

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 18, 2023

6:30 p.m.

Board Recognition Month!

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

2. **Consent Agenda- (Motion for approval needed)-pgs-3-14**
 - 2.1 Minutes from the December 14, 2022, and January 11, 2023 Board Meetings.
 - 2.2 HR/PR Job Description
 - 2.3 Personnel Update
 - 2.4 Loyalty Incentive Adjustment

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-p.15-17**

5. **Old Business**
 - 5.1 Bond Update

6. **New Business**
 - 6.1 Leadership/Key Club Trip- (Jackie and Chris presentation, motion needed)
 - 6.2 Joining OASTL-(discussion and possible motion)-**p.18**
 - 6.3 Hwy 30 Safety Statement- (possible motion)-**p.19-20**
 - 6.4 23-24 District Calendar-(discussion and motion needed)-**p.21**

7. **District Reports-p.22-27**
 - 7.1 **Financial Report-** (Diane Barendse)
 - 7.2 **School Reports**
 - Hilda Lahti Elementary/Middle School

- Knappa High School

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

Meetings •Wednesday, February 8, 2023 Board Work Session and February 23, 2023, 6:30 p.m., Regular School Board Meeting, Knappa High School Library.

Knappa School District No. 4 • Astoria, Oregon 97103

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

Board of Directors' Regular Board Meeting

December 14, 2022

5:00 p.m.

Present

Ed Johnson-Chair
Cullen Bangs-Vice Chair-**Virtual**
Will Isom-Director
Michelle Finn-Director-**Virtual**
Christa Jasper-Director

Absent

William Fritz-Superintendent
Diane Barendse-Business Manager
Jennifer Morgan-Board Secretary
Tammy McMullen-HLE/HLMS Principal
Laurel Smalley-KHS Principal

1. **Call to Order** – Chair Ed Johnson-**5:00 p.m.**
 - 1.1 Flag Salute
2. **Musical Performance-KHS Choir directed by Jackson Hughston**
3. **Consent Agenda- (Motion for approval needed)**
 - 3.1 Minutes from the November 16, 2022 Regular Board Meeting
 - 3.2 Personnel Update

Isom moved to approve the consent agenda as presented, Jasper seconded, moved to vote, approved unanimously.

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.

Nothing at this time.

5. **Superintendent Report-Dr. Fritz**-reviewed his report with the board and stated that the concrete slab will be poured soon for the new dugouts. Mr. Rathfon's CTE classes will start the construction on the new dugout, and finish the visitors by next year. Johnson asked about the preschool facility, is it still going out on the gravel slab, Fritz stated not sure at this time, there will be more information on that soon. No further discussion.

6. **New Business**

- 6.1 **Klosh Group-(22-25 Bond Services Contract-motion needed)**-The Klosh Group are the district's owner's rep for the bond, and we are needing an extension on the original work, this would be the scope of work through the end of the bond. They are a check and balance for our design/build process. Isom asked if we checked with legal on this, Fritz stated yes. Isom asked about the timeline of the bond process, can we have that for the community when asked, Fritz stated we will start publishing that on our website, the design process should be complete by June, and we should see site work over the summer, discussion followed. Fritz stated that The Klosh Group interact will the bond community, the leadership team, and with the design/build contractor. Isom moved to approve the contract as presented., Jasper seconded, moved to vote, approved unanimously.
- 6.2 **2023 Type A Micro-Bird-** (motion needed)-Isom moved to approve the 2023 Type A Micro Bird School Bus, Jasper seconded, moved to vote, approved unanimously.

7. **District Reports**

- 7.1 **Financial Report-** (motion needed)- Barendse stated she changed the formatting of the financial report and added the percent of budget from last year compared to last year. Discussion followed. Isom moved to approved the financial report as presented, Jasper seconded, moved to vote, approved unanimously.
- 7.2 **SPED Report-Brittany Norton** our new sped director, reviewed the report she created for the board. Johnson asked who hosts the consortium students, she stated Warrenton, and Astoria this year, he asked if they will still provide those services next year, she stated yes, as far as she knows. No further discussion.
- 7.3 **School Reports**
- Hilda Lahti Elementary/Middle School
 - Knappa High School

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

Finn-nothing at this time.

Jasper-the concert was great, play works was great. Coach Oien is a great addition.

Isom-nothing at this time.

Bangs-nothing

Johnson-nothing at this time.

