

Knappa School District No. 4 • Knappa, Oregon 97103

Board of Directors' Work Session

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

Wednesday, April 5, 2023

6:30 p.m.

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

1. **Call to Order -6:30 p.m.**

1.1 Flag Salute

2. **New Business**

2.1 23-27 Budget Committee Interviews-(Interview and motion needed for 3 positions)

1. Kristina Weichal

2. Marc Gendelman

3. Brian Montgomery

2.2 Building Schematic Presentation- (**Pivot Architecture and Fortis Construction**)

2.3 OSBA Policy Review-(**1st Read**-see attached list)

3. **Adjournment**

Next Meetings • Wednesday, April 19, 2023 Regular School Board Meeting 6:30 p.m., Wednesday May 3, 2023 Budget Committee Meeting, Knappa High School Library.

March 2023 Policy Update

EHB – Cybersecurity, Optional – *New*

EHB-AR – Cybersecurity, Optional – *New*

GCBDF/GDBDF – Paid Family Medical Leave Insurance *, *Version 1*, Highly Recommended – *New*

GCBDF/GDBDF-AR – Paid Family Medical Leave Insurance, (*aligns with Version 1 of policy only*), Highly Recommended – *New*

ICB – Religious and Cultural Holidays**, Optional – *New-Dr. Fritz recommends adopting.*

IGBHD – Program Exemptions**, Highly Recommended-**Just reviewed 4/20/22 and there are no changes needed.**

JGE – Expulsion**, Required

KL – Public Complaints*/**, *Version 4*, Highly Recommended –**Have Version 1, Dr. Fritz recommends keeping the current version, the change is the response time from 10 days to 30.**

OSBA Model Sample Policy

Code: EHB
Adopted:

Cybersecurity

{Optional policy. OSBA recommends consulting with your IT professionals prior to adoption.}

The purpose of information security is to protect the confidentiality, integrity and availability of district data as well as any information systems that store, process, or transmit district data, and protect the information resources of the district from unauthorized access or damage.

The underlying principles followed to achieve that objective are:

1. Information Confidentiality: The ability to access or modify information is provided only to authorized users for authorized purposes;
2. Information Integrity: The information used in the pursuit of the district objectives can be trusted to correctly reflect the reality it represents; and
3. Information Availability: The information resources of the district, including the network, the hardware, the software, the facilities, the infrastructure, and any other such resources, are available to support the objectives for which they are designated.

The requirement to safeguard information resources must be balanced with the need to support the pursuit of legitimate district objectives. The value of information as a resource increases through its appropriate use; its value diminishes through misuse, misinterpretation, or unnecessary restrictions to its access.

This policy[and accompanying administrative regulation] applies to all staff and third-party agents of the district as well as any other district affiliate, including students, who are authorized to access district data and to all computer and communication devices and systems that store, process, or transmit district data.

END OF POLICY

Legal Reference(s):

ORS Chapter 192
ORS 332.107

ORS 336.184
ORS 646A.600 - 646A.626

Children's Internet Protection Act, 47 U.S.C. §§ 254(h) and (l); 47 C.F.R. § 54.520.

Children's Online Privacy Protection Act of 1998, 15 U.S.C. §§ 6501 to 6505; 16 C.F.R. § 312.

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. § 99.

Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. § 1320d; 45 C.F.R. §§ 160, 164.

Protection of Pupil Rights, 20 U.S.C. § 1232h; Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. § 98.

OSBA Model Sample Policy

Code: EHB-AR
Revised/Reviewed:

Cybersecurity

{Optional AR.}

Throughout its lifecycle, an information system that stores, processes or transmits district data shall be protected in a manner that is considered reasonable and appropriate, as defined in documentation approved and maintained by the [Information Technology Department], given the level of sensitivity, value and criticality that the district data has to the district.

Individuals who are authorized to access district data shall adhere to the appropriate Roles and Responsibilities, as defined in this administrative regulation.

