



Knappa School District No. 4

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

Board of Directors' Work Session Meeting

Wednesday, October 8, 2025

6:30 p.m.

1. **Call to Order** – *Flag Salute*
2. **Consent Agenda** – *Motion for Approval Needed*
 - 2.1 Approval of the June 18, 2025 Minutes
 - 2.2 Approval of the September 24, 2025 Minutes
5. **New Business**
 - 5.1 OSBA Board Policy Section A Board Relations Series Discussion - *Discussion only.*
 - 5.2 OSBA Policy Review - *First read.*

Next Meetings:

Wednesday, October 22, 2025 Regular Meeting 6:30pm, Knappa High School Library.



Knappa School District No. 4

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

Wednesday, June 18, 2025

Budget Hearing – *Open to public comment*

6:15pm

Board of Directors' Regular Meeting

Time: Immediately Following Public Hearing

Present

Brian Montgomery-Vice-Chair

Michelle Finn-Director

Christa Jasper-Director

William Fritz-Superintendent

Hannah Mather – Board Secretary

Jennifer Morgan- Chief Financial Officer

Tammy McMullen-HLE Principal (Virtual)

Absent

Cullen Bangs- Chair

Will Isom-Director

Paul Isom-KHS Principal

Brittany Norton – SPED
Director

- Chair Montgomery meeting called to order at 6:16pm. Chair Montgomery closes meeting.
1. **Consent Agenda – *Motion for Approval Needed***
 - 1.1 Flag Salute
 - 1.2 Minutes from the May 20, 2025 Regular Board Meeting and the June 4, 2025 Budget Committee Meeting
 - 1.3 Personnel Update
 - 1.4 Organization of the Knappa School District
 - 1.5 Superintendent Outside Work Agreement
 - 1.6 25-26 Confidential Contracts
 - 1.7 25-26 Administrative Contracts
 - 1.8 Acknowledgement of Bond Citizens Committee Accountability Letter
 - 1.9 Custody & Disbursement of School District Funds (ORS 328.441.)

The Superintendent recommends the following: Custodian of funds \$500,000; Superintendent \$500,000; Blanket for all others handling money \$500,000.
- Designate Officers and Agents of Record. The Superintendent recommends the following for the 25-26 school year:
- a. Dr. William Fritz as Superintendent/Clerk;
 - b. Jennifer Morgan as Custodian of Funds;
 - c. Jennifer Morgan as Budget Officer;
 - d. Jennifer Morgan as AHERA designated officer;
 - e. Authorize the facsimile signature of the custodian of funds;
 - f. Official Auditors for the school year [ORS 297.405, ORS 327.137 and ORS 328.465]
Pauly Rogers and Company PC, recommended;