Johnson moved to adjourn-5:57 p.m.

Next Meetings • Wednesday, January 18, 2023 Board Meeting 6:30 p.m., Knappa High School Library.

**Board of Directors' Regular
Board Meeting**

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

Wednesday, January 11, 2023

6:30 p.m.

Present

Ed Johnson-Chair
Cullen Bangs-Vice Chair
Will Isom-Director
Michelle Finn-Director
Christa Jasper-Director

Absent

William Fritz-Superintendent
Diane Barendse-Business Manager
Jennifer Morgan-Board Secretary
Tammy McMullen-HLE/HLMS Principal
Laurel Smalley-KHS Principal

1. **Call to Order** – Chair Ed Johnson-6:30 p.m.
 - Flag Salute

2. **New Business**

- **Bond Scope of Work Presentation-** (motion needed)-Pivot Architecture presented the scope of the work for the bond, the process to date and the proposal for the bond proceed projects to the board. Discussion followed on the priorities for the bond proceeds, the contingency amount and how it will be utilized as the bond moves forward. The size of the new gym, the new middle school classrooms, sprinkler systems, roofing upgrades at Hilda Lahti and the size and placement of the preschool. Discussion followed.

The recommendation from Pivot and Dr. Fritz was to utilize \$17,480,704 for construction, which includes 10% for markups. 18.4% will be set aside for contingency, and as was discussed as projects come in, hopefully under budget we will use those funds for projects on the wish list, such as additional roofing projects, and sprinkler systems. The change to the scope of work presented will be building the gym from a 48x80 court to a high school regulation court of 50x84, and the square footage of the preschool is to be determined as we move forward with design.

Bangs asked if the board would be alright with allowing any public comment now instead of waiting for the motions. The board agreed.

The board heard from several community members regarding the preschool and gym.

Isom moved to amend the preschool square footage as the design moves forward to be determined, Bangs seconded, moved to vote, approved unanimously.

Finn moved to approve the change from an 48x80 gym to a 50x84 gym, Jasper seconded, moved to vote, approved unanimously.

Isom moved to approve all other scope of work presented by Pivot and Dr. Fritz with the previously approved motions, Bangs seconded, moved to vote, approved unanimously.

Communications and Hearing of Interested Parties

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3. Adjourn

Johnson moved to adjourn-8:50 p.m.

**Next Meeting • Wednesday, January 18, 2023, 6:30 p.m. Regular School Board Meeting
Knappa High Library.**

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

Policy
 Financial
 Personnel

Vision & Goals
 Information
 Resolution

Capital Projects
 Employee Contracts

Item Title: Human Resources and Payroll Specialist Job Description

Presenter: Dr. Fritz

Background Information Related to this Issue:

Currently, Knappa School District contracts with Northwest Regional Education Service District (NWRES D) for payroll and human resources services. This practice has become inefficient, and the Business Manager ends up having to do substantial additional work to “double check” and “correct” the work of ESD personnel. Accordingly, it is the belief of the Superintendent and Business Manager that these services could be more efficiently realized with a district employee.

This position is slated as a half-time position.

The job description was created upon review of similar positions in a variety of school districts in Oregon. The recommended salary level for this position is between \$20/hour and \$29/hour DOE. Again, this is similar to other similar size districts in the state, when reviewing cost of living and geography.

Because of access to personnel files and salary information, this position is recommended as a “Confidential” position.

Upon identifying a qualified individual to perform this work, the District intends to sever its agreement with NWRES D for these services.

Background (con't)

Financial Impact:

There is no additional direct cost impact to the district for this position due to the reduction in ESD services and the fact that NWRESD fee credits are currently paying for the service.

Recommended Action:

It is the recommendation of the Superintendent that the School Board adopt the attached Payroll / Human Resources Specialist job description and that the salary be established in the \$20/hour to \$29/hour range, DOE.

