#### 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, September 22, 2021

6:30 p.m.

Video call link: <u>Knappa Board Meeting</u> Or dial: (US) +1 302-314-6567 PIN: 485 766 653#

### 1. **Call to Order** – Chair Ed Johnson

- 1.1 Flag Salute
- 1.2 Moment of Silence for Debra Livingston

#### 2. **Consent Agenda**- (Motion for approval needed)

- 2.1 Minutes from the August 18, 20201Regular Board Meeting, p.2-4
- 2.2 Personnel Update, p-5
- 2.3 Surplus Bus Sale-(1993 Blue Bird and 1998 Blue Bird TC 2000 5.9 Cummins Diesel)
- 2.4 21-22 Amended Superintendent Contract to reflect changes in health insurance, p-6

#### **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 Student Investment Account Annual Report- (presentation and discussion) p. 7-8
- 4.2 21-22 Board Goals- (motion for approval) p.9-10
- 4.3 21-22 Superintendent Goals- (discussion and motion for approval)-p.11-14

### 5. **District Reports**

- 5.1 Financial Report- (motion needed)-p.15-16
- 5.2 Superintendent Reports-p.17-24
  - Hilda Lahti Elementary/Middle School
  - Knappa High School

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

• Possible November 3, 2021 Work Session

**Executive Session: ORS 192.660(2)** The governing body of a public body may hold an executive session; (d) To conduct deliberations with persons designated to carry on labor negotiations.

**Next Meeting •** Wednesday, October 6, 2021 Work Session Knappa High School, Wednesday, October 20, 2021 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, August 18, 2021 6:30 p.m.

#### Present

#### Absent

Ed Johnson-Chair Cullen Bangs-Vice Chair Will Isom-Director Michelle Finn-Director Christa Jasper-Director

William Fritz-Superintendent Jennifer Morgan-Board Secretary Tammy McMullen-HLE/HLMS Principal Laurel Smalley-KHS Principal Diane Barendse-Business Manager

# 1. **Call to Order** – Chair Ed Johnson-6:28pm

1.1 Flag Salute-6:30 p.m.

#### 2. **Consent Agenda**- (Motion for approval needed)

- 2.1 Personnel Update
- 2.2 Minutes from the July 14, 2021 Work Session and August 2, 2021 Work Session/Retreat Meetings.
- 2.3 KEA COVID-19 MOU

Finn moved to approve the consent agenda as presented, Bangs seconded, moved to vote, approved unanimously.

### 3. Communications and Hearing of Interested Parties

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#### **New Business**

ESOL State Report-(discussion)-no discussion

Archery Program- (motion for approval needed)-McMullen reviewed the archery program documents that are included in the board packet, she demonstrated the equipment that would be used in the program and the equipment we received with the grant. Finn asked if a student can bring their own bows, at this time we aren't not sure, there are specific draw weights and target points are very specific and the rules used in the PE program. Discussion followed. Finn moved to adopt the archery program, Bangs seconded, moved to vote, approved unanimously.

**Florida Virtual Academy Curriculum**- (motion for adoption needed)-Fritz and Melissa Reid reviewed the KVA curriculum with the board. Fritz stated the board needs to adopt the curriculum for the 21-22 school year, we had a waiver last year due to COVID. The curriculum has been reviewed by a state curriculum committee with teachers from across the state, including Melissa. The cost of the program is \$220 per student and at this time we have 16 KVA students.

Discussion followed. Was there an exit interview as why families have moved out of KVA into home school programs, Fritz stated he had not heard of anything and we have not seen an increase in those numbers. We will contact families after the first of the year, to see why they choose not to use KVA. Isom asked, was there some sort of education for parents of KVA families, Melissa stated it does have training in the module for parents, and she has a training that she would like to do with families. Finn moved to approve the Florida Virtual Academy Curriculum, Isom seconded, moved to vote, approved unanimously.

Letter to OHA & Governor for Local Control- (motion for approval needed)-Isom stated local control would be the best. Isom moved to approve the attached letter to the Governor requesting local control, Finn seconded, moved to vote, approved unanimously.

