



Parkrose School District No. 3

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

Agenda

Board of Education Organizational Board Meeting

Parkrose School District - Boardroom

Monday, July 8, 2013

5:00 PM

1. **Executive Session - 4:45 p.m., Superintendent's Office**
Recess into Executive Session under ORS 192.660(2)(d) labor.
2. **Call to Order - Organizational Board Meeting - 5:00 p.m.**
3. **Board Elections**
 - A. Elect the 2013-2014 Chair of the Parkrose Board of Education
 - B. Elect the 2013-2014 Vice-Chair of the Parkrose Board of Education
4. **Presentations/Recognitions**
 - A. Jim Pepper Native Arts Festival Update - Sean Cruz
<http://www.jimpepperfest.net/>
5. **Consent Agenda**
 - A. Personnel
 1. New Hires
 - a. Michael Lopes, 1.0 FTE, Director of School Improvement, Parkrose School District
 - b. Chris McMurray, 1.0 FTE, One Year Interim Principal, Prescott Elementary School
 2. Resignations
 - a. Teryl Mandel, 1.0 FTE, Science Teacher, Parkrose Middle School
 - B. Extended Travel
 1. Travel Request for Mary Larson to attend the annual Association of School Business Officials Leadership Conference, October 25th-28th, 2013, in Boston Massachusetts
 2. Travel Request for Christine Blouke to attend the 2013 Edupoint National Users Conference, November 13th-15th, 2013, in Scottsdale Arizona
 3. Travel Request for Colin Oriard and Sherman Floyd to attend Organic Language Acquisition Bootcamp, August 12th-16th, 2013, in Ashland, Oregon
6. **District Business**
 - A. Superintendent Reports
 1. New Board Member Professional Development
 2. School Improvement Director
 - B. Department Reports



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1. Business and Operations - Mary Larson
 - a. Bond Project Update
7. **PFA Monthly Report - Jennifer Handsaker**
8. **OSEA Monthly Report - Richard Doyle**
9. **Citizen Comments**
10. **Action Items**
 - A. Designate Director of Business Service Mary Larson as the District's Budget Officer for the 2013-2014 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 2013-2014 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 2013-2014
 - 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]
 - F. Designate The Oregonian as the District Newspaper of Record for 2013-2014 [ORS 294.404-416]
 - G. Designate The Hungerford Law Firm as the District's General Counsel for 2013-2014 Fiscal Year
 - H. Designate Marsh USA, Inc. as the District's Property and Casualty Insurance Agent-of-Record for the 2013-2014 Fiscal Year
 - I. Designate Mercer Health and Benefits as the District's Benefit Insurance Agent-of-Record for the 2013-2014 Fiscal Year
 - J. Designate Pauly, Rogers and Co, P.C as the District's Auditors for the 2013-2014 Fiscal Year [ORS.297.405, ORS.327.137, ORS.328.465]
 - 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. 2013-2014 Fiscal Year. (See Published Calendar for Variations)
 - L. Designate Board Member Liaison to Bond Oversight Committee
 - M. Designate Board Member Liaison to Parkrose Educational Foundation



