

Knappa School District No. 4 • Knappa, Oregon 97103  
Board of Directors' Budget Hearing and Regular Meeting  
Wednesday, June 22, 2022  
5:30 p.m.

**5:45 p.m. Budget Hearing (Open to public comment)**

**Call to Order -6:00 p.m.**

A. Flag Salute

**1. Consent Agenda**

- 1.1 Minutes from the May 18, 2022 Regular Board Meeting and the June 8, 2022 Budget Committee Meeting.
- 1.2 Organization of the Knappa School District
- 1.3 22-23 Confidential/Non Represented Contracts
- 1.4 Personnel Update
- 1.5 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 21/22 school year:

- a. Dr. William Fritz as Superintendent/Clerk;
- b. Diane Barendse as Custodian of Funds;
- c. Diane Barendse as Budget Officer;
- d. Diane Barendse 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] Pauley Rogers and Company PC, recommended;
- g. Depository for school funds recommended local branch of Wells Fargo Bank, Columbia 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 2022-23

2. **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.*

3. **Old Business**

- 3.1 Civility Policy- (second read and approval)

4. **New Business**

- 4.1 Adopt the 22-23 School District Budget- (motion to adopt)  
4.2 22-23 Elect Board Chair and Vice Chair- (nomination and motion)  
4.3 22-23 School Start and End Time- (motion for approval needed)

5. **District Reports**

- Financial Report- (Diane Barendse)
- Hilda Lahti Elementary/Middle School
- Knappa High School
- Superintendent Report

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

**Next Meetings •**

Wednesday, August 4, 2022 • Work Session • 6:30 pm., Wednesday August 18, 2022 Regular Board Meeting • 6:30 pm., 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 Meeting

May 18, 2022

6:30 p.m.

### Present

Ed Johnson-Chair

Cullen Bangs-Vice Chair

Michelle Finn-Director

Christa Jasper-Director

William Fritz-Superintendent

Jennifer Morgan-Board Secretary

Tammy McMullen-HLE/HLMS Principal-virtual

Laurel Smalley-KHS Principal

### Absent

Will Isom-Director

Diane Barendse-Business Manager

**Call to Order** – Chair Ed Johnson-6:35 p.m.

### Consent Agenda- (Motion for approval needed)

- 2.1 Minutes from the April 20, 2022 Regular Board Meeting.
- 2.2 Personnel Update

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

## 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.*

Nothing at this time.

## Student Body Reports

KHS –nothing at this time.

HLMS-nothing at this time.

## Old Business

**Civility Policy**-(1<sup>st</sup> read and review)-Fritz reviewed the policy with the board and stated the changes from the last draft. Discussion followed.

**Policy IFCA-(delete)**-Fritz stated that this policy was to be deleted in the last update, but was accidentally left in. This policy is for site councils that the district no longer operates, and the administration recommends to delete. Bangs moved to delete as recommended, Finn seconded, moved to vote, approved unanimously.

## **New Business**

**Health Curriculum-** (motion for approval)-Fritz stated we have been in process for the health curriculum review for the past year, we formed a committee and reviewed several curriculums and we recommend approving the attached curriculum for K-5, middle and high school. Fritz stated we won't adopt sections- 4-7 in the middle school curriculum, the committee felt they went too far and the district will look at supplemental materials that align with the common core standards, discussion followed.

Finn stated she reviewed the 2<sup>nd</sup> and 3<sup>rd</sup> grade materials and felt that it was good, she would like the supplemental curriculum at least a month before adoption, Bangs asked if we still have a full committee, Fritz stated we still have the committee, but will need to replenish in the fall. Finn moved to approve the McGraw Hill Health, Reducing the Risk and FLASH curriculum, Jasper seconded, moved to vote, approve unanimously.

**Language Arts Curriculum-** (motion for approval)-McMullen reviewed the LA process and stated the committee chose Benchmark, it's a 6-year program. The math adoption will be next year, when the state adopts the new math materials. She stated we didn't receive any feedback from the community. Finn moved to approve the Benchmark Advanced Language Arts Curriculum for K-5, Bangs seconded, moved to vote, approved unanimously.

## **District Reports**

**Financial Report-** (Diane Barendse)- Fritz reviewed the report. Bangs moved to approve the financials as presented, Jasper seconded, moved to vote, approved unanimously.

**Hilda Lahti Elementary/Middle School-**McMullen reviewed the HLE report with the board and explained the enrollment numbers. Outdoor school is for 6<sup>th</sup> grade students. Nothing is going on with archery at this time. Hopefully next fall we can start that up again.

**Knappa High School-**Smalley reviewed the report, Johnson asked about senior projects for this year, will the student be presenting those? Smalley state for this year, they will create a senior portfolio, but next year will be the full senior project.

## **Superintendent Report**

Fritz stated we will have summer programs in August again 9th-19<sup>th</sup>.

Fritz stated our MAPS scores had growth in both subjects, in most grade levels. He reviewed his report that was in the board packet. First bond meeting is tomorrow. No discussion

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

**Finn**-nothing at this time.

**Jasper**-nothing at this time.

**Bangs**-stated he is enjoying the letters to the editor, that the students are submitting to the Daily Astorian.

**Johnson**-nothing at this time.

**Adjourn-7:19 p.m.**

**Next Meetings** • Wednesday, June 8, 2022 Budget Committee Meeting 6:30 p.m., Knappa High School Library. Wednesday, June 22, 2022 Regular School Board Meeting 6:00 p.m. Knappa High School Library.

Knappa School District No. 4 • Knappa, Oregon 97103  
Board of Directors' Budget Committee Meeting  
Wednesday, June 8, 2022

**Budget Committee Meeting**  
**6:30 p.m.**

**Present**

Director Ed Johnson  
Cullen Bangs, Vice Chair

Will Isom, Director  
Michelle Finn- Director-Virtual

William Fritz Ph. D, Superintendent  
Jennifer Morgan, Superintendent & Board  
Secretary  
Diane Barendse, Business Manager

Derek Bangs-Budget Committee  
Connie Hunt-Budget Committee  
Gretchen Allen-Budget Committee  
Lindsay Davis-Budget Committee  
Carrie Doner-Budget Committee

**Absent**

Christa Jasper. Director

**Call to Order** –Chair Connie Hunt-6:31 p.m.  
Flag Salute

**New Business**

**Approve Minutes from May 4, 2022 Budget Meeting**-Johnson moved to approve the minutes as presented, Davis seconded, moved to vote, approved unanimously.