Roles and Responsibilities

“Designated Information Security Officer (ISO)” means an employee designated by the superintendent to oversee the information security program. The ISO will be a senior-level employee in the district. The responsibilities of the ISO include the following:

1. Developing and implementing a district-wide information security program;
2. Documenting and disseminating information security policies and procedures;
3. Coordinating the development and implementation of required information security training and awareness program for staff and administrators;
4. Coordinating a response to actual or suspected breaches in the confidentiality, integrity or availability of district data and following statutory requirements;
5. Implement Multi-Factor Authentication (MFA) for logins[; and] [.]
6. [Implementing an IT security audit.]

“Data owner” means a management-level employee of the district who oversees the lifecycle of one or more sets of district data. Responsibilities of a data owner include the following:

1. Assigning an appropriate classification to district data;
2. Determining the appropriate criteria for obtaining access to district data;
3. Ensuring that data custodians implement reasonable and appropriate security controls to protect the confidentiality, integrity and availability of district data;
4. Understanding and approving how district data is stored, processed, and transmitted by the district and by third-party agents of the district; and

5. Understanding how district data is governed by district policies, state and federal regulations, contracts and other legal binding agreements.

“Data custodian” means an employee of the [Information Technology Department] who has administrative and/or operational responsibility over district data. In many cases, there will be multiple data custodians. A data custodian is responsible for the following:

1. Understanding and reporting on how district data is stored, processed and transmitted by the district and by third-party agents of the district;
2. Implementing appropriate physical and technical safeguards to protect the confidentiality, integrity and availability of district data;
3. Documenting and disseminating administrative and operational procedures to ensure consistent storage, processing and transmission of district data;
4. Provisioning and deprovisioning access to district data as authorized by the data owner;
5. Understanding and reporting on security risks and how they impact the confidentiality, integrity and availability of district data;
6. Back up data daily; and
7. Force email and domain passwords to expire at least annually.

“User,” for the purpose of information security, means any employee, contractor or third-party agent of the district who is authorized to access District Information Systems and/or district data. A user is responsible for the following:

1. Adhering to policies, guidelines and procedures pertaining to the protection of district data;
2. Reporting actual or suspected vulnerabilities in the confidentiality, integrity or availability of district data to a manager or the [Information Technology Department]; and
3. Reporting actual or suspected breaches in the confidentiality, integrity or availability of district data to the [Information Technology Department].

Classification of Information

Data classification, in the context of information security, is the classification of data based on its level of sensitivity and the impact to the district should that data be disclosed, altered or destroyed without authorization. The classification of data helps determine what baseline security controls are appropriate for safeguarding that data. All district data should be classified into one of three sensitivity levels or classifications: confidential, sensitive and public. In some cases, data could fall into multiple categories, i.e., salaries.

Data should be classified as confidential when the unauthorized disclosure, alteration, or destruction of that data could cause a significant level of risk to the district or its affiliates. Examples of confidential data include data protected by state or federal privacy regulations and data protected by confidentiality

agreements. The highest level of security controls should be applied to confidential data. Examples: student data, evaluation and disciplinary records.¹

Data should be classified as sensitive when the unauthorized disclosure, alteration or destruction of that data could result in a moderate level of risk to the district or its affiliates. By default, all district data that is not explicitly classified as confidential or public data should be treated as sensitive data. A reasonable level of security controls should be applied to private data. Examples: salaries and staff personal contact information.

Data classified as sensitive may be disclosable as public record under Oregon Revised Statute (ORS) Chapter 192. However, the sensitivity level of the data can warrant the assigned data classification and associated safeguard security controls.

Data should be classified as public when the unauthorized disclosure, alteration or destruction of that data would result in little or no risk to the district and its affiliates. Examples of public data include information intended for broad use within the district community at large or for public use. While little or no controls are required to protect the confidentiality of public data, some level of control is required to prevent unauthorized modification or destruction of public data. Examples: board minutes and policies.

{Examples may vary based on the needs of the district.}

Online Services and Applications

District employees are encouraged to research online services or applications to support the pursuit of district objectives. However, district employees are prohibited from installing or using applications, programs or other software, or online systems/websites that store, collect or share confidential or sensitive data, until the ISO approves the vendor and software or service. Before approving the use or purchase of any such software or online service, the ISO, or designee, shall verify that it meets the requirements of all applicable laws, regulations and board policies, and that it appropriately protects district data. This prior approval is required whether or not the software or online service is obtained or used without charge.

