

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 23, 2023

7:00 p.m.

1. **Call to Order** – Chair Cullen Bangs
 - 1.1 Flag Salute-6:30 p.m.

2. **Consent Agenda- (Motion for approval needed).....3**
 - 2.1 Personnel Update
 - 2.2 Minutes from the July 19, 2023 and the August 9, 2023 Board Meeting
 - 2.3 Staff Dress and Grooming Policy-GBCA
 - 2.4 Authorize Dr. Fritz Outside Work
 - 2.5 Bond Citizens Committee
 - 2.6 Van Driver Job Description
 - 2.7 Cell Tower Fund for Afterschool Program
 - 2.8 Change Order for Water Line

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. **Superintendent Report-Dr. Fritz.....19**

5. **Old Business**
 - 5.1 23-24 Board Goals- (discussion and approval).....21
 - 5.2 Bond Update-(discussion only)

6. **New Business**
 - 6.1 Superintendent Evaluation Timeline- (discussion only).....23
 - 6.2 Athletic Code and Drug/Alcohol AR-(discussion only Paul Isom).....24
 - 6.3 Hilda Lahti Roof Project-Garland Roofing- (motion and approval needed).....36

7. **District Reports.....41**
 - 7.1
 - Financial Report- (Diane Barendse)
 - Hilda Lahti Elementary/Middle School
 - Knappa High School

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

Meetings • Wednesday, September 20, 2023, 6:30 p.m., Regular Board Meeting 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 Board Meeting

Wednesday, July 19, 2023

6:30 p.m.

6:25 p.m. Swear in Board Members-Will Isom and Brian Montgomery

Present

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

Absent

William Fritz-Superintendent
Diane Barendse-Business Manager
Paul Isom-KHS Principal
Jennifer Morgan-Board Secretary

1. **Call to Order** –Cullen Bangs
 - 1.1 Flag Salute

2. **Consent Agenda- (Motion for approval needed)2**
 - 2.1 Minutes from the June 21, 2023 Regular School Board Meeting
 - 2.2 Personnel Update
 - 2.3 KEA 2023-2026 Contract Approval
 - 2.4 Builders Risk Policy
 - 2.5 23-24 KEA MOU's

Isom moved to approve the consent agenda as presented, Finn seconded, moved to vote, Isom confirmed that none of his family members were on any bargaining team, Dr. Fritz stated yes, approved unanimously.

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 during discussion for agenda items. However, the Comments from Visitors section is intended for items that do not appear as an agenda item. 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 personal. We also ask that presentations be limited to (3) minutes.

Nothing at this time.

4. **New Business**

Elect Chair and Vice Chair for July 2023-June 2024- (nomination and motion)-Isom moved to nominate Bangs for the board chair, Finn seconded, moved to vote, approved unanimously.

Isom moved to nominate Finn for the vice chair, moved to vote approved unanimously.

NWRES D Visit- (Dan Goldman and Doug Dougherty)51

Bangs introduced Dan, Doug and Liwaru from the ESD. Mr. Dougherty gave a brief background on himself and his educational background. Isom made a statement regarding voting on any election, he stated he is careful about putting his name behind someone he doesn't have a lot of information on. He asked what the role of the ESD is as a service district, Dan stated they are not a compliance organization they work with curriculum departments, superintendents, their goal is about equity. What is the role of an affinity group, they are support groups for people of color to come together and discuss issues, they make no recommendations or create reports for the NWRES D board.

Isom asked about the turn over at the executive level, Mr. Goldman stated they had several retirees, the CFO is a very highly qualified position and they went through several interims before they found the right person. Mr. Goldman talked about the service plan, and what they use internally and what they offer districts. Discussion followed. Bangs asked several questions, regarding the strategic service plan, and diverse educator pathway, Goldman stated they have grants for developing your own workforce towards a teaching education. Discussion followed. Bangs asked what is the impact if the service plan is not approved by school boards, Goldman stated it's built in collaboration with the districts, and the superintendents are very involved in the process. No further discussion, Bangs thanked them for their time.

Alt-Ed Program- (Paul Isom discussion and motion needed)56

Isom gave a presentation on the Alt-Ed program that will be implemented this fall. This will be a set a side program in their own room, with their own teacher and curriculum, this will help students to graduation, discussion followed, Isom moved to approve the Alt-Ed program and imbedding the KVA program into that, Finn seconded, moved to vote, approved unanimously.

Surplus Items- (motion needed) 64

Isom moved to approve, Montgomery seconded, Isom asked if this bid process will go through government bid, Dr. Fritz stated no we will use local means, moved to vote, approved unanimously.

Seismic Contract-(Fortis Construction-motion needed)67

Fritz stated that we received the seismic grant and this project will make the high school gym, cafeteria and library seismically sound. Initial authorization is needed to offer the work to Fortis Construction for seismic design and preconstruction work, Bangs asked what is the timeline, Fritz stated the work will start next summer, Montgomery asked the scope of the work, Fritz stated this will upgrade the load baring walls and the roof. Montgomery moved to approve the superintendent recommendation, Jasper seconded, moved to vote, approved unanimously.

Bond Update

Design Development Documents-(Pivot/Fortis/Klosh) -(motion needed)74

Pivot Architecture, and Fortis Construction presented on the next phase of the bond project. Discussion followed. Isom moved to approve the next phase of construction as presented, Jasper seconded, moved to vote, approved unanimously.

Capital Projects Update- (information Only-Dr. Fritz) 91

Fritz reviewed his report in the board packet, the roof at the high school is underway, the gutters will be replaced, and some warranty work on the roof that was replaced last year will be done as well. The portables will be demolished next week. Bangs asked if we have received pricing on the baseball infield leveling, Fritz stated no, not yet. No further discussion.

Board Member Reports and Future Agenda Items

Finn-nothing at this time.

Montgomery-nothing at this time.

Jasper-nothing at this time.

Isom-nothing at this time.

Bangs-don't forget to fill out the audit questionnaire, and work on board goals at the work session in August.

Adjourn-8:52 p.m.

Next Meetings • Wednesday, August 9, 2023 Board Work Session 6:30 p.m., Wednesday, August 23, 2023 Regular Board Meeting 6:30 p.m., 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 Board Meeting

Wednesday, August 9, 2023

6:30 p.m.

Present

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

Absent

William Fritz-Superintendent
Diane Barendse-Business Manager
Tammy McMullen-HLE Principal
Paul Isom-KHS Principal
Jennifer Morgan-Board Secretary

1. **Call to Order** – Chair Cullen Bangs-6:30 p.m.
 - 1.1 Flag Salute-6:30 p.m.
2. **Consent Agenda- (Motion for approval needed)**
 - 2.1 Personnel Update
 - 2.2 Courtyard Change Order

Isom asked about what is the superintendent looking for when the board approves the hiring and resignation of employees, Fritz explain how we do the hiring process, Isom moved to approved, Jasper seconded, moved to vote, approved unanimously.

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

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Nothing at this time.

4. **New Business**

22-23 Board Self-Evaluation- (discussion only)-Bangs stated what works well in the past is to review each standard. Montgomery asked if this is reported to anyone. Bangs stated no it is just for the board to review their progress over the past year, and would drive action for board goals or Bangs stated it could lead to that, Bangs reviewed the standards, discussion followed.

23-24 Board Goals- (discussion only)-Isom stated he would like discussion on having more details under bond oversight, actual bullet points, timeliness, accountability. Fritz stated these are a draft

based off of the template from last year. Isom asked about long term maintenance planning, and outdoor facilities. Fritz stated that's under 2b, we can prioritize those when we can find out cost. Have a 5-year plan in the goals.

Under communications, discussion on getting information to the community that doesn't have student in school, discussion followed on the possibility of flyers at the grange, solicit emails or addresses at the all class reunion, superintendent chats, maybe tie those to other events.

The board would like to have a staff survey to receive feedback from the staff on interactions from the board, no further discussion. Dr. Fritz will compile the infor

Staff Dress and Grooming Policy, GBCA-(1st Read)-Fritz reviewed the policy that is included in the board packet, Bangs stated he looked at policies across Oregon, some have them most don't. guideline. Discussion followed and the board chose the language may and guidelines. Will bring back for a second read at the next meeting. No further discussion.

