



## Knappa School District No. 4

*The Knappa School District will Inspire all learners to Achieve academically and Thrive as independent and Productive citizens.*

### Board of Directors' Regular Meeting

**Tuesday, May 20, 2025**

**6:30 p.m.**

1. **Consent Agenda – Motion for Approval Needed**
  - 1.1 Minutes from the April 23, 2024 Regular Board Meeting
  - 1.2 Personnel Update
  - 1.3 25-27 OSEA Collective Bargaining Contract
  - 1.4 Amendment to 25-26 Superintendent Contract – *Addition of 5 Furlough Days*
  - 1.5 Modification to 25-26 School Calendar – *Addition of 2 Furlough Days*
    - 1.5.1 OSEA Memorandum – *Classified Furlough Day Agreement*
    - 1.5.2 KEA Memorandum – *Certified Furlough Day Agreement*
  - 1.6 Approval of OSEA Memorandum – *Bus Driver Incentives*
  - 1.7 Authority for Expenditure up to \$200,000 – *Purchase of a Bus*
  - 1.8 2024-25-03 Supplemental Budget Approval for 2024-25
2. **Information – Dr. Fritz**
3. **Communications and Hearing of Interested Parties**

SUBMIT [PUBLIC COMMENT HERE: https://knappa.schoolinsites.com/comment](https://knappa.schoolinsites.com/comment)

*The Board welcomes visitors to our meetings, and values comments from district patrons. The Board, at their discretion, will recognize comments from the audience. We must require, however, that complaints be directed through the administration for resolution. Comments made during this session must be free of abusive language, personal attacks on district personnel, and not directed towards any department which, due to its low staffing, would amount to an attack by in affect naming district personnel. We ask that presentations be limited to (3) minutes and be submitted prior to 3pm the day of meetings.*
4. **Superintendent Report**
5. **New Business**
  - 5.1 SMILE Club Presentation
6. **Student Rep Reports**
  - 6.1 KMS/HLE – Kirk Rohne (8<sup>th</sup> Grade)
  - 6.2 KHS – Mylie Lempea (11<sup>th</sup> Grade)
7. **District Reports**
  - 7.1 Financial Report – Jennifer Morgan
  - 7.2 Hilda Lahti Elementary/Knappa Middle School – Tammy McMullen
  - 7.3 Knappa High School – Paul Isom
8. **Board Member Reports and Future Agenda Items**

#### Next Meetings:

Wednesday, June 4, 2025 Budget Committee Meeting 6:30pm, Knappa High School Library.

Wednesday, June 18, 2025 Public Hearing of the Budget & Regular Board Meeting 6:30pm, Knappa High School Library.

Knappa School District No. 4 Astoria, Oregon 97103

*The Knappa School District will Inspire all learners to Achieve  
academically and Thrive as independent and Productive citizens.*

**Board of Directors' Regular Meeting**

**April 23, 2025**

**6:30pm**

**6:15pm**

***Musical Performance by:  
Knappa High School Choir***

**Present**

Cullen Bangs - Chair  
Brian Montgomery - Vice-Chair  
Will Isom - Director  
Michelle Finn - Director  
Christa Jasper - Director

**Absent**

None.

William Fritz - Superintendent

Hannah Mather – Board Secretary

Jennifer Morgan - Chief Financial Officer Tammy

McMullen - HLE Principal

Paul Isom - KHS Principal

Brittany Norton – SPED Director

**Call to Order** – Chair Cullen Bangs

Meeting called to order at 6:42pm. *Delayed due to musical performance.*

**1. Consent Agenda** – *Motion needed for approval*

1.1 Minutes from the March 19, 2025 Board Meeting

1.2 25-28 Superintendent Contract

1.3 MOU Retirement Incentive

1.4 Amend 2024-5 School Board Meeting Calendar to change May 21, 2025 meeting to May 20, 2025

Director Isom moves to approve the consent agenda as presented, Jasper seconds, moved to vote, approved unanimously. Chair Bangs stated the 2025-28 superintendent contract represents a commitment between the school board and superintendent.

**2. Information** – Dr. Fritz

2.1 Personnel Update

Coaching assignment presented.

**3. Communications and Hearing of Interested Parties**

*The Board welcomes visitors to our meetings, and values comments from district patrons that improve the quality of education for students. The Board, at their discretion, will recognize comments from the audience. We must require, however, that complaints be directed through the administration for resolution. Comments made during this session must be free of abusive language, personal attacks on district personnel, and not directed towards any department which, due to its low staffing, would amount to an attack by in affect naming district personnel. We also ask that presentations be limited to (3) minutes.*

Dahlia Koeppen and Mylie Lempea present comment regarding the local soccer opportunity. Both students expressed gratitude if a soccer program existed for our local community.

#### **4. Superintendent Report – Dr. Fritz**

Dr. Fritz presented his superintendent report. There has been a donation of \$80,500 from an anonymous donor to support our musical arts program, our district would like to take this time to thank that anonymous donor for their tremendous support of our growing program. We are in the top 10% of math growth. Lastly, the KMS and KHS art show is next Tuesday.

#### **5. New Business**

##### **5.1 Teacher Appreciation Resolution – *Motion Needed***

Chair Bangs asks for motion. Finn moves to adopt, Montgomery seconds. Moved to vote, approved unanimously.

##### **5.2 Soccer Agreement between Local Schools – Paul Isom**

Principal Isom presents agreement of local soccer as presented. Clarifies year by year contract. Director Isom stated the program would be a great compromise and addition of services to our small district. Chair Bangs agrees and relays that it's a great opportunity. Montgomery moved to approve the Soccer Agreement as presented, Jasper seconded. Moved to vote. Approved unanimously.

##### **5.3 Alt Ed Seattle Trip – Jackie Whitten**

Principal Isom presented the Alt Ed Seattle trip for Jackie Whitten. Paul relayed what Knappa's Alternative Program represents and the day to day operations of the program. Clatsop Behavioral Health has been partnered in class as well. The Seattle trip was one of the best. Paul Isom would like to thank Jackie Whitten for her planning and handling of the trip. No further discussion.

##### **5.4 Pre-K Presentation – Tammy McMullen**

Tammy McMullen presents Knappa's Pre-Kindergarten program. She has applied for \$25,000 grant and is hoping for \$65,000 from another donor. Some costs may come from SIA but we are trying to be solvent after that. More grants will be applied for now that we can serve more than 18 students. Vice-Chair Montgomery asks about the grants that were left over and we are working to apply for them but some we are not eligible for; Our zip code has been an ongoing issue. Dr. Fritz thanked Dan Gaffney for his contributions to this program as well. Director Isom asked how daycare would work, Tammy McMullen stated the parent will fill out an application which is dependent of family's income level and they pay a portion of the tuition to the program and the rest comes directly to our district from the grant. We are working to lower our tuition as well. Director Isom asks if there's an interest in the increase of slots. Director Isom reflects that early education is proven to be good and asks if we have data that suggests the tangible impact. Principal McMullen stated she will put that information together. Next year, will be the first year that the 3<sup>rd</sup> graders will take the SBAC to distinguish that data when that time comes. No further discussion.

##### **5.5 24-25 Consortium Agreement – Brittany Norton**

Brittany calls for questions regarding the presented 24-25 Consortium Agreement. Call for motion, Chair Bangs makes a motion to approve the 24-25 Consortium as presented, Montgomery seconds. Moved to vote. Approved unanimously.

#### **6. Student Rep Reports**

**KMS/HLE – Kirk Rohne (8<sup>th</sup> Grade)**

**KHS Chicago Trip Presentation – Mylie Lempea (11<sup>th</sup> Grade)**

Students present their reports. Mylie Lempea presented a presentation regarding Student Council's trip to Chicago.

## **7. District Reports**

### **7.1 Financial Report – Jennifer Morgan**

Jennifer Morgan stated the budget is underway. Next week, we will start sending out the proposed budget information. We almost have the seismic budget balanced. We are hoping to keep the ending 6% balance but we may need to lower it. Chair Bangs moves to approve, Christa Jasper seconds. Moved to vote, approved unanimously.

### **7.2 Hilda Lahti Elementary/Middle School – Tammy McMullen**

Tammy McMullen reports as presented.

### **7.3 Knappa High School – Paul Isom**

Paul Isom reports as presented.

### **7.4 Student Services Update – Brittany Norton**

Brittany Norton reports as presented.

## **8. Board Member Reports and Future Agenda Items**

Chair Bangs – No report at this time.

Director Jasper – No report at this time.

Director Green – No report at this time.

Director Isom – Isom attended the mental math competition, wanted to congratulate Maggie Myers. Isom stated he completed the Budget Priorities survey and relays the survey was confusing, Isom cautions the results of that survey to be inaccurate. Calls for feedback and input from the community regardless in any form of communication.

Director Montgomery – No report at this time.

Meeting adjourned at 7:58pm.



# Knappa School District No. 4

## **Personnel Update May 20, 2025**

### **New Hires:**

1. The hiring of Claudine Adams as the HR/Payroll Specialist.

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### **Resignations:**

1. The resignation of Tammy McMullen as the Hilda Lahti Elementary and Knappa Middle School Principal.

**Knappa School District #4**  
**Board Meeting Background Information**

☐ Policy  
☒ Financial  
☐ Discussion

☐ Vision & Goals  
☐ Information  
☐ Resolution

☐ Capital Projects  
☒ Labor Relations

**Item Title:** *Approval of Collective Bargaining Agreement between Knappa School District #4 and Oregon School Employees Association, Chapter 52*

**Presenter:** *Dr. Fritz, Superintendent*

**Background Information Related to this Issue:**

The current collective bargaining agreement (CBA) between the parties expires on June 30, 2025.

The parties began bargaining for a successor agreement on March 20, 2025. During five bargaining sessions, the parties were able to negotiate a tentative agreement that was acceptable to the respective teams.

A summary of the changes is noted below:

- Duration: Two years July 1, 2025 to June 30, 2027
- Salary: 2025-26 increase is 3.75%, 2026-27 increase is 4.25%
- Other Salary Schedule Provisions: Addition of two steps at the “top” of the schedule, each in increments of 1.5%, and amending the “longevity” column to reflect 2.5% of the “new” step 11
- Increasing the district insurance allocation by the equivalent of the MODA plan 5 increase for each year.
- Keeping opt out amounts “flat” for the duration of the contract.
- Inclusion of language previously part of an MOU regarding field trip assignments into the regular contract, with an amendment to allow for Type 20 buses to be included in the three-trip limit.
- Provision of a benefits allocation for bus drivers. A 50% allocation for drivers who have regular routes of 4 hours or less and a 100% allocation for drivers who have regular routes in excess of 4 hours. The opt out for part time drivers (4 hours or less) is equivalent to 50% of the mid-range 403b amount. There is no opt out allocation for drivers with >4 hours.

**Background (con't)**

- Clarification that employees who work on a holiday will receive time-and-a-half.
- Clarification in the contract regarding legal rights of employees to conduct union business “on the clock”, various leaves, just cause, and various work load issues (i.e. rights to review IEP’s and provide feedback into the IEP process)
- Provision of an appeal process for situations where personnel records are requested to be removed from files.
- Adjustment to the notice process for recall when layoffs occur.
- Amendment of compensation for inclement weather/school cancelation days.
- Addition of working conditions language to the CBA.
- Minor clerical clean up

The tone of bargaining this year was productive, collaborative, and interest-based. We appreciate the leadership of OSEA Field Representative Dr. Andrew Labuza and President Cassandra VanGundy in creating a productive environment for bargaining and to the OSEA team for their collaboration in this process. The Knappa School District team involved Jennifer Morgan (CFO), Paul Isom (High School Principal), Brittany Norton (Student Services Director), and Dr. Fritz (Superintendent).

The OSEA Team is recommending ratification.

**Financial Impact:**

The estimated cost of this agreement is approximately \$44,000 in year one and \$92,000 in year two (when comparing each year to current costs), year one of which is accounted for in the proposed 2025-26 budget.

**Recommended Action:**

It is the recommendation of the Superintendent that the Board approve the attached 2025-27 Collective Bargaining Agreement between Knappa School District #4 and OSEA Chapter 52.

**Contract**  
***Knappa School District No. 4***  
and  
***Oregon School Employees Association***  
***Chapter #52***

~~2023-2025~~  
2025-2027





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# **Contract**

## **Knappa School District No. 4**

### **and**

## **Oregon School Employees Association Chapter 52**

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### ***Article One • Recognition***

- 1.1 The Board recognizes the Association as the exclusive bargaining representative for all employees with a regularly scheduled position, excluding substitutes, temporary employees, confidential and supervisory employees.

### ***Article Two • Management Rights***

- 2.1 The District hereby retains and reserves unto itself all powers, rights, and authority and duties, including all rights invested in it by the laws and constitutions of the State of Oregon and the United States. In the exercise of its powers, rights, authority, and duties, the District shall be limited only by the express provisions of this Agreement.
- 2.2 The District shall make a copy of the contract available to represented employees on the website. As a courtesy, the district shall provide 10 printed copies of the contract to the Association for distribution. Upon hire, the District will inform new employees of the location of the contract on the District website.