Knappa School District Job Description

Job Title: Up to 20 Hours per week- Human Resources/Payroll Specialist
Reports to: Business Manager

JOB SUMMARY

This position provides District office support, including matters of a confidential nature while also performing payroll duties related to employee leave, insurance payables, payroll deductions, and coordination of recruitment and retention of District staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Performs general office duties including answering multi-line phones, directing calls, and taking messages as appropriate, greeting the public, typing, copying, filing, sorting, and handling incoming and outgoing mail.
3. Completes a high volume of computer work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
4. Manages special projects as assigned by the Superintendent and the Business Manager.
5. Assists in budget preparations as requested.
6. Prepares various reports for administration and assists Business Manager in preparing reports and other data (state/federal reporting, leaves, etc.).
7. Assists in audit preparations in timely manner, as requested.
8. Keeps necessary employee records related to payroll and completes the District payroll each month including all payroll taxes and payroll schedules.
9. Ensures accurate and timely filing of payroll records.
10. Maintains PERS records and OEBC Health Insurance system changes.
11. Tracks and inputs all employee leaves usage data and prepares in a usable format for the Business Manager.
12. Performs adjustments to voluntary/involuntary deductions.
13. Codes and calculates accuracy of monthly time sheets for all district employees and or substitutes.
14. Prepares postings and maintains job applications for classified and licensed staff.
15. Maintains teacher certification records and processes PEER forms for licensed staff.
16. Maintains tuition records of certified staff and processes tuition reimbursements and college credit requests.
17. Maintains current contracts for KEA and OSEA.
18. Composes correspondence and answers inquiries regarding PERS, medical insurance, TSAs, and other payroll subjects, requiring knowledge of appropriate procedure and policy.
19. Acts as District liaison for medical insurance, payroll, Workers' Compensation, unemployment insurance and budget questions.
20. Appropriately maintains and secures confidential records and inquiries.
21. Professionally represents the school and the District in interactions with parents, community, vendors, staff, and students.
22. Complies with applicable District, state, local and federal laws, rules and regulations.
23. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

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

- Attends in-service trainings.
- Attends staff meetings.
- Troubleshoots office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory.
- Serves on building and District committees and councils.
- Coordinates travel and assists with other administrative needs, as required.
- Assists other office staff as requested.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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 shall be made to enable individuals with disabilities to perform the essential functions.

- 1. Education and/or Experience:** Associates degree (A.A.) or equivalent from two-year college or technical school or minimum three years of progressively responsible experience in executive support or equivalent combination of education, experience and/or training. Prior successful experience working in an accounting clerk position or in a school office/administration setting strongly preferred.
- 2. 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 multi-task and work with staff, students and parents.
- 3. 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 verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- 4. Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and draw and interpret bar graphs.
- 5. Reasoning Ability:** Ability to apply and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- 6. Computer Skills:** Knowledge of computer usage and ability to use database software, accounting, internet software, e-mail, word processing software and proficiency using current web and computer-based applications in use across the District. Ability to type accurately and proficiently.
- 7. Other Skills and Abilities:** Ability to appropriately communicate with staff, students, parents, vendors, and community. Ability to accurately and proficiently use a 10-key required. Ability to meet timelines and exercise good judgment while working in a dynamic environment.

8. **Certificates, Licenses, Registrations:** Certificates and trainings as determined by the District. Ability to obtain a valid CPR/First Aid card, Driver License.

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 or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stoop, kneel, and crouch. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 25 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 the standard office setting with standard office equipment including, (fax, copier, phone, computer, 10-key, etc.) with a standard school setting. The noise level in the work environment is usually low to moderate depending upon student population and activities.

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

Board Approved:

I have read and understand this job description.

Signature:

Date:

Knappa School District # 4

**Changes of Employee Status
January 18, 2023**

The Superintendent recommends accepting the following:

The resignation of Matt Dawkins as the high school language arts teacher-effective
2/3/23

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Personnel

Item Title: Loyalty Incentive

Presenter: Bill Fritz, Ph.D.

Background Information Related to this Issue:

At the November 2022 Board meeting, the School Board approved a loyalty incentive for KEA and non-represented personnel to thank them for their dedication to the Knappa School District. Prior to that, as part of OSEA negotiations, the Board approved this year's salary plan for classified personnel, which included a loyalty incentive for that group. During the OSEA process, bus drivers received a higher incentive than other employees because of the unique training bus driving requires and the challenge with hiring and maintaining quality drivers.

When the Superintendent made his recommendation, he failed to consider the fact that two non-represented employees also drive bus, but are not part of the OSEA group. The "head bus driver" is a non-represented employee, yet she drives bus regularly. Additionally, our Behavior Specialist drives a route and is also non-represented.

Because of the fact that these two personnel are driving the bus regularly, it is only fair to provide for them an enhanced incentive like the bus drivers receive.

Background (con't)

Financial Impact:

The cost of this action is an additional \$1000 which will be paid out of the Recruitment and Retention Grant from ODE.

