



# 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, September 24, 2012

6:30 PM

1. Executive Session - 5:45 p.m.  
Recess into Executive Session under ORS 192.660(2)(a) employment, ORS 192.660(2)(d) labor and ORS 195.660(2)(e) real property transactions
2. Call to Order - Regular Board Meeting - 6:30 p.m to 9:00 p.m.
3. ASB Report - Bethany Burgess
4. Consent Agenda
  - A. Personnel
    1. New Hires
      - a. Kathleen Parker, 1.0 FTE, Temporary ESOL Teacher, Shaver Elementary School
      - b. Jessica Baumgartner, 1.0 FTE, Temporary Classroom Teachers, Shaver Elementary School
      - c. Tabitha Williams, .5 FTE, Temporary Special Education Teacher, Shaver Elementary School
      - d. Joshua Edwards, 1.0 FTE, Temporary Language Literacy TOSA, Parkrose School District
      - e. Michelle Pine, .5 FTE, Temporary TOSA - PBIS & Behavioral Specialist, Parkrose School District
    - B. Board Minutes
    - C. Extended Travel
      1. Travel Request for Molly Oucho and Michelle Markle to attend AVID Transforming Schools for College Readiness Conference December 6-8, 2012, in San Diego, California
    - D. Business/Finance
      1. Approve and appropriate funds for a grant received by Oregon Department of Education in the amount of \$120,000
  5. District Business
    - A. Superintendent Reports
      1. Opening Day Review, Enrollment and Inter-District Transfers
      2. Student/Staff Handbooks Review (Required by policy JFC & various others)
      3. First Reading & Review Board Policies



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- a. Educational Equity Policy
- b. JHFE - Reporting of Suspected Abuse of a Child
- c. KN/JHFE-AR - Abuse of a Child Investigations Conducted on District Premises
- d. JHFF - Reporting Requirements Regarding Sexual Conduct with Students
- e. JEA - Compulsory Attendance
- f. JO/IGBAB - Education Records/Records of Student with Disabilities
- g. JO/IGBAB-AR - Education Records/Records of Students with Disabilities Management
- h. IGBAB/JO - Education Records/Records of Students with Disabilities
- i. IGBAB/JO-AR - Education Records/Records of Students with Disabilities Management
- j. JOA - Directory Information
- k. JOB - Personally Identifiable Information
4. Site Councils 2012-2013 (Required by policy IFCA)
5. Breakfast in the Classroom Evaluation Process (Requested by Board)
6. Request For Proposal (RFP) Scoring Process (Requested by Board July 9, 2012)
- B. School Improvement - Michelle Markle (20 minutes)
  1. Achievement Compacts & Advisory Committee Member Recommendation
  2. Focus Schools Progress Update
- C. Student Services - Kathy Keim-Robinson (15 minutes)
  1. Restraint & Seclusion Annual Report (Required by policy JGAB)
  2. After School Programs Update
- D. Human Resources - David McKay (5 minutes)
  1. ACE Academy Introduces Positive Behavior Instruction Support (PBIS)
- E. Business & Operations - Mary Larson (25 minutes)
  1. Auditor Visit with Board - October 9, 2012
  2. Proposed Budget Calendar for Fiscal Year 2013-2014 (Required by policy DBC)
  3. Announce Budget Committee Vacancies (Required by policy DBEA)
  4. Bond Project Update
    - a. Multipurpose Room Design
    - b. Community Bond Tour - September 22, 2012
  5. Property Appraisals (Requested by Board and Superintendent)
6. PFA Monthly Report - Jennifer Handsaker



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7. OSEA Monthly Report - Richard Doyle
8. Citizen Comments  
If you wish to make a comment before the Board, please fill out a comment card and give it to the secretary.
9. Action Items
  - A. Accept/Reject Site Councils for 2012-2013
  - B. Accept/Reject Achievement Compact Advisory Committee
  - C. Accept/Reject Student/Staff Handbooks for 2012-2013
  - D. Accept/Reject Proposed Budget Calendar for Fiscal Year 2013-2014
  - E. Accept/Reject Budget Committee Vacancies
  - F. Accept/Reject Portland Parks & Recreation Free/Reduced Facilities Application for Vietnamese Moon Festival Celebration at Parkrose High School
  - G. Accept/Reject Girl Scouts Troop 41180 Free/Reduced Facilities Application for Girl Scout Meetings at Parkrose Middle School
  - H. Accept/Reject CRUFA Free/Reduced Facilities Application for Micro Tourney at Parkrose High School
10. Board of Education
  - A. Board Reports
    1. Welcome Back Assembly & Opening Day - James Woods
  - B. Committee Reports
    1. Bond Oversight Committee - Alesia Reese
    2. School Improvement - Ed Grassel
11. Discussion Items
12. Correspondence/Announcements/Requests
  - A. Correspondence
    1. Japanese Garden
  - B. Upcoming Meetings
    1. Board Work Session, Monday, October 8, 2012, District Office Boardroom, 5:00 p.m.
    2. Board Regular Session, Monday, October 22, 2012, District Office Boardroom, 6:30 p.m.
  - C. Upcoming Bond Meetings
    1. Bond Oversight Committee Meeting, Monday, October 1, 2012, District Office Boardroom, 7:00 p.m.
  - D. Upcoming Events
    1. Oregon School Boards Association (OSBA) Fall Regional Dinner Meeting,



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October 9, 2012, Embassy Suites (Portland Airport), 5:00 pm-9:00 pm

2. OSBA 66th Annual Convention, November 8-11, 2012, Downtown Portland  
Marriott

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 by close of business the Thursday prior to the Board meeting, by calling (503) 408-2114 or e-mail [andrea\\_stevenson@parkrose.k12.or.us](mailto:andrea_stevenson@parkrose.k12.or.us).*



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Code: BDDH-AR  
Adopted: 10/23/95  
Reviewed: 03/13/00

## PUBLIC PARTICIPATION IN BOARD MEETINGS

1. Twenty minutes on the Board's meeting agenda is established for public participation at Board 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 visitor may be recognized by the chair by rising, identifying himself/herself with his/her full name and address and stating his/her purpose for appearing.
3. A group of visitors with a common purpose should designate a spokesperson for the group.
4. 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.
5. 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.
6. 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 sign-in sheet prior to the meeting. This will help the chair provide adequate time for each agenda item and remain within the established time frame.
7. 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.
8. 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.
9. These procedures will be published on the back of every Board meeting agenda.



# Parkrose School District No. 3

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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

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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**