### ***Article Three • Association Dues Checkoff • Salary Deductions***

- 3.1 The District agrees to deduct from the salaries of its regular employees as requested in writing by the employee:
1. Association dues
  2. Premiums for Board-approved insurance programs.
  3. Payments to the employees' credit union
  4. Contributions to the United Fund
  5. Tax-sheltered annuities provided five (5) or more employees subscribe to the annuity.
- 3.2 The District, upon appropriate authorization of the employee, shall deduct from the salary of any employee and make proper remittance for any other plans or programs mutually agreed to by the District and teachers.
- 3.3 The District agrees to deduct an amount equal to one tenth (1/10) of the dues of the Association, each month for ten (10) consecutive months from the pay of each employee who is a member of the Association, beginning with the paycheck for the month of October. Prior to the first dues deduction of the school year, and then for any employee who becomes a member of the Association after the start of the school year, the Association shall notify the District of bargaining unit members who have elected to have dues deducted from their paychecks and shall identify the dues to be deducted from each. In addition, the Association shall provide a formal letter from the OSEA Membership Department that confirms that OSEA possesses sufficient documentation of dues deduction authorization for those members. Upon request by the District, the Association shall make available to the District for review the documented proof of dues deduction authorization for employees. The Association shall also notify the District when a bargaining unit member should no longer have dues deducted. This notification will also include written proof of authorization by the employee. The District shall enact dues deduction changes on the pay period following a written notification.
- 3.4 Along with the monthly dues remittance to OSEA, the District shall provide to OSEA an electronic database with the name of each employee from whom dues deductions have been made and the amount of deductions.
- 3.5 Every quarter the District shall provide to OSEA an electronic database of each employee in the bargaining unit.

- 3.6 The Association agrees to hold the District harmless against any and all claims, suits, orders or judgments brought against the District as a result of the provisions of this Article. The District agrees to notify the Association promptly of any claim and to cooperate with the Association and its designated counsel in the defense of any claim.

#### **Article Four • Association ~~Responsibility~~ Rights**

- 4.1 The Association or committees of the Association shall be allowed the use of facilities of the school district for meetings on the same basis as other school-related groups.
- 4.2 The Association shall be allowed **reasonable** use of such office equipment as needed to provide information to the employees outside the regular workday ~~and with the permission of the principal.~~
- 4.3 The Board shall provide the Association with reasonable bulletin board space, in each building where employees work, for the association's use in communicating with employees.
- 4.4 Up to four Association representatives shall be granted ~~without~~ **with** pay from his/her regular school duties attend OSEA annual conferences, ~~and~~ necessary meetings of interest to the Association. ~~with approval of the Superintendent.~~ The employees may use personal leave time, vacation time, and comp time, if available, to attend the Association conference.

- 4.5 The building principal or supervisor will approve or disapprove visits to employees during working hours.

The District shall allow a designated union representative to engage in the following activities during work hours and at the District's facilities, without loss of compensation or benefits:

- a. Investigate and process grievances and other workplace-related complaints;
- b. Attend investigatory meetings, hearings, and other due process proceedings;
- c. Participate in, or prepare for, proceedings that arise from a dispute involving the collective bargaining agreement, including arbitration proceedings, administrative hearings and other proceedings before the Employment Relations Board;
- d. Engage in collective bargaining, if scheduled during work hours;
- e. Attend labor-management meetings, safety committee meetings and any other meetings between representatives of the District and OSEA to discuss employment relations, if scheduled during work hours;
- f. Testify in a legal proceeding in which the designated union representative has been subpoenaed as a witness.

- 4.6 The District will grant designated union representatives time to meet with newly hired bargaining unit employees within thirty (30) calendar days from the date of hire for a period of at least thirty (30) minutes, during new employee orientation at individual or group meetings that may take place during work hours, without loss of compensation or benefits to the newly hired employee(s) or representatives.

#### **Article Five • Layoff**

- 5.1 Seniority will be defined as the continuous length of service with Columbia School District 5J and the Knappa School District No. 4 as a classified employee from the most recent date of hire. For accounting purposes, all authorized paid leave will be counted towards seniority; authorized, unpaid leaves of absence in excess of thirty (30) consecutive days will not count towards seniority, but will not break seniority. Classified employees who are laid off and subsequently recalled shall retain cumulative seniority for all periods worked except for the period of layoff.

When a layoff occurs within the bargaining unit, the Association and those employees affected will be notified at least thirty (30) working days in advance. This Article shall be interpreted to cover reductions in hours (except those instituted for disciplinary reasons), subject to the following conditions:

- a. Temporary reductions in hours (for 30 work days or less) are not covered by this Article; and

- b. Only reductions in hours of over one hour are covered by this Article.
- c. In the event hours are reduced and the employee is eligible for benefits, such benefits (at the existing level at the time) shall continue through the current school year, unless the reduction is a total elimination of hours.

5.2 Layoff of bargaining unit employees will be based upon seniority, but such layoff will occur by classification. Laid-off employees will not be paid any salary or benefits during the period of layoff. Notwithstanding, a laid-off employee may, at his/her own expense, continue insurance coverage, subject to the approval of the insurance carrier(s).

5.3 A laid-off employee who previously worked in a different classification for the District (within the definition of seniority in the first paragraph above), may "bump" an employee in the other classification as long as two conditions are met:

- a. The laid-off employee has greater District seniority than the person to be "bumped"; and,
- b. The laid-off employee had at least current satisfactory evaluations. The evaluation form will have an overall evaluation rating that includes "satisfactory" and "unsatisfactory."

5.4 Recall rights shall exist for 27 months from the date of layoff. Any laid-off employee not recalled according to this procedure within the 27 months will be deemed to have been terminated in good standing.

Whenever the District determines that a vacancy exists within a classification which has experienced a layoff (within the last 27 months), laid-off employees from that classification will be recalled in reverse order of layoff. The recall notice will be sent communicated by registered mail, email and phone, to the last number and address the District has on record for the laid-off employee. The laid-off employee will have 10 workdays to respond to the recall notice. Failure to respond within the 10 days or rejection of any recall notice will cause the laid-off employee to forfeit all recall rights and will be deemed to be a resignation.

A laid-off employee shall have the option not to accept a position that is not equal in hours to the former position, and still remain on the recall list.

If no laid-off employee has responded to the recall by classification, or if no further laid-off employees exist from the classification, all other laid-off employees may apply for the regular vacancy. Such application shall not prejudice the employee's rights to recall in his/her own classification.

### ***Article Six • Lunch and Rest Periods***

6.1 Each employee working six (6) or more hours per day shall receive an uninterrupted lunch period of one-half hour. Such time shall be as scheduled by the employee's immediate supervisor and be as near as possible to the halfway point of the workday.

6.2 Each employee shall receive a 15-minute break during each 4-hour period of consecutive service, or major portion thereof, with the break as close as possible to the 2-hour interval. Such breaks will be controlled by the employee's immediate supervisor.

#### **Numbers of Meal and Rest Periods Required Based on Length of Work Period**

<b>Length of work period</b>	<b>Number of rest breaks required</b>	<b>Number of meal periods required</b>
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min - 18 hrs	4	2

18 hrs 1 min - 21 hrs 59 min	5	2
22 hrs	5	3
22 hrs 1 min - 24 hrs	6	3

### **Article Seven • Personnel Records**

- 7.1 The personnel records of all classified employees shall be maintained in the District's Personnel Office. Such personnel records shall not contain any information of a critical nature that does not bear either the signature of the employee indicating that he/she has been shown the material or documentation that the employee has refused to sign it. A copy of such material shall be furnished to the employee upon request. The employee's personnel records shall be available for inspection upon his/her request during the normal working day.
- 7.2 Employees have the right to respond to any comments in the file and permanent record. An employee will have the right to indicate those documents and/or other materials in his or her file which the employee believes to be obsolete or otherwise inappropriate for retention. Said documents will be reviewed by the **Superintendent Chief Financial Officer** or designee and if the **Superintendent Chief Financial Officer** or designee agrees, the documents will be destroyed. The decision **of the superintendent or his/her designee is final and binding with no appeal to the board** may be appealed to the Superintendent, whose decision shall be final.
- 7.3 Material placed in the personnel record of an employee without conformity with the provisions of this Agreement will not be used in any subsequent evaluation or disciplinary procedure involving the employee.

### **Article Eight • Separability of Provisions**

- 8.1 In the event that any provisions of this contract shall at any time be declared invalid, the District will be in compliance with ORS 243.702.

### **Article Nine • Wages**

- 9.1 Wages for the classified employees in the bargaining unit shall be as indicated on the attached hourly wage schedule (Appendix A) and by this reference incorporated herein.

The 2025-2026 salary schedule shall amend the 2024-2025 salary scheldue to include Step 10 and 11 with a 1.5% difference between steps 9 & 10 and 10 & 11 and a 2.5% difference between Step 11 and the Longevity Step. For the 2025-2026 school year, a 3.75% increase shall be applied to the amended 2024-2025 salary schedule.

For the 2026-2027 School year, a 4.25% increase shall be applied to the 2025-2026 salary schedule.

The 2023-2024 salary schedule shall be amended to convert Step 7-10 to new step 7, Step 11-15 to Step 8, and Step 16 to Step 9. As compared with the 2022-23 salary schedule, the 2023-2024 salary schedule shall have a 5.5% increase to Step 1 through new Step 7. Step 8 shall be a 1.5% increase from the hourly rate of Step 7. Step 9 shall be a 1.5% increase from Step 8. The amendments to the salary scale, including the 5.5% increase, shall be retroactive to July 1, 2023. Employees who departed employment with the district prior to mutual ratification of the 2023-25 agreement shall forfeit retroactive pay.

The 2024-2025 salary schedule shall have a 3% increase from the 2023-2024 salary schedule applied to all steps (Step 1 through Step 9 and longevity).

For the 2023-2024 fiscal year, employees on Step 7-10 shall be transferred to Step 7 on the new salary scale. Employees on Step 11-15 shall be transferred to Step 8 on the new salary scale. Employees on Step 16 shall be transferred to Step 9 on the new salary scale. Employees shall be placed on the "longevity" column upon 16 or more years working for the Knappa School District.

- 9.2 A permanent change in position involving new duties with greater responsibilities shall be accomplished by moving the employee affected to the appropriate hourly wage step for the new position which provides an hourly wage rate higher than he/she was receiving prior to the change, and then moved one additional step.

- 9.3 The Association hereby agrees that all reference to overtime for employees, except bus drivers, shall be based on current State and Federal laws. Such laws require the payment of overtime for all hours worked over 40 hours per week. **For the purposes of continuing overtime hours, the established workweek shall be Sunday through Saturday.** Bus drivers of the District shall continue to be paid overtime for hours worked in excess of 8 hours per day or 40 hours per week, which ever occurs first.
- 9.4 An employee in the bargaining unit called back to work shall be guaranteed a minimum of two hours of work .
- 9.5 New employees will be placed on the first column of the position schedule and subsequently moved one step horizontally on each anniversary in that position. New employees possessing relevant past work experience may be hired in at higher columns, subject to the recommendation of the Superintendent and approval by the Board.
- 9.6 Qualified employees within the District will be considered for additional hours before the district hires a non employee substitute. Employees shall not be placed in a position that would result in work exceeding 40 hours per week.
- a. Supervisors may request a classified employee assume part or all of the responsibilities of an absent employee. If the new duties are responsibilities of an employee in a classification with a higher wage scale, that employee will be paid the higher wage (at the step they are normally assigned).
  - b. An employee voluntarily performing duties of a lower or higher classification will be paid the starting wage of that classification. Employees directed to substitute or perform duties of a classification that has a lower wage scale than their normal position shall be paid at the rate of their normal position. (Note: If an employee has a choice, to perform the additional duties or not, that shall be the determining factor when deciding between voluntarily performing duties or being directed to perform such duties).
  - c. Additional hours worked as a substitute shall not constitute an eligibility for insurance benefits.
- 9.7 Each non 12-month employee shall receive pay for actual hours worked between the 16<sup>th</sup> and 15<sup>th</sup> of each month.
- 9.8 The District will front load sick and vacation leave at the beginning of each contract year. However, employees will only "earn" one day per month worked and if an employee leaves early and has used more leave than accrued, then any unearned portion will be reversed out and reflected on final pay.

### ***Article Ten • Fringe Benefits***

10.1 The District will provide a Group HRA based on the Moda Plan 5. **The District will fund the Group HRA such that a deductible will be \$400 per covered person (\$500 if no PCP360 provider is selected), deductibles per person will be consistent with Moda Plan 1, maximum three per family, and the maximum out-of-pocket will be \$3000 per covered person (\$3100 if no PCP 360 provider selected) maximum three per family. For each full time employee, during the 2025-2024 Insurance year, the District shall pay up to a maximum of \$1,462 per month towards insurance premiums for Moda Plan 5, and the employee's choice of dental and vision coverage offered by the District. For each full time employee during the 2024-2025 Insurance year, the District shall pay up to a maximum amount equal to the 2023-2024 Insurance year, plus the percentage increase for MODA Plan 5. For each full time employee, during the 2025-2026 insurance year, the District will contribute towards premiums for Moda Plan 5, and the employees' choice of dental or vision coverage, the 2024-2025 insurance premium contribution plus the percentage increase for Moda Plan 5. For the 2026-2027 insurance year, the District contribution will increase by the Moda Plan 5 percentage increase from the 2025-2026 insurance year.**

**A full time employee shall be defined as an employee who is regularly scheduled to work 40 hours per week.**

**Bus drivers who work regularly scheduled hours over 4 hours per day shall be entitled to the insurance benefit allocation of full time employees. Regular bus drivers who regularly are scheduled for 4 or fewer hours shall be entitled to a .5 (half) insurance allocation. If these drivers (4 or fewer hours) opt out of insurance, an opt out provision will be paid in the amount of \$125. ". There shall be no opt out allocation for bus drivers who qualify for a full benefits allocation.**

Any eligible employee who opts out of medical/dental/vision insurance coverage based on the rules set forth by the insurance company the following applies: employees opting out shall receive a basic contribution of \$640 per month for 2025-2026 and for 2026-2027, an amount equal to the 2025-2026 monthly amount, plus the percentage increase for MODA Plan 5 as a basic contribution. The basic contribution can be used toward dental and vision insurance, Section 125 or taxable income (See last paragraph Section A) This will be pro-rated for employees starting in mid-year. The basic contribution can be used towards dental and vision insurance, Section 125 or taxable income. (See last paragraph Section 10.1).

