

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 Board Meeting**

Wednesday, August 9, 2023

**6:30 p.m.**

- 1. **Call to Order** – Chair Cullen Bangs
  - 1.1 Flag Salute-6:30 p.m.
  
- 2. **Consent Agenda- (Motion for approval needed)**.....2
  - 2.1 Personnel Update
  - 2.2 Courtyard Change Order
  
- 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.*
  
- 4. **New Business**
  - 4.1 22-23 Board Self-Evaluation- (discussion only)
  - 4.2 23-24 Board Goals- (discussion only).....5
  - 4.3 Staff Dress and Grooming Policy, GBCA-(1<sup>st</sup> Read).....7
  - 4.4 Board Meeting Structure-(discussion-Dr. Fritz)
  - 4.5 2021 77 Passenger Thomas Bus-(motion needed).....8
  - 4.6 Klash Group Seismic Work Contract-(motion needed).....15

**Executive Session** ORS 192.660 the governing body of a public body may hold an executive session; (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

**Meetings** • Wednesday, August 23, 2023, 6:30 p.m., Regular School Board Meeting, Knappa High School

Knappa School District # 4

**Personnel Update  
August 9, 2023**

**The Superintendent recommends accepting the following:**

The hiring of Jesse Browning as the MS Football Coach

The hiring of Nick Mack as the KHS Assistant Cross Country Coach

The resignation of Becky Graham as a PA at HLE

The resignation of Heather Ross as a PA at HLE

The resignation of Renee Hunsinger as a PA at HLE

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

Policy  
 Financial  
 Discussion

Vision & Goals  
 Information  
 Resolution

Capital Projects  
 Bond

**Item Title: Approval of Change Order and Expenditure for Courtyard Repairs at Hilda Lahti Elementary School**

**Presenter: Dr. Fritz**

**Background Information Related to this Issue:**

The courtyard at Hilda Lahti Elementary has a hole due to failed concrete and underlayment which is located near the east end of the area.

While Big River and RGS Structures are on campus for the site work, it is an opportune time to conduct this repair. Big River has provided an estimate for their preparation work, and once this job is complete the District will be able to get an accurate figure from RGS Structures for the concrete installation.

This repair is an approved item on the buyback list and the cost is consistent with the bond budget.

**Background (con't)**

**Financial Impact:**

The change order from Fortis for the work by Big River is \$10,745. The Superintendent is requesting additional authority from the Board to spend up to \$6,000 for the concrete work from RGS, once that change order is received. These are bond resources and already on the approved buyback list which is consistent with the bond budget.

**Recommended Action:**

It is the recommendation of the Superintendent that the Board authorize the superintendent to sign change orders with Fortis Construction in an amount up to \$16,745 for courtyard repairs.

## Board Goals 2023-4

1. The Board will ensure adoption of quality curriculum materials that are aligned with state standards and include input from key stakeholders, including the professional staff, parents, and the community.

Indicators:

- The Board will adopt curricula for K-12 science.

- 2a. The Board will ensure that students have safe and high quality learning facilities.

Indicators:

- Continued progress toward repairs to school roofs.
- Phase 2 bond construction will commence.
- Financial resources will be established within the budget for the purpose of maintenance and repairs.

- 2b. The Board will prioritize future capital projects to guide the Superintendent and staff regarding use of capital resources.

3. The Board and Staff will maintain effective communication systems.

Indicators of implementation:

- Senior Citizen Newsletter
- Listening Sessions when topics require them (eg.. tele-medicine, health curriculum adoption)
- Superintendent Chats
- Weekly Letters from Superintendent
- Active Social Media presence
- Community engagement part of the board agenda

4. The Board shall establish a schedule for ongoing policy review and revision.

Indicators:

- Policy review for the “personnel” series (G) will be completed this year.
- The Board shall update policies identified by OSBA as needing revision.
- The Board will review the “bullets” for relevance in the local Knappa community.
- The Board will review staff recommendations related to Athletic Code and Graduation

5. The Board and Superintendent will cooperatively implement an employee survey for the purpose of systemic feedback and improvement.

DRAFT

# OSBA Model Sample Policy

Code: GBCA

Adopted:

## Staff Dress and Grooming

(Version 2)

The Board believes that staff members set an example in dress and grooming for students and standards of professionalism for the district. A staff member who understands this precept and adheres to it enlarges the importance of their task, presents an image of professionalism and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline.

The district retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process.

All staff when on duty shall:

1. Be physically clean, neat and well groomed;
2. Dress in a manner consistent with their assigned duties;
3. Dress in a manner that communicates to students a pride in personal appearance;
4. Be groomed in such a way that does not disrupt the educational process nor cause a health or safety hazard;
5. Be allowed to wear religious attire in accordance with the employee's sincerely-held beliefs, while maintaining religious neutrality and refraining from endorsing religion in the educational environment.

Staff are subject to disciplinary action up to and including dismissal for violating the terms of this policy.