- g. Depository for school funds recommended local branch of Wauna Federal Credit Union, Umpqua Bank and State Investment Pool. [ORS328.441, 294.805 and 295.885];
 - h. The Daily Astorian as the Newspaper of Record;
 - i. Brown & Brown Northwest Insurance Agency LLC as Insurance Agent of Record for PACE through OSBA.
 - j. Approve all Federal and State Grant Applications for 2025-26;
Chair Montgomery calls meeting to order. Finn moves, Jasper seconds. All in favor, no further discussion.
2. **Information – Dr. Fritz**
Dr. Fritz reports school start and end times next year.
3. **Communications and Hearing of Interested Parties**
SUBMIT [PUBLIC COMMENT HERE: https://knappa.schoolinsites.com/comment](https://knappa.schoolinsites.com/comment)
The Board welcomes visitors to our meetings, and values comments from district patrons. The Board, at their discretion, will recognize comments from the audience. We must require, however, that complaints be directed through the administration for resolution. Comments made during this session must be free of abusive language, personal attacks on district personnel, and not directed towards any department which, due to its low staffing, would amount to an attack by in affect naming district personnel. We ask that presentations be limited to (3) minutes and be submitted prior to 3pm the day of meetings.
No public comment.
4. **Superintendent Report**
Dr. Fritz reports as presented.
5. **New Business**
- 5.1 **Recognition of Coach Jeff Miller**
Dr. Fritz presents statistics of Coach Jeff Miller and gives thanks and appreciation for 24 years of service.
 - 5.2 **Adoption of the 25-26 School District Budget & Tax Rates – Jennifer Morgan – Motion needed.**
Chair Montgomery calls for motion. Finn moves to adopt the 25-26 adopted budget and, Jasper seconds. Chair Montgomery reads BE IT RESOLVED that the Board of Directors of the Knappa School District hereby adopts the budget for the fiscal year 2025- 2026 in the total of \$14,639,539 now on file at the Administrative Office located at 41535 Old US Hwy 30, Astoria, OR 97103. All in favor, no further discussion. Motion passes.
 - 5.3 **25-26 KHS Principal Contract - Motion and Approval Needed**
Chair Montgomery Finn motions, Montgomery seconded. All in favor, no further discussion. Motion passes.
 - 5.4 **25-26 District Nurse Contract - Motion and Approval Needed**
Due to a conflict of interest, and 3 board members in attendance. Item tabled for next meeting. Motion to table this contract until the next scheduled board meeting, Finn seconds. All in favor, no further discussion. Motion passed.
 - 5.5 **Approval of Health Materials for KHS, including an independent adoption for Reproductive Health Education**
Dr. Fritz reports as provided. Chair Montgomery requests motion. Finn motions to approve curriculum, Montgomery seconds. All in favor, no further discussion. Motion passes.
 - 5.6 **Approval of the Enterprise Zone Resolution - Motion Needed**
Chair Montgomery reads into the record. Finn moves, Montgomery seconds, all in favor, no further discussion. Motion passes.
 - 5.7 **Resolution in Support of Tongue Point Job Corps Center - Motion Needed**

Chair Montgomery reads resolution into the record. Finn motions, Montgomery seconds, all in favor, no further discussion. Motion passes.

5.8 Election of Chair and Vice Chair for 25-26 – *Nomination and motions needed.*

Chair Montgomery calls for discussion. Finn nominates Montgomery as the chair and Bangs as vice chair. Montgomery accepts chair nomination. Chair Bangs will serve as vice chair. Finn motions, Jasper seconds, all in favor, no further discussion, motion passes.

6. District Reports

6.1 Financial Report – Jennifer Morgan

Jennifer Morgan reports as presented. Audit is scheduled for August. Finn motions, Montgomery seconds, all in favor, no further discussion, motion passes.

6.2 Hilda Lahti Elementary/Knappa Middle School – Tammy McMullen

Tammy McMullen reports as presented. Finn requests test results.

6.3 Knappa High School – Paul Isom

Dr. Fritz reports as provided.

7. Board Member Reports and Future Agenda Items

Director Finn – Nothing at this time except a special thanks to Tammy McMullen, Jeff Miller and Christa Jasper.

Director Montgomery – Echoes other board reports.

Director Jasper – Also thanked Tammy McMullen and Jeff Miller.

Next Meetings: Wednesday, August 7, 2025 Board Work Session Meeting 6:30pm, Knappa High School Library.



Knappa School District No. 4
*The Knappa School District will Inspire all learners to Achieve
academically and Thrive as independent and Productive citizens.*

Board of Directors' Meeting
Wednesday, September 24, 2025
6:30 p.m.

Present

Brian Montgomery – Chair
Cullen Bangs – Vice Chair
Will Isom – Director
Michelle Finn – Director
Hannah Bryan – Director
William Fritz – Superintendent
Hannah Mather – Board Secretary

Andi Rynberg – HLE/KMS Interim Principal
Paul Isom-KHS Principal - Late

Absent

Jennifer Morgan- Chief Financial Officer

Brittany Norton – SPED Director

Meeting called to order at 6:30pm.

1. **Call to Order – Flag Salute**

Wendy Montgomery & her Persuasive Art Class Students Presentation

Dr. Rynberg introduces Mrs. Montgomery's Persuasive art class. Mrs. Montgomery presents her classes curriculum for this new elective offered for middle school students.

2. **Consent Agenda – Motion for Approval Needed**

2.1 Approval of the Minutes from the Aug. 20, 2025 Meeting

2.2 KEA MOU - 2025-26 Plan Year Insurance Benefits

2.3 Addition of Work Session Meeting: Oct. 8, 2025

Motion for approval made, Bangs moves, Finn seconded, no further discussion, all in favor, motion passed unanimously.