The employee's share of the insurance premium will not change even if the District chooses to utilize the tiered rate premium.

For those employees who do not qualify for a health benefit, they will be eligible for a 403b. The District shall contribute \$225 per month during the 2025-26 insurance year for each eligible employee on steps 1-5 with an established account. Employees who do not qualify for a health benefit, who have an eligible account, and are at step 6-8 during the 2025-26 school year shall receive a \$250 403b contribution. Employees who do not qualify for a health benefit, who have an eligible account and are at step 9, 10, 11 or longevity for the 2025-26 school year shall receive a \$275 403b contribution.

~~Starting with the 2024-25 benefit year, employees may choose to either contribute these amounts into a 403b account or an established Section 125 flexible spending account during open enrollment.~~

It is the responsibility of the employee to establish an account with an approved vendor under the 403(b) plan at which time the plan will be paid starting the first month after the employee has established said account. This funding is based on available funding and is subject to change during future negotiations.

~~After 2 employees have chosen to opt out of medical/dental/vision insurance coverage based on the rules set forth by the insurance company the following applies: employees opting out shall receive a basic contribution of \$4,540 for the 2019-20 and the 2020-2021 school years. This will be pro-rated for employees starting in mid-year. The basic contribution can be used toward dental and vision insurance, Section 125 or taxable income. (See last paragraph Section 10.1)~~

The association will set forth, with business office approval, the list of employees who may opt out of insurance coverage based on the rules set forth by the insurance company of choice.

#### **Section 125 Plan:**

In the event the amount paid by the District for the purchase of insurance for each employee is less than the actual cost of that insurance, then each affected employee shall pay the difference through payroll deduction. The District will make available a Section 125 Plan to allow for before tax deductions of the employee paid insurance premiums.

Any District basic contribution that is not spent on the insurance choices provided to the employee may be used towards eligible insurance premiums offered under the Section 125 Plan. Any remaining District basic contribution not spent on insurance plans will be included in wages as taxable fringe. This amount would then be available to the employee to contribute to their individual 403(b) account if they choose.

- 10.2 The school district will pay expenses for training programs for classified personnel, including mileage, meals, registration fees, etc., with prior approval of the Superintendent. Money will be budgeted for this purpose. The district will pay an employee at their regular rate of pay for time spent in required classroom training programs. This will cover any classified employee Who requires on going district mandated training. (This provision is not intended to cover college credit.)
- 10.3 Employees will be paid their regular scheduled hours and rate for ~~two~~ three (3) days per year that schools are closed due to inclement weather, physical plant problems (e.g. a power outage) or other such unforeseeable problems.
- 10.4 In the event an employee is required to use a personal car for the purpose of conducting school business, the employee shall be reimbursed for mileage at the Internal Revenue Service rate known at the time of payment.



## **Article Eleven • Conditions of Employment**

- 11.1 Step increases will be determined on July 1 of each school year. If the employee starts work prior to December 31 their anniversary date will be the following July 1. If the employee starts to work after January 1 their anniversary date would be July 1 of the following year (i.e. hire date 1/3/17, step increase would be 7/1/18).
- 11.2 All new employees will be hired on a six-month probationary period, during which time they may be dismissed ~~without showing cause.~~ only for just cause as per Article 14: Discipline and Discharge, of this agreement.
- 11.3 Conditions for Promotion:
- Section A: A regular employee who has been promoted to a higher paid job classification may be returned to his/her former position and rate of pay within the first 90 calendar days of such promotion, at the discretion of the District. The District will provide the affected employee with a job related reason for any such return to the former position.
- Section B: An employee promoted to a new job classification shall have the option, without penalty, of returning to his/her previous position, at the previous rate of pay, within ten (10) working days of promotion.
- 11.4 Negotiated increases will become effective on July 1 of each year for which an increase is applicable.
- 11.5 The District will pay for the required driver physical examinations and EKG's by the health care provider of the District's choice or employees may use their personal health care provider.
- 11.6 During the term of this agreement, the association and its bargaining unit members will not initiate, cause, permit to participate, or joining in any strike, work stoppage, slowdown or other concerted activity, including the observance of the picket line of an other labor organization. Participation in any of the above- prohibited activities shall constitute full just cause for disciplinary action, including discharge and/or damages.
- 11.7 There will be no lockout of employees in the bargaining unit by the District as a result of a labor dispute during the term of this Agreement.
- 11.8 The District agrees that for the duration of this agreement it shall not contract out bargaining unit work except to the extent that specialized contractors may be utilized to perform work requiring state or federal licensure for which no bargaining unit employee possesses. The District and the association leadership agree to negotiate in the event of any unexpected contract-out work that might arise.

## **Article Twelve • Holidays**

- 12.1 All regular employees shall receive holidays, without loss of pay, as set forth below, if they fall within their work year:

Independence Day	Day after Thanksgiving
Juneteenth	Christmas Eve Day
Labor Day	Christmas Day
Veterans' Day	New Year's
Thanksgiving Day	President's Day
Martin Luther King Day	Memorial Day

To be eligible, employees must work their regularly scheduled shift the day before and the day after the holiday, unless on approved personal business leave, bereavement leave, vacation, or emergency school closure. (Sick leave exceptions to this day-before/day-after restriction may be waived on a case by case basis at the discretion of the Superintendent or designee). Employees required to work on the noted Holidays shall receive pay at one-and-a-half (1 ½) their regular rate.

- 12.2 Holidays falling on Saturday or Sunday will be observed on week days immediately preceding or following the weekend as determined by the district calendar for the year in question.



### **Article Thirteen • Grievance Procedure**

- 13.1 The purpose of this procedure is to secure the exclusive and expeditious means of equitable solutions to grievances at the lowest possible level regarding the interpretation and application of the specific terms and provisions of this agreement. A grievance is defined as a claim of improper and inequitable application or interpretation of the Agreement between the Knappa School Board and the local Association filed in writing within 20 calendar days of the alleged occurrence or knowledge of such occurrence reasonably should have known. Maintenance and transportation personnel should file their grievance with the superintendent. All other classified personnel should file their grievance with the building principal.
- 13.2 **Level One.** The grievant will first discuss the grievance with the building principal or superintendent (as directed in Section 13.1) in an attempt to resolve the matter informally at that level. If not satisfied with the written response, the grievant may file a formal written grievance with the building principal or superintendent (as directed in Section 13.1).
- 13.3 **Level Two.** In the event of a formal written grievance, the building principal or superintendent, (as directed in Section 13.1), shall meet with the grievant and representative within seven calendar days after receiving the grievance, in an attempt to resolve the grievance. The principal or superintendent will render a written decision within seven calendar days of the meeting.
- 13.4 If the grievant is not satisfied with the decision at Level Two, the grievant may appeal the decision within seven (7) calendar days to the Superintendent.
- 13.5 **Level Three.** The Superintendent will discuss the grievance with the grievant and representative within fourteen (14) calendar days of the request and try to resolve the grievance. The Superintendent shall communicate the decision in writing to the school board, the grievant, and the representative, within seven (7) calendar days after the meeting. If dissatisfied with the action of the Superintendent, the grievant may request a meeting with the school board within seven (7) calendar days.
- 13.6 **Level Four. Within** twenty (20) calendar days of receipt of the appeal from the Superintendent's level, the Board will schedule a meeting with the grievant and representative to discuss the matter. The Board will render a decision in writing within fourteen (14) calendar days after the conclusion of the meeting. A copy of the Board's decision shall be sent to the grievant and representative.
- 13.7 Nothing herein stated shall deprive the grievant of rights to be represented by counsel before the Board. The Association shall have the right to be present for any adjustment of the grievance.
- 13.8 **Level Five.** The Association, if dissatisfied with the decision at the Board level, may appeal the grievance to arbitration within ten (10) calendar days. Only the Association may carry the grievance procedure to Level Four and only the specific grievance as filed at Level Two may be submitted to arbitration.

Within five (5) days of receipt of the appeal, the Superintendent and the Association shall attempt to select a mutually acceptable arbitrator. If this is not done, the parties shall on the sixth (6th) day, initiate a request to the Employment Relations Board for a list of five (5) arbitrators who reside in the State of Oregon. The party to strike the first name shall be determined by a coin flip and the losing party shall strike one name. This process will be repeated. The one remaining shall be the arbitrator. The hearing shall be conducted in a manner agreed to by the parties or, failing such agreement, as determined by the Rules of the American Arbitration Association in effect at that time.

The arbitrator shall have no power to advise on salary adjustments, except as to the improper application thereof, and may not add to, subtract from, modify or amend any terms of this Agreement. The arbitrator shall have no power to substitute his discretion for that of the Board in any manner not specifically contracted away by the Board. A decision or award of the arbitrator shall, within the scope of the arbitrator's authority, be final and binding on both parties.

In case of a grievance involving any continuing or other money claim against the District, no award shall be made by the arbitrator which shall allow any alleged accruals for more than thirty (30) days prior to the date when such grievance shall have first been presented to the immediate supervisor or principal.

Expenses for the arbitrator's services and the proceedings shall be borne equally by the parties. However, each party shall be completely responsible for all costs of preparing and presenting its own case, including compensating its own representatives and witnesses. If either party desires a record of the proceedings, it shall solely bear the cost of such record and provide a copy to the other party at the cost of reproduction only.

### ***Article Fourteen • Discipline/Discharge***

- 14.1 The District shall not discipline any classified employee without just cause. Just Cause in this agreement means:
- a. The employee is given forewarning or foreknowledge of the possible or probable disciplinary consequences of his/her conduct. Certain offenses, such as insubordination, coming to work intoxicated, drinking intoxicating beverages on the job, or theft of District property, or of fellow employees, are so serious that any employee can properly be expected to know already that such conduct is offensive and punishable.
  - b. There will be an investigation conducted fairly and objectively of the charges before any discipline is administered.
  - c. The District's rule was reasonably related to:
    - a. the orderly, efficient and safe operation of the District's business; and
    - b. the performance that the District might properly expect of the employee.
  - d. The District, before administering discipline to an employee, will determine whether the employee did in fact violate or disobey a rule or order of the District.
  - e. The investigation will provide substantial evidence or proof that an employee is guilty as charged.
6. The penalty will be reasonably related to the seriousness of the offense and the record of the employee in his/her service with the District.
- 14.2 The parties agree to a contract reopener limited to this topic, at the request of the District, should the Oregon legislature make amendments to the just cause provisions in the law for classified employees in the future related to probationary employees/periods.

### ***Article Fifteen • Job Openings***

- 15.1 The Board shall make available to the Association a list of new job openings in the bargaining unit. The job opening list shall be available at least ten (10) calendar days prior to the closing of the open positions.
- 15.2 When a vacancy occurs within the bargaining unit, either existing or newly-created, such openings shall be posted. The posting notices shall be mailed to the Association president, and shall be posted on bulletin boards in each responsibility center during the school year where classified employees work and shall be posted on a bulletin board in the District Office during the summer months.
- In the event a "temporary position" exceeds 90 consecutive work days it shall be opened and posted as a vacancy.
- 15.3 The District agrees to consider the employment of less-than-twelve-month employees during summer vacation periods in temporary positions. It is understood that these temporary positions may encompass some of the duties the less-than-twelve-month employees perform during the regular school year. It is further understood that these positions may be paid at a rate less than employees earn during regular employment. As a consequence, the Association and its members agree that the grievance procedures do not apply to this section and that neither will enter into any suit to recover wages higher than those paid to other temporary summer employees performing the same work. In addition, employment during one summer session would not guarantee employment during subsequent summers. In no case does the granting of temporary summer employment to a less-than-twelve-month employee constitute an extension of the employee's employment year or the granting of fringe benefits beyond those required by law.

- 15.4 Bus Driver Route Assignment • Bus driver assignments will be made according to the "Bus Driver Handbook," as approved by the Board, the lead bus driver and OSEA leadership.