Recommended Action:

It is the recommendation of the Superintendent that the Board approve loyalty incentives for non-represented employees that drive CDL mandated school buses in the amount of an additional \$250 representing December service and also for June 2023 to be implemented in the same manner as the existing loyalty incentives.

Superintendent Report January 18, 2023

Capital Projects & Bond Work.

The softball dugout slab is ready for construction. Shortly, our CTE students, under the leadership of Mr. Rathfon, will be constructing the new, larger dugout, comparable to the ones at the baseball field. This will be a great learning experience for our students and it is a way for them to contribute to their community.



The heating units for the high school (pictured, left) are on the roof and should be operational by the time of the School Board Meeting.

The design/build team had its third meeting last week, launching the schematic design process. As the Board knows, a Board meeting was held last week to define the scope of the project.

Later this month, Garland Roofing will be back to begin getting pricing on phase 2 of the high school roofing project. (This is not a bond project, but is funded using district maintenance set asides). This phase will include the “front” parts of the school including the area above the main hallway and “home ec” hallway.

School Buses.

We anticipate delivery of our next two buses on April. We received our first rebate check from DEQ, in the amount of about \$37,000.

Community Survey & District Improvement Plan.

The administrative team is putting the finishing touches on the Integrated Guidance Plan. In December, we conducted student interviews and are making some minor adjustments based on what we learned from them.

Music.

The week of January 3, the middle and high school *honor band* students travelled to Hillsboro to participate in the regional honor band festival. Six Knappa students attended, where they practiced with top musicians from the northwest portion of the state and performed a concert.

Mathematics Materials.

The mathematics adoption committee met for the first time last week and identified a strategy to conduct an initial review of materials. The team is excited to find new materials that better align with the standards and connect with the professional development our teachers have been doing for several years.

Elementary School Fluency Assessment.

We conducted the semi-annual fluency assessment with our elementary students last week and were pleased to see solid growth among our students. More, in fact, than we typically see. As our new literacy curriculum takes root, it is nice to see some initial good news.

ESOL Curriculum.

The ESOL team narrowed down curriculum materials last year for potential adoption. They are now available for public review and we plan to bring forth a recommendation at the School Board meeting in February.

Student Community Engagement.

On January 14, Senator Jeff Merkley hosted a “Town Hall” in Astoria. Two of our students (Finn Corcoran and Ethan Smalley) attended at the suggestion of Mr. Miller. At the event, Finn was called upon to ask the “lead off” question. He inquired about Sen. Merkley’s perspective on the divisiveness in Washington, DC. ...a really good question! We are proud of these students’ willingness to learn about the political system and to engage in public discourse.



Oregon Advocates for School Trust Lands (OASTL)

Dr. Dave Sullivan
12875 Kings Valley Highway
Monmouth, OR 97361
drdavesullivan@gmail.com
541-791-6470
December 22, 2022

William Fritz, Superintendent
Knappa SD 4
41535 Old Hwy 30
Astoria, OR 97103-8640

Dear Superintendent:

This letter asks you to help increase funding for Oregon's public schools by joining Oregon Advocates for School Trust Lands (OASTL). OASTL is an educational nonprofit whose goal is "to promote the effective and prudent management of Oregon's School Trust Lands and Common School Fund."

Because OASTL is run entirely by volunteers, the cost of joining is trivial: only \$5/year to join as a superintendent or \$10/year to sign up your entire school district. Just because we do not charge much for membership doesn't mean we aren't effective. By working together, we can dramatically increase the funding your school district receives from Oregon's School Trust Lands.

Joining is easy. Go to www.OASTL.org, read through the website to learn more about OASTL, then fill out the "Join Now" page, and pay with any credit card.

OASTL is the Oregon affiliate of the national nonprofit, Advocates for School Trust Lands (ASTL). You can learn more about how effective ASTL has been at increasing funding for schools at www.AdvocatesForSchoolTrustLands.org/.

Please take a small but critical step: use the www.OASTL.org/join-now page to sign up Knappa SD 4 as a member of OASTL. Then OASTL can work on your school district's behalf to make School Trust Lands a larger source of funds for your schoolchildren. A few dollars and a few minutes of your time to become a member of OASTL will send an important message to Oregon's politicians about productively managing School Trust Lands.

