

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, March 19, 2025

6:30 p.m.

6:15 pm Winter Athletics Recognition

1. **Call to Order** – Chair Cullen Bangs

1.1 Flag Salute-6:30 p.m.

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

2.1 Minutes from the March 5, 2025 Regular Board Meeting.

3. **Information**

3.1 Personnel Update

4. **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.

5. **Old Business**

5.1 25-26 District Calendar Approval

6. **New Business**

6.1 Audit Report

6.2 Required Board Trainings

7. **District Reports**

7.1 Financial Report

Next Meeting: Wednesday, April 23, 2025, 6:30 p.m. Board Meeting, Knappa High School Library.

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6:00 p.m. ORS 192.660(2)(i) Executive Session, the governing body of a public body may hold an executive session: (i) to review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employed or staff member who does not request an open hearing.

Board of Directors' Regular Board Meeting

Wednesday, March 5, 2025

6:30 p.m.

Present

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

Absent

William Fritz-Superintendent
Hannah Mather – Board Secretary

Jennifer Morgan- Chief Financial Officer

Tammy McMullen-HLE Principal
Paul Isom-KHS Principal

**KHS Choir Performance By
*Performance Cancelled.***

Classified Appreciation Week!

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

Chair Bangs call meeting to order at 6:30pm.

2. **Consent Agenda- (Motion for approval needed)**
 - 2.1 Minutes from the February 18, 2025 Regular Board Meeting.
 - 2.2 Renewal of Licensed Teaching Personnel 25-26
 - 2.3 MOU of understanding w/OSEA Severe Needs Program Assistants
 - 2.4 Henry Samuelson – KHS Track Coach
 - 2.5 Alt Ed. Trip to Seattle

Chair Bangs requests for feedback regarding the consent agenda. Director Isom requested to move the renewal of Licensed Teaching Personnel 25-26, Principal Paul Isom's Contract only to New Business due to conflict of interest.

Isom moved to approve consent agenda with the removal of Principal Paul Isom to New Business, Finn seconded, moved to vote, approved unanimously.

3. **Information**

3.1 Personnel Update

No personnel updated at this time.

4. **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.

No public comment at this time.

5. **Student Rep Reports**

KMS - a few students took a field to the aquatic center as an incentive for their good grades.

KHS – Nadia Gremer, a KHS junior, started newsletters for the student body to read to stay caught up on the lunch menu, activities and other events. Mylie Lempea requests to present the trip to Chicago at the next meeting.

6. **Superintendent Report**

Dr. Fritz stated the inclement weather make up day will be, April 14th and will be a regular full day. The calendar states April 14th to be used as a makeup day and therefore no board approval is needed at this time. The security fencing should be finishing up as part of the bond work. If we waited to put in the fencing, prices would have increased. We are partnering with Fire Chief Kurt Donaldson to ensure the fencing is up to code and emergency compliant. Additionally, the roof at HLE still needs some work that will be done within the next few weeks. The new gym passed the water test although the middle school wing did not. Those issues are underway to be fixed next week. Meyer Freeman has been fundraising money to complete the pickle ball court at HLE.

Chair Bangs asked why Chief Donaldson had an issue with the fencing. Dr. Fritz stated that it was to ensure a large truck can get back toward the baseball field in case of emergency. Finn asked what the alternative plan is for the parking lot, Dr. Fritz stated Big River suggested removing parking lot and replacing with gravel but they are still configuring viable options and awaiting assessments.

7. **New Business**

7.1 **Superintendent Evaluation Summary Letter-** (Cullen Bangs-no action)

Chair Cullen reads summary letter into the record. The board has completed the evaluation for Dr. Fritz and summarizes that Dr. Fritz has achieved overall success. The board recognizes his continued leadership and meets the expectations of the board to issue the recommendation to renew the superintendent contract. Chair Bangs moved to approve the 24-25 superintendent evaluation as presented, Isom seconded, moved to vote, approved unanimously. No further discussion.

7.2 **Classified Employees Appreciation-** (motion on resolution).

Isom moved to approve the Resolution of Classified Employees Appreciation, Montgomery seconded, moved to vote, approved unanimously. The board proclaims March 3- 7, 2025 to be Classified Employees Appreciation week. No further discussion.