### ***Article Sixteen • Transportation***

- 16.1 Route Selection: The District shall determine bus routes and stops. Drivers may select posted routes based on seniority prior to the start of the school year. The District maintains the right to alter routes; however, an employee's selected route will not be altered or changes made solely for the purpose of allowing the driver to select additional routes.
- 16.2 All regular drivers shall have the opportunity to sign up for extra-curricular trips at the beginning of each quarter. Assignments to trips shall be by rotation, beginning with the most senior driver and rotating through the list.
- 16.3 If a scheduled driver cannot make a trip, the next available driver shall replace the absent driver. Upon depletion of regular drivers, the District may assign substitutes. The District shall have the right to assign trips when there are no available drivers for a trip.
- 16.4 The District may, at the District's discretion, assign up to three (3) extra/co-curricular trips per academic year, each with fewer than nineteen (19) student participants, to district personnel or approved volunteers outside of the regular drivers in the classified unit.

### ***Article 17 • Leaves***

- 17.1 Twelve-month per year employees will receive ten days paid vacation after one twelve-month year in the District. Those twelve-month employees who have worked five twelve-month years or longer in the District will be granted fifteen days paid vacation annually. Twelve-month employees who have worked ten twelve-month years or longer in the District will be granted twenty days paid vacation annually. Vacation time for employees working less than eight hours per day will be based on pro ration of the above schedule.
- 17.2 Three (3) days' personal business leave will be granted each regularly-employed employee, renewable each year (not cumulative), and approved by the building principal or supervisor.
- One additional personal business leave day per year will be granted to employees who commence their 8th year of consecutive service.
- 17.3 Bereavement leave with full pay shall be allowed up to a maximum of five (5) days immediately following each death in the immediate family during an employee's work year. Definition of immediate family is as follows: spouse, (step) children and their spouses, grandchildren, grandparents and great grandparents of the employee or spouse, (step) mother, (step) father, former guardian, brother or sister of the employee or spouse, or any relative who is the resident responsibility of the employee.
- 17.4 Sick leave means absence from duty because of illness or injury of an employee or a member of his/her family, as defined in Article 10.9 above. Each regular employee shall be allowed ten days' sick leave per year or one day per month employed, whichever is greater, up to a maximum of twelve per year (prorated in hours for part-time employees). In the first year of employment, sick leave will be prorated and credited to the employee as it is earned per month. After the first year of employment, sick leave will be credited to the employee at the beginning of the fiscal year or work year, whichever is applicable. However, such credit of sick leave is only an advance on the amount projected to accrue during the employee's work year. Midyear resignations or terminations will result in an adjustment of any unearned but used sick leave. In order for an employee to receive this annual credit, the employee must actually commence work in the new work year. A month employed, for the purposes of this section, means at least one-half of the days in the particular month.

Sick leave not taken shall accumulate and may be transferred from another school district up to 75 days; however, the accumulation shall not exceed that carried by the most recent employing district and shall not be effective until the employee has completed thirty days with the new district.

An unlimited number of days of unused sick leave may be transferred from another Oregon district for purposes of computing retirement benefits. These provisions are not in addition to sick leave outlined under ORS 332.507. An employee who is absent on sick leave in excess of five consecutive school days may be required to furnish the principal or supervisor with a doctor's certificate stating that the illness or injury was such to prevent the employee from working. The statement would also indicate that the employee is released by the doctor for return to duty.

Employees who are absent on approved sick leave after expiration of all sick leave accumulation may be placed on leave without pay.

- 17.5 Any classified employee may, at his/her discretion, donate not more than two days of his/her accumulated sick leave to a fellow classified employee who has exhausted his/her own sick leave due to personal illness. The total of such donated sick leave shall not exceed the number of sick leave days accrued by the recipient on the date the illness began, nor shall more than thirty (30) days of sick leave be donated for this purpose to a single recipient during a current school year. The thirty (30) day limit shall be prorated accordingly for part-time classified employees. (Example: a 62.5 percent employee would be eligible for  $.625 \times 30 = 18.75$  days of donated sick leave or portion thereof depending upon accumulation at the time the illness began.)

All donations shall come from currently accumulated sick leave of the donor and donated sick leave days shall be reaccumulated by the donor at the usual rate as specified by this Agreement. The donor and the recipient shall have no later than five (5) working days after the recipient returns to work to notify the Business Office of the requested sick leave transfer on forms provided by the District.

No other forms of leave are transferable under this Agreement.

The Association agrees to hold the District harmless against any and all claims, suits, orders or judgments brought against the District as a result of the provisions of this Article. The District agrees to notify the Association promptly of any claim and to cooperate with the Association and its designated counsel in the defense of any claim.

- 17.6 Court Duty - Employees subpoenaed for a courtroom appearance having to do with their District employment, will be paid their regular salary, less the amount paid the employee by the requesting party, with of exception of mileage. This would not apply where the individual is appearing as a litigant or witness against the District or where the individual has been charged with a crime.
- 17.7 Jury Duty. Employees summoned for jury duty will be paid their regular salary, less the amount paid the employee by the court, with the exception of mileage fees.
- 17.8 Leave without Pay. Any request for leave without pay will be submitted only after all other available leaves (except Sick Leave) have been exhausted and will be subject to approval by the building Principal or immediate supervisor.
- 17.9 Misuse of Leaves. Any misuse of leaves or any other provisions for absence from assigned duties through intentional fraud, deceit or falsified statements shall be considered gross negligence and the employee shall be subject to disciplinary action and/or dismissal.
- 17.10 Family and Medical Leave. All eligible employees of the bargaining unit shall be entitled to benefits contained in the Oregon Family Leave Act, Paid Leave Oregon, and Family Medical Leave Act. Employees able to exercise rights under such programs will be allowed to the use of sick, vacation, and personal leave if available.

## **Article 18 • Working Conditions**

- 18.1 Knappa School District and OSEA agree to comply with Senate Bill 756, including provisions of the law related to: Bargaining unit members who are assigned to work with a student with specialized needs to assist the student

with the educational, behavioral, medical, health, or disability-related support needs of the student shall be provided adequate, compensated time to:

a. Access, and review individualized education programs, 504 plans, behavior intervention plans, medical support protocols, and documentation related to employee's responsibilities to assist with students' educational, behavioral, medical health, or disability-related support needs.

b. ~~Consultation~~ Be consulted during the development of education plan development, review, or revision.

c. ~~Invitation to meetings consistent with the law, and~~ Be invited to and attend meetings concerning:

i. development of the student's individualized education program, 504 plan, behavior intervention plan, and medical support protocols

ii. The student when the decisions made and issues discussed are related to the responsibilities of the employee to support the student

4. Receive adequate training to safely carry out assigned specialized duties

~~18.2 The activities named in Senate Bill 756 and referred to in 17.1 will either be fulfilled during scheduled work time or compensated extra hours.~~

18.2 Workplace Safety. It is agreed by the parties that the District shall maintain a safe and hostile free work environment and that the District shall take ~~immediate~~ corrective action within seven (7) calendar days to ensure the safety of all employees. Further, the District shall comply with all provisions of OR-OSHA and Safety Committees shall function in accordance with OR-OSHA Administrative rules. The District shall ~~appoint~~ make a Union seat available to Union members to all safety committees. OSEA will select representatives to serve on ~~school and district-level safety committees.~~

Any employee who is required to work in any hazardous situation shall receive proper training for such duties and/or situations. Training and any associated costs including travel, lodging, per diem and overtime shall be paid for by the district in accordance with state and federal law.

If no safety equipment is available, and/or the employee(s) have not received proper training, that employee(s) shall not be required to perform said duties.

In the event any bargaining unit employee suffers an injury due to attack, assault, overt physical act of violence, or inappropriate physical contact by a student of the District, the employee shall be provided an injury report form that is available on the District website ~~and not be required to work with that student until such time that the employee, At employee request, a Union representative and building principal have met, and conferred shall meet with the employee within seven (7) calendar days to reach and reached a reasonable solution to the issue any safety issue.~~

~~No employee will be asked to violate OSHA guidelines or state law with regard to transportation functions or disciplined for refusing to do so.~~

Any incidents as described in the preceding sections shall be reported to the Safety Committee.

### **Signatures**

This contract is made and entered into by the Oregon School Employees Association, Chapter 52, referred to as the "Association" and the Board of Education of the Knappa School District No. 4, referred to as the "Board" or the "District."

This contract supersedes all previous contracts and memorandums and shall be effective as of July 1, ~~2023~~ 2025, shall be binding upon the Board, the Association and its members, and shall remain in full force and effect through June 30, ~~2025-2027~~.

In witness whereof, the parties hereby affix their signatures.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Oregon School Employees Association

\_\_\_\_\_  
Representative KSD Board

\_\_\_\_\_  
OSEA Field Representative

**Board Approved**

**DATE** \_\_\_\_\_

## APPENDIX A

### 2025-2026 WAGE SCHEDULE

CLASSIFIED	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Longevity
Head Cook	\$17.77	\$18.39	\$19.01	\$19.71	\$20.35	\$21.03	\$21.80	\$22.12	\$22.45	\$ 22.79	\$ 23.13	\$ 23.71
Cook	\$17.64	\$17.27	\$17.88	\$18.58	\$19.19	\$19.89	\$20.35	\$20.65	\$20.96	\$ 21.27	\$ 21.59	\$ 22.13
Educ Asst	\$16.91	\$17.33	\$17.94	\$18.60	\$19.29	\$19.98	\$20.74	\$21.05	\$21.37	\$ 21.69	\$ 22.02	\$ 22.57
HQ Educ Asst	\$17.90	\$18.46	\$19.07	\$19.73	\$20.42	\$21.10	\$21.87	\$22.19	\$22.53	\$ 22.87	\$ 23.22	\$ 23.80
Severe Needs Educ Asst	\$20.73	\$21.51	\$22.26	\$23.07	\$23.89	\$24.88	\$25.79	\$25.94	\$26.32	\$26.72	\$27.12	\$27.79
Head Media Asst	\$18.65	\$19.27	\$19.92	\$20.57	\$21.37	\$22.08	\$22.94	\$23.28	\$23.62	\$ 23.98	\$ 24.34	\$ 24.95
Media Asst	\$17.56	\$18.18	\$18.84	\$19.52	\$20.25	\$21.00	\$21.74	\$22.07	\$22.40	\$ 22.74	\$ 23.08	\$ 23.65
Head Secretary	\$19.10	\$19.82	\$20.49	\$21.21	\$22.06	\$22.80	\$23.70	\$24.05	\$24.41	\$ 24.78	\$ 25.15	\$ 25.78
Secretary	\$18.85	\$19.57	\$20.25	\$21.00	\$21.80	\$22.54	\$23.36	\$23.72	\$24.07	\$ 24.43	\$ 24.80	\$ 25.42
Speech Path Asst	\$23.81	\$24.67	\$25.65	\$26.59	\$27.58	\$28.59	\$29.67	\$30.12	\$30.58	\$ 31.03	\$ 31.50	\$ 32.29
Head Bus Driver & Trainer	\$20.92	\$21.69	\$22.44	\$23.24	\$24.06	\$25.06	\$26.01	\$26.39	\$26.79	\$ 27.19	\$ 27.60	\$ 28.29
Bus Driver	\$20.73	\$21.51	\$22.26	\$23.07	\$23.89	\$24.88	\$25.79	\$25.94	\$26.32	\$ 26.72	\$ 27.12	\$ 27.79
Trip Pay	\$18.83	\$19.53	\$20.19	\$20.94	\$21.69	\$22.54	\$23.36	\$23.72	\$24.07	\$ 24.43	\$ 24.80	\$ 25.42
Van Driver	\$19.69	\$20.47	\$21.23	\$22.04	\$22.86	\$23.84	\$24.75	\$24.90	\$25.28	\$ 25.66	\$ 26.05	\$ 26.70
Mechanic/Driver	\$23.68	\$24.51	\$25.45	\$26.38	\$27.38	\$28.41	\$29.49	\$29.93	\$30.38	\$ 30.83	\$ 31.30	\$ 32.08
Maintenance	\$23.57	\$24.50	\$25.41	\$26.41	\$27.43	\$28.50	\$29.76	\$30.20	\$30.66	\$ 31.12	\$ 31.58	\$ 32.37
Custodian	\$18.58	\$19.29	\$20.00	\$20.83	\$21.60	\$22.46	\$23.31	\$23.66	\$24.02	\$ 24.38	\$ 24.74	\$ 25.36
Head Grounds	\$21.53	\$22.32	\$23.11	\$23.97	\$24.86	\$25.75	\$26.76	\$27.16	\$27.57	\$ 27.98	\$ 28.40	\$ 29.11
Groundskeeper	\$20.35	\$21.11	\$21.89	\$22.78	\$23.68	\$24.55	\$25.52	\$25.91	\$26.30	\$ 26.70	\$ 27.10	\$ 27.77

- A. For overnight trips, drivers will be paid 8-hours day or the time the driver is with the bus, whichever is the longer.
- B. Meals for all Bus Drivers: When on approved travel by the District, a meal allowance will be paid monthly at the following rates to drivers on trips. Employees shall provide receipts for reimbursement:
- |                         |           |         |
|-------------------------|-----------|---------|
| 6:00a.m. – 8:00 a.m.    | Breakfast | \$13.00 |
| 11:00 a.m. -- 1:00 p.m. | Lunch     | \$15.00 |
| 5:00 p.m. -- 7:00p.m.   | Dinner    | \$26.00 |
- C. Employees covering for management positions shall receive a 10% pay increase above their current salary.
- D. Program Assistants that become “Highly Qualified” pursuant to the District’s requirements shall be moved to their current step in the “Highly Qualified” PA classification

