



# Parkrose School District No. 3

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

## Agenda

### Board of Education Regular Business Meeting

Parkrose School District - Boardroom

Monday, April 22, 2019

6:30 PM

1. Executive Session - 6:15pm  
*Recess into Executive Session under ORS 192.660(2)(d) labor*
2. Call to Order - Regular Board Meeting - 6:30pm to 9:00pm
3. Approve Agenda (2 minutes)
4. Pledge of Allegiance (2 minutes)
5. Recognitions
  - A. Teacher Appreciation Week
6. Presentations
  - A. ASB Report (5 minutes)
  - B. Music Education (10 minutes presentation, 5 minutes Q&A)
  - C. Elevate Oregon (10 minutes presentation, 5 minutes Q&A)
  - D. Community Eligibility Provision, CEP (10 minutes presentation, 5 minutes Q&A)
7. PFA Monthly Report - Brett Davidson (5 minutes)
8. OSEA Monthly Report - Richard Doyle (5 minutes)
9. Non-Agenda or Consent Item Citizen Comments (3 minutes each)  
*If you wish to make a comment before the Board please fill out a comment card.*
10. Consent Agenda (5 minutes)  
*Items of routine business that require action but not necessarily discussion and can be voted on in a block. If a board member wants to discuss an item, it can be pulled off the consent agenda and considered under its own motion.*
  - A. Personnel
    1. New Hires
      - a. Brian Cape, 1.0 FTE Temporary PE Teacher, Middle School
      - b. Karen O'Neil, 1.0 FTE Probationary Special Education Teacher, Middle School
      - c. Julie Sams, 1.0 FTE Probationary Director of Student Services, District
    2. Resignations
      - a. Sarah Bo-Linn, 1.0 FTE Special Education Teacher, Shaver
      - b. Stacey Jamie, 1.0 FTE Math Teacher, Middle School
      - c. Adrian Mashia, 1.0 FTE 5th Grade Teacher, Shaver

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*Vision: Every child reads, thinks critically, and graduates ready for college and career.*



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d. Elisa Pool, .5 FTE Teacher On Special Assignment

## B. Extended Travel

1. Request for Sharie Lewis to attend Governmental Accounting Standards Board (GASB) Meeting May 14-15, 2019 in Flusings, New York  
*GASB will reimburse the district for all expenses*
2. Request for Anna Killion and 10 PHS students to attend FBLA National Leadership Conference June 27-July 3, 2019 in San Antonio, Texas  
*Student Fundraising and Mt. Hood Consortium funds will pay for the trip*
3. Request for Sharie Lewis to attend Legislative Advocacy Conference July 7-10, 2019 in Washington, DC  
*ASBO will reimburse the district for all expenses*
4. Request for 2 Teachers to attend Acadience Super Institute July 14-18, 2019 in Las Vegas, Nevada
5. Request for 4 Teachers and 1 Administrator to attend Teaching & Learning Coaching Conference October 6-9, 2019 in Overland Park, Kansas

## C. Board Minutes

## D. Business/Finance

1. Monthly Financial Report

## 11. Board of Education (15 minutes)

- A. Committee Liaison Reports  
*Equity & Teaching & Learning, Educational Foundation & Community Solutions*
- B. Legislative Update
- C. Oregon School Board Members of Color Caucus Update
- D. Extended Travel Report, NSBA Conference - Sonja McKenzie
- E. PHS Graduation Speaker Selected & Ceremony Discussion
- F. Retiree Celebrations Discussion

## 12. District Business

### A. Superintendent Reports (15 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 a Working Session. 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. BBAA - Individual Board Member's Authority and Responsibilities
  - b. DFEA - Admissions to District Events
  - c. ECACB - Unmanned Aircraft System (UAS) a.k.a. Drone