Board Meeting Structure- (Discussion-Dr. Fritz)-Fritz look at meeting structure differently, have a work session and a board meeting in one evening, have the work session, Discussion followed and the board will keep the meeting process the same.

2021 77 Passenger Thomas Bus-(motion needed)-Fritz stated if we purchase this bus we shouldn't need another bus for about 4 years, so we could reduce what we need to save for the next few years. Fritz recommend the purchase of this bus. Isom moved to approve the bus purchase, Montgomery seconded, moved to vote, approved unanimously.

Klosh Group Seismic Work Contract- (motion needed)-Montgomery moved to approve the change order as presented, Finn seconded, move to vote, approved unanimously. No discussion.

Moved to executive session-8:00 p.m.

8:00 p.m.

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.

Adjourn-8:39 pm

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

Knappa School District #4

Code: GBCA
Adopted: 8/23/23

Staff Dress and Grooming

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 may develop guidelines to implement this policy.

END OF POLICY

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**

- | | |
|---|---|
| <input type="checkbox"/> Policy | <input type="checkbox"/> Vision & Goals |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Information |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Resolution |
| <input checked="" type="checkbox"/> Other | |

Item Title: Approval of Outside Work for Superintendent 2023-24

Background Information Related to this Issue:

The employment contract between the School Board and the Superintendent requires School Board permission for the Superintendent to engage in outside work. The superintendent has been invited to teach a single online class at Bushnell University this fall and an additional online class in the spring. The classes are small, class sessions will occur in the evening, and the courses will not interfere with work time in the Knappa School District.

Operational Impact: No direct operational impact. The superintendent will be teaching online, and will better understand the challenges and rewards associated with online teaching. Additionally, the coursework relates to educational research, so the superintendent will continue to be immersed in current educational research as a result of this experience.

Financial Impact: None

Recommended Action: The superintendent respectfully requests that the Board authorize up to three credits per term of outside work at Bushnell University.

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Bond

Item Title: Naming of Individuals to Bond Citizens' Review Committee

Presenter: Dr. Bill Fritz, Superintendent

Background Information Related to this Issue:

As part of the bond process, Knappa School District committed to establishing a Citizen's Review Committee. This committee meets quarterly, and reviews the bond work and expenditures to date. Twice per year, they provide a report to the Board to validate their viewpoint as to whether proceeds were spent consistent with the "bond promise."

Brian Montgomery served on the committee prior to becoming a School Board member and now his seat is vacated. Paul Isom was the employee member of the committee, but he is now the high school principal. David Ramsey was a community member on the committee, but became a staff member.

In June, we advertised for membership on the committee and several community members came forward.

It is the recommendation of the Superintendent that Rich McLeod and Mark Montgomery be named as members of the Bond Citizens' Review Committee, and that David Ramsey assume the role of staff representative.

Paul Isom and Brian Montgomery no longer serve on the committee.

Background (con't)

Financial Impact:

This committee provides citizen financial accountability, but there is no direct cost to this action.

Recommended Action:

It is the recommendation of the Superintendent that Mark Montgomery and Rich McLeod be named to the Bond Citizens' Committee

Knappa School District Job Description

8/16/2023

JOB TITLE: Van Student Transport (Type 10)

REPORTS TO: Transportation Manager

EVALUATED BY: Transportation Manager

JOB SUMMARY:

Under the direct supervision of the Transportation Manager to provide transportation support for students within Clatsop County who need to be transported for school related reasons with a Type 10 License.

QUALIFICATIONS OF POSITION:

- Must be 18 years of age
- May be required to obtain a First Aid Card
- Must be able to pass a fingerprint/background check.
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff
- Ability to work professionally with others and to communicate effectively with students, parents, and staff
- Ability to understand and follow oral and written instructions.
- Ability to attain and maintain a Type 10 Certification, training provided by the district
- Ability to work effectively in an environment that can be both physically and emotionally fatiguing
- Perform physical requirements which may include:
 - Moderate degree of physical stamina
 - Frequent standing, walking, and bending
 - Physically restraining a student as needed (Possible OIS Certification required)
 - Possible exposure to bodily fluids in assisting students with using restrooms and tending to illness or injury (Blood Born Pathogen Training provided)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Transport students safely to school and home in a district vehicle
- Perform thorough pre-trip inspection and report any malfunctions
- Perform duties while in the transportation process that are required within a student's Individual Education Plan
- Supervise students while in transport
- Ability to maintain the confidentiality of students and their records
- Acts as a mandated abuse reporter
- Knowledge of Knappa School District policies and building procedures
- Regular and acceptable attendance is required
- Performs others duties as assigned

Contract

- Commensurate with OSEA Collective Bargaining Agreement

Qualified applicants may request an application by contacting **Diane Barendse** at the Knappa School District Office at 458-6166, Monday through Friday, 8:30 a.m. to 4:00 p.m.

Applications are being accepted until filled

*It is the **policy** of Knappa School District to ensure equal employment opportunity without **discrimination** or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.*

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

<input type="checkbox"/> Policy	<input type="checkbox"/> Vision & Goals	<input checked="" type="checkbox"/> Student Academic Support
<input checked="" type="checkbox"/> Financial	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Family Support
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution	

Item Title: Authorization to Utilize Cell Tower Revenue for After School Program

Presenter: Dr. Bill Fritz, Superintendent

Background Information Related to this Issue:

In 2020, Knappa School District initiated an after school program at Hilda Lahti Elementary.

This program helped families when the District shifted to two-tier transportation (which addressed bus driver shortages, allowed us to avoid putting students of all ages on buses simultaneously, addressed bus overcrowding, and addressed adolescent sleep pattern research).

In the initial years of this program, it was funded using COVID relief resources (tied to addressing learning loss). These resources are ending.

As the School Board is aware, the district receives lease revenue related to the cell tower which is located near the football field, and utilized those resources, prior to 2020, to support after school programs.

Over the last several years, the program involved academic support and play.

Two teachers have stepped forward with a vision to enhance the quantity and quality of academic support in the program. With this shift, the program would be staffed by both certificated personnel and classified support personnel.

Background (con't)

Financial Impact:

The estimated cost of the program, including personnel and snacks is \$23,000, which is about a third of the resources in the Cell Tower Fund.

Recommended Action:

It is the recommendation of the Superintendent that the Board authorize release of up to \$23,000 of Cell Tower resources to support the HLE after school program.

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Capital Projects
 Bond

Item Title: Approval of Change Order to Install Water Line within Phase One

Presenter: Dr. Bill Fritz, Superintendent

Background Information Related to this Issue:

Already within the scope for the current construction phase is trenching and moving the fiber line between the schools that runs directly underneath where the new gym will be. Installing the new 8" water line between the schools is planned for phase 2. However, it will be more efficient to do this water pipe installation while we already have an open trench for the fiber line, rather than digging another trench next spring. This is merely shifting a cost that is already include in the Phase 2 cost estimates to Phase 1 at a reduced end cost (due to not needing to trench again and avoidance of construction cost escalation).