## 2026-2027 WAGE SCHEDULE

CLASSIFIED	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Longevity
Head Cook	\$18.53	\$19.18	\$19.81	\$20.55	\$21.21	\$21.92	\$22.72	\$23.06	\$23.41	\$23.76	\$24.11	\$24.72
Cook	\$18.39	\$18.01	\$18.64	\$19.37	\$20.01	\$20.73	\$21.21	\$21.52	\$21.85	\$22.18	\$22.51	\$23.07
Educ Asst	\$17.63	\$18.06	\$18.70	\$19.39	\$20.11	\$20.83	\$21.62	\$21.95	\$22.28	\$22.62	\$22.95	\$23.53
HQ Educ Asst	\$18.66	\$19.24	\$19.88	\$20.57	\$21.29	\$22.00	\$22.80	\$23.14	\$23.49	\$23.84	\$24.20	\$24.81
Severe Needs Educ Asst	\$21.61	\$22.42	\$23.21	\$24.05	\$24.91	\$25.94	\$26.89	\$27.04	\$27.44	\$27.85	\$28.27	\$28.98
Head Media Asst	\$19.45	\$20.09	\$20.77	\$21.45	\$22.28	\$23.02	\$23.91	\$24.27	\$24.63	\$25.00	\$25.37	\$26.01
Media Asst	\$18.31	\$18.95	\$19.64	\$20.34	\$21.11	\$21.89	\$22.66	\$23.01	\$23.35	\$23.70	\$24.06	\$24.66
Head Secretary	\$19.91	\$20.66	\$21.36	\$22.11	\$22.99	\$23.77	\$24.70	\$25.07	\$25.45	\$25.83	\$26.22	\$26.87
Secretary	\$19.65	\$20.40	\$21.11	\$21.89	\$22.72	\$23.50	\$24.36	\$24.73	\$25.09	\$25.47	\$25.85	\$26.50
Speech Path Asst	\$24.82	\$25.72	\$26.74	\$27.72	\$28.75	\$29.81	\$30.93	\$31.40	\$31.87	\$32.35	\$32.84	\$33.66
Head Bus Driver & Trainer	\$21.80	\$22.62	\$23.39	\$24.23	\$25.08	\$26.12	\$27.12	\$27.52	\$27.93	\$28.35	\$28.77	\$29.49
Bus Driver	\$21.61	\$22.42	\$23.21	\$24.05	\$24.91	\$25.94	\$26.89	\$27.04	\$27.44	\$27.85	\$28.27	\$28.98
Trip Pay	\$19.63	\$20.36	\$21.05	\$21.83	\$22.62	\$23.50	\$24.36	\$24.73	\$25.09	\$25.47	\$25.85	\$26.50
Van Driver	\$20.53	\$21.34	\$22.13	\$22.97	\$23.83	\$24.86	\$25.81	\$25.96	\$26.36	\$26.75	\$27.16	\$27.83
Mechanic/Driver	\$24.68	\$25.55	\$26.53	\$27.50	\$28.54	\$29.61	\$30.74	\$31.20	\$31.67	\$32.14	\$32.63	\$33.44
Maintenance	\$24.57	\$25.54	\$26.49	\$27.54	\$28.60	\$29.71	\$31.02	\$31.49	\$31.96	\$32.44	\$32.93	\$33.75
Custodian	\$19.37	\$20.11	\$20.85	\$21.72	\$22.52	\$23.42	\$24.30	\$24.66	\$25.04	\$25.41	\$25.80	\$26.44
Head Grounds	\$22.44	\$23.27	\$24.09	\$24.98	\$25.91	\$26.85	\$27.89	\$28.32	\$28.74	\$29.17	\$29.61	\$30.35
Groundskeeper	\$21.21	\$22.01	\$22.82	\$23.75	\$24.68	\$25.59	\$26.61	\$27.01	\$27.42	\$27.83	\$28.25	\$28.95

- A. For overnight trips, drivers will be paid 8-hours day or the time the driver is with the bus, whichever is the longer.
- B. Meals for all Bus Drivers: When on approved travel by the District, a meal allowance will be paid monthly at the following rates to drivers on trips. Employees shall provide receipts for reimbursement:
- |                         |           |         |
|-------------------------|-----------|---------|
| 6:00a.m. – 8:00 a.m.    | Breakfast | \$13.00 |
| 11:00 a.m. -- 1:00 p.m. | Lunch     | \$15.00 |
| 5:00 p.m. -- 7:00p.m.   | Dinner    | \$26.00 |
- C. Employees covering for management positions shall receive a 10% pay increase above their current salary.
- D. Program Assistants that become “Highly Qualified” pursuant to the District’s requirements shall be moved to their current step in the “Highly Qualified” PA classification



## APPENDIX B

### Memorandum of Understanding between Knappa School District and Oregon School Employees Association 52

WHEREAS, Knappa School District and Knappa Education Association have language in the legacy Collective Bargaining Agreement pertaining to “pay draws” (mid-month cash advances),

And WHEREAS, as part of the 2023 collective bargaining process, the parties agreed to phase out pay draws,

And WHEREAS, the parties wish to work together to amicably end the practice of pay draws without undue challenge to employees,

The Parties agree that classified employees who have taken pay draws in the past, may take up to twelve (12) draws during the 2023-24 contract year (ten (10) for non-12-month employees), up to two (2) pay draws during the 2024-25 contract year, and draws will be discontinued in the legacy contract. These draws in 2023-24 shall be requested by 5 pm on the 10th of a given month to be processed by the 15th of that same month.

The District shall provide financial counseling to employees as part of the Employee Assistance Program as a resource to educators who are navigating the process of a reduction and elimination of draws, and shall provide this information to anybody who requests a draw during the 2023-25 school years.

This Memorandum of Understanding resolves the pay draw matter and the Association shall not have the ability to further request bargaining due to a change in practice on the matter of pay draws for educators.

\_\_\_\_\_  
For Knappa School District \_\_\_\_\_ Date

\_\_\_\_\_  
For Knappa School Employees Association, Chapter 52 \_\_\_\_\_ Date

\_\_\_\_\_  
OSEA Field Representative \_\_\_\_\_ Date

**Memorandum of Understanding**  
**between**  
**Knappa School District No. 4**  
**and**  
**Oregon School Employees Association**  
**Knappa Chapter 52**

This Memorandum of Understanding (MOU) is entered into by and between the Knappa School District No. 4 (“District”) and the Oregon School Employees Association (OSEA) Knappa Chapter 52 (“Association”). The District and Association are parties to a collective bargaining agreement (CBA) with effective dates of July 1, 2025 – June 30, 2027.

**RECITALS**

The District experienced significant difficulties in hiring classified staff for Bus Driver positions for the 2024-25 school year, and anticipate that this shortage may continue. The Parties agree to the following terms to help facilitate the filling of Bus Driver classified staff positions.

**TERMS OF AGREEMENT**

1. For the 2024-25 school year, District employees who recommend an applicant that ultimately accepts employment as a Bus Driver with the District shall receive a one-time five hundred dollar (\$500) recruitment bonus (less any taxes and withholdings). Employees wishing to make a referral should send the name and contact information of the potential candidate to the business office to be eligible. The district shall pay the recruitment bonus after the bus driver has completed training and after either eighty (80) hours of paid work or 90 calendar days of employment, whichever occurs first.
2. Any provision of the parties’ CBA not expressly modified by this MOU shall remain in full force and effect.
3. Any disputes regarding an alleged violation or the interpretation or application of this agreement shall be resolved pursuant to the grievance procedure in the CBA between the parties.
4. This MOU shall become effective upon signature of the parties and ratification by OSEA members if OSEA requires ratification, and it shall expire on June 30, 2026, unless the parties agree in writing to extend the agreement.

FOR OSEA:

FOR Knappa SD No. 4:

\_\_\_\_\_  
OSEA Chapter 52 President      date

\_\_\_\_\_  
date

\_\_\_\_\_  
OSEA Field Representative      date

\_\_\_\_\_  
date

**Knappa School District #4**  
**Board Meeting Background Information**

☐ Policy  
☒ Financial  
☐ Discussion

☐ Vision & Goals  
☐ Information  
☐ Resolution

☐ Capital Projects  
☒ Personnel

**Item Title:** Contract Amendments/Approval Superintendent and Furlough Days

**Presenter:** *Dr. Fritz, Superintendent*

**Background Information Related to this Issue:**

With budget reductions the Principals, Sped Director and Business Manager will be reducing their contracts by four furlough days, and the Superintendent will be taking five furlough days.

**Background (con't)****Financial Impact:**

The total savings to the district with benefits for admin is \$8169

The savings for the superintendent with benefits is \$3878

**Recommended Action:**

It is the recommendation of the Superintendent that the Board authorize implementation of the reduction in salaries for administration and superintendent for the 25-26 school year.

# Knappa School District 2025-2026 School Calendar

Updated May 2025 – Amendment approved May 20, 2025

## KEY:

**NO SCHOOL DAYS**

Holiday - NO School

Staff Work Days – NO School

Furlough Days

Start/Ceremonies/Conferences –  
School in Session

Half Days

Possible Snow Make Up Days

JULY '25						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '26						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1<sup>st</sup> - New Year's Day

5<sup>th</sup> - School Starts

16<sup>th</sup> - Staff Work Day/End of Sem. 1 - NO School

19<sup>th</sup> - No School - MLK Day

21

25<sup>th</sup> - Teacher Work Day

26<sup>th</sup> - Teacher PD Day

27<sup>th</sup> - ALL Staff In-Service

28<sup>th</sup> - Teacher Work Day

29<sup>th</sup> - NON Contract Day

AUGUST '25						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4

FEBRUARY '26						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

9<sup>th</sup> - Staff PD – NO School

16<sup>th</sup> - Presidents Day – NO School

16<sup>th</sup> - POSSIBLE Snow make-up day

20

1<sup>st</sup> - Labor Day - NO School

2<sup>nd</sup> - Orientation

3<sup>rd</sup> - 1<sup>st</sup> Day of School (PK-12)

3<sup>rd</sup>-5<sup>th</sup> - ½ PK & K

SEPTEMBER '25						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22

MARCH '26						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6<sup>th</sup> - Furlough Day

18<sup>th</sup> - Evening Conferences

19<sup>th</sup> - K-12 Conferences - NO School

20<sup>th</sup> - NO School

23<sup>rd</sup> - 27<sup>th</sup> - Spring Break

18

13<sup>th</sup> - Staff PD day - NO School

29<sup>th</sup> - 1/2 Day Students/Evening Conf.

30<sup>th</sup> - K-12 Conferences - NO School

31<sup>st</sup> - NO School

OCTOBER '25						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23

APRIL '26						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3<sup>rd</sup> - End of Qtr. - 1/2 Half Day of  
School/Staff Work Day

13<sup>th</sup> - Staff PD - NO School

13<sup>th</sup> - Possible Weather Make-up  
Day

22

10<sup>th</sup> - PD Staff In-Service - NO School

11<sup>th</sup> - Veteran's Day-NO School

26<sup>th</sup>-28<sup>th</sup> - Thanksgiving Break - NO School

NOVEMBER '25						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

18

MAY '26						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25<sup>th</sup> - Memorial Day - NO School

22<sup>nd</sup> - Furlough Day

21

22<sup>nd</sup> - Winter Break - NO School

DECEMBER '25						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15

JUNE '26						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5<sup>th</sup> - Last Day of School ½ Day

students/Staff Work Day

4<sup>th</sup> - 8<sup>th</sup> Grade Promotion

6<sup>th</sup> - Graduation

8<sup>th</sup> - Staff PD Day- NO School

8<sup>th</sup> and 9<sup>th</sup> - Possible snow make-up days

10<sup>th</sup> - Staff PD Day

6

**Memorandum of Understanding  
between Knappa School District and  
Oregon School Employees Association, Chapter 52 (OSEA)**

**2025-26 Furlough Days**

Due to continued failure on the part of the Oregon Legislature to meet its obligation to fund Knappa School District at the current service level, a local decline in enrollment that has trended worse than the state of Oregon as a whole, and a lack of an equitable funding structure for school districts in Oregon, Knappa School District faces a budget shortfall for the 2025-26 fiscal year.

Oregon School Employees Association, Knappa School District and other employee groups have discussed this challenge in a collaborative manner. The parties agree that it is preferable to mutually share the burden of this shortfall rather than impact additional individuals unnecessarily with layoffs. Accordingly, the parties agree to implement two (2) unpaid furlough days during the 2025-26 contract year only. Employee calendars will be reduced by two days of work when compared with the district work calendar previously adopted by the School Board.

This agreement does not impact work schedules or pay of athletic coaches who are paid on a separate contract.

Knappa Schools shall be closed on March 6, 2026 and May 22, 2026. If work is available on these days that is not on a regular work calendar (i.e. athletic trips for bus drivers), this work will be assigned according to regular scheduling procedures.

Agreed to by the parties

\_\_\_\_\_  
OSEA President

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Superintendent

**Memorandum of Understanding  
between Knappa School District and  
Knappa Education Association**

**2025-26 Furlough Days**

Due to continued failure on the part of the Oregon Legislature to meet its obligation to fund Knappa School District at the current service level, a local decline in enrollment that has trended worse than the state of Oregon as a whole, and a lack of an equitable funding structure for school districts in Oregon, Knappa School District faces a budget shortfall for the 2025-2026 fiscal year.

