

Knappa School District No. 4 • Knappa, Oregon 97103  
Board of Directors' Budget Hearing and Regular Meeting  
Wednesday, June 26, 2024  
6:00 pm

## Knappa Computer Lab

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

### Call to Order

A. Flag Salute

### 1. Consent Agenda

- 1.1 Minutes from the May 22, 2024 Regular Board Meeting and the June 5, 2024 Budget Committee Meeting.
- 1.2 Organization of the Knappa School District
- 1.3 24-25 Confidential Contracts
- 1.4 24-25 Administrative Contracts
- 1.5 Superintendent Outside Work
- 1.6 Personnel Update
- 1.7 Technology Director Job Description
- 1.8 OSEA Furlough MOU
- 1.9 OEA 24-25 Furlough MOU
- 1.10 Summer Bond Work Pay Rate
  
- 1.11 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 24/25 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, 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 2024-25

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. **Information Update-Dr. Fritz**

4. **Superintendent Report-Dr. Fritz**

5. **New Business**

- 5.1 Policy DBDB- (motion for change of budget percent to 6%)
- 5.2 Adopt the 24-25 School District Budget- (motion needed)
- 5.3 Appropriations Transfer-(motion needed)
- 5.4 Bond Citizens Committee Appointment- (**Tom Teague**-motion needed)
- 5.5 24-25 KHS Principal Contract-(motion needed)
- 5.6 24-25 District Nurse Contract-(motion needed)
- 5.7 April 2024 OSBA Policy Update-(1<sup>st</sup> read list attached)

6. **District Reports**

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

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

**Next Meetings •**

Wednesday, August 7, 2024 • Board Work Session • 6:30 p.m., Wednesday, August 21, 2024 School Board Meeting • 6:30 p.m., Knappa High School Computer Lab

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 Minutes  
May 22, 2024**

**6:30 p.m.**

<https://meet.google.com/soj-jtwc-kzi>

Or dial: (US) +1 318-536-0127 PIN: 469 131 467#

**Present**

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

**Absent**

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

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

- 2.1 Minutes from the May 1, 2024 Regular Board Meeting,
- 2.2 Personnel Update
- 2.3 OSEA MOU
- 2.4 Amendment to 24-25 Superintendent Contract
- 2.5 Amendment to Tim Van De Grift Retirement Date

Isom moved to approve the consent agenda as presented, Finn seconded, moved to vote, motion carries.

Bangs stated that he would like to make note for the record that the superintendent took a pay adjustment for the 24-25 school year.

**2. Information-Dr. Fritz-nothing at this time.**

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

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

Nothing at this time.

4. **Superintendent Report**-Dr. Fritz reviewed his report that was included in the board packet. He stated another student received an outrageous request, swag from the women's softball team from OSU. No discussion.
  
5. **New Business**
  - 5.1 **"G" Policy Update**- (discussion and motion)-Dr. Fritz stated that the admin team review section "G" this year as part of the policy review series. Isom asked if we give staff a copy of the "G" personnel section for new hires, Fritz stated no. Bangs moved to approve the review date to section "G" as of 5/22/24, Montgomery seconded, Isom, asked if we compare the polices to make sure there isn't a conflict with unions, Fritz stated yes. Moved to vote, approved unanimously.
  
  - 5.2 **KHS Civics Project Presentation**-(Students and Principal Paul Isom)-Zac Alomari and Donel VanGundy decided to do an adopt a road program for the community civics project. The contacted Brett Brendan with Clatsop county Road Department to find out what they needed to accomplish to be able to be part of the adopt a road program. They needed to perform 3.5 hours of work cleaned up from country market to the intersection down by the church, worked with Brett Brenden, with the county is going to put a sign with the student names showing they adopted the road to kept clean in that section. Bangs asked where the sign is going up, at the County Market at the intersection, Zac graduates this year but Donel but will continue the work next year. No further discussion.
  
  - 5.3 **6-12 Science Adoption**-(motion needed) Tammy McMullen stated they started with a small science adoption team. She stated the original cost was 150k just for K-8, so they went back and prioritized which grade levels needed the science materials, put the Houghton Mifflin out for review and they will be using Mystery Science for k-5, and 6-12 with be the attached, This is a 7 year adoption and includes all the materials, Palenske and Jones and Jasmin spent lots of time reviewing the curriculum, Isom asked if this comes out the text book curriculum fund, Montgomery asked if we received any feedback, staff stated no. Montgomery moved to adopt the curriculum as presented, Jasper seconded, moved to vote, approved unanimously.
  
6. **District Reports**
  - **Financial Report**- (Diane Barendse)-Barendse stated this includes all of the special revenue funds for this year, revenue is through April and expenses are through the end of the year. Montgomery stated the revenue is this report aligns more with budget that was proposed at the budget committee meeting, discussion followed. Bangs have you checked the budget to make sure the special revenue funds and the budget matched, Diane stated yes. Isom moved to approve as presented, Finn seconded, moved to vote, motion carries.
  
  - **Hilda Lahti Elementary/Middle School**-Principal McMullen reviewed her building report with the board, she stated there are lots of fun activities in the next two weeks. They are wrapping up year-end testing, swim lessons, Star Base, and the students went to the Oregon Symphony. She thanked the music teacher Jackson for working with the students. Discussion followed on activities at Hilda Lahti.
  
  - **Knappa High School**-Principal Isom stated the baseball team just won there first playoff game of the season and will be playing again at home on Friday. Prom was a great event and took lots of planning, thanked those for their hard work this year, no discussion.

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

**Montgomery**-Nothing at this time.

**Jasper**-Nothing at this time.

**Isom**-Nothing at this time.

**Finn**-nothing at this time.

**Bangs**-wanted to recognize the service to our community from students, businesses and community members, he thanked them for all of their support.

**Moved to adjourn- 7:24 pm**

**Next Meetings** • Wednesday, May 31, 2023 Budget Committee Meeting 6:30 p.m., Knappa High School Library. Wednesday, June 5, 2024 Budget Committee Meeting. Wednesday, June 21, 2023 Regular School Board Meeting 6:00 p.m. Knappa High School Library.

Knappa School District No. 4 • Knappa, Oregon 97103  
Budget Committee Meeting  
Wednesday, June 5, 2024

**6:30 p.m.**  
**Board of Directors Budget Committee Meeting**

**Google Meet joining info**  
<https://meet.google.com/zfc-icdu-bio>  
**Or dial: (US) +1 662-540-5222 PIN: 467 221 494#**

**Present**

Cullen Bangs- Chair  
Will Isom-Director  
Michelle Finn-Vice Chair

Brian Montgomery-Director

Derek Banks  
Ed Johnson  
Ernie Affolter  
Doug Montgomery  
Jesse Browning

William Fritz-Superintendent  
Diane Barendse-Business Manager  
Jennifer Morgan-Board Secretary

**Absent**

Christa Jasper-Director

**Call to Order**-Flag Salute-Chair Derek Bangs-6:30 pm

**New Business**

**Approve Minutes from the May 8, and May 15, 2024 Budget Meetings-** (motion needed)-  
Johnson moved to approved the minutes with the change to the May 8<sup>th</sup> meeting, Montgomery  
seconded, moved to vote, motion carries.

**24-25 Budget Review-Superintendent Fritz and Business Manager**

**Diane Barendse**-Dr. Fritz read a statement on the budget process. He stated in that message that the ending fund balance will come in as close as possible to the presented amount of \$700,000. He stated the district is confident with the budget presented tonight, he recommended the presented budget to the board and committee. Discussion followed on state funding for next year, and timber revenue.

Barendse stated she had a question about high school salaries, where there was a reduction in FTE but an increase in salaries? She stated the budget was set before we finished negotiations with teachers and they settled on a higher amount. The increase in the nurse salary is due to we are able to get a sub now when Nurse Katie is out on leave.

E. Johnson would like to verify that we weren't spending all the cell tower money? Fritz stated no we don't, we only use a small amount for the after school program and that amount will be reduced next year since we will only have K-3 staying after school due to the same release time for grades 4-12.

Isom stated, that by moving the three reserve funds into the GF they aren't truly special revenue just GF revenue set aside for those funds.

D. Bangs stated that we may have a \$240,000 delta next year and won't have the money to move to reserve funds, depending on what comes from legislative session. He would like a preliminary report next year on where we are ending the fiscal year to make sure we are tracking to budget. Barendse stated we can put a line item on the monthly financials presented at board meeting. Discussion followed on the transfers and special revenue funds.