Sincerely,



Dr. Dave Sullivan
(Treasurer for OASTL and former Corvallis School Board Member)

January 18, 2023

Sen. Suzanne Weber
900 Court Street NE
Salem, OR

Rep. Cyrus Javadi
900 Court Street NE
Salem, OR

Kris Strickler, Director, Oregon Department of Transportation
355 Capitol Street NE, MS 11
Salem, OR, 97301-3871 USA

Dear Senator Weber, Representative Javadi, and Transportation Director Strickler:

We represent the students, staff, and parents of the Knappa, Burnside, Svensen, and Brownsmead communities as members of the Knappa School District Board of Directors and its Superintendent. Our community is located about 12 miles east of Astoria along Highway 30. This highway has been the scene of two recent tragic deaths within a few recent months, and according to Oregon State Patrol, has been the site of 17 traffic fatalities since 2016.

Our children, our employees, our families, our school buses, and our neighbors travel on Highway 30 regularly as it is the only road that connects our community to shopping, work, and athletic events. During October and November of 2022, four of our students lost family members in these fatality accidents, and now is the time to take action to prevent further similar accidents and deaths.

We are aware of the fact that Clatsop County is considering installation of “speed feedback” signs in Knappa, which is a good first step. We respectfully request that the speed limit in Knappa be reviewed and considered for reduction to a lower level, consistent with what you find in your traffic studies, perhaps 40 mph like it is in Westport. This would allow for easier driver visibility and reduced stopping time when motorists spot a hazard. This would also allow our school buses that traverse the highway to have a safer location to cross.

We are aware that Senator Weber plans to request legislative assistance with a study of Highway 30 from MP 70 to MP 94. We support this initiative and will provide any assistance necessary to help this legislation.

Thank you, Senator Weber, for arranging a meeting on December 19, 2022 where leaders were able to discuss safety on Highway 30 and possible courses of action. We appreciate the participation of Rep. Javadi and the ODOT team in the meeting. Now, we want to see these discussions turn into action. We don't need to see another cross honoring a loved one placed on the highway. We don't need to help our students grieve another loss. And we especially don't want to lose any of our students, family members, employees, or neighbors due to delayed action. We stand as partners to assist with this community issue.

Sincerely,

Ed Johnson, Chair, Knappa School Board

Cullen Bangs, Vice-Chair, Knappa School Board

Christa Jasper, Knappa School Board Member

Will Isom, Knappa School Board Member

Michelle Finn, Knappa School Board Member

William Fritz, Ph.D., Superintendent, Knappa School District

Cc: Courtney Bangs, Clatsop County Commissioner
Don Bohn, Clatsop County Executive
Ethan Myers, Education Reporter, *Astorian*

Knappa School District 2023-2024 School Calendar

6-Holidays, 6.5 In-Service/Teacher Work Days, 174 .5 Instruction Days, 4 Conference Days

JULY '23						
S	M	T	W	Th	F	S
					30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1-New Year's Day
- 2-School Starts
- 10-Late Start
- 15-No School MLK Day
- 24-Late Start
- 26-NO school End of Semester

20

- 14-18 Kindercamp/summer school
- 21-Teacher Work Day
- 22-District In-Service
- 23-Teacher Training Day
- 24-Teacher Work Day
- 25-Non contract day
- 28-1-6th Orientation
- 28-7th-9th Orientation
- 29-1st Day of Instruction

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
19	19	20	21	22	23	24
25	26	27	28			

- 7-Late Start
- 19-NO School Presidents Day
- 2 Independence Day

1-Late Start

19

- 4-Labor Day-No School
- 5-First Day of Kindergarten/Preschool
- 13-Late Start
- 27-Late Start

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 7-Late start
- 21-Evening Conferences
- 22-No School K-8 Conferences
- 22-9-12 Regular School Day
- 23-NO School
- 23-30-Spring Break

15

- 11-Late Start
- 18-Evening Conferences 5-8 pm
- 19-NO School K-8 Conferences
- 19-9-12 Regular Day
- 20-No School
- 25-Late Start
- 27-End of Qtr-1/2 Day students

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 6-End of Qtr.-1/2 Half Day of School/Teacher Work Day
- 11-Late Start

25-Late Start

20.5

- 8-Late Start
- 11-Veteran's Day-
- 10th Observed?
- 22-24 No School Thanksgiving
- 29-Late Start

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 9-Late Start
- 23-Late Start
- 28-No School Memorial Day

- 13-Late Start
- 18-1st-Winter Break-No School

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 2-Graduation
- 4-8th Grade Promotion
- 6-Last Day of School 1/2 Day students, teacher work day.