Knappa Education Association, Knappa School District and other employee groups have discussed this challenge in a collaborative manner. The parties agree that it is preferable to mutually share the burden of this shortfall rather than impact additional individuals with layoffs unnecessarily. Accordingly, the parties agree to implement two (2) unpaid furlough days at individuals' daily per diem rate during the 2024-25 contract year only. Employee annual salary shall be reduced by 2/190 of quantities in the 2023-26 Collective Bargaining Agreement for the 2025-26 contract year only and the standard work calendar obligation shall be reduced from 190 to 188 days.

This agreement does not impact work schedules or pay of athletic coaches who are paid on a separate contract.

Knappa Schools shall be closed on March 6, 2026 and May 22, 2026.

Agreed to by the parties

---

KEA President

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School Board Chair

---

Superintendent

**Memorandum of Understanding**  
**between**  
**Knappa School District No. 4**  
**and**  
**Oregon School Employees Association**  
**Knappa Chapter 52**

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**RECITALS**

The District experienced significant difficulties in hiring classified staff for Bus Driver positions for the 2024-25 school year, and anticipate that this shortage may continue. The Parties agree to the following terms to help facilitate the filling of Bus Driver classified staff positions.

**TERMS OF AGREEMENT**

1. For the 2024-25 school year, District employees who recommend an applicant that ultimately accepts employment as a Bus Driver with the District shall receive a one-time five hundred dollar (\$500) recruitment bonus (less any taxes and withholdings). Employees wishing to make a referral should send the name and contact information of the potential candidate to the business office to be eligible. The district shall pay the recruitment bonus after the bus driver has completed training and after either eighty (80) hours of paid work or 90 calendar days of employment, whichever occurs first.
2. Any provision of the parties’ CBA not expressly modified by this MOU shall remain in full force and effect.
3. Any disputes regarding an alleged violation or the interpretation or application of this agreement shall be resolved pursuant to the grievance procedure in the CBA between the parties.
4. This MOU shall become effective upon signature of the parties and ratification by OSEA members if OSEA requires ratification, and it shall expire on June 30, 2026, unless the parties agree in writing to extend the agreement.

FOR OSEA:

FOR Knappa SD No. 4:

\_\_\_\_\_

\_\_\_\_\_

OSEA Chapter 52 President      date

date

\_\_\_\_\_

\_\_\_\_\_

OSEA Field Representative      date

date





# NEW BUS PROPOSAL

30355 S.E. Highway 212

Boring, Oregon 97009

(800) 258-2473 westernbus.com

Quote Date		Revision Date		Sales Consultant & Phone	
5/15/2025		5/15/2025		SARAH JONES (503) 905-0011	
Customer/District #					
KNAPPA SCHOOL DISTRICT					
Contact Name			Title		
DR. WILLIAM FRITZ			SUPERINTENDENT		
Address		City	State	Zip	
41535 OLD HWY 30		KNAPPA	OR	97103	
Phone		Email			
(503) 458-6056		fritzw@knappak12.org			
Purchase QTY	Model Year	Wheelbase	Estimated Delivery		
1	2025	189"	300-365 DAYS AFTER RECEIPT OF ORDER		
Make	Model		Body Length		
BLUE BIRD	VISION CONVENTIONAL		BBCV2311 (4800)		
Passenger Capacity	Alternate Capacity		Cooperative Contract, if Applicable		
38	32+1 OR 26+2 OR 20+3 W/C		SALEM-KEIZER COOP RFP		
Trade Ins? Y/N	Beltline Lettering - Provide Exact Requirements				
<input type="checkbox"/> Y <input type="checkbox"/> N	KNAPPA SCHOOL DISTRICT NO. 4				
Financing? Y/N	Required Fleet Number(s)				
<input type="checkbox"/> Y <input type="checkbox"/> N					
WBS Coordinated? Y/N	Additional Comments / Notes				
<input type="checkbox"/> Y <input type="checkbox"/> N					
Sales Price Per Bus		\$	195,743.00		
Extended Sales Price Total		\$	195,743.00		

Thank you for the opportunity to present this new bus quotation. We look forward to working with you on your transportation needs.



## BODY MODEL

X	Body Model	BBCV2311, 48 passenger body, 189" wheelbase, 358" overall length
---	------------	--

## CHASSIS SPECIFICATIONS

X	Alternator	240 amp Leece Neville brushed alternator, internal regulator	Inc'd
X	Axle, Front	Front spring suspension, Hendrickson Softek, 8,500 lbs.	STD
X	Axle, Front	Hendrickson Steertek NXT integrated front axle, 10,000 lbs.	STD
X	Axle, Front	Synthetic based oil lubed front & rear wheel bearings, 80W/140	
X	Axle, Rear	Rear air suspension, Hendrickson ComfortAir, 21,000 lb. (for 1910, 2311, & 2610 bodies)	Inc'd
X	Axle, Rear	Dana S21-140 21,000 lb. rear axle with 5.29 rear axle ratio	STD
X	Battery	Three (3) group 31 batteries, Deka dual purpose batteries, 2100 CCA total	Inc'd
X	Battery	Battery compartment, chassis mounted, locking, with slide out tray	STD
X	Battery	Battery compartment closeout seal to body	Inc'd
X	Battery	Battery disconnect switch mounted in battery compartment	STD
X	Battery	Battery disconnect switch, decal	Inc'd
X	Brakes	Bendix air disc brakes, 22X, 16.9" rotor, BX-275 pad material (synthetic oil hubs recommend)	
X	Brakes	Bendix AD-IP heated air dryer, internal purge design	
X	Brakes	Remote mounted air tank drain valves, below driver's window	
X	Brakes	E-Z Grip soft button cover cushion for parking brake release	Inc'd
X	Brakes	Parking brake interlock, service brake must be applied to release parking brake	Inc'd
X	Brakes	Brake dust shields for air disc brakes - shield for pads only on front & pads and rotors on rear	
X	Brakes	Adjustable driver's brake & throttle pedals, 3" total fore and aft adjustment	
X	Brakes	Bendix ESC electronic stability control, includes automatic traction control	STD
X	Cooling	Rubber cooling hoses with constant torque clamps	Inc'd
X	Cooling	Long life antifreeze, to -34 degrees, yellow, Phosphated Organic Additive Technology (POAT), Ford engines	
X	Electrical	Standard chassis electrical system includes fuses with multiplex wiring	STD
X	Electrical	Power socket accessory with cap for cell phone charging, in LH side panel	STD
X	Electrical	Ignition keyed alike, key #601	Inc'd
X	Engine	Ford 7.3L V-8 Propane 350 hp @ 3900 RPM, 468 lb-ft @ 3900 RPM w/improved FEAD & std. .02 Nox certification	
X	Engine	Cruise control	STD
X	Engine	Engine governor, limits top speed to 70 mph	
X	Exhaust	Two ply stainless steel non-flex style exhaust	STD
X	Exhaust	Tailpipe exits through rear bumper	Inc'd
X	Fuel System	Propane fuel system, mounted between frame rails, 67 usable gallon capacity	
X	Fuel System	Euro-style EN12806 propane fuel filling receptacle	Inc'd
X	Fuel System	Adapter for Euro-style propane fueling receptacle, one per bus ordered	
X	Fuel System	Fuel fill location - RIGHT side	STD
X	Fuel System	Locking fuel tank door, spring loaded	Inc'd
X	Gauges	Speedometer, tachometer, odometer, and hourmeter	STD
X	Gauges	Oil pressure, coolant temp, fuel level, voltmeter, and digital clock	STD
X	Gauges	Transmission temperature gauge, included in dash readout	STD
X	Gauges	Ametek Dixon instrument cluster & message display center control panel	STD
X	Gauges	Front camera + rear back-up camera w/monitor included in dash instrument cluster display	STD
X	Lights	Fog lights installed in the front bumper, LED, installed locally	
X	Lights	LED headlights, factory installed	STD

X	Mud Flaps	Full length front and rear mud flaps	Inc'd
X	Mud Flaps	Rear rubber fenders	
X	Steering	Tilt & telescoping steering column	STD
X	Steering	Redesigned 16.7" steering wheel with flat bottom for add'l driver's seat adjustment	STD
X	Steps	Cowl step, folding option	Inc'd
X	Tires	Goodyear 255/70R22.5 Endurance RSA hwy tread tires front & FuelMax RTD traction tread rear, load range H	
X	Tow Hooks	Two front and rear tow hooks	Inc'd
X	Traction	OnSpot brand automatic tire chains, factory installed	
X	Transmission	Ford 6R140 HD Torqshift 6-Speed auto transmission for Ford engine w/mechanical T-handle shifter	
X	Transmission	Ford PowerShift calibration, for maximum power, standard on propane & gas engines	
X	Undercoating	Premium undercoating, Sulfonate enhanced direct to metal modified wax coating	STD
X	Wheels	Hub piloted steel wheels, 22.5 X 8.25, black, 5 hand hole	STD

## BODY SPECIFICATIONS

X	Compartments	NO electrical compartment under driver due to std equipment change at Blue Bird	STD
X	Compartments	Driver's area glove compartment	STD
X	Compartments	Emergency equipment compartment over windshield, non-locking, emergency equipment installed inside	
X	Compartments	Interior driver's storage compartment over driver's LH shoulder, locking	
X	Compartments	Side luggage, 20.75" X 23.62" X 56", single, 16 cu.ft., #186-01, RH mid mount	
X	Construction	Body meets Colorado Rack & Load Test & Kentucky Pole Test as STANDARD	STD
X	Doors	Air operated entrance door, outward opening, mechanical actuated switches	Inc'd
X	Doors	Keyed security lock on entrance door	
X	Doors	Entrance door wired battery hot	Inc'd
X	Doors	Rear center emergency door, with upper & lower glass	STD
X	Doors	Vandal lock on rear emergency door, slide bolt	
X	Electrical	Manual resetting circuit breakers for most body circuits, in lieu of fuses	
X	Electrical	Front upper inner access plates in front bulkhead area, both sides	STD
X	Fans	6" auxiliary fans, upper left and upper center	Inc'd
X	Floor	5/8" marine "BB" grade plywood flooring, screwed down	Inc'd
X	Floor	Gray rubber flooring with aluminum aisle trim	
X	Floor	Ribbed matching rubber flooring in driver's area (blue floor will be smooth)	STD
X	Grabrail	Left side grabrail in entrance door area, mounted to RH barrier	STD
X	Headroom	77" headroom with 12" split sash windows	Inc'd
X	Heaters	Heavy duty heater pump, Bergstrom, chassis mounted	
X	Heaters	Front 90,000 BTU defroster system	STD
X	Heaters	Right side stepwell heater, 50,000 BTU	Inc'd
X	Heaters	Rear wall mounted heater, 80,000 BTU, RH next to lift, for special needs	
X	Heaters	EPDM heater hose with Breeze brand constant torque clamps	STD
X	Horns	Backup alarm, 112 dBA, mounted under bus	Inc'd
X	Insulation	Fiberglass insulation roof, front, rear corners, and sidewalls	Inc'd
X	Insulation	Additional fiberglass insulation in front roof cap area & roof bow cavities	Inc'd
X	Insulation	Sound deadening spray coat	Inc'd
X	Insulation	Insulation on the driver's side external firewall/toe box	Inc'd
X	Insulation	Full length accoustical headliner with polyester body insulation in ceiling	
X	Lettering	6" black, both sides	Inc'd
X	Lettering	Bus numbers in standard locations, 6" black	Inc'd