**Board Goal Setting-** (discussion only)- Fritz, Chair Johnson and Vice Chair Bangs came up the attached board goals, they took the comments from the board retreat and came up with 5 items to focus on for this year. On item 3, Isom state he felt that we should give everyone 3 minutes to talk regardless if they were in a group or not. Discussion followed on the time of public comment. The Board will keep the 3 minutes per person, no other time limit and first come first to speak. Would like to make the website more user friendly and direct parents to the website for updates from the district. Discussion followed. Fritz will still send out a weekly letter this year. Fritz will schedule more work sessions to review policy, telemedicine and student achievement. He will get more details on #3 and bring it back to the next meeting for board approval.

**Superintendent Evaluation Timeline**-(discussion)-Johnson reviewed the timeline with the board. No discussion.

### **District Reports**

**Superintendent Report**-Dr. Fritz-summer programs are in progress right now, funded by a grant from ODE. School starts September 7th, we are almost fully staffed, just need a high school science teacher and we are actively recruiting. We need bus drivers and a couple of PA positions. The bond has been filed with the elections department.

Isom stated that Senator Johnson has endorsed the bond and we need to work on getting that out to the community. Fritz stated there is a bond election committee and they will be getting that information out to the community soon.

Johnson asked how many kindergartners we have, McMullen stated we have 27 registered at this time.

How many preschoolers, we have 18 and few on the wait list. Preschool starts September 1st.

Johnson asked how many students took advantage of the summer programs, about 62 at HLE and 30 at the HS.

Johnson asked Mr. Salo who was an audience member what his questions were, he stated on hot topic issues it would be nice to make sure the parents and community know what is going on 30 as not to create controversy.

Community member speaker agreed with having local control in the district.

• Financial Report- (Diane Barendse)-Barendse reviewed the financial report with the board. tThe ESD updated payroll incorrectly for the projected this year, they are working on correcting that. We will be receiving a little more revenue than projected. No discussion, Isom moved to approve the financial report as presented, Bangs seconded, moved to vote, approved unanimously.

- Hilda Lahti Elementary/Middle School-no discussion
- Knappa High School-no discussion

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

Isom-stated that he heard Washington instituted a vaccine mandate for teachers, have we heard about that for Oregon. Fritz stated not at this time, but the NEA agrees, and OEA does also.

Finn-nothing at this time.

Jasper-nothing at this time.

Bangs-nothing at this time.

Johnson-nothing at this time.

Finn moved to adjourn the meeting-7:55 p.m.

**Meetings** • Wednesday, September 22, 2021, 6:30 p.m., Regular School Board Meeting, Knappa High School

#### Knappa School District # 4

## Changes of Employee Status September 22, 2021

#### The Superintendent recommends accepting the following:

The resignation of Hilary Smith as a HLE PA

The hiring of Mikayla Dawkins as a HLE PA

The hiring of Renee Tarabochia as a HLE PA

The hiring of Travis Cagwin as the MS Football Coach.

The hiring of Breanna Kinder as a HLE PA.

The resignation of Scott Whitworth as the district bus mechanic.

The resignation of Jeni Olson as the HS Secretary.

The hiring of Stephanie Baldwin as the HS Secretary.

The resignation of Tami Jones as a district Custodian.

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# 21-22 Health Insurance Change

