

Knappa School District No. 4 • Astoria, Oregon 97103

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

**Board of Directors' Regular Board Meeting**

**Tuesday, February 18, 2025**

**5:45 p.m. Executive Session** ORS 192.660 the governing body of a public body may hold an executive session; (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

**6:30 p.m.**

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

1.1 Flag Salute-6:30 p.m.

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

2.1 Minutes from the January 29, 2025, Regular Board Meeting

2.2 SPED Stipend MOUs

2.3 SPED PA Job Description

2.4 Letter of Support for Water Infrastructure Grant

3. **Information**

3.1 Personnel Update

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

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

5. **Student Rep Reports-Kirk Rohne-KMS**

Mylie Lempea-KHS

6. **Superintendent Report**

7. **New Business**

7.1 Civility Policy Review-(Dr. Fritz discussion)

7.2 Integrated Guidance- (Need motion and approval)

7.3 Adopt 2025-26 Budget Calendar-Jennifer Morgan- (Need motion and approval)

8. **District Reports**

8.1 • Financial Report- (Jennifer Morgan-motion needed)

- Hilda Lahti Elementary/Middle School
- Knappa High School

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

**8:00 pm ORS 192.660(2)(i) Executive Session**, the governing body of a public body may hold an executive session: (i) to review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employed or staff member who does not request an open hearing.

## 9. **Adjournment**

**Meetings** • March 8, 2024, 6:30 p.m., Regular Board Meeting, Knappa High School. March 20, 2024, Board Work Session Meeting, Knappa High School

Knappa School District No. 4 • Astoria, Oregon 97103

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

**Board of Directors' Regular Board Meeting**

Wednesday, January 29, 2025

6:30 p.m.

**Board Recognition Month!**

**Present**

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

**Absent**

William Fritz-Superintendent  
Jennifer Morgan-Board Secretary  
Tammy McMullen-HLE Principal

Paul Isom-KHS Principal

Nancy Hall-Interim CFO-Virtual

1. **Call to Order** – Chair Cullen Bangs
  - 1.1 Flag Salute-6:30 p.m.
2. **Consent Agenda- (Motion for approval needed)**
  - 2.1 Minutes from the December 19, 2024.
  - 2.2 Personnel Update
  - 2.3 Board/Superintendent Secretary/AP Job Description
  - 2.4 ~~CFO Job Description-new Business~~
  - 2.5 OSBA Policy-see attached list and descriptions

Isom asked to move item 2.4 to new business to discussion the job summary. Montgomery moved to approve the consent agenda with item 2.4 moved to new business, Finn seconded, move to vote approved unanimously.

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.*

4. 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:

- a. Jennifer Morgan as Custodian of Funds;
- b. Jennifer Morgan as Budget Officer;
- c. Jennifer Morgan as AHERA designated officer;
- d. Authorize the facsimile signature of the custodian of funds

Isom asked for the future designate to use the position not the name, Isom moved to approve the recommendation of funds, Montgomery seconded, moved to vote, approved unanimously.

**5. Student Representative Reports**

Mylie Lempea-KHS-absent.

Kirk Rohne-KMS-he reviewed the tests scores, and stated that the 8<sup>th</sup> grade is selling raffle tickets for their promotion trip.

**6. Superintendent/Bond Report**-Dr. Fritz reviewed his report with the board and stated the students have participated in the iReady testing and are making progress. The turnaround is under construction still but open to traffic, the window tinting is installed in the new middle school and the new gutter work is complete at HLE.

The Astoria/Warrenton Chamber of Commerce honored the district with the president's award for our work on the bond project and using students and local contractors. No discussion.

**7. New Business**

**7.1 Cell Phones-(Dr. Fritz and Tammy McMullen)**-Dr. Fritz stated the district is looking at making changes to the student cell phone policy. They are causing too many distractions during classroom, lunch times and causing student issues. Local schools have implemented bell to bell no cell phone use, some have pouches to hold the student phones during the day, and the schools have seen more communications with students. This policy would restrict phones bell to bell or for medical issues only that are stipulated in their 504 plan and or IEP, the offensives are listed in the policy for students. McMullen gave several examples of how disruptive cell phones are at school. This will be in the student handbook and be implemented at the semester, Bangs asked Kirk Rohne, the MS Student Representative his thoughts about the cell phone ban, he said the main issue is being on social media during class, Finn, asked about staff restrictions. Fritz stated we are not going to ban adult cell phone usage, we are going to advise staff to limit use. Montgomery stated that consistency will be the key to success. Discussion followed.

**7.2 25-26 NWRES D Local Service Plan**-(presentation and motion needed)-Dr. Fritz reviewed key points in the presentation provided by the ESD and the services we use our credits for.

Bangs moved to approve the 25- 26 NWRES D Local Service plan, Jasper seconded. Isom stated that he would be a no vote, due to their political advocacy work, discussion followed, moved to vote, Bangs yes, Montgomery yes, Jasper no, Finn no, Isom No, resolution failed. No further discussion.

**7.3 24-25 Fund Balance Transfer**-(motion needed to pass resolution)-Interim Hall, stated these are the beginning fund balance transfers, they were created and adopted by the budget and board, Montgomery moved to approve as presented, Finn seconded, approved unanimously.

7.4 **CFO Job Description**-Isom stated that the current job summary, doesn't a little better job of encompassing, bangs asked will make the with revisions, Isom moved to approve with the revisions, Jasper seconded, moved to vote approved unanimously.

