



# 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, December 9, 2013

6:30 PM

1. **Executive Session** - 5:30 p.m. - 6:30 p.m.  
*Recess into Executive Session under ORS 192.660(2)(d) labor, ORS 192.660(2)(a) personnel, ORS 192.660(2)(i) superintendent evaluation*
2. **Call to Order** - Regular Board Meeting - 6:30 p.m. to 9:00 p.m.
3. **ASB Report** - Max Denning
4. **Presentations/Recognitions**
  - A. Presentations
    1. PACE (Parkrose Alternative Center for Education) Homeless Program Presentation - Glen Schmitz, Davaun Scruggs, Hanna Gross, Katelyn Davis and Taylor Miera
    2. New Parkrose Middle School Mascot - Molly Oucho, Annette Sweeney and Andrew McLaughlin
5. **Consent Agenda**
  - A. Personnel
    1. New Hires
      - a. Jacquelyn Anderson, .5 FTE Temporary Language Arts Teacher, Parkrose High School
    2. Retirements
      - a. Laurel Morris, 1.0 FTE Teacher, Sacramento Elementary
    3. Resignations
      - a. Chris Gibb, 1.0 FTE District Accountant, Parkrose School District Office
  - B. Extended Travel
    1. Travel Request for Michael Lopes to attend AVID District Director Training, February 11-14, 2014 in Denver Colorado
  - C. Board Minutes
  - D. Second Reading of Board Policies
    1. DJC - Bidding Requirements
      - a. DJC-AR - Special Procurements and Exemptions for Competitive Bidding
    2. EBBB - Injury/Illness Reports
    3. GBEDA - Drug and Alcohol Testing - Transportation Personnel
      - a. GBEDA-AR - Drug and Alcohol Testing - Transportation Personnel



# Parkrose School District No. 3

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

4. Leave Administrative Rules (AR's)
  - a. GCBDA/GDBDA-AR(1) - Federal Family and Medical Leave/State Family Medical Leave
  - b. GCBDA/GDBDA-AR(2) - Request for Family and Medical Leave
  - c. GCBDA/GDBDA-AR(4) - FMLA/OFLA Eligibility Notice to Employee
5. GCDA/GDDA - Criminal Records Check/Fingerprinting
  - a. GCDA/GDDA-AR - Criminal Records Check/Fingerprinting
6. **District Business**
  - A. Superintendent Reports
    1. First Reading Policy
      - a. GCL - Staff Development – Licensed
      - b. GCL/GDL - Staff Development – Licensed
      - c. IGBAJ - Special Education – Free Appropriate Public Education (FAPE)
      - d. IKF - Graduation Requirements
        1. IKF-AR - Graduation Requirements
      - e. INDB - Flag Displays and Salutes
      - f. JGAB - Restraint and Seclusion
      - g. JHCDA - Administering Injectable Medicines to Students
        1. JHCD/JHCDA-AR - Administering Noninjectable/Injectable Medicines to Students
    - B. School Improvement - Michael Lopes
      1. K-12 Data
      2. Mentor Grant Update
    - C. Student Services - Kathy Keim-Robinson
      1. English Language Learner Plan
    - D. Business & Operations - Mary Larson
      1. Bond Project Update
      2. Financial Report
      3. Audit Report
  7. **OSEA Monthly Report** - Richard Doyle
  8. **PFA Monthly Report** - Jennifer Handsaker
  9. **Superintendent's Comments**
  10. **Citizen Comments**

*If you wish to make a comment before the Board, please fill out a comment card and give it to the secretary.*



# Parkrose School District No. 3

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

## 11. Action Items

- A. Accept/Reject Administrative Team Agreement
- B. Accept/Reject Resolution to Approve Chartwells School Dining Service for Food Service Management
- C. Accept/Reject Alpha Dance Team Free/Reduced Facilities Application for practices at Parkrose High School
- D. Accept/Reject Chess for Success Free/Reduced Facilities Application for Chess Tournament at Parkrose Middle School
- E. Accept/Reject Lakeside/Parkrose Little League Free/Reduced Facilities Application for opening ceremonies in the event of rain at Parkrose Middle School
- F. Accept/Reject Pro Am Athletics/Parks & Rec Free/Reduced Facilities Application for practices at Parkrose Middle School

## 12. Board of Education

- A. Flag Salute Discussion
- B. Committee Reports
  - 1. Bond Oversight Committee
  - 2. Parkrose Educational Foundation
  - 3. School Improvement
  - 4. Wellness Committee
  - 5. Budget Committee

## 13. Discussion Items

## 14. Correspondence/Announcements/Requests

- A. Upcoming Meetings
  - 1. Board Working Session, Monday, January 13, 2014 District Office Boardroom, **6:00 p.m. - 8:30 p.m.** \*\*  
*\*\*meeting scheduled to start earlier to accommodate lengthy agenda*
  - 2. Board Regular Session, Monday, January 27, 2014 District Office Boardroom, 6:30 p.m.
- B. Upcoming Bond Meetings
  - 1. Bond Oversight Committee Meeting, Monday, January 6, 2014 District Office Boardroom, 6:30p.m.
  - 2. Bond Executive Team meets every other Friday afternoon at 1:00 p.m.
- C. Upcoming Events
  - 1. Winter Break, District Closed, December 23, 2013 through January 3, 2014
  - 2. Community Bond Tour, Saturday, January 25, 2014 District Office Parking Lot 9:00 am-12:00 pm



# Parkrose School District No. 3

10636 NE Prescott St.  
Portland, OR 97220-2699  
[www.parkrose.k12.or.us](http://www.parkrose.k12.or.us)

*RSVP REQUIRED: 503-408-2135 or [bond@parkrose.k12.or.us](mailto:bond@parkrose.k12.or.us)*

3. Staff Winter Celebration, Wednesday, December 18, 2013 at Shaver Elementary, 3:00 p.m.- 5:00 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 days prior to the Board meeting.*

*Contact phone: (503)408-2114 Contact e-mail: [andrea\\_stevenson@parkrose.k12.or.us](mailto: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](mailto: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

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**