- 10. **FRINGE BENEFITS.** The SUPERINTENDENT shall be entitled to participate in the following fringe benefits:
  - A. *PERS:* The DISTRICT shall pay the employer's and the employee's contribution to the Public Employees Retirement System.
  - B. Professional Dues: Professional/civic dues in full for COSA and AASA,
  - C. *Travel Allowance:* Mileage will be paid at the approved IRS rate for travel required to fulfill the duties of SUPERINTENDENT for miles outside the District.
  - D. Insurance: The DISTRICT will contribute a maximum of up to \$1,344 per month for the employee and their dependents towards insurance premiums for the DISTRICT's Group HRA and the employee's choice of dental and vision coverage offered by the DISTRICT. The benefits provided are described in the Agreement between the school DISTRICT and insurance carrier.
  - E. *Leaves:* The SUPERINTENDENT shall have 3 days available for personal or emergency leave. Bereavement leave shall be the same as provided in the licensed collective bargaining agreement. Such leave days are not cumulative.
  - F. Sick Leave Sick Leave means absence from duty because of illness or injury of administrator or a member of his/her immediate family, as defined in the licensed collective bargaining agreement, and shall be allowed at a rate of one day per month for each month of employment up to 12 days per year, prorated from the first day of employment. Unused sick leave is accrued and carried forward from year-to-year.
  - G. *Professional Development*: The DISTRICT shall pay for all tuition, and related, expenses that are incurred by the SUPERINTENDENT in the completion of professional development.
  - H. *Tax-Sheltered Contributions:* The DISTRICT shall contribute \$300.00 per month toward a tax-sheltered account of the SUPERINTENDENT'S choice.

# **Student Investment Account Annual Report Questions**

This Student Investment Account Annual Report Questions template aims to help districts organize narrative responses to questions prior to submitting their Annual Report via SmartSheet. **Please note that this template will not be submitted** to the Oregon Department of Education; rather it is a tool to support grantees in compiling the necessary information that will need to be cut and paste into SmartSheet.

Annual Report Questions								
District or Eligible Charter School	Knappa School District #4							
1. There are clear impacts from the reduction in SIA funding and from the direct efforts to respond to COVID-19. While you can't fully set those aside, what is important for your community, including focal student groups, families, and educators, to understand about your SIA implementation efforts during the 2020-21 school year and the positive impacts that have occurred? How were you able to make progress towards the goals and outcomes you were aiming at with SIA funding and processes? (500 words or less)	<ul> <li>Knappa School District was able to launch a music program using SIA resources this year.</li> <li>SIA resources were also used to create extended learning opportunities via the web-enabled day care centers while students were in distance learning and summer programs were funded using SIA dollars.</li> <li>A part time kindergarten teacher was hired to support early literacy needs and this reduced class sizes.</li> </ul>							
Explainer: In your response to this question, consider what is most important to share with your community about SIA implementation over the last year. As you reflect on the progress made toward the goals and outcomes you were aiming at with SIA funding, consider and speak to the impacts to student mental and behavioral health, and the reduction of academic disparities for focal students.	A kindergarten readiness program was developed for 2020- 21 implementation.							
<ol> <li>What barriers, impediments, or challenges to your SIA implementation have you faced or identified that are helpful for your community and/or state leaders to be aware of? (500 words or less)</li> <li>Explainer: Through this question, we're aiming to understand barriers and challenges that you</li> </ol>	Some strategies were impossible to implement during the 2020-21 school year due to reduced funding. This included CTE initiatives as well as the community connector position.							
experienced or faced in SIA implementation that would be helpful to share with students, families, communities and ODE.								

Annual Repo	ort Questions
3. SIA implementation includes ongoing engagement with focal students, the families of focal students, and educators. What successes and challenges, if any, have you experienced in maintaining engagement? (500 words or less)	Engagement was limited due to the need to meet using virtual means. We did hold a virtual community meeting regarding the SIA plan during the spring and approximately 30 people were in virtual attendance.
Explainer: What we're seeking through this question is a reflection of successes and challenges (if any) in engagement over the first year of SIA implementation. We recognize this question may feel a little redundant to one of the recent SIA Plan Update questions; however, we're hoping to get a little more depth in understanding engagement in general over the year, not just as it relates to informing updates to the SIA plan.	
4. Please share your professional assessment of what guided your choices and prioritization efforts in the first year of SIA implementation? What stands out? Anything important or surprising to report back or reflect on? How were key decisions on scaled down implementation made? What impacts, if any, are helpful to name in how you navigated through the last year, specifically as it relates to SIA implementation? (500 words or less)	We were surprised to be able to find a quality music teacher this year, but discovered that the market for music teachers was good because many districts were not doing music. The community connector position was delayed because (at least in the beginning) students were exceptionally well managed due to the novelty of being back in school.
Explainer: In your response to this year, we'd like to hear specifically what guided your prioritization of some activities/strategies over others in light of the reduction in funding and/or shifting community needs. Within this question, you may also offer learnings or surprises that were unanticipated.	