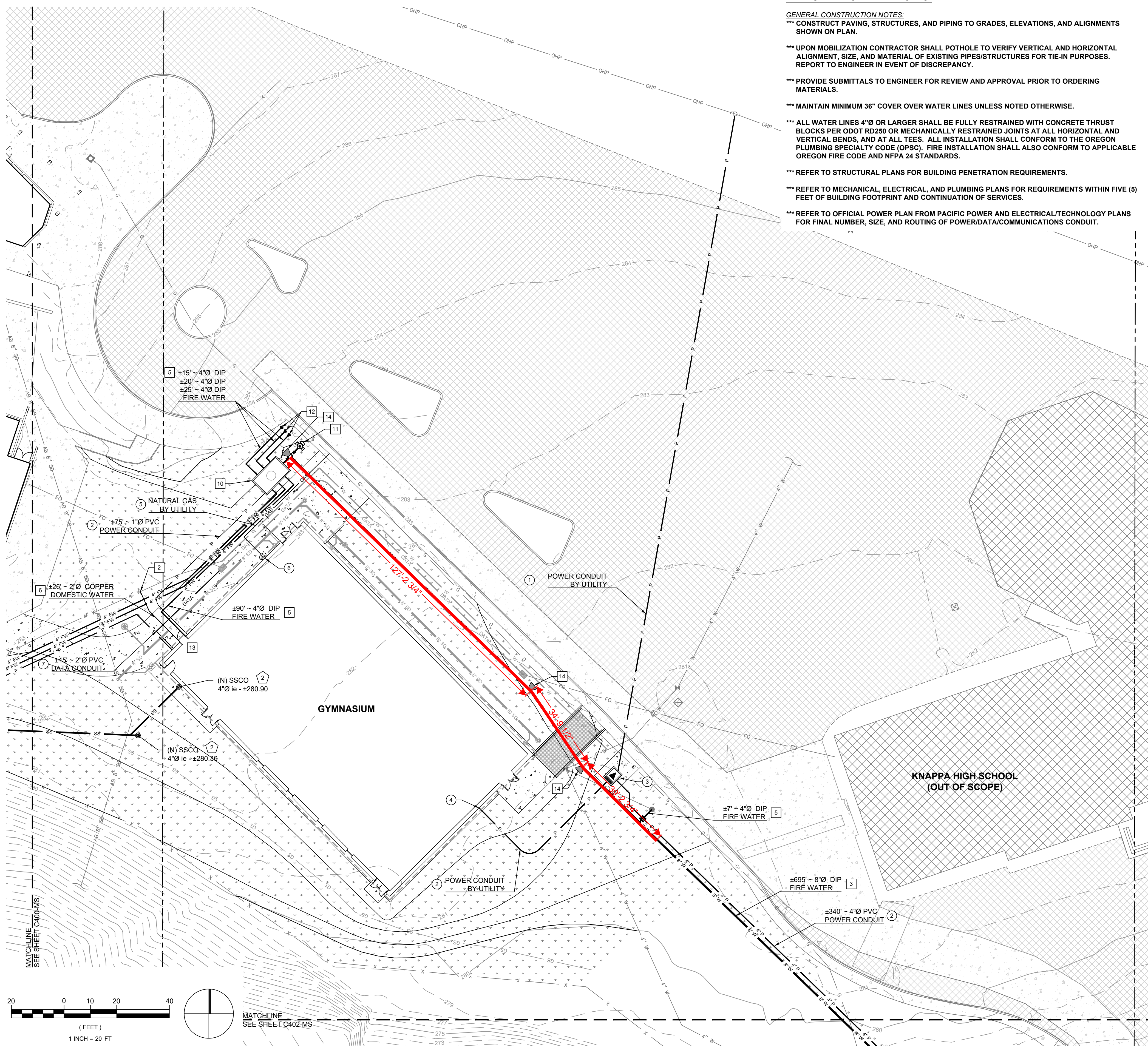
Background (con't)

Financial Impact:

The cost of this additional scope in Phase 1 is estimated at \$31,000, which is a 10% savings over doing this same work as part of Phase 2 as originally planned.

Recommended Action:

It is the recommendation of the Superintendent that the Board authorize the Superintendent to sign a change order to allow water pipe installation is part of Phase 1, rather than waiting until Phase 2, in an amount not to exceed \$32,000, including some capacity for unforeseen circumstances.

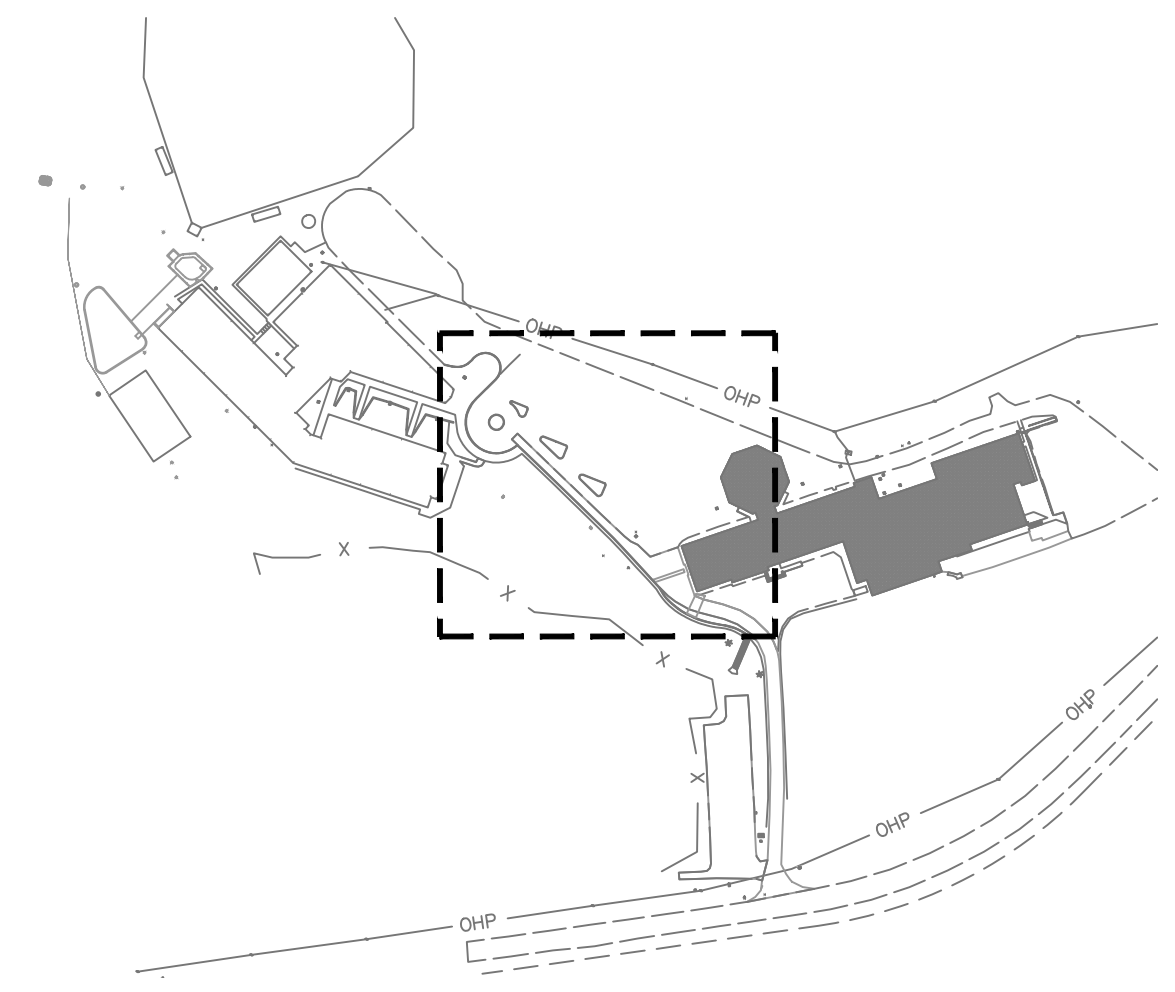


CIVIL UTILITY GENERAL NOTES:

- GENERAL CONSTRUCTION NOTES:**
- *** CONSTRUCT PAVING, STRUCTURES, AND PIPING TO GRADES, ELEVATIONS, AND ALIGNMENTS SHOWN ON PLAN.
 - *** UPON MOBILIZATION CONTRACTOR SHALL POTHOLE TO VERIFY VERTICAL AND HORIZONTAL ALIGNMENT, SIZE, AND MATERIAL OF EXISTING PIPES/STRUCTURES FOR TIE-IN PURPOSES. REPORT TO ENGINEER IN EVENT OF DISCREPANCY.
 - *** PROVIDE SUBMITTALS TO ENGINEER FOR REVIEW AND APPROVAL PRIOR TO ORDERING MATERIALS.
 - *** MAINTAIN MINIMUM 36" COVER OVER WATER LINES UNLESS NOTED OTHERWISE.
 - *** ALL WATER LINES 4" OR LARGER SHALL BE FULLY RESTRAINED WITH CONCRETE THRUST BLOCKS PER ODOT RD250 OR MECHANICALLY RESTRAINED JOINTS AT ALL HORIZONTAL AND VERTICAL BENDS, AND AT ALL TEES. ALL INSTALLATION SHALL CONFORM TO THE OREGON PLUMBING SPECIALTY CODE (OPSC). FIRE INSTALLATION SHALL ALSO CONFORM TO APPLICABLE OREGON FIRE CODE AND NFPA 24 STANDARDS.
 - *** REFER TO STRUCTURAL PLANS FOR BUILDING PENETRATION REQUIREMENTS.
 - *** REFER TO MECHANICAL, ELECTRICAL, AND PLUMBING PLANS FOR REQUIREMENTS WITHIN FIVE (5) FEET OF BUILDING FOOTPRINT AND CONTINUATION OF SERVICES.
 - *** REFER TO OFFICIAL POWER PLAN FROM PACIFIC POWER AND ELECTRICAL/TECHNOLOGY PLANS FOR FINAL NUMBER, SIZE, AND ROUTING OF POWER/DATA/COMMUNICATIONS CONDUIT.