The superintendent [will][may] develop [administrative regulations][guidelines] to implement this policy.

END OF POLICY

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### Legal Reference(s):

[ORS 243.650\(7\)](#)  
[ORS 327.109](#)

[ORS 332.107](#)  
[ORS 339.351](#)

[ORS 659.850](#)  
[ORS 659A.030](#)

OR. CONST., art. I, § 5.  
U.S. CONST. amend. I.

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

Policy  
 Financial  
 Discussion

Vision & Goals  
 Information  
 Resolution

**Item Title: School Bus Purchase**

**Presenter: Dr. Fritz**

**Background Information Related to this Issue:**

The School Board allocates resources annually for the purchase of new school buses to keep the fleet operational.

Shetcky Bus Sales has a contract with the Salem-Keiser School District and Knappa is able to “piggy back” on that pricing.

The bus we have identified is a 77 passenger 2021 Thomas Built Saf-T-Liner C2 bus. It will come equipped with interior cameras, and back up cameras. This bus is propane powered. Thomas buses have larger windshields than other brands, providing excellent visibility. This bus also has a front safety arm as a feature.

As the Board is aware, propane fuel has a lower cost per gallon than diesel, and there is a federal rebate of .50/gallon. Propane buses also require less routine maintenance.

This is a 2021 stock bus that the dealer has on the lot, which will allow for prompt delivery.

If the bus is purchased prior to August 17, 2023, it will remain under warranty.

The transportation team has reviewed this purchase and is supportive.

This bus will be an addition to the fleet (without replacement), which will allow for more flexibility, especially when there are multiple trips on the same day conflicting with route times.



**Background (con't)**

**Financial Impact:**

The purchase price is \$133,187.82, which fits within the transportation vehicle fund. With the purchase of this bus, the District does not anticipate a need for another bus purchase for several years. Our plan is to allocate \$40,000 to \$60,000 to the fund annually moving forward to build up reserves for the next purchase which would be in 2026 or later. This bus is substantially less expensive than the most recent Blue Bird bus we purchased.

**Recommended Action:**

It is the recommendation of the Superintendent that the Board authorize purchase of the Thomas Built bus as described in the attached proposal, and that the Board grant the superintendent authority to spend up to \$135,000 for this vehicle.



Prepared For:  
BILL FRITZ  
KNAPPA SCHOOL DISTRICT  
503-458-5993

Territory Manager:  
MARK ZOLLNER  
[markz@schetkynw.com](mailto:markz@schetkynw.com)  
971-990-7018

41535 OLD HIGHWAY 30  
ASTORIA, OR 97103

8430 NE LOMBARD ST  
PORTLAND, OR 97220

Quote Number:  
13520

Quote Date:  
8/4/2023

Customer Order:  
13520SB

### Model Profile: Thomas Built Buses Saf-T-Liner C2 341TS LPG

Product Type:	C
Year:	2021
Chassis Model:	B2 106
Chassis MFG:	FREIGHTLINER
GVWR:	33,000-LB
Passenger Capacity:	77
Headroom:	78
Wheelbase:	279
Brake Type:	AIR
Engine Type:	PSI 8.8L PROPANE, 8 CYL, 270 HP, 2800 RPM
Fuel Type:	PROPANE
Fuel Tank Capacity:	100 GAL/378 LITER TWIN MANIFOLD LPG STEEL TANKS
Transmission Type:	ALLISON 2500PTS
Axle, Front:	10,000-LB CAPACITY
Axle, Rear:	23,000-LB CAPACITY
Tires, Front :	HANKOOK AH37 11R22.5 14 PLY
Tires, Rear:	HANKOOK AH37 11R22.5 14 PLY
Suspension Front :	10,000-LB TAPERLEAF SPRINGS
Suspension Rear:	COMFORT TRAC 23K 52 INCH REAR SPRING SUSPENSION

Total for 1 complete unit available	\$119,092.00
Oregon Corporate Activity Tax .57%:	<u>\$678.82</u>
F.O.B., Astoria, OR	\$119,770.82
Estimated Delivery: 30-60-ARO	
Total Unit Quantity _____	

Terms and Conditions: Net 30 Days  
Quote Expires:

SALEM-KEIZER RFP422

*By signing below, you are acknowledging the specifications listed are complete and accurate. Order will be placed using the specifications listed.*

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature

Please Forward All Remittances to Our Corporate Office:  
8430 NE Lombard Street  
Portland, OR 97220

