



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, August 24, 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 Guy Crawford Katie Larsell Alesia Reese</p> <p>Others in attendance: Superintendent Gray, HR Director Marian Young, Director of School Improvement Yuki Monteith, Director of Student Services Kathy Keim-Robinson, and Board Secretary Trista Lorenz.</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. He noted that teachers are back to school across the district. He said the schools look great, with fresh paint inside and out on many buildings, a new roof at the high school and very clean classrooms, thanks to the custodial staff. Over the summer, Mr. Landreth attended OEA trainings and took college courses to enhance his understanding of read aloud literature and the use of pictures books to augment the writing process. He is working hard, setting agendas so teachers can discover the hard work going on by PFA. He thanked Superintendent Gray for her effort to mitigate the inter-district transfers.</p>
<p>BOARD RETREAT REPORT: JAMES WOODS</p> <p>HIGH SCHOOL ROOFING PROJECT: ED GRASSEL</p>	<p><u>BOARD OF EDUCATION</u> <u>A. Board Reports</u></p> <p>1) <u>Board Chair James Woods - Board and Superintendent Retreat Report</u> Chair Woods gave a report on the Aug. 15, 2009 Board and Superintendent Retreat. The agenda focused mainly on the Board/Superintendent working agreements. At the September Business meeting committee chairs will present revised committee goals and Board goals with an emphasis on teacher evaluation and what happens to Parkrose students after graduation. The retreat provided an opportunity for a review of the long-range facility plan and a possible bond campaign planned for 2011. Ms. Reese will ask 12 members to participate on the committee. The retreat also provided an opportunity for leadership review.</p> <p>2) <u>Board Member Ed Grassel - High School Roofing Project Report</u> Vice Chair Grassel gave a report on the high school roofing projects. He shared photos of the roof and provided details explaining why the existing roof needed to be replaced, including torn water seals, leakage and rust. Vice Chair Grassel said the</p>

<p>FACILITY USE WORK GROUP REPORT: ALESIA REESE AND GUY CRAWFORD</p> <p>PASSING OF ALDO ROSSI</p>	<p>process has not been without issues. Some rain over a weekend when the theater roof was exposed caused damage to the stage floor and Scott Wood is working with the contractor on the repairs. Completion is expected by Sept. 4, 2009.</p> <p>3) <u>Board Member Alesia Reese and Guy Crawford - Facility Use Work Group Report</u> Ms. Reese and Mr. Crawford gave a report on the Facility Use Work Group. The group met three times to address practices on District facilities and determine a consistent practice around facility use. The Board will review the work of the group including the Administrative Rules, which demonstrate the Board’s clear objectives. Mr. Crawford thanked Dr. Gray and Mary Larson for doing the heavy lifting. Dr. Gray said the review of the existing policy showed many inconsistencies and the new policy corrects the inconsistencies while remaining fair and extremely complete.</p> <p><u>B. PASSING OF ALDO ROSSI – ED GRASSEL</u> Aldo Rossi, long-time supporter of Parkrose recently passed away. Ed Grassel’s family has been in Parkrose since 1918 and his grandmother had a lot of nice things to say about Mr. Rossi and how he was generous, kind and caring. Vice Chair Grassel was fortunate enough to benefit from Mr. Rossi’s support of the Parkrose athletic programs. Vice Chair Grassel is thankful for Mr. Rossi’s dedication to Parkrose and for his continued support.</p> <p>Citizen, Earle DeKay spoke about Aldo Rossi. Mr. DeKay said the obituary in the paper was fairly extensive, but did not cover some of the best things he knows about Mr. Rossi. Mr. Rossi was very well off as far as money was concerned, but one of his passions was sports. In addition to providing equipment, he provided employment over the summer so Parkrose students could earn money. Mr. Rossi wasn’t one to make a point of the money he had, he was just as ordinary as anyone else and was known as Mr. Parkrose, deservedly.</p>
<p>CONSENT AGENDA</p>	<p><u>CONSENT AGENDA</u></p> <p>A. <u>PERSONNEL</u> Chair Woods removed Christine Collins from the list of new hires until the Sept. Regular Session Meeting. Vice Chair Grassel made a motion to approve the consent agenda with the change. Ms. Reese seconded the motion.</p> <p>1. <i>New Hires</i> a. Stephanie Cromer: PHS, 1.0 FTE, Language Arts b. James Dugan, PHS, 1.0 FTE, Reading Intervention c. Jennifer Hopkins, PMS, .50 FTE, English as a Second Language d. Cathy Weatherford, PHS, 1.0 FTE, Temporary Math f. Eric Doster, PMS, 1.0 FTE, Temporary 6th Grade Math/Science g. Jessica Hodge, PMS, 1.0 FTE, Temporary Special Education h. Eric Marsh, Prescott, 1.0 FTE, 4/5 Grade</p> <p>2. <i>Resignations</i> a. Travis Boeh, PHS</p> <p>B. <u>BOARD MINUTES</u> 1. Regular Session Minutes, July 13, 2009</p> <p>C. <u>BUSINESS/FINANCE</u> 1. Approve and appropriate funds provided by Parkrose High School student activities in the amount of \$8,750 and the Portland Mayor’s office in the amount of \$2,250.</p> <p>D. <u>TRAVEL</u> 1. Travel request for Yuki Monteith to attend AVID ADL Training in Riverside, CA, Oct. 20-23, 2009. 2. Travel request for Debbie Ebert and Beth Hoffman to attend National Council of Teachers of English Conference in Philadelphia, PA, Nov. 19-22, 2009.</p>