CIVIL UTILITY KEY NOTES:

- NOT ALL KEY NOTES ARE USED ON EVERY SHEET
- SANITARY SEWER CONSTRUCTION NOTES**
1. INSTALL 'PVC' SANITARY SEWER SERVICE IN TRENCH PER DETAIL 3 ON SHEET C500.
 2. FURNISH CLEANOUT RISER TO GRADE WITH WORD 'SEWER' CAST INTO LID. CONSTRUCT PER DETAIL 5 ON SHEET C500.
 3. CONNECT TO EXISTING 6"Ø SANITARY SEWER LINE AT LOCATION SHOWN ON PLAN USING 'Ferro' Strong Back RC 1000 Series COUPLER (OR APPROVED EQUAL). COORDINATE FINAL DETAILS WITH ENGINEER AFTER POTHOLING AND PRIOR TO ORDERING MATERIALS.
 4. CONNECT TO EXISTING 6"Ø SANITARY SEWER LINE AT LOCATION SHOWN WITH PREFABRICATED 'WYE' FITTING (OR APPROVED EQUAL). COORDINATE FINAL DETAILS WITH ENGINEER AFTER POTHOLING AND PRIOR TO ORDERING MATERIALS.
- WATER CONSTRUCTION NOTES**
1. PROVIDE AND INSTALL 10" x 8"Ø 'ROMAC' SST TAPPING SLEEVE (OR APPROVED EQUAL) FOR NEW FIRE WATER SERVICE LINE WITH FLANGE CONNECTION. INSTALL WATER VALVE BOX PER ODOT RD250. RESTRAIN ALL JOINTS WITH THRUST BLOCKS PER ODOT RD250.
 2. PROVIDE AND INSTALL 4" x 2"Ø 'ROMAC' '101NS' TAPPING SADDLE (OR APPROVED EQUAL) FOR NEW DOMESTIC WATER SERVICE.
 3. INSTALL 8"Ø CLASS 52 'DIP' IN TRENCH PER DETAIL 3 ON SHEET C500.
 4. INSTALL 6"Ø CLASS 52 'DIP' IN TRENCH PER DETAIL 3 ON SHEET C500.
 5. INSTALL 4"Ø CLASS 52 'DIP' IN TRENCH PER DETAIL 3 ON SHEET C500.
 6. INSTALL 2"Ø TYPE L COPPER TUBE IN TRENCH PER DETAIL 3 ON SHEET C500.
 7. INSTALL 1 1/2"Ø TYPE L COPPER TUBE IN TRENCH PER DETAIL 3 ON SHEET C500.
 8. PROVIDE AND INSTALL 6"Ø 'FEBCO' 'LF856' DOUBLE CHECK DETECTOR ASSEMBLY AND SUMP PUMP WITH APPROVED CHECK VALVE AND UNION FITTING IN AN 'OLDCASTLE' '676-LA' PRECAST CONCRETE VAULT. DISCHARGE SUMP INTO GRASSY CULVERT SOUTH OF VAULT. REFER TO DETAIL 7 ON SHEET C501 FOR MORE INFORMATION.
 9. PROVIDE AND INSTALL FIREWATER PUMP ON SKID. PUMP SIZE TO BE DETERMINED BY FIRE PROTECTION ENGINEER. LOCATION OF PUMP SUBJECT TO CHANGE.
 10. PROVIDE AND INSTALL FIRE PROTECTION ASSEMBLY AND SUMP PUMP IN AN 'OLDCASTLE' '712-LA' PRECAST CONCRETE VAULT OR APPROVED EQUAL. DISCHARGE SUMP INTO LANDSCAPE AREA WEST OF VAULT. REFER TO DETAIL 1 ON SHEET C502 FOR MORE INFORMATION.
 11. PROVIDE AND INSTALL 5" Mueller Centurion A423' OR 'Kennedy Guardian K-81D' FIRE HYDRANT PER ODOT RD254.
 12. PROVIDE AND INSTALL 4" 'CROKER' 'MODEL 6510' TWO-WAY FREE-STANDING FIRE DEPARTMENT INLET CONNECTION WITH BALL DRIP. FDC SHALL BE FITTED WITH NH HOSE THREAD FOR FEMALE INTAKE. FDC MUST FACE TOWARDS ASPHALT ROADWAY/PARKING/MANEUVERING AREA AND BE SITUATED 24" FROM FINISHED GRADE. FIRE MARSHAL MUST APPROVE FDC PRIOR TO ORDERING MATERIALS. REFER TO DETAIL 1 ON SHEET C502 FOR MORE INFORMATION.
 13. APPROXIMATE LOCATION OF NEW FIRE RISER ROOM. VERIFY WITH ARCHITECTURAL AND PLUMBING PLANS PRIOR TO CONSTRUCTION.
 14. FURNISH CONCRETE THRUST BLOCK PER ODOT RD250.
- POWER, GAS, AND DATA/COMMUNICATIONS NOTES:**
1. APPROXIMATE ALIGNMENT OF BORED POWER CONDUIT. REFER TO ELECTRICAL PLANS FOR ALL INFORMATION AND COORDINATE WITH POWER UTILITY PROVIDER AS REQUIRED.
 2. APPROXIMATE ALIGNMENT OF NEW POWER CONDUIT IN TRENCH SIMILAR TO DETAIL 4 ON SHEET C500. REFER TO ELECTRICAL PLANS FOR ALL INFORMATION.
 3. APPROXIMATE LOCATION OF NEW POWER TRANSFORMER. REFER TO ELECTRICAL PLANS FOR ALL INFORMATION.
 4. CONNECT TO NEW BUILDING-MOUNTED ELECTRICAL EQUIPMENT IN APPROXIMATE LOCATION SHOWN. REFER TO ELECTRICAL PLANS FOR ALL INFORMATION.
 5. APPROXIMATE ALIGNMENT OF NEW NATURAL GAS LINE IN TRENCH SIMILAR TO DETAIL 4 ON SHEET C500. REFER TO PLUMBING PLANS FOR ALL INFORMATION.
 6. APPROXIMATE LOCATION OF NEW BUILDING MOUNTED GAS METER. REFER TO PLUMBING PLANS FOR ALL INFORMATION.
 7. APPROXIMATE ALIGNMENT OF NEW DATA/COMMUNICATIONS CONDUIT IN TRENCH SIMILAR TO DETAIL 4 ON SHEET C500. REFER TO ELECTRICAL PLANS FOR ALL INFORMATION.



1 ZONE 2 UTILITY PLAN

2 SITE KEY

1"=20'

NTS

**Knappa School District
Superintendent Report
August 23, 2023**

School begins next week and we are almost ready!

Employees returned this week and have spent time getting classrooms ready and doing training. This includes math curriculum training, first aid, Safety Care training (Thank you Ms. Norton and Ms. Graham), and work in support of improving student learning and high school success.

The HVAC control updates (ESSER3 and bond funded) are slated to be complete in all classrooms by August 28. Some commissioning work and work in common areas of the building will continue.

