

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' Work Session Meeting

Wednesday, September 7, 2022

6:30 p.m.

1. **Call to Order** – Chair Ed Johnson
 - 1.1 Flag Salute

2. **New Business**
 - 2.1 Facilities Use/Insurance- (discussion only)
 - 2.2 Superintendent Evaluation Process-(discussion)

Next Meeting • Wednesday, September 21, 2022 Regular Board Meeting Knappa High School,
Wednesday, October 6, 2022 Regular Board Meeting, Knappa High School Library.

KNAPPA SCHOOL DISTRICT FACILITY USE RESERVATIONS AND USER RESPONSIBILITIES

Authority for scheduling and approval of facility use is per applicable Board Policies and District Administrative Regulations, namely KG and KG-AR.

Approval for multiple facility rentals must be submitted for approval during the “approval window”, which shall be scheduled by the superintendent prior to August 1 of each year, and generally shall be in mid-August for fall use, late October for winter use, and February for spring use. Once applications are received for the season, the principal, athletic director, secretary, and maintenance director shall review the applications and establish assignments within one week of the application closing date..

INSURANCE

User shall secure and maintain, at its expense, during its use of KSD property, commercial general liability insurance with a company licensed within the State of Oregon. The certificate shall show on its face the following:

1. Knappa School District as the certificate holder
2. Knappa School District as “additionally insured”
3. Property damage in the amount of \$1,000,000 per occurrence
4. Bodily injury liability (to include participants in the activity) in the amount of \$2,000,000 per occurrence
5. A deductible of not greater than \$500.00
6. Insurance Carrier must hold “A:” rating
7. District reserves the right to determine acceptability of carrier
8. Liability insurance shall include and contain mutual waiver of subrogation clause
9. The policy must reflect that it is primary and not contributory with insurance maintained by the District and may not be canceled prior to the conclusion of the event(s).

CRIMINAL HISTORY

User (or anyone associated with the user group) shall not enter KSD property where students are present when they have been convicted, received probation, or deferred adjudication for the following felony offenses: Any offense against a person who was, at the time the offense occurred, under 18 years of age or enrolled in K-12 school;

1. Any sex offense;
2. Any crimes against persons involving:
 - a. Controlled substances; or
 - b. Property
3. Any other offense KSD believes might compromise the safety or students, staff, or property.

USER - ADULT SUPERVISION

Use of KSD facilities (buildings, stadium, etc.) requires adult supervision. User shall provide one adult, 21 years of age or older for each 35 people participating in the event/activity, and one adult for each 100 spectators (minimum of one). If the user only has participants and no other individual, no additional supervisor is necessary.

PARTICIPANT/SPECTATOR CONTROL

User accepts responsibility for overseeing and controlling participants, sponsors, spectators, and visitors that are in or on KSD property as a result or in connection with User's use of KSD property. The following rules must also be enforced by the User at all times:

1. Smoking, vaping, and the use of tobacco products on KSD property, this includes the entire premises
2. Possession and/or use of alcoholic beverages is prohibited on KSD property
3. Firearms, knives, and weapons are not permitted on KSD property, consistent with School Board Policy and Oregon Statute.
4. Participants, sponsors, spectators, and visitors may not walk through or use any other part of the building or its grounds other than that specifically described in this agreement. The restrooms nearest the area described are also allowed with use of the facility.
5. No KSD displays shall be touched or moved
6. Furniture and/or equipment (desk, file cabinets, copier, etc.) shall not be moved without written permission from the site you are renting. KSD personnel will return all items to be moved to their original location. The fee to perform this task will be calculated at the same rate as for the event.
7. User is responsible for providing/enforcing any emergency safety and health equipment/requirements necessary for the event.
8. No activity may occur that may interfere with the safety of others or protection of the facility (this includes throwing baseballs/softballs indoors, climbing on closed bleachers, etc.)

KEYS/ACCESS

The primary point of contact for facility users is the secretary of the respective school. Keys, special needs, and/or any communication should be addressed by contacting them. This includes any necessary setup accommodations.

LEAVE IT AS YOU FOUND IT

Users are expected to return the area of use to its original condition. This includes returning room furniture to their original state, and making sure the facility is left in a clean and orderly condition. Be aware that you will be invoiced for custodial time if a mess is left behind, or furniture/equipment is not returned to its original state.

Knappa School District 4

Code: **KG**
Adopted: 8/18/03
Readopted: 8/19/13
Orig. Code(s): KG

Community Use of District Facilities

Community groups will be permitted and encouraged to use district facilities for worthwhile purposes when such uses do not interfere with district programs.

The following categories have been determined in order of priority for building and grounds usage:

1. Activities directly related to the required K-12 school program, including graduation;
2. Activities related to the extracurricular K-12 school program such as sports and seasonal programs;
3. Community school-sponsored programs such as classes and workshops;
4. Youth-related nonschool activities;
5. Adult-related nonschool activities.

Eligible Organizations

There will be three classifications of nonschool uses of district facilities. These classifications are established for the purpose of determining rental charges and other fees.