**Budget Document Review**- (Diane Barendse)-Hunt stated she had met with the admin team to review budget concerns, since there were no questions from the budget committee. C. Bangs asked if the PERS litigation fund need to be in its own fund. Diane stated that that litigation has been closed and can be moved or saved. D. Bangs, would that be appropriate to put into the contingency fund, Barendse stated it is allocated for reserves, but we could bring it forward to the board if necessary. Allen, could that be allocated for inflation or cost over runs in the bond, Fritz stated we received almost 2 million in bond sale money that we will be using. Bangs asked about the money put aside for the roof, and maintenance, Fritz stated yes we are using the resources we set aside last year and will but putting new roofing on the high school and doing work on the HVAC system. No further discussion.

**Approve 22-23 Budget**-Johnson moved to approve the 22-23 budget as presented, Davis seconded, moved to vote, approved unanimously.

## 2. **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.*

Nothing at this time.

Johnson moved to adjourn budget committee meeting-6:44 p.m.

## **Board Meeting**

**7:00 p.m.**

**Call to Order** –Chair Ed Johnson  
Flag Salute

### 1. **New Business**

**Klosh Group Professional Service Contract-** (approve bond owner’s rep contract)-Fritz reviewed the contract and introduced the Klosh Group, Jeff Caldwell and Ann Gooday, they and their company will help manage the bond going forward. Jeff Caldwell, introduced himself and let the board know a little bit about himself and the Klosh Group, and what to expect moving forward.

Bangs moved to approve the Klosh Group contract, Isom seconded, moved to vote, approved unanimously.

**Juneteenth Holiday-** (motion needed)-Fritz reviewed the board background regarding the new holiday that the federal government passed. This would be paid holiday for staff that would normally work on that day, discussion followed. Isom moved to approve the paid holiday, Bangs seconded, moved to vote, approved unanimously.

Johnson moved to adjourn-7:21 p.m.

**Next Meeting •** Wednesday, June 22, 2022, School Board Meeting, Knappa High School Library  
5:30 p.m.

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

☐ Policy  
☒ Financial  
☐ Discussion

☐ Vision & Goals  
☐ Information  
☐ Resolution

☐ Capital Projects  
☒ Employee Contracts

**Item Title: Approval of Administrative and Non-Represented Contracts**

**Presenter: Bill Fritz, Ph.D., Superintendent**

**Background Information Related to this Issue:**

The District employs a number of employees who are not subject to collective bargaining. These positions include supervisory personnel and confidential personnel, whereby participation in an Association would compromise collective bargaining.

These personnel are not subject to "steps" and any increase they receive from year-to-year comes as part of their raise.

For this group, I am recommending addition of the Juneteenth holiday for those who have June 19 as part of their normal work calendar. Additionally, the salaries are increased by 4.5% for the upcoming year. Two salaries in this group have also been changed due to a market adjustment.

The behavior specialist that is funded via the SIA grant is new to this group, but was previously filled using a contractor for part of the year and a teacher who filled in when needed.

Due to increasing technology demands as well as new state and insurance requirements related to cyber security, the contract with the Technology Coordinator is changing from a .5 position to a .75 position.

The new .5 special education director is partially funded using IDEA grant resources.



**Background (con't)****Financial Impact:**

The additional cost of these agreements is approximately \$28,100, plus \$17,311 for additional technology time, \$80,000 for a behavioral specialist (funded via SIA grant) and a new half time special education director (\$45,000, funded partially using the IDEA grant). These costs are within the 2022-23 budget plan.

**Recommended Action:**

It is the recommendation of the Superintendent that the attached non-represented contracts be approved.

**Knappa School District No. 4**  
**PERSONNEL SERVICES CONTRACT**  
**Katie M Montgomery**  
**2022-2023**

This contract is entered into for the 2022-2023 school year between Knappa School District No. 4 and Katie M Montgomery, RN. It is hereby agreed by both parties that:

1. Katie M Montgomery will perform the duties as District Nurse starting July 1, 2022 and ending June 30, 2023 in conformance with the laws of the State of Oregon, rules of the Department of Education, and School District Policy.
2. For such services lawfully and properly performed, the school district shall pay to said nurse, the amount that may be due, according to this contract, pursuant to the school district's payment plan.
3. Katie M Montgomery will work 40 hours per week, at \$36.53 per hour. This includes holiday pay of 8 hours on 6 holidays (Labor Day, Veteran's Day, Thanksgiving, Christmas, New Year's Day, and Memorial Day).
4. The district will pay the employee's share of PERS.
5. The district will contribute an amount to be determined towards a benefit plan offered by Knappa School District through OEGB.
6. Sick Leave will accumulate at the rate of one 8 hour day per month for 10 months or 80 hours per year or a ratio of that for partial years employment.
7. Personal Leave will be three 8 hour days or 24 hours for the contract year or a ratio of that amount for partial year's employment. One unused personal day may be cashed out for \$100.00 at the end of the contract year (pro-rata for part time employees).
8. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

\_\_\_\_\_  
Signature of Katie M Montgomery

\_\_\_\_\_  
Date

\_\_\_\_\_  
William Fritz, Superintendent

\_\_\_\_\_  
Date

**KNAPPA SCHOOL DISTRICT NO. 4**  
***Confidential Personnel Services Contract***  
***Shannon Harrington***  
***2022-2023***

This contract is entered into for the 2022-23 school year between Knappa School District No. 4 and Shannon Harrington as Head Secretary at Hilda Lahti Elementary. It is hereby agreed by both parties that:

- A. The Confidential employee shall perform duties of the Elementary Head Secretary in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the School Office services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

***Salary and Other Provisions***

- 1. This position will be 8 hours per day, 214 days per fiscal year for an annual salary of \$37,914. The District shall pay in **Twelve** (Aug–June) monthly installments. The district will pay the employee's share of PERS.
- 2. The District will pay a maximum of up to \$1,411 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.

Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$617 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

- 3. Sick Leave will accumulate at the rate of 8 hours per month or 88 hours per year.
- 4. Personal Leave will be three 8-hour days for each contract year. One unused personal day may be cashed out for \$100.00 at the end of the contract year (pro-rata for part time employees).
- 5. The employee will have the following as paid holidays if they fall within their regular work year: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Presidents Day, Memorial Day and Juneteenth.
- 6. Due to Shannon's longevity as a classified employee she will retain her seniority within the secretarial classifications within the classified unit.

