

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

April 23, 2025

6:30pm

6:15pm

***Musical Performance by:
Knappa High School Choir***

Call to Order – Chair Cullen Bangs

1. Consent Agenda - (Motion for approval needed)

1.1 Minutes from the March 19, 2025 Board Meeting

1.2 25-28 Superintendent Contract

1.3 MOU Retirement Incentive

1.4 Amend 2024-5 School Board Meeting Calendar to change May 21, 2025 meeting to May 20, 2025

2. Information – Dr. Fritz

2.1 Personnel Update

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. Superintendent Report - (Dr. Fritz)

5. New Business

5.1 Teacher Appreciation Resolution - (motion needed)

5.2 Soccer Agreement between Local Schools – Paul Isom

5.3 Alt Ed Seattle Trip – Jackie Whitten

5.4 Pre-K Presentation – Tammy McMullen

5.5 24-25 Consortium Agreement – Brittany Norton

6. Student Rep Reports

KMS/HLE – Kirk Rohne (8th Grade)

KHS Chicago Trip Presentation – Mylie Lempea (11th Grade)

7. District Reports

7.1 Financial Report – Jennifer Morgan

7.2 Hilda Lahti Elementary/Middle School – Tammy McMullen

7.3 Knappa High School – Paul Isom

7.4 Student Services Update – Brittany Norton

8. Board Member Reports and Future Agenda Items

Next Meetings:

Wednesday, May 14, 2025 Budget Committee Meeting 6:30pm, Knappa High School Library.

Wednesday, May 21, 2025 Regular School Board Meeting 6:30pm. Knappa High School Library.

Knappa School District No. 4 • Astoria, Oregon 97103

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academically and Thrive as independent and Productive citizens.*

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

Board of Directors' Regular Board Meeting

Wednesday, March 5, 2025

6:30 p.m.

Present

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

William Fritz-Superintendent
Hannah Mather – Board Secretary

Tammy McMullen-HLE Principal
Paul Isom-KHS Principal

Absent

Jennifer Morgan- Chief Financial Officer

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

Classified Appreciation Week!

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

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

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

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

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

3. **Information**

3.1 Personnel Update

No personnel updated at this time.

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

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

No public comment at this time.

5. **Student Rep Reports**

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

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

6. **Superintendent Report**

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

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

7. **New Business**

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

Chair Cullen reads summary letter into the record. The board has completed the evaluation for Dr. Fritz and summarizes that Dr. Fritz has achieved overall success. The board recognizes his continued leadership and meets the expectations of the board to issue the recommendation to renew the superintendent contract. Chair Bangs moved to approve the 23-24 superintendent evaluation as presented, Isom seconded, moved to vote, approved unanimously. No further discussion.

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

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

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

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

8. **District Reports**

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

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

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

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

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

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

Montgomery provided no report at this time.

Finn provided no report at this time.

Isom provided no report at this time.

Jasper provided no report at this time.

Adjourned 7:13pm

Next Meeting:

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

EMPLOYMENT AGREEMENT BETWEEN
William Fritz
AND
THE GOVERNING BOARD OF KNAPPA SCHOOL DISTRICT
CLATSOP COUNTY, OREGON
2025-2028

THIS AGREEMENT, made and entered into this 23th day of April, 2025, between the Knappa School District No. 4, hereinafter referred to as DISTRICT, and William Fritz hereinafter referred to as SUPERINTENDENT.

WITNESSETH:

WHEREAS, the DISTRICT is desirous of securing a SUPERINTENDENT of Schools to supervise and direct the schools and educational program of the DISTRICT under the general supervision of the DISTRICT'S School Board for the 2025-2026, 2026-2027 and 2027-2028 academic years; and

WHEREAS, the DISTRICT and SUPERINTENDENT believe a written employment agreement is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the educational program of the schools;

NOW THEREFORE, in consideration of the mutual promises contained herein, the DISTRICT hereby employs the SUPERINTENDENT as SUPERINTENDENT of Schools in and for said DISTRICT, and the SUPERINTENDENT hereby accepts such employment upon the terms and conditions following:

1. **TERM.** This Employment Agreement for the Superintendent shall be for the school years 2025-2028. This Agreement will begin July 1, 2025, and continue through and terminate June 30, 2028. This Agreement is for a fixed period of time and expires on June 30, 2028. This section constitutes notice of contract non-renewal under ORS 342.513.
2. **SALARY.** The 2025-2026 salary will be \$144,040 and the following years of this Agreement will be negotiated with the Board.
3. **Retention Incentive.** The board recognizes the value of continuity at the Superintendent level, and in an effort to promote stability in the District the Superintendent shall be paid a 3% base salary retention incentive in the July payroll for each year when he has completed employment with the District in the previous year and has received an aggregate evaluation rating of "effective." This retention stipend shall be in effect for each contract year, starting in July of 2026.
4. **SUPERINTENDENT AND BOARD RESPONSIBILITY.** The SUPERINTENDENT shall be the chief executive officer of the DISTRICT. As such, the SUPERINTENDENT shall have the primary responsibility for execution of Board policy, whereas the Board shall retain the primary responsibility for formulating and adopting that policy.
5. **DUTIES.** As chief executive officer of the DISTRICT, the SUPERINTENDENT shall perform the duties of district superintendent as prescribed by the laws of the State of Oregon, Oregon Administrative Rules and Board policy. In addition, the SUPERINTENDENT shall have the powers and duties set forth in the position description of SUPERINTENDENT.