**Includes the Following Equipment:**

**BODY**

**CERTIFICATION/SAFETY**

- 1 [D102200000] REFLECTTAPE-RR END YEL 1"
- 1 [D102600000] REFLECTTAPE-SI EMER DR 30" YEL
- 1 [D102901000] REFLECTIVE TAPE-EMERGENCY DOOR REAR YELLOW
- 1 [D103600341] REFLECTTAPE-SI 2"@ BELT YEL
- 1 [D103900000] FIRE EXTINGUISHER-5 3A-40BC
- 1 [D107311003] HATCH-RF ESC SPECIALTY PROLO ENG(3)
- 1 [D112100000] FIRE EXTINGUISHER-5.75
- 1 [D122400000] TRIANGLES-REFL. 3 W/BOX
- 1 [D124201001] MOTOR-XING ARM AIR,SPECIALTY
- 1 [D130301001] BRACKET-XING ARM STOWAGE
- 1 [D500003000] OPEN VIEW - ES, HEATED, REMOTE
- 1 [D500301000] MIRROR-B EXTERIOR CROSSVIEW HEATED BLACK BRACKET
- 1 [D500601015] SIGN-STOP, AIR FRT #2980C
- 1 [D602200000] MIRROR-INTERIOR 6"X30" WITH RUBBER EDGE

**DOORS**

- 1 [D302404000] POWER SYSTEM-AG2 AIR ENTRANCE DOOR
- 1 [D304100000] DOOR-SI EMERG LS CTR 30" OPG
- 1 [D608502003] TREAD-STEP ALUMINUM ENTRANCE DOOR BLACK KORSEAL W/PEB NOSING
- 1 [D611000000] RAIL-ASSIST FRONT ENTRANCE DOOR RIGHT SIDE 1"OD
- 1 [D614918000] RAMP-SI DOOR 18" @ DOOR SILL

**ELECTRICAL - BODY**

- 1 [D105400001] FAN-CIRC MID W/S HDR BLACK
- 1 [D105600000] FAN-CIRC DRV'S WDO HDR BLACK
- 1 [D106600003] HORN-SPEAKER LS COWL LEG
- 1 [D106902000] RADIO-AM/FM DEA510 W/PAGE
- 1 [D400400002] LPS-DOME OVER DRIVER LED
- 1 [D400702341] LPS-DOME PASS 6 MIN LED 341T
- 1 [D402801002] LPS-STP/TAIL/DIR AMBER/REV LED
- 1 [D405900001] LPS-LIC PLATE ILLUMINATION LED
- 1 [D406004000] LPS-SI DIR AMBER FRT. LED PIN
- 1 [D406210008] LPS-WARNING HALOGEN (8)
- 1 [D406900006] LPS-ID AMB/RED LED
- 1 [D407004000] LPS-MKR ROOF FRT/RR LED PIN
- 1 [D407104000] LPS-MKR ROOF MID LED PIN
- 1 [D408901000] LPS- STOP/TAIL 4" FLS.MT L.E.D.
- 1 [D409400001] SWITCH-ROCKER NOISE SUPPRESSION ON/OFF
- 1 [D417100001] LPS-DOME REAR MOST LED
- 1 [D602001341] SPEAKERS-INT. 30 WAT.(6)
- 1 [FL-721-029] 112DB BACKUP ALARM

**EXTERIOR**

- 1 [D505711021] FENDERETTE-STL/RBR 21" BOX RS
- 1 [D507601000] LATCH-FUEL FILL ACCESS W/LOCK
- 1 [D508200003] RS STORAGE BOX 1 - 30" WIDE
- 1 [D801000002] TUBE-FILL LPG

**HVAC**

- 1 [D603603050] HTR-U/S LS 50,000 BTU LOC 3
- 1 [D604310050] HTR-U/S LS 50,000 BTU LOC 10
- 1 [D6047101HM] HOSE-HTR HIMILER W/ W/H POS 10
- 1 [D604800000] HEATER-ENTRANCE DOOR STEPWELL
- 1 [D605301000] CLAMPS-UNDERSEAT HEATER CONSTANT TORQUE
- 1 [D605803002] CONNECTION-HEATER(1) CONSTANT TORQUE/HI MILER

**INTERIOR**

- 1 [D601402341] STRIPS-AISLE, GALVALUME
- 1 [D601511341] FLR-BLU VINYL W/13" CTR AISLE
- 1 [D601600006] FLR-BLK WHEELHOUSE AND HEATER
- 1 [D601700341] FLR-PLYWOOD 5/8"
- 1 [D608600000] TRIM-STEPWELL HORIZONTAL WITH DIAMONETTE NOSE
- 1 [D610403341] H/L-PASS AREA ACOUSTIC GREY

## **PAINT/LETTERING**

- 1 [D503104001] DECAL-REFL FRT CAP "SCHOOL BUS"
- 1 [D503204001] DECAL-REFL RR CAP "SCHOOL BUS"
- 1 [D505500002] DECAL-"PROPANE ONLY"
- 1 [D506347000] PAINT-EXT GRD RAIL @ WINDOW BLACK
- 1 [D506447000] PAINT-EXT GRD RAIL @ SEAT BLACK
- 1 [D506547000] PAINT-EXT GRD RAIL @ FLOOR BLACK
- 1 [D506647000] PAINT-EXT GRD RAIL @ SKRT BLACK
- 1 [D506900000] PAINT-BLACK TRIM-FRONT/REAR ROOF CAPS
- 1 [D510646341] PAINT-SOLID COLOR YELLOW
- 1 [D514000000] LABEL-PROPANE
- 1 [FL-980-6MJ] CAB COLOR A:L5898EB SCHOOL BUS YELLOW ELITE BC
- 1 [FL-98A-001] GRILLE: SILVER N3388H IMRON 5000