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- d. GBC-AR - Staff Ethics
- e. GBDA - Mother Friendly Workplace
- f. GBEBA - Staff - HIV, AIDS, and HBV
- g. GBH/JECAC - Staff/Student/Parent Relations
- h. GBNA - Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying - Staff
  - 1. GBNA-AR - Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying
- i. GCBDC/GDBDC - Domestic Violence, Harassment, Sexual Assault, or Stalking Leave
- j. IGDJ - Interscholastic Activities
- k. IKF - Graduation Requirements
  - 1. JEC - Admissions
- m. JECAC/GBH - Staff/Student/Parent Relations
- n. JECB - Admission of Nonresident Students
  - 1. DELETE JECB-AR(3) - Application for Nonresident Student Admission – Open Enrollment
- o. JECF - Interdistrict Transfer of Resident Students
  - 1. JECF-AR - Interdistrict Transfer of Resident Students
- p. JFCF - Harassment, Intimidation, Bullying, Cyberbullying, Teen Dating Violence, and Domestic Violence – Student
  - 1. JFCF-AR - Harassment, Intimidation, Bullying, Cyberbullying, and Teen Dating Violence Reporting Procedures – Student
- q. LBE - Public Charter Schools
  - 2. Equity Team Agenda
  - 3. OSAA Meeting Report
  - 4. Budget Meeting Recap
  - 5. Legislative Update
  - 6. May 8th Update
- B. Technology, Student Information & Assessment - Christine Blouke (5 minutes presentation, 5 minutes Q&A)
  - 1. iPad Communication
- C. Human Resources - Mary Bradbury Jones (5 minutes presentation, 5 minutes Q&A)
  - 1. Job Fairs Report & Hiring Update



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- D. Student Services - Michelle Markle (5 minutes presentation, 5 minutes Q&A)
  - 1. Structured Skills Classroom
- 13. Agenda Item Citizen Comments (3 minutes each)  
*If you wish to make a comment before the Board please fill out a comment card.*
- 14. Action Items (5 minutes)
  - A. Accept/Reject Camp Rosenbaum Portland Police Bureau Youth Camp Free/Reduced Facility Request at PHS & PMS
  - B. Accept/Reject Teacher Appreciation Resolution
- 15. Discussion/Future Agenda Items (8 minutes)
  - 1-Operational(Superintendent) or Policy(BOE)?
  - 2-Staff Capacity/Cost?
  - 3-Advance our Goals?
  - 4-Equity Lens?
- 16. Correspondence/Announcements (2 minutes)
  - A. Upcoming Meetings
    - 1. Board Working Session, Monday, May 13, 2019 PSD Boardroom, 6:30pm
    - 2. Board Business Meeting, **Tuesday**, May 28, 2019 PSD Boardroom, 6:30pm\*  
**\*Board Retiree Recognition 6:00pm**
  - B. Upcoming Budget Meetings
    - 1. Second Budget Committee, Wednesday, May 1, 2019 PSD Boardroom, 6:30pm
    - 2. Optional Third Budget Committee, Wednesday, May 15, 2019 PSD Boardroom, 6:30pm
  - C. Upcoming Events
    - 1. Parkrose School District Closed in observance of Memorial Day Monday, May 27, 2019
- 17. 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 Michelle Markle. Contact phone: (503)408-2118 Contact e-mail: [michelle\\_markle@parkrose.k12.or.us](mailto:michelle_markle@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: 12.11.17

## Public Complaints\* (Version 4)

Board members recognize that complaints about schools may be voiced by employees, students, parents and community members 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 or guardian 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 or designee.

A person may initiate a complaint by discussing 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 or designee. The superintendent or designee will attempt to resolve the complaint. If the complaint remains unresolved after 10 working days of receipt by the superintendent or designee, 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 complainant, and which is presented to the Board, may be considered by the entire Board. A final written decision regarding the complaint shall be made by the Board within 20 working days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's or designee's decision is final.

The complaint procedure set out above will not be longer than 90 days from the filing date of the original complaint with the administrator.<sup>1</sup>

The district may offer mediation or an other alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

Complaints against the principal may be filed with the superintendent or designee. The superintendent or designee will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. A final written decision regarding the complaint shall be made by the Board within 20 working days from receipt of the complaint. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. A final written decision regarding the complaint shall be made by the Board within 20 working days from receipt of the complaint. The

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<sup>1</sup>The timelines may be extended upon written agreement between both parties.



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written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board decides an investigation is warranted, Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board. A final written decision regarding the complaint shall be made by the Board within 20 working days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. Once the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide in open session what action, if any, is warranted.

A complainant must file a complaint within the later of either time limit set below, in accordance with State law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.

The final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Standards), ORS 339.285 to 339.383 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion) or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and the complaint is not resolved through the complaint process above, the complainant may have appeal rights with the Deputy Superintendent of Public Instruction as outlined in OAR 581-002-0040.

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through administrative regulation AC-AR - Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Superintendent of Public Instruction as outlined in OAR 581-021-0049.

END OF POLICY

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#### Legal Reference(s):

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

[ORS 659.852](#)  
[OAR 581-022-2370](#)

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

HR9/28/17 | PH

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