The SUPERINTENDENT shall, within Board policy and subject to Board approval, have responsibility to organize, reorganize and arrange the administrative staff, including instruction and business affairs, which in his judgment best serves the DISTRICT. The SUPERINTENDENT shall, subject to Board approval, have the responsibility for all personnel matters, including selection, assignment, transfer, termination of classified personnel and recommendation for non-extension, renewal, non-renewal and termination of licensed personnel.

The SUPERINTENDENT shall:

- A. periodically evaluate all district employees as provided for by Oregon law and Board policy;
- B. establish and maintain an appropriate community relations program;
- C. endeavor to maintain and improve his professional competence by all available including subscribing to and reading appropriate periodicals, joining appropriate professional associations, and participating in activities of such associations; and
- D. have authority to accept the resignation of any licensed staff member, and to waive, on behalf of the Board, the 60-day notice provision of ORS 342.553.
- E. be entitled to:
 - (1) present his recommendation to the Board on subjects under consideration by Board prior to action taken on the subject by the Board;
 - (2) attend each meeting of the Board, unless excused by the Board; and
 - (3) serve as an *ex officio* member of each committee established by the Board.

6. **PROFESSIONAL GROWTH OF SUPERINTENDENT.** The DISTRICT encourages the continuing professional growth of the SUPERINTENDENT through participation, as he might decide in light of the duties of the SUPERINTENDENT, in:
- A. the operations, programs and other activities conducted or sponsored by local, state and national school administrator and school board associations;
 - B. seminars and courses offered by public or private educational institutions;
 - C. informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the SUPERINTENDENT to perform his professional responsibilities for the DISTRICT

In its encouragement, the DISTRICT shall permit a reasonable amount of release time for the SUPERINTENDENT as he deems appropriate to attend to such matters and the DISTRICT shall pay for the necessary membership, tuition, travel and subsistence expenses. The SUPERINTENDENT shall report to the Board on his activities upon return to the DISTRICT.

- 7. **SUPERINTENDENT'S LICENSE.** The SUPERINTENDENT shall maintain throughout the life of this Agreement a valid and appropriate license to act as SUPERINTENDENT of Schools as required by the State of Oregon.
- 8. **EVALUATION.** By April 1, the Board and the SUPERINTENDENT shall meet for the purpose of evaluation of the performance of the SUPERINTENDENT and expressing recommendations and observations on how such performance may be improved. The SUPERINTENDENT shall be evaluated on the job performance, the SUPERINTENDENT's professional goals set by the Board and the SUPERINTENDENT, and the DISTRICT's goals. The meeting shall be held as provided by Oregon law and DISTRICT policy.
- 9. **PROFESSIONAL ACTIVITIES.** With prior approval of the Board, the SUPERINTENDENT may undertake consultative work, speaking engagements, writing and other professional activities for honoraria and expenses, provided such activities do not interfere with the SUPERINTENDENT'S normal duties.
- 10. **WORK YEAR/VACATION.** The SUPERINTENDENT shall be required to render 260 days of service to the DISTRICT during each year covered by this Agreement, except that he shall be entitled to 20 vacation days in addition to the following holidays: Independence Day, Labor Day, Veterans Day, Thanksgiving holidays, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Presidents Day, Memorial Day and Juneteenth. Any time off taken during winter, spring, or

summer break periods, must be counted among the vacation days. Time will be used within 12 months following the employment year in which it was earned. In June of each year, at the SUPERINTENDENT'S request, the SUPERINTENDENT will be compensated for up to six accrued vacation days not used within the established time period at his per diem daily rate.

11. **FRINGE BENEFITS.** The SUPERINTENDENT shall be entitled to participate in the following fringe benefits:

- A. *PERS:* The DISTRICT shall pay the employer's and the employee's contribution to the Public Employees Retirement System.
- B. *Professional Dues:* Professional/civic dues in full for COSA and AASA,
- C. *Travel Allowance:* Mileage will be paid at the approved IRS rate for travel required to fulfill the duties of SUPERINTENDENT for miles outside the District.
- D. *Insurance:* For the 2025-26 insurance year, the DISTRICT will contribute a maximum of up to \$1,512 per month plus the percentage increase in the premium for the Moda Plan 5 plan for the employee and their dependents towards insurance premiums for the DISTRICT's Group HRA and the employee's choice of dental and vision coverage offered by the DISTRICT. The benefits provided are described in the Agreement between the school DISTRICT and insurance carrier.
- E. *Leaves:* The SUPERINTENDENT shall have 3 days available for personal or emergency leave. Bereavement leave shall be the same as provided in the licensed collective bargaining agreement. Such leave days are not cumulative.
- F. *Sick Leave:* Sick Leave means absence from duty because of illness or injury of administrator or a member of his/her immediate family, as defined in the licensed collective bargaining agreement, and shall be allowed at a rate of one day per month for each month of employment up to 12 days per year, prorated from the first day of employment. Unused sick leave is accrued and carried forward from year-to-year.
- G. *Professional Development:* The DISTRICT shall pay for all tuition, and related, expenses that are incurred by the SUPERINTENDENT in the completion of professional development.
- H. *Tax-Sheltered Contributions:* The DISTRICT shall contribute \$400 per month toward a tax-sheltered account of the SUPERINTENDENT'S choice. Beyond this contribution the district will match up to \$300 per month of the employee's contribution to a TSA.