## **SEATS**

- 1 [B640139200] 39" BARR-VERT,WALL MT 45"H RS
- 1 [B640239000] 39"8DEG BARR-REV. WALL-MT 45"H
- 2 [B660010121] PROFORM EDO BLUE UPHOLSTERY-45"HIGH RECESSED BARRIER
- 1 [D610339002] RAIL-ASSIST FRT ENT DR 39"W
- 1 [D900104000] BACK-NATIONAL DRV'S SEAT
- 1 [D900403003] UPH DR.ST.FABRIC BLK NATIONAL
- 1 [D900503007] PEDESTAL-NATIONAL AIR W/2 SHOCKS
- 1 [D900602000] COVER PEDASTAL NATIONAL DR.ST.
- 1 [D900902000] POUCH-DR.ST.STORAGE
- 1 [D901039000] KICKPLATE-MOD.PANEL RS 39"
- 1 [D901200002] RISER-DRIVERS SEAT, NATIONAL
- 13 [D930039000] S3B 39"RS WALL MT RESTRAINING/NO BELT
- 1 [D930126000] S3B 26" LS WALL MT RESTRAINING/NO BELT
- 10 [D930139000] S3B 39"LS WALL MT RESTRAINING/NO BELT
- 1 [D930339000] S3B 39"LS FLOOR MT RESTRAINING/NO BELT
- 25 [D930410166] FIREBLOCK BLUE UPHOLSTERY - S3B SEAT
- 1 [D980339104] S3C 39"LS 3-PASSENGER FLIP FLOOR MOUNT
- 1 [D980410166] FIREBLOCK BLUE UPHOLSTERY - S3C PASSENGER SEAT

## **WINDOWS/GLASS**

- 1 [D700000001] GLASS-WINDSHIELD ONE PIECE WITH TINTED BAND
- 1 [D700103000] GLASS-RS FRT STAT TNT TEMP
- 1 [D700203000] GLASS-LS FRT STAT TNT TEMP
- 1 [D700300002] GLASS-REAR STAT TINTED TEMP
- 1 [D701200001] GLS-LWR RR DR TEMP TNT BONDED
- 1 [D701300001] GLS-UPR RR DR TEMP TNT BONDED
- 1 [D701600008] WDO-DRIVER'S TEMP TINT

## **CHASSIS**

### **AXLES AND SUSPENSIONS**

- 1 [FL-400-1A5] DA-F-10-3 10,000# FF1 71.5 KPI/3.74 DROP SINGLE FRONT AXLE
- 1 [FL-40T-002] SYNTHETIC 75W-90 FRONT AXLE LUBE
- 1 [FL-41T-002] SYNTHETIC 75W-90 REAR AXLE LUBE
- 1 [FL-420-1GK] DA-RS-23-4 23,000# R-SRS SINGLE REAR AXLE
- 1 [FL-421-586] 5.86 REAR AXLE RATIO
- 1 [FL-620-062] 10,000 LB. TAPERLEAF FRONT SUSPENSION
- 1 [FL-622-1GR] COMFORT TRAC 23K 52 INCH RR SPRING SUSPENSION

### **BRAKES**

- 1 [FL-402-020] MERITOR 15 X 4 Q+ CAM FRONT BRAKES (ROCKWELL)
- 1 [FL-423-020] MERITOR 16 1/2 X 7 Q+ CAM REAR BRAKES, DBL-ANCHOR, FAB SHOES
- 1 [FL-480-009] BENDIX AD-9 AIR DRYER WITH HEATER
- 1 [FL-485-002] EXTERNAL CHARGING SCHRADER VALVE
- 1 [FL-490-100] WABCO 4S/4M ABS WITHOUT TRACTION CONTROL ENHANCEMENT
- 1 [FL-882-023] ONE-VALVE PARKING BRAKE SYSTEM WITH WARNING

### **CHASSIS EQUIPMENT**

- 1 [FL-124-1E0] DR 12V 200 AMP 28-SI QUADRAMOUNT PAD ALT
- 1 [FL-216-076] LPG FUEL LINES;FILL,SUPPLY,RETURN
- 1 [FL-532-002] ADJUSTABLE STEERING COLUMN
- 1 [FL-545-707] 7075MM (279") WHEELBASE
- 1 [FL-558-001] FRONT FRAME-MOUNTED TOW HOOKS
- 1 [FL-587-003] REAR TOW HOOKS

## **ELECTRICAL - CHASSIS**

- 1 [FL-292-1AV] (3) ALLIANCE 7T31 GRP 31 12V BATTERIES 2100 CCA
- 1 [FL-293-070] COLE HERSEE BATTERY CUT-OFF SWITCH, BATTERY BOX MOUNTED
- 1 [FL-813-115] TBB ZONAR DASH MOUNTED