## 8. **District Reports**

8.1 **Financial Report**-Interim CFO Nancy Hall-Montgomery stated the Forecast 5 format is easier to read, will still provide the comments from the original report and add to the narrative, and all funds will be rolled up, Montgomery moved to approve, Isom seconded, moved to vote, approved unanimously.

### 8.2 **School Reports**

• Hilda Lahti Elementary/Middle School-McMullen reviewed her report, no discussion.

• Knappa High School-Dr. Fritz reviewed the HS report, Principal Isom was at a BBX game, no discussion.

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

**Jasper-nothing at this time**

**Finn-nothing at this time**

**Isom-nothing at this time**

**Montgomery-nothing at this time.**

**Bangs-nothing at this time.**

Dr. Fritz acknowledged board appreciation month and thanked the board for their service to the Knappa School District

**Moved to Executive Session-8:23 pm**

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

**Open Regular Session and moved to adjourn-9:03 pm**

**MEMORANDUM of UNDERSTANDING**  
**Between**  
**Knappa School District**  
**And**  
**Oregon School Employees Association Knappa Chapter 52**

This Memorandum of Understanding is entered into by and between Knappa School District ("District") and the Oregon School Employees Association Knappa Chapter 52 ("Association"). The District and Association are parties to a collective bargaining agreement ("CBA") with effective date upon signing.

**RECITALS**

The Parties agree to divide the total amount of money received from the Oregon Legislature as a special one-time stipend for special education staff.

**TERMS OF MEMORANDUM OF UNDERSTANDING**

1. Each classified bargaining unit member who works at least 75% of their time specifically in special education services will receive an equal amount of the total funds received allocated for special education staff as a stipend. This amount equals \$445.86 per employee.
2. The stipend will be paid out in the first pay period of May, 2025 or sooner.
3. Any provision of the parties' CBA not expressly modified by this MOU shall remain in full force and effect.
4. Any disputes regarding an alleged violation or the interpretation or application of this agreement shall be resolved pursuant to the grievance procedure in the CBA between the parties.
5. This MOU shall become effective upon signature of the parties and ratification by OSEA members if OSEA requires ratification.

For OSEA

For Knappa School District

\_\_\_\_\_

Chapter \_\_\_ President

Date

Date

\_\_\_\_\_

OSEA Field Representative

Date

Date

# Memorandum of Understanding

## 2025 Special Education Stipend

This Memorandum of Understanding between the Knappa School District (hereinafter referred to as "District") and Knappa Education Association (hereinafter referred to as "Association") goes into effect once signed and dated by both parties.

The Parties agree to divide the total amount of money received from the Oregon Legislature as a special one-time bonus or stipend for special education staff so that each certified bargaining unit member who work at least 80% of their time specifically in special education services receive an equal \$445.86 amount as a stipend. This includes certified educators and education specialists in the bargaining unit.

The stipend will be paid out in the first pay period in May, 2025 or earlier.

An amount equal to the number of classified employees times the same \$445.86 amount shall be reserved for OSEA colleagues to distribute among themselves in whatever manner they as a union choose.

FOR THE DISTRICT

Mr. William Fritz, Superintendent

FOR THE ASSOCIATION

Mr. Mike Rathfon, Union President

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SIGNATURE

DATE

SIGNATURE

DATE

**Knappa School District #4**  
**Job Description**

Job Title: Program Assistant - Severe Student Needs

Reports to: Designated Administrator

Salary: As per OSEA Agreement.

FLSA Status: Non-exempt

**POSITION DESCRIPTION**

The person in this position is supervised by the building or district level administrator and may work in a number of settings including Special Education classrooms. This person will work with students in groups, and with individuals, providing academic and behavioral support to students with severe cognitive, communication and/or behavioral needs. Employee may be asked to perform other duties as assigned similar to the responsibilities noted in this description.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Employees in this position perform some or all of the following tasks. Other related duties as assigned.

1. Under the direction of a licensed teacher, providing supplemental practice in various learning experiences, including drills and activities using learning strategies designed to reinforce or modify skills.
2. Demonstrate regular and acceptable attendance and punctuality, as set forth in Board policy.
3. Be familiar with and adhere to all relevant District Board policies, administrative regulations, and building rules.
4. Interacts thoughtfully and courteously with students, staff, parents, and community members and resolves conflict in a professional manner.
5. Work independently and cooperatively in teams with other staff members and students.
6. Attends staff meetings.
7. Attends in-service and workshop trainings; applying training to instructional responsibilities (examples include training in working with students experiencing autism, assistive or augmentative communication, use of technology, following/implementing) behavior plans, and keeping accurate records of academic and/or behavioral progress.
8. Completes appropriate logs, forms, and paperwork, as required.
9. Reports safety, sanitary, and fire hazards immediately to the supervisor.
10. Reports issues to authorities, as necessary, animal control, suspicious activity, etc.
11. Operates and troubleshoots office machinery.
12. Assisting in planning and implementing learning experiences for students.
13. Helping students develop positive interpersonal relationships with peers and adults; promoting safety of the students by helping them develop self-confidence.