12. **EXPENSES.** The DISTRICT shall reimburse the SUPERINTENDENT according to DISTRICT policy for incidental expenses necessary for the operation of the DISTRICT.

13. **TERMINATION OF EMPLOYMENT CONTRACT.**

A. **TERMINATION:**

1) *Termination for Cause:* The District may terminate this employment contract at any time for cause. For cause termination is defined as the following:

- Breach of the terms and conditions of this contract.
- Conduct constituting grounds for dismissal of licensed public-school staff under ORS 342.865(1).
- Failure to maintain in good standing a valid and appropriate certificate to act as

Notice of termination for cause shall be given in writing at least thirty (30) days prior to the effective date of discharge or termination. Such notice shall include a statement of the reasons for recommending termination. The Superintendent shall be entitled to appear before the Board to discuss the reasons and to refute, orally or in writing, such reasons. Legal counsel at such meeting at the Superintendent's sole cost and expense may represent the Superintendent. Such meeting may be conducted in executive session unless the Superintendent

desires an open session. The Superintendent shall be provided the written decision regarding the results of the meeting.

2) *No-Cause Termination of Agreement.* The DISTRICT may dismiss SUPERINTENDENT as Superintendent and terminate this Employment Contract without any showing of cause upon ten (10) days' written notice and a notice that the DISTRICT is willing to pay up to twelve (12) months of SUPERINTENDENT's salary and insurance benefits or the balance of such payments due under this Employment Contract, whichever are less, for the Superintendent to provide consulting services to the District during the term of payment.

B. *Termination at the request of the SUPERINTENDENT.* In the event the SUPERINTENDENT intends to act to terminate this employment Agreement prior to its termination day, he will notify the Board immediately when he intends to seek other employment, and between July 1 and April 30 of each year shall give the DISTRICT no less than one hundred twenty (120) days notice in advance of taking another position. If notice is provided between May 1 and June 30, he shall give the DISTRICT no less than sixty (60) days written notice in advance of taking another position. It is agreed that such request be accepted by the DISTRICT. The SUPERINTENDENT will be paid for days actually worked and holidays that occur prior to Agreement termination.

14. **RENEWAL OF EMPLOYMENT AGREEMENT.** The Board and SUPERINTENDENT will meet and confer, not later than April 1st of each school year regarding their respective intentions as to any further contract between them. Upon mutual agreement by the Board and SUPERINTENDENT the parties may establish a new one, two, or three-year agreement effective July 1 of the respective calendar year.

15. **PROFESSIONAL LIABILITY.** The DISTRICT shall hold harmless and indemnify the SUPERINTENDENT from any and all demands, claims, suits, and legal proceedings brought against the SUPERINTENDENT in his/her individual capacity or in his official capacity as agent and employee of the DISTRICT, provided the incident arose while the SUPERINTENDENT was acting within the scope of employment. In no case will individual Board members be considered personally liable for indemnifying the SUPERINTENDENT against such demands, claims, suits, actions, and legal proceedings.

If, in the good faith opinion of SUPERINTENDENT, conflict exists regarding legal defenses to a third-party claim against the SUPERINTENDENT and DISTRICT (i.e., pressing the defense of one party would tend to injure the other party), the SUPERINTENDENT may engage separate counsel, and the DISTRICT shall indemnify the SUPERINTENDENT for the costs of such counsel, subject to the same limitations, provisions, and exceptions set forth above. The DISTRICT shall not, however, be required to pay the costs of any legal proceeding in the event the DISTRICT and the SUPERINTENDENT have adverse interests in any litigation.

16. **CRITICISMS/COMPLAINTS.** The Board, individually and collectively, agrees that any criticism or complaint about an employee or program of the DISTRICT that the Board is made aware of shall be promptly processed according to applicable Board policy.

17. **BREACH OF AGREEMENT.** Failure by the SUPERINTENDENT to fulfill the obligations set forth in this Agreement shall be considered a breach of this Agreement and will terminate the Agreement immediately.

18. **APPLICABLE LAW.** This Agreement is subject to all applicable laws of the state of Oregon.

19. **MODIFICATION.** This Agreement supersedes all prior Agreements and understandings between the parties. The parties may, during the term of this Agreement, mutually agree to modify any of its terms. Any modifications will be in writing, signed by both parties and attached to this document.

IN WITNESS WHEREOF, the DISTRICT pursuant to the authority of its Board of Directors has caused two originals of this Agreement to be signed in the name of the DISTRICT by the Chair of the School Board and the SUPERINTENDENT.

KNAPPA SCHOOL DISTRICT NO. 4
CLATSOP COUNTY, OREGON

By _____
Chair, Board of Directors

Date: _____

By _____
Superintendent of Schools

Date: _____

**Memorandum of Understanding between
Knappa School District
and
OSEA, Chapter 52**

RETIREMENT INCENTIVE

1. Employees retiring from PERS service, who retire from the District after ten (10) consecutive years of regular employment with the District and meet the PERS requirements for receiving the system's regular retirement benefits (i.e., Tier One age 58, Tier Two age 60 or OPSRP age 65 or an earlier age with 30 years of PERS service), will receive a lump sum payment. The amount of the payment will be two thousand five hundred dollars (\$2,500.00).
2. The payment shall be payable with the June 2025 payroll.
3. This provision shall be in place for this contract year only, and availability of the "incentive" shall expire on June 30, 2025.
4. Any provision of the parties' CBA not expressly modified by this MOU shall remain in full force and effect.
5. 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.
6. This agreement is valid from the date of mutual signature and ratification (if required by OSEA) until June 20, 2025.