Montgomery stated he would like to have a preliminary financial statement to track where we are early in the school year.

E. Johnson asked if the furlough days are built into the budget for the 24-25 school year, Fritz stated yes.

**Approve 24-25 Budget-** (motion needed)-Johnson moved to approve the budget as presented, Browning seconded. Montgomery asked if we need to make a motion to change the ending fund balance policy from 8%-6%, Fritz stated we would do that prior to adopting the budget at the next board meeting, moved to vote motion carries.

## 2. **Communications and Hearing of Interested Parties**

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Nothing at this time.

D. Bangs- moved to adjourn-7:08 pm

Next Meetings •

**Tuesday, June 18, 2024 Regular Board Meeting 6:00 p.m.**, Wednesday, August 7, 2024 • Board Work Session • 6:30 p.m., Wednesday, August 21, 2024 School Board Meeting • 6:30 p.m., Knappa High School Library

Knappa School District # 4

**The Superintendent Recommends the Following  
June , 2024**

The hiring of Helen Miller as a .5 FTE SPED Teacher



**KNAPPA SCHOOL DISTRICT**  
**Technology Director - 260 Day Contract (at .6 FTE)**

**JOB SUMMARY:**

Directs the development, coordination and maintenance of the district's local and wide area networks, servers, workstations, mobile devices, printers, security cameras, phones and software systems. Provides continued support and training for technology in all district programs, instructional and administrative. Participates in the development, implementation and evaluation of a long-range plan for the application of technology in all district programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Troubleshoots and maintains individual workstations, mobile devices, district networking, and all technology-related hardware and software.
2. Installs computer hardware and software throughout the district, including software customization.
3. Maintains a cooperative relationship with fellow staff members, students, and the general public.
4. Adheres to and enforces district, state, and federal laws, policies, procedures, and regulations.
5. Attend work regularly and be punctual.
6. Leads district network security protocols.
7. Advises and/or performs district planning, purchasing, coordination and maintenance of technology equipment, software and supplies.
8. Provides training in areas of technology.
9. Participates in developing standards for the acquisition and maintenance of technologies.
10. Keeps abreast of emerging technological changes and acts as a resource person.
11. Orders and stocks technology supplies and parts.
12. Organizes inventory, maintenance and repair, storage and handling of all assigned technology equipment and materials.
13. Acts as liaison between district and Northwest Regional Education Service District (NWRESA) or other service providers.
14. Assists in the assessment and budgeting for new technology equipment, software and supplies.
15. Maintains accurate and current data related to all technology related items within the district, including hardware inventory tracking, software licenses, network device configurations, confidential passwords, and all other related items.
16. Participate in the development, writing and implementation of the District Technology Plan.
17. Appropriately maintains and secures confidentiality in adherence to job duties.
18. Maintains appropriate certifications and training hours as required.

**TECHNOLOGY SKILLS AND KNOWLEDGE:**

1. Must have demonstrated technology competency in a wide spectrum of functions, and have demonstrated ability to provide support for all District technology programs.
2. Ability to efficiently and effectively utilize communication, collaboration and productivity suites including: Google Workspace, MS Office.
3. Understanding of Microsoft Server, Google Workspace Admin, Windows OS, Chrome OS and iOS.
4. Understanding of network architecture and management.
5. Understanding of classroom audio/visual systems in planning, use and management.
6. Understanding of network printing protocols and management.
7. Ability to quickly learn and manage various district-level networking programs for internet filtering, wireless management, security cameras, antivirus, backup system, virtual servers, student management software, VOIP phone system, PA systems, access control and paging systems.
8. Must be able to work independently, multitask and prioritize tasks appropriately.
9. Ability to research, troubleshoot and repair a variety of complex technology-related hardware or software problems as the need arises.
10. Demonstrated ability to learn and implement new technology skills rapidly.
11. Effectively communicate technical concepts to a non-technical audience, in written or oral form.

**EDUCATION AND/OR EXPERIENCE:**

1. BA/BS Degree in computer science, information systems, education or related field or equivalent certification.
2. A minimum of three years experience in technology administration.
3. K-12 instructional experience preferred but not required.
4. Demonstrated ability to exercise good judgment, tact, and diplomacy.
5. Such alternatives to the above as the Superintendent and/or Board deem appropriate.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job at any time, as it deems advisable.

**Knappa School District is an equal opportunity employer.**

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

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

**Item Title: Approval of Outside Work for Superintendent**

**Background Information Related to this Issue:**

The employment contract between the School Board and the Superintendent requires School Board permission for the Superintendent to engage in outside work. The superintendent has been invited to teach a single online class at Bushnell University during summer term 2024, fall term 2024 and spring term 2025. The classes are small, class sessions will occur in the evening, and the courses will not interfere with work time in the Knappa School District.

**Operational Impact: No direct operational impact. The superintendent will be teaching online, Additionally, the coursework relates to educational research and school law, so the superintendent will continue to be immersed in current educational research as a result of this experience.**

**Financial Impact: None**

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

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

Policy  
 Financial  
 Discussion

Vision & Goals  
 Information  
 Resolution

Capital Projects  
 Employee Contracts

**Item Title:** OSEA Furlough Days Memorandum – 2024-25

**Presenter:** Dr. William Fritz, Superintendent

**Background Information Related to this Issue:**

Due to continued failure on the part of the Oregon Legislature to meet its obligation to fund Knappa School District at the current service level, a local decline in enrollment that has trended worse than the state of Oregon as a whole, and a lack of an equitable funding structure for school districts in Oregon, Knappa School District faces a budget shortfall for the 2024-25 fiscal year.

Oregon School Employees Association, Knappa School District and other employee groups have discussed this challenge in a collaborative manner. The parties agree that it is preferable to mutually share the burden of this shortfall rather than impact certain individuals or sets of individuals with layoffs, if avoidable. Accordingly, the parties agree to implement two (2) unpaid furlough days during the 2024-25 contract year only. Employee calendars will be reduced by two days of work when compared with the district work calendar adopted by the School Board on January 31, 2024.

This agreement does not impact work schedules or pay of athletic coaches who are paid on a separate contract.

**Background (con't)**

Knappa Schools shall be closed on March 7, 2025 and May 23, 2025.

If work is available on these days that is not on a regular work calendar (i.e. athletic trips for bus drivers), this work will be assigned according to regular scheduling procedures.

With the furlough days, Knappa School District will still be able to meet state required instructional minutes.

The Association has already met and ratified this agreement.

Knappa School District appreciates the cooperation of OSEA in addressing this matter and applauds the decision to make a small sacrifice for all rather than impact a few people more significantly with potential job loss.

**Financial Impact:**

The savings from this agreement is estimated to be approximately \$11,000, including benefits.

**Recommended Action:**

It is the recommendation of the Superintendent that the Board approve the attached Memorandum of Understanding, as written.

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

Policy  
 Financial  
 Discussion

Vision & Goals  
 Information  
 Resolution

Capital Projects  
 Employee Contracts

**Item Title:** KEA Furlough Days Memorandum – 2024-25

**Presenter:** Dr. William Fritz, Superintendent

**Background Information Related to this Issue:**

Due to continued failure on the part of the Oregon Legislature to meet its obligation to fund Knappa School District at the current service level, a local decline in enrollment that has trended worse than the state of Oregon as a whole, and a lack of an equitable funding structure for school districts in Oregon, Knappa School District faces a budget shortfall for the 2024-25 fiscal year.

Knappa Education Association, Knappa School District and other employee groups have discussed this challenge in a collaborative manner. The parties agree that it is preferable to mutually share the burden of this shortfall rather than impact certain individuals or sets of individuals with layoffs, if avoidable. Accordingly, the parties agree to implement two (2) unpaid furlough days during the 2024-25 contract year only. Employee calendars will be reduced by two days of work when compared with the district work calendar adopted by the School Board on January 31, 2024.

This agreement does not impact work schedules or pay of athletic coaches who are paid on a separate contract.

**Background (con't)**

Knappa Schools shall be closed on March 7, 2025 and May 23, 2025.

With the furlough days, Knappa School District will still be able to meet state required instructional minutes.

The Association has already met and ratified this agreement.

Knappa School District appreciates the cooperation of KEA in addressing this matter and applauds the decision to make a small sacrifice for all rather than impact a few people more significantly with potential job loss.