The new roof on KHS and gutter replacements are complete.

The new HLE playgrounds are slated to be complete this week. The play-slab is poured, the sheds are in place, the preschool is complete, the drain repairs are complete, and the new ADA restroom is complete. Oh, and the oldest portables are gone. We appreciate the cooperation of Fortis Construction, Pivot Architecture, and McKinstry in helping complete this phase of work. Local contractors included RGS Structures, Big River, Sunset Lake Construction, Wadsworth Electric,

Construction documents are being completed by Pivot Architecture and permitting is underway with the County. Due to a \$150,000 ARPA grant from Clatsop County, we will be able to include primary wing fire sprinklers to the 2024 project scope.

Knappa Schools Foundation is launching a “final push” fundraising effort to get the new K-8 playground equipment installed during this school year.

The maintenance and custodial crew, including our student workers, have done fantastic work getting the buildings ready for the students’ return. The floors are waxed, the carpets are clean, the sidewalks and courtyard have been pressure washed, the grass has been mowed, the plant beds have been cleaned up, the softball flagpole has been painted, the fire extinguishers have been inspected, the grime from under the old middle school lockers has been scrubbed away, new blinds have been installed, faucets have been fixed, and classroom materials in many elementary rooms have been relocated. Many thanks to this team, led by Bob Brockey, for their hard work.

The School District has two new propane-powered school buses joining the fleet. Three old buses were taken to the scrap-yard today, so that we can receive the final installment of DEQ grant resources.

Our newest students joined us for Kindercamp last week, and Freshman Boot Camp helped our new high schoolers start on the right foot.

We are in the process of filling a couple of last-minute vacancies.

We are ready for a great school year.

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

Superintendent Evaluation

2023-2024

Aug/Sept – Finalize Superintendent Evaluation Process – District Goals will be used in addition to the 8 standards that are outlined in the OSBA Superintendent Evaluation Handbook.

January 10th – Superintendent Update and self-evaluation in executive session

-- Evaluation forms given to board members

January 17th – Board Evaluation of Superintendent given to the business office to summarize

January 24th – Board executive session to discuss evaluation summary and any discrepancies to be summarized by business office.

February 21st – Executive session with superintendent to review evaluation

March 6th – Executive session to review summary letter / Document in public meeting that evening

Knappa High School

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



2023-24 Athletic Policy

Mission

The Knappa School District will INSPIRE all learners to ACHIEVE academically and THRIVE as independent and PRODUCTIVE citizens.

Paul Isom

Principal

isomp@knappak12.org

Jenny Smith

Athletic Director

smithj@knappak12.org

Chris Gremer

Guidance Counselor

gremarc@knappak12.org

Stephanie Baldwin

Head Secretary

baldwins@knappak12.org

Academic Eligibility - Enrolled Students

In order to be eligible to participate in athletics, a student shall have been enrolled in school, attended regularly, and passed at least 5 of their 7 classes earning a minimum of 2.5 credits in the previous transcript grading period. Students also must be on track to graduate. On track to graduate is defined by the Oregon Schools Activity Association (OSAA) as a student entering their 10th grade year must have earned 5 credits, entering 11th grade 11 credits, and entering 12th 18.5 credits.

This policy would apply to all students, unless they are making satisfactory progress on an Individualized Educational Plan (IEP).

Academic Eligibility - Homeschool Students

In lieu of satisfying the above academic eligibility requirements, homeschool students have two options to be deemed academically eligible by the OSAA:

- 1) achieve a minimum score on an examination from the list the State Board of Education adopts under ORS 339.035. The student must take the examination prior to the beginning of the school year (by August 15) in which the student will participate in an interscholastic activity and for which academic eligibility is being determined. The minimum, composite test score as determined by the State Board of Education is the 23rd percentile. The score is used to determine eligibility for the following school year.
- 2) submit a portfolio of work samples to the athletic director for review to determine whether a homeschool student is eligible to participate in interscholastic activities.

Attendance Requirements

Students *must* attend all of their classes on the day of an event. Students who fail to meet this requirement are ineligible to participate in practices or competition. **Any absence from school must be pre-arranged with the office before the school day.**

Participation Requirements

- ★ Physical Examination - All student athletes must have a physical examination every two years and that physical examination must be valid for the entire sports season in which the student wishes to participate before he/she can begin each sport. The physical must be performed by a licensed physician or nurse practitioner and completed on an official OSAA approved physical form and be on file in the office. This form is available at the school office.

- ★ Parent Permission Slip/Proof of Insurance - All student athletes must have a signed parent/guardian permission form on file in the office. This form provides emergency information, proof of insurance and permission to participate in activities at Knappa High School. This form is available at the school office. A new form must be submitted each year.
- ★ Students and parents/guardians must sign the student drug-testing authorization form. If tested, these will be administered by a designee of the superintendent and the district nurse.

Participation Fees

Athletic Fee \$100

No student will be denied the opportunity to participate in school programs because of financial hardship. If a hardship still exists after completing the free/reduced lunch paperwork, contact the principal, athletic director, or head coach prior to the start of the season.

Fees must be paid before the student can begin practice unless prior arrangements have been made with the principal, athletic director, or school secretary.

If a student leaves the team for any reason before the start of the first contest, fees will be refunded. If a student leaves the team after the start of the first contest, no fees will be refunded.

If a student athlete is injured and cannot complete the season, half the fee will be refunded if the season is less than half complete. If half or more of the season is complete there will be no refund. The season begins on the first day of practice and ends at the conclusion of the last contest.

Available Sports

The athletic program for the high school presently includes cross country, volleyball and football in the fall; basketball and wrestling in the winter; softball, baseball, and track in the spring. The athletic director, the principal, the superintendent of schools and the school board annually determine which sports will be included in the program.

1) A student who drops out of an activity of his/her own accord will not be allowed to take part in any other activity until the original activity has completed its season or unless mutually agreed upon by both coaches/advisors and the Athletic Director.

2) No student may participate in more than one activity during any one season unless the Athletic Director and both coaches/advisors are in agreement.

Illegal Substance Policy

Any athlete who participates in sports shall totally abstain from:

A. the use or possession of any type of tobacco, chewing or smoking or any device that may be used to deliver tobacco smoke (a vaping device).

B. The use or possession of alcohol.

C. The use, possession or selling of any illegal drugs or paraphernalia.

The prohibition on tobacco, alcohol, and illegal drugs applies to all student athletes, on and off campus, **throughout the entire calendar year.**

All other training rules such as those involving misconduct on the fields, courts, or in the dressing rooms, use of profane language, missing practice, or other types of behavior involving conduct during the season, will be set and enforced by the coach in charge of that team. It is the responsibility of the head coach of each sport to assure that J.V. teams abide by the same rules. In the event of any disagreement among the coaches in a sport, the head coach's decision is final.

Students are bound by this code of conduct with all accompanying rules at all times, from the time the decision is made to participate in interscholastic athletics, and the participation form is signed. **This includes off-season time periods and the summer.**

The following behaviors will result in an infraction:

1) Use or possession of any alcoholic beverages.

2) Use or possession of any other illegal drugs or drug paraphernalia.

3) If a student-athlete attends a function where alcohol or non-prescriptive drugs are being consumed and:

a. She/he knew prior to the function that alcohol and/or non-prescriptive drugs were being consumed

b. Prior to attending a function, she/he was not aware of alcohol or non-prescribed drugs being consumed and after becoming aware doesn't leave the function **immediately.**

4) Use or possession of tobacco, vaping or related paraphernalia.

Infraction Steps

1) **STEP ONE** - The **first infraction** by a student will cause them to miss 20% of their current sports season. If the season has less than 20% remaining, the suspension will carry over into their next sport. For example, if a player misses 1 football game (10%

of a football season), they would also have to miss 2 basketball games (10% of a season). In lieu of suspension, a student may complete a drug/alcohol/tobacco assistance program with submission of follow-up drug testing (when applicable), at the parents expense. Additionally:

- a. At the discretion of the coach or Athletic Director, the athlete will write an apology letter to their team and coach. The Athletic Director or coach must approve the letter.
- b. Students who choose to sit out 20% of the season may continue to practice with the team. They will not be allowed to dress for contests. Students who choose the class will be able to participate fully. Should the student not complete the class in the time frame agreed upon, they will serve the suspension as stated in this step.