15. Observing students and assisting in recording student development and progress; informing supervisors of any unusual academic or disciplinary problems.
16. Training and assisting students in behavior management; providing education regarding appropriate interpersonal actions; responds to discipline problems; acts as a role model.
17. Preparing materials related to area of assignment; copies materials; develops visual aids, certificates, and charts; and collects and distributes supplies and equipment.
18. Supervising students before, during, and after school on the playground, in the hallways, or on entering or leaving the classroom.
20. Operating a computer to take attendance and to do basic data entry assignments.
21. Oversees and supervises students during classroom activities in a variety of school settings, on field trips, at lunch and recess, ensuring safety and security at all times.
22. Maintains a safe and secure environment for students at all times.
23. Maintains discipline in the absence of the teacher.
24. Evaluates student injuries, determines course of action, performs minor first aid, and completes required paperwork in compliance with Board policy.
25. Assists with daily attendance, registration, bus lists, referrals, and enrollment records.
26. Implements specially designed instruction for students under direction of a licensed teacher.
27. Reports any suspicion of child abuse or neglect in accordance with Oregon statutes and regulations.

#### DISTINGUISHING CHARACTERISTICS

1. Meets the specialized needs of students with severe disabilities.
2. Implements effective instructional practices for students with severe cognitive and other developmental disabilities.
3. Implements behavior intervention plans for students with severe behavior concerns.
4. Utilize de-escalation and restraint techniques as required by the district and within the parameters of state law.
5. Supports students with augmentative communication and assistive technology.
6. Designated nursing tasks, including, but not limited to, feeding protocols and seizure protocols.
7. Capacity to lift, transfer, and otherwise assist students with physical disabilities.

#### SUPERVISION

Instructional assistance is provided under the professional guidance of a teacher who is responsible for discussing and preparing lesson plans and approving instructional techniques. Administrative supervision and evaluation is provided by the building principal or other administrative supervisor.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Associate's degree (AA) or equivalent from two-year College or technical school or at least one year related experience and/or training or equivalent combination of education and experience. Must be highly qualified under the reauthorized ESEA.
- Prior successful experience working in a school setting or with young children strongly preferred.
- Interpersonal Skills: Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- Demonstrated ability to successfully work with young children and adolescents.
- Language Skills: Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to read and interpret documents such as safety rules, IEPs, lesson plans, data, memos, e-mails, operating and maintenance instructions, procedure manuals, and governmental regulations.
- Ability to write routine reports and correspondence.
- Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute and apply rate, ratio, and percent to practical situations. Ability to draw and interpret a variety of graphs.
- Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills: General knowledge of computer usage and ability to use, e-mail, internet software, word processing software, and computer programs used by the District.
- Ability to type accurately and proficiently.

Other Skills and Abilities:

- Ability to appropriately communicate with students, teachers, parents, and members of the community.
- Ability to exercise good judgment to meet timelines and work in a dynamic environment.
- Certificates, Licenses, Registrations: Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid CPR/First Aid card, bloodborne pathogen training, and blood spill training.

## PHYSICAL DEMANDS and WORK ENVIRONMENT

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk and hear
- The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms.
- The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds, and may occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include: close vision, distance vision, ability to adjust focus, and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom setting.
- The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities.
- The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions.
- The employee may be exposed to bloodborne pathogens.

## OTHER

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 of guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

February 18, 2025

Sen. Jeff Merkley  
531 Hart Senate Office Building  
Washington, DC 20510

Sen. Ron Wyden  
221 Dirksen Senate Office Building  
Washington, DC 20510

Dear Senator Merkley and Senator Wyden:

As members of the Knappa School District School Board, we unanimously support the Congressionally Directed Spending (CDS) grant request to assist with our school's water infrastructure system. Our rural school district in Clatsop County serves approximately 430 students in preschool through 12<sup>th</sup> grade. Due to the construction dates of our facilities, the water flow to our high school for the purposes of drinking, sanitation, restrooms, and fire suppression are inadequate. Engineers who have worked with the School District to analyze our problem recommend that the water line to the school must be replaced with one that has a larger diameter which would allow for increased flow. Additionally, they recommend a pump to increase water pressure, a loop line to provide flow to fire hydrants, and installation of sprinklers in the school, including attic areas.

This inadequate water flow means that our rural volunteer local fire department would have extreme difficulty extinguishing any fire on our site and there is a strong chance that one of our buildings would be a total loss in the event of a fire. Additionally, the schools were built at a time when fire sprinklers were not required by building codes. Fire sprinklers are a primary mitigating factor to prevent spread of fire and would prevent major losses of learning spaces in the

event a fire starts. The combination of no fire sprinklers, limited water flow, and insufficient water to fight a fire puts our facility and children at risk.

The federal funding being requested would allow us to install a new water line to properly supply fire hydrants on our site, and install fire sprinklers in at Knappa High School (9-12). At a cost in excess of \$1 million, this work is beyond the scope that can be supported by our local community, with its limited tax base.

As a rural district, our schools are the only public facility in our community and are used for purposes well beyond daily education of pupils. It serves as a gathering space, emergency shelter, community church facility, athletic/recreation center, and community members have held memorial services in our schools. Having a safe water supply would help keep this facility safe for all of these important community uses.

We wholeheartedly support the Knappa School District request for Congressionally Directed Spending, and respectfully request your advocacy for our community initiated project.

Sincerely,

Michelle Finn, School Board Member

Christa Jasper, School Board Member

Brian Montgomery, School Board Vice Chair  
Member

Will Isom, School Board

Cullen Bangs, School Board Chair

**Knappa School District #4**  
**Superintendent Report**  
**February 18, 2025**

**Student Academic Performance.** During the teacher professional development day this week, our teachers were able to review current academic performance and update plans to help our students better succeed during second semester. At HLE, iReady provides data and also recommended strategies to use with students. HLE will be increasing focus on writing to communicate understanding school-wide in the upcoming months. At KHS, teachers reviewed 9GS information and have been looking at interim assessments. In conducting analysis related to Integrated Guidance, we were able to discern that there is no statistical difference between students of color and white (non-Hispanic) students in mathematics nor literacy proficiency. We do, however, see differences between the groups in literacy growth, but not mathematics growth. An interesting finding. The encouraging information is that both groups showed expected growth of a half year (or more) in literacy.