**Financial Impact:**

The savings from this agreement is estimated to be approximately \$39,000, including benefits.

**Recommended Action:**

It is the recommendation of the Superintendent that the Board approve the attached Memorandum of Understanding, as written.

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

Policy  
 Financial  
 Discussion

Vision & Goals  
 Information  
 Resolution

Capital Projects  
 Employee Relations

**Item Title: Authorization of Summer Work Crew Pay Rate**

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

**Background Information Related to this Issue:**

This summer, work is being done to update classrooms at Hilda Lahti Elementary. The work mostly comprises of moving furniture, moving boxes and equipment, furniture assembly, and painting wall surfaces.

Rather than paying an outside vendor to do this work, it has been more efficient to self-perform the tasks with Knappa School District employees during the summer. We have several employees who are performing this extra work during the break.

Now that we are a couple of weeks into the process, we have a more scaled back crew than we initially planned. We are also able to see the quality of work being accomplished (which is great).

The employees in this crew have raised concerns about the pay rate, given the work expectations. This has been discussed between OSEA and the District.

OSEA and KSD have discussed this matter and have tentatively agreed to an adjustment from \$18/hour to \$19/hour for this work.

Given that we have a few less labor hours than initially anticipated, this amendment is workable without a net increase to the overall cost for the work. Even with less hours, the pace of work appears to be sufficient to get the work done on time.

We appreciate OSEA's collaboration on this matter and are pleased to be able to provide work to our own employees.

Payment for the work is out of bond proceeds.



**Background (con't)**

**Financial Impact:**

The overall cost of this work is estimated to be approximately \$15,000 plus mandatory benefits. Payment shall be made using bond proceeds. There is capacity within the bond budget for this expense.

**Recommended Action:**

It is the recommendation of the Superintendent that the Board approve amendment of the summer worker pay rate to \$19/hour.

Knappa School District # 4

**Information  
June 18, 2024**

**The resignation of Ty Cope as a Bus Driver and Program Assistant for HLE.**

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## Superintendent Report June 26, 2024

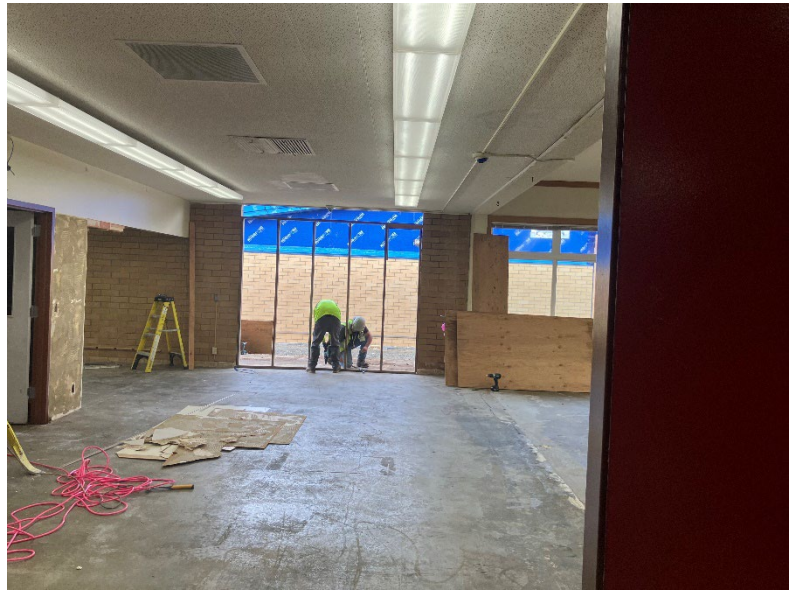
### Bond Update



The interior of the middle school is making good progress and the exterior brick work and window installation are complete. Interior walls are almost ready for topcoating.



The brickwork on the gym is complete, and interior framing is complete. Rough in for utilities is underway. Roof installation is underway. The door canopies will be installed soon.



The HLE Library was abated last week now the interior refresh is underway.



The "portal" connecting the elementary school to the new middle school was cut during the weekend.



About a third of the new classroom fire sprinklers are in place.



The new courtyard drainage is installed.



The paint crew is freshening up the HLE classrooms.



Demolition is complete for the KHS gym/cafeteria seismic project and the bracing/roofing/foundation enhancements are up and running.

Right now, the middle school and gym are both ahead of schedule. The HLE work is on schedule, given a minor setback with the hallway trenching, an electrical issue, some unanticipated abatement work, and a challenge with some sprinkler clearances.

### **Preparations for 2024-5**

The newly adopted science materials have arrived. We are still seeking a bus mechanic and a few bus drivers. If you know anybody who might have interest, please let us know.

The Sitka Center partnership for arts in grades P-5 is arranged. Each month, our students will participate in 1.5 hours of visual art instruction by a local artist as part of their classroom experience.

Additionally, a similar partnership is arranged with Astoria Arts and Movement Center for grades 6-12 whereby there will be two dance sessions per month in each physical education class. There will also be an after school dance club, with a culminating performance next spring.

Both the Sitka arts program and AAMC programs are supported by the generosity of Hampton Lumber.

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

Policy  
 Financial  
 Discussion

Vision & Goals  
 Information  
 Resolution

Capital Projects  
 Employee Contracts

**Background Information Related to this Issue:**

The Knappa School Board adopted Policy DBDB in 2021. Prior to that time, there was no district policy regarding Fund Balance.

The policy requires “managing the district budget in such a way to ensure an ending fund cash balance of at least 8% of total adopted revenues.”

During the recent budget process, where revenues are more lean than in the past, and costs are increasing, we have been challenged to bring forth a balanced budget with the required 8% ending fund balance. This has caused staff to reflect on whether keeping that level of balance is realistic.

Just for comparison basis, the following list shows the fund balance minimums in the respective districts, some of which are our size.

Astoria 1.5% (although stated they aim for 8%)

Clatskanie None

Gaston: None

Lowell: None

Monroe: None

Nestucca 8% (not on SSF)

Oakland: None

Oakridge: None

Seaside 10% (not on SSF)

Vernonia 5%

Warrenton-Hammond: None (although stated they aim for 5%)



**Background (con't)**

I have spoken with the Superintendents in the 5% districts (Vernonia and Warrenton-Hammond, and neither report that making payroll or covering everything has been a problem with that number.

Hopefully, this sets the frame, given that none of these districts reports “scraping bottom” with payroll and cashflow.

Fund balance is important because it allows for proper cashflow (with some months’ revenue leaner than others), a goal of keeping a strong bond rating, and the need to have adequate resources in case of unexpected circumstances. These interests also must be balanced with the current needs of students. District resources are meant to support students and programs and keeping excessive resources on the wayside unnecessarily can deny students (and employees) what they need.

In reflecting on the data, performance of other districts, and the needs of Knappa students, it is advisable to revise the fund balance requirement in Policy DBDB from 8% to 6%.

**Financial Impact:**

The 2024-25 budget approved by the budget committee contemplates a 6% ending fund balance. Approval of this change allows use of approximately \$150,000 toward student educational programming and personnel costs within this budget. The Board and staff must recognize, however, that making this change in this budget means that in future years if revenues are short and expenditures continue to increase, reductions will need to be made and the fund balance percentage reduction cannot recur. Staff will be closely monitoring enrollment, the 2023-24 FY ending fund balance, and the cost of unemployment early in the fall to determine sustainability within the upcoming year’s budget and will make mid-year corrections as necessary. These data and recommendations will be transparently shared with the School Board.

**Recommended Action:**

It is the recommendation of the Superintendent that the School Board amend Policy DBDB to require a 6% ending fund balance rather than 8% and that the Policy further be revised to make it clear that this is applicable to “General Fund” revenues by inserting those words.

# Knappa School District 4

Code: DBDB  
Adopted: 2/16/21  
Readopted: 6/26/24  
Orig. Code: DBDB

## Fund Balance

The Board recognizes its responsibility to establish an unrestricted fund balance<sup>1</sup> in an amount sufficient to:

1. Protect the district from unnecessary borrowing in order to meet cash-flow needs;
2. Provide prudent reserves to meet unexpected emergencies and protect against catastrophic events;
3. Meet the uncertainties of state and federal funding; and
4. Help ensure a district credit rating that would qualify the district for lower interest costs and greater marketability of bonds that may be necessary in the construction and renovation of school facilities.

