



Parkrose School District No. 3

10636 NE Prescott Street
Portland, Oregon 97220-2699
www.parkrose.k12.or.us

Agenda

Board of Education Organizational Board Meeting

Parkrose School District - Boardroom

Friday, July 5, 2019

5:00 PM

1. Call to Order - Organizational Board Meeting - **5:00 p.m.** to 7:00 p.m.
2. Swearing in of New & Re-elected Board Members [ORS 332.005]
3. Approve Agenda (2 minutes)
4. Citizen Comments (3 minutes each)
If you wish to make a comment before the Board please fill out a comment card.
5. Board Elections (10 minutes)
 - A. Elect the 2019-2020 Chair of the Parkrose Board of Education
 - B. Elect the 2019-2020 Vice-Chair of the Parkrose Board of Education
6. 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. Cameron Baker 1.0 FTE Probationary Health Teacher, High School
 - b. Mary Casas 1.0 Probationary Spanish Teacher, High School
 - c. Katherine Garcia 1.0 FTE Probationary Special Education Teacher, Sacramento
 - d. Alina Harwood 1.0 Probationary 7th/8th Grade Math Teacher, Middle School
 - e. Shannon Kirkpatrick 1.0 FTE Probationary Language Arts Teacher, High School
 - f. Antonia Marino 1.0 FTE Probationary Science Teacher, High School
 - g. Emma Nissen 1.0 FTE Probationary Choir Teacher Grades 7th-12th, Middle & High School
 2. Resignations
 - a. Morgan Hallabrin, Language Arts Teacher, High School
 - b. Crystal Maranto, RTI Specialist, Prescott
 - B. Designate Director of Business Services Sharie Lewis as the District's Budget Officer for the 2019-2020 Fiscal Year [ORS 294.331]
 - C. Designate Superintendent/Clerk Michael Lopes Serrao; Director of Business Services Sharie Lewis/Deputy Clerk, Business Office Accountant Kady Strode and Business Office Accountant Tamra Booth as Custodians of District funds; and; further, to authorize the use of

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



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a facsimile signature [check signing machine] by the Superintendent-Clerk, during the 2019-2020 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]

- D. Designate Myers & Stevens Student Accident Insurance as the Student Insurance Carriers for 2019-2020
- E. Designate American Fidelity to Provide Banking Services for IRS Section 125
- F. Designate US Bank as Depository for District Funds [ORS.328.441, ORS.294.805 to ORS.294.895]
- G. Designate The Oregonian as the District Newspaper of Record for 2019-2020 [ORS 294.404-416]
- H. Designate The Hungerford Law Firm as the District's General Counsel for 2019-2020 Fiscal Year
- I. Designate Marsh USA, Inc. as the District's Property and Casualty Insurance Agent-of-Record for the 2019-2020 Fiscal Year
- J. Designate Mercer Health and Benefits as the District's Benefit Insurance Agent-of-Record for the 2019-2020 Fiscal Year
- K. Designate Pauly, Rogers and Co, P.C as the District's Auditors for the 2019-2020 Fiscal Year [ORS.297.405, ORS.327.137, ORS.328.465]
- L. 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 2019-2020 Fiscal Year [ORS.328-441, ORS.294.805 to ORS.294.895]
- M. RESOLUTION 2 - Establishing Imprest Funds for 2019-2020 Fiscal Year [ORS.294.311]
- N. RESOLUTION 3 - Authorizing and Appointing the Superintendent to Apply for Federal, State and other Funds for the 2019-2020 Fiscal Year [ORS.294.463]
- O. RESOLUTION 4 - Delegate Contracting and Purchasing Authority for Fiscal Year 2019-2020 [ORS.332.075]
- P. 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 2019-2020 Fiscal Year [ORS.294.468]
- Q. RESOLUTION 6 - Authorizing the issuance, sale and delivery of General Obligation Refunding Bonds
- R. Reaffirm the Status of the School Board as the Local Public Contract Review Board [ORS.279.055(2)]
- S. Resolution to Increase Construction Excise Tax
- T. Accept/Reject 2019-2020 Lunch, Breakfast and Milk Prices
- U. Accept/Reject 2019-2020 Out of District Student Tuition

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- V. Accept/Reject Travel Reimbursement Rates in accordance with Board Policy DLC "Expense Reimbursement"
- W. For the 2019-2020 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)
- 7. OSEA Monthly Report - Richard Doyle (5 minutes)
- 8. PFA Monthly Report - Zachary Melzer (5 minutes)
- 9. August Retreat Discussion
- 10. Action Items (10 minutes)
- 11. Future Agenda Items (5 minutes)
- 12. Correspondence/Announcements (2 minutes)
 - A. Upcoming Meetings
 - 1. Board Special Session Retreat Part 1, Thursday, August 15, 2019 District Office Boardroom, 5:00pm – 8:00pm
 - 2. Board Special Session Retreat Part 2, Saturday, August 17, 2019, District Office Boardroom, 9:00am – 3:30pm
 - B. Upcoming Events
 - 1. Oregon School Boards Association Summer School Board Training, July 19-21, 2019, Bend, Oregon
 - 2. First Day of School for 1st-5th, 6th & 9th Grades, Tuesday, September 3, 2019
 - 3. First Day of School for 7th, 8th, 10th, 11th & 12th Grades, Wednesday, September 4, 2019
 - 4. First Day for Kindergarten, Monday, September 9, 2019
- 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

Parkrose School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status,

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age, mental or physical disability, pregnancy, familial status, economic status or veterans' status of any other persons with whom the individual associates.

Full policies and complaint forms can be requested from your school, the district office or accessed online at www.parkrose.k12.or.us.

Persons having questions about equal opportunity and nondiscrimination should contact: Julie Sams, Director of Student Services, Section 504 Coordinator, Title II (ADA) Coordinator, Title IX Coordinator at julie_sams@parkrose.k12.or.us or 503-408-2118.

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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.¹

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

¹The 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

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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