3. **Information – Dr. Fritz**

Dr. Fritz mentions three new classified personnel in the district. Jack Hamilton has started as our HLE custodian with experience from previous work history. We also welcome Cierra Rankin and Traci Hardester as a severe need program assistant.

Also presented is our SIA and Integrated Guidance report as required by the grant to be given to you as a board by Sept. 30, 2025. This report was not prepared in the packet but given a copy of the slideshow as an attachment. Chair Montgomery mentions concern for the 50% actual absence rate, Principal Isom answers in the last two years there has been more absences than before but it's always been something we work with, the attendance team is prepared to juggle that this year and leans on illness as one of the main reasons for the numbers being low. Dr. Fritz mentions the allowable uses do not have a direct relationship with actions that impact academic performance so that has become a barrier. If we could provide training or coaching for our teachers the SIA resources would be more likely to impact the metrics. The State Attendance Task Force and some legislators tried to provide funds for attendance but it didn't pass at the legislature. We work to control what we can and focus on the next steps to advocate for proper alignment of the system with ODE and the state. We are structuring systems with other funds to defeat any challenges.

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

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

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

No public comment at this time.

5. **Superintendent Report**

Dr. Fritz reports as given. Mentioned we had 170,000 in grants to the Daily Astorian but was not included in the article. The second newer bus will arrive sometime in January. Dr. Fritz mentions a friendly bet between superintendents on the soccer match tonight. We will see the results tomorrow in our attire. Mentions good news about a student who chose to attend our school from attending a different school previously. Report concluded.

6. **New Business**

6.1 Music Seattle Trip

Mr. Jackson Hughston presents as given. Director Isom moves, Bryan seconds, all in favor, approved unanimously.

6.2 Cell Phone Policy – Second Reading – *Motion and Approval Needed*

Dr. Fritz reports as given. Motion and approval needed. Finn makes a motion to approve, Bangs seconds, no further discussion, motion passed unanimously.

7. **Student Rep Reports**

7.1 KHS – Mylie Lempea (12th Grade)

Video recording presented on Mylie's behalf. Dr. Fritz mentions there will be a new student representative to present on Hilda Lahti Elementary and Knappa Middle Schools' behalf by the next regular meeting.

8. **District Reports**

8.1 Financial Report – Dr. Fritz

Dr. Fritz reports as given. Chair Montgomery mentions the salaries being favorable, Dr. Fritz answers that we tried to plan after budget to take a careful look at additions of staffing. Bangs motions to approve, Finn seconded, all in favor, no further discussion motion passed unanimously.

8.2 Hilda Lahti Elementary/Knappa Middle School – Dr. Andrew Rynberg

Dr. Rynberg reports as given.

8.3 Knappa High School – Paul Isom

Principal Isom reports as given.

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

Director Byran – Clarifies Work session on Oct. 8, 2025.

Director Isom – Nothing at this time.

Director Finn – Nothing at this time.

Director Bangs – Nothing at this time.

Director – Nothing at this.

Meeting adjourned 6:40pm.

Next Meetings:

Wednesday, October 22, 2025 Regular Board Meeting 6:30pm, Knappa High School Library.

Wednesday, November 19, 2025 Regular Board Meeting 6:30pm, Knappa High School Library.

Knappa School District Policy Updates
First Reading October 8, 2025

DBEA Amend Budget Committee Policy

The change indicates that an equity committee member will be assigned when there is a vacancy.

IIA Amend Instructional Materials Policy

Changes are based on recent Legislation (SB 1098 - 2025), prohibiting exclusion of materials based on inclusion of a perspective, study or story of, or created by, any individual or group in protected classes (for example, Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern, or Jewish descent, have disabilities, are immigrants or refugees, or are lesbian, gay, bisexual, or transgender).

JFCEB Delete Policy Regarding Personal Electronic Devices and Social Media

Policy is removed due to addition of recent Cell Phone Prohibition Policy

JHCA Amend Policy Regarding Immunization, School Sports Participation, Concussions, and Other Brain Injuries

Changes in protocols for concussions and blending of double coding on policy number.

