



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 11, 2016

5:00 PM

1. Call to Order - Organizational Board Meeting - 5:00 p.m. to 7:00 p.m.
2. Pledge of Allegiance
3. Non-Agenda Item Citizen Comments (3 minutes each)
If you wish to make a comment before the Board please fill out a comment card.
4. Board Elections (5 minutes)
 - A. Elect the 2016-2017 Chair of the Parkrose Board of Education
 - B. Elect the 2016-2017 Vice-Chair of the Parkrose Board of Education
5. Consent Agenda (5 minutes)
 - A. Personnel
 1. New Hires
 - a. Heather Block, .80 FTE, Probationary Occupational Therapist, District
 - b. Anna Killion, 1.0 FTE, Probationary Business Teacher, High School
 - c. Emily Shoemaker, 1.0 FTE, Probationary 5th Grade Teacher, Sacramento
 2. Resignations
 - a. Aaron Black, 1.0 FTE, Special Education Life Skills Teacher, Middle School
 - b. Amy Steele, 1.0 FTE, Kindergarten Teacher, Russell
 - B. Free/Reduced Facility Requests
 1. 5th Annual Jim Pepper Native Arts Festival at Parkrose High School
Reduced facility and custodial fees by half.
6. PFA Monthly Report - Lisa Robison (5 minutes)
7. OSEA Monthly Report - Richard Doyle (5 minutes)
8. Discussion (30 minutes)
 - A. Initiatives Endorsement Discussion
 - B. Executive Session ORS Review
 - C. Communication Reminder/Information Requests
9. Agenda Item Citizen Comments (3 minutes each)
If you wish to make a comment before the Board please fill out a comment card.
10. Action Items (50 minutes)
 - A. Designate Director of Business Services Sharie Lewis as the District's Budget Officer



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for the 2016-2017 Fiscal Year [ORS 294.331]

- B. Designate Superintendent/Clerk Dr. Karen Fischer Gray; Director of Business Services Sharie Lewis/Deputy Clerk, Business Office Accountant Jeanne Morgan and Business Office Accountant Tamra Christenson as Custodians of District funds; and; further, to authorize the use of a facsimile signature [check signing machine] by the Superintendent-Clerk, during the 2016-2017 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 2016-2017
- 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 2016-2017 [ORS 294.404-416]
- G. Designate The Hungerford Law Firm as the District's General Counsel for 2016-2017 Fiscal Year
- H. Designate Marsh USA, Inc. as the District's Property and Casualty Insurance Agent-of-Record for the 2016-2017 Fiscal Year
 - I. Designate Mercer Health and Benefits as the District's Benefit Insurance Agent-of-Record for the 2016-2017 Fiscal Year
 - J. Designate Pauly, Rogers and Co, P.C as the District's Auditors for the 2016-2017 Fiscal Year [ORS.297.405, ORS.327.137, ORS.328.465]
- K. For the 2016-2017 Fiscal Year, Designate the District Administrative Office as the Standard Board Meeting Place for Regularly Scheduled Board Business Meetings on the 4th Monday of Every Month and Working Session Board Meetings on the 2nd Monday of Every Month. Designate 6:30 p.m. as the Standard Time to Begin each meeting. (See the Published Calendar for Variations)
- L. Designate Board Member Liaison to Parkrose Educational Foundation 2016-2017
- M. Designate Board Member Liaison to District School Improvement Committee 2016-2017
- N. Designate Board Member Liaison to District Wellness Committee 2016-2017
- O. Designate Board Member Liaison to District Communication Committee 2016-2017
- P. Designate Board Member Liaison to District Equity Committee 2016-2017
- Q. Approve - RESOLUTION 1 - Designating State of Oregon Local Government Investment Pool and Designated Banks as Depositories for Investment of School District Funds and for Signature Authority to Sign or Authorize Transfers for 2016-2017 Fiscal Year [ORS.328-441, ORS.294.805 to ORS.294.895]



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- R. Approve - RESOLUTION 2 - Establishing Imprest Funds for 2016-2017 Fiscal Year [ORS.294.311]
 - S. Approve - RESOLUTION 3 - Authorizing and Appointing the Superintendent to Apply for Federal, State, Local and Private Funds for the 2016-2017 Fiscal Year [ORS.294.463]
 - T. Approve - RESOLUTION 4 - Delegate Contracting and Purchasing Authority for Fiscal Year 2016-2017 [ORS.332.075]
 - U. 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 2016-2017 Fiscal Year [ORS.294.468]
 - V. Approve - RESOLUTION 6 - Enact Withdrawal from Tax Supervising and Conservation Commission.
 - W. Approve and Establish Amounts: Approve Travel Reimbursement Rates (.54 Cents Per Vehicle Mile, .51 Cents Per Motorcycle Mile/\$64Per Diem) in accordance with Board Policy DLC "Expense Reimbursement."
 - X. Approve Out of District Tuition for 2016-2017 (\$9,256.35/Grades K-8, \$9,417.80/Grades 9-12)
 - Y. Reaffirm the Status of the School Board as the Local Public Contract Review Board [ORS.279.055(2)]
 - Z. Accept/Reject Sub Committee Work this Summer Regarding Equity Lens (purpose, participants & cost)
\$41.07 per hour, including payroll costs
 - AA. Accept/Reject Resolution to Approve Russell Boiler Change Order Summer 2016
11. Future Agenda Items (5 minutes)
12. Correspondence/Announcements (2 minutes)
- A. Upcoming Meetings
 - 1. Board Retreat, Saturday, August 20, 2016, Mary Lu Baetkey's House, 10506 NE Beech, Portland, 8:00 a.m.- 3:00 p.m.
 - B. Upcoming Events
 - 1. Oregon School Boards Association Summer School Board Training, July 16th-17th, 2016, Bend, Oregon
 - 2. New Teacher Orientation, Friday, August 26, 2016 & Monday, August 29, 2016, Parkrose Middle School
 - 3. 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*
 - 4. Opening Day, Tuesday, August 30, 2016, Parkrose Middle School Commons, 7:30



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a.m.- 10:30 a.m.*

**School Board Members are invited to attend*

5. Staff Benefits Fair, Tuesday, August 30, 2016, Parkrose Middle School Commons,
2:00-5:00 p.m.*

**Different time this year to accommodate Restorative Justice trainings*

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 p.m.-7:00 p.m.

9. First Day for Kindergarten, Monday, September 12, 2016**

***apologies for the typo on the last agenda*

10. High School Back-To-School Night, Monday, September 19, 2016, time TBA

11. Elementary School Back-To-School Night, Wednesday, September 21, 2016, times TBA

13. 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
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](#)

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

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

House Bill (HB) 3371 (2015)

HR10/08/15 | PH