Consequently, the Board directs the superintendent to manage the currently adopted district budget in such a way to ensure an ending fund cash balance of at least 6 percent of General Fund revenues.

In determining an appropriate unrestricted fund balance, the Board will consider a variety of factors with potential impact on the district's budget including the predictability and volatility of its expenditures<sup>2</sup>; the availability of resources in other funds as well as the potential drain upon general fund resources from other funds<sup>3</sup>; liquidity<sup>4</sup>; and designations<sup>5</sup>. Such factors will be reviewed annually.

END OF POLICY

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### Legal Reference(s):

[ORS 294.311\(18\)](#)

[ORS 294.398](#)

[ORS 332.107](#)

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<sup>1</sup> The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain an unrestricted fund balance in their general fund of no less than 5 to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures. The Oregon Association of School Business Officials recommends, at a minimum, an unrestricted ending fund balance of no less than 3 to 8 percent of the general fund budget. In general practice, levels of fund balance, typically, are less for larger governments than for smaller governments because of the magnitude of the amounts involved and because the diversification of their revenues and expenditures often results in lower degrees of volatility.

<sup>2</sup> Higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile.

<sup>3</sup> The availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the general fund, just as deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the general fund.

<sup>4</sup> The disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained.

<sup>5</sup> The need to maintain a higher level of unrestricted fund balance to compensate for any portion of unrestricted fund balance already designated for a special purpose.

**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 2024-2025 in the total of \$24,160,740 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, 2024 for the following purposes:

**GENERAL FUND**

Instruction	\$ 4,082,317
Support Services	3,049,150
Transfers	267,000
Contingency	114,813
<b>Total General Fund</b>	<b>\$ 7,513,280</b>
Unappropriated	460,000

**SPECIAL REVENUE FUNDS**

Instruction	\$ 1,849,331
Support Services	488,624
Community Services	305,505
Facilities Acquisition & Construc	-
Transfers	-
Contingency	202,000
<b>Total Special Revenue Funds</b>	<b>\$ 2,845,460</b>
Unappropriated	-

**DEBT SERVICE FUND**

Support Services	\$ -
Debt Service	742,000
<b>Total Debt Service Fund</b>	<b>\$ 742,000</b>

**CAPITAL PROJECT FUNDS**

Support Services	\$ 250,000
Facilities Acquisition & Construction	12,350,000
<b>Total Capital Project Fund</b>	<b>\$ 12,600,000</b>

<b>TOTAL APPROPRIATIONS, All Funds</b>	<b>\$ 23,700,740</b>
<b>Total Unappropriated Amounts, All Funds</b>	<b>460,000</b>
<b>TOTAL ADOPTED BUDGET</b>	<b>\$ 24,160,740</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 2024-2025:

- (1) At the rate of \$4.6062 per \$1000 of assessed value for permanent rate tax
- (2) In the amount of \$742,000 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 \$742,000

The above resolution statements were approved and declared adopted on the 26th of June 2024.

\_\_\_\_\_  
Cullen Bangs, Board Chair

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

**RESOLUTION # \_\_\_\_\_**  
**KNAPPA SCHOOL DISTRICT 4**  
**RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN FUNDS**  
**2023-24 BUDGET**

**Appropriation Transfer Details**

- General Fund (100):
  1. To provide additional budget authority for expenditures that exceeded original budget appropriations.

<b>General Fund</b>			
<u><b>Expenditure Function</b></u>	<u><b>Adopted Budget</b></u>	<u><b>Budget Adjustments</b></u>	<u><b>Adjusted Budget</b></u>
Instruction	\$ 3,536,395	\$ 100,000	\$ 3,636,395
Support Services	2,906,107	200,000	3,106,107
Debt Service	-	-	-
Transfers	577,000	-	577,000
Contingency	315,000	(300,000)	15,000
Reserved for Next Year	300,000	-	300,000
<b>Total</b>	<u><u>\$ 7,634,502</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 7,634,502</u></u>

BE IT RESOLVED, that for the fiscal year beginning July 1, 2023, the budget transfers up to the amounts shown above, in order to provide proper budget authority as described above, are hereby appropriated as indicated within the fund as listed.

ADOPTED by the Board of Directors of Knappa School District 4 this 26th day of June 2024.

ATTEST:

\_\_\_\_\_  
 Cullen Bangs, Board Chair



## CONTENTS

Watch for information coming soon for a **Policy Update webinar.**

### Summer Board Conference

August 9–11, 2024  
Salem, OR

### Annual Convention

Nov. 7-9, 2024  
Portland, OR

AC – Nondiscrimination, Required  
 BBF – Board Member Standards of Conduct (*Version 1 or 2*), Highly Recommended  
 BBFC – Reporting of Suspected Abuse of a Child, Optional  
 BCBA – Student Representative(s) on the Board, Optional  
 BCBA-AR – Student Representative(s) on the Board, Optional, *New*  
 CB – Superintendent, Highly Recommended  
 CBC – Superintendent’s Contract, Optional  
 CBG – Evaluation of the Superintendent, Required  
 CCG – Evaluation of Administrators, Required  
 DJC - Bidding Requirements (*Versions 1 & 2*), Delete  
 DJC - Bidding Requirements, Highly recommended, *New*  
 DJC-AR – Exemptions from Competitive Bidding and Special Procurements, Delete  
 DJC-AR – Exemptions from Competitive Bidding and Special Procurements, Optional, *New*  
 DJCA – Personal Service Contracts, Delete  
 DJCA-AR – Personal Service Contracts, Delete  
 EBBA – First Aid\*\*, Delete  
 EBBA – Student Health Services\*\*, Highly Recommended, *New*  
 EBBA-AR – First Aid - Infection Control, Delete  
 EBBAA – Infection Control and Bloodborne Pathogens, Optional  
 EBBB – Injury or Illness Reports, Required  
 EBC – Emergency Plan and First Aid\*\*, Highly Recommended, *New*  
 EBC/EBCA – Emergency Procedures and Disaster Plans, Delete  
 EBCA – Safety Threats\*\*, Required, *New*  
 EBCB – Emergency Procedure Drills and Instruction, Highly Recommended  
 GBEB – Communicable Diseases in Schools, Highly Recommended  
 GBEB-AR – Communicable Diseases in Schools, Highly Recommended  
 GBEB-AR – Staff – HIV, AIDS, and HBV, Delete  
 GBN/JBA – Sexual Harassment, Required  
 GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements\*\*, Required  
 GBNAB/JHFE-AR(1) – Reporting of Suspected Abuse of a Child, Required  
 GBNAB/JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended, (no updates)  
 GCDA/GDDA – Criminal Records Checks and Fingerprinting \*, Delete  
 GCDA/GDDA – Criminal Records Checks and Fingerprinting \*, Required, *New*  
 GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting, Delete  
 IGBAF – Special Education – Individualized Education Program (IEP)\*\*, Required  
 IGBAF-AR – Special Education: Individualized Education Program (IEP)\*\*/\*, Required

*Policy Update* is a subscription publication of the Oregon School Boards Association

**Emielle Nischik**

Acting Executive Director

**Haley Percell**

Interim Deputy Executive Director, Chief Legal Officer

**Michael Miller**

Interim Director of Legal Services

**Amy Williams**, Attorney

**Tonya Brady**, Attorney

**Callen Sterling**, Attorney

**Brian Kernan**, Attorney

**Kara Parker**, Attorney

**Spencer Lewis**

Director of Policy Services

**Rick Stucky**

Policy Services Specialist

**Leslie Fisher**

Policy Services Specialist

**Colleen Allen**

Senior Policy Services Assistant

**Jean Chiappisi**

Policy Services Assistant

If you have questions regarding this publication or OSBA, please call our offices:

503-588-2800 or 800-578-6722

This publication is designed to provide accurate and authoritative information regarding the subject matter covered. It is furnished with the understanding that policies should be reviewed by the district’s legal counsel.