**Budget Planning.** Our new CFO (Jennifer Morgan) and our interim CFO (Nancy Hall) have begun work planning the 2025-26 budget. Some challenges they are facing is a projected enrollment of 20 fewer students next year, which means approximately \$200,000 less in SSF revenue. Additionally, step increases and salary increases will raise expenditures. While the legislative session has just begun, we are using preliminary assumptions to begin our plan. There are a few glimmers of hope. The Governor's current service level budget is a favorable starting point for planning. There seems to be interest in Salem in addressing high cost disability funding as well as raising or even eliminating the special education cap. There is no word at this point regarding addressing the unemployment compensation unfunded mandate.

**Other Legislative Information.** Between the Astoria Legislative Meeting last month, a meeting of the Clatsop County Superintendents with Rep. Javadi, and meetings scheduled for this week with Rep. Bonamici, Sen. Wyden, and Sen. Merkley, we have been able to share state and federal legislative issues. With proposed changes or elimination of the Federal Department of Education, there is curiosity regarding how funding will impact us locally. Honestly, we simply do not know. The recent budget numbers from the Federal Budget extension show a decrease in Title Funds which impacts our Title I program at HLE, professional development funding, Rural Schools (REAP) funding, special education funds, and support for English language learners. We should know more in March. Rep. Javadi is proposing legislation related to classified coaches and just cause, and he has co-sponsored a bill that would delay DEQ emission free bus requirements another year, which helps with bus purchases. Sen. Weber has been responsive to our advocacy related to education matters and sits on the Senate Ways and Means Education Subcommittee, so she has the ear of others related to support for schools.

**Capital Projects.** Work continues on the security updates at HLE. The roofing project will commence later this spring. We are finalizing plans for PA systems at the high school. This month, I will be submitting a federal grant application to address water infrastructure and fire sprinklers at KHS. We appreciate the support of Commissioner Courtney Bangs, Fire Chief Kurt

Donaldson, and County Emergency Management Director Justin Gibbs for their letters of support for this effort. The bid for parking lot paving is being prepared, as we plan for this work to be performed during the summer.

**Inclement Weather.** As you know, we have faced snow, ice, and freezing rain over the last couple of weeks. We appreciate the community's flexibility during this time. We truly appreciate the County Public Works Crew who has worked to provide us with timely communication and has made every effort to keep the roads in Knappa, Svensen, and Brownsmead passable. On February 5, we were the only district in Clatsop County able to hold school because of their hard work. I am certain our students appreciate that extra day of learning that won't have to be made up in June.

# Knappa School District 4

Code: KC  
Adopted: 6/22/22

## 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, KL and KL-AR.

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 Administrative Regulation 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

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**Legal Reference(s):**

ORS 332.107

**2024-25 Knappa Community Engagement Related to  
Integrated Guidance Grant**

1. Staff Survey - 2024
2. Community Survey (Online - included students, families, and staff) - Dec. 2024
3. Survey from Basketball Game - 2025
4. Empathy Interviews - January 2025
5. Community Chats (both virtual and in person) - December 2024
6. Cognia Climate Survey - HS Parents - January 2025

			Literacy	EHS	HSS	SIA	
A1	Certificated Salaries for full time r Arts: Fine & Performance Arts (art/ music/ theatre/ dance)	WRE					\$52,882.96
A1	Music teacher employee costs (benefits and PERS)	WRE					\$35,786.31
A1	Music Materials	WRE					\$5,000.00
A2	Stipends Drama and Dance Advisor	WRE					\$6,060.00
A2	Mandatory Benefits for Drama/Dance Advisors	CTE CUR *! WRE					\$624.00
B1	Provide Career and Technical Education Offerings that Align with Student Interests	CLO OCG *Must lead to college credit*				\$5,000.00	\$1,352.00
B2	Provide quality honors/enrichmer Other: Electives teacher not listed	DP STA WRE				\$10,500.00	
C1	Certificated salaries to implement college readiness programs	DP STA WRE				\$6,552.50	\$0.00
C1	Mandatory benefits for college re General: Multiple subjects teacher (middle/high school)	DP STA WRE				\$4,338.95	\$0.00
C2	Certificated personnel to lead alternative education delivery models for students	DP STA WRE				\$28,112.03	\$13,196.48
C2	Employee related costs for alt ed Supports: Other	DP STA WRE				\$3,692.60	\$23,465.04
C2	Classified staffing for alternative education program	DP STA WRE				\$30,325.27	\$2,202.61
C2	Employee related costs for alt ed assistant	DAR				\$10,702.24	\$2,632.13
C2	Alternative Education Materials Supports: School Counselor/School Social Worker	DP STA				\$5,000.00	
D1	Early warning system for tier 2 (<15%)	DP STA		\$1,263.81			
E1	Certificated salary for counselor Supports: Behavioral Specialist	H&S				\$25,878.90	
E1	Employee related costs for counselor	H&S				\$14,037.37	
E2	Salary for community connector Health: Nurse	H&S					\$89,087.48
E2	Benefits for community connector	H&S					\$55,578.99
E5	School nurse salary	H&S					\$29,681.84
E5	Employee costs for nurse	H&S					\$11,709.30
E6	Use PBIS intervention system	H&S					\$1,000.00
E7	Annual fee for PlayWorks program General: Elementary Teacher	RCS					\$3,500.00
E7	Playworks Stipend	RCS					\$520.00
E8	Character Strong License	DP CUR					\$2,000.00
F1	Maintain reasonable class size to Supports: Intervention Specialist	DP STA					\$76,646.97
F1	Employee costs for primary instructors	DP STA					\$25,426.45
G1	Supplemental stipends for student led converences	WRE				\$0.00	
G2	Classified salary for high school sl General: Elementary Teacher	WRE				\$25,512.12	
G2	Employee costs for high school success coordinator	WRE				\$10,703.08	
H1	Administrative salary for PreK literacy leadership	OCG					\$3,224.00
H1	Certificated salary to provide literacy instruction at Knappa Early Learning (the district preschool)	OCG					\$45,925.36
H1	Employee costs for preschool literacy teacher	WRE					\$15,359.17
I1	Create a support and communication network including Latino/Latina families focused on improving student voice and improving academic success						\$1,000.00
I2	Purchase translation services to assist with outreach to linguistically diverse families						\$300.00
K1	Materials for Literacy Instruction PD	CTPD	\$3,000.00				
K1	Staff Costs - Certificated Salaries PD	CTPD	\$32,000.00				
K1	Staff Costs - Certificated Benefits PD	CTPD	\$8,000.00				
K2	High Dosage Tutoring Classified Staff Costs	1:1HDT	\$200.00				
K2	High Dosage Tutoring Classified Benefits Costs	1:1HDT	\$200.00				
K2	High Dosage Tutoring Classified PD Costs	1:1HDT	\$600.77				

