



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

Organizational Board Meeting of the Parkrose Board of Education of School
District No. 3, Multnomah County, Oregon
Monday, July 18, 2011

M I N U T E S

An Organizational Board Meeting of the Board of Trustees of Parkrose School District 3 was held Monday, July 18, 2011, beginning at 5:00 PM in the Parkrose School District - Boardroom.

1. Call to Order - Organizational Board Meeting - 5:00 p.m.

Chair Grassel called the Organizational Board Meeting to order at 5:00 p.m. welcoming those in attendance.

Board members present were: Board Chair Ed Grassel, Vice Chair Guy Crawford, Board Member James Woods, Board Member Adair Fernee (5:15 p.m.) and Board Member Alesia Reese.

Others present were: Superintendent Karen Gray, Director of Business Services and Operations Mary Larson, Director of Student Services Kathy Keim-Robinson and Board Secretary Becky Nino.

2. Board Elections

A. Elect the 2011-12 Chair of the Parkrose Board of Education

Chair Grassel opened the floor for nominations for the 2011-12 Chair of the Parkrose Board of Education. James Woods nominated Ed Grassel. Alesia Reese seconded. Chair Grassel opened the floor for additional nominations. Hearing none, the nomination to elect Ed Grassel as 2011-12 Chair of the Parkrose Board of Education passed with a vote of 4-0.

B. Elect the 2011-12 Vice-Chair of the Parkrose Board of Education

Chair Grassel opened the floor for nominations for the 2011-12 Vice-Chair of the Parkrose Board of Education. Alesia Reese nominated Guy Crawford. James Woods seconded. Chair Grassel opened the floor for additional nominations. Hearing none, the nomination to elect Guy Crawford as the 2011-12 Vice Chair of the Parkrose Board of Education passed with a vote of 4-0.

3. Consent Agenda

A. Personnel

1. New Hires

- a. Robert Siegel: TOSA Math/Science Liaison w/PSU, .5 FTE, Temporary
- b. Kate Shrum: ELL Teacher, .5 fTE, Probationary, Parkrose High School
- c. Daniel Bradach: Counselor, Probationary, 1.0 FTE, Parkrose High School
- d. Christopher Gifford: Teacher, Probationary, 1.0 FTE, Prescott Elementary
- e. Kerry Henderson: Science Teacher, 1.0 FTE, Parkrose High School
- f. Sarah Lamb: Teacher, Probationary, .5 FTE, Sacramento Elementary

2. Resignations

- a. Megan Clifford-Maitland, Parkrose Middle School
- b. Wanda Hennelly, Russell Academy
- c. Sandra Hardy, Prescott Elementary

Superintendent Gray requested to add an additional resignation to the agenda. Chair Grassel made a motion to add letter d. Elizabeth Lawson, Russell Academy to consent agenda. Woods/Reese moved and seconded the motion. Hearing no discussion, the motion passed with a 4-0 vote.

B. Business/Finance

- 1. Resolution to Approve and Appropriate Grant Awarded by Oregon Department of Education for Gateway Summer Youth Advocate & Youth Leaders in the amount of \$19,700.

C. Extended Travel

- 1. Travel Request for Kesia Micheletti to attend the Council for Exceptional Children Convention & Expo, in Denver, Colorado, April 11-14, 2012.

Ms. Reese made a motion to approve the consent agenda as amended. Chair Grassel opened the floor for discussion or objection. Hearing none, the motion to approve the consent agenda as amended passed with a vote of 5-0.

4. Citizen Comments

There were no citizen comments.

5. District Business

A. Superintendent Reports

- 1. ACE Contract 2011-2012

Mary Larson, Director of Business Services & Operations stated that there are no changes to the ACE contract for 2011-12 but thought it was good information to provide the Board annually. Superintendent Gray said that the ACE contract is a good contract. She added that the ACE Board is in the process of hiring a director. She also noted that legislation has passed to replicate the ACE model.

- 2. Alesia Reese Election to ESD Budget Committee

There was lengthy discussion about Ms. Reese's appointment to the Multnomah Education Service District's Budget Committee. The board thought it was a great opportunity for involvement.

- 3. 2011-2012 Board Meeting Calendar

The 2011-2012 Board Meeting Calendar was presented. There were no comments.

- 4. Policy First Reading and Review

- a. Policy IIAD – Special Interest Materials

Superintendent Gray introduced the policies. There was extensive discussion about Policy IIAD regarding the educational nature and subject matter of movies, etc. As well as, the amount of time regarding "play" to "instructional" time in the classroom. Superintendent Gray said an Administrative Rule will be created for the policy.