JOA Amend Directory Information Policy

Changes items included in directory information, consistent with State Board of Education rules.

Knappa School District 4

Code: JHCA/~~JHCB~~
Adopted: 8/18/03
Readopted: 6/17/13; 6/21/21; 8/07/24; 10/22/25
Orig. Code: JHCA/~~JHCB~~

Immunization, ~~and~~ School Sports Participation, Concussions and Other Brain Injuries**

Immunization

Proof of immunization must be presented at the time of initial enrollment¹ in school or within 30 days of transfer to the district in accordance with Oregon law. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization, a religious, philosophical beliefs and/or medical exemption or immunity documentation.²

School Sports Participation

A student participating in extracurricular sports in grades 7 through 12 is required to submit to an appropriate School Sports Pre-Participation Examination³ prior to their initial participation in a related district program. The form⁴ is to be completed and signed by a parent or guardian giving permission for the student to participate and be signed by a medical provider authorized by law⁵ who has examined and evaluated the student. The completed form(s) must be returned [as directed] [to the school office]. A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation.

A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a sports examination once every two years, thereafter.

Concussions and Other Brain Injuries

A student who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion will not be allowed to participate in any athletic event or training on that day, unless an athletic trainer licensed by the Board of Athletic Trainers or a physician licensed pursuant to ORS 677.100 - 677.228 has determined the student

¹ The district shall immediately enroll a student experiencing homelessness in the school selected even if the student is unable to produce records normally required for enrollment.

² Documentation requirements for exemptions are outlined in ORS 433.267.

³ The required form is available at <https://www.osaa.org/governance/forms>, a copy may be obtained from a school office, or a form generated by the medical provider may be used if it meets requirements of law in OAR 581-021-0041.

⁴ The form may be used in either a hard copy or electronic format.

⁵ This physical examination must be conducted by a physician possessing an unrestricted license to practice medicine, a licensed naturopathic physician, a licensed physician assistant, a licensed nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

has not suffered a concussion.⁶ Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion;
2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion; and
3. The student has received a medical release form from a health care professional⁷.

~~A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a sports examination once every two years, thereafter.~~

Upon receipt of written notification⁸ from a parent or guardian that a student has been diagnosed with a concussion or other brain injury by a health care professional and that accommodations are being requested, the district shall follow all procedures developed by the Oregon Department of Education (ODE) to develop and implement an immediate and temporary accommodation plan.⁹ Written notice is not required for the district to begin following concussion protocols.

Any accommodations will be communicated to the parent or guardian, to all teachers who provide instruction to the student and to other employees who have regular responsibilities for the student's supervision or health.¹⁰

Accommodations will be in effect no later than 10 school days after the written notification is received by the district and will be reviewed as needed, but no later than every two months.

END OF POLICY

Legal Reference(s):

[ORS 326.580](#)
[ORS 336.479](#)
[ORS 336.485 - 336.490](#)

[ORS 433.235 - 433.280](#)
[OAR 333-019-0010](#)

[OAR 333-050-0010 - 050-0120](#)
[OAR 581-021-0041](#)
[OAR 581-021-3007](#)

⁶ For more information regarding medical releases for students in grades 9-12, see OSAA rules.

⁷ "Health care professional" includes a chiropractic physician, a naturopathic physician, a psychologist, a physical therapist, an occupational therapist, a physician assistant or a nurse practitioner who is licensed or registered under the laws of Oregon.

⁸ "Written notification" means a written notice from a parent or guardian, supported by medical documentation from a health care professional, informing the district that they are requesting an accommodation for a student who has been diagnosed with a concussion or other brain injury by a health care professional.

⁹ The district must use the sample form developed by ODE [add link when available] or a district form that includes all required content.

¹⁰ Including, but not limited to, school nurses, counselors, physical education teachers, coaches, athletic trainers and staff supervision recess or other physical activities.

McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2018).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2024).
House Bill 3007 (2025)

Knappa School District 4

Code: JOA
Adopted: 8/18/03
Readopted: 6/17/13; 11/20/17; 10/22/25
Orig. Code: JOA
Reviewed: 2/22/23

Directory Information**

“Directory information” means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. ~~The following categories are designated as directory information. The following d~~Directory information[†] may be released ~~to the public~~ through appropriate procedures and includes:

1. Student’s name;
- ~~2. Student’s address;~~
- ~~3. Student’s telephone listing;~~
- ~~4. Student’s electronic address;~~
- ~~5.2.~~ Student’s photograph;
- ~~6. Date and place of birth;~~
- ~~7.3.~~ Major field of study;
- ~~8.4.~~ Participation in officially recognized ~~sports and~~ activities and sports;
- ~~9.5.~~ Weight and height of ~~athletic team~~ members of athletic teams;
- ~~10.6.~~ Dates of attendance; and
- ~~11. Grade level;~~
- ~~12.7.~~ ~~Diploma, honors or~~ Degrees and awards received;
- ~~13. Most recent previous school or program attended.~~

Public Notice

The district will give annual public notice to parents of students in attendance and students 18 years of age or emancipated. The notice shall identify the types of information considered to be directory information, the district’s option to release such information and the requirement that the district must, by law upon request, release secondary students’ names, addresses and telephone numbers to military recruiters and/or

[†] [For the health, safety and welfare of students, the district may want to consider limiting this list. Consider deleting #2, 3, 4, 6, 7, 10, 11, 12 and/or 13; recommend deleting the word ‘diploma’ in #12 if kept.]

institutions of higher education, unless parents or eligible students request the district withhold this information. Such notice will be given prior to release of directory information.

Exclusions

Exclusions from any or all directory categories named as directory information or release of information to military recruiters and/or institutions of higher education must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice. A parent or student 18 years of age or an emancipated student may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their names[, identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in this policy.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Information will not be given over the telephone except in health and safety emergencies.

At no point will a student's Social Security Number or student identification number be considered directory information. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

END OF POLICY

Legal Reference(s):

[ORS 30.864](#)
[ORS 107.154](#)
[ORS 180.805](#)

[ORS 326.565](#)
[ORS 326.575](#)
[ORS 336.187](#)

[OAR 581-021-0220 - 021-0430](#)
[OAR 581-022-2060](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (~~2012~~2024).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (~~2012~~2024); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (~~2017~~2025).

Every Student Succeeds Act, 20 U.S.C. § 7908 (~~2012~~2024).

Knappa School District 4

Code: IIA
Adopted: 8/18/03
Readopted: 5/20/13; 12/15/21; 10/22/25
Orig. Code: IIA

Instructional Materials**

The Board believes proper care and judgment should be exercised in selecting core and supplemental instructional materials and ~~school and classroom~~ library materials in school and classroom libraries, and that those materials should be inclusive of populations represented in a global society. ~~[The process to select materials will reflect respect for all people, regardless of race, color, creed, national origin, age, sex, sexual orientation, gender identity, or disability.]~~

Any person responsible for the adoption of textbooks or the approval of instructional materials may not prohibit the use of, or refuse to approve the use of, textbooks or instructional materials on the basis that the textbooks or instructional materials include a perspective, study or story of, or are created by, any individual or group identified in ORS 337.260(1)(a)-(e)[, i.e., are Native American, European, African, Asian, Pacific Island, Chicano, Latino, Middle Eastern or Jewish descent, have disabilities, are immigrants or refugees, or are lesbian, gay, bisexual or transgender].

Any person responsible for the selection or retention of library materials may not prohibit the selection or retention of, or refuse to select or retain, library materials on the basis that the library materials include a perspective, study or story of, or are created by any individual or group against whom discrimination is prohibited under ORS 659.850[, i.e., race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age or disability].

A material involved with a reconsideration request will remain available throughout the reconsideration process. Materials will not be removed for discriminatory reasons. A request for reconsideration of materials may be processed through established procedures found in accompanying administrative regulations. Meetings of reconsideration committees may be subject to Public Meetings Law. Records regarding reconsideration procedures are subject to Public Records Law.

[This policy is not intended to cover classroom activities. Complaints regarding classroom activities unrelated to materials can be filed using other established district complaint procedures.]

The term “instructional material” includes core instructional materials, supplemental materials, ~~school library materials, and classroom library materials~~ and library materials made available in classroom or school libraries as defined below.