# Knappa School District Integrated Guidance Outcomes 2025-27

## Outcome Early Literacy

- Strategy Early Lit 1 Provide high dosage tutoring for students who need Tier 2 Instruction
- Strategy Early Lit 2 Provide professional development, specifically in the area of helping students produce quality narrative, expository, and persuasive text

## Outcome A Students will have access to performing arts opportunities

- A1 Provide a full time music teacher.
- A2 Provide drama and dance programs.

## Outcome B Students will have access to expanded advanced and career-oriented opportunities.

- B1 Provide career and technical education offerings that align with student interest, including elementary stem pilot.
- B2 Provide quality honors/enrichment and dual credit options for students.

## Outcome C Students will have access to program offerings including college readiness training and alternative education delivery systems.

- C1 Provide college readiness programs to middle and high school students
- C2 Provide alternative program at high school

## Outcome D An early warning indicator system will be used by personnel for improvement efforts in professional learning communities.

- D1 Provide an early warning indicator system

## Outcome E Students will have access to physical, academic, behavioral, and mental health services.

- E1 Provide additional counseling support
- E2 Provide a community connector person to help support students and families with effective and community based needs.

E3 Provide school nurse staffing (.5)

E4 Use Positive Behavior Intervention Systems

E5 Review, refine, and improve bullying prevention programs.

E6 Support Playworks anti-bullying, cooperation training, and physical activity program

**Outcome F** **Students will improve early literacy and math performance by reducing class size.**

F1 Maintain reasonable class sizes to personalize instruction in primary grades

**Outcome G** **High school students will have additional instructional and motivational supports**

G1 Employ a high school success coordinator to track graduation rates and lead freshman success program

**Outcome H** **Student early literacy skills will improve due to district Kindergarten Readiness Programs**

H1 Administrative Salary for Pre-K literacy leadership

H2 Certificated Salary to provide literacy instruction at Knappa Early Learning (the district Pre-School)

**Outcome I** **Students of Latina/Latino background and their families will benefit academically and socially from additional supports**

I1 Create a support and communication network involving Latino/Latina students and families focused on improving academic success

I2 Purchase translation services to assist with outreach to linguistically diverse families.

**Tiered Strategies**

Provide funding to add CTE programs in Agriculture as part of Knappa's Natural Resources Pathway

Provide custodial support for Knappa Schools to improve health and safety

Provide Yondr pouches for student cell phones to enhance a safe school environment

**KNAPPA SCHOOL DISTRICT NO. 4**

41535 Old Highway 30

Astoria, OR 97103

**2025-2026**

**~Budget Calendar~**

Wednesday, March 19, 2025	Board Work Session
<b>Thursday, April 10, 2025</b>	<b>FIRST NOTICE OF FIRST BUDGET COMMITTEE MEETING – District Web Site</b>
<b>Thursday, April 18, 2025</b>	<b>Publish SECOND NOTICE OF FIRST BUDGET COMMITTEE MEETING</b>
Wednesday, April 23, 2025	Regular Board Meeting
Thursday, May 8, 2025	Budget Proposal Emailed to Board, Budget Committee Members, and Posted Online. Copies available for pick up by appointment only.
<b>Wednesday, May 14, 2025</b>	<b>Budget Committee Meeting 6:30 p.m.</b>
Wednesday, May 21, 2025	Regular Board Meeting
<b>Wednesday, June 4, 2025</b>	<b>2nd Budget Committee meeting 6:30 p.m. (Target Date for Approval of Budget by Budget committee)</b>
<b>Thursday, June 5, 2025</b>	<b>Publish NOTICE OF BUDGET HEARING - (ED1), Financial Summary (ED2), and Fund Summaries (ED3)</b>
Wednesday, June 18, 2025	6:15 p.m. Public Hearing of the Budget 6:30 p.m. Regular Board Meeting Enact Resolutions Adopting the Budget, Making the Appropriations and Declaring the Tax Levy and Categorizing Taxes
Friday, July 14, 2025	Last Date to File Tax Levy with Assessor