- b. Policy JECF-AR-1 – Inter-District Transfer of Resident Students
Superintendent Gray stated that the appeals process for inter-district transfers will be at the Superintendent level.
- c. Policy GBCA – Staff Religious Dress
This is a new policy required by law.
- d. Policy GBCA-AR – Staff Religious Dress
New administrative rule to follow policy.
- e. Policy EFAA – District Nutrition and Food Services
Required updates to policy. Ms. Reese stated that the district is fortunate to have Sandra Clark, Healthy Active Schools Coordinator who will participate on the Wellness Committee. Ms. Reese said that Parkrose has an active Wellness Committee and is looking forward to participating again this year.
- f. Policy EFAA-AR – Reimbursable School Meals and Milk Programs
Required updates to administrative rule per policy.

B. Department Reports

1. Business and Operations - Mary Larson

a. Bond Project Update

Ms. Larson said that the Bond Project Update agenda item will be a standing item at every board business meeting. She updated the board on what's been going on behind the scenes with the bond sale. Working with McLiney and Associates on QZAB contribution with Mango Languages.

Expecting to sell issues on July 28, 2011 if the timing is good. Ms. Larson will be working closely with Seattle NW and McLiney on the sale.

Ms. Larson also shared that she had a conference call with Moody's regarding the Parkrose rating. She stated that the conversation went well.

Chair Grassel asked about the rules regarding QZAB's. Ms. Larson stated that with QZAB's 10% needs to be expended within six months of receiving proceeds. Expenditures can only be for qualified products such as contents and renovation. QZAB proceeds cannot be used to change a footprint of a building.

Ms. Larson also shared that the RFP for Architect and Engineering Services will be advertised soon.

Several issues were raised about reporting on the bond to the community and staffing for the project. Superintendent Gray said that those issues will be the topic of the afternoon portion of the agenda for the Board Retreat on August 13, 2011.

6. Action Items

- A. Designate Director of Business Service Mary Larson as the District's Budget Officer for the 2011-12 Fiscal Year. [ORS 294.331]
- B. Designate Superintendent/Clerk Dr. Karen Fischer Gray; Director of Business Services Mary Larson/Deputy Clerk and Business Office Accountant Chris Gibb as Custodians of District funds; and; further, to authorize the use of a facsimile signature [check signing machine] by the Superintendent-Clerk, during the 2011-12 Fiscal Year. [ORS. 332.515, ORS. 328.441 (1), ORS. 328.445] Amount of Fidelity Bond to be issued should be not less than \$100,000 per person.

[ORS.332.525]

- C. Designate Myers & Stevens Student Accident Insurance as the Student Insurance Carriers for 2011-12.
- D. Designate American Fidelity to Provide Banking Services for IRS Section 125.
- E. Designate US Bank as Depository for District Funds. [ORS.328.441, ORS.294.805 to ORS.294.895]

Mr. Woods made a motion to combine items A-E. Ms. Reese seconded. Chair Grassel opened the floor for further discussion or objections. Hearing none, the motion to combine items A-E passed with a vote of 5-0.

Mr. Woods made a motion to approve items A-E. Ms. Fernee seconded the motion. Chair Grassel opened the floor for discussion or objections. Hearing none, the motion to approve items A-E passed with a vote of 5-0.

- F. Designate The Oregonian as the District Newspaper of Record for 2011-12. [ORS 294.404-416]

Ms. Reese made a motion to approve item F. Ms. Fernee seconded the motion. Chair Grassel called for discussion or objections. Hearing none, the motion to approve item F passed with a 5-0 vote.

- G. Designate The Hungerford Law Firm as the District's General Counsel for 2011-12 Fiscal Year.
- H. Designate Marsh USA, Inc. as the District's Property and Casualty Insurance Agent-of-Record for the 2011-12 Fiscal Year.
- I. Designate Mercer Health and Benefits as the District's Benefit Insurance Agent-of-Record for the 2011-12 Fiscal Year.

Mr. Woods moved to combine items G-I. Ms. Reese seconded. Chair Grassel opened the floor for discussion or objections. Hearing none, the motion to combine items G-I passed with a vote of 5-0.

Ms. Reese moved to approve items G-I. Ms. Fernee seconded. Chair Grassel called for further discussion or objections. Hearing none, the motion to approve items G-I passed with a 5-0 vote.

- J. Designate Pauly, Rogers and Co, P.C as the District's Auditors for the 2011-12 Fiscal Year. [ORS.297.405, ORS.327.137, ORS.328.465]

Mr. Woods moved to approve item J. Ms. Fernee seconded. Chair Grassel called for discussion or objections. Mr. Woods stated that the district should go out for an auditing services request for proposals because auditors should not be long term. Mary Larson stated that the last time the district did an RFP for auditing services the only response was from Pauly, Rogers and Co, P.C. When she questioned other auditing firms about why they didn't respond they stated that they already had more than enough business. She also remarked that there is a very limited pool of auditors qualified to do school audits in the state and changing auditors every few years is not a recommended business practice. The Board will discuss this further at a future meeting.