2) STEP TWO - The **second infraction** by a student will cause them to miss 50% of an athletic season. If there is less than 50% of the season remaining the suspension will carry over into their next sport. For example, if a player misses 6 basketball games (25%), they would also have to miss 6 softball games (25%). In addition to missing 50% they must complete the following:

- a. In order for a student to return to play on their second infraction they must take an online course that educates them on Drug/ Alcohol/ Tobacco. The school will provide them with classes they can take. The student is responsible for paying for this unless there is financial need. In case of financial need assistance will occur.
- b. At the discretion of the coach, Students on this step may continue to practice with the team. They will not be allowed to dress for contests. If the suspension will last the rest of the season, the coach can remove them from the team at their discretion.

3) STEP THREE - The **third infraction** by a student will cause a student to miss 365 days of athletics. For example, if the student receives their 3rd infraction for an event that happened on May 13th, they will not be able to participate in any athletics until May 13th of the next year.

- a. Students on this step may be allowed to practice on a case by case basis determined by their coaches and the athletic director. Students who are on step 3 will not receive any team gear outside of practice materials and will not travel to away games unless approved by the athletic director.

4) STEP FOUR - The **fourth infraction** by a student will result in no more athletics for the remainder of their time at Knappa.

- a. The exception being that if they do not have an infraction for two full calendar years after getting step four they can resume athletics at step three. The next infraction would once again result in them being done with athletics.

* Any student-athlete who has an infraction occurring at any step will not be allowed to be nominated for an all league award for the season the violation occurred. If the suspension spans multiple seasons, the athlete would only be ineligible for nomination during the first season.

Self-Reporting

If a student believes they may have a problem with a controlled substance, the school will help the student find appropriate treatment. If this report is made prior to administration's knowledge of an incident, there will be no further consequences.

Appeals Process

1) Within five calendar days of the violation notice, a written appeal may be submitted to the Principal. The principal, within five days of receiving the written request, will set a hearing to review the incident, the due process, and if the discipline was administered in accordance with the regulations. The principal will return a written decision to all parties within three days of the hearing. This decision may be appealed in writing to the Superintendent within three days of receiving the principal's decision.

2) Within five calendar days of the first appeal decision, a written appeal may be submitted to the Superintendent. The Superintendent, within five days of receiving the written request, will set a hearing to review the incident, the due process, and if the discipline was administered in accordance with the regulations. The Superintendent will return a written decision to all parties within three days of the hearing. This decision may be appealed in writing to the School Board within three days of receiving the Superintendent's decision.

3) The board will follow school board policy on appeals.

Suspension Length Chart

Sport	Full Season	20% of Contests	50% of Contests
Cross Country	10	2	5
Football	9	2	5
Volleyball	18	4	9

Basketball	24	5	12
Wrestling	14	3	7
Baseball	26	5	13
Softball	26	5	13
Track	12	2	6

Athletic Training Rules

Athletic teams may establish rules of conduct and consequences for misconduct that are stricter than those for students in general. If a training rule violation is also a violation of the Student Code of Conduct, the consequences specified by the district may apply in addition to any consequences specified by the team.

Other information:

- 1) Coaches may have their own contracts for students to follow in season. Failure to follow these contracts can result in loss of playing time or games.
- 2) If a student is cooperatively playing with another school, or cooperatively playing with our school they will be adherent to the host schools policies for behavior.
- 3) Students who violate school rules and/or break the law may be subject to suspension or removal from athletics at the discretion of the principal and/or head coach.

The *Athletic Training Rules* do not replace any student rights or responsibilities set forth in the general provisions of this handbook or in the policies of the Knappa School District.

Transportation

Students on athletic teams or formally participating in off-campus events must be transported to and from the activity in authorized vehicles. These include district buses, charter buses, and vehicles driven by staff members or members of the coaching staff.

With the approval of either the principal, the athletic director or the coach, exceptions may be made at the request of the student's parents. *In all cases, the driver must be at least 21 years of age (excluding immediate family) and have the expressed consent of the student's parents and the principal or athletic director.* These requirements apply to

transportation to *and* from all events. All drivers are required to complete a liability waiver form and to provide proof of insurance to transport students as a representative of the Knappa School District.

Equipment

The coaching staff and student managers will issue uniforms, equipment and supplies. Proper care and punctual return of these items will be the responsibility of the athlete.

- 1.) Athletes will be required to pay the replacement cost of any uniforms or gear checked out to them that is not returned.
- 2.) All uniforms and gear must be returned prior to starting practice for another sport. If any equipment/uniforms are still out by the time the next season's competitions start, the student will not be eligible to compete until all equipment/uniforms are turned in. If any school property is lost, the replacement cost must be paid prior to beginning another sport.

Awards

General Qualifications

- 1) A student may receive only one "KS" letter per high school career. If she/he earns more than one letter, he/she will be awarded the sport's emblem for each season a letter is earned.
- 2) All participants will receive a certificate for each sport they successfully complete.
- 3) An official letter will be awarded to the managers, student trainers, or statisticians on recommendation of the head coach.
- 4) Any student who has turned out for a sport and is injured before she/he has earned a letter may be awarded a letter upon recommendation of the head coach.
- 5) A senior who has participated in a program for the duration of her/his years at Knappa High School and adheres to all qualifications without earning the standard award may be awarded a letter upon recommendation of the head coach.
- 6) An athlete must demonstrate sportsmanship, hustle, cooperation and adherence to training rules.

Other qualifications for a Varsity letter may be set by each head coach at the beginning of the season.

Student Drug Testing**

Definitions

1. “Illegal drug” is any drug which an individual may not sell, possess, use, distribute or purchase under state law, or as defined in schedules I through V of the Controlled Substances Act (21 U.S.C. § 812) including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). As used in this policy, “illegal drug” also means possession, use, sale or supply of prescription and nonprescription medication - in violation of Board policy JHCD - Administering Non-Injectable Medicines to Students and accompanying administrative regulation and JHCDA - Administering Injectable Medicines to Students. “Illegal drug” shall also include alcohol.
2. “Performance-enhancing drug” includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance-enhancing drug” does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.
3. “Prescription medication” means any non-injectable drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication does not include dietary food supplements.
4. “Nonprescription medication” means only commercially prepared, non-alcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements.

Consent

Each student wishing to participate in athletics and/or extracurricular activities and the student’s parent(s) shall consent in writing to drug testing. Written consent shall be in the form attached to this administrative regulation. No student shall be allowed to participate in athletics and/or extracurricular activities without such consent.

Selection

All student athletes and extracurricular activity participants may be tested at the beginning of the athletic season or extracurricular activity in which they participate. In addition, selection for random testing will be by lottery from a pool of all students participating in athletic and/or extracurricular activity programs

in the district at the time of the drawing. The superintendent shall take reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not limited to, assuring that:

1. The names of all participating students are in the pool;
2. The person drawing names has no way of knowingly choosing or failing to choose particular students for testing;
3. The identity of students drawn for testing is not known to those involved in the selection process;
4. The selection process is observed by at least two adults.

Testing

Testing will be conducted by a laboratory selected by the district. Chain of custody procedures, as recommended by the laboratory, will be followed.

Samples will be collected at a mutually convenient time on the same day the student is selected for testing or, if the student is absent on that day, on the day of the student's return to school. If a student is unable to produce a sample at any particular time, the student will be allowed to return later that same day to provide the sample. All students selected for testing will be given the option of providing samples in private.

Students who refuse to provide a sample will be considered to have tested positive and will be subject to the procedures listed below.

The testing laboratory will test for one or more illegal or performance-enhancing drugs. The superintendent shall decide prior to selection of students which illegal or performance-enhancing drugs shall be screened. Samples will not be screened for the presence of any substance other than an illegal or performance enhancing drug or for the existence of any physical condition other than drug intoxication.