- 7.3 25-26 School Board Meeting Calendar
Chair Bangs asks for questions. Montgomery moved to approve the 25-26 school board calendar as presented, Finn seconded, moved to vote approved unanimously.
- 7.4 25-26 District Calendar Proposal
Dr. Fritz presented the district calendar. Mike Rathfon stated that staff would like to change the April 13th make up day to March 20th. Dr. Fritz recommends the board to table the district calendar due to staff concern. Chair Bangs relays that it should be a later date for the makeup day due to weather in the past. Chair Bangs moved to table the 25-26 District Calendar Proposal until further discussion, Isom seconded, moved to vote, approved unanimously.

Renewal of Licensed Teaching Personnel 25-26 Chairs Bangs moved to approve the Renewal of Licensed Teaching Personnel 25-26, Finn seconds. Isom abstains due to conflict of interest. No further discussion.

8. **District Reports**

- 8.1
- Hilda Lahti Elementary/Middle School – Principal McMullen reviewed the HLE report with the board. No discussion.
 - Knappa High School – Principal Isom states reviewed the KHS report with the board. No discussion.

Dr. Fritz congratulates both basketball coaches, Tracie Brockey and Paul Isom, as they were both awarded league coach of the year.

Isom had a question regarding the senior community night on May 7th, is there a central calendar for events for the school? Paul Isom stated that Parent Square is the biggest form of communication used for the District. Isom suggests marketing more non-sport items happening at both schools in addition to our current methods.

Finn stated that Abby Rusinovich's sports event schedules received through the mail are beneficial to the older part of the community. Dr. Fritz mentions we will have further conversation regarding communication regarding events.

Jasper stated that a community member would like to help but would need to be communicated further or reached out to in order to get volunteer services.
No further discussion.

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

Montgomery provided no report at this time.

Finn provided no report at this time.

Isom provided no report at this time.

Jasper provided no report at this time.

Adjourned 7:13pm

Next Meeting:

Wednesday, March 19, 2025 6:30 p.m. Work Session @ Knappa High School Library.

Knappa School District 2025-2026 School Calendar

KEY:

- NO SCHOOL DAYS**
- Holiday - NO School**
- Staff Work Days - NO School**
- Start/Ceremonies/Conferences - School in Session**
- Half Days**
- Possible Snow Make Up Days**

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

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

- 1st - New Year's Day
- 5th - School Starts
- 16th - Staff Work Day/End of Sem. 1 - NO School
- 19th - No School - MLK Day

21

- 25th - Teacher Work Day
- 26th - Teacher PD Day
- 27th - ALL Staff In-Service
- 28th - Teacher Work Day
- 29th - NON Contract Day

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

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

- 9th - Staff PD - NO School
- 16th - Presidents Day - NO School

16th - POSSIBLE Snow make-up day

20

- 1st - Labor Day - NO School
- 2nd - Orientation
- 3rd - 1st Day of School (PK-12)
- 3rd-5th - 1/2 PK & K

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

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

- 18th - Evening Conferences
- 19th - K-12 Conferences - NO School
- 20th - NO School
- 23rd - 27th - Spring Break

18

- 13th - Staff PD day - NO School
- 29th - 1/2 Day Students/Evening Conf.
- 30th - K-12 Conferences - NO School
- 31st - NO School

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

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

- 3rd - End of Qtr. -1/2 Half Day of School/Staff Work Day
- 13th - Staff PD - NO School

13th - Possible Weather Make-up Day

23

- 25th - Memorial Day - NO School

21

- 10th - PD Staff In-Service - NO School
- 11th - Veteran's Day-NO School
- 26th-28th - Thanksgiving Break - NO School

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

18

- 22nd - Winter Break - NO School

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

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

- 5th - Last Day of School 1/2 Day students/Staff Work Day
- 4th - 8th Grade Promotion
- 6th - Graduation
- 8th - Staff PD Day- NO School

8th and 9th - Possible snow make-up days

10th - Staff PD Day

6

15



Knappa School District No. 4

William Fritz Ph.D.-Superintendent

March 19, 2025
Board Meeting

TO: BOARD OF DIRECTORS

FROM: Jennifer Morgan CFO

TOPIC: FINANCIAL REPORT

Discussion

Attached is the February 28, 25 Financial Report, using the Frontline Forecast 5 program. Forecast 5 uses historical data as reported to ODE. Current year information is uploaded from actuals every month. Forecasts are based on historical information and the adopted budget.