\_\_\_\_\_  
Shannon Harrington

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. William Fritz, Superintendent

\_\_\_\_\_  
Date

**Knappa School District No. 4**  
**Administrator Contract**  
**Laurel Shirley-Smalley**  
**2021-2023**

**Conditions of Contract Are As Follows:**

It is hereby agreed between the District School Board of Knappa School District No.4, Clatsop County, state of Oregon, and the undersigned administrator, Laurel Shirley-Smalley, that:

1. The administrator shall perform assigned duties in the schools of the school district for the period indicated below.
2. As a condition precedent to any obligation of the school district to pay for or accept the services of the administrator, the administrator shall make the required reports and possess the proper license(s) and qualifications required by law.
3. For such services, lawfully and properly performed, the school district shall pay to the administrator, at the times specified herein, the amount that may be due, according to this contract, pursuant to the school district's payment plan.
4. This contract is subject to the limitations imposed by the provisions of the local budget law.
5. This contract is binding unless the administrator gives sixty (60) days written notice of termination to the district superintendent. Failure of the administrator to give sixty (60) days written notice of termination to the district superintendent subjects the administrator to possible loss of licensure as set forth under ORS 342.553 (1).

**Duties** — Duties shall be as assigned by the district superintendent. The administrator shall devote full time, skill, labor and attention to district assignments. The administrator must obtain prior superintendent approval before accepting any offers of outside employment or consulting work. The administrator shall perform assigned responsibilities in accordance with the laws of the state of Oregon, the Oregon Administrative Rules and written school district policies and school district administrative regulations, procedures and directives. The administrator may be reassigned or transferred at any time. Administrators are expected to work on policy, procedure, curriculum, negotiations, budget and other issues as assigned.

**Hours** — The administrator shall maintain sufficient office hours consistent with the needs of the particular building and general operations of the school district. Administrators are required to attend school board, budget committee and other meetings and activities at the direction of the superintendent.

**Work Year** — The work year will be 220 days and the superintendent shall define the calendar for each school administrator annually. The work year calendar shall identify specific workdays.

If the administrator does not complete his/her work year with the district, the administrator's final check shall be prorated to account for actual days worked.

**Compensation** — The annual salary for 2022-23 shall be \$104,460. The employee's share of PERS will be paid by the District.

**Insurance** — For 2022-23 the District will pay a maximum of up to \$1,411 per month for the employee and their dependents towards insurance premiums for the District's Group HRA and the employee's plan choice for dental and vision coverage offered by the District.

Any administrator who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$617 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

The administrative group will set forth, with business office approval, the list of employees who may opt out of insurance coverage based on the rules set forth by the insurance company of choice.

**Closure** — If the school board closes one or more schools due to budget shortfall, fire, flood, earthquake or for any other reason, affected administrators, if not reassigned, will not receive salary [or fringe benefits] while the school is/schools are closed.

**Holidays** — The following days are paid holidays:

January 1	New Year's Day
Last Monday of May	Memorial Day
June 19	Juneteenth

First Monday of September	Labor Day
November 11	Veterans' Day
Fourth Thursday of November	Thanksgiving Day
December 24	Christmas Eve Day
December 25	Christmas Day

**Leave** — The administrator shall have 3 days available for personal or emergency leave. One unused personal day may be cashed out for \$100.00 at the end of the contract year (pro-rata for part time employees). Bereavement leave shall be the same as provided in the licensed collective bargaining agreement. Such leave days are not cumulative.

**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 11 days per year, prorated from the first day of employment. Unused sick leave is accrued and carried forward from year-to-year. All accrued sick leave earned under employment from previous Oregon school districts will become part of the administrator's sick leave balance upon the first day of employment.

**Evaluation** — The superintendent and school board shall determine by whom and when administrators shall be evaluated, which methods of evaluation shall be used and what actions should be taken as a result of the evaluation process. Specific, quantifiable student performance building goals may be established for which the administrator may be held strictly accountable.

The evaluation process shall emphasize job performance, administrator and teacher accountability, student achievement and innovative and effective techniques that deliver quality educational services to students.

**Layoff** — Layoffs will be conducted according to state law. The school board will retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

#### **Termination of Employment Contract --**

- A. *Process for Termination without ADMINISTRATOR'S concurrence.* In the event the DISTRICT intends to act to terminate this Employment Agreement prior to its termination date without the ADMINISTRATOR'S written concurrence, the ADMINISTRATOR shall be entitled to a hearing before the Board prior to the occurrence of any purported act of termination. The ADMINISTRATOR shall receive a written notice of the reasons why the DISTRICT is considering termination of this Employment Agreement, the right to appear before the Board in closed executive meeting or public hearing, at the option of the ADMINISTRATOR, the right to be represented at the hearing by a representative of the ADMINISTRATOR'S choice, and the right to a written decision describing the results of the hearing. The DISTRICT shall give the ADMINISTRATOR no less than ten (10) days written notice in advance of termination. This provision does not constitute a waiver of any rights the DISTRICT or the ADMINISTRATOR may have to enforce this Employment Agreement in the courts under contract or other applicable law.
- B. *Termination at the request of the ADMINISTRATOR.* In the event the ADMINISTRATOR intends to act to terminate this employment Agreement prior to its termination day, he will notify the Board immediately when he intends to seek other employment, and shall give the DISTRICT no less than sixty (60) days written notice in advance of taking another position. It is agreed that such request be accepted by the DISTRICT. The ADMINISTRATOR will be paid for days actually worked and holidays that occur prior to Agreement termination.

**Mileage** — Administrators who use their personal automobile for school district business will be reimbursed for mileage at the current IRS rate. Prior approval from the superintendent is required.

**Tuition Reimbursement** — Tuition reimbursement will be for college course work needed for certification and/or license or for classes related to district curriculum and/or staff development goals. The administrator must obtain prior approval from the superintendent before receiving tuition reimbursement for course work.

**Professional Dues** — The district shall pay membership dues for specific professional and community service organizations as approved by the superintendent.

**Term** — This contract is effective July 1, 2022, through June 30, 2023. This contract may be non-renewed for any reason deemed in good faith sufficient by the school board.