## Knappa School District No. 4

William Fritz Ph.D.-Superintendent

February 19, 2025  
Board Meeting

**TO: BOARD OF DIRECTORS**

**FROM: Jennifer Morgan CFO**

**TOPIC: FINANCIAL REPORT**

### **Discussion**

Attached is the January 31, 25 Financial Report, using the Frontline Forecast 5 program. Forecast 5 uses historical data as reported to ODE. Current year information is uploaded from actuals every month. Forecasts are based on historical information and the adopted budget.

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

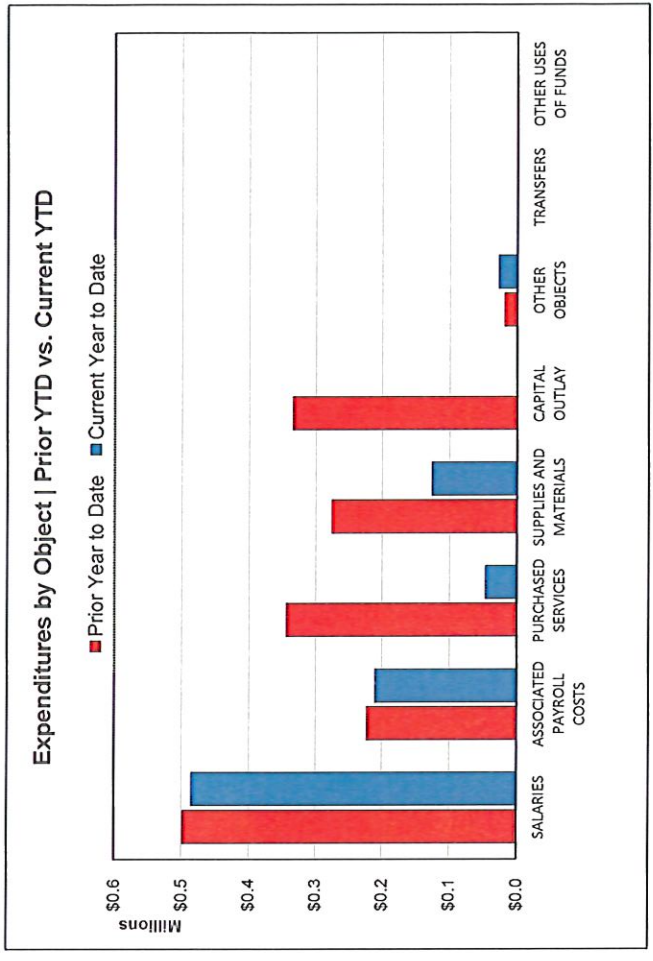
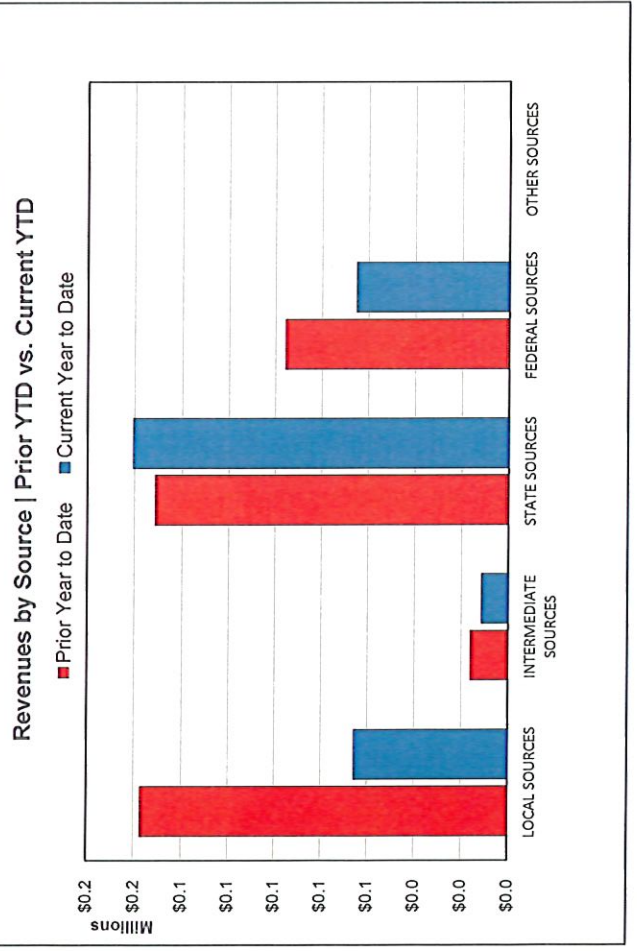
The auditors were originally scheduled to present the report at this meeting, but due to needing one more document from IT, they asked to move the presentation to March 5<sup>th</sup>.