## **ENGINE AND EQUIPMENT**

- 1 [FL-101-24E] PSI 8.8L LPG 270 HP@2600 RPM,2800 GOV RPM,565 FT/LB TORQUE
- 1 [FL-103-039] ANTI-FREEZE TO -34F, OAT (NITRITE AND SILICATE FREE)EXT LIFE
- 1 [FL-138-011] PHILLIPS 1000 WATT/115 VOLT BLOCK HEATER
- 1 [FL-140-039] ENGINE HEATER RECEPTACLE MOUNTED FACE OF BUMPER, LEFT SIDE
- 1 [FL-171-007] GATES BLUE STRIPE COOLANT HOSES
- 1 [FL-172-016] CONSTANT TORQUE BREEZE CLAMPS ON 1" IN DIA GREATER, SS C
- 1 [FL-174-002] PLASTIC BOOSTER PUMP
- 1 [FL-175-002] 30,600 BTU STEPWELL HEATER, RH FRONT ENTRANCE DOOR
- 1 [FL-202-012] FLEXIBLE STEEL WIRE REINFORCED HOSE PROPANE
- 1 [FL-230-054] 100 GAL/378 LITER TWIN MANIFOLD LPG STEEL TANKS
- 1 [FL-266-100] 700 SQUARE INCH ALUMINUM RADIATOR
- 1 [FL-5A3-007] (LPG) LIQUID PROPANE GAS FUEL

## **TRANSMISSION AND EQUIPMENT**

- 1 [FL-128-1A2] TRANSMISSION GRADE BRAKE ON/OFF DASH MOUNTED SWITCH
- 1 [FL-342-1MJ] ALLISON 2500 PTS AUTOMATIC TRANSMISSION
- 1 [FL-84C-007] PRIMARY MODE GEARS, 6 FORWARD
- 1 [FL-84U-001] MODE SWITCH FOR 1000/2000 PRODUCT

## **WHEELS AND TIRES**

- 1 [FL-093-1TW] HANKOOK AH37 11R22.5 14 PLY FRONT TIRES
- 1 [FL-094-1TW] HANKOOK AH37 11R22.5 14 PLY REAR TIRES
- 1 [FL-502-658] FRONT ACCURIDE 51487 22.5X8.25 10-HUB PILOT, 5-HAND WHEELS
- 1 [FL-505-658] REAR ACCURIDE 51487 22.5X8.25 10-HUB PILOT, 5-HAND WHEELS
- 1 [FL-962-976] ACCURIDE PK-BLACK21 POWDER BLACK WHEEL (N0001H)- FRONT
- 1 [FL-966-976] ACCURIDE PKBLK21 POWDER BLACK WHEEL (N0001H) – REAR

## **DEALER ADD ON'S**

- 1 OREGON STATE LEGALS

### **OPTIONS TO CONSIDER:**

INSTALL LED BACKUP LIGHTS...\$740.00

INSTALL LED FOG LIGHTS...\$697.00

INSTALL ON-SPOT TIRE CHAINS...\$4,775.00

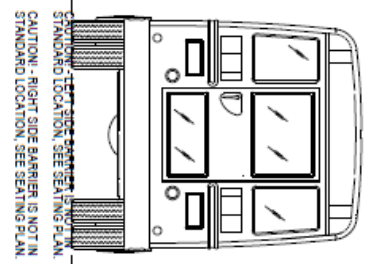
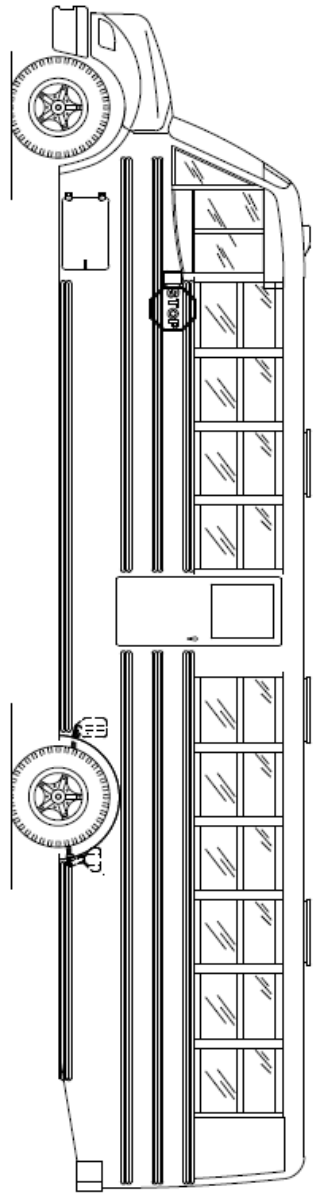
INSTALL SEON DH4H500 DVR W/ 4 INTERIOR CAMERAS...\$4,650.00