Implementation

The [Information Technology Department] is directed to develop operating policies, standards, baselines, guidelines and procedures for the implementation of this administrative regulations to include, but not limited to, addressing data encryption, logical access control, physical access control, vulnerability management, risk management and security logging and monitoring.

Violations of Policy and Misuse of Information

Violations of this administrative regulation include, but are not limited to: accessing information to which the individual has no legitimate right; enabling unauthorized individuals to access information; disclosing information in a way that violates applicable policy, procedure or other relevant regulations or laws; inappropriately modifying or destroying information; inadequately protecting information; or ignoring the

¹ These examples are for IT purposes and may not be consistent with record request and disclosure requirements.

explicit requirements of data owners for the proper management, use and protection of information resources.

Violations may result in disciplinary action in accordance with district policies, procedures and/or applicable laws. Sanctions may include one or more of the following:

1. Suspension or termination of access;
2. Disciplinary action up to and including dismissal; and
3. Civil or criminal penalties.

Employees are [encouraged] to report suspected violations of this administrative regulation to the ISO or to the appropriate data owner. Reports of violations are considered sensitive information until otherwise designated.

OSBA Model Sample Policy

Code: GCBDF/GDBDF
Adopted:

Paid Family Medical Leave Insurance * (Version 1)

{Highly recommended policy. This version is designed for districts who are participating in Paid Leave Oregon (PLO). If the district is using an approved equivalent plan, the district should not adopt this version or use the accompanying administrative regulation. Contributions for PLO begin on January 1, 2023 with benefits available starting September 3, 2023. There is a possibility the Oregon Legislature or the Oregon Department of Employment will change laws prior to the September start date, so the district may choose to wait on adoption. If there are new laws, OSBA will update this sample prior to the effective date. Many districts are bargaining aspects of this leave: policy language should not conflict with language in collective bargaining agreements.}

The district participates in Paid Family and Medical Leave Insurance (PFMLI) and Paid Leave Oregon (PLO)¹. This includes submitting employee and employer contributions to the Employment Department (“Department”) as required by state law.² The district does not administer PFMLI or PLO. All applications and questions should be directed to the Department.

Definitions

1. “Family leave” means leave from work taken by a covered individual:
 - a. To care for and bond with a child during the first year after the child’s birth or during the first year after the placement of the child through foster care or adoption; or
 - b. To care for a family member with a serious health condition.
2. “Family leave” does not mean:
 - a. Leave described in Oregon Revised Statute (ORS) 659A.159 (1)(d) (non-serious health condition of child or school or child care provider closure due to public health emergency);
 - b. Leave described in ORS 659A.159 (1)(e) (death of a family member); or
 - c. Leave authorized under ORS 659A.093 (leave for spouses of members of the military upon deployment or call to active duty).
3. “Family member” means:
 - a. The spouse of a covered individual;
 - b. A child of a covered individual or the child’s spouse or domestic partner;

¹ Paid Leave Oregon is the program developed by the Oregon Department of Employment to administer Paid Family and Medical Leave Insurance.

² The overall contribution will be determined by the Department director, and is initially set at 1 percent (up to \$132,900). *{For districts with 25 or more employees:}* The employer contribution is 40 percent and the employee contribution is 60 percent of this amount. *{For districts with fewer than 25 employees:}* The employee contribution is 60 percent of this amount and the employer contribution is waived. The amount will be set annually by November 15. See ORS 657B.150. *{Districts may agree to pay the employee contribution, see any applicable employment agreements.}*