# **Board Goals**

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-6 mathematics, ESOL, and elementary health.
- Board will be briefed on the bi-annual review process for the reproductive health curriculum, and will adopt changes stemming from a recommendation by the Superintendent
- 2. The Board will ensure that students have safe and high quality learning facilities.

Indicators:

- Tangible progress toward repairs to roofs, HVAC systems, and/or plumbing within our schools.
- Fiscal resources are allocated via the bond and/or the budget to support facility improvements and a plan exists to conduct facility updates.
- •
- 3. The Board and Staff will expand and improve communication systems.

Indicators of implementation:

- Quarterly Senior Citizen Newsletter
- Listening Sessions
- Superintendent Chats
- Weekly Letters from Superintendent
- Monthly Newsletters
- Active Social Media presence
- Activate School-Based Site Councils
- A board memo will be sent to the staff and community subsequent to each board meeting.
- Community engagement part of the board agenda
- The Board will clearly identify how public comments will be processed. The requirements will be adjusted to permit items that ARE or aren't on agenda, allowances will be made for people speaking on behalf of a group, 3 minutes per speaker.

4. The Board shall establish a process for handling controversial or "extended" issues.

Indicators:

- Additional work session time will be added to the Board calendar to allow for open discourse (less formal so that candid discussion is possible) (Possible topics: telemedicine, student achievement data and plan)
- 5. The Board shall establish a schedule for ongoing policy review and revision.

Indicators:

- A schedule will be approved for ongoing policy review (with portions of the overall policy handbook identified each year)
- The topics identified for 2021-22 shall be reviewed by staff and considered and acted upon by the School Board.

# Draft Superintendent Goals

# 1) Improve achievement in all academic areas.

Implementation measure 1a: Continued training for staff in conceptual understating in math and a blended literacy model.

Implementation Measure 1b: Adopt curricula for K-6 mathematics, K-5 health, and review of the middle school (6-8 reproductive and sexual health program)

Implementation Measure 1c: Develop programming and a written plan to better meet the needs of talented and gifted (TAG) students.

Implementation Measure 1d: Train staff and implement Universal Design for Learning models.

Results measure 1a: More than a year's growth in MAPS scores for reading and math when comparing fall to spring results at all grade levels and for all demographic groups. Results Measure 1b: Increase diverse participation within CTE programs by 10% for all underrepresented populations

# 2) Board and Community Relations

Implementation Measure 2a: Propose policy revisions consistent with School Board Goal 5.

Implementation Measure 2b: Implement communication measures consistent with Board Goal 3.

# 3)Ensure that students have safe and high quality learning facilities.

Implementation Measure 3a: Provide quality information to the community related to the November 2021 bond.

Implementation Measure 3b: Cooperate with the Knappa Bond Election Committee who advocates for the passage of the bond.

Implementation Measure 3c: Recommend allocation of resources within the budget to support proper maintenance of district facilities.

Implementation Measure 3d: Develop a written preventive maintenance plan for the district to include a work order system and ongoing preventive maintenance items tied to a timely schedule.

# 4) Enhance student and staff safety.

Implementation Measure 4a: Ensure that safety protocols tied to the state Resiliency Framework are developed, that staff and students are trained on these protocols, and that the protocols are consistently implemented within the schools.

Implementation Measure 4b: Complete the Red Cross Shelter Training that had been planned for spring of 2021. Implementation Measure 4c: Make application for a state seismic improvement grant.

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

#### September 22, 2021 Board Meeting

#### NOTES FROM THE BUSINESS OFFICE:

#### **General**

I have enclosed the August 31, 2021 financial report for your review. Property tax revenue received in July and August belongs to the prior year so no current year is recorded. Total expected State School Fund revenue is adjusted to reflect the estimate received in June after the budget was created and the state increased their funding to \$9.3 billion. The ESD has an error in the encumbrance for Payroll and Payroll Costs that was unable to be corrected before these reports were completed so only August actuals for expenditures are included.