Samples will be split at the time of testing. The duplicate samples will be sealed and maintained by the laboratory in the event a second test is requested.

The testing laboratory will report results only to the superintendent or his/her designee.

Positive Test Results

If the student's test results indicate the presence of illegal or performance-enhancing drugs, the following will occur:

1. The student or parent may request within 72 hours of a positive test notification that the second specimen sample be tested. The student may voluntarily disclose use of prescription medication which may have affected the outcome of the test;
2. If the second sample tests negative, the student and parent will be notified and no further action will be taken. If the second sample tests positive, notification will be made and a meeting will be

scheduled with the student, the parent(s) and the principal.

Discipline

Due process procedures will be followed for all discipline arising from violation of the district's policy.

1. First Positive Result

- a. Notify student and parent(s);
- b. Meeting scheduled by the principal, with the parent(s) and student;
- c. The student will be given the option of:
 - (1) Voluntary participation and successful completion of a drug assistance class, submission to follow-up drug testing may be required, at parent expense; OR
 - (2) Suspension from participation in ~~athletics for the remainder of the current season and the next school athletic season for which the student is eligible and/or suspension from extracurricular activities for forestry and drama.~~ Suspension from participation in extracurricular activities in accordance with our athletics policy (1st offense 20% of season).

2. Second Positive Result (~~In any two consecutive calendar years~~) during high school career

- a. Notify student and parent(s);
- b. Meeting scheduled by the principal, with the parent(s) and student;
- c. The student will be suspended from participating in ~~extracurricular activities for the remainder of the current season and the next extracurricular season for which the student is eligible and/or suspension from extracurricular activities for forestry and drama.~~ extracurricular activities in accordance with our athletics policy (2nd offense 50% of season)

3. Third Positive Result (~~In any two consecutive calendar years~~) during high school career

- a. Notify student and parent(s);
- b. Meeting scheduled by the principal, with the parent(s) and student;
- c. The student will be suspended from participating in extracurricular activities ~~for the remainder of the current season and the next two extracurricular seasons for which the student is eligible.~~ 365 days.

4. Fourth Positive Result

- a. Notify student and parent(s);
- b. Meeting scheduled by the principal, with the parent(s) and student;
- c. The student will be suspended from participating in extracurricular activities for the remainder of their high school career. The exception being that if they do not have an infraction for two full calendar years after getting step four and they submit to random drug testing during this period, they can resume athletics at step three. The next infraction would once again result in them being done with athletics.

Appeal Process

A student who has been determined to be in violation of the district's drug testing policy shall have the right to appeal the decision to the superintendent or his/her designee. The appeal must be submitted to the superintendent, in writing, within five calendar days following the meeting with the principal. The student will remain ineligible to participate in athletics and/or extracurricular activities pending the appeal.

The superintendent or his/her designee will determine whether the original finding was justified.

If dissatisfied with the superintendent's decision, the student may appeal to the Board by providing notice within five calendar days of the superintendent's decision.

Relationship to Student Discipline Policies

Normal disciplinary measures which may affect eligibility are still applicable for violations which do not arise from these testing procedures.

Student Drug-Testing Authorization Form

I understand that my performance as an athlete and/or participant in extracurricular activities and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the Board policies, administrative regulations and rules of the Knappa School District.

I also authorize Knappa School District to conduct a test for drug use on a urine specimen which I provide. I also authorize the release of information concerning the results of such a test to the district and to my parent(s).

This shall be deemed a consent pursuant to the Family Educational Rights and Privacy Act for the release of the above information to the parties named above.

I have received a copy of this release. I have read and understand the district policy and administrative regulation.

Student Signature

Date

Parent Signature

Date

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Capital Projects
 Bond

Item Title: HLE Roofing Phase 1

Presenter: Dr. Bill Fritz, Superintendent

Background Information Related to this Issue:

Roofing and building envelope work was one of the items in the bond promise.

Based on early cost estimates and unanticipated costs for water infrastructure, the design development scope did not yet include roofing. However, it was listed in parts within the buyback list.

The buyback estimate for the primary wing and library (the section in the worst condition *and* the largest area) was \$535,000. In July, Garland Roofing (the company that has coordinated the high school roofing work over the last two years), indicated they believed that they could get favorable pricing for Knappa School District due to a few contractors who had scheduled jobs and the owners backed out.

Garland did a roof inspection and indicated they thought they could get the District pricing between \$418,000 and \$450,000. Given that this was significantly less than the original estimate, we instructed them to go to bid and bring us pricing.

There were two responsive bidders. Both came in well under the low estimate of \$418,000. The low bidder was Pacific Tech Construction at \$401,599 for the roofing, plus costs for unforeseen conditions (\$17.10 psf for additional insulation replacement and \$34.20 psf for decking replacement.

This quote is via Omnia Cooperative pricing, so it is pre-bid and aligns with procurement requirements.

Background (con't)

The District already has a working relationship with Garland Roofing and has had favorable experiences with their timeliness, quality of work, and responsiveness to issues.

The design will use insulation material to increase the slope of the roof, which will improve water sheeting toward the gutters (and reduce puddling)

This roof will have a 30-year product warranty.

The proposal also contains a project alternate for gutters on the north side of the primary hallway with pricing up to \$15,000. This may help resolve some of the courtyard settling issues given that the current gutters send water directly onto the slab and appears to be causing deterioration of the sub-surface. The Superintendent is requesting authority for this option at his discretion when more is known about the water situation in the courtyard.

The work is scheduled to commence early during summer of 2024 so that student learning is not interrupted by noise and/or odors.

Financial Impact:

The cost is slated to come from bond funding. This fits within resources, including both contingency and anticipated interest prior to phase 2 (which commences this winter). Even with the proposed set aside for unforeseen conditions, this pricing is approximately \$110,000 less than the buyback estimate provided in July.

Recommended Action:

It is the recommendation of the Superintendent that the Board authorize engagement with Garland Roofing in the amount of \$401,599 for Hilda Lahti Roofing, plus an additional \$23,000 in set aside for unforeseen conditions. (Proposal attached) The Superintendent also recommends that the Board grant authorization to expend \$15,000 toward gutters as an extension of this scope, if the situation warrants it.



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

Knappa School District
Hilda Lahti Elementary School
41535 Old US HWY 30
Astoria, Oregon 97103

Date Submitted: 08/15/2023
Proposal #: 25-OR-230774
MICPA # PW1925

OREGON General Contractor License #: 192939

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work: Section 7 & 11

1. Establish a safe working perimeter around the affected roof areas.
2. Demolish entire roofing system down to the deck where wet insulation has been identified by IR scan.
3. Inspect wood deck and replace any rotten decking on a price per sq.ft basis with owners approval.
4. Replace any wet or damaged insulation and backfill roofing system on a price per sq.ft basis with owners approval.
5. Increase all curb heights to 8 inches above finished roof line where necessary.
6. Increase all perimeter Nailers to account for insulation/flashing requirements
7. Mechanically fasten poly-iso rigid tapered insulation to reach the slope requirement. Include taper crickets behind curbs and penetrations larger than 20", ponding water over a 48 hour puddle will not be accepted. Stagger seams to prevent any thermal bridging.
8. Mechanically fasten 1/2 inch primed coverboard per wind uplift calcs.
9. Apply one layer of Stressbase 80 base sheet in Weatherking membrane adhesive per specification and application guides.
10. Apply one layer of Stressply Plus FR Mineral Cap sheet in Weatherking membrane adhesive per specification and application guides.
11. Perimeter walls and base flashings to receive same 2 layer system using Flashing Bond Flashing Adhesive.

12. Remove and replace all existing drip edge with primed drip edge metal according to manufacturers guidelines.
13. Install new gutter to match existing along north side of section 11.
14. Install new metal fascia to match existing in areas where Nailer or curbs have been raised.
15. Ensure new HVAC system is integrated into the new roofing system. (Contractor is responsible for mechanical disconnect & reconnect.)
16. Clean remaining debris and dispose of properly.
17. Provide all necessary information to issue 2-year workmanship warranty and Garland 30 year NDL warranty.