By: \_\_\_\_\_  
Dr. William Fritz, Superintendent

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Laurel Shirley-Smalley, Administrator

\_\_\_\_\_  
Date

**Knappa School District No. 4**  
**Administrator Contract**  
**Diane Barendse**  
**2022-2023**

This contract is entered into for the 2022-23 school years between Knappa School District No. 4 and Diane Barendse as Deputy Clerk of Financial Services. It is hereby agreed by both parties that:

- A. Diane Barendse shall perform duties of the Deputy Clerk of Financial Services in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the financial services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. The Deputy Clerk will be notified, in writing, by March 15 of a non-renewal of contract for the following fiscal year upon which this contract terminates.
- D. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

***Salary and Other Provisions***

- 1. The District shall pay an annual salary of \$81,902, 12 months per year commencing July 1, 2022 and ending June 30, 2023. The district will pay the employee's share of PERS.
- 2. For the length of this Agreement the District will pay a maximum of up to \$1,411 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.

Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$617 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

The administrative group will set forth, with business office approval, the list of employees who may opt out of insurance coverage based on the rules set forth by the insurance company of choice.

- 3. Sick Leave will accumulate at the rate of one day per month or twelve days per year. Personal Leave will be three days for each contract year. One unused personal day may be cashed out for \$100.00 at the end of the contract year (pro-rata for part time employees).
- 4. The employee will have the following as paid holidays: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, President's Day, Memorial Day and Juneteenth.
- 5. Vacation will be 10 eight-hour days of vacation. Vacation time should be used within 12 months following the employment year in which it was earned. You may accumulate no more than 40 hours of earned but unused vacation time.
- 6. The district will provide professional growth opportunities for the Deputy Clerk.

\_\_\_\_\_  
Dr. William Fritz, Superintendent      Date

\_\_\_\_\_  
Diane Barendse, Administrator      Date

**KNAPPA SCHOOL DISTRICT NO. 4**  
***Confidential Personnel Services Contract***  
***Robert Brockey***  
***2022-2023***

This contract is entered into for the 2022-2023 school year between Knappa School District No. 4 and Robert (Bob) Brockey as Maintenance Supervisor. It is hereby agreed by both parties that:

- A. The Confidential employee shall perform duties of Maintenance Supervisor in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the supervisory services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

***Salary and Other Provisions***

- 1. This position will be 8 hours per day, 260 days per fiscal year for an annual salary of \$57,781. The district will pay the employee's share of PERS.
- 2. The District will pay a maximum of up to \$1,411 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.

Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$617 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

- 3. Sick Leave will accumulate at the rate of 8 hours per month or 96 hours per year.
- 4. Personal Leave will be three 8-hour days for each contract year. One unused personal day may be cashed out for \$100.00 at the end of the contract year (pro-rata for part time employees).
- 5. The employee will have the following as paid holidays if they fall within their regular work year: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Presidents Day, Memorial Day and Juneteenth.
- 3. Beginning July 1, 2019 vacation hours may accumulate up to a maximum of 360 hours. For school year 2022-2023 the employee will receive 4 weeks of vacation to be used within 12 months of the employment year in which it was earned.

\_\_\_\_\_  
Robert Brockey

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. William Fritz, Superintendent

\_\_\_\_\_  
Date



**KNAPPA SCHOOL DISTRICT NO. 4**  
***Confidential Personnel Services Contract***  
***Stephanie Baldwin***  
***2022-2023***

This contract is entered into for the 2022-2023 school year between Knappa School District No. 4 and Stephanie Baldwin as High School Head Secretary. It is hereby agreed by both parties that:

- A. The Confidential employee shall perform duties of the High School Head Secretary in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the School Office services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

***Salary and Other Provisions***

- 1. This position will be 8 hours per day, 214 days per fiscal year for an annual salary of \$36,053. The District shall pay in **Twelve** (August – June) monthly installments. The district will pay the employee's share of PERS.
- 2. The District will pay a maximum of up to \$1,411 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.

Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$617 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

- 3. Sick Leave will accumulate at the rate of 8 hours per month or 88 hours per year.
- 4. Personal Leave will be three 8-hour days for each contract year. One unused personal day may be cashed out for \$100.00 at the end of the contract year (pro-rata for part time employees).
- 5. The employee will have the following as paid holidays if they fall within their regular work year: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Presidents Day, Memorial Day and Juneteenth.

\_\_\_\_\_  
Stephanie Baldwin

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. William Fritz, Superintendent

\_\_\_\_\_  
Date

**KNAPPA SCHOOL DISTRICT NO. 4**  
**Confidential Personnel Services Contract**  
**Heather Tadei**  
**2022-2023**

This contract is entered into for the 2022-2023 school year between Knappa School District No. 4 and Heather Tadei as Food Service Specialist. It is hereby agreed by both parties that:

- A. The Confidential employee shall perform duties of Food Service Specialist in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the supervisory services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

**Salary and Other Provisions**

- 1. This position will be 8 hours per day, 190 days per fiscal year for an annual salary of \$38,358. The District shall pay in **Twelve** (Sept – June) monthly installments. The district will pay the employee's share of PERS.
- 2. The District will contribute \$1,411 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. Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$617 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.
- 3. Sick Leave will accumulate at the rate of 8 hours per month or 80 hours per year.
- 4. Personal Leave will be three 8-hour days for each contract year. One unused personal day may be cashed out for \$100.00 at the end of the contract year (pro-rata for part time employees).
- 5. The employee will have the following as paid holidays if they fall within their regular work year: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Presidents Day, Memorial Day and Juneteenth.

\_\_\_\_\_  
Heather Tadei

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. William Fritz, Superintendent

\_\_\_\_\_  
Date

**KNAPPA SCHOOL DISTRICT NO. 4**  
**Confidential Personnel Services Contract**  
**Sharon Olson**  
**2022-2023**

This contract is entered into for the 2022-23 school year between Knappa School District No. 4 and Sharon Olson as Head Bus Driver/Trainer. It is hereby agreed by both parties that:

- A. The Confidential employee shall perform duties of Head Bus Driver/Trainer in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the supervisory services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

**Salary and Other Provisions**

- 1. This position will be 8 hours per day, 190 days per fiscal year for an annual salary of \$35,754. The District shall pay in **Twelve** (Sept–June) monthly installments. The district will pay the employee's share of PERS.
- 2. The District will pay a maximum of \$1,411 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. An employee who opts out of medical/dental/vision insurance coverage, based on the rules set for the by the insurance company, shall receive \$617 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.
- 3. Sick Leave will accumulate at the rate of 8 hours per month or 80 hours per year.
- 4. Personal Leave will be three 8-hour days for each contract year. One unused personal day may be cashed out for \$100.00 at the end of the contract year (pro-rata for part time employees).
- 5. The employee will have the following as paid holidays if they fall within their regular work year: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Presidents Day, Memorial Day and Juneteenth.