Hearing no further discussion, the motion to approve Designation of Pauly, Rogers and Co., P.C. as the District's Auditors for the 2011-12 Fiscal Year passed with a 4-1 vote. Grassel (Yes), Fernee (Yes), Crawford (Yes), Woods (No) and Reese (Yes).

- K. Designate the District Office as the Standard Board Meeting Place for Regularly Scheduled Business Meetings on the 4th Monday of Every Month with 6:30 p.m. Designated as the Standard Time to Begin the Meetings and Designate the Administration Office as the Standard Board

Meeting Place for Regularly Scheduled Work Sessions on the 2nd Monday of Every Month with 5:00 p.m. Designated as the Standard Time to Begin the sessions. 2011-2012 Fiscal Year. (See Published Calendar for Variations)

Ms. Reese made a motion to approve item K. Ms. Fernee seconded. Chair Grassel opened the floor for discussion or objections. Hearing none, the motion to accept item K passed with a 5-0 vote.

L. Designate Board Member Liaison to Parkrose Educational Foundation.

Mr. Woods nominated Ms. Fernee as the liaison to Parkrose Educational Foundation. Ms. Reese seconded. Chair Grassel called for further discussion or objections. Hearing none, the nomination of Ms. Fernee as the PEF liaison passed with a vote of 5-0.

M. Designate Board Member to District Wellness Committee

Mr. Woods nominated Ms. Reese as Board Member on the District Wellness Committee. Ms. Fernee seconded. Chair Grassel opened the floor for discussion or objections. Hearing none, the motion to allow Ms. Reese to remain as the Board Member on the District Wellness Committee passed with a vote of 5-0.

N. Approve - RESOLUTION 1 - Designating State of Oregon Government Investment Pool and Designated Banks as Depositories for Investment of School District Funds for 2011-12 Fiscal Year. [ORS.328-441, ORS.294.805 to ORS.294.895]

O. Approve - RESOLUTION 2 - Establishing Imprest Funds for 2011-12 Fiscal Year [ORS.294.465]

P. Approve - RESOLUTION 3 - Authorizing and Appointing the Superintendent to Apply for Federal, State, Local and Private Funds for the 2011-12 Fiscal Year. [ORS.294.450]

Q. Approve - RESOLUTION 4 - Delegate Contracting and Purchasing Authority for Fiscal Year 2011-12. [ORS.332.075]

R. Approve - RESOLUTION 5 - Authorizing the Lending of General Fund Monies to Federal, State, and other Grant Funded Programs Pending Receipt of Funds from the Donor for the 2011-12 Fiscal Year. [ORS.294.460]

S. Approve - RESOLUTION 6 - Enact Withdrawal from Tax Supervising and Conservation Commission.

T. Approve and Establish Amounts: Approve Travel Reimbursement Rates (55.5 Cents Per Mile/\$66.00 Per Diem) in accordance with Board Policy DLC "Expense Reimbursement."

U. Approve Out of District Tuition for 2011-12 (\$8,380/Grades K-8, \$9,450/Grades 9-12)

V. Reaffirm the Status of the School Board as the Local Public Contract Review Board [ORS.279.055(2)]

Mr. Woods made a motion to combine items N-V. Ms. Reese seconded the motion. Chair Grassel opened the floor for discussion or objections. Hearing none, the motion to combine items N-V passed with a vote of 5-0.

Mr. Woods moved to approve items N-V. Ms. Reese seconded the motion. Chair Grassel called for discussion or objections. Hearing none, the motion to approve items N-V passed with a vote of 5-0.

7. Discussion Items

- The board would like to discuss the RFP for Audit Services at their meeting in December.
- Ms. Reese asked that board member activities and committee appointments be listed on the

web site.

- Chair Grassel reminded the board that their annual self-evaluations will be sent out this week. Please complete and bring to the retreat.
- Mr. Woods would like to discuss legislative updates and impacts at the next meeting. Superintendent Gray said it will be on the August 22, 2011 agenda.
- Mr. Woods suggested that the district provide an anonymous tip line. Chair Grassel would like to discuss at a future meeting.
- Ms. Reese reminded the board of the Facility Use Meeting scheduled for August 8, 2011, 5:00 p.m. at the district office.
- Architect interviews will be held on August 17, 2011.

8. Correspondence/Announcements/Request

- A Board Retreat, August 13, 2011, Karen Gray's House, 8:00 a.m. – 4:00 p.m.
- B. Regular Business Meeting, August 22, 2011, District Office, 6:30 p.m.
- C. Opening Day, August 30, 2011, Parkrose High School

9. Adjournment

Chair Grassel adjourned the Organizational Meeting at 6:39 p.m.