INSTALL UNIVERSAL CB ANTENNA...\$479.00

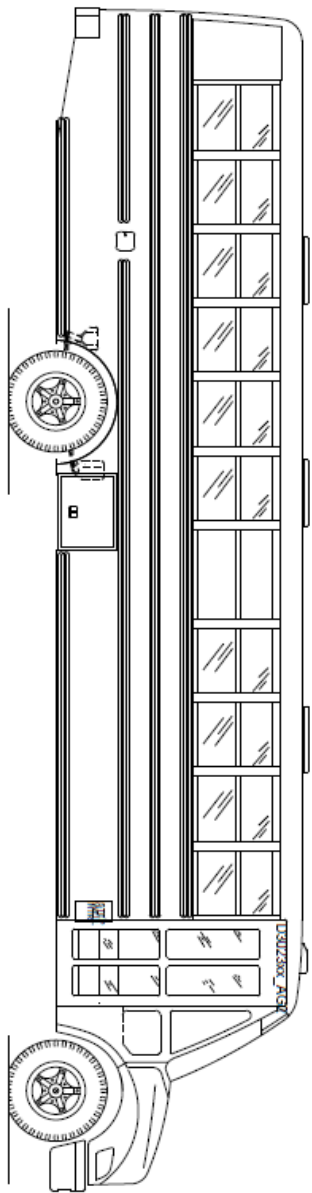
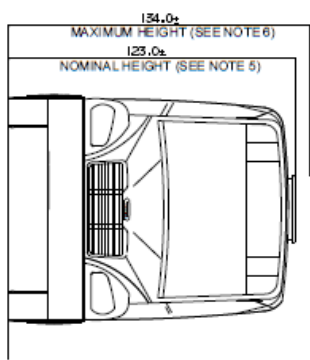
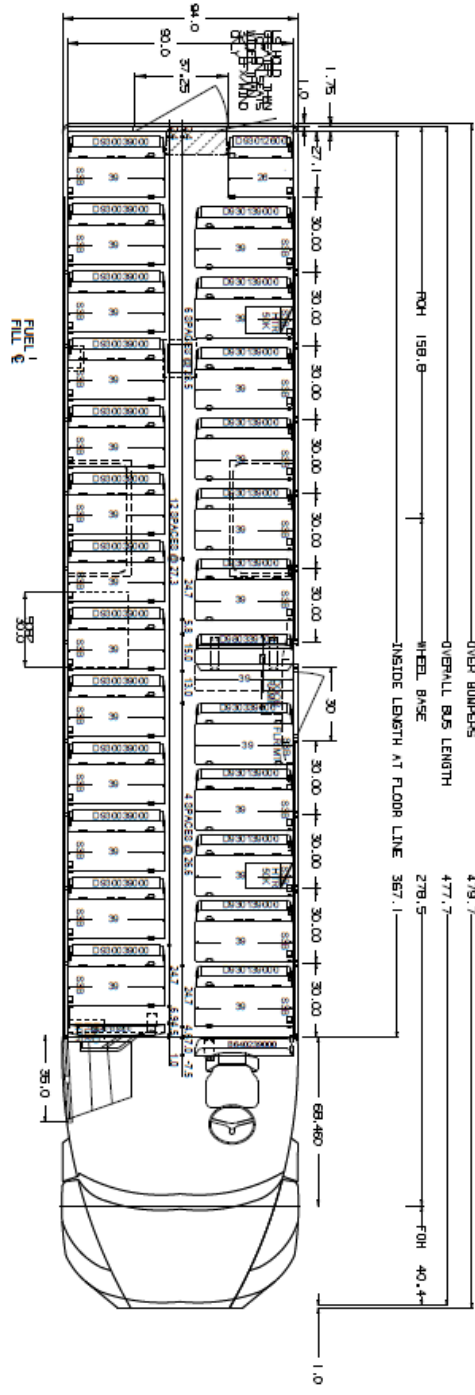
INSTALL BACKUP CAMERA 5" LCD, HD CAM, ULTRASONIC PARK SENSOR SYSTEM...\$2,076.00

**Meets all FMVSS requirements in effect at the time of manufacture.**

# SEATING CAPACITY: 77 + DRIVER



CAUTION - RIGHT SIDE BARRIER IS NOT IN STANDARD LOCATION, SEE SEATING PLAN.



Model: Set-T-Liner C2  
 Quote Number: 361909  
 Locality: WA

ALL DIMENSIONS ARE FOR REFERENCE ONLY

GENERAL NOTES

1. DIMENSIONS SHOWN ARE APPROXIMATE.
2. DIMENSIONS ARE TAKEN FROM ONE Y AND MAY VARY SLIGHTLY FROM THE OTHER.
3. DIMENSIONS ARE TAKEN FROM THE CENTERLINE OF THE SEAT.
4. DIMENSIONS ARE TAKEN FROM THE CENTERLINE OF THE SEAT.
5. DIMENSIONS ARE TAKEN FROM THE CENTERLINE OF THE SEAT.
6. DIMENSIONS ARE TAKEN FROM THE CENTERLINE OF THE SEAT.
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10. DIMENSIONS ARE TAKEN FROM THE CENTERLINE OF THE SEAT.