Some materials may fall into more than one of the following categories. If there is a question regarding selection or reconsideration, the district administration may select which procedure to use.

Definitions

“Core instructional material,”¹ sometimes referred to as basal, means any organized system, which constitutes the major instructional vehicle for a given course of study, or any part thereof. Core instructional materials may include adaptive or personalized learning programs, digital textbooks, and print textbooks and are adopted and paid for by the district. Core instructional materials may include such instructional materials as a hardbound or a softbound book or books or sets or kits of print and non-print materials, including electronic and internet or web-based materials or media.

“Supplemental instructional materials” means instructional materials used as part of the course of study, which are not part of the core instructional materials. They contain materials to supplement and/or differentiate core instruction and are generally teacher selected. These materials are not adopted by the Board. Materials required or assigned to be used as part of a class may be considered supplemental instructional materials, regardless of the source or location of the material.

“Library materials” includes educational or literary materials that are nonfiction or fiction and that are available in print or an electronic format. “Library materials” does not include textbooks or instructional materials that are selected under ORS 337.120, 337.141 or 337.260.

“School library ~~materials~~” means any collection of library materials ~~which are kept in the school library for student selection and use~~ made available to students at school, either at a central location of the school, at a common area for one or more grades of the school, or through an online remote education program. The use of these materials may not be required for a particular class, but they may be selected by students to use. ~~These may include books, media, newspapers, magazines, videos, websites, or databases, including in digital or print, etc.~~ These materials are not adopted by the Board.

“Classroom library ~~materials~~” means any collection of library materials ~~which are kept in the classroom for student selection and use~~ made available to students in a single classroom or a common area accessible by two or more classrooms in district schools. The use of these materials is not required for the class, but they may be selected by students to use. ~~These may include books, media, newspapers, magazines, videos, etc.~~ These materials are not adopted by the Board.

Core Instructional Materials

The Board retains the authority to approve core instructional materials used in district schools and authorizes the superintendent [or designee] to develop and implement administrative regulations governing selection and adoption of such materials. Procedures will provide for involvement of administrators, staff, parents, [students,] and community members; will use established selection criteria to contribute to the attainment of district, program, and course or grade-level goals; and will reflect recent knowledge, trends, and technology in the field.

The district will review core instructional materials in accordance with the State Board of Education adoption cycle. Each core instructional program and its instructional materials will be reviewed [on a seven-year cycle], and any resulting recommendations will be issued by district administration to the Board for approval. All recommended core instructional materials shall be approved by the Board prior to use. ~~{The adoption of textbooks [for American history and government] by the Board and any committee shall be done in a manner in accordance compliant with ORS 337.260.}~~ The district will establish a process and timeline for regularly determining and considering whether core instructional materials are available through online resources that enable students with print disabilities to receive textbooks and

¹ This comes from OAR 581-011-0050(1), referring to instructional materials which must be adopted by local school boards.

instructional materials free of charge. [All requests for reconsideration of core instructional materials may be considered under administrative regulation IIA-AR(2) - Reconsideration of Core Instructional Materials.]

[The district may choose to independently adopt core instructional materials which are not on the state-approved list, using state-approved selection criteria. (See administrative regulation IIA-AR(6) – Independent Adoption of Core Instructional Materials)]

Supplemental Instructional Materials

All supplemental instructional materials will be selected by [teachers, principals, librarians, and/or others, as determined appropriate] [which may not be through any formal selection procedure]. Decisions regarding the use of, or refusal to approve the use of, supplemental instructional materials shall be made in a manner compliant with ORS 337.260. Such materials will contain suitable readability levels and support the district’s adopted curriculum content. Materials will be used for their intended audience.

[All requests for reconsideration of supplemental instructional materials may be considered under administrative regulation IIA-AR(3) - Reconsideration of Supplemental Instructional Materials.]

School Library Materials

All school library materials will be selected by a librarian using established selection criteria. The selection or retention of library materials in a school library shall be made in a manner compliant with Section 2 of Senate Bill 1098 (2025). Such materials will contain suitable readability levels. [All requests for reconsideration of school library materials may be considered under administrative regulation IIA-AR(4) - Reconsideration of School or Classroom Library Materials in a School or Classroom Library.]