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

# Special Revenue Fund | Financial Summary

For the Period Ending January 31, 2025

	Prior YTD Expenses	Prior Year Total	% of PY Actual to Total	Current YTD Expenses	Budget	YTD % of Budget
<b>REVENUES</b>						
Local Sources	\$157,280	\$583,217	26.97%	\$65,510	\$433,505	15.11%
Intermediate Sources	16,047	24,961	64.29%	11,373	150,000	7.56%
State Sources	151,250	945,438	16.00%	160,633	842,892	19.06%
Federal Sources	95,404	945,453	10.09%	64,881	601,963	10.78%
Other Sources	0	3,525	0.00%	0	817,100	0.00%
<b>TOTAL REVENUE</b>	<b>\$419,981</b>	<b>\$2,502,593</b>	<b>16.78%</b>	<b>\$302,397</b>	<b>\$2,845,460</b>	<b>10.63%</b>
<b>EXPENDITURES</b>						
Salaries	\$498,692	\$1,014,264	49.17%	\$485,832	\$1,094,892	44.37%
Associated Payroll Costs	222,749	437,636	50.90%	210,110	479,079	43.86%
Purchased Services	343,337	449,126	76.45%	45,991	280,358	16.40%
Supplies and Materials	275,709	658,646	41.86%	125,717	609,132	20.64%
Capital Outlay	333,874	1,038,497	32.15%	0	116,000	0.00%
Other Objects	18,696	22,057	84.76%	27,160	64,000	42.44%
Transfers	0	48,813	0.00%	0	0	0.00%
Other Uses of Funds	0	0	0.00%	0	0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$1,693,057</b>	<b>\$3,669,040</b>	<b>46.14%</b>	<b>\$894,810</b>	<b>\$2,643,460</b>	<b>33.85%</b>

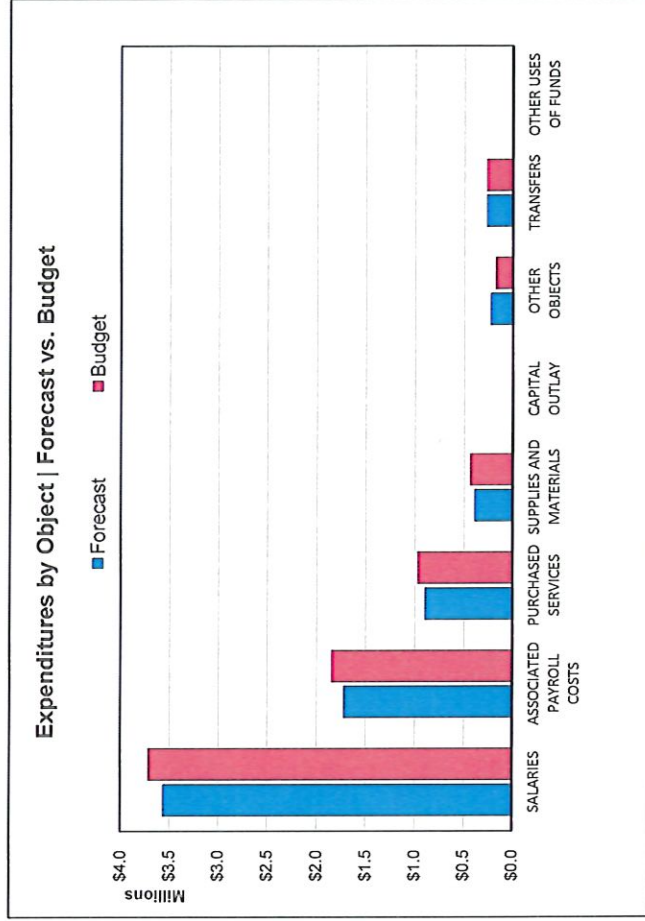
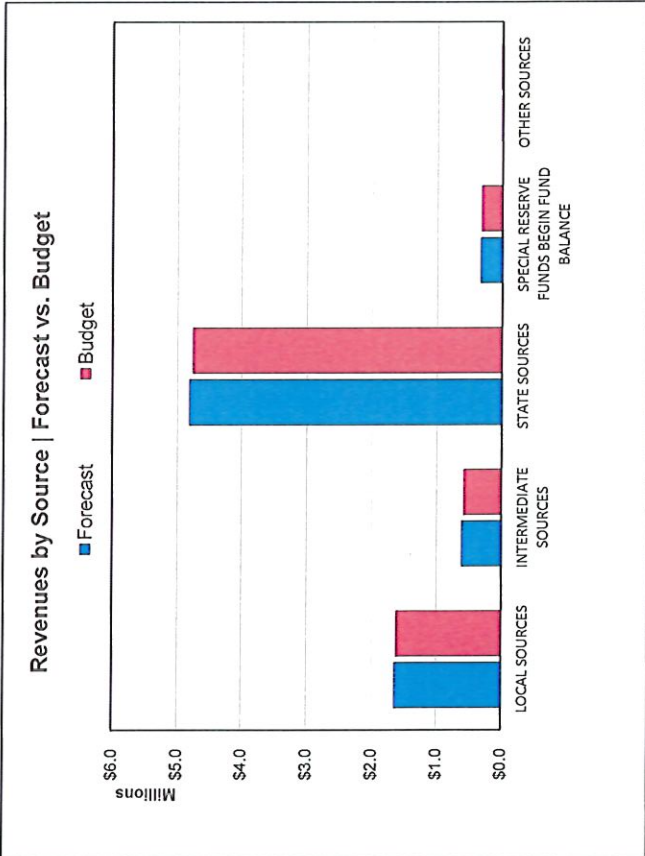