\_\_\_\_\_  
Sharon Olson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. William Fritz, Superintendent

\_\_\_\_\_  
Date

**Knappa School District No. 4  
Personnel Services Contract  
Timothy Van De Grift  
2022-2023**

This contract is entered into for the 2022-23 school year between Knappa School District No. 4 and Timothy Van De Grift as Technology Director. It is hereby agreed by both parties that:

- A. The employee shall perform duties of Technology Director in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

***Salary and Other Provisions***

- 1. The District shall pay up to 1500 hours at \$41.81/hour commencing July 1, 2022, and ending June 30, 2023.
- 2. Sick Leave will accumulate at the rate of .75 of an 8-hour day per month based on ten days per year.
- 3. Personal Leave will be a .75 of an 8-hour day based on three days for each contract year. One unused personal day may be cashed out for \$100.00 at the end of the contract year (pro-rata for part time employees).
- 4. The employee will have the following as paid holidays based on .75 of an 8-hour day: Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day and Juneteenth.
- 5. The District will pay a maximum of up to \$1,411 per month (pro-rata for part time employees) 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.

Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$617 per month (pro-rata for part time employees) as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

\_\_\_\_\_  
Timothy Van De Grift, Technology Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. William Fritz, Superintendent

\_\_\_\_\_  
Date

**KNAPPA SCHOOL DISTRICT NO. 4**  
**Confidential Personnel Services Contract**  
**Jennifer Morgan**  
**2022-2023**

This contract is entered into for the 2022-23 school year between Knappa School District No. 4 and Jennifer Morgan as Administrative Assistant to the District Office and Board Administrative Assistant. It is hereby agreed by both parties that:

- A. The Confidential employee shall perform duties of Administrative Assistant to the District office and Board in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the District Office services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

**Salary and Other Provisions**

- 1. The position will be 40 hours per week, 12 months per year. The District shall pay an annual salary of \$53,669 commencing July 1, 2022 and ending June 30, 2023. The district will pay the employee's share of PERS.
- 2. The position of Board Secretary will be compensated through an annual stipend of \$4,012 for additional responsibilities and/or time spent attending Board meetings or work sessions.
- 3. Sick Leave will accumulate at the rate of one day per month or twelve days per year. Personal Leave will be three days for each contract year. One unused personal day may be cashed out for \$100.00 at the end of the contract year (pro-rata for part time employees).
- 4. The employee will have the following as paid holidays: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Presidents Day, Memorial Day and Juneteenth.
- 5. Vacation will be 20 eight-hour days. Vacation time should be used within 12 months following the employment year in which it was earned. You may accumulate no more than 160 hours of earned but unused vacation time. For the 2022-23 year, you may carry forward all unused vacation time from the prior year.
- 6. For the length of this Agreement the District will pay a maximum of up to \$1,411 per month for the employee and their dependents towards insurance premiums for the District's Group HRA and the employee's plan choice for dental and vision coverage offered by the district.

Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$617 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

- 7. The administrative group will set forth, with business office approval, the list of employees who may opt out of insurance coverage based on the rules set forth by the insurance company of choice.

\_\_\_\_\_  
Jennifer Morgan, Administrative Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. William Fritz, Superintendent

\_\_\_\_\_  
Date

**Knappa School District No. 4**  
**Probationary Administrator Contract**  
**Tammy McMullen**  
**2022-2023**

**Conditions of Contract Are As Follows:**

It is hereby agreed between the District School Board of Knappa School District No.4, Clatsop County, state of Oregon, and the undersigned administrator, Tammy McMullen, that:

1. The administrator shall perform assigned duties in the schools of the school district for the period indicated below.
2. As a condition precedent to any obligation of the school district to pay for or accept the services of the administrator, the administrator shall make the required reports and possess the proper license(s) and qualifications required by law.
3. For such services, lawfully and properly performed, the school district shall pay to the administrator, at the times specified herein, the amount that may be due, according to this contract, pursuant to the school district's payment plan.
4. This contract is subject to the limitations imposed by the provisions of the local budget law.
5. This contract is binding unless the administrator gives sixty (60) days written notice of termination to the district superintendent. Failure of the administrator to give sixty (60) days written notice of termination to the district superintendent subjects the administrator to possible loss of licensure as set forth under ORS 342.553 (1).

**Duties** — Duties shall be as assigned by the district superintendent. The administrator shall devote full time, skill, labor and attention to district assignments. The administrator must obtain prior superintendent approval before accepting any offers of outside employment or consulting work. The administrator shall perform assigned responsibilities in accordance with the laws of the state of Oregon, the Oregon Administrative Rules and written school district policies and school district administrative regulations, procedures and directives. The administrator may be reassigned or transferred at any time. Administrators are expected to work on policy, procedure, curriculum, negotiations, budget and other issues as assigned.

**Hours** — The administrator shall maintain sufficient office hours consistent with the needs of the particular building and general operations of the school district. Administrators are required to attend school board, budget committee and other meetings and activities at the direction of the superintendent.

**Work Year** — The work year will be 220 days and the superintendent shall define the calendar for each school administrator annually. The work year calendar shall identify specific workdays.

If the administrator does not complete his/her work year with the district, the administrator's final check shall be prorated to account for actual days worked.

**Compensation** — The annual salary for 2022-23 shall be \$103,467.00. The employee's share of PERS will be paid by the District.

**Insurance** — For 2022-23 the District will pay a maximum of up to \$1,411 per month for the employee and their dependents towards insurance premiums for the District's Group HRA and the employee's choice for medical, dental and vision coverage offered by the District.

Any administrator who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$617 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

The administrative group will set forth, with business office approval, the list of employees who may opt out of insurance coverage based on the rules set forth by the insurance company of choice.

**Closure** — If the school board closes one or more schools due to budget shortfall, fire, flood, earthquake or for any other reason, affected administrators, if not reassigned, will not receive salary [or fringe benefits] while the school is/schools are closed.

**Holidays** — The following days are paid holidays:

January 1 New Year's Day  
Last Monday of May Memorial Day  
June 19 Juneteenth

First Monday of September Labor Day  
November 11 Veterans' Day  
Fourth Thursday of November Thanksgiving Day

December 24 Christmas Eve Day

December 25 Christmas Day

**Leave** — The administrator shall have 3 days available for personal or emergency leave. One unused personal day may be cashed out for \$100.00 at the end of the contract year (pro-rata for part time employees). Bereavement leave shall be the same as provided in the licensed collective bargaining agreement. Such leave days are not cumulative.