NO.	DESCRIPTION	UNIT	AMOUNT
1	SEAT	SEAT	77
2	SEAT	SEAT	77
3	SEAT	SEAT	77
4	SEAT	SEAT	77
5	SEAT	SEAT	77
6	SEAT	SEAT	77
7	SEAT	SEAT	77
8	SEAT	SEAT	77
9	SEAT	SEAT	77
10	SEAT	SEAT	77

THOMAS BUILT BUSES, INC.  
 PLAN AND ELEVATION  
 BODY 341TS  
 SCALE: 3/8"=1'-0"  
 S 801783

July 21, 2023

**Knappa School District**

**William Fritz, Superintendent**

41335 Old Highway 30

Astoria, OR 97103

*RE: Knappa School District – Capital Bond Project – Change Order #02*

Dear William,

Thank you for continuing to choose Kloth Group to provide management services. We appreciate the opportunity to serve your team and strive to deliver with excellence, keeping your objectives in mind for each project. We are committed to providing you with the highest quality and most efficient project management and administrative services.

Proposal includes the scope of work outlined below in regard to the ESSER and SRGP projects in design:

- Exhibit A - Scope of Services
- Exhibit B – Staffing Plan
- Exhibit C - Labor Rates & Reimbursables
- Exhibit D – ESSER Project Schedule
- Exhibit E – SRGP Project Schedule

We value our ongoing relationship with the Knappa School District and thank you for your continued trust and support. We welcome the opportunity to review the proposed scope with you as needed.

Sincerely,

Abram Jenks, Senior Project Manager

Kloth Group, Inc.

**SIGNATURES**

By signing, both parties agree to the work outlined in the following exhibits, and all terms and conditions for the completion of this work are bound by the Professional Services Agreement dated July 12, 2023, with respect to the Knappa School District Capital Bond Project located at the Knappa School District, 41535 Old Highway 30 Astoria, OR 97103.

CLIENT

KNAPPA SCHOOL DISTRICT

\_\_\_\_\_

William Fritz, Superintendent

\_\_\_\_\_

Date Signed

CONSULTANT

KLOSH GROUP, INC

\_\_\_\_\_

Abram Jenks, Senior Project Manager

\_\_\_\_\_

Date Signed





## EXHIBIT A – SCOPE OF SERVICES

Scope of Services to the Professional Services Agreement dated July 12, 2023, with respect to the Knappa School District Capital Bond Project located at the Knappa School District, 41535 Old Highway 30 Astoria, OR 97103.

**1.0 ESSER Funds Programming, Planning, Design** – Consultant shall oversee and assist in the programming and design phase for the implementation of utilizing the Elementary and Secondary School Emergency Relief Grant funds including:

- 1.1 Oversee design team progress and provide feedback, direction, and leadership in alignment with project objectives
- 1.2 Facilitate resolution of project issues
- 1.3 Monitor and drive design schedule to ensure design deliverables are achieved
- 1.4 Facilitate and drive the budget and scope alignment process
- 1.5 Oversee and assist design team in securing jurisdictional approvals, permits and coordinate with the necessary agencies as needed

**2.0 SRGP Funds Programming, Planning, Design** – Consultant shall oversee and assist in the programming and design phase for the implementation of utilizing the Seismic Rehabilitation Grant Program funds including:

- 2.1 Oversee design team progress and provide feedback, direction, and leadership in alignment with project objectives
- 2.2 Facilitate resolution of project issues
- 2.3 Monitor and drive design schedule to ensure design deliverables are achieved
- 2.4 Facilitate and drive the budget and scope alignment process
- 2.5 Oversee and assist design team in securing jurisdictional approvals, permits and coordinate with the necessary agencies as needed

\*This scope of work is only for the design phase which is estimated to complete in April 2024.\*

**EXHIBIT B – LABOR RATES & REIMBURSABLES**

**1.0 Hourly Rates** – The following hourly rates shall apply to the duration of the Change Order.

Classification	Hourly Rate 2023	Hourly Rate 2024	Hourly Rate 2025
Project Executive	212	218	225
Senior Project Manager	191	197	203
Project Manager	170	175	180
Project Coordinator	138	142	146

**2.0 Materials**

- 2.1 Reimbursable expenses will be billed at actual cost plus a 10% processing fee monthly. This is in addition to the estimated labor hours for the project.
- 2.2 Reimbursable expenses may include but are not necessarily limited to cell phone charges for staff assigned to the project, computer programs, delivery charges, messenger charges, postal fees for project-related costs, reproduction (printing, copying) and any project-related travel expenses (overnight stay, mileage, transportations, airfare, subsistence).



**EXHIBIT C – PROPOSED STAFFING PLAN**

Proposed Staffing Plan assumes design beginning July 2023 and completing in April 2024.

