



# 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, September 23, 2019

6:30 PM

1. Executive Session - 6:00pm  
*Recess into Executive Session under ORS 192.660(2)(i) Superintendent Evaluation and ORS 192.660(2)(a) personnel*
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. National Hispanic Heritage Month September 15th to October 15th
6. Presentations
  - A. Elevate Oregon (5 minute presentation, 5 minute Q&A)
7. OSEA Monthly Report - Richard Doyle (5 minutes)
8. PFA Monthly Report - Zachary Melzer (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. Michelle Smith 1.0 Temporary 4th Grade Teacher, Russell
    2. Resignations
      - a. Laura Benice, Middle School
      - b. Britta Sorensen, Shaver
    3. Retirements
      - a. Shirley DuFresne, Russell
  - B. Business/Finance
    1. Monthly Financial Report
    2. Board Budget - 2310

*Mission: Close the achievement gap by preparing all students for college readiness and success in a global society.*

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



## Parkrose School District No. 3

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

11. Student Success Engagement (60 minutes)
12. Board of Education (15 minutes)
  - A. Regional Board Equity Team - Kirby & McKenzie
  - B. Oregon School Board Members of Color Caucus Update - McKenzie
  - C. OSBA Board of Directors Update - McKenzie
  - D. Parkrose Educational Foundation Committee Liaison Report
  - E. Legislative Update
13. District Business
  - A. Superintendent Reports (20 minutes)
    1. Introduction Board Policy

*This is an introduction of board policy, sample policies from OSBA. The additions are highlighted in grey, deletions are stricken through. Please review and email your questions or concerns to the Superintendent. We will have a 1st reading of these policies at the next working session.*

      - a. AC - Nondiscrimination
        1. AC-AR
      - b. EFAA-AR - Reimbursable Meals and Milk Programs
      - c. GBDA - Expression of Milk or Breast-feed in the Workplace
      - d. GCDA/GDDA - Criminal Records Checks and Fingerprinting
        1. GCDA/GDDA-AR
      - e. IGAI - Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education
      - f. IGBBA - Talented and Gifted Students - Identification
        1. IGBBA-AR
      - g. IGBBC - Talented and Gifted - Programs and Services
        1. IGBBC-AR
      - h. IICC - Volunteers
      - i. IKF - Graduation Requirements
      - j. JECB - Admission of Nonresident Students
      - k. JED - Student Absences and Excuses
        1. JFCF - Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence - Student
      - m. JFCJ - Weapons in the Schools
      - n. JGAB - Use of Restraint or Seclusion



# Parkrose School District No. 3

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

1. JGAB-AR
  - o. JHFDA - Suspension of Student's Driving Privileges - DELETE
  - p. JHFDA-AR(1) & (2) Request for Suspended Driving Privileges & Notice of Withdrawal - DELETE
  - q. KL - Public Complaints
    1. KL-AR (1)
    2. KL-AR(2)
2. Free/Reduced Rentals
3. Enrollment & Inter-District Transfer Report
4. Land Acknowledgement
5. PE Grant
6. Basic School Needs
7. Legislative Meeting Update
8. Changemaker Professional Development
- B. Business & Operations - Sharie Lewis (5 minutes presentation, 5 minutes Q&A)
  1. Announce Budget Committee Vacancies (Required by policy DBEA)  
*see Action Items*
  2. Proposed Budget Calendar for Fiscal Year 2020-2021 (Required by policy DBC)  
*see Action Items*
14. Agenda Item Citizen Comments (3 minutes each)  
*If you wish to make a comment before the Board please fill out a comment card.*
15. Action Items (10 minutes)
  - A. Accept/Reject 2019-2020 Board Norms & Board Practices
  - B. Accept/Reject 2019-2020 Board & Superintendent Goals
  - C. Accept/Reject Superintendent's Review of Student/Parent & Staff Handbooks 2019-2020  
*The Superintendent will review the Handbooks from each school in September of each year. Published school handbooks will be considered the administrative rule.*
  - D. Accept/Reject 2019-2020 Site Councils
  - E. Accept/Reject Budget Committee Vacancy Position #1 & #2
  - F. Accept/Reject Proposed Budget Calendar for Fiscal Year 2020-2021
  - G. Accept/Reject Free Facility Use Request, Jazz Express Big Band at PHS
  - H. Accept/Reject Reduced Facilities Request, Portland Parks & Rec for youth volleyball program at PMS
  - I. Accept/Reject 4 Free Facility Use Requests, Parkrose Youth Soccer for youth soccer practices at Prescott, Russell, PMS and PHS

*Mission: Close the achievement gap by preparing all students for college readiness and success in a global society.*

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



## Parkrose School District No. 3

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

- J. Accept/Reject Reduced Facilities Request, Gateway Church for afterschool Good News Club at Russell
- K. Accept/Reject Reduced Facilities Request, Grace Bible Fellowship for afterschool Good News Club at Sacramento
- L. Accept/Reject 2019-2020 Administrator Agreement
- 16. Discussion/Future Agenda Items (8 minutes)  
*Please direct your Future Agenda Item suggestions to the Board for consideration*  
*1-Operational(Superintendent) or Policy(BOE)?*                      *2-Staff Capacity/Cost?*  
*3-Advance our Goals?*                      *4-Equity Lens?*
- 17. Correspondence/Announcements (2 minutes)
  - A. Correspondence
  - B. Upcoming Meetings
    - 1. Board Working Session, Monday, October 14, 2019 PSD Boardroom, 6:30pm
    - 2. Board Business Meeting, Monday, October 28, 2019 PSD Boardroom, 6:30pm
  - C. Upcoming Events
    - 1. Last Community Solutions Meeting October 1st at 6pm
    - 2. Equity & School Improvement Meeting October 3rd at 4pm
    - 3. Wellness Committee Meetings 3 dates to be determined
- 18. 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*

*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, 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](http://www.parkrose.k12.or.us).*

*Persons having questions about civil rights, equal opportunity and nondiscrimination should contact: Julie Sams, Director of Student Services at [julie\\_sams@parkrose.k12.or.us](mailto:julie_sams@parkrose.k12.or.us) or 503-408-2118.*

*Mission: Close the achievement gap by preparing all students for college readiness and success in a global society.*

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



# Parkrose School District No. 3

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

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

---

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



# Parkrose School District No. 3

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

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

*Mission: Close the achievement gap by preparing all students for college readiness and success in a global society.*  
*Vision: Every child reads, thinks critically, and graduates ready for college and career.*