IGBAG – Special Education – Procedural Safeguards\*\*, Required  
 JBA/GBN – Sexual Harassment, Required  
 JBAA – Section 504 – Students\*\*, *Version 1 and 2*, Highly Recommended  
 JBAA-AR – Section 504 – Students\*\*/\*, Highly Recommended  
 JEA – Compulsory Attendance\*\*, Highly Recommended-**SB817-removes court process language**  
 JEA-AR – Compulsory Attendance Notices[ and Citations]\*\*, Highly Recommended  
 JGA – Corporal Punishment\*\*, Optional  
 JGAB – Use of Restraint or Seclusion\*\*, Required  
 JGAB-AR – Use of Restraint or Seclusion\*\*, Required  
 JH – Student Welfare\*\*, Optional  
**JHC – Student Health Services and Requirements\*\*, Delete (in lieu of new EBBA)**  
 JHCA/JHCB – Immunization and School Sports Participation\*\*, Highly Recommended  
**JHCC – Communicable Diseases - Students, Delete**  
**JHCC-AR – Communicable Diseases - Students, Delete**  
**JHCCA – Students - HIV, HBV and AIDS\*\*, Delete**  
**JHCCF – Pediculosis (Head Lice), *Version 1*, Delete**  
**JHCCF – Pediculosis (Head Lice), *Version 2*, Delete**  
**JHCCF – Pediculosis (Head Lice), was *Version 3*, now stand-alone, Optional**  
**JHCCF-AR – Pediculosis (Head Lice), *Version 1*, Delete**  
**JHCCF-AR – Pediculosis (Head Lice), *Version 2*, Delete**  
 JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements\*\*, Required  
 JHFE/GBNAB-AR(1) – Reporting of Suspected Abuse of a Child, Required  
 JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended, (no updates)  
 KBA-AR – Public Records Request, Highly Recommended-**HB2112 who and how cost is calculated must be in policy**

**Notes from Dr. Fritz-Nurse Katie and SPED Director Norton reviewed the policies regarding student health and special education requirements and approve of the changes suggested by OSBA**

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## **CIVIL RIGHTS COORDINATOR**

### **Summary**

[House Bill 2281](#) (2023), effective January 1, 2024, requires a district school board to designate one or more civil rights coordinators for the district. According to HB 2281, the civil rights coordinator may be an employee of the district or the district may contract with an ESD for the services of a civil rights coordinator.

HB 2281, Section 1 (see page 2 of the bill specifically) outlines the minimum responsibilities of a civil rights coordinator. Of note is the requirement to comply with rules adopted by the State Board of Education so OSBA is watching for news about these rules. Additionally, the

bill includes use of the term “discrimination” which is defined further by ORS 659.850 and is used in the new bill. The bill further outlines a requirement for the Department of Education to make training available annually for these coordinators.

Finally, ORS 659.855, which allows the Superintendent of Public Instruction to sanction a public elementary or secondary school program if found in noncompliance with ORS 659.850 and 659.852, has been updated to include noncompliance with ORS 332.505(2) – Civil Rights Coordinator.

The bill can be read in its entirety with the link provided above.

There is no current requirement for language to be added to board policy or administrative regulation. The district may choose to add the proposed language to policy AC – Nondiscrimination. Oregon Administrative Rules from the Oregon State Board of Education are anticipated later this year, which will likely prompt another update to policy.



The district should consider posting notice of the designated civil rights coordinator and contact information together with the notice of nondiscrimination (and other notices) on the district's website.

**Collective Bargaining Impact**

None

**Local District Responsibility**

Review the recommendations for policy changes and present them to the board for adoption.

**Policy(ies) and AR(s) Impacted by these Revisions**

AC – Nondiscrimination, Required

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**STUDENT REPRESENTATIVE(S) ON THE BOARD**

**Summary**

The practice of installing student representative(s) on local school boards has increased, and therefore a desire for more policy and administrative regulation options has been voiced. OSBA policy services staff present the model policy and administrative regulation published herein as options for establishing a student representative on a local school board. Oregon does not mandate a student representative, it is up to local decision makers.

**Collective Bargaining Impact**

None

**Local District Responsibility**

Review the proposed policy and/or administrative regulation to determine whether it is appropriate for the board. The policy requires adoption by the board to enact and the administrative regulation may be submitted to the board for their review. A policy and administrative regulation is recommended, although not required.

**Policy(ies) and ARs Impacted by these Revisions**

BCBA – Student Representative(s) on the Board, Optional  
BCBA-AR – Student Representative(s) on the Board, Optional, *New*

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**SUPERINTENDENT'S CONTRACT**

**Summary**

With the passage of [Senate Bill 283](#) (2023), the law was revised regarding superintendent contracts to remove mention of laws relevant to education service district boards added by Senate Bill 1521 in 2022 to ORS 332.505.

**Collective Bargaining Impact**

None

**Local District Responsibility**

Update policies with the recommended revisions if they are present in the board's policy manual and submit to the board for readoption.

## **Policy(ies) and ARs Impacted by these Revisions**

CB – Superintendent, Highly Recommended  
CBC – Superintendent’s Contract, Optional

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## **EVALUATION OF THE SUPERINTENDENT AND ADMINISTRATOR(S)**

### **Summary**

There are not significant changes to policy on evaluation of the superintendent and administrators. However, it has been included in this update as a reminder to the board to review policy on evaluation of the superintendent to ensure current practice and contract language align, and for the superintendent to review administrator contract language with the same lens. If needed, revise policy language if different terms now apply.

### **Collective Bargaining Impact**

None

### **Local District Responsibility**

If the board has adopted a version of required policy CBG – Evaluation of the Superintendent or CCG – Evaluation of Administrators (as listed herein), take time to review the superintendent and administrator contracts to ensure there is not conflicting language adopted in board policy regarding the regularity of an evaluation. Revise board policy as needed and readopt.

## **Policy(ies) and ARs Impacted by these Revisions**

CBG – Evaluation of the Superintendent, Required  
CCG – Evaluation of Administrators, Required

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## **PROCUREMENTS**

### **Summary**

OSBA recommends deleting the current versions of DJC – Bidding Requirements, DJC-AR – Exemptions from Competitive Bidding and Special Procurements, DJCA – Personal Service Contracts and DJCA-AR – Personal Service Contracts, and replacing them with the new proposed versions of DJC and DJC-AR. The proposed DJC outlines the procurement requirements for Small Procurement, Intermediate Procurement, Regular Procurement, Emergency Procurement, Sole-Source Procurement and Personal Services Contracts.

Additionally, the proposed policy DJC – Bidding Requirements, reflects the new amounts for the procurement levels passed in House Bill 1047 (2023) and went into effect January 1, 2024. The policy also defines “public improvements” for purposes of the procurement levels, defines “community benefit contract” and the “Construction Manager/General Contractor procurement.”

The proposed administrative regulation, DJC-AR – Exemptions from Competitive Bidding and Special Procurements, has been updated and continues to provide guidance for procurements which are exempt from competitive bidding or are special procurements.

### **Collective Bargaining Impact**

None

## **Local District Responsibility**

Revise and readopt highly recommended policy DJC – Bidding Requirements and consider whether to also add optional DJC-AR – Exemptions from Competitive Bidding and Special Procurements.

## **Policy(ies) and ARs Impacted by these Revisions**

DJC – Bidding Requirements (*Versions 1 & 2*), Delete

DJC – Bidding Requirements, Highly recommended, *New*

DJC-AR – Exemptions from Competitive Bidding and Special Procurements, Delete

DJC-AR – Exemptions from Competitive Bidding and Special Procurements, Optional, *New*

DJCA – Personal Service Contracts, Delete

DJCA-AR – Personal Service Contracts, Delete

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## **HEALTH SERVICES**

### **Summary**

The State Board of Education adopted revisions to Oregon Administrative Rule (OAR) 581-022-2220 on health services. The changes result in a requirement to develop “a written prevention-oriented health services plan for all students” (OAR 581-022-2220(1)). The plan requirements include a variety of topics, including but not limited to, plan for health care space, communicable disease prevention, communication strategies, health screenings, and hearing, vision and dental screenings.

As a result of these changes there is a list of policies and administrative regulations (AR’s), included herein, which have been revised. Recommendations may include to delete or rescind policy or AR, recoding, and reassigning some policy content to a new section or policy of the policy manual.

The entire rule can be accessed here: [OAR 581-022-2220](#). Reach out to the Oregon Department of Education with additional questions regarding plan requirements and/or implementation.

ODE [resources](#) and [School Health Services](#) include tools to support some requirements.

### **Collective Bargaining Impact**

Review any terms and conditions of an applicable agreement.

### **Local District Responsibility**

Review the recommendations regarding board policy changes and make decisions regarding same. Any policy revisions or recommendation to rescind a policy should be submitted to the board for action. An AR may be submitted to the board for review for either removing or keeping and revising as recommended.