		ACTUAL	PROJECTED REV	Total Expected	Balance	BALANCE
		through	through	Revenue	From Budget	as % of
REVENUES	BUDGET	August 31, 2021	June 30, 2022			BUDGET
Property Taxes	1,352,000.00	-	1,352,000.00	1,352,000.00	-	100%
County School Fund	200,000.00	-	200,000.00	200,000.00	-	100%
State School Fund	4,295,491.00	1,110,277.00	3,330,831.88	4,441,108.88	(145,617.88)	103%
Unrestricted Grants (Small High School)	28,000.00	-	28,000.00	28,000.00	-	100%
Common School Fund	53,466.00	-	53,466.00	53,466.00	-	100%
State Managed County Timber	75,000.00	-	75,000.00	75,000.00	-	100%
Medicaid	-		-	-	-	0%
Total State Support Formula Revenues	6,003,957.00	1,110,277.00	5,039,297.88	6,149,574.88	(145,617.88)	102%
Revenue ESD				-	-	
Other Local Sources	58,000.00	15,200.90	60,816.10	76,017.00	(18,017.00)	131%
Total Revenue	6,061,957.00	1,125,477.90	5,100,113.98	6,225,591.88	(163,634.88)	103%
Interfund Transfers	-			-	-	
Beginning Fund Balance	2,252,000.00	-	-	-	2,252,000.00	0%
				-	-	
TOTAL RESOURCES	8,313,957.00	1,125,477.90	5,100,113.98	6,225,591.88	2,088,365.12	75%

		ACTUAL
EXPENDITURES		through
BY OBJECT	BUDGET	August 31, 2021
Personal Services	3,487,912.00	308,366.56
Associated Payroll Costs	1,763,854.00	152,578.36
Purchased Services	683,191.00	19,023.17
Supplies & Materials	214,600.00	30,717.24
Capital Outlay		
Other Objects	130,700.00	116,273.28
Transfers	1,315,000.00	
Total Expenditures	7,595,257.00	626,958.61
Contingency / Unappropriated	718,700.00	-
TOTAL EXPENDITURES	8,313,957.00	626,958.61
		ACTUAL
EXPENDITURES		through
BY MAJOR FUNCTION	BUDGET	August 31, 2021
1000 - Instruction	3,713,260.00	233,901.81
2000 - Support Services	2,566,997.00	393,056.80
5000 - Other Uses/Debt Services/Transfers	1,315,000.00	-
Total Expenditures	7,595,257.00	626,958.61
6000 - Contingency / Unappropriated	718,700.00	
TOTAL EXPENDITURES	8,313,957.00	626,958.61

# Hilda Lahti Elementary/Middle School September 2021 Board Report

Grade	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Kg	25	29									
1	42	36									
2	33	30									
3	44	34									
4	35	31									
5	36	33									
6	36	33									
7	37	37									
8	45	38.5									
KVA		14									
Total	333	316									

**Enrollment Report** 

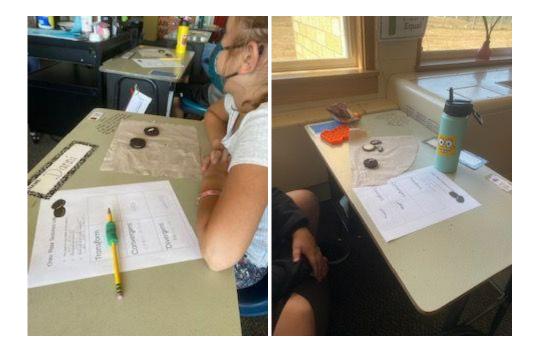
Summer school wound down August 20th, and the 2021-22 school year arrived quickly. During staff work days, our team trained on conceptual mathematical concepts and universal instructional design. Attitudes were upbeat, and our team was ready to begin the year with gusto. We realized that it would be hard but we also had a deep responsibility to make this an impactful year for our students. Preschool started on August 30th with a parent night on the 28th. We have 16 young 3 and 4 year olds experientially learning with a very caring staff. September 8th, we had a student test positive with COVID, and decided to shut down the preschool until Sept 20. Staff worked during the shutdown on how to help mitigate exposure between students.