3.5

11

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

**January 18, 2023
Board Meeting**

NOTES FROM THE BUSINESS OFFICE:

General

I have enclosed the December 31, 2022 financial report for your review. I have changed the format a bit and may be adding more detail in the future. We received our first county timber payment. Total expected State School Fund revenue is adjusted up approximately \$41,000 based on the most recent information from the state received in late November. Interest revenue is higher than budgeted due to increasing interest rates.

**2022-2023 REVENUE AND EXPENDITURES
GENERAL FUND
As of December 31, 2022**

		ACTUAL through December 31, 2022	ACTUAL % of BUDGET	PRIOR YEAR % of BUDGET	PROJECTED REV through June 30, 2023	Total Expected Revenue	Balance From Budget	BALANCE as % of BUDGET
REVENUES	BUDGET							
Property Taxes	1,412,000.00	1,369,845.22	97%	97%	170,857.39	1,540,702.61	(128,702.61)	109%
County School Fund	205,000.00	119,038.99	58%	51%	85,961.01	205,000.00	-	100%
State School Fund	4,395,756.00	2,578,059.00	59%	60%	1,859,342.15	4,437,401.15	(41,645.15)	101%
Unrestricted Grants (Small High School)	28,000.00	-	0%	0%	28,000.00	28,000.00	-	100%
Common School Fund	51,506.00	-	0%	0%	62,175.31	62,175.31	(10,669.31)	121%
State Managed County Timber	75,000.00	999.08	1%	1%	74,000.92	75,000.00	-	100%
Asset Recovery	-	2,216.00	100%	100%	-	2,216.00	(2,216.00)	
Total State Support Formula Revenues	6,167,262.00	4,070,158.29	66%	60%	2,280,336.78	6,350,495.07	(183,233.07)	103%
Revenue ESD			0%	0%				
Other Local Sources	43,000.00	50,556.36	118%	34%	22,000.00	72,556.36	(29,556.36)	169%
Total Revenue	6,210,262.00	4,120,714.65	66%	66%	2,302,336.78	6,423,051.43	(212,789.43)	103%
Interfund Transfers	-					-	-	
Beginning Fund Balance	2,050,000.00	-			2,050,000.00	2,050,000.00	-	100%
						-	-	
TOTAL RESOURCES	8,260,262.00	4,120,714.65			4,352,336.78	8,473,051.43	(212,789.43)	103%

		ACTUAL through December 31, 2022	ACTUAL % of BUDGET	PRIOR YEAR % of BUDGET	PROJECTED EXP through June 30, 2023	Total Expected Expenditures	BALANCE	BALANCE as % of BUDGET
EXPENDITURES BY OBJECT	BUDGET							
Personal Services	3,838,113.00	1,516,490.62	40%	42%	1,985,544.61	3,502,035.23	336,077.77	9%
Associated Payroll Costs	1,900,129.00	690,847.76	36%	40%	912,775.20	1,603,622.96	296,506.04	16%
Purchased Services	689,892.00	218,593.17	32%	27%	205,348.62	633,941.79	55,950.21	8% *1
Supplies & Materials	259,428.00	170,942.26	66%	66%	72,924.42	243,866.68	15,561.32	6%
Capital Outlay			0%	0%		-	-	0%
Other Objects	135,700.00	134,412.28	99%	96%	1,644.60	136,056.88	(356.88)	0%
Transfers	762,000.00		0%	0%	762,000.00	762,000.00	-	0%
Total Expenditures	7,585,262.00	2,731,286.09	36%	35%	3,940,237.45	6,671,523.54	913,738.46	12%
Contingency / Unappropriated	675,000.00	-	0%	0%	-	-	675,000.00	100%
						-	-	
TOTAL EXPENDITURES	8,260,262.00	2,731,286.09	33%	32%	3,940,237.45	6,671,523.54	1,588,738.46	19%