## **Policy(ies) and ARs Impacted by these Revisions**

EBBA – First Aid\*\*, Delete

EBBA – Student Health Services\*\*, Highly Recommended, *New*

EBBA-AR – First Aid - Infection Control, Delete

EBBAA – Infection Control and Bloodborne Pathogens, Optional

EBBB – Injury or Illness Reports, Required

GBEB – Communicable Diseases in Schools, Highly Recommended

GBEB-AR – Communicable Diseases in Schools, Highly Recommended

GBEBA – Staff – HIV, AIDS, and HBV, Delete

JH – Student Welfare\*\*, Optional

JHC – Student Health Services and Requirements\*\*, Delete (in lieu of new EBBA)

JHCA/JHCB – Immunization and School Sports Participation\*\*, Highly Recommended

JHCC – Communicable Diseases - Students, Delete

JHCC-AR – Communicable Diseases - Students, Delete

JHCCA – Students - HIV, HBV and AIDS\*\*, Delete

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## **EMERGENCY PROCEDURES, FIRST AID and SAFETY THREATS**

### **Summary**

[House Bill 3584](#) was passed in the 2023 legislative session. The bill requires districts to adopt policy language about using electronic communication to notify parents, guardians and employees within 24 hours of a safety threat action that was not a drill. The bill states the communication should be “provided in a manner that communicates relevant facts and details as necessary and useful.” (HB 3584, Section 1., (3)(b)) More detail can be found by reading the entire bill.

This update includes a revision of other policies identified herein, resulting from recommendations on reorganization and may include recoding and/or reassigning content to a different policy or policy section.

### **Collective Bargaining Impact**

None

### **District Responsibility**

Review the recommendations regarding board policy changes and make decisions regarding new and updated policy. Any policy revisions, additions or recommendation to rescind a policy should be submitted to the board for action.

## **Policy(ies) and ARs Impacted by these Revisions**

EBC/EBCA – Emergency Procedures and Disaster Plans, Delete

EBC – Emergency Plan and First Aid\*\*, Highly Recommended, *New*

EBCA – Safety Threats\*\*, Required, *New*

EBCB – Emergency Procedure Drills and Instruction, Highly Recommended

## **SEXUAL HARASSMENT DEFINITION**

### **Summary**

House Bill 2280 (2023 Legislature) modified the definition of sexual harassment affecting schools and has since been followed up with new rule revisions. The revised definition changes the meaning of assault within the sexual harassment context and adds a section describing the meaning of “without consent,” which is also a new definition added to the law. When considering these recommended revisions, please review the designated names and positions listed for receiving such reports and amend as needed.

### **Collective Bargaining Impact**

None

### **Local District Responsibility**

Review recommended changes and board-adopt revisions to required policy GBN/JBA (JBA/GBN) – Sexual Harassment, in the board’s policy manual.

### **Policy(ies) and ARs Impacted by these Revisions**

GBN/JBA – Sexual Harassment, Required

JBA/GBN – Sexual Harassment, Required

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## **REPORTING CHILD ABUSE**

### **Summary**

The Oregon Department of Human Services (DHS) reports the purpose of Senate Bill 231 (2023) was to align state law with the agency’s current process for receiving child abuse reporting, through a centralized child abuse reporting system established by DHS. Reports must still be submitted to DHS as directed or to a law enforcement agency.

The form found in **GBNAB/JHFE-AR(2) (JHFE/GBNAB-AR(2))** – Abuse of a Child Investigations Conducted on District Premises, is included for convenience and reference; **no updates were made.**

### **Collective Bargaining Impact**

None

### **Local District Responsibility**

The district should recommend board adoption of revised policy and reissue an updated administrative regulation to the board for review.

## **Policy(ies) and ARs Impacted by these Revisions**

BBF – Board Member Standards of Conduct (*Version 1 or 2*), Highly Recommended  
BBFC – Reporting of Suspected Abuse of a Child, Optional  
GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements\*\*, Required  
GBNAB/JHFE-AR(1) – Reporting of Suspected Abuse of a Child, Required  
GBNAB/JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended, (no updates)  
JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements\*\*, Required  
JHFE/GBNAB-AR(1) – Reporting of Suspected Abuse of a Child, Required  
JHFE/GBNAB-AR(2) – Abuse of a Child Investigations Conducted on District Premises, Highly Recommended, (no updates)

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## **FINGERPRINTING**

### **Summary**

Newly revised rules regarding fingerprint collection offer the addition of a statewide vendor identified by DAS as an authorized fingerprint collector and removed the option for volunteers to appeal to ODE on a fitness determination issued by ODE. The other resulting changes come from a decision to have a stand-alone board policy.

### **Collective Bargaining Impact**

None

### **Local District Responsibility**

Review the recommended changes and issue them to the board for re adoption. To clean up duplicate language, a new version of model policy GCDA/GDDA – Criminal Records Checks and Fingerprinting \* has been developed and eliminates the need for an administrative regulation. Consider a complete delete/rescind of the old policy version and adopt the revised version to implement new policy language for GCDA/GDDA, before adopting, refer to the board’s existing version for direction on choosing brackets in the new version; make changes to reflect current practices as needed.

## **Policy(ies) and ARs Impacted by these Revisions**

GCDA/GDDA – Criminal Records Checks and Fingerprinting \*, Delete  
GCDA/GDDA – Criminal Records Checks and Fingerprinting \*, Required, *New*  
GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting, Delete

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## **SPECIAL EDUCATION and ABBREVIATED SCHOOL DAY**

### **Summary**

Board policy IGBAG – Special Education – Procedural Safeguards\*\* and administrative regulations IGBAF-AR – Special Education – Individualized Education Program (IEP)\*\*/\* and JBAA-AR – Section 504 – Students\*\*/\* are being updated.

Changes in IGBAF-AR – Special Education: Individualized Education Program (IEP)\*\*/\* and JBAA-AR – Section 504 – Students\*\*/\* are due to the passage of Senate Bill 756 (2023) which requires district employees who are assigned to work with students who are on an IEP or 504 Plan, be invited to attend the student’s IEP meeting or 504 Plan meeting. The section

of the administrative regulation (AR) “Individualized COVID-19 Recovery Services” is deleted since the provision has sunset (see OAR 581-015-2229). IGBAF-AR is also updated to include information regarding abbreviated school days.

Changes in Board policy IGBAG are due to the passage of SB 758 (2023) to add language to the Independent Educational Evaluations section stating parents are entitled to examine their student’s record pertaining to identification, evaluation and educational placement, and the provisions of a free appropriate public education (FAPE) and setting a 10 business day timeline.

The legal references to IGBAF – Special Education – Individualized Education Program (IEP\*\*) and JBAA – Section 504 – Students\*\* (version 1 and 2) are updated to add references to the new laws.

### **Collective Bargaining Impact**

Consider impact of requirement that certain staff be allowed to attend IEP and 504 meetings and be compensated for attendance.

### **District Responsibility**

Revise and readopt required Board policy IGBAG – Special Education – Procedural Safeguards\*\*; revise required administrative regulations IGBAF-AR – Special Education – Individualized Education Program (IEP)\*\*/\* and JBAA-AR – Section 504 – Students\*\*/\* if present in the board’s policy manual. Also, update the legal references to IGBAF – Special Education – Individualized Education Program (IEP)\*\* and JBAA – Section 504 – Students\*\* as noted in the documents attached.

### **Policy(ies) and ARs Impacted by these Revisions**

IGBAF – Special Education – Individualized Education Program (IEP)\*\*, Required  
IGBAF-AR – Special Education: Individualized Education Program (IEP)\*\*/\*, Required  
IGBAG – Special Education – Procedural Safeguards\*\*, Required  
JBAA – Section 504 – Students\*\*, *Version 1 and 2*, Highly Recommended  
JBAA-AR – Section 504 – Students\*\*/\*, Highly Recommended

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## **COMPULSORY ATTENDANCE AND HOMESCHOOL REQUIREMENTS**

### **Summary**

School districts are still required to monitor for nonenrollment and irregular attendance issues and to send related notices in accordance with ORS 339.080, however, as the Oregon Department of Education has recently noticed, citations for compulsory attendance are no longer issued.