- c. A parent of a covered individual or the parent’s spouse or domestic partner;
 - d. A sibling or stepsibling of a covered individual or the sibling’s or stepsibling’s spouse or domestic partner;
 - e. A grandparent of a covered individual or the grandparent’s spouse or domestic partner;
 - f. A grandchild of a covered individual or the grandchild’s spouse or domestic partner;
 - g. The domestic partner of a covered individual; or
 - h. Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.
4. “Medical Leave” means leave from work taken by a covered individual that is made necessary by the individual’s own serious health condition.
5. “Safe leave” means related to domestic violence, harassment, sexual assault, stalking and relocation for health and safety reasons as provided in ORS 659A.272.
6. “Serious health condition” means an illness, injury, impairment, or physical or mental condition of a claimant or their family member that:
- a. Requires inpatient care in a medical care facility such as, but not limited to, a hospital, hospice, or residential facility such as, but not limited to, a nursing home or inpatient substance abuse treatment center;
 - b. In the medical judgment of the treating health care provider poses an imminent danger of death, or that is terminal in prognosis with a reasonable possibility of death in the near future;
 - c. Requires constant or continuing care, including home care administered by a health care professional;
 - d. Involves a period of incapacity. “Incapacity” is the inability to perform at least one essential job function, or to attend school or perform regular daily activities for more than three consecutive calendar days. A period of incapacity includes any subsequent required treatment or recovery period relating to the same condition. The incapacity must involve one of the following:
 - (1) Two or more treatments by a health care provider; or
 - (2) One treatment plus a regimen of continuing care.
 - e. Results in a period of incapacity or treatment for a chronic serious health condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity, such as, but not limited to, asthma, diabetes, or epilepsy;
 - f. Involves permanent or long-term incapacity due to a condition for which treatment may not be effective, such as, but not limited to, Alzheimer’s Disease, a severe stroke, or terminal stages of a disease. The employee or family member must be under the continuing care of a health care provider, but need not be receiving active treatment;
 - g. Involves multiple treatments for restorative surgery or for a condition such as, but not limited to, chemotherapy for cancer, physical therapy for arthritis, or dialysis for kidney disease that if not treated would likely result in incapacity of more than three calendar days;
 - h. Involves any period of disability due to pregnancy, childbirth, miscarriage or stillbirth, or period of absence for prenatal care; or
 - i. Involves any period of absence from work for the donation of a body part, organ, or tissue, including preoperative or diagnostic services, surgery, post-operative treatment, and recovery.

Eligibility

1. To be eligible for PLO benefits, an individual must:
 - a. Be an employee of the district³;
 - b. Earn at least \$1,000 in the base or alternate base year⁴;
 - c. Contribute to the PLO in accordance with state law;
 - d. Experience an event qualifying the employee for:
 - (1) Family leave;
 - (2) Medical leave; or
 - (3) Safe leave.
 - e. Submit an application to Department;
 - f. Have not exceeded maximum paid leave for the year; and
 - g. Have no current disqualifications⁵.

Leave

PLO can be used for family leave, medical leave or safe leave. Up to 12 weeks of paid leave can be taken per benefit year.⁶ Leave can be taken in one-day increments and can be consecutive or nonconsecutive.

Any family leave or medical leave taken under PLO must be taken concurrently with any leave taken by an eligible employee under ORS 659A.150 - 659A.186 (OFLA) or under the federal Family and Medical Leave Act of 1993 (P.L. 103-3, FMLA) for the same purposes.

The district will maintain an employee's existing health benefits while the employee is using leave. The employee will be required to pay the employee's contribution to premiums.

END OF POLICY

Legal Reference(s):

ORS 657B

OAR 471-070

³ PFMLI is a state-wide benefit, and not unique to the district. An eligible individual does not need to be an employee of the district in order to be eligible for PFMLI, but this policy only applies to employees of the district.

⁴ Pay could come from another Oregon employer.

⁵ Disqualifications may include eligibility for Workers' Compensation or Unemployment or determination of a willful false statement or failure to report a material fact in order to obtain benefits. See OAR 471-070-1010(1)(h).

⁶ In some pregnancy-related situations, employees may be able to take two additional weeks, for a total for 14 weeks.

OSBA Model Sample Policy

Code: GCBDF/GDBDF
Adopted:

Paid Family Medical Leave Insurance * (Version 2)

{Optional policy. This version is designed for districts providing an equivalent plan instead of using Paid Leave Oregon.}

The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan [has been approved] by the Employment Department.^{1} The district will file the Oregon Quarterly Tax Report as required.