		ACTUAL through December 31, 2022	ACTUAL % of BUDGET	PRIOR YEAR % of BUDGET	PROJECTED EXP through June 30, 2023	Total Expected Expenditures	BALANCE	BALANCE as % of BUDGET
EXPENDITURES BY MAJOR FUNCTION	BUDGET							
1000 - Instruction	4,068,929.00	1,376,810.16	34%	38%	1,892,559.26	3,269,369.42	799,559.58	20%
2000 - Support Services	2,754,333.00	1,354,475.93	49%	48%	1,285,678.19	2,640,154.12	114,178.88	4%
5000 - Other Uses/Debt Services/Transfers	762,000.00	-	0%	0%	762,000.00	762,000.00	-	0%
Total Expenditures	7,585,262.00	2,731,286.09	36%	27%	3,940,237.45	6,671,523.54	913,738.46	12%
6000 - Contingency / Unappropriated	675,000.00		0%			-	675,000.00	0%
						-	-	
TOTAL EXPENDITURES	8,260,262.00	2,731,286.09	33%	32%	3,940,237.45	6,671,523.54	1,588,738.46	19%

*1 - Includes estimate for consortium costs to be paid Fall 2023

Hilda Lahti Elementary/Middle School
January 2023

Enrollment Report

Grade	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
PreK	16	17	17	17	17	16					
Kg	22	24	25	25	25	25					
1	28	29	29	29	29	30(2)					
2	36	37	37	37	37	37(1)					
3	33	33	34	33	33	34(1)					
4	35	35	34	34	34	34(2)					
5	37	39	38	39	39	38					
6	35	33	33	33	34	33(2)					
7	38	38	36	35	36	36(1)					
8	39	39	35	34	34	36(1)					
KVA	8	10	10	10	10	(10)					
Total	311 (16 preK)	317 (17 preK)	310	314 +(17 preK)	311+ preK	313 +preK					
SPED Conso rtium				5	5	5					
21/22	332	316	318	320	323	318	321	321	324	330	327
End of 20/21	346	<u>March 2020</u>	360								

2023 is not disappointing! We are just starting our mid-year testing. We are seeing gains across the board. The semester is winding down, and we are looking forward to the second semester. We are pretty close to fully staffed, but substitutes are still hard to come by some days. The team steps up each time and fills in as necessary!

Winter's second session of sports is progressing. Our girls basketball and wrestling teams will see action this week! I am so thankful for the people who are dedicating their time to coach.

The math curriculum adoption team has met and is looking at samples in the next month or so. We hope to have a math curriculum ready for approval by the public by conference time. We had our math coach on campus this last week. She worked specifically with our 3rd to 8th grade math teachers on how to implement problem solving to help with our SBAC scores. When she comes again in March, we will make sure our new staff have the foundational training that others took in 2020. Thank you for supporting our professional development.

I am getting very excited as the bond design progresses. It is a lot of work and takes extra time, but will be worth it in the end!



Respectfully submitted,

Tammy McMullen

November 2022
KSD Board Meeting
Knappa High School

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

2021-22

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

*KHS enrollment/KVA enrollment

2020-21

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
9	30/9	31/11	31/11	36/6	36/6	36/6	36/5	35/5 (1)	35/5	35/5	33/5 (2)
10	31/7	25/13	26/13	32/7	31/7	32/7	32/5	31/5 (1)	31/5	31/5	30/5 (1)
11	34/6	28/10	28/10	30/8	30/8	30/8	28/10	29/9	29/9	29/9	29/9
12	21/8	9/17	9/17	13/14	13/14	13/14	14/13	14/10*1	14/10*1	14/8*3	14/8*3
Total	116/30	93/51	94/51	111/34	110/34	110/34	111/32	109/29 (2)*1	109/29*1	109/27*3	106/27*3 (3)

*KHS hybrid enrollment/KVA enrollment

() Students in transition; will be enrolling in another SD

* Early graduation

- Students returned to school from the winter break on January 3rd. The end of the first semester is February 3rd.
- KHS Leadership hosted a Winter Ball formal dance on Friday, Jan. 13th.
- Forestry students spent a day at the Big Creek Fish hatchery helping to spawn fish.
- The 9th Grade Success team and Talent Search are hosting study halls each morning during late start. Students can come to school at 9:30, have breakfast, and get extra help from teachers.
- Music students from the middle and high school, participated in honor band activities, Jan. 6th and Jan. 7th.
- Winter sports continues to make a statement with excellent performances by the boys basketball team, girls basketball team and wrestling. Junior Corbin Roe is making his presence known on the wrestling mat and is currently undefeated.
- Officers from student council and the national honor society travel to Washington, DC on Jan. 25th to attend the LEAD Spark conference. More info to come when students return!