# General Fund | Financial Projection

For the Period Ending January 31, 2025

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$694,587	\$932,299		\$932,299	\$1,005,000	(\$72,701)
<b>REVENUES</b>						
Local Sources	\$1,497,380	\$1,516,250	\$131,665	\$1,647,915	\$1,619,000	\$28,915
Intermediate Sources	272,840	79,678	531,257	610,935	583,000	27,935
State Sources	3,337,681	3,046,282	1,762,926	4,809,208	4,756,280	52,928
Special Reserve Funds Begin Fund Balance	0	0	327,547	327,547	315,000	12,547
Other Sources	3,525	95	4,167	4,262	10,000	(\$5,738)
<b>TOTAL REVENUE</b>	<b>\$5,111,425</b>	<b>\$4,642,305</b>	<b>\$2,757,562</b>	<b>\$7,399,866</b>	<b>\$7,283,280</b>	<b>\$116,587</b>
<b>EXPENDITURES</b>						
Salaries	\$1,914,751	\$1,861,182	\$1,698,695	\$3,559,877	\$3,709,733	\$149,857
Associated Payroll Costs	928,668	875,193	845,223	1,720,416	1,842,934	122,518
Purchased Services	351,970	267,708	625,450	893,158	969,150	75,992
Supplies and Materials	171,874	149,580	239,577	389,157	436,500	47,343
Capital Outlay	0	0	0	0	0	0
Other Objects	157,922	218,339	5,674	224,013	173,150	50,863
Transfers	0	0	266,871	266,871	267,000	129
Other Uses of Funds	0	0	0	0	0	0
Contingencies	0	0	114,813	114,813	114,813	0
Unappropriated Ending Fund Balance	0	0	460,000	460,000	460	0
<b>TOTAL EXPENDITURES</b>	<b>\$3,525,185</b>	<b>\$3,372,001</b>	<b>\$4,256,303</b>	<b>\$7,628,304</b>	<b>\$7,513,740</b>	<b>\$344,976</b>
						Ins. More



## HLE Board Report - February 2025

24-25	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
PreK	16	16	18	18	18	18				
K	23	25	25	25	25	24				
1	31	31	31	32	32	31				
2	21	21	21	21	21	21				
3	36	36	36	36	35	35				
4	34	34	34	34	33	33				
5	29	30	29	29	29	29				
6	41	41	40	41	41	41				
7	35	34	34	34	32	32				
8	37	37	37	38	39	38				
KVA	7	8	8	8	8	8				
Total*	294	297	295	298	295	292				
23-24 K-8	307	306	306		305	306	306	304.5	303.5	303.5
<u>22-23</u>	317	310	314	311	313	315	316	312	315	311

\* PreK and consortium is not included in this #.

February has been very interesting with snow, ice, and cold temperatures. Many students are struggling with viruses, and I am anxious for warmer weather. With our scheduled days off for professional development, grading, and the weather closures or delays, much of our programming has been delayed or adjusted for the time being.

Our professional development day was spent with staff looking at data, working on their committees, and reviewing the needs of students. Each K-5 grade level team set a reading and math goal for instruction. Each grade band group set a goal on a core need to work on. Staff are so dedicated to their students and when they see they are not growing how the teacher would hope or expect, they adjust. New intervention and high dose tutoring groups were scheduled for the new semester. Our attendance, K-5 and KMS PBIS,

sunshine, recess, and instructional committees spent an hour plus working on what needs to be adjusted or new activities to do.

The no phones during time on campus has gone well the first week. We have been pleasantly surprised that students are adhering to the new routine well. The hallways are louder and so is the cafeteria. Sweet sounds of students TALKING with one another. I compliment the students walking down the hallways about how I love seeing their faces and hearing their laughter. Previously, they would be faces down with phones out walking to their next class. Thank you for the support.

I am hopeful for better weather and full school weeks moving forward.



Respectfully submitted,

Tammy McMullen

Principal

Hilda Lahti Elementary and Knappa Middle School



# 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

## February 2025 KSD Board Report

### Enrollment 2024-25

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9		34	34	34	34	34	34				
10		30	30	29	30	29	29				
11		37	37	37	36	35	34				
12		30	30	30	30	30	30				
Total		131	131	130	130	128	127				

### 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



# Knappa High School

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

**Paul Isom**  
Principal  
[isomp@knappak12.org](mailto:isomp@knappak12.org)

**Jenny Smith**  
Athletic Director  
[smithj@knappak12.org](mailto:smithj@knappak12.org)

**Chris Gremer**  
Guidance Counselor  
[gremerc@knappak12.org](mailto:gremerc@knappak12.org)

**Stephanie Baldwin**  
Head Secretary  
[baldwins@knappak12.org](mailto:baldwins@knappak12.org)

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Second semester is under way. The weather cancellations the last couple weeks led to some timing issues with getting grades complete and put on transcripts. Thank you to the high school staff for being flexible and working with each other to find the best solutions for our students. Grades for the second semester will be finalized this week.

The new cell phone policy started on February 11th. It has gone well so far and students are adapting quickly. Most have been in good spirits with the change. I want to thank our students for their adherence to the new policy even if they may disagree.

Winter sports are quickly coming to a conclusion. Our girls will be wrestling at districts on Feb 15th and will hopefully have several wrestles qualify for the state meet, which starts Feb 27th. The boys districts will be at Nestucca on February 22nd.

For hoops the girls secured at least a share of the league title for the first time since 2003! They will be the #1 seed at our league tournament and will play for the #1 seed to state in Vernonia on February 22nd. The boys will play in the first round of the league playoffs at home against Nestucca on Wednesday February 18th.

Respectfully,

Paul Isom  
Principal, KHS