**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 11 days per year, prorated from the first day of employment. Unused sick leave is accrued and carried forward from year-to-year. All accrued sick leave earned under employment from previous Oregon school districts will become part of the administrator's sick leave balance upon the first day of employment.

**Evaluation** — The superintendent and school board shall determine by whom and when administrators shall be evaluated, which methods of evaluation shall be used and what actions should be taken as a result of the evaluation process. Specific, quantifiable student performance building goals may be established for which the administrator may be held strictly accountable.

The evaluation process shall emphasize job performance, administrator and teacher accountability, student achievement and innovative and effective techniques that deliver quality educational services to students.

**Layoff** — Layoffs will be conducted according to state law. The school board will retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

**Termination of Employment Contract --**

- A. *Process for Termination without ADMINISTRATOR'S concurrence.* In the event the DISTRICT intends to act to terminate this Employment Agreement prior to its termination date without the ADMINISTRATOR'S written concurrence, the ADMINISTRATOR shall be entitled to a hearing before the Board prior to the occurrence of any purported act of termination. The ADMINISTRATOR shall receive a written notice of the reasons why the DISTRICT is considering termination of this Employment Agreement, the right to appear before the Board in closed executive meeting or public hearing, at the option of the ADMINISTRATOR, the right to be represented at the hearing by a representative of the ADMINISTRATOR'S choice, and the right to a written decision describing the results of the hearing. The DISTRICT shall give the ADMINISTRATOR no less than ten (10) days written notice in advance of termination. This provision does not constitute a waiver of any rights the DISTRICT or the ADMINISTRATOR may have to enforce this Employment Agreement in the courts under contract or other applicable law.
- B. *Termination at the request of the ADMINISTRATOR.* In the event the ADMINISTRATOR intends to act to terminate this employment Agreement prior to its termination day, he will notify the Board immediately when he intends to seek other employment, and shall give the DISTRICT no less than sixty (60) days written notice in advance of taking another position. It is agreed that such request be accepted by the DISTRICT. The ADMINISTRATOR will be paid for days actually worked and holidays that occur prior to Agreement termination.

**Mileage** — Administrators who use their personal automobile for school district business will be reimbursed for mileage at the current IRS rate. Prior approval from the superintendent is required.

**Tuition Reimbursement** — Tuition reimbursement will be for college course work needed for certification and/or license or for classes related to district curriculum and/or staff development goals. The administrator must obtain prior approval from the superintendent before receiving tuition reimbursement for course work.

**Professional Dues** — The district shall pay membership dues for specific professional and community service organizations as approved by the superintendent.

**Term** — This contract is effective July 1, 2022, through June 30, 2023. This contract may be non-renewed for any reason deemed in good faith sufficient by the school board.

By: \_\_\_\_\_  
Dr. William Fritz, Superintendent

By: \_\_\_\_\_  
Tammy McMullen, Administrator

Knappa School District # 4

**Personnel Update  
June 22, 2022**

**The Superintendent recommends accepting the following:**

The resignation of Jay Mitchell as a district driver.

The resignation of Kirk Miller as the HS PE/Health Teacher

The resignation of Matt Woodside as the HS Math Teacher

The resignation of Brandi Encinas as a cook at HLE

The resignation of Melissa Reid as the Knappa KVA Teacher

The hiring of Helen Cannon as PA for HLE

The hiring of Brittany Felman as a .5 FTE 5<sup>th</sup> Grade Teacher

\*\*\*\*\*



# Knappa School District #4

Code: KC

Adopted:

## Community Civility

### Statement and Purpose

The Knappa School Board (“Board”) and, in turn, the District recognize and value the free expression of ideas in a high-quality educational process. A need for a safe, civil environment that is characterized by mutual respect is essential. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student’s ability to learn and the District’s ability to educate its students.

This policy is designed to promote mutual respect and civility among and between all the stakeholder groups in the Knappa School District community. The following ideas were gathered from those listening sessions and the expectation is that all members of the school community (Board, District employees, parents, volunteers, students and the public) will:

- Keep the best interests of students first;
- Acknowledge that most people are acting with the best of intentions and we should assume goodwill at the outset of an interaction.
- Listen for understanding to other persons’ perspectives before forming a judgement;
- Go to the source of a concern or to someone in a position to address the concern;
- Value the voices of those responsible for the educational programs and enhance the partnership with the families whose children attend our schools;
- Be honest, patient and genuine;
- Suspend judgement until all points of view are heard, and all information is gathered; and
- Maintain composure and tone of voice when communicating problems and concerns

Social media is *discouraged* as a resource for solving complaints

People should avail themselves of the District’s complaint process (see the flowchart which is included in this letter)

The Board intends to ask each stakeholder group to review and reaffirm its commitments and expectations to promote civility and mutual respect annually. The initial commitments and expectations affirmed by each stakeholder group are attached to this policy.

The Board directs the Superintendent to communicate and publish a flow-chart to be used by parents and community members for the purpose of resolving complaints and disputes in a timely manner. Such flowchart shall be included with the AR associated with this Policy.

**Definitions**

“Uncivil Conduct” is defined as behavior in a discourteous or disrespectful manner when communicating or interacting with others whether it occurs in person or on social media.

“Uncivil Conduct” does not include the expression of controversial or differing viewpoint that may be offensive to some people.