However, after collaboration with their ESD about which entity will be responsible for tracking whether any students who are homeschooled have registered with the ESD or are complying with ORS 339.035, a district may choose to issue a citation. After discussion with the ESD, if the district will be responsible for tracking such students, the district may choose to add bracketed language in JEA-AR – Compulsory Attendance Notices[ and Citations]\*\*, regarding their actions concerning citations related to violation of homeschool statute (ORS 339.035) for registration and testing. A school district or ESD superintendent may issue a citation for violations of ORS 339.035. Before doing so, there must be specific notice given, as provided by law, and proposed model language is included in JEA-AR.

Additionally, a violation of compulsory attendance law is no longer a Class C violation, however violation of ORS 163.577 (1)(c) (failing to supervise a child) is still a Class A violation.

The model policy and administrative regulation have been revised and updated to reflect changes.

ODE staff anticipates some upcoming changes to the Uniform Citation Form and will communicate as soon as it is available.

### **Collective Bargaining Impact**

None

### **Local District Responsibility**

If the district has highly recommended policy JEA – Compulsory Attendance\*\*, review and adopt revised and updated language resulting from changes to rules, and suggested revisions to highly recommended JEA-AR – Compulsory Attendance Notices[ and Citations]\*\* may be made and issued to the board for review.

### **Policy(ies) and ARs Impacted by these Revisions**

JEA – Compulsory Attendance\*\*, Highly Recommended

JEA-AR – Compulsory Attendance Notices[ and Citations]\*\*, Highly Recommended

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## **RESTRAINT OR SECLUSION RECORD AND CORPORAL PUNISHMENT**

### **Summary**

The procedures for responding to an incident of restraint or seclusion are found in ORS 339.294 and were amended by [Senate Bill 1024](#) (2023; see Section 3 which begins on page 5 of the SB). These amended procedures are represented in the recommended changes to model administrative regulation, JGAB-AR – Use of Restraint or Seclusion\*\* and policy JGAB – Use of Restraint or Seclusion\*\*. There are several changes to highlight of which two are: 1) addition of immediate notice to the parent or guardian of any existing record, including audio or video, of the incident (which will be preserved in the original format without alternation), and 2) such record shall be reviewed at the debriefing meeting, to which parents shall be invited.

Additional information regarding the preservation and disclosure of such records, which have record retention and disclosure implications, are outlined in the new [SB](#), subsection 9 and 10.

The changes are a result of the adopted language from the bill and related, revised OARs recently adopted by the State Board.

A change to ORS 161.205 on issues of corporal punishment was put into effect by Senate Bill 577; also effective now.

### **Collective Bargaining Impact**

None



## Local District Responsibility

The district's responsibility is to update the current board policies and administrative regulation (AR) and comply with the new procedural requirements related to incidents of use of restraint or seclusion. The revised AR should be implemented and submitted to the board for review; recommended policy revisions should be submitted to the board for review and readoption.

### Policy(ies) and ARs Impacted by these Revisions

JGA – Corporal Punishment\*\*, Optional

JGAB – Use of Restraint or Seclusion\*\*, Required

JGAB-AR – Use of Restraint or Seclusion\*\*, Required

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## HEAD LICE (PEDICULOSIS)

### Summary

Guidance on exclusion of students found with head lice has changed in recent years. There is now a consensus from other agencies, i.e., National Association of School Nurses<sup>i</sup>, Center for Disease Control and Prevention<sup>ii</sup>, Oregon School Nurses Association, which recommends against excluding students with head lice or nits from the classroom. Additionally, a rule, originally found in an Oregon Health Authority rule (OAR 333-019-0010), which allowed schools to create exclusionary practices for head lice, has since been repealed. Refer to [Communicable Disease Guidance for Schools](#) published by Oregon Health Authority and Oregon Department of Education for instructions on management.

As a result, OSBA is removing versions 1 and 2 of its model policy JHCCF – Pediculosis (Head Lice) and administrative regulations, leaving only what was a third version of the policy JHCCF – Pediculosis (Head Lice), which keeps a student in the classroom. See the [Communicable Disease Guidance for Schools](#) for more information.

<sup>i</sup> NASN – [Head Lice Management in Schools](#)

<sup>ii</sup> CDC – [Head Lice Information for Schools](#)

### Collective Bargaining Impact

None

## Local District Responsibility

Review the district's policy regarding management of head lice, if applicable, and update or rescind.

### Policy(ies) and ARs Impacted by these Revisions

JHCCF – Pediculosis (Head Lice), *Version 1*, Delete

JHCCF-AR – Pediculosis (Head Lice), *Version 1*, Delete

JHCCF – Pediculosis (Head Lice), *Version 2*, Delete

JHCCF-AR – Pediculosis (Head Lice), *Version 2*, Delete

JHCCF – Pediculosis (Head Lice), was *Version 3*, now stand-alone, Optional

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## **PUBLIC RECORDS**

### **Summary**

The purpose of this summary is to make schools aware of some minor changes to the definition of public records under ORS 192.005, which describes any information generated by the school in course of business “necessary to satisfy the legal, administrative, fiscal, **tribal cultural** or historical policies, requirements or needs of the state agency or political subdivision.” (ORS 192.005 (5) as amended by House Bill 2112 (2023)) Other changes made in ORS 192, specifically 192.050 include updating terminology to how terms are used in today’s public operations, e.g., analog or digital audio and video tape technology changing to ***audio or video technology*** or ***audio recording and video recording***. Additionally, in ORS 192.060, any records made under ORS 192.040 and 192.050 “shall be properly indexed and **filed so as to facilitate access and retrieval.**” (ORS 192.060 as amended by House Bill 2112 (2023)) There are no policy changes resulting from this bill.

However, there are some other implications on appropriate administrative regulation (AR) language which are discussed herein under ‘district’ below.

### **Collective Bargaining Impact**

None

### **Local District Responsibility**

Review the district’s written procedures related to submitting public records requests. If there are separate written procedures made available which name the person or persons, and their address(es), for submitting public records requests, no modifications may be necessary. If the school operates under KBA-AR – Public Records Request, and if the AR does not name the person or persons to which a public records request should be submitted, make the addition using recommended bracketed language included herein and issue a revised AR for implementation and submit to the board for review.

### **Policy(ies) and ARs Impacted by these Revisions**

KBA-AR – Public Records Request, Highly Recommended

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## **ABOUT *POLICY UPDATE***

*Policy Update* is a subscription newsletter providing a brief discussion of current policy issues of concern to Oregon school districts, education service districts, community colleges, and public charter schools.

Sample model policies reflecting these issues and changes in state and federal law, if applicable, are part of this newsletter. These samples are offered as a starting point for drafting local policy and may be modified to meet particular local needs. They do not replace district legal counsel advice.

To make the best use of *Policy Update*, we suggest you discuss the various issues it presents and use the sample model policies to determine which policies your district should develop or revise, get ideas for what a policy should contain, and as a starting point for editing, modifying and discussing your district’s policy position.

If you have questions about *Policy Update*, sample policies or policy in general, call OSBA Policy Services, 800-578-6722 or 503-588-2800.

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## **TRY OUR ONLINE POLICY DEMO**

OSBA's online policy service has a demo site for districts interested in a public online policy manual. This service saves time, resources and reams of paper. With one centrally located policy manual updated electronically, you have instant access to current district policies.

Go to [policy.osba.org](http://policy.osba.org) and select "Policy Online Demo." The online manual includes a subscription to *Policy Update* and policy manual maintenance service to help keep policies current.

OSBA offers several options. Contact Policy Services to determine the best option for you, 800-578-6722 or 503-588-2800.

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

**June 26, 2024  
Board Meeting**

**NOTES FROM THE BUSINESS OFFICE:**

**General**

I have enclosed the May 31, 2024 financial report for your review.

General Fund revenues are actuals through May 31 but the expenses are projected to June 30.

Ending fund balance as of May 31 is \$1,381,772.

Projected June 30 ending fund balance is currently \$739,374.

The May 31, 2024 balance in the bond account is \$10,012,062.62.

