to the state.

There being no further discussion, the motion to approve carried with a 4-1 vote. Grassel (Yes), Fernee (Yes), Woods (No), Reese (Yes) and Crawford (Yes).

- D. Accept/Reject Proposed Budget Calendar for Fiscal Year 2012-2013  
Reese/Fernee moved to accept the Proposed Budget Calendar for Fiscal Year 2012-2013. Chair Grassel opened the floor for discussion.

Hearing none, the motion carried with a vote of 5-0.

- E. Accept/Reject Request for Leave without Pay for Kira Justice.  
Reese/Fernee moved to accept Request for Leave without Pay for Kira Justice. Chair Grassel opened the floor for discussion.

Hearing none, the motion to approve carried with at 5-0 vote.

- F. Accept/Reject Request to Continue Working After Retirement for Susan Edwards.  
Reese/Fernee moved to accept the Request to Continue Working After Retirement for Susan Edwards. Chair Grassel opened the floor for discussion.

Hearing none, the motion to approve carried with a 5-0 vote.

- G. Accept/Reject Updates to Domestic Partners Policy  
Reese/Fernee moved to approve the Updates to Domestic Partners Policy. Chair Grassel opened the floor for discussion.

Hearing none, the motion to approve carried with a 5-0 vote.

- H. Accept/Reject Revised Pool Hours  
By mutual consent of the board this item was removed from the agenda.

- I. Accept/Reject Parkrose High School Water Polo Team Free/Reduced Facility Use Application for PHS Water Polo Tournament, Sept 16-17, 2011  
Reese/Fernee moved to approve the Parkrose High School Water Polo Team Free/Reduced Facility Use Application for PHS Water Polo Tournament, Sept 16-17, 2011. Chair Grassel opened the floor for discussion.

Mr. Woods asked if a paid employee was volunteering his time. High School Principal, Ana Gonzalez stated that the employee has a flexible schedule. This event will be during his scheduled work time.

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

- J. Accept/Reject Parkrose High School Water Polo Team Free/Reduced Facility Use Application for PHS Water Polo Tournament Sept 23-24, 2011  
Reese/Fernee moved to approve the Parkrose High School Water Polo Team Free/Reduced Facility Use Application for PHS Water Polo Tournament, Sept 23-24, 2011. Chair Grassel opened the floor for discussion.

The board asked that applications be sent in prior to the event taking place.

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

- K. Accept/Reject Parkrose Youth Soccer Club Free/Reduced Facility Use Application for practices and games at Thompson  
Reese/Woods moved to approve the Parkrose Youth Soccer Club Free/Reduced Facility Use Application for practices and games at Thompson. Chair Grassel opened the floor for discussion.

Mr. Woods asked about the number of Parkrose kids that participate on the team. Mr. Crawford asked if the board could assume that if a facility request made it to the agenda for board action, that due diligence has been done in be sure that the request qualifies for board action.

Superintendent Gray said that is a true assumption. Principal Gonzalez confirmed as well. There being no further discussion, the motion to approve carried with a 5-0 vote.

- L. Accept/Reject Parkrose Dance Team Free/Reduced Facility Use Application for 14<sup>th</sup> Annual Dance Competition as Fundraiser for Dance Team, Boosters and Partnership with PCTV  
Reese/Ferneer moved to approve the Parkrose Dance Team Free/Reduced Facility Use Application for 14<sup>th</sup> Annual Dance Competition as Fundraiser for Dance Team, Boosters and Partnership with PCTV. Chair Grassel opened the floor for discussion.

Hearing none, the motion to approve carried with a 5-0 vote.

- M. Accept/Reject Parkrose High School Volleyball Team Free/Reduced Facility Use Application for Varsity Volleyball Tournament  
Reese/Ferneer moved to approve the Parkrose High School Volleyball Team Free/Reduced Facility Use Application for Varsity Volleyball Tournament. Chair Grassel opened the floor for discussion.

Hearing none, the motion to approve carried with a 5-0 vote.

- N. Accept/Reject Columbia River United Football (CRUFA) Free/Reduced Facility Use Application for Soccer Games  
Reese/Ferneer moved to approve the Columbia River United Football (CRUFA) Free/Reduced Facility Use Application for Soccer Games. Chair Grassel opened the floor for discussion.

There was a question regarding waiving the \$300 fee. Superintendent Gray stated that the soccer team is comprised of Parkrose, Centennial and Reynolds students. They are required to provide a porta-potty and will not be entering the building.

It was asked who follows up and what is the process for groups that do not clean up after the event or do not follow the procedures. Principal Gonzalez said the procedure is that the district notifies the group and will send them a bill.

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

- O. Accept/Reject Community & Parents for Public Schools (CPPS) Free/Reduced Facility Use Application for CPPS Event, October 22, 2011  
Reese/Ferneer moved to approve the Community & Parents for Public Schools (CPPS) Free/Reduced Facility Use Application for CPPS Event, October 22, 2011. Chair Grassel opened the floor for discussion.

Hearing none, the motion to approve carried with a 5-0 vote.

- P. Accept/Reject Maritime Commerce Club (MCC) Free/Reduced Facility Use Application for MCC Event, December 3, 2011  
Reese/Ferneer moved to approve the Maritime Commerce Club (MCC) Free/Reduced Facility Use Application for MCC Event, December 3, 2011. Chair Grassel opened the floor for discussion.

Hearing none, the motion to approve carried with a 5-0 vote.



- Q. Accept/Reject Travel Request for Stephanie Thomas to attend American Association of School Librarians National Conference, October 26-30, 2011, in Minneapolis, Minnesota.  
Reese/Ferneer moved to approve the Travel Request for Stephanie Thomas to attend American Association of School Librarians National Conference, October 26-30, 2011, in Minneapolis, Minnesota. Chair Grassel opened the floor for discussion.

Mr. Woods requested the Ms. Thomas report back to the board the list of policy changes.

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

**11. Discussion Items**

Goals and strategies for Bond Oversight Committee and committee applicants were requested.

Ms. Ferneer requested a date change for meeting with the auditors. The group agreed that Mary Larson will schedule the auditors meeting with the board on Monday, October 10<sup>th</sup> at 4:00 p.m.

Chair Grassel announced that the October Business Meeting has been rescheduled to October 31, 2011.

**12. Correspondence/Announcements/Requests**

A. Upcoming Meetings

1. Board Work Session, October 10, 2011, Shaver Elementary, 5:00 p.m.
2. Regular Business Meeting, October 31, 2011, District Office, 6:30 p.m.

B. Upcoming Events

1. Parkrose Centennial Celebration, October 1, 2011
2. Oregon School Boards Association (OSBA) Regional Dinner, November 1, 2011

**13. Adjournment**

Chair Grassel adjourned the meeting at 9:57 p.m.