For the Association

For the District

Date

Date



Knappa School District No. 4

**Personnel Update
April 23, 2025**

1. The hiring of Shannon Lackey as the Assistant Softball Coach.

**Knappa School District
Superintendent Update
April 23, 2025**

We are in the “home stretch” for the school year!

Spring sports are in full swing, with our baseball and softball teams maintaining solid rankings as they begin league play. Many of our track athletes are running, jumping, and throwing successfully.

The KSF Foundation Dinner was last weekend, and it was good to see so much community support for our students.

We needed to make some adjustments in our security fencing design for fire access purposes, and this work should be finished this week.

The SMILE Club took a trip to Oregon State University a few weeks ago and they had a great time learning about science, technology, engineering, and math through real-life learning. Thanks to Ms. Starr, Ms. Felman, and Ms. Erhardt for their commitment to this program.

Several High School students had the opportunity to attend Fire Camp. These students learned about fire science in an applied setting along with Mr. Rathfon.

Two weeks ago, Hampton Lumber provided Knappa School District with a \$25,000 donation for Career and Technical Education. This donation was the result of the Natural Resources Dinner and Auction where many Clatsop County community members in agriculture, timber, and fishing came together in support of our county’s young people. This group wants to “pay it forward” by investing in young people who also have interest in these careers.

As we plan for budget season, we know that the currently proposed State School Fund will not be sufficient to sustain our existing program levels in their entirety. We are looking at efficiencies in the areas of administrative costs, staffing costs, and non-employee costs. We also may need to find ways to enhance revenue where we can. The clearest way revenue increases is with enrollment. If anybody who lives in Knappa and is not enrolled in our school (i.e. home schoolers or online charter families) wants to meet with us to discuss partial schedules or classes we can help with (i.e. science, music, art, math, etc.) we would love to chat. Our instruction in these areas is stellar and we would welcome these students.

The state continues to hold Ways and Means Committee hearings. The next one is April 25th. We encourage people to consider weighing in on this by advocating for 1) a State School Fund allocation in excess of the currently proposed \$11.4 billion, 2) elimination of the 11% Special

Education cap, 3) full funding of the high cost disability fund, 4) elimination of unfunded mandates, 5) increased local control and ESD efficiencies, and 6) enhanced funding for preschool programs.

State testing occurs this month.

Please join me in celebrating Teacher Appreciation. Our teachers are the core of what we do, and they go the extra mile to meet the needs of our students. When you see them, please thank them for their dedication to the future of our community.

Last week, our math teachers worked with a mathematics coach from the Developing Mathematical Thinking Institute (DMTI) to get job-embedded support with their practice. We will do this again in May. We are seeing solid growth in mathematics performance for our students and this ongoing training is part of this success.

Donkey Basketball will be at KHS on May 21 to help support Knappa athletics. Graduation will be upon us soon on June 7.

RESOLUTION 2024-25
ACKNOWLEDGING April 23, 2025
TEACHER APPRECIATION WEEK IN THE
KNAPPA SCHOOL DISTRICT

WHEREAS, teachers make public schools great; and

WHEREAS, teachers work to open students' minds to ideas, knowledge and dreams; and

WHEREAS, teachers keep American democracy alive by laying the foundation for good citizenship; and

WHEREAS, teachers fill many roles, as listeners, explorers, role models, motivators and mentors; and

WHEREAS, teachers continue to influence us long after our school days are only memories;

NOW, THEREFORE, we, the members of the Board of Directors for the Knappa School District, hereby declare our appreciation to our teaching staff and acknowledge May 5-May 9, 2025, to be:

Teacher Appreciation Week

BE IT FURTHER RESOLVED that we urge administrators, teachers, parents, students, and others from our community to join us in recognizing the dedication and hard work of these individuals.

By resolution of the Board of Directors this 23rd day of April 2025:

Cullen Bangs, Chair
Knappa School District #4

William Fritz, Superintendent
Knappa School District #4

Board Directors

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Capital Projects
 Employee Contracts
 Other: CO-OP Agreement

Item Title: Soccer Co-op w/ Clatskanie and Rainier

Presenter: Principal Isom

Background Information Related to this Issue:

We would like to enter into a co-op for girls soccer with Clatskanie and Rainier. We surveyed students and 4 girls have expressed interest in this. The survey was available to everyone, however no boys expressed interested. Of the four girls who expressed interest, only one currently plays a fall sport.

Last year we had a co-op for girls soccer with Warrenton, however they will once again be playing a JV schedule which was of less interest to our girls. If approved, this co-op would play a varsity schedule.

