



# 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 24, 2018  
6:30 PM

1. Call to Order - Regular Board Meeting - 6:30 p.m. to 9:00 p.m.
2. Approve Agenda
3. Pledge of Allegiance
4. ASB Report (5 minutes)
5. Presentations/Recognitions
  - A. Presentations
    1. 9th Grade On Track - Parkrose High School (10 minutes)
      - a. Questions (5 minutes)
    2. Energy Trust of Oregon - Tami Booth (5 minutes)  
*<http://www.parkrose.k12.or.us/index.php?id=414>*
  - B. Recognitions (5 minutes)
    1. Summer Work - Michael  
*Maintenance/Custodial & Summer Student Crew*
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. Jessica Baik 1.0 FTE Probationary Counselor, Russell
      - b. Remy Jewell 1.0 FTE Probationary Social Studies/Language Arts Teacher, PHS
      - c. Valerie Schiller 1.0 FTE Temporary Social Studies/Language Arts Teacher, PHS
      - d. Amber Skjervem 1.0 FTE Probationary Kindergarten Teacher, Russell
      - e. Kelly Stickel 1.0 FTE Probationary 1st Grade Teacher, Shaver
    2. Resignations
      - a. Brian Davis, Social Studies & AVID at PHS
      - b. Bridgette Macke, ESOL Teacher, Russell
  - B. Extended Travel
    1. Request for Valerie Schiller to attend College Board Geography Training October 5-6th,

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- 2018 in Denver, Colorado
2. Request for Daunte Gouge to attend National Athletic Directors Conference December 14-18th, 2018 in San Antonio, Texas
  - C. Board Minutes
  - D. Business/Finance
    1. Monthly Financial Report
  7. Non-Agenda Item Citizen Comments (3 minutes each)  
*If you wish to make a comment before the Board please fill out a comment card.*
  8. Board of Education (20 minutes)
    - A. Community Solutions Update/Appreciative Inquiry  
*first meeting October 2nd*
    - B. Committee Reports  
*Educational Foundation*  
*Equity & Teaching and Learning - first meeting October 3rd*  
*Wellness - first meeting October 2nd*
    - C. Legislative Update
    - D. Oregon School Board Members of Color Caucus Update
    - E. Board Visit With Auditor
  9. District Business
    - A. Superintendent Reports (35 minutes)
      1. New Teacher Day & First Week Back
      2. Enrolment & Inter District Transfers
      3. Board & Superintendent Goals
      4. Board Room Update
      5. Lead Update
      6. Attending GABA and PBA meetings
    - B. Teaching & Learning - Lisa Collins (5-8 minutes)
      1. Chronic Absenteeism Grant
    - C. Business & Operations - Michael (5 minutes)  
*Sharie Lewis out attending ASBO Conference*
      1. Announce Budget Committee Vacancies (Required by policy DBEA)
        - a. *Position #5*
      2. Proposed Budget Calendar for Fiscal Year 2019-2020 (Required by policy DBC)
  10. OSEA Monthly Report - Richard Doyle (5 minutes)



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11. PFA Monthly Report - Brett Davidson (5 minutes)
12. Agenda Item Citizen Comments (3 minutes each)  
*If you wish to make a comment before the Board please fill out a comment card.*
13. Action Items (10 minutes)
  - A. Accept/Reject 2018-2019 Site Councils
  - B. Accept/Reject Superintendent's Review of Student/Parent & Staff Handbooks 2018-2019  
*The Superintendent will review the Handbooks from each school in September of each year. Published school handbooks will be considered the administrative rule.*
  - C. Accept/Reject 2018-2019 Board Norms
  - D. Accept/Reject 2018-2019 Board Core Values
  - E. Accept/Reject 2018-2019 Board & Superintendent Goals
  - F. Accept/Reject Budget Committee Vacancy positions #5
  - G. Accept/Reject Proposed Budget Calendar for Fiscal Year 2019-2020
14. Discussion/Future Agenda Items (8 minutes)  
*1-Operational(Superintendent) or Policy(BOE)? 2-Staff Capacity/Cost ?  
3-Advance our Goals? 4-Equity Lens?*
15. Correspondence/Announcements (2 minutes)
  - A. Upcoming Meetings
    1. Board Working Session, Monday, October 8, 2018 District Office Boardroom, 6:30 p.m.
    2. Board Business Meeting, Monday, October 22, 2018 District Office Boardroom, 6:30 p.m.
16. 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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