X	Lettering	Emergency door/exit lettering for all pushout windows & doors	Inc'd
X	Lettering	Unlawful to pass signage to meet state specifications	Inc'd
X	Lights	Backlighting of switch panel controlled by rheostat switch	STD
X	Lights	Clearance and cluster lights, LED grommet mounted with LED ID bar	STD
X	Lights	Daytime running lights	STD
X	Lights	Dual row dome lights in wire molding, driver's, LH, RH, & rear on switches, LED	
X	Lights	Front 7", rear 7", & side amber directional lights, LED	Inc'd
X	Lights	Rear 7" & 4" red stop and tail lights, LED	STD
X	Lights	Backup lights, 4", LED, vandal resistant	STD
X	Lights	Auxiliary backup lights behind rear mud flaps, Grote #63611 LED, locally installed	
X	Lights	Eight way warning lights, LED, colored lenses	
X	Lights	Strobing pattern option for LED 8-lights	
X	Lights	Warning lights wired through the ignition, key must be in ignition to operate	
X	Lights	Doran 16 light monitor for warning light system, universal	
X	Lights	NO hoods installed over 8-way warning lights	STD
X	Lights	Exterior boarding light at entrance door, LED	
X	Lights	Stepwell light, LED	STD
X	Lights	Exterior flood light mtd above entrance door to illuminate loading/unloading area, operates w/entrance door	
X	Lights	Pre-trip driver light check system	STD
X	Mirrors	Rosco Open View ES Split rearview mirrors, 7 3/8" X 10" flat & 7 3/8" X 10" convex, heated & remote controlled	
X	Mirrors	Rosco Eye-Max LP, Asymmetrical Shape, crossview mirrors, heated	
X	Mirrors	Interior rearview mirror, 10" X 30"	
X	Paint	Body and chassis painted school bus yellow w/ black rubrails & bumpers	STD
X	Paint	3" black ABS bezel background around warning lights	Inc'd
X	Paint	Rubrails painted full width profile	Inc'd
X	Radio	REI AM/FM/USB/Auxiliary/BT/PA with front USB and AUX inputs	Inc'd
X	Radio	Eight (8) interior deluxe speakers	Inc'd
X	Radio	Exterior PA speaker mounted behind grill	Inc'd
X	Reflective	3M Diamondgrade SCHOOL BUS signs, front and rear	Inc'd
X	Reflective	3M Diamondgrade reflective, 2" along sides and 1.75" rear outline	Inc'd
X	Rubrails	Four rubrails - window, seat, floor, & skirt level - 16 gauge steel, screwed w/steel end caps	STD
X	Rubrails	Rubrails extend on side lift doors only & seat rail around to rear corner	Inc'd
X	Rubrails	Extend window rubrail around rear corner panel to rear emergency door post	
X	Safety Equip	First aid kit & body fluid kit, mounted either front bulkhead or front overhead compartment	Inc'd
X	Safety Equip	5 lb. fire extinguisher mtd in overhead compartment or floor & triangle kit mtd on floor	Inc'd
X	Seat, Barriers	Highback barriers at front RH and LH	STD
X	Seat, Driver's	Adjustable driver's shoulder belt, with in-line "D" ring for 17" adjustment	STD
X	Seat, Driver's	Updated driver's 3 point seat belt, floor mtd w/ emergency locking retractor	STD
X	Seat, Driver's	National Premium air susp. seat, w/ fabric, dual shocks, triple lumbar support, 6-way front cushion adj, black	
X	Seat, Driver's	Driver's console mounted armrest to the left of the driver	Inc'd
X	Seat, Driver's	Driver's seat armrest, for right side of seat only	
X	Seat, Passenger	Modesty panel below front barrier for RH side, behind entrance door	Inc'd
10	Seat, Passenger	IMMI Highback 3 PT Lap/Shoulder Belt seats, 39" wide, 3 passenger	
4	Seat, Passenger	IMMI Highback 3 PT Lap/Shoulder Belt + CRS seats, 39" wide, 2 passenger or 2 CRS	
X	Seat, Passenger	Knee room is approximately 25.5"-25.75" for most seats	

X	Seat, Upholstery	Blue fire block seat upholstery, seats & barriers	
X	Side Panels	Exterior side panels, 20 gauge w/beaded smooth side panels, standard 19 3/4" skirts	Inc'd
X	Stepwell	Galvanized G90 stepwell material	STD
X	Stepwell	Vinyl studded step treads, w/white nosing, metal backing, gray	
X	Stop Arm	SMI stop arm, air operated, with LED cluster lights, hi-reflective, w/ wind guard	Inc'd
X	Sun Visor	6 1/2" X 30" dark tinted acrylic sun visor, padded edges	Inc'd
X	Switches	Noise suppression "railroad" switch, latching	Inc'd
X	Switches	Updated switch style and switch locations due to new multi-plexed electrical architecture	STD
X	Switches	Warning light & entrance door switches mtd LH switch panel	Inc'd
X	Switches	Doran Sleeping Child Check warning system, switch LH wire mold rear, factory installed	
X	Switches	Accessory maintained to arm, activates with warning light, alarm condition entrance door opened	
X	Ventilation	Roof hatch, Spheros low-profile SMART Hatch, Qty 2	
X	Video System	Pre-wire for video system, 16 gauge ground wires, + ignition & battery hot wires w/6 amp circui	Inc'd
X	Video System	Aftermarket pre-wire for discreet signals	Inc'd
X	Video System	Seon DH4v2 DVR video system w/500 GB hard drive, 4 cameras, GPS & sensors installed	
X	Video System	Cameras: Front facing rear, rear facing front, app. RH 3rd seat back, & app. 7th LH seat back	
X	Windows	Blue Bird E-Z Window split sash incl. interlocking sashes, weatherstripping	STD
X	Windows	Tinted & tempered side windows	
X	Windows	Four (4) pushout windows, two per side, vertical hinges	Inc'd
X	Windows	Rear emergency door & rear vision glass, tinted & tempered	
X	Windows	Clear & tempered entrance door glass	STD
X	Windows	Clear and tempered glass in driver's window	STD
X	Windshield	Four piece flat tinted windshield with blue shade band at top	STD
X	Windshield	Grip handles, two, for cleaning windshield	Inc'd
X	Windshield	Single switch, 2 speed, intermittent wet arm windshield wipers	STD

#### SPECIAL NEEDS SPECIFICATIONS

X	Special Needs	W/C lift pkg, 47" wide door, green pilot, auto door light switch, & wheelchair decal	Inc'd
X	Special Needs	Interior lift door light, qty (2) LED, mounted over lift door	Inc'd
X	Special Needs	Rubrails extend on side lift doors, seat, floor & windows	Inc'd
X	Special Needs	Flat floor configuration, no rear wheelhousings	
X	Special Needs	Glass in wheelchair lift door to match passenger side windows	Inc'd
X	Special Needs	Exterior boarding light at lift door, LED	
X	Special Needs	Brake interlock for lift door, for rear service brakes, req'd by FMVSS 403/404	Inc'd
X	Special Needs	Wheelchair lift wired hot, to battery, lift will operate with ignition in the OFF state	Inc'd
X	Special Needs	Braun Millennium NL919FIB-2 w/c lift, 34" X 51", 800 lb., hydraulic roll-stop	Inc'd
2	Special Needs	Floor tracks for two seats, or one w/c position, seats installed, LH REAR	
1	Special Needs	Floor tracks for two seats, or one w/c position, seats installed, RH REAR FORWARD OF LIFT	
3	Special Needs	Q'Straint QRT Deluxe auto-retracting wheelchair tiedowns, Q-8106-L2, QTY	

#### WARRANTY COVERAGE

X	Warranty	Extended Blue Bird warranty "Bronze 2/10", two year/unlimited miles, Option 31300-25 (S3)	
X	Warranty	Ford automatic transmission warranty for Ford propane engine 5 yrs/unlimited miles	STD
X	Warranty	Ford 7.3L propane engine & Roush fuel system warranty 5 yrs/unlimited miles	STD

#### NOTES/COMMENTS

X	Notes/Comments	All options listed above the price are included in the sales price to you	
X	Notes/Comments	Pricing quoted is valid for 30 days	

Vehicle Sales Price	\$	191,743.00
Current Estimated Tariff Charge Subject to Change**	\$	4,000.00
GRAND TOTAL VEHICLE SALES PRICE	\$	195,743.00

By signing below, I acknowledge the specifications listed above are complete and correct.  
The bus order will be placed from this list of requirements.



Customer's Authorized Representative

Title

Date



Director of Sales

5/15/2025

Western Bus Sales, Inc. Authorized Representative

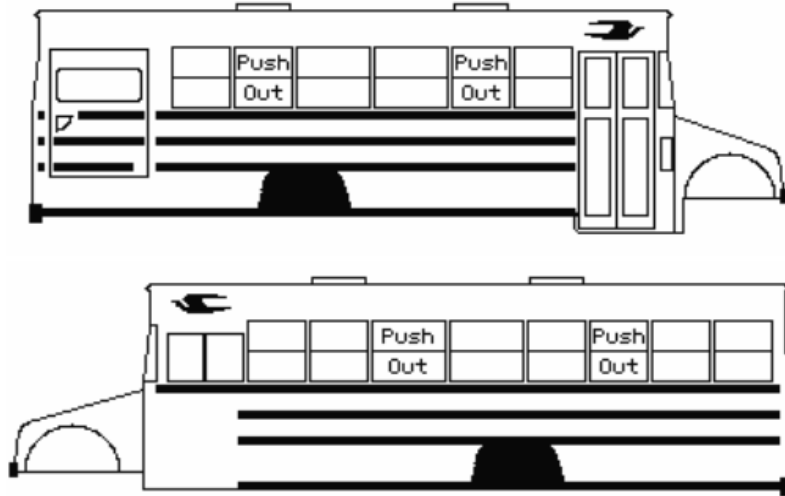
Date

AVAILABLE ALTERNATIVE OPTIONS - NOT INCLUDED IN ABOVE PRICE

\*\*Due to newly implemented tariffs on raw materials & components, any resulting price increases from our manufacturers will be passed through to the end user. While we strive to minimize the impact, these adjustments will be reflected in the final price of the vehicle at invoicing time.

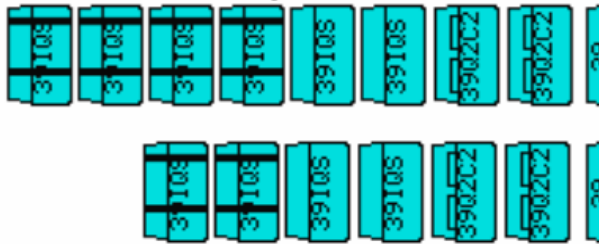
# SEAT & BODY PLAN

Body Plan: 5014719

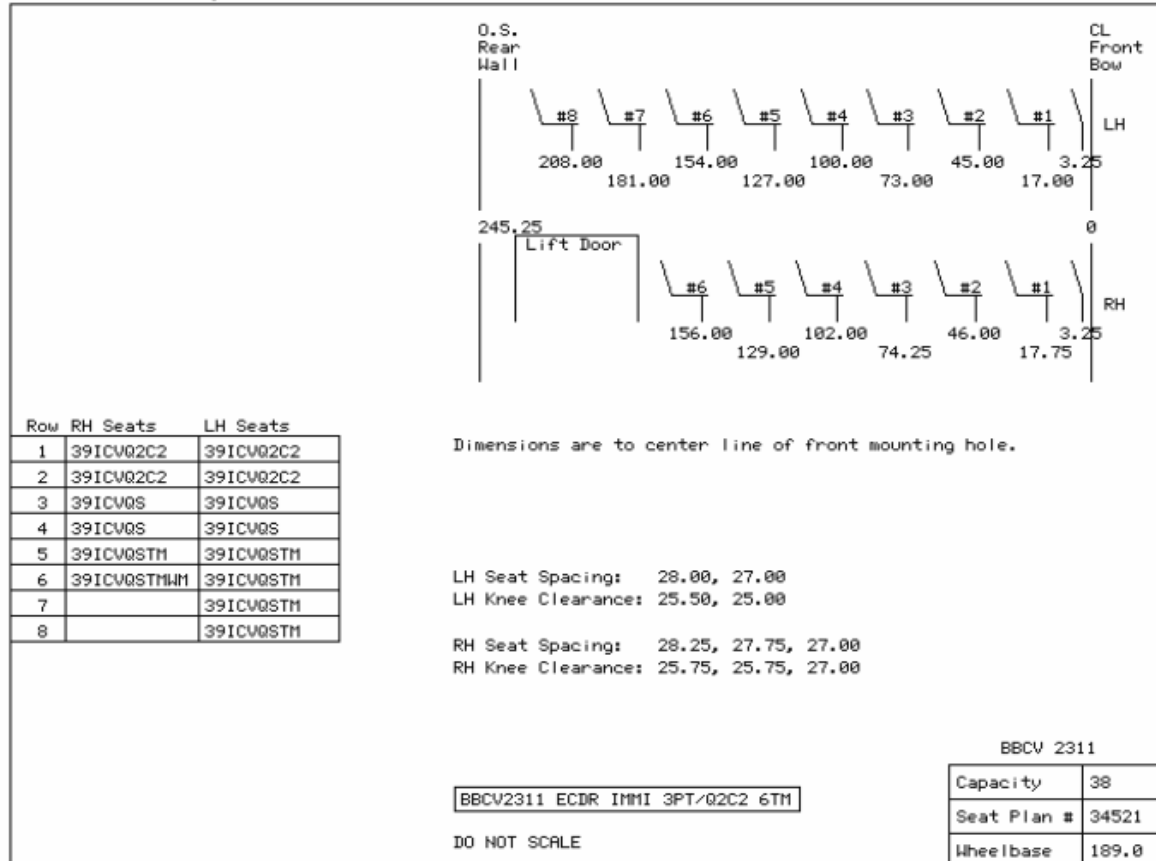


Seat Plan: 34521

SP: 34521 BBCV 2311, 38 CAP



SP: 34521 BBCV 2311, 38 CAP



**Knappa School District #4**  
**School Board Meeting 5/20/2025**  
**2024-25-03 Supplemental Budget Approval for 2024-25**

**Discussion:**

Additional funding has been generated by funds donated for the Music Program. Funds were not known at the time the 2024-2025 budget was originally adopted when funds were appropriated, therefore a supplemental budget is needed in order to spend the funds.

The Board appropriated the 2024-25 budget by functional groups within funds, in accordance with ORS 294.456. In each of the funds, the budgets for various functions were "best estimates" as of June 2023 when the Board adopted the budget. Due to the increase in resources from the donation, which does not exceed 10% of the original adopted budget for Special Revenue funds, the board has authority under ORS 294.471 to adopt a supplemental budget at a regular board meeting.

**Recommendation:**

It is recommended that the School Board approve resolution 2024-25-03 to adopt the Supplemental Budget and increase budget appropriations in the Special Revenue Fund.