Clatskanie/Knappa/Rainier girls Co-op would practice at the Clatskanie City Park and play games at Clatskanie and Rainier. Rainier will cover the Coaching Salary, Supplies, Uniforms, Officials and Transportation for Girls soccer. The bus will leave from the "Airlock?" at Rainier HS and Clatskanie/Knappa students will be transported by Clatskanie from the back of the CMHS parking lot to meet the Rainier Bus. If the location of the game allows it, the bus will pick up the Clatskanie/Knappa students at the front of CMHS and/or KHS. Rainier and Knappa will each need to make arrangements to transport their students to the Clatskanie City Park for practices. Clatskanie will be responsible for athletic supervision and event management for all home contests at their facility, and the same for Rainier. Rainier will be the school of record and will be responsible for score reporting, roster and schedule updating on the OSAA website. All registrations, user fees, academic progress and attendance monitoring shall be kept by schools for their respective students. These schools shall report any potential ineligibilities to the school of record. Knappa will collect user fees for their students and send them to Rainier to help offset costs associated with their programs. Any ASB funds raised or spent, should be done per ASB laws and may require support from each school to ensure all students receive the same opportunities, regardless of school.

Financial Impact: Rainier will cover the Coaching Salary, Supplies, Uniforms, Officials and Transportation for Girls soccer. Knappa will collect user fees for their students and send them to Rainier to help offset costs associated with their programs. I foresee no additional costs for our school district with this arrangement.

Recommended Action:

It is the recommendation of the Superintendent that the school board approve this co-op agreement with Rainier and Clatskanie.

CLATSOP COUNTY SCHOOL DISTRICTS

Astoria, Jewell, Knappa, and Warrenton-Hammond

Inter-district Agreement

Clatsop County Consortium Classroom Operations

This agreement is made and entered into between ASTORIA SCHOOL DISTRICT, JEWELL SCHOOL DISTRICT, KNAPPA SCHOOL DISTRICT, and WARRENTON-HAMMOND SCHOOL DISTRICT, hereafter referred to as the Consortium Districts.

The Consortium Districts, in consideration of the promises to each other, agree as follows for **July 1, 2024 – June 30, 2025**.

SECTION I -- ALL PARTICIPATING CONSORTIUM DISTRICTS agree as follows:

1. To adhere to the designated process for entry and placement of students into Consortium classrooms including providing all necessary and appropriate student records
2. To share the costs of the operation of the Consortium classrooms based on proportional share of Average Daily Membership (ADM) as of October 1 of the current school year
3. To report students attending Consortium classrooms on the resident district's December 1st SECC of the current school year
4. To provide transportation for resident students attending Consortium classrooms, based on the enrolled school calendar and adhering to inclement weather transportation policy
5. To engage in a collaborative process involving district special education directors to determine the composition of the Consortium classrooms, including proposals for addition or deletion of Consortium classrooms
6. To conduct the eligibility and re-evaluation determinations for resident students in Consortium classrooms
7. To designate a district representative at all IEP meetings for resident students placed in Consortium classrooms
8. To bear the cost of SLP and OT services for students served in the Consortium classroom located in their district.
9. To split the costs of educational assistants working in Consortium classrooms between the participating districts.
10. To bill a student's resident district for the cost of nursing services provided to students in Consortium classrooms.
11. To bill a student's resident district for the cost of student-specific equipment provided to students in Consortium classrooms. Such items will become the property of the resident district.

12. To notify the other Consortium Districts by February 1st of the intent to withdraw from the Consortium for the next school year
13. To remain responsible for the provision of a free, appropriate, public education for resident students enrolled in Consortium classrooms
14. To remain responsible for the provision of Extended School Year services to their resident students

SECTION II --THE DISTRICTS OPERATING CONSORTIUM CLASSROOMS (ASTORIA SCHOOL DISTRICT and WARRENTON-HAMMOND SCHOOL DISTRICT) agree as follows:

1. To provide the Consortium classrooms as follows:
 1. Astoria School District: Developmental classrooms at Lewis & Clark and Astoria Middle School, and High Needs classroom at Astoria High School.
 2. Warrenton-Hammond School District: High Needs classroom and Behavior Support Classroom (BSC) at Warrenton Grade School
2. To provide nursing services to Consortium students served in the Consortium classrooms. General nursing services will be provided by the Districts where Consortium classes are located. Specialized nursing services will be billed to resident districts
3. To share between the business managers by August 31st for the preceding school year the cost of the Consortium classrooms to, including: the personnel costs, including teachers, classified staff, nurse/medical specialist, speech/language pathologists, and occupational therapists; consumable supplies; curriculum; school activities transportation (i.e., field trips and work experience);
4. To enroll Consortium students as non-resident students with ADM and second weight funding remaining with resident districts
5. To calculate slots in the Consortium classrooms based on the proportion of general education students reported in the October 1 ADM
6. To enroll new Consortium students based on a district slot utilization gap formula
7. To provide program staff including appropriately licensed teachers, educational assistants, speech/language pathologists, and occupational therapists to be supervised and evaluated by district administrator and/or assigned NWRESA administrator
8. To have licensed staff initiate and participate in the annual review of all IEPs for students enrolled in their Consortium classrooms including assuming the responsibility for the Special Education procedural notice to parents and other parties and participation in the placement review
9. To ensure the implementation of the IEP (except for Extended School Year Services) and periodic required progress reporting toward IEP annual goals for students enrolled in their Consortium classrooms
 - a. If a student is going to qualify for ESY, then the case manager will communicate with the student's director prior to the IEP meeting to discuss a plan for ESY.