<p>THE BOARD APPROVED THE CONSENT AGENDA</p>	<p>Chair Woods opened the floor for objections. Hearing no objections, the motion passed with an oral vote of five ayes and zero nays.</p>
<p>CITIZEN COMMENTS</p>	<p><u>CITIZEN COMMENTS</u> Mark Gardner said he is not surprised the roof leaked and said you don't leave a roof uncovered. Mr. Gardner stated any time a self tapping screw goes through steel or metal you create sharp debris and dust. He is concerned about the flat areas and angled areas of the trusses and what might happen when the building shakes, a door slams or the loud speaker comes on. He would like to know if any provisions have been made for cleaning up the dust. When a self tapping screw goes through metal it breaks the finish and leaves a sharp exposed screw and if not properly sealed, there will be rust. He brought some examples of these exact things and would be happy to share them with the Board later.</p> <p>Bill Patterson spoke about Policy KGAB-AR 3: Free and Reduced Facility Use Fees: Sports Clubs. He commented on the standard of priority when requesting use of district facilities. The last meeting with District personnel painted a different tone to the 'use' on this policy and suggested the District could determine who could use the pool. He believes the pattern of enforcement may be discriminatory and asked for some clarity.</p>
<p>INTRODUCTION OF NEW ADMIN. ASST. TO SUPERINTENDENT AND BOARD SECRETARY</p> <p>BOARD/ SUPERINTENDENT RETREAT</p> <p>IN-SERVICE WEEK SCHEDULE</p> <p>ANNUAL SCHOOL VISITS</p> <p>POLICY – FIRST READING AND REVIEW</p>	<p><u>DISTRICT BUSINESS</u></p> <p>A. <u>Superintendent Reports</u></p> <ol style="list-style-type: none"> 1. <u>Introduction – Trista Lorenz</u>: Earlier in the meeting Chair Wood introduced the new Administrative Assistant to the Superintendent and Board Secretary, Trista Lorenz. Ms. Lorenz comes to Parkrose highly recommended having worked previously for North Clackamas and Reynolds School District. 2. <u>Board and Superintendent Retreat</u>: On Aug. 15, 2009 the Board and Superintendent held a retreat from 8:30 a.m. -3 p.m. at Mr. Crawford's house. The retreat focused on goal setting, measuring progress and evaluation of leadership. Superintendent Gray said the Board is a group of extremely intelligent, gung-ho, honest people and she is thankful for the candid, professional conversation and work done during the retreat. 3. <u>In-Service Week Schedule</u>: Superintendent Gray reminded the Board and audience of some important events taking place during in-service week including: the New Teacher Orientation, the Welcome Back where Chair Woods will give an opening comment, and the first day of school (Sept. 8). Superintendent Gray said it would be to see board members in the buildings on the first day. Throughout the week, the District will experience professional development, Professional Learning Communities, and individual buildings will have professional development opportunities. 4. <u>Annual School Visit</u>: Superintendent Gray, Chair Woods and Business Manager Larson will visit schools on Aug. 27, 2009, to see the beautiful work of Scott Woods and the maintenance staff, as well as the custodial staff. The tour will begin at 1 p.m. from the District Office and last approximately two and a half hours. 5. <u>Policy – First Reading and Review</u>: Superintendent Gray provided information on the first read and review of the policies and administrative rules before the Board. <ol style="list-style-type: none"> a. IGBAB/JO – AR – This is an administrative rule that defines the management of Education Records and Records of Students with Disabilities. b. JFCM – Defines who must be notified and meets FERPA law requirements. c. IGBAB – Defines who must be notified and meets FERPA law requirements. d. JHFE – This is a new policy that follows the requirements of the law

<p>SUMMER BRONCO SUCCESS STAMPEDE AND FRESHMAN ACADEMY</p>	<p>requiring all employees to report abuse. It requires the procedures for reporting and the designated person to receive the child abuse reports be posted in every school Human Resources Director Marian Young will take a picture of the posting in each building and place it in a file as proof. It also states that employees will have a complete anonymity when reporting. The district will provide trainings for parents and staff. The second reading will reflect the striking of Personnel Director from the person designated to review the reports.</p> <ul style="list-style-type: none"> e. JHFE AR – Another new policy that requires a written record of a child abuse report made by an employee and states that if an employee is convicted of child abuse, the records can be requested from the reporting district and seen by any person upon request. f. JOA – A new policy that says a student’s Social Security Number will not be part of the directory information and shall not be given out. g. KAB-AR – The district shall use reasonable methods to identify parents or parent surrogate when disclosing personally identifiable information. h. EBBCC – The district has purchased two Automatic External Defibrillators and this policy that talks about maintenance, use, and storage of the equipment and must be in place before the AED can be installed. i. KGAD – Superintendent Gray recommended adding action item ‘G’ to the agenda tonight to eliminate this policy. A review of the facility policies showed that all policies lined up, but were not consistent in language. This particular policy does not align with anything and some of the language negated certain groups being able to apply. j. KGAB-AR 3 – Superintendent Gray reminded the board that administrative rules are created by the Superintendent and only for Board review. This administrative rule states when the district gets a request from a sports club for free or reduced rate, 50-75% of the kids on the roster must attend Parkrose schools. If those students are enrolled, attending and play sport for the district, they will receive a reduced fee. If the club can show 75-100% attendance and sports participation in Parkrose, the club will get use of the facility for free. If the club is a non-profit who doesn’t meet the standard, there will be no reduced fee and they may be given second use of the facility, if necessary. <p>Superintendent Gray said to answer Mr. Patterson’s question from earlier in the evening, the district is sharing sports fields, not choosing one person or club over the other.</p> <p>Ms. Larsell likes the simplicity of this administrative rule and would like to add a minimum number of club participants. Superintendent Gray will come back to the Board with a minimum number. Ms. Reese thanked Superintendent Gray and supports her comments. Ms. Reese commented on the Board’s dedication to an aggressive review of the policies.</p> <ul style="list-style-type: none"> k. <u>Summer Bronco Success Stampede and Freshman Academy</u>: Superintendent Gray acknowledged Kathy Scott, Parkrose High School Assistant Principal and Daniel Garcia from Restorative Justice, both present in the audience, for their efforts to make the program a success. The Stampede, held August 10-14, 2009, connecting eighth graders and showing them how to be ninth graders. Mr. Garcia read three letters, from some of the 91 students, thanking the district for the experience. The program ended with a trip to Mount Hood Community College to show students what life can be like if they finish high school. This was a tremendous effort and the benefits of rolling into the Freshman Academy cannot be downplayed. Ms. Scott acknowledged Carol Flood for her help with the program.
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<p>ANNUAL FOOTBALL GOLF EVENT</p>	<p>1. <u>Football Golf Annual Event</u>: Superintendent Gray spoke about her opportunity to participate in the Football Golf Annual Event at Heron Lake. The event was well attended and raised lots of money for the program.</p>
<p>POWER STANDARDS</p>	<p>B. <u>Department Reports</u></p> <p>1. School Improvement – Yuki Monteith <u>Power Standards</u> - Director of School Improvement Yuki Monteith gave an update on the Power Standards. The district has developed a K-12 Power standard in mathematics and literacy and is currently working with a graphic designer to be sure the document is customized to allow parents to print online to their specifications.</p> <p><u>Common Formative Assessment Update</u> – Director Monteith provided an update on the Common Formative Assessments. The district is working with the high school math and science department to compile common formative assessments in the areas of physical science, algebra, biology and geometry. Formative assessments are the assessments done along the way, while summative assessments are the final exams that show proficiency in a particular area. The middle school is working on unwrapping power standards, have completed the common formative assessments, and will the summative assessments by the end of the year. Director Monteith would like to get all teachers trained on how to unwrap the standards and conduct formative assessments.</p> <p><u>Summer Professional Development</u>: Director Monteith shared a summary of the summer professional development from June-August, 2009. The district sponsored activities for teachers and administrators in data analysis, literacy plans, and increasing knowledge for ELL learners. Overall, it was a busy summer.</p> <p><u>Discussion</u>: Ms. Larsell asked to hear more about the literacy coaches. Each month, the Board will hear from a literacy coach from a building.</p> <p><u>Advancement Via Individual Determination (AVID)</u>: Director Monteith gave a report on AVID. The number of teachers who have been trained is increasing. This summer, the middle and high school teams attended a week-long institute in Sacramento, CA and came back with action plans to implement at the start of the school year.</p> <p><u>Professional Development Calendar</u>: Director Monteith shared the District Professional Development calendar for the year with the Board. The opportunities are tied to the district initiatives with a common understanding of PLC's, and Data Analysis Protocol developed by Nancy Love and the National Mathematics Council.</p> <p>2. Student Services – Kathy Keim-Robinson <u>Summer School Results</u>: Director of Student Services Kathy Keim-Robinson shared data from the district-wide, four-week elementary summer school. The program started with 200 students attending and ended with 150 attending. Students in 1st-5th grade attended a full-day program of academic skill instruction and activity, arts and recreation. Funding was possible through District Title IA and a partnership with SUN and the Boys and Girls Club. Pre and Post testing in Orchards math assessment with a summary score of grade level content correct showed gains for all students in that area.</p> <p><u>Discussion</u>: Chair Woods requested the exact plus/minus data on the gains be emailed to the Board.</p>

Alternative Education Evaluation: Director Keim-Robinson gave a summary of the Annual Evaluation of Alternative Education Programs. This evaluation is done every year to make informed decisions on the approved Alternative Education programs for contracting, if needed. This is the third year Parkrose representatives have partnered with the four East Multnomah County districts in teams to visit, interview, observe and paper review alternative programs. There is one program the team recommends for non-approval, Hinton Hinton High School. This year they did not show compliance with attendance, confidentiality and following IEP's.

C. Human Resources – Marian Young

Classroom Teacher Evaluation Project Update: Director of Human Resources Marian Young provided an update on the Classroom Teacher Evaluation Project. A committee of people representing many levels of the district studied and reviewed teacher evaluation systems, in an effort to pilot and roll out a program for the 09-10 school year. On August 12, 2009, the Parkrose Administrative Team participated in professional development with the revised Classroom Teacher Evaluation system, reviewing recommendations from the 'Widget Effect,' and making sure the characteristics matched the evaluation system. The district now has standards, a developmental continuum framework for assessing teacher development, and new forms to document the evaluation process for classroom teachers. To build capacity for norming administrator judgments, an expectation for 'buddy' observations of teachers by administrators with follow-up discussion has been set. In addition a common walk-through tool has been developed for principals to make frequent visits to classrooms and to have a data collection tool.

Discussion: Chair Woods asked if other teachers would be involved in the walk-through for a chance to see good and bad teaching. There are no formal plans for peer observation, but the AVID site teams do have peer-peer observations. Vice Chair Grassel asked how the word 'timely' will be defined/measured. It will be determined through collaboration of the team as well as the relationship with PFA.

Staffing: Director Young shared current staffing numbers. The numbers are smaller than in previous years due to state of finances in Oregon. A number of transfers and movements occurred, the elimination of one classroom from each school, and the hiring of a literacy coach in all elementary and the middle school. There are currently two open positions for speech therapists.

Discussion: Mr. Crawford asked if the district anticipates recalling any of people laid off. At this time, it is hard to know, but it could be possible, especially with the education assistants. Mr. Crawford stated employees who stepped up and sacrificed deserve the loyalty of the Board. He thanked Mr. Landreth for his comments about the work done by the custodial staff.

D. Business and Operations - Mary Larson

Summer Facilities Update: Maintenance Supervisor Scott Wood gave a report on the summer projects for 2009. Mr. Wood shared a chart that showed completed, not completed, work in progress and delayed projects. Many projects have been completed and some will be completed in the fall.

Discussion: Mr. Crawford asked if the security cameras at the high school were completed. Yes, they have been installed and a new software is being installed so all the cameras can be viewed from the same platform.