Proposal Price Based Upon Market Experience: \$ 401,599

Garland/DBS Price Based Upon Local Market Competition:

1 Pacific Tech Construction	\$ 401,599
2 Arrow Roofing	\$ 411,777

Unforeseen Site Conditions:

Additional Insulation Replacement	\$ 17.10 per Sq. Ft.
Decking Replacement	\$ 34.20 per Sq. Ft.

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Permits are excluded.
2. Plumbing, Mechanical, Electrical work is excluded.
3. Masonry work is excluded.
4. Interior Temporary protection is excluded.
5. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Jarod Miller

Jarod Miller
Garland/DBS, Inc.
(216) 430-3606

**KNAPPA SCHOOL DISTRICT #4
BUSINESS OFFICE
Phone: 503-458-5993 Fax: 503-458-6979**

**August 23, 2023
Board Meeting**

NOTES FROM THE BUSINESS OFFICE:

General

I have enclosed the July 31, 2023 financial report for your review.

**2023-2024 REVENUE AND EXPENDITURES
GENERAL FUND
As of July 31, 2023**

		ACTUAL	ACTUAL	PRIOR YEAR	PROJECTED REV	Total Expected	Balance	BALANCE
REVENUES	BUDGET	through	% of	% of	through	Revenue	From Budget	as % of
		July 31, 2023	BUDGET	BUDGET	June 30, 2024			BUDGET
Property Taxes	1,452,500.00	-	0%	0%	1,452,500.00	1,452,500.00	-	100%
County School Fund	205,000.00	-	0%	0%	205,000.00	205,000.00	-	100%
State School Fund	4,738,091.00	841,263.00	18%	17%	4,205,304.58	5,046,567.58	(308,476.58)	107%
Unrestricted Grants (Small High School)	20,000.00	-	0%	0%	20,000.00	20,000.00	-	100%
Common School Fund	63,911.00	-	0%	0%	66,024.54	66,024.54	(2,113.54)	103%
State Managed County Timber	75,000.00	-	0%	0%	75,000.00	75,000.00	-	100%
Asset Recovery	-	-	0%	0%	-	-	-	
Total State Support Formula Revenues	6,554,502.00	841,263.00	13%	12%	6,023,829.12	6,865,092.12	(310,590.12)	105%
Revenue ESD	210,000.00	-	0%	0%	210,000.00	210,000.00	-	
Other Local Sources	70,000.00	7,525.61	11%	6%	62,000.00	69,525.61	474.39	99%
Total Revenue	6,834,502.00	848,788.61	12%	12%	6,295,829.12	7,144,617.73	(310,115.73)	105%
Interfund Transfers	-	-			-	-	-	
Beginning Fund Balance	800,000.00	-			800,000.00	800,000.00	-	100%
TOTAL RESOURCES	7,634,502.00	848,788.61			7,095,829.12	7,944,617.73	(310,115.73)	104%

		ACTUAL	ACTUAL	PRIOR YEAR	PROJECTED EXP	Total Expected	BALANCE	BALANCE
EXPENDITURES	BUDGET	through	% of	% of	through	Expenditures	BALANCE	as % of
BY OBJECT		July 31, 2023	BUDGET	BUDGET	June 30, 2024			BUDGET
Personal Services	3,647,949.00	95,572.17	3%	2%	3,509,941.46	3,605,513.63	42,435.37	1%
Associated Payroll Costs	1,693,772.00	41,664.88	2%	2%	1,294,999.42	1,336,664.30	357,107.70	21%
Purchased Services	704,300.00	15,104.21	2%	2%	192,176.12	457,280.33	247,019.67	35%*1
Supplies & Materials	250,341.00	28,792.51	12%	6%	151,487.79	180,280.30	70,060.70	28%
Capital Outlay			0%	0%	-	-	-	0%
Other Objects	146,140.00	145,966.47	100%	91%	1,141.74	147,108.21	(968.21)	-1%
Transfers	577,000.00	-	0%	0%	577,000.00	577,000.00	-	0%
Total Expenditures	7,019,502.00	327,100.24	5%	3%	5,726,746.53	6,053,846.77	965,655.23	14%
Contingency / Unappropriated	615,000.00	-	0%	0%	-	-	615,000.00	100%
TOTAL EXPENDITURES	7,634,502.00	327,100.24	4%	3%	5,726,746.53	6,053,846.77	1,580,655.23	21%

		ACTUAL	ACTUAL	PRIOR YEAR	PROJECTED EXP	Total Expected	BALANCE	BALANCE
EXPENDITURES	BUDGET	through	% of	% of	through	Expenditures	BALANCE	as % of
BY MAJOR FUNCTION		July 31, 2023	BUDGET	BUDGET	June 30, 2024			BUDGET
1000 - Instruction	3,536,395.00	17,239.89	1%	0%	2,915,724.15	2,932,964.04	603,430.96	17%
2000 - Support Services	2,906,107.00	309,860.35	11%	9%	2,234,022.38	2,543,882.73	362,224.27	12%
5000 - Other Uses/Debt Services/Transfers	577,000.00	-	0%	0%	577,000.00	577,000.00	-	0%
Total Expenditures	7,019,502.00	327,100.24	5%	3%	5,726,746.53	6,053,846.77	965,655.23	14%
6000 - Contingency / Unappropriated	615,000.00	-	0%	0%	-	-	615,000.00	0%
TOTAL EXPENDITURES	7,634,502.00	327,100.24	4%	3%	5,726,746.53	6,053,846.77	1,580,655.23	21%

*1 - Includes estimate for consortium costs to be paid Fall 2024

HLE Board Report - August 2023

23-24	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
preK	18										
K	33										
1/2	50										
3	35										
4/5	65										
6	39										
7	37										
8	37										
KVA	7										
K-8 Total	303										
<hr/>	311	317	310	314	311	313	315	316	312	315	311
<hr/>	332	316	318	320	323	318	321	321	324	330	327

The building is buzzing... literally sometimes with all the activity. Teachers are getting their rooms ready for students to arrive. Construction is moving along. The school year is upon us and I am excited for another great year.

During August, Extended School Year and Kindercamp welcomed kiddos into the building for some extra learning. Our Kindergarten students took a field trip to the construction site and learned a little bit about safety.



Knappa Virtual Academy will use the K12 Stride curriculum this coming school year. We are excited for this change and believe it will be a great change for all involved.

Football and cross country practice has started and volleyball will start the first day of school. Cori Jones is doing a great job as our new Athletic Director.

My goals for HLE are continued work on targeted interventions academically and behaviorally, improved academic instruction, and continuing to improve the school culture. My theme and mantra this year will be.... "Every Interaction Matters." From the bus stop, recess, cafeteria, and in the classroom, each interaction our students have with staff and students can and will impact a student's view of their educational world!

Thank you for your continued support!

Respectfully submitted,

Tammy McMullen
Principal
HLE



June 2023
KSD Board Meeting
Knappa High School

Enrollment 2023-24

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9	34										
10	36										
11	34										
12	35										
Total	139										

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

2021-22

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
9	43/1	44	44	44	43	44	44	44	40	39	39
10	39/1	40/2	40/2	40/2	38/2	38/1	40/1	41/1	38/1	38/1	38/1
11	35	33/1	33/1	34	33	33	33	33	33	33	33
12	34/4	34/4	34/4	34/4	33/4	33/4	33/1	32/2	32/2	32/2	32/2
Total	151/6	151/7	151/7	152/6	153	153	154	153	146	145	145

*KHS enrollment/KVA enrollment

- ★ On Aug 15th and 16th, we had a freshman bootcamp. Ms Mather coordinated this and the students had a great time culminating in a trip to the Tree to Tree adventure park in Gaston.
- ★ Fall athletics have started! First contests are this week with Volleyball heading to Warrenton Thursday and Cross Country going to Wilsonville Friday.
- ★ Thank you to Dr Voeller and his team for putting on a physical clinic at KHS. The turnout was great. 44 kids received physicals! Being able to host that at our school was a big help to many parents.
- ★ Thank you to the custodial and maintenance staff as they have been hard at work over the summer making sure everything is ready to go for the school year. The building and grounds look great as we prepare for students next week!