Expenditures can be kept within budget in most categories. There was a larger than expected increase to Property Insurance due to the additions made through the bond projects. Some efficiencies have been found in staffing and projections take that into consideration.

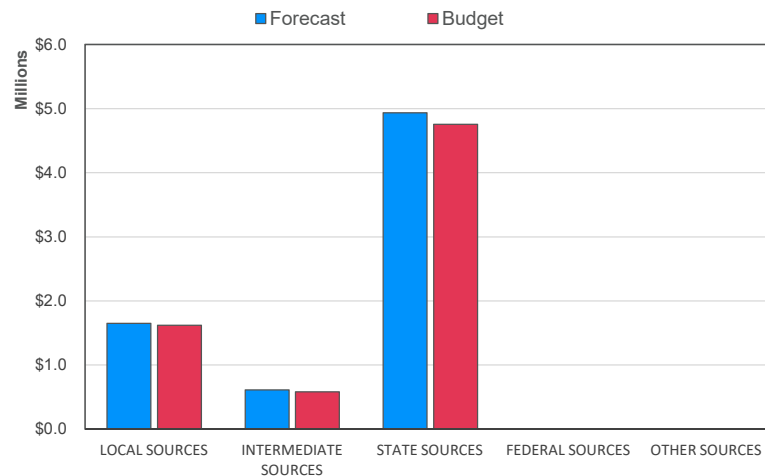
The Special Reserve Funds, broken out in the Revenue section of the General Fund, are Funds 102 Technology Reserve, 104 Textbook Reserve, and 106 Maintenance Reserve. Those funds were changed with Board approval from Funds 292, 293, and 296. This transfer was completed on 7/1/24. Kloth Group is reviewing their expenditures compared to the districts for the bond and seismic projects and we will bring those to the next board meeting.