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- N. Designate Board Member Liaison to School Improvement Sub Committee
- O. Designate Board Member Liaison to District Wellness Committee
- P. Approve - RESOLUTION 1 - Designating State of Oregon Government Investment Pool and Designated Banks as Depositories for Investment of School District Funds for 2013-2014 Fiscal Year [ORS.328-441, ORS.294.805 to ORS.294.895]
- Q. Approve - RESOLUTION 2 - Establishing Imprest Funds for 2013-2014 Fiscal Year [ORS.294.465]
- R. Approve - RESOLUTION 3 - Authorizing and Appointing the Superintendent to Apply for Federal, State, Local and Private Funds for the 2013-2014 Fiscal Year [ORS.294.450]
- S. Approve - RESOLUTION 4 - Delegate Contracting and Purchasing Authority for Fiscal Year 2013-2014 [ORS.332.075]
- T. 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 2013-2014 Fiscal Year [ORS.294.460]
- U. Approve - RESOLUTION 6 - Enact Withdrawal from Tax Supervising and Conservation Commission.
- V. Approve and Establish Amounts: Approve Travel Reimbursement Rates (56.5 Cents Per Mile/\$66.00 Per Diem) in accordance with Board Policy DLC "Expense Reimbursement."
- W. Approve Out of District Tuition for 2013-2014 (\$8,000.00/Grades K-8, \$8,400.00/Grades 9-12)
- X. Reaffirm the Status of the School Board as the Local Public Contract Review Board [ORS.279.055(2)]
- Y. Accept/Reject Parkrose Alumni Association Free/Reduced Facilities Application for Parkrose Centennial Music Celebration outdoors at Parkrose High School
- Z. Accept/Reject Parkrose High School Water Polo Free/Reduced Facilities Application for Water Polo Garage Sale Fundraiser in the Northeast parking lot at Parkrose High School
- AA. Accept/Reject Parkrose Water Polo Free/Reduced Facilities Application for Water Polo Tournament Fundraiser in the pool at Parkrose High School

11. Board of Education

- A. Administrative Team Agreement 2013-2014

12. Discussion Items

13. Correspondence/Announcements/Requests

- A. Upcoming Meetings

- 1. Special Board Work Session, Monday, July 22, 2013, Parkrose School District Office, 5:00 p.m.



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2. Annual School Board Retreat, Saturday, August 17, 2013, Dr. Thuy Tran's House, 1143 NE 135th Avenue, Portland, Oregon, 8:00 a.m.

B. Upcoming Bond Meetings

1. Bond Oversight Committee Meeting, Monday July 8, 2013 District Office Boardroom, 7:00p.m.
2. Bond Oversight Committee Meeting, Monday, August 5, 2013 District Office Boardroom, 7:00p.m.
3. Bond Executive Team meets every other Friday afternoon at 1:00 p.m.

C. Upcoming Events

1. Rossi Barn Bash, Saturday July 13th, 6pm-midnight (21 & over event)
2. Cultural Heritage Jazz Festival, August 7th-10th, 2013, Parkrose High School, 11:00 a.m.-11:00 p.m.
3. Opening Day Ceremony, August 27th, 2013, Parkrose High School, 8:00 a.m.
4. Parkrose Annual Bronco Football Tailgate Party, September 6th, 2013, Parkrose High School, 5:00 p.m.
5. Parkrose School District 100 Year Centennial Celebration September 7, 2013, All Day Event!

14. 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 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



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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.



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Code: KL

Adopted: 10/23/95

Reviewed: 03/13/2000

Reviewed: 10/04

PUBLIC COMPLAINTS AND COMPLAINTS AGAINST EMPLOYEES

Complaints are handled and resolved as close to their origin as possible.

Although no community member will be denied the right to petition the Board of Education for redress of a grievance, complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations.

The Board advises the public that the proper channeling of complaints involving instruction, discipline or learning materials is as follows:

1. Teacher;
2. Building principal;
3. Assistant superintendent;
4. Superintendent;
5. Board.

Any complaint about school personnel shall be submitted in writing to the employee's supervisor and will be investigated by the administration before consideration and action by the Board. The Board will not hear charges against employees in open session unless an employee requests an open session.

While speakers may offer objective criticism of operations and programs, the Board will not hear personal complaints concerning district personnel nor against any person connected with the school system. To do so could expose the Board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The Board chairman will direct the patron to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. When the complaint involves the superintendent, that complaint will be submitted in writing to the Board Chair and will be investigated by the Board.

END OF POLICY

Legal References:

[ORS 192.610 - 192.690](#) [OAR 581-022-1940](#)

[ORS 332.107](#)

[Anderson v. Central Point School District No. 6](#), 554 F. Supp. 600 (D. Oregon 1982); [aff'd in part](#), 746 F.2d 505 (9th Cir. 1984).

[Connick v. Myers](#), 461 U.S. 138 (1983).

Board Policy KL