10. To immediately notify the resident district regarding any of the resident district's students enrolled in Consortium classrooms:
 1. In the event that a parent/guardian expresses dissatisfaction with the program or requests or indicates that he/she intends to request a due process hearing or file a complaint with ODE;
 2. If the student has engaged in conduct that may lead to recommendation for an alternate placement or lead to suspension or expulsion;
 3. If there are any issues related to behavior, health or a lack of progress toward IEP goals
 4. If the student has missed more than 5 consecutive days of school.
11. To bear the employee costs for professional development and for other employee specific costs that are afforded all district employees (i.e., early retirement)
12. To review requested expenditures outside of the regular Consortium budget with the consortium districts prior to purchasing or the encumbrance of funds for Consortium students or classrooms
13. To notify the other Consortium Districts by February 1st of the intent to discontinue offering a Consortium classroom site for the next school year
14. To assist the resident school district in its participation in any special education due process hearing or judicial proceedings arising from the student's placement or program in the Consortium District
15. To bill out-of-consortium districts \$100,000 for each student approved for placement into a consortium classroom. The out-of-consortium districts will be responsible for transporting the student from the resident district to the district where the consortium class is located.
16. To remain responsible for the provision of Extended School Year services to their resident students

SECTION III -- ALL CONSORTIUM DISTRICTS agree to the following fiscal management for Consortium Classrooms:

1. District business managers and the NWRESD will operate as the fiscal coordinating body for the county Consortium classrooms
2. The District business managers will compile total Consortium classroom costs, individual slot costs, and slot differential costs based on consortium enrollment in the previous year.
3. The District business managers will share Consortium cost information with each participating district and the NWRESD by September 15th for the previous year.
4. Districts will pay for their slot costs or slot differential costs for the previous year by October 15th

5. NWRESD will compile ADM and facilitate the distribution of the County Discretionary Fund amount to offset the overall cost of the Consortium.
6. The superintendents will agree upon and allocate a portion of the NWRESD Clatsop County Discretionary Fund for the operation of the classrooms with each district receiving a proportional share of this allocation based on the October 1 ADM of the current school year.

Furthermore, it is agreed by the Consortium Districts and NWRESD that:

1. The Consortium Districts and the NWRESD agree to avoid discrimination in any way against any employee or applicant for employment and will not limit, segregate, or classify employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise affect the individual's status as an employee because of actual or perceived race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, gender identity, familial status, economic status, veterans' status, or disability of the person or those with whom the individual associates.
2. The Consortium Districts and the NWRESD, as sole parties to this Agreement, agree to hold harmless and indemnify the other party, its directors, officers, employees, and agents from all claims, demands, suits, actions, expenses and attorney fees (including appellate attorney fees) brought against the first party, its officers, employees, agents, or subcontractors, under this Agreement. Nothing in this paragraph shall be deemed to increase the liability of either party beyond that specified as the limit of liability for a public body, its officers, employees or agents under the Oregon Tort Claims Act.
3. During the term of the contract, the Consortium Districts and the NWRESD shall carry public liability and property damage insurance in a responsible company with limits of not less than \$1,000,000. Such insurance shall cover all risks arising directly or indirectly out of the activities on or any condition of the premises, and shall protect the districts against claims of third persons. Certificates evidencing such insurance and bearing endorsements requiring ten (10) days written notice to the district upon request from the district or NWRESD.
4. The Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.
5. This Agreement constitutes the entire Agreement between the parties. No waiver, consent, modification or change of terms or provisions of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements or representations, oral or written, not specified herein regarding this Agreement.
6. Each party, by the signature of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this Agreement represents and warrants to have the authority necessary to execute this Agreement.

Cory Pederson
Jewell School District

Craig Hoppes
Astoria School District

William Fritz
Knappa School District

Tom Rogozinski
Warrenton-Hammond School District



Knappa School District No. 4

William Fritz Ph.D.-Superintendent

April 23, 2025 Board
Meeting

TO: BOARD OF DIRECTORS

FROM: Jennifer Morgan CFO

TOPIC: FINANCIAL REPORT

Discussion

Attached is the March 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. Currently we are trending to stay slightly below budget.

The budget process for 25-26 school year is coming along and will be completed for printing and distribution by May 8, 2025. The interim audit is the week of April 28th, the auditors have already reached out with their requests for samples.

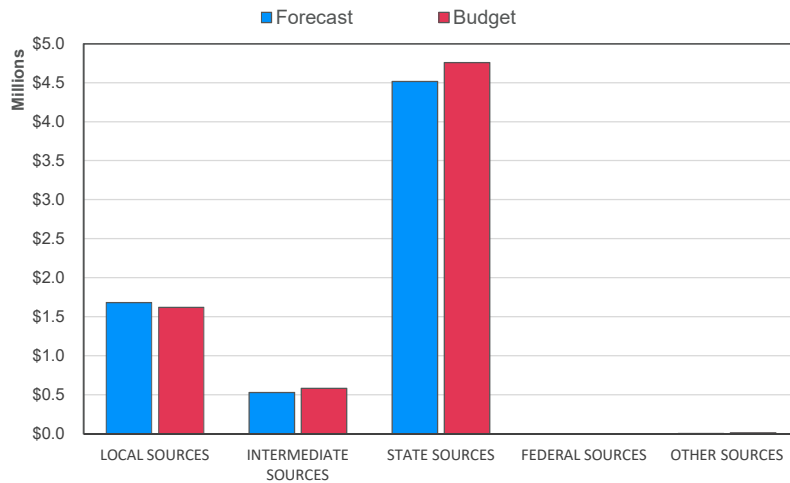
Klosh Group is still reviewing their expenditures compared to the districts for the bond and seismic projects, we are meeting on April 18th.