Classroom Library Materials

All classroom library materials will be selected by a classroom teacher and/or others[, with no formal selection procedure]. The selection or retention of library materials in a classroom library shall be made in a manner compliant with Section 2 of Senate Bill 1098 (2025). Such materials will contain suitable readability levels. Teachers are responsible for knowing the available materials in their classroom library. [All requests for reconsideration of classroom library materials may be considered under administrative regulation IIA-AR(4) - Reconsideration of School or Classroom Library Materials in a School or Classroom Library.]

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 332.107](#)
[ORS 336.035](#)
[ORS 336.082](#)
[ORS 336.840](#)
[ORS 337.120](#)
[ORS 337.141](#)

[ORS 337.150](#)
[ORS 337.260](#)
[ORS 337.511](#)
[ORS 339.155](#)
[ORS 659.850](#)

[OAR 581-011-0050 - 0117](#)

[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-022-2310](#)
[OAR 581-022-2340](#)
[OAR 581-022-2350](#)
[OAR 581-022-2355](#)

Every Student Succeeds Act, 20 U.S.C. §§ 6311-6322 (~~2018~~2024).

Title VI of the Civil Rights Act ~~of 1964~~, 42 U.S.C. § 2000d (~~2018~~2024); 28 C.F.R. §§ 42.101-42.106 (~~2019~~2024).

HR ~~11/24~~ 10/22/25 | SL/LF

Instructional Materials** – IIA

Title IX of the Education Amendments ~~of 1972~~, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (~~2018~~2024);
Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R.
Part 106 (~~2024~~2020).
Americans with Disabilities Act/Americans with Disabilities Act Amendments Act ~~of 2008~~, 42 U.S.C. §§ 12101-12133
(~~2018~~2024); 29 C.F.R. Part 1630 (~~2019~~2024); 28 C.F.R. Part 35 (~~2019~~2024).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (~~2018~~2024).
Senate Bill 1098 (2025).

Knappa School District 4

Code: DBEA
Adopted: 8/18/03
Readopted: 1/22/13; 11/16/22; 10/22/25
Orig. Code: DBEA

Budget Committee

By law, the budget committee is charged with making recommendations concerning financial priorities.

The budget committee will have the responsibility for reviewing the financial programs of the district, reviewing the proposed district budget as presented by the superintendent, and recommending an annual or biennial district budget in keeping with the provisions of applicable state laws.

Educational policy decisions are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The following will govern the make-up and process of establishing the district's budget committee:

1. The budget committee consists of five members appointed by the Board plus the elected Board members of the district. To be eligible for appointment, the appointive member must:
 - a. Live and be registered to vote in the district;
 - b. Not be an officer, agent or employee of the district.
2. At least one member of the budget committee must be a member of the district's educational equity advisory committee;^{1}
3. No budget committee member may receive any type of compensation from the district;
4. At its first meeting in August, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons during the month of March. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate;
5. The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as

¹ {Districts with ADM over 10,000 must convene an educational equity advisory committee no later than September 15, 2022. Districts with ADM of 10,000 or under are not required to convene an educational equity advisory committee until September 15, 2025. The budget committee is not required to include a member of the educational equity advisory committee until a vacancy on the budget committee occurs by a member who is not also a member of the school district board.}

practicable, one-third of the appointive members' terms end each year; and Budget Committee – DBEA 2-2 6.

6. If any appointive member is unable to complete the term for which the member was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.

Budget Committee Responsibilities

The following items explain the budget committee responsibilities:

1. At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee;
2. A majority of the constituted committee is required for passing an action item. Majority for a 10- member budget committee is 6. Therefore, if only 6 members are present, a unanimous vote is needed for passing an action;
3. The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public;
4. The budget committee may request any information used in the preparation of or for revising the budget document from the superintendent or business manager. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the superintendent or as subsequently revised by the committee;
5. After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)
[ORS 192.610 - 192.695](#)
[ORS 294.305 - 294.565](#)
[ORS 328.542](#)
[ORS 329.711](#)
[ORS 433.835 - 433.875](#)
[OAR 581-022-230](#)