



Parkrose School District No. 3

10636 NE Prescott St.
Portland, OR 97220-2699
www.parkrose.k12.or.us

Agenda

Board of Education Regular Business Meeting

Parkrose School District - Boardroom

Monday, August 22, 2016

6:30 PM

1. Executive Session - 6:20 p.m.
Recess into Executive Session under ORS 192.660(2)(a) personnel
2. Call to Order - Regular Board Meeting - 6:30 p.m. to 9:00 p.m.
3. Pledge of Allegiance
4. Presentations/Recognitions
 - A. Presentations
 1. China America Exchange Program - Lon & Adele Dailey (10 minutes)
 2. Secondary Communication Plan - Principal Ouche & Sweeney (10 minutes)
5. Consent Agenda (5 minutes)
 - A. Personnel
 1. New Hires
 - a. Zach Blott, 1.0 FTE Probationary, Math Teacher, Middle School
 - b. Sarah Burgess, 1.0 FTE Probationary, Spanish Teacher, High School
 - c. Elden Burns, .50 FTE Temporary, Math Teacher, High School
 - d. Christopher Cohen, 1.0 FTE Temporary, 3rd Grade Teacher, Sacramento
 - e. Paul Garritson, 1.0 FTE Probationary, 3rd Grade Teacher, Prescott
 - f. Rebecca Hedges, 1.0 FTE Probationary, 2nd Grade Teacher, Shaver
 - g. Michelle Kutter, 1.0 FTE Probationary, Math Teacher, High School
 - h. Kristian Larson, 1.0 FTE Probationary, 5th Grade Teacher, Prescott
 - i. Adrian Mashia, 1.0 FTE Probationary, 4/5th Grade Teacher, Shaver
 - j. Cassandra Mastne, .50 FTE Probationary, ELL Teacher, Shaver
 - k. Courtney Mutschler, 1.0 FTE Probationary, 1st Grade Teacher, Shaver
 - l. Tabitha Pearson, .50 FTE Probationary, Special Education Teacher, Shaver
 - m. Brenna Perkins, 1.0 FTE Probationary, Special Education Teacher, High School
 - n. Kim Radocy, 1.0 FTE Probationary, Title I Teacher, Prescott
 - o. Christa Read, 1.0 FTE Probationary Counselor, Shaver
 - p. Alana Salcido, 1.0 FTE Probationary, 2nd Grade Teacher, Russell
 - q. Elizabeth "Liddy" Schmidt, 1.0 FTE Probationary, 2nd Grade Teacher, Russell
 - r. Bradley Shaffer-Ortiz, 1.0 FTE Probationary, Kindergarten Teacher, Prescott



Parkrose School District No. 3

10636 NE Prescott St.
Portland, OR 97220-2699
www.parkrose.k12.or.us

- s. Mackenzie Spencer, 1.0 FTE Probationary, Special Education Teacher, Middle School
- t. Patti Wyman, 1.0 FTE Probationary, Title I Teacher, Shaver
2. Resignations
 - a. Jeremy Mullings, 1.0 FTE, 6th Grade Math Teacher, Middle School
 - b. Karmin Williams, 1.0 FTE, PACE Teacher, High School
3. Leave Requests
 - a. Maria Fuhrmann
- B. Free/Reduced Facility Requests
 1. Request for Parkrose Youth Football practices & games @ Parkrose High School
Zero fees, feeder program for the H.S., no building access, they must clean up after themselves
- C. Extended Travel
 1. Request for Tami Christenson to attend Association of School Business Officials Meeting/Expo, September 22-26, 2016 in Phoenix, Arizona
\$1,500 scholarship awarded at OASBO rest paid with using General Fund
 2. Request for Christine Blouke to attend Edupoint National Users Conference, November 2-4, 2016 in Anaheim, California
Using Title IIA Funds
- D. Board Minutes
- E. Business/Finance
 1. Disposal of Surplus Property
 2. Financial Report
6. Non-Agenda Item Citizen Comments (3 minutes each)
If you wish to make a comment before the Board please fill out a comment card.
7. District Business
 - A. Superintendent Reports (30 minutes)
 1. First Reading Board Policy
This is a First Reading of board policy, sample policies from OSBA. You had an Introduction of these policies at the Board Retreat. The additions are highlighted in grey, deletions are stricken through. Please review and email your questions or concerns to the Superintendent before the 2nd Reading of Policy/Adoption at the next Business Meeting.
 - a. Summary of Changes
 - b. EFAA-AR - Reimbursable School Meals and Milk Programs
 - c. GBM - Staff Complaints



Parkrose School District No. 3

10636 NE Prescott St.
Portland, OR 97220-2699
www.parkrose.k12.or.us

- d. GBMA - Whistleblower
- e. GCDA/GDDA - Criminal Records Checks/Fingerprinting
 - 1. GCDA/GDDA-AR - Criminal Records Checks/Fingerprinting
- f. IGBBA - Identification - Talented and Gifted Students
 - 1. IGBBA - AR - Appeal Procedure for TAG
- g. IGDF - Student Fund-Raising Activities
 - 1. IGDF-AR - Student Fund-Raising Activity Request and Verification
- h. IKF - Graduation Requirements
- i. JED - Student Absences and Excuses
- j. JFC - Student Conduct
- k. JG - Student Discipline
 - 1. JHCDA - Prescription Medication
 - 1. JHCD/JHCDA-AR - Prescription/Nonprescription Medication
- 2. Board & Superintendent Retreat
 - a. Appreciative Inquiry Update
 - b. Board & Superintendent Goals (Draft presented at September Business Meeting)
 - c. First Reading Board and Superintendent Working Agreement 2016-2017
- 3. Education Equity
- 4. Opening Day
- B. School Improvement - Assistant Superintendent Michael Lopes (10 minutes)
 - 1. AVID Summer Institute Travel Report
 - 2. Administrator In-service Week Report
- C. Technology, Student Information & Assessment - Christine Blouke (5 minutes)
 - 1. Technology 2016-2017 Kick Off Plans
- D. Human Resources - Mary King (5 minutes)
 - 1. Staffing Report
- E. Student Services - Kathy Keim-Robinson (10 minutes)
 - 1. Annual Oregon English Language Learner Report
<http://goo.gl/SVqAMY>
 - 2. Summer Programs Update
- F. Business & Operations - Sharie Lewis (10 minutes)
 - 1. Oregon Association of School Business Officials (OASBO) Conference Travel Report



Parkrose School District No. 3

10636 NE Prescott St.
Portland, OR 97220-2699
www.parkrose.k12.or.us

2. Prescott Playground Update
3. Summer Projects Update (including testing)
8. OSEA Monthly Report - Richard Doyle (5 minutes)
9. PFA Monthly Report - Angie King (5 minutes)
10. Agenda Item Citizen Comments (3 minutes each)
If you wish to make a comment before the Board please fill out a comment card.
11. Action Items (15 minutes)
 - A. Initiatives Endorsement Decision
 - B. Accept/Reject Resolution to Approve Russell Boiler Change Order #2 Summer 2016
 - C. Designate Board Member(s) Liaison to the District Appreciative Inquiry Steering Committee
 - D. Designate Board Member Liaison to the District Certified Bargaining Committee
 - E. Designate Board Member Liaison to the District Classified Bargaining Committee
 - F. Designate Board Member Liaison to District Communication Committee 2016-2017
 - G. Designate Board Member Liaison to District Equity Committee 2016-2017
 - H. Designate Board Member Liaison to District School Improvement Committee 2016-2017
 - I. Designate Board Member Liaison to District Wellness Committee 2016-2017
 - J. Designate Board Member Liaison to Parkrose Educational Foundation 2016-2017
 - K. Designate Board Member Legislative Assignments
 - L. Designate Board Member Assignments for the first week of school
September 6th, 7th & 12th
 - M. Accept/Reject Resolution to Approve Contract with EMS SubDesk
12. Board of Education (15 minutes)
 - A. OSBA Fall Regional Dinner Meeting
Monday, October 3rd, 2016, Embassy Suites Portland Airport
 - B. District Committee Liaison Reports
 1. Appreciative Inquiry
 2. Bargaining
 3. Communications Committee
 4. Equity Team
 5. Parkrose Educational Foundation Liaison
 6. School Improvement
 7. Wellness



Parkrose School District No. 3

10636 NE Prescott St.
Portland, OR 97220-2699
www.parkrose.k12.or.us

C. Legislative Update

1. Superintendent Report

13. Discussion/Future Agenda Items (8 minutes)

14. Correspondence/Announcements (2 minutes)

A. Upcoming Meetings

1. Board Working Session, Monday, September 12, 2016 District Office Boardroom, 6:30 p.m.
2. Board Business Meeting, Monday, September 26, 2016 District Office Boardroom, 6:30 p.m.

B. Upcoming Events

1. New Teacher Orientation, Friday, August 26, 2016 & Monday, August 29, 2016, Parkrose Middle School
2. Parkrose Staff Bus Tour, Friday, August 26, 2016, approximately 9:00 a.m.-10:30 a.m., locations to be assigned.
**School Board Members are invited to welcome new staff at schools*
3. Opening Day, Tuesday, August 30, 2016, Parkrose Middle School Commons, 7:30 a.m.- 10:30 a.m.*
**School Board Members are invited to attend*
4. Staff Benefits Fair, Tuesday, August 30, 2016, Parkrose Middle School **GYM, 2:00-5:00 p.m.***
**Different time this year to accommodate Restorative Justice trainings and relocated to the Middle School Gym*
5. Board Member Bus Tour, Thursday, September 1, 2016, 3-5pm
6. First Day of School for 1st-5th, 6th & 9th Grades, Tuesday, September 6, 2016
7. School for Grades 1st-12th, Wednesday, September 7, 2016
8. Middle School Back-To-School Night, Thursday, September 8, 2016, 5:30-7:00 p.m.
9. First Day for Kindergarten, Monday, September 12, 2016
10. High School Back-To-School Night, Monday, September 19, 2016, 6:30-8:00 p.m.
11. Elementary School Back-To-School Night, Wednesday, September 21, 2016
Prescott & Russell 5:00-7:00 p.m.
Sacramento & Shaver 6:00-7:30 p.m.