End of Policy

---

**Knappa SCHOOL DISTRICT  
BUDGET RESOLUTION**

**ADOPTING THE BUDGET**

**BE IT RESOLVED** that the Board of Directors of the Knappa School District hereby adopts the budget for the fiscal year 2022-2023 in the total of \$36,330,876 now on file at the Administrative Office located at 41535 Old US Hwy 30, Astoria, OR 97103

**MAKING APPROPRIATIONS**

**BE IT RESOLVED** that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022 for the following purposes:

**GENERAL FUND**

Instruction	\$ 4,068,929
Support Services	2,754,333
Transfers	762,000
Contingency	375,000
<b>Total General Fund</b>	<b>\$ 7,960,262</b>
Unappropriated	300,000

**SPECIAL REVENUE FUNDS**

Instruction	\$ 1,739,794
Support Services	1,091,728
Community Services	291,505
Facilities Acquisition & Construc	774,117
Transfers	73,095
Contingency	362,585
<b>Total Special Revenue Funds</b>	<b>\$ 4,332,824</b>
Unappropriated	530,000

**DEBT SERVICE FUND**

Support Services	\$ -
Debt Service	687,790
<b>Total Debt Service Fund</b>	<b>\$ 687,790</b>

**CAPITAL PROJECT FUNDS**

Support Services	\$ 750,000
Facilities Acquisition & Construction	21,770,000
<b>Total Capital Project Fund</b>	<b>\$ 22,520,000</b>

<b>TOTAL APPROPRIATIONS, All Funds</b>	<b>\$ 35,500,876</b>
<b>Total Unappropriated Amounts, All Funds</b>	<b>830,000</b>
<b>TOTAL ADOPTED BUDGET</b>	<b>\$ 36,330,876</b>

**IMPOSING THE TAX**

**BE IT RESOLVED** that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2022-2023:

- (1) At the rate of \$4.6062 per \$1000 of assessed value for permanent rate tax
- (2) In the amount of \$714,000 for debt service for general obligation bonds

**CATEGORIZING THE TAX**

**BE IT RESOLVED** that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

**Subject to the Education Limitation**

Permanent Rate Tax \$4.6062/ per \$1000

**Excluded from Limitation**

General Obligation Bond Debt Service \$714,000

The above resolution statements were approved and declared adopted on the 22nd of June 2022.

\_\_\_\_\_  
Ed Johnson, Board Chair

\_\_\_\_\_  
William Fritz, Superintendent

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

☐ Policy  
☐ Financial  
☐ Discussion

☐ Vision & Goals  
☒ Information  
☐ Resolution

☐ Capital Projects  
☐ Employee Contracts

**Item Title:** 2022-23 Start and End Times

**Presenter:** Dr. Fritz, Superintendent

**Background Information Related to this Issue:**

During the 20-21 school year, Knappa School District began 2-tier transportation for our students. Reasons included:

- Aligning start times with research related to child and adolescent sleep patterns,
- Reducing bus loads for management purposes
- A more limited number of bus drivers

A community conversation about these times occurred during a superintendent chat, with the staff, and via a survey. The original schedule implemented in fall of 2021 was:

K-5      8:00 am to 2:30 pm  
6-12     8:50 am to 3:20 pm

Unfortunately, these times needed to be amended mid-year due to an increased shortage of drivers, moving the elementary school ten minutes earlier and the high school fifteen minutes later. This was not ideal. For next year, we anticipate the ability to return to the original 2021 plan with a minor adjustment. We believe this is workable logistically for transportation and the schools. For 2022-23, the superintendent and staff will implement the following start/end time schedule:

K-8              8:00 am to 2:30 pm  
9-12             8:50 am to 3:20 pm  
Preschool       8:50 am to 3:20 pm (preschool will ride their own bus)

In Board Policy IC/ICA, the Board delegates decisions regarding school starting and ending times to the Superintendent.

**Background (con't)**

**Financial Impact:**

No change

**Recommended Action:**

Information Only. No action required

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

**June 22, 2022  
Board Meeting**

**NOTES FROM THE BUSINESS OFFICE:**

**General**

I have enclosed the May 31, 2022 financial report for your review. Property tax revenue received to date, including what we have received to date in June is 104% of our budgeted amount. These reports include an estimate of what will need to be repaid to the state when the State School Fund calculation is finalized.

**2021-2022 REVENUE AND EXPENDITURES**  
**GENERAL FUND**  
**As of May 31, 2022**

REVENUES	BUDGET	ACTUAL through May 31, 2022	PROJECTED REV through June 30, 2022	Total Expected Revenue	Balance From Budget	BALANCE as % of BUDGET
Property Taxes	1,352,000.00	1,382,678.20	86,602.62	1,469,280.82	(117,280.82)	109%
County School Fund	200,000.00	275,348.91	-	275,348.91	(75,348.91)	138%
State School Fund	4,295,491.00	4,382,583.25	(140,000.00)	4,242,583.25	52,907.75	99%
Unrestricted Grants (Small High School)	28,000.00	26,864.49	-	26,864.49	1,135.51	96%
Common School Fund	53,466.00	30,259.66	30,259.66	60,519.32	(7,053.32)	113%
State Managed County Timber	75,000.00	41,852.62	-	41,852.62	33,147.38	56%
Asset Recovery	-	9,435.52	-	9,435.52	(9,435.52)	
<b>Total State Support Formula Revenues</b>	6,003,957.00	6,149,022.65	(23,137.72)	6,125,884.93	(121,927.93)	102%
Revenue ESD				-	-	
Other Local Sources	58,000.00	35,876.96	35,545.19	71,422.15	(13,422.15)	123%
<b>Total Revenue</b>	6,061,957.00	6,184,899.61	12,407.47	6,197,307.08	(135,350.08)	102%
Interfund Transfers	-			-	-	
Beginning Fund Balance	2,252,000.00	1,883,255.53	-	1,883,255.53	368,744.47	84%
<b>TOTAL RESOURCES</b>	8,313,957.00	8,068,155.14	12,407.47	8,080,562.61	233,394.39	97%

EXPENDITURES BY OBJECT	BUDGET	ACTUAL through May 31, 2022	PROJECTED EXP through June 30, 2022	Total Expected Expenditures	BALANCE	BALANCE as % of BUDGET
Personal Services	3,487,912.00	2,958,288.37	436,724.77	3,395,013.14	92,898.86	3%
Associated Payroll Costs	1,763,854.00	1,440,163.95	267,903.01	1,708,066.96	55,787.04	3%
Purchased Services	683,191.00	403,569.91	44,009.09	447,579.00	235,612.00	34%
Supplies & Materials	214,600.00	235,477.09	26,650.19	262,127.28	(47,527.28)	-22%
Capital Outlay				-	-	0%
Other Objects	130,700.00	128,605.30	43.90	128,649.20	2,050.80	2%
Transfers	1,315,000.00		1,315,000.00	1,315,000.00	-	0%
<b>Total Expenditures</b>	7,595,257.00	5,166,104.62	2,090,330.96	7,256,435.58	338,821.42	4%
Contingency / Unappropriated	718,700.00	-	-	-	718,700.00	100%
<b>TOTAL EXPENDITURES</b>	8,313,957.00	5,166,104.62	2,090,330.96	7,256,435.58	1,057,521.42	13%