General Fund | Financial Projection

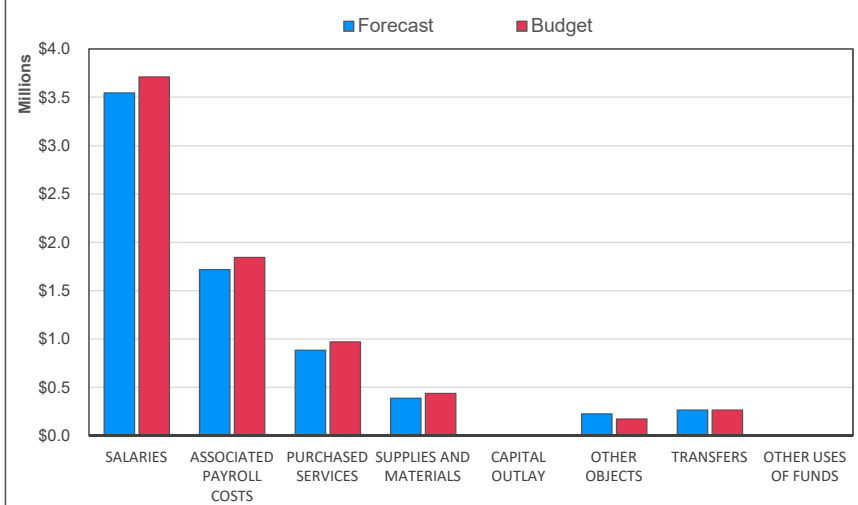
For the Period Ending February 28, 2025

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$694,587	\$932,299		\$932,299	\$1,005,000	(\$72,701)
REVENUES						
Local Sources	\$1,517,543	\$1,534,855	\$116,465	\$1,651,319	\$1,619,000	\$32,319
Intermediate Sources	338,819	150,501	459,738	610,239	583,000	27,239
State Sources	3,805,871	3,516,205	1,416,016	4,932,221	4,756,280	175,942
Federal Sources	0	0	0	0	0	0
Other Sources	3,525	95	3,333	3,428	10,000	(6,572)
TOTAL REVENUE	\$5,665,758	\$5,201,657	\$1,995,552	\$7,197,209	\$6,968,280	\$228,929
EXPENDITURES						
Salaries	\$2,259,783	\$2,171,545	\$1,373,194	\$3,544,739	\$3,709,733	\$164,994
Associated Payroll Costs	1,087,914	1,026,899	692,030	1,718,929	1,842,934	124,005
Purchased Services	410,911	308,827	575,059	883,886	969,150	85,264
Supplies and Materials	188,742	166,625	222,747	389,372	436,500	47,128
Capital Outlay	0	0	0	0	0	0
Other Objects	158,896	220,128	4,527	224,655	173,150	(51,505)
Transfers	0	0	266,871	266,871	267,000	129
Other Uses of Funds	0	0	0	0	0	0
Contingencies	0	0	114,813	114,813	114,813	0
Unappropriated Ending Fund Balance	0	0	460,000	460,000	460,000	0
TOTAL EXPENDITURES	\$4,106,246	\$3,894,023	\$3,709,240	\$7,603,263	\$7,973,280	\$370,015

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget

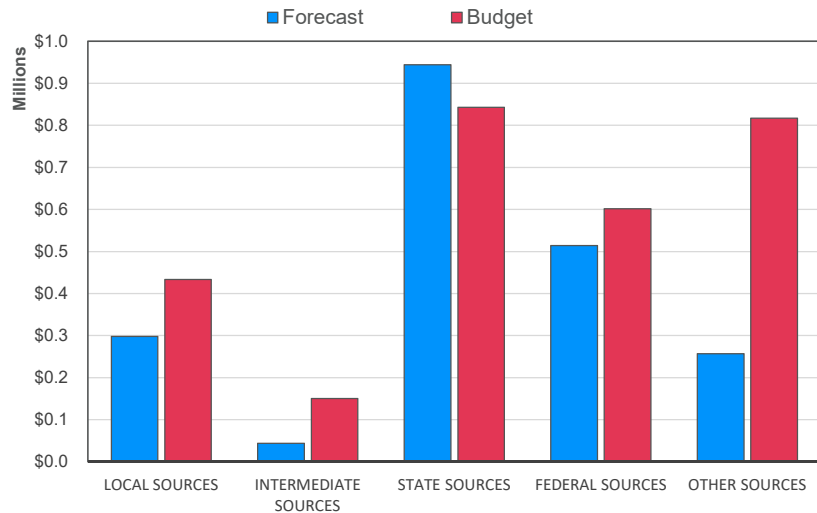


Special Revenue Fund | Financial Projection

For the Period Ending February 28, 2025

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
REVENUES						
Local Sources	\$248,863	\$111,130	\$186,807	\$297,937	\$433,505	(\$135,568)
Intermediate Sources	18,785	15,261	28,253	43,514	150,000	(106,486)
State Sources	152,500	290,491	653,859	944,350	842,892	101,457
Federal Sources	111,957	81,519	432,571	514,090	601,963	(87,873)
Other Sources	0	0	256,950	256,950	817,100	(560,150)
TOTAL REVENUE	\$532,105	\$498,401	\$1,558,440	\$2,056,841	\$2,845,460	(\$788,619)
EXPENDITURES						
Salaries	\$630,100	\$595,588	\$414,244	\$1,009,832	\$1,094,892	\$85,060
Associated Payroll Costs	269,567	249,675	143,624	393,299	479,079	85,780
Purchased Services	357,557	58,836	128,034	186,869	280,358	93,489
Supplies and Materials	368,270	146,999	(372,136)	(225,137)	609,132	834,268
Capital Outlay	816,168	0	31,398	31,398	116,000	84,602
Other Objects	20,729	27,510	4,176	31,686	64,000	32,315
Transfers	0	0	0	0	0	0
Other Uses of Funds	0	0	202,000	202,000	202,000	0
TOTAL EXPENDITURES	\$2,462,391	\$1,078,608	\$551,339	\$1,629,947	\$2,845,460	\$1,215,514

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget

