



Parkrose School District No. 3

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

Agenda

Board of Education Virtual Retiree Recognition & Regular Business Meeting

Boardroom

10636 NE Prescott St

Portland, OR 97220

#Meeting_Date_long_weekday#

6:30 PM

1. Call to Order - Regular Board Meeting - 6:30pm to 9:00pm

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2. Approve Agenda

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3. Public Comments

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4. Recognitions (30 minutes)

¹The timelines may be extended upon written agreement between both parties.

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A. Parkrose Retiree Recognitions

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B. Asian/Pacific American Heritage Month

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5. Presentations

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A. Graduation Update - Molly Ouche (5 minutes)

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6. OSEA Monthly Report - Richard Doyle (5 minutes)

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7. PFA Monthly Report - Zachary Melzer (5 minutes)

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8. Consent Agenda (5 minutes)

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A. Personnel

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1. New Hires

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a. Laura Benice 1.0 Probationary Counselor, PMS

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b. Corrine Meekhof 1.0 Probationary Math Teacher, PMS

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c. Angelina Rodriguez 1.0 Probationary Spanish Teacher, PHS

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2. Resignations

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a. Amanda Burton

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b. Adelle McLean

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B. Business/Finance

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1. Monthly Financial Report

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C. Second Reading Board Policy

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1. DH - Bonded Employees and Officers

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9. Board of Education (30 minutes)

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A. Board Retreat Date Discussed

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B. Summer OSBA Board Conference Canceled

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C. Regional Board Equity Team - Kirby, McKenzie & Durant

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D. OSBA Board of Directors & Color Caucus Update - McKenzie

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E. Legislative Update

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10. District Business

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A. Superintendent Reports (30 minutes)

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1. Revenue Forecast

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2. Workshare Update

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a. Community Communication

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3. Reopening Scenarios

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4. Summer Programing Guidance

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5. Committee Reports

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a. Required Policy Update Discussion: Equity & Wellness

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6. Parkrose Educational Foundation Update

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B. Technology, Student Information & Assessment - Christine Blouke (5 minutes presentation, 5 minutes Q&A)

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1. Chromebook Update

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C. Student Services - Julie Sams (10 minutes presentation, 5 minutes Q&A)

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1. Special Education Digital Learning & Counseling Update

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11. Reading of Public Comments

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12. Action Items (5 minutes)

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A. Accept/Reject Asian/Pacific American Heritage Month Resolution

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13. Discussion/Future Agenda Items (8 minutes)

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14. Correspondence/Announcements (2 minutes)

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A. Upcoming Virtual Meetings

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1. Board Working Session, Monday, June 8, 2020 PSD Boardroom, 6:30pm

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2. Board Business Meeting, Monday, June 22, 2020 PSD Boardroom, 6:30pm

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B. Upcoming Virtual Budget Meetings

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1. CANCELED - 2nd Budget Committee Meeting, Wednesday, May 27, 2020, 6:30pm

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- 2. CANCELED - 3rd Budget Committee Meeting, Wednesday, June 3, 2020, 6:30pm

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C. Upcoming Events

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- 1. AVID Graduation, Wednesday, June 3, 2020, 6-7pm

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- 2. Graduation Procession, Tuesday, June 9, 2020, 12-2pm

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15. Adjournment

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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, 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 civil rights, equal opportunity and nondiscrimination should contact: Julie Sams, Director of Student Services 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.⁵⁹

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

⁵⁹The 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

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):

**GF - Projections - REVENUES - 2019-20
for Month of 4/30/20**

<u>Local Sources</u>	<u>FY 19/20</u> <u>Amended Budget</u>	<u>4/30/2020</u> <u>Current</u>	<u>May - June</u> <u>Projected w/adj's</u>	<u>Total</u> <u>Actual & Proj</u>	<u>Variance</u>
Property Taxes	\$20,427,262	\$19,425,304	869,758	\$20,295,061	(\$132,201)
Prior Year Taxes	416,883	253,416	93,642	347,058	(69,825)
Investment Earning	164,800	212,134	69,000	281,134	116,334
Other Local Sources	86,714	19,983	47,700	67,683	(19,031)
Total Local Sources	21,095,659	19,910,836	1,080,100	20,990,936	(104,723)
<u>Interm. Sources</u>					
Arts Tax (City of Portland)	319,536	162,375	157,161	319,536	(0)
Revenue from Other District	86,520	-	86,520	86,520	-
County School Fund	1,500	-	1,500	1,500	-
Total Interm. Sources	407,556	162,375	245,181	407,556	(0)
<u>State Sources</u>					
State School Fund (SSF)	12,897,963	9,893,044	1,493,357	11,386,401	(1,511,562)
Common School	293,468	342,803	(19,182)	323,621	30,153
Other State Sources	8,000	-	-	-	(8,000)
Total State Sources	13,199,431	10,235,846	1,474,175	11,710,021	(1,489,410)
<u>Federal Sources</u>					
Federal Schools & Roads Reimb	1,000	7,481	4,000	11,481	10,481
Total Federal Sources	1,000	7,481	4,000	11,481	10,481
<u>Other Financing Sources</u>					
Transfers	-	-	-	-	-
Sale of Fixed Assets	1,500	1,280	500	1,780	280
Total Other Sources	1,500	1,280	500	1,780	280
<u>Beginning Fund Balance</u>					
Adopted	2,399,372	-	-	2,399,372	-
Adjustments	-	-	-	-	-
Revised Beginning Fund Balance	2,399,372	-	-	2,399,372	-
Total Resources	\$37,104,518	\$30,317,819	\$2,803,956	\$35,521,146	\$ (1,583,372)

**GF - Projections - EXPENSES - 2019-20
for Month of 4/30/20**

	FY 19/20	4/30/2020	May - June	Total	
<u>Amended Budget</u>	<u>Amended Budget</u>	<u>Current</u>	<u>Projected</u>	<u>Actual & Proj</u>	<u>Variance</u>
Salaries	\$16,693,971	\$11,662,668	\$ 4,136,316	\$15,798,984	\$894,987
Extra/Substitute Salaries	684,177	640,973	105,168	746,141	(61,964)
Benefits	11,433,224	7,548,593	3,151,553	10,700,146	733,078
Total Salary & Benefits	28,811,372	19,852,233.68	7,393,037	27,245,271	1,566,101
<u>Purchased Services</u>					
Contracts	5,143,861	3,341,577	1,112,868	4,454,446	689,415
Total Purchased Services	5,143,861	3,341,577	1,112,868	4,454,446	689,415
<u>Supplies, Fees & Capital</u>					
Supplies	756,404	462,205	256,378	718,584	37,820
Dues and Fees	850,024	389,077	516,959	906,036	(56,012)
Capital	-	-	-	-	-
Total Supplies, Dues & Fees, and Capital	1,606,428	851,283	773,337	1,624,620	(18,192)
<u>Other Financing Sources</u>					
Transfers	1,042,857	-	767,857	767,857	275,000
Total Other Sources	1,042,857	-	767,857	767,857	275,000
<u>Contingency</u>					
Contingency - Beginning	250,000	-	-	-	250,000
Unappropriated Fund Balance	250,000	-	-	-	250,000
Total	500,000	-	-	-	500,000
Total Expenditures	37,104,518	24,045,094	10,047,100	34,092,194	3,012,324
Total Revenue	37,104,518	30,317,819	2,803,956	35,521,146	(1,583,372)
Variance	-	6,272,725	(7,243,144)	1,428,953	1,428,953
Adjustments Projected	-	-	-	-	-
Projected YE Fund Balance	\$0	\$6,272,725	\$ (7,243,144)	\$ 1,428,953	\$ 1,428,953

NOTE A

NOTE A) These Financials are best estimates based on known and projected activity in the FY to date therefore they are subject to change.
THIS WILL NOT BE YOUR FUND BALANCE AT YR END. We submitted a supplemental budget adjustment at Jan board meeting.

OSBA Model Sample Policy

Code: DH
Adopted:

Bonded Employees and Officers

All district employees responsible for funds, fees, cash collections or inventory control will be bonded to protect the district against loss in an amount determined by the Board and upon recommendation of the district's agent-of-record. In compliance with Oregon statutes and administrative rules, the superintendent, custodian of funds and other individuals as deemed necessary by the Board will have individual fidelity bond coverage or equivalent crime coverage. The district will pay the cost of such coverage.

END OF POLICY

Legal Reference(s):

[ORS 328.441](#)

[ORS 332.525](#)

[OAR 581-022-2405](#)