General Fund | Financial Projection

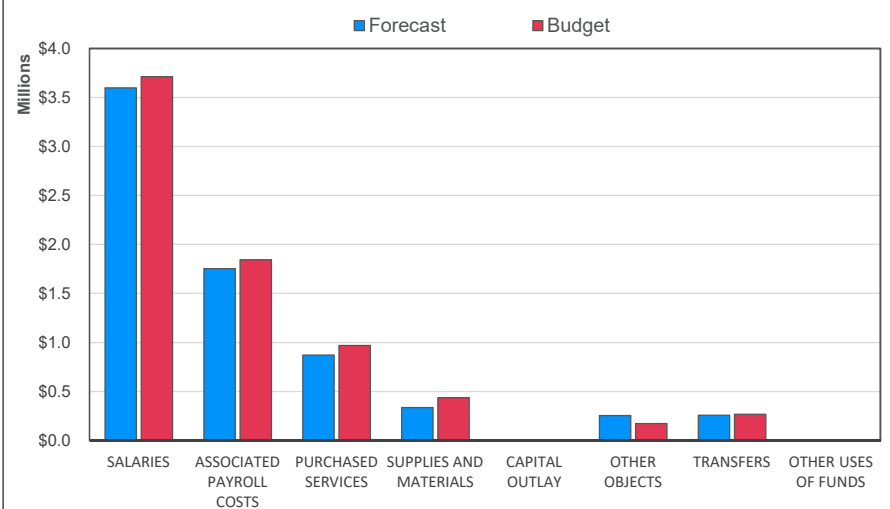
For the Period Ending March 31, 2025

	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)
REVENUES						
Local Sources	\$1,577,392	\$1,599,197	\$80,785	\$1,679,982	\$1,619,000	\$60,982
Intermediate Sources	398,819	150,501	375,626	526,127	583,000	(56,873)
State Sources	4,199,141	3,882,594	632,329	4,514,923	4,756,280	(241,356)
Federal Sources	0	0	0	0	0	0
Other Sources	3,525	95	2,500	2,595	10,000	(7,405)
TOTAL REVENUE	\$6,178,877	\$5,632,388	\$1,091,239	\$6,723,627	\$6,968,280	(\$244,653)
EXPENDITURES						
Salaries	\$2,600,473	\$2,502,554	\$1,093,609	\$3,596,163	\$3,709,733	\$113,570
Associated Payroll Costs	1,249,205	1,204,557	547,885	1,752,443	1,842,934	90,491
Purchased Services	496,356	377,670	495,080	872,750	969,150	96,400
Supplies and Materials	206,453	190,661	145,517	336,178	436,500	100,322
Capital Outlay	0	0	0	0	0	0
Other Objects	159,273	221,578	32,781	254,360	173,150	(81,210)
Transfers	0	257,000	0	257,000	267,000	10,000
Other Uses of Funds	0	0	0	0	0	0
Contingencies	0	0	114,813	114,813	114,813	0
Unappropriated Ending Fund Balance	0	0	460,000	460,000	460,000	0
TOTAL EXPENDITURES	\$4,711,760	\$4,754,021	\$2,889,685	\$7,643,706	\$7,973,280	\$329,573

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget



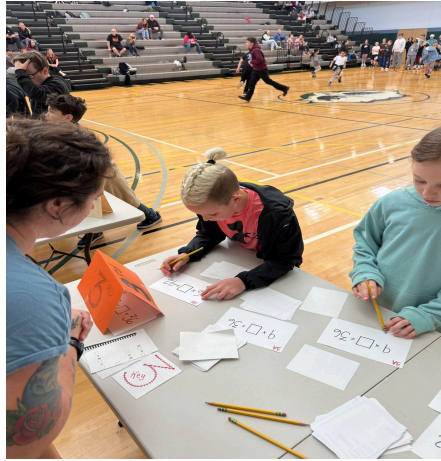
HLE Board Report - March 2025

24-25	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
PreK	16	16	18	18	18	18	18	18		
K	23	25	25	25	25	24	24	23		
1	31	31	31	32	32	31	31	31		
2	21	21	21	21	21	21	21	21		
3	36	36	36	36	35	35	36	36		
4	34	34	34	34	33	33	33	34		
5	29	30	29	29	29	29	29	29		
6	41	41	40	41	41	41	41	41		
7	35	34	34	34	32	32	32	32		
8	37	37	37	38	39	38	37	38		
KVA	7	8	8	8	8	8	8	8		
Total*	294	297	295	298	295	292	292	293		
23-24 K-8	307	306	306		305	306	306	304.5	303.5	303.5
<hr/> 22-23	317	310	314	311	313	315	316	312	315	311

* PreK and consortium is not included in this #.

March and April flew by. Our parent/teacher conferences were well attended, and the Book Fair was a success again. Track is in session and final preparations for state testing are in full swing.

SMILE club and the 4/5th grade classes attended field trips. We sent a contingency to the Mental Math competition with Maggie Meier bringing home a 2nd place for the 4th grade.



nWe had a literacy and math trainer on campus this month giving helpful feedback on improving lessons and strategies.