**2024-25-03 ADOPT 2024-25 SUPPLEMENTAL BUDGET AND ADJUST**  
**APPROPRIATIONS**

BE IT RESOLVED that the Board of Directors for Knappa School District #4 hereby adopts the Supplemental Budget for the 2024-25 fiscal year in the Special Revenue Funds in the total new amount of \$2,123,076. The original total Adopted Budget in June 2023 in the Special Revenue funds was \$2,041,576.

BE IT FURTHER RESOLVED that the appropriations and unappropriated amounts for the fiscal year beginning July 1, 2024 be amended within the Special Revenue Funds to include as follows:

Special Revenue Funds Music/Band Programs

Resources:

1920 Contributions and Donations	\$ 81,500
----------------------------------	-----------

Requirements:

1121.0460 Middle School Non-Consumable Supplies	\$ 40,750
1131.0460 High School Non-Consumable Supplies	\$ 40,750

\$ 81,500

The above resolution statement approved and declared adopted on

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Chair Signature

## **Superintendent Report**

### **May 20, 2025**

As the school year comes to a close it is great to reflect on the amazing things that have happened during the year.

We celebrate the following:

- Enhancement of the SMILE Club to include middle school students in Science, Technology, Engineering, and Math activities.
- The beginning of the Sitka Arts program for our K-5 students (fully funded by grants)
- The beginning of the Dance program for our middle school and high school students, in partnership with Astoria Arts and Movement Center (also fully grant funded)
- Completion of our new middle school building, middle school gym, classroom refresh (HLE), library remodel, fire sprinkler installation, security features, PA system, and roof.
- Completion of the high school seismic update.
- State tournament participation for Boys' Cross Country and Girls' Basketball, wrestling, (and likely track)

- Recipients of the Astoria Chamber of Commerce *Presidents' Award*
- Addition of in-person Spanish classes at KHS
- Reinstatement of our summer learning program for 2025
- Increased professional development and student supports for early literacy
- Successful Alternative Education field trip to Seattle
- Track updates that allowed us to host the first home track meet in a couple of years
- Addition of student representatives to the School Board
- The first year with our new maintenance supervisor, technology coordinator, and CFO.
- Successful negotiation of a two-year collective bargaining agreement with OSEA (our “classified” association)
- Fund raising (and upcoming summer installation) of Knappa Community Courts for pickleball. (Thank you Meyer Freidman)
- Installation of the new HLE playground.
- Strong growth for our HLE and KMS students in literacy and mathematics as measured by state assessments and iReady formative assessments.

We are thankful for our dedicated staff, delightful students, supportive community, and involved parents who have made this successful year possible.

We appreciate the generous support of Knappa Schools Foundation and Hampton Lumber for their generous contributions to Knappa Schools during the school year.

I also want to acknowledge Tammy McMullen and thank her for five great years of service to the students and staff in Knappa. She is taking on a promotion as a Superintendent in Washington and we wish her all the best in this next step in her career.

Go Loggers! Go Bulldogs!



## Knappa School District No. 4

William Fritz Ph.D.-Superintendent

May 20, 2025 Board  
Meeting

**TO: BOARD OF DIRECTORS**

**FROM: Jennifer Morgan CFO**

**TOPIC: FINANCIAL REPORT**

### **Discussion**

Attached is the April 30, 25 Financial Report, using the Frontline Forecast 5 program. Forecast 5 uses historical data as reported to ODE. Current year information is uploaded from actuals every month. Forecasts are based on historical information and the adopted budget. Currently we are trending to stay slightly below budget.

The budget process for 25-26 school year is coming along. The interim audit was the week of April 28<sup>th</sup>, and the auditors stated there are no material weaknesses or significant deficiencies.

We have received our final SFF payment May 15<sup>th</sup>. We had a reconciled take back from 23-24 in the amount of \$199,821, which means they reduce our final 24-25 payment by that amount.

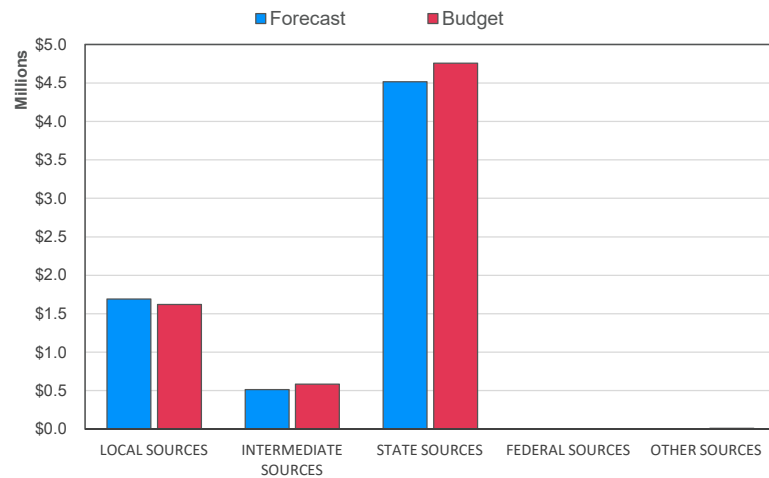
We have hired Claudine Adams as our new PR/HR Clerk for the 25-26 school year, she is starting her training and transition.

# General Fund | Financial Projection

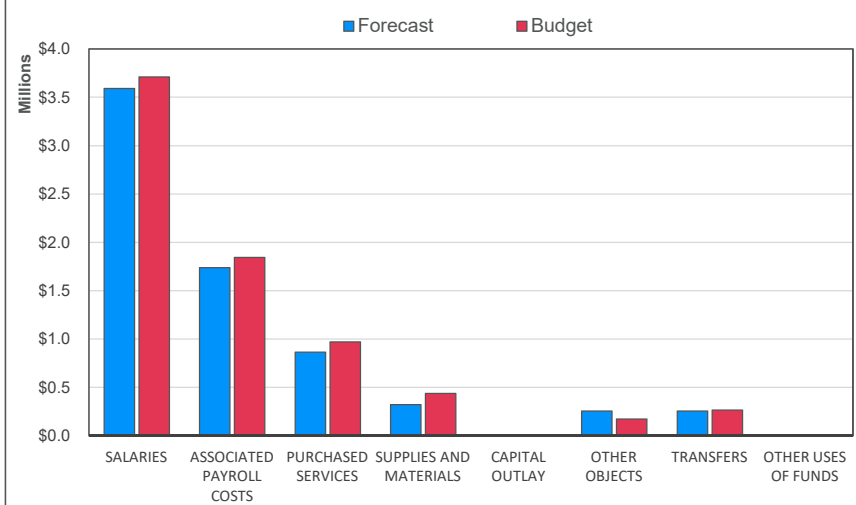
For the Period Ending April 30, 2025

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
<b>Beginning Fund Balance</b>	\$694,587	\$932,299		\$932,299	\$1,005,000	(\$72,701)
<b>REVENUES</b>						
Local Sources	\$1,595,094	\$1,622,819	\$67,556	\$1,690,374	\$1,619,000	\$71,374
Intermediate Sources	418,819	150,501	365,332	515,834	583,000	(67,166)
State Sources	4,411,088	4,248,982	265,940	4,514,922	4,756,280	(241,357)
Federal Sources	0	0	0	0	0	0
Other Sources	3,525	95	1,667	1,762	10,000	(8,238)
<b>TOTAL REVENUE</b>	<b>\$6,428,525</b>	<b>\$6,022,398</b>	<b>\$700,495</b>	<b>\$6,722,892</b>	<b>\$6,968,280</b>	<b>(\$245,387)</b>
<b>EXPENDITURES</b>						
Salaries	\$2,919,936	\$2,809,640	\$781,500	\$3,591,140	\$3,709,733	\$118,593
Associated Payroll Costs	1,405,228	1,357,413	378,915	1,736,327	1,842,934	106,606
Purchased Services	518,720	423,847	440,889	864,736	969,150	104,414
Supplies and Materials	219,973	202,842	120,346	323,188	436,500	113,312
Capital Outlay	0	0	0	0	0	0
Other Objects	160,767	223,164	32,077	255,241	173,150	(82,091)
Transfers	562,000	257,000	0	257,000	267,000	10,000
Other Uses of Funds	0	0	0	0	0	0
Contingencies	0	0	114,813	114,813	114,813	0
Unappropriated Ending Fund Balance	0	0	460,000	460,000	460,000	0
<b>TOTAL EXPENDITURES</b>	<b>\$5,786,624</b>	<b>\$5,273,906</b>	<b>\$2,328,540</b>	<b>\$7,602,446</b>	<b>\$7,973,280</b>	<b>\$370,834</b>

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget



## HLE Board Report - May 2025

24-25	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
PreK	16	16	18	18	18	18	18	18	18	
K	23	25	25	25	25	24	24	23	23	
1	31	31	31	32	32	31	31	31	31	
2	21	21	21	21	21	21	21	21	21	
3	36	36	36	36	35	35	36	36	36	
4	34	34	34	34	33	33	33	34	35	
5	29	30	29	29	29	29	29	29	29	
6	41	41	40	41	41	41	41	41	41	
7	35	34	34	34	32	32	32	32	32	
8	37	37	37	38	39	38	37	38	38	
KVA	7	8	8	8	8	8	8	8	8	
Total*	294	297	295	298	295	292	292	293	294	
23-24 K-8	307	306	306		305	306	306	304.5	303.5	<b>303.5</b>
<b>22-23</b>	317	310	314	311	313	315	316	312	315	311

\* PreK and consortium is not included in this #.

The year is quickly winding down! We have less than a month to impart as much learning and experiences as we can. It is a very bittersweet time as we say goodbye to our eighth graders and staff who are moving on.

State testing is almost complete. The stragglers are just finishing up. We are receiving some results and I am pleased. I believe we will have some gains! In a week or so, teachers will start giving the iReady assessments to complete the testing for the year.

SMILE club attended their final field trip and had an amazing family night. Thank you Jessi Erhardt, Britney Felman, and Cayla Starr for your dedication to this program. We have students desiring to pursue other careers because of this wonderful opportunity.

A couple of our primary classes went to see their adopted cows in Hillsboro. Other classes will be heading to their field trips this coming month.

Sixth grade will enjoy Outdoor School which is funded by Oregon State Extension. They will attend Cannon Beach, Hampton Tree Farms, Camp Kiwanilong, and the Maritime Museum.

The highlight of seventh and eighth grade this month is the creation of rollercoasters to culminate their force and motion unit.





The humanities classes are completing eighth grade vision boards and seventh grade Ancient Civilization projects. The Lodge is being used constantly with all the great



projects being completed!!!

We are enjoying every last minute of our school year and I appreciate the staff for persevering through the year!



Respectfully submitted,

Tammy McMullen

Principal

Hilda Lahti Elementary and Knappa Middle School



# Knappa High School

*All learners prepared to rise to the  
opportunities and challenges of the world*

**Paul Isom**

*Principal*

*isomp@knappak12.org*

**Jenny Smith**

*Athletic Director*

*smithj@knappak12.org*

**Chris Gremer**

*Guidance Counselor*

*gremerc@knappak12.org*

**Stephanie Baldwin**

*Head Secretary*

*baldwins@knappak12.org*

## **May 2025** **KSD Board Report**

### **Enrollment 2024-25**

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9		34	34	34	34	34	34	34	34	34	
10		30	30	29	30	29	29	29	28	28	
11		37	37	37	36	35	34	34	33	33	
12		30	30	30	30	30	30	30	30	30	
Total		131	131	130	130	128	127	127	125	125	

### **2023-24**

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9	34	35	35	33	33	34	32	32	32	32	31
10	36	34	33	33	33	31	31	31	31	30	30
11	34	34	34	33	33	32	32	31	31	31	30
12	35	36	36	35	35	36	36	36	36	36	35
Total	139	139	138	134	134	133	131	130	130	129	126

### **2022-23**

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9	36	37	37	36	34	34	35	34	35	35	35
10	39	35	33	33	33	33	33	33	33	33	33
11	39	35	35	36	34	34	35	35	34	34	34
12	34	36	37	37	36	36	35	35	35	35	35
Total	148	143	142	142	137	137	138	137	137	137	137



# Knappa High School

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*gremerc@knappak12.org*

**Stephanie Baldwin**

*Head Secretary*

*baldwins@knappak12.org*

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The year is quickly coming to a conclusion. Senior Project night was great and well attended. The seniors did a great job this year. Juniors will meet this week to talk about their plans for projects next year.

We had our Prom on May 10th at the Clatsop County Fairgrounds. It went extremely well and reports from the students were overwhelmingly positive. Big thank yous to Bryan Lempea who DJ'd the dance free of charge, Amanda Isom who planned and organized the event, and all the parents & students who helped set up!

State testing completed last week. The students seemed to like the new model of having testing days. We will look to make some minor tweaks next year but will likely keep the general concept the same.

The high school has partnered with Clatsop Works to kickoff their Give Me Ten program. We have students lined up to job shadow in different career fields for ten hours. We are currently doing this with our alt ed students. The hope is to expand this to other students next year. Thank you to Misty Bateman for organizing this!

Reminder we will have seniors awards night June 3rd at 6:30. We will also have our last band concert of the year on June 5th. Finally, graduation will be June 7th!

Respectfully,

Paul Isom

Principal, KHS