EXPENDITURES BY MAJOR FUNCTION	BUDGET	ACTUAL through May 31, 2022	PROJECTED EXP through June 30, 2022	Total Expected Expenditures	BALANCE	BALANCE as % of BUDGET
1000 - Instruction	3,713,260.00	2,844,712.15	528,943.30	3,373,655.45	339,604.55	9%
2000 - Support Services	2,566,997.00	2,321,392.47	246,387.66	2,567,780.13	1,793,803.33	70%
5000 - Other Uses/Debt Services/Transfers	1,315,000.00	-	1,315,000.00	1,315,000.00	-	0%
<b>Total Expenditures</b>	7,595,257.00	5,166,104.62	2,090,330.96	7,256,435.58	338,821.42	4%
6000 - Contingency / Unappropriated	718,700.00	-	-	-	718,700.00	0%
<b>TOTAL EXPENDITURES</b>	8,313,957.00	5,166,104.62	2,090,330.96	7,256,435.58	1,057,521.42	13%

## Hilda Lahti Elementary/Middle School

### June 2022

#### Enrollment Report

Grade	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
PreK					16	16	16	16	17	18	17
Kg	25	29	29	29	28	28	28	28	27	30	28
1	42	36	36	38	38	38	38	38	37	38	36
2	33	30	31	31	32	32	31	31	35	35	34
3	44	34	34	34	34	34	34	34	35	38	36
4	35	31	31	31	33	33	35	35	35	38	36
5	36	33	34	34	33	33	34	34	37	40	37
6	36	33	33	33	34	34	34	34	34	36	34
7	37	37	37	37	36	34	32	32	31	38	33
8	45	38.5	38.5	39	39	36	34	34	35	36	35
KVA		14	14	14	16	16	21	21	18	Includ ed above	18
Total	333	316	318	320	323 + 16 preK	318 +16 preK	321 +16 preK	321 +16 prek	324 +17 preK	330 +18 preK	327 +17 preK

Exhausted, weary, but satisfied describes the staff and students at the end of this school year. It was a good year, but very challenging. We ended the year with fun activities.



Our music concert featured our beginning band. They performed well and we are



sad to

see Mr. Achilles move on.

The sixth grade enjoyed an amazing week of outdoor school activities. Melissa Reid did an excellent job planning this week. We have a great model for next year.



The field day was a wonderful experience and event. The parent club rented a bouncy house and dunk tank for the event. The team put together some fun stations. Dr. Fritz and others barbecued!

Eighth grade Promotion was widely attended and we promoted some very great individuals to the high school. We will miss them greatly.



The last day of school, we had a move up event where students were able to go to the next grade level. Students enjoy this event especially by giving them a chance to see their new space for next year.

New curriculum is here! We are excited to have a good reading curriculum that all K-5 will use. It arrived today! Health curriculum arrived and is being distributed.

MAP scores are in. Some teachers believe they waited too long to test. Overall, students made growth. Our goal this year was to create targeted interventions. We still have growth to achieve in this area.



Our staff need a restful break, but we are anxious to start planning for the 22/23 school year! Thank you for your continued support. We had a good year despite the challenges.

Respectfully submitted,

Tammy McMullen

**June 2022**  
**KSD Board Meeting**  
**Knappa High School**

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

\*KHS enrollment/KVA enrollment

- Government students busy working on:
  - Make KHS a Better Place
  - Community Service Project
  - Attend and report on 3 public meetings
  - Letter to the editor
  - Letter to an elected official
  - Thank you to someone who has helped them during high school
- 9th - 11th grade students have been busy taking the SBAC assessments and interim assessments in Writing, Reading, Math, and Science.
- Sports Action:
  - Baseball finished its playoff season on Tuesday, 5/31/22, losing to Kennedy HS
  - Softball finished its playoff season on Monday, 5/23/22, losing to Oakridge.
  - Isaiah Rodriguez and Josh Peterson qualified for the 1500m and 300m events at the state track meet. The state meet returned to historic Hayward Field after its extensive remodel. Isaiah finished 3rd in the 1500m and Josh finished 9th. In the 3000m, Isaiah finished 4th and Josh 6th.
- May Days activities took place on 5/25 - 5/27.
- KHS hosted the Senior Awards Dessert on Tuesday, 6/7/22. Seniors were honored with staff awards and scholarships.

- The Class of 2022 graduated on Saturday, 6/11/22.
- KHS CTE students have been busy working to make improvements to the CTE building. They received a timber donation and have used this to build a new entry way. The building will also be painted over the summer.

**Knappa School District #4**  
**Superintendent Report**  
**June 22, 2022**

**End of the Year.** The end of the 2021-22 school year was “back to normal.” Athletes participated in spring playoff games and meets, promotion and graduation were held in a typical manner, and the field day and 8<sup>th</sup> grade dance were lots of fun.

**Staffing.** We are making progress on staffing for the fall. Our fifth grade position is filled, and we have conducted interviews for open PA positions, high school English, and a bus driver position.

We have candidates indicating interest for elementary counselor and music.

We are still hunting for high school math, high school electives/Spanish, high school PE/Health and middle school science.

**Summer Projects.** The high school window project (arts wing), roofing project (cafeteria, library, and arts wing), and HVAC project (arts wing and library) will occur this summer. The HVAC work has been pushed into August due to some supply chain issues, but is scheduled to be completed prior to the start of school. The HVAC and window project are being funded using ESSER grant resources. The roof is being funded by the district maintenance fund set aside by the School Board.

Related to the bond, the owner’s representative contract is complete, and they are helping with 1) planning preschool facilities for the fall, 2) preparing the design-build RFQ, and 3) supervising site surveys, hazmat, and geotechnical investigations. Our plan is to publicize the RFQ in August and conduct the selection process in September.

**Summer Programs.** In August, we will be offering Kindercamp, extended school year services (special education), elementary adventure camp, music and drama program (staffing dependent), high school lifetime sports (staffing dependent),

and high school social studies experience. Sign-ups are on the website. This is funded partially using state grant funds as well as using the student investment act grant.

**Transportation.** Our new propane bus should arrive around the start of July. We have been approved for the state \$43,000 grant which will be receivable upon surplus and demolition of the old diesel bus. It looks like we will be able to get similar grants for our next two buses, in addition to a possible Federal grant for the third one (which will also be propane). Under current pricing, propane costs \$2.50/gallon, and there is an additional federal excise tax rebate to school districts who fuel buses with propane in the amount of .50/gallon. This allows more district resources to be spent on educational functions.