15. Adjournment

Parkrose School District Board meetings are held in accordance with open meeting laws and with accessibility requirements. If accommodations for individuals with disabilities or for groups exceed boardroom capacity are required, please contact Board Secretary Andrea Stevenson at least two full business



Parkrose School District No. 3

10636 NE Prescott St.
Portland, OR 97220-2699
www.parkrose.k12.or.us

days prior to the Board meeting. Contact phone: (503)408-2114 Contact e-mail: andrea_stevenson@parkrose.k12.or.us Contact address: 10636 NE Prescott Street, Portland, Oregon 97220-2699

It is the policy of the Parkrose Board of Education and Parkrose School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Parkrose School District provides equal access to the Boy Scouts and other designated youth groups. Persons having questions about equal opportunity and nondiscrimination should contact the Director of Student Services Kathy Keim-Robinson. Contact phone: (503)408-2118 Contact e-mail: Kathy_keimrob@parkrose.k12.or.us Contact address: 10636 NE Prescott Street, Portland, Oregon 97220-2699



Parkrose School District No. 3

10636 NE Prescott St.
Portland, OR 97220-2699
www.parkrose.k12.or.us

Code: BDDH-AR
Adopted: 10/23/95
Revised: 1/30/13

PUBLIC PARTICIPATION IN BOARD MEETINGS

1. Time is set aside on the Board's meeting agenda for Citizen Comments at Regular Board Business meetings. The purpose of this specified time frame is to encourage public involvement in its school district and at the same time allow enough time for the Board to conduct the necessary business for which it is legally responsible.
2. A group of visitors with a common purpose should designate a spokesperson for the group.
3. Discussion or presentation concerning a published agenda item, other than announced items, is limited to its designated place on the agenda, unless otherwise authorized by the chair.
4. A visitor may introduce a topic not on the published agenda. However, the Board of Education, at its discretion, may require that a proposal, inquiry, or request be submitted in writing and reserves the right to refer the matter to the administration for action or for study and to report at a subsequent meeting. The Board shall make a decision at the meeting where information is presented only if the issue is considered an emergency by the Board.
5. At the discretion of the Board chair, when meetings are large or controversial, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing information to the board secretary on a citizen comment card prior to the meeting. This will help the chair provide adequate time for each agenda item and remain within the established time frame.
6. Statements by members of the public should be brief and concise. The chair may, at his/her discretion, establish a time limit on discussion or oral presentation by a visitor on any topic to ensure compliance with the established time frame.
7. Speakers may offer objective criticism of school operations and programs but the Board will not hear complaints concerning specific school personnel. The chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.
8. These procedures will be published on the back of every Board meeting agenda.



Parkrose School District No. 3

10636 NE Prescott St.
Portland, OR 97220-2699
www.parkrose.k12.or.us

Code: **KL**
Adopted: 10/23/95
Revised: 12.14.15

Public Complaints* (Version 4)

Board members recognize that complaints about schools will be voiced by employees, students and patrons from time-to-time. When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.

A complaint of *retaliation* against a student or a student's parent who in good faith reported information that the student believes is evidence of a violation of state and federal law, rule or regulation, should be made to the superintendent. After exhausting the local complaint process, the complainant may file an appeal with the State Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-022-1940.

If the person making the complaint discusses the matter with the appropriate administrator, that administrator shall attempt to resolve the complaint or identify the reasons for not resolving the issue. In the event a complaint is not resolved within 10 working days at the building level, the complainant may file a written complaint with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. Any written complaint bearing the signature of a district patron, which is presented to the Board, may be considered by the entire Board. A final decision shall be made by the Board within 20 working days from receipt of the complaint. The written decision of the Board will include the legal basis for the decision, findings of facts and conclusions of law.

Complaints against the principal may be filed with the superintendent. Complaints against the superintendent should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or individual Board members should be made to the Board chair and may be referred to district counsel. Complaints against the Board chair may be made directly to the Board vice chair.

Complaints alleging violation of state standards for public elementary and secondary schools shall be made in writing and presented to the superintendent. If a complaint alleging a violation of state standards or a violation of other statutory or administrative rule that the State Superintendent has appeal responsibilities, and is not resolved at the Board level, the district will supply the complainant with appropriate information in order to file a direct appeal to the State Superintendent as outlined in Oregon Administrative Rules (OAR 581-022-1940).

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.690](#)
[ORS 332.107](#)

[OAR 581-022-1940](#)
[OAR 581-022-1941](#)

House Bill (HB) 3371 (2015)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

HR10/08/15 | PH