**Knappa School District 4**

**2023-2024 Expenditure/Revenue Report (All Funds)  
For Period Ending May 31, 2024**

Fund/Appropriation	Adopted Budget	Increase/ (Decrease)	Final Budget	YTD Expenditures	(Favorable) / Unfavorable	Anticipated	(Favorable) / Unfavorable	Explanation
				Revenues	Budget	Expenses	Budget	
<b>General Fund Revenues/Beg Balance</b>				<b>7,817,958</b>			<b>-</b>	
<b>General Fund Expenditures (100)</b>								
Instruction	3,536,395	100,000	3,636,395	3,072,611	(563,784)	514,909	(48,874)	
Support Services	2,906,107	200,000	3,106,107	2,801,575	(304,532)	277,489	(27,044)	
Enterprise & Community	-	-	-	-	-	-	-	
Transfers	577,000	-	577,000	562,000	(15,000)	-	(15,000)	
Contingency per Board Policy DBDB	615,000	(300,000)	315,000	-	(315,000)	-	(315,000)	
<b>Total General Fund Expenditures</b>	<b>\$ 7,634,502</b>	<b>-</b>	<b>7,634,502</b>	<b>6,436,186</b>	<b>(1,198,316)</b>	<b>792,398</b>	<b>(405,918)</b>	
<b>Special Revenue Fund Revenues/Beg Balance</b>				<b>4,155,143</b>				
<b>Special Revenue Fund Expenditures (200's)</b>								
Instruction	1,834,059	-	1,834,059	1,289,444	(544,615)	113,093	(431,522)	
Support Services	1,199,825	-	1,199,825	909,860	(289,965)	97,636	(192,329)	
Enterprise & Community	304,505	-	304,505	280,036	(24,469)	23,945	(524)	
Facility & Acquisitions	639,542	-	639,542	632,294	(7,247)	-	(7,247)	
Transfers	97,000	-	97,000	48,813	(48,187)	-	(48,187)	
Contingency	255,650	-	255,650	-	(255,650)	-	(255,650)	
<b>Total Special Revenue Fund Expenditures</b>	<b>\$ 4,330,580</b>	<b>\$ -</b>	<b>\$ 4,330,580</b>	<b>\$ 3,160,447</b>	<b>\$ (1,170,133)</b>	<b>\$ 234,674</b>	<b>\$ (935,459)</b>	
<b>Debt Service Fund 300 Revenues/Beg Balance</b>				<b>701,497</b>				
<b>Debt Service Fund Expenditures (Fund 300)</b>								
Debt Service	702,000	-	702,000	701,800	(200)	-	(200)	
<b>Total Debt Service Fund Expenditures</b>	<b>\$ 702,000</b>	<b>\$ -</b>	<b>\$ 702,000</b>	<b>\$ 701,800</b>	<b>\$ (200)</b>	<b>\$ -</b>	<b>\$ (200)</b>	
<b>Capital Project Fund Revenues/Beg Balance</b>				<b>17,168,095</b>				
<b>Capital Project Funds (400's)</b>								
Support Services	4,250,000	-	4,250,000	1,114,744	(3,135,256)	221,158	(2,914,098)	
Facilities Acquisition & Construction	16,800,000	-	16,800,000	7,145,255	(9,654,745)	1,981,920	(7,672,825)	
Transfers	-	-	-	-	-	-	-	
<b>Total Capital Project Fund Expenditures</b>	<b>\$ 21,050,000</b>	<b>\$ -</b>	<b>\$ 21,050,000</b>	<b>\$ 8,259,999</b>	<b>\$ (12,790,001)</b>	<b>\$ 2,203,079</b>	<b>\$ (10,586,922)</b>	
	\$	0	\$	-				



# Knappa High School

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

**Paul Isom**  
Principal  
isomp@knappak12.org

**Jenny Smith**  
Athletic Director  
smithj@knappak12.org

**Chris Gremar**  
Guidance Counselor  
gremarc@knappak12.org

**Stephanie Baldwin**  
Head Secretary  
baldwins@knappak12.org

## **May 2024 KSD Board Report**

### **Enrollment 2023-24**

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9	34	35	35	33	33	34	32	32	32	32	31
10	36	34	33	33	33	31	31	31	31	30	30
11	34	34	34	33	33	32	32	31	31	31	30
12	35	36	36	35	35	36	36	36	36	36	35
Total	139	139	138	134	134	133	131	130	130	129	126

### **2022-23**

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9	36	37	37	36	34	34	35	34	35	35	35
10	39	35	33	33	33	33	33	33	33	33	33
11	39	35	35	36	34	34	35	35	34	34	34
12	34	36	37	37	36	36	35	35	35	35	35
Total	148	143	142	142	137	137	138	137	137	137	137

### **2021-22**

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

\*KHS enrollment/KVA enrollment



# Knappa High School

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

**Paul Isom**

*Principal*

*isomp@knappak12.org*

**Jenny Smith**

*Athletic Director*

*smithj@knappak12.org*

**Chris Gremer**

*Guidance Counselor*

*gremarc@knappak12.org*

**Stephanie Baldwin**

*Head Secretary*

*baldwins@knappak12.org*

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Although a bit warm, graduation went well! Congratulations to the class of 2024!

Our last spring sport concluded at the start of the month with the boys baseball team making the state championship and placing 2nd! Congrats to Coach Miller and his players for a great season.

Although this year is just ending, we are hard at work planning for next year! Some important dates and reminders:

- August 5th - Sports Physicals at HLE from 1:00 - 4:00 pm. Thanks Dr Voeller! Students need physicals every 2 years and they must be updated prior to beginning practices!
- August 12th - Online student registration will open . This will be available on our website (<https://khs.knappa.k12.or.us/>).
- August 19th - Fall sports practices begin. This is for Volleyball, Football, and Cross Country.
- September 9th - First day of school for 9th graders
- September 10th - School day for all students

Respectfully,

Paul Isom

Principal, KHS

## HLE Board Report - May 2024

23-24	Aug	Sept	Oct	Nov	Jan	Feb	Mar	Apr	May	June
<b>preK</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>17(+tk)</b>	<b>17(+tk)</b>	<b>17(+tk)</b>
K	33	34	33	33	33	33	33	33	32	32
1/2	50	52	51	50	52	52	52	53	53	53
3	35	35	35	35	34	34	34	33	33	33
4/5	65	69	70	70	71	71	72	71	71	71
6	39	38	38	38	35	35	35	34	34	34
7	37	38	38	38	37	38	37	38	38	39
8	37	34	34	34	36	36	36	35	35	34
KVA	7	7	7	8	7	7	7	8.5	8.5	8.5
<b>K-8 Total</b>	<b>303</b>	<b>307</b>	<b>306</b>	<b>306</b>	<b>305</b>	<b>306</b>	<b>306</b>	<b>304.5</b>	<b>303.5</b>	<b>303.5</b>
<hr/> 22-23	311	317	310	314	313	315	316	312	315	311
<hr/> 21-22	332	316	318	320	318	321	321	324	330	327

The 2023-24 school year ended with a flurry of activity! Field trips, assemblies, field day, move up, promotion, and lots of “see you later’s”. Overall, this year was the best of my career, the challenges greater, the growth significant, camaraderie like none other. I am so proud of my team. They continue to grow professionally and instructionally. We still have a lot of growth to achieve, but everyone gets an A+ for effort.

As a staff, we set a goal for achievement. The goal was for 10% of our students to move from one level to the next on the iReady assessment. We ROCKED that goal! We still have more improvement, but we keep chipping away at the deficit.

Reading K-5		Reading 6-8	
Fall 2023	Spring 2024	Fall 2023	Spring 2024
6%	39%	14%	36%
56%	46%	33%	38%
37%	16%	53%	25%



Math K-5		Math 6-8	
Fall 2023	Spring 2024	Fall 2023	Spring 2024
18%	54%	21%	29%
44%	31%	19%	31%
38%	15%	53%	25%

The behavioral and staffing challenges continued this year. Our staff continued to step up and help out constantly! I am so thankful for a team who work to make things better for the greater good. Our behavioral team has some challenges ahead of us losing Sofi Ward, but we have some plans on how to mitigate the loss.

Our end of the year activities were fun and even rainy day Field Day was a big hit!





Due to construction, we canceled the Kindercamp we had planned for June 10-12. The construction crews were scheduled to work drilling a trench right outside the Kindergarten rooms. After seeing how quickly everything was moved and work started, I am so thankful we did not try to have the little ones on campus. We will start the school year with a half day week for the preK and the K students. This will give them some time to acclimate to the school year and long days after a summer playing.



Thank you to our maintenance staff as well as Techno Tim for all the work so far this summer! It is truly amazing everything happening in the two buildings. Thank you Knappa for passing this bond!

Respectfully submitted,

Tammy McMullen

Principal

Hilda Lahti Elementary and Knappa Middle School