**Knappa School District ESSER & SRGP Design**  
*Klosh | Proposed Staffing Plan*



July 21, 2023

General Administration	2023	2024	2025	Staffing Totals
Sr. Project Manager - Abram Jenks	\$5,348	\$3,152	\$0	<b>\$8,500</b>
Project Manager - Ann Gyde/Brooke Besheone	\$14,280	\$10,500	\$0	<b>\$24,780</b>
Project Coordinator/Administrator - Stephanie	\$0	\$0	\$0	<b>\$0</b>
Total by Years	\$19,628	\$13,652	\$0	<b>\$33,280</b>
				<b>FEE PROPOSAL</b>

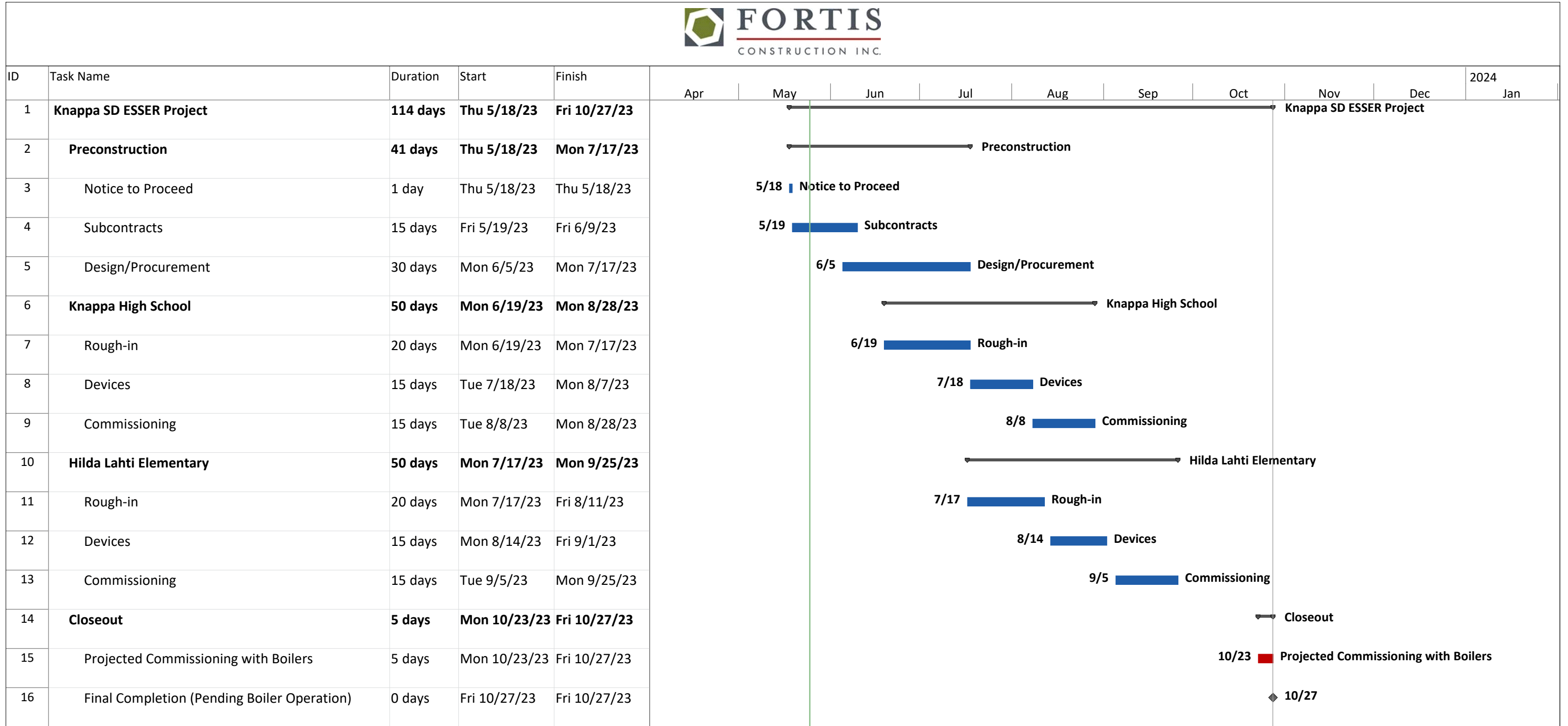
Per Diem Expenses	2023	2024	2025	Staffing Totals
Klosh Group Per Diem Expenses	\$0	\$0	\$0	<b>\$0</b>
				<b>FEE PROPOSAL</b>

Staffing & Per Diem Expenses	2023	2024	2025	Staffing Totals
Klosh Group Staffing & Per Diem Expenses	\$19,628	\$13,652	\$0	<b>\$33,280</b>
				<b>FEE PROPOSAL</b>



EXHIBIT D



Project: Knappa SD\_ESSER Schedu Date: Thu 5/25/23

Task Milestone Summary Critical Project Summary Baseline Baseline Summary Progress

Split Summary Summary Milestone Critical Baseline Milestone Progress