The day of the board meeting, the American Red Cross will be sharing important Emergency Preparedness information with our K-5 classrooms.

We are in the middle of One School One Book, reading "The World According to Humphrey." Many families are enjoying reading through the book together. Each day a trivia question is read across the announcements and students are entered into a drawing. Thank you Carrie Palenske and Knappa Schools Foundation for sponsoring this fun endeavor.



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

April 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	34	34		
10		30	30	29	30	29	29	29	28		
11		37	37	37	36	35	34	34	33		
12		30	30	30	30	30	30	30	30		
Total		131	131	130	130	128	127	127	125		

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

Jenny Smith

Athletic Director

smithj@knappak12.org

Chris Gremer

Guidance Counselor

gremarc@knappak12.org

Stephanie Baldwin

Head Secretary

baldwins@knappak12.org

I want to start by saying a huge thank you to Hampton Lumber and everyone who donated to the natural resources dinner earlier this year. Lindsay Davis came to an assembly earlier this month and presented our forestry students with a check for \$25,000. Over 3 years, they have now donated \$65,000 to our natural resources program!

Our seniors have been busy finishing up senior projects! Reminder, our senior project presentation night will be May 7th in the gym. Doors will open at 5:00 pm and the event will run until 6:30.

Students have had many opportunities this month to visit colleges. We have had students visit Portland State, Mt Hood CC, and Southwestern Oregon CC. We also have a student, Parker Stevens, signing a letter of intent to do Track and Field at Linfield University on May 1st. Congratulations to him on that great accomplishment.

May will be a busy month for testing for our upperclassmen. State testing will happen for our juniors the week of May 12th. We changed our process for state testing to hopefully allow students to better focus on the tests. Students will have 3 testing sessions each day with breaks in between. In the past students just tested during their normal class period. AP testing will also occur May 8th, 9th and 13th.

Respectfully,

Paul Isom

Principal, KHS

Knappa School District
Special Education Board Report
Prepared by: Director Brittany Norton
4/18/2025

Current Special Education Staffing:

District Level:

Director of Student Services- Brittany Norton
Student Services Secretary- Rachel Justus
Speech and Language Pathologist- Liz Jolley
Behavior Intervention Specialist - Lisa Graham
School Psychologist- Dixie Lee Davis (private contract)
Occupational Therapist- Colleen Overman (private contract)
Physical Therapist- Liza Thornburg (NWRESO)
Autism Specialist- Stacie Sammons (NWRESO)
DHH Teacher- Michawn Beeson (NWRESO)
AAC Specialist - Samantha Stidham (NWRESO)

Knappa High School:

High School Learning Specialist- David Ramsey
Youth Transition Specialist- Deanna Roscoe

Hilda Lahti Elementary/Middle School:

K-2 Learning Specialist- Helen Miller/Brittany Norton
3-5 grade Learning Specialist- Brittany Norton
Severe Needs Learning Specialist- Stacie Sammons (private contract)
Middle School Learning Specialist- Deirdre Welch

Current Special Education Enrollment (as of 4/18/2025):

Knappa High School:

Total Students enrolled: 125 (11/20/2024: 129)
Total Students eligible for special education: 27 (11/20/2024: 29)
Total students eligible speech only: 0
Percentage of students eligible for special education: 21.6% (11/20/2024: 22.4%)
Percentage of speech only students: 0

Hilda Lahti Middle School:

Total Students enrolled: 113 (11/20/2024: 114)
Total Students eligible for special education: 28 (11/20/2024: 32)

Total students eligible speech only: **
Percentage of students eligible for special education: 24.7% (11/20/2024: 28.1%)
Percentage of speech only students: 2.7%

Hilda Lahti Elementary School (grades K-5):

Total students enrolled: 178 (11/20/2024: 180)
Total students eligible for special education: 47 (11/20/2024: 44)
Total students eligible speech only: 17 (11/20/2024: 15)
Percentage of students eligible for special education: 26.4% (11/20/2024: 24.4%)
Percentage of speech only students: 9.5% (11/20/2024: 8.3%)

Consortium Placements:

6 students enrolled currently

Total Number of Students enrolled in Special Education:

4/18/2025: 102 students (24.5% of total enrollment)
11/20/2024: 105 students (24.8% of total enrollment)

Projected Number of Students enrolled in Special Education for Fall 2025-26 SY: 102

Students in the district based on primary eligibility categories:

(some students may have more than one eligibility)

Specific Learning Disability-

4/18/2025: 44 students (43.1%)
11/20/2024: 45 students (42.9%)

Speech or Language Impairment-

4/18/2025: 19 students (18.6%)
11/20/2024: 19 students (18.1%)

Other Health Impairment-

4/18/2025: 15 students (14.7%)
11/20/2024: 15 students (14.2%)

Autism Spectrum Disorder-

4/18/2025: 9 students (8.8%)
11/20/2024: 8 students (7.6%)

Low Incidence Eligibilities* -

4/18/2025: 9 students (8.8%)
11/20/2024: 12 students (11.4%)

*Low incidence eligibilities include Intellectual Disability, Deaf or Hard of Hearing, Emotional Behavior Disability, Orthopedic Impairment, Deafblindness, Visual Impairment, Traumatic Brain Injury, and Developmental Delay

** Total number of students too low to report but is greater than 0