1. General: Use must be for purposes that are educational, charitable or of general community interest. Such events must be open to the general public with no admission charged or contributions taken. There shall be no basic charge.
2. Noncommercial: Private nonprofit or community clubs or organizations may use the facilities and be charged for operating costs provided no admission is charged or contributions collected.
3. Commercial: All business or commercial organizations which use district buildings will be considered under this group. Included will be community and locally-sponsored noncommunity groups requesting use of district facilities for fund-raising purposes which are not necessarily devoted to educational, charitable or community interest activities. Admission may be charged or contributions received. Groups of this nature will be charged in accordance with fees approved by the Board.

Use of District Facilities for Private Gain

The use of district buildings and other facilities by any organization operating for private gain, or any purpose involving private gain, will be permitted only when:

1. Such use is sponsored by some organization which is not operated for private gain;
2. Such use will not benefit principally the organization operating for private gain;
3. A worthy educational, civic or charitable purpose will be served;
4. A substantial group in the community will benefit;
5. Alternate facilities are unavailable or available only at undue cost or inconvenience.

Rental Charges and Approval of Use

All district facility rentals will be approved by the superintendent or his/her designee. Fees for the use of district facilities will be determined by the superintendent with the rental charges and personnel fees, revised annually, approved by the Board. A "Building Use Request" must be submitted by the person or group to the school office prior to the use date.

The superintendent will be responsible for specific building-use regulations, except special requests not covered by Board policy.

END OF POLICY

Legal Reference(s):

[ORS 330.430](#)
[ORS 332.107](#)
[ORS 332.172](#)

Cross Reference(s):

EDC/KGF - Authorized Use of District Equipment and Materials
KA/KAA - District-Community Relations Goals and Objectives
KGF/EDC - Authorized Use of District Equipment and Materials
KI - Public Solicitation in District Facilities

Knappa School District 4

Code: **KG-AR**
Revised/Reviewed: 8/18/03; 8/19/13
Orig. Code(s): KG-AR

Community Use of District Facilities

Recognizing that the district has a multi-million dollar investment in its buildings which must be protected and recognizing that certain nonschool activities allow maximum community benefit, the following fee schedule, as amended from time to time, shall be in effect. Only the superintendent may waive the fee. If the fee has been waived the user will still be responsible for any damage.

1. Damage/Cleaning Deposit Schedule

- a. The following damage/cleaning deposits shall be required for Youth Groups –Nonschool Activities.

	Area	Deposit Single Use	Amount Multiple Use
(1)	Gymnasium	\$50	\$100
(2)	Kitchens	\$25	\$50
(3)	Cafeterias/Commons	\$25	\$50
(4)	Classrooms	\$10	\$25
(5)	Fields (softball/baseball/football)	\$50	\$100
(6)	Libraries	\$50	\$100
(7)	Music Rooms	\$50	\$100
(8)	Track	\$25	\$50

- b. The following damage/cleaning deposits shall be required for Adult Groups –Nonschool Activities in buildings and on grounds.

	Area	Deposit Single Use	Amount Multiple Use
(1)	Gymnasium	\$50	\$100
(2)	Kitchens	\$25	\$50
(3)	Cafeterias/Commons	\$25	\$50
(4)	Classrooms	\$10	\$25
(5)	Fields (softball/baseball/football)	\$50	\$100
(6)	Libraries	\$50	\$100
(7)	Music Rooms	\$50	\$100
(8)	Track	\$50	\$100

These deposits are not to be construed as a rental charge. The deposits are a security deposit. All charges for damages and cleaning required after the use by a group or individual shall be assessed against the user's deposit if not included in normal district maintenance. When a user's deposit is exhausted, a new deposit shall be required before continuing use. In the event a user's deposit is exhausted within a term of receipt, the Board or its delegate may require a deposit two times the previous amount. In the event that the deposit is not used, it will be returned to the user.

- c. If field conditions are such that continued use would cause excessive damage or endanger the welfare of the participants, the school/community director and athletic director will determine continued use and alternative fields will be selected. Head coaches will be consulted before a final decision is made.

2. Rental Fee Schedule

- a. In addition to the required deposit, the following rental fees shall be required for Youth Groups – Nonschool Activities.

	Area	Rental Fee
(1)	Gymnasium	No fee
(2)	Kitchens	\$25 each use
(3)	Cafeterias/Commons	No fee
(4)	Classrooms	No fee
(5)	Fields (softball/baseball/football)	No fee
(6)	Libraries	No fee
(7)	Music Rooms	No fee
(8)	Track	No fee

- b. The following rental fees shall be required for Adult Nonschool Activities (for building use only).

	Area	Each Use	
		Weekend Fee	Weekday Fee
(1)	Gymnasium	\$25	\$10
(2)	Kitchens	\$25	\$25
(3)	Cafeterias/Commons	\$25	\$10
(4)	Classrooms	\$5	\$5
(5)	Fields (softball/baseball/football)	\$50	\$25
(6)	Libraries	\$10	\$10
(7)	Music Rooms	\$50	\$25
(8)	Track	\$50	\$25

The Interstate School Leaders Licensure Consortium (ISLLC)

ISLLC's Standards for School Leaders:

1. A school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and professional growth.
3. A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
4. A school administrator is an educational leader who promotes the success of all students by collaborating with families and community members, and mobilizing community resources.
5. A school administrator is an educational leader who promotes the success of all students by acting with integrity, fairness, and in an ethical manner.
6. A school administrator is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.