For our K-8 students, September 7th was orientation day! Families came in during two different time frames. Our attendance was about 75%. School kicked off on Wednesday, September 8th! There are always kinks, and the dual shifts create some challenges with busing and timing. These are still being tweaked to ensure students are getting home in a timely manner.

The week of September 13th challenged our team. We had multiple COVID cases and tried to contact trace. Over the week, we were able to decipher between all the different documents and regulations. Our Nurse Katie Montgomery is priceless. She kept communication with the health department and our families. We have many students returning to the building this coming week.

K-6 students have been MAP Fluency tested and our Title team is working to identify interventions for those students. All in person students will take the MAP Reading and Math test by the middle of October.

Staff continue to engage students using all types of strategies. The pictures below are a hands on demonstration/exploration using Oreos. They were exploring tectonic plate movement.



Middle school students have been busy with sports. We started the school year with an outdoor dance with other game activities as well. Our cross country, football, and volleyball teams are succeeding. We have implemented a grade check and the first one is this week. They will have a week to get their grades above an



F.

We continue to be a bit short staffed. I am teaching a PE class, Ms Myers is teaching a 6th grade class and elective for 7/8th. It is busy for us, but also good to stay in the midst of the kids.

I look forward to getting into the groove of school and coaching teachers on teaching and learning.

Thank you for your support of our school.

Respectfully submitted,

Tammy McMullen Principal

# September 2021 KSD Board Meeting Knappa High School

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	Мау	Jun.
9	43/1	44									
10	39/1	40/2									
11	35	33/1									
12	34/4	34/4									
Total	151/6	151/7									

\*KHS enrollment/KVA enrollment

- KHS athletes are currently participating in football, volleyball, and cross country seasons. KHS fans are back to cheering for their athletes on the field, in the gym, and on the course. Athletes not in a season are busy working with coaches and peers to keep their skills fresh.
- KHS and KVA students are busy tackling their academic responsibilities. KHS Talent Search is putting together college visits and FAFSA night opportunities for students.
- KHS Student Council is preparing to hold officer elections. Student candidates are networking with peers and will be delivering speeches to earn votes. Officers will be announced as soon as voting is complete!
- KHS Leadership is planning Homecoming 2021 activities for the week of October 10th. Activities will include hall decorations, class lip sync, meatball volleyball, and powderpuff football.

# Superintendent Report September 22, 2021

**Start of School.** To the public, school starts on September 7, but to the school district this is the end of about seven months of preparation. This work has paid off. Knappa's school start two weeks ago went smoothly.

The new start/end times have gone well. We did have some late bus issues to address but those have mostly been resolved.

Prior to the start of school, our teachers and PA staff conducted professional development in...

- Developing mathematics conceptual understanding
- Helping students develop literacy skills
- Universal Design for Instruction
- High school success strategies
- Safety protocols for successful school operations

With a strong start, school feels much more "normal" than it had in the past.

**Staffing.** Our schools are fully staffed with a couple of exceptions. We are still in need of a high school science teacher. The position is still posted and we are seeking multiple avenues to find a well-qualified teacher.

We are "lean" on bus drivers. One more is in training, we gained an applicant on Friday, and two of our teachers have stepped up to train

as bus drivers, being willing to drive bus before and/or after their teaching shifts. That is dedication <sup>(2)</sup>.

We now have a request filed with the National Guard to provide bus driver relief for the district. Four of the Clatsop County districts have made this request jointly with hopes that it will provide temporary relief and prevent school closures due to lack of drivers (if quarantines are needed or if vaccination mandates interfere).

We have had a couple of resignations since the start of school. We did interviews for one of the positions last week and the others are posted. There does appear to be some interest in the positions.