<p>ACTION ITEMS</p>	<p><u>ACTION ITEMS</u></p> <p>a> <u>BLUE CRUSH SWIM CLUB REDUCED FEE REQUEST</u> Chair Woods declared a conflict of interest. Vice Chair Grassel asked for a motion. Ms. Reese made a motion to approve the Blue Crush Swim Club reduced fee request. Vice Chair Grassel asked if the roster had been verified by the athletic director. The Board could approve the request pending verification from the athletic director that the BCS Club meets the requirements of the administrative rules. Ms. Reese made a motion to approve the BCS Club reduced fee request pending verification from the athletic director. Chair Woods opened the floor for discussion. Hearing no discussion Ms. Larsell seconded the motion, stating it appears from their previous presentation they meet the requirements.</p> <p>The MOTION to APPROVE the BCS Club reduced fee request pending verification from the athletic director passed with an oral vote of four ayes from Vice Chair Grassel, Ms. Larsell, Ms. Reese and Mr. Crawford and one abstaining vote from Chair Woods.</p> <p>b> <u>2009-10 ALTERNATIVE EDUCATION PROGRAMS</u> The Board saw the material on these programs earlier this evening and this is done each year to approve the list of Alternative Education Programs for contracting, if needed. Ms. Reese made a motion to approve the 2009-10 Alternative Education Programs as presented. Ms. Larsell seconded the motion. Chair Woods opened the floor for discussion.</p> <p>Hearing no further discussion, the MOTION to APPROVE the 2009-10 Alternative Education Programs as presented passed with an oral vote of five ayes and zero nays.</p> <p>c> <u>ACCEPT/REJECT LEAVE OF ABSENCE REQUEST FOR ALEXIS MCKEE</u> This item was previously discussed during the executive session and the Board cannot participate in discussion during meeting. Ms. Larsell made a motion to reject the leave of absence for Alexis McKee. Ms. Reese seconded the motion. Chair Woods opened the floor for discussion. Hearing no discussion, the MOTION to REJECT the leave of absence request for Alexis McKee passed with an oral vote of four ayes from Chair Woods, Vice Chair Grassel, Ms. Larsell and Ms. Reese and one nay from Mr. Crawford.</p> <p>d> <u>ACCEPT/REJECT POLICY AC: NONDISCRIMINATION</u> e> <u>ACCEPT/REJECT POLICY ACA: AMERICANS WITH DISABILITIES ACT</u> f> <u>ACCEPT/REJECT POLICY GBA: EQUAL EMPLOYMENT OPPORTUNITY</u> In lieu of passing individual policies, Ms. Reese requested the Board combine items d> through f>. Chair Woods quickly reviewed items d> through f> reiterating the request was to combine the items. Chair Woods opened the floor for discussion. Hearing no discussion items d> through f> were combined.</p> <p>Ms. Reese made a motion to approve items d> through f> (Policies: AC, ACA and GBA) as presented. Mr. Crawford seconded the motion. The MOTION to APPROVE items d> through f> (Policies: AC, ACA and GBA) passed with an oral vote of five ayes and zero nays.</p> <p><u>ACCEPT/REJECT ELIMINATION OF POLICY KGAD</u> This item was added earlier this evening. Chair Woods declared a conflict of interest. Ms. Reese made a motion to eliminate Policy KGAD from the district policies. Ms. Larsell seconded the motion. Vice Chair Grassel opened the floor for discussion. Hearing no discussion, the MOTION to APPROVE the elimination of Policy KGAD from the district policies passed with an oral vote of four ayes from Vice Chair Grassel, Ms. Reese, Ms. Larsell and Mr. Crawford and one abstaining vote from Chair Woods.</p>
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OFFICIAL MINUTES – AUGUST 24, 2009

DISCUSSION ITEMS	<u>DISCUSSION ITEMS</u> None
MEETING SUMMARY	<u>SUMMARY OF MEETING – JAMES WOODS</u> Chair Woods briefly summarized this evenings meeting.
UPCOMING MEETINGS	<u>CORRESPONDENCE/ANNOUNCEMENTS/REQUESTS</u> a> Chair Woods announced the following meetings: <ul style="list-style-type: none"> ● Next Board Working Session Meeting, Monday, September 14, 2009, at the District Office Boardroom at 5:00 p.m. ● Next Board Regular Business Meeting, Monday, September 28, 2009, at the District Office Boardroom at 7:00 p.m. b> Chair Woods announced the following upcoming events: <ul style="list-style-type: none"> ● New Teacher Orientation In-Service, August 31, 2009, at Parkrose High School, Rooms L12-14, 8:00 a.m. ● Welcome Back All Staff Breakfast In-Service, September 1, 2009, at Parkrose High School, 7:30 a.m. ● First Day of School, September 8, 2009, 1st-5th grades, 6th and 9th grades ● First Day of School, September 9, 2009, 7th and 8th grades, 10-12th grades ● Kindergarten Begins, September 14, 2009
UPCOMING EVENTS	
ADJOURNMENT	<u>Adjournment</u> Chair Woods adjourned the Regular Session meeting of the Parkrose Board of Education at 9:05 p.m.
BOARD COMMUNICATION	<u>Board Communication – Board Only</u>