The district will make available a notice poster that outlines the requirements and procedures for the equivalent plan.² This poster will be displayed in each of the district's buildings or worksites in an area that is accessible to and regularly frequented by employees. This poster will be provided³ to remote employees upon hire or assignment to remote work.

END OF POLICY

Legal Reference(s):

ORS 657B.210 – 657B.260

OAR 471-070-2200 - 2460

^{1} Deadlines for the district to file an exemption application can be found on OAR 471-070-2205. Application requirements can be found in OAR 471-070-2210.

² For poster requirements, see OAR 471-070-2330.

³ By hand delivery, regular mail, or through an electronic delivery method.

OSBA Model Sample Policy

Code: GCBDF/GDBDF-AR
Revised/Reviewed:

Paid Family Medical Leave Insurance (PFMLI)

{Highly recommended administrative regulation. This administration regulation is for use only with Version 1 of policy GCBDF/GDBDF.}

Application

Employees may submit applications for Paid Leave Oregon (PLO) to the Oregon Employment Department (“Department”).¹ Applications may be submitted up to 30 days prior to the start of the leave and up to 30 days after the start of the leave.² The Department may require verification from the employee.³ The Department will make all decisions regarding acceptance and denial of an application, including determining the amount of the benefit.⁴ The district cannot accept, file, process or make decisions on applications.

An employee may appeal an approval or denial of claim, the amount of a weekly benefit or a disqualification from receipt of benefits to the Department in accordance with Oregon Revised Statute (ORS) 657B.010 and Oregon Administrative Rule (OAR) 471-070-2220.

Employee Notice to District

If the leave is foreseeable⁵, the employee must provide the district with written notice⁶ at least 30 calendar days prior to the leave.⁷ If the leave is not foreseeable⁸ the employee must give oral notice to the district

¹ For application requirements see ORS 657B.060 and Oregon Administrative Regulation (OAR) 471-070-1100. *{Include link to Department website once available.}*

² Exceptions may be granted when the applicant can demonstrate good cause for late submission.

³ See verification requirements in OAR 471-070-1110 - OAR 471-070-1130.

⁴ The benefit may be less than the employee’s salary. See ORS 657B.050.

⁵ Examples of foreseeable leave include, but are not limited to, an expected birth, planned placement of a child, or a scheduled medical treatment for a serious health condition of the eligible employee or a family member of the eligible employee. See OAR 471-070-1310(1).

⁶ Written notice includes, but it not limited to, handwritten or typed notices, and electronic communication such as text messages and email.

⁷ *{OAR 471-017-1310(5) states “An employer that requires eligible employees to provide a written notice before the eligible employee commences leave, must outline the requirement in the employer’s written policy and procedures.”}*

⁸ Leave circumstances that are not foreseeable include, but are not limited to, an unexpected serious health condition of the eligible employee or a family member of the eligible employee, a premature birth, an unexpected adoption, an unexpected foster placement by or with the eligible employee, or for safe leave.

within 24 hours of the start of the leave, and must provide written notice within 3 days after the start of leave.⁹ The district requests as much advanced notice as possible.

The notice must include:

1. The employee's first and last name;
2. Type of leave;
3. Explanation of the need for leave; and
4. Anticipated timing and duration of leave, including if it is continuous or intermittent.

Notice need only be given one time, but the employee shall notify the district as soon as practicable if dates of scheduled leave change, are extended, or were initially unknown. This notice does not need to mention PFMLI or PLO to satisfy the notice requirements.^{10}

Failure to comply with these notice requirements may result in a penalty imposed by the Department. The Department may reduce the amount of the benefit by 25 percent in accordance with OAR 471-070-1310(9)-(10).

Concurrent Use of District-Provided Paid Leave^{11}

The district [allows] [does not allow] employees to use employer-provided paid leave in addition to receiving PLO benefits to replace an employee's wages up to 100 percent of the eligible employee's average weekly wage. Example:

An employee applies and is approved for PLO for a personal serious medical condition. The Department determines that the rate of pay will be 75 percent of the employee's regular salary. [The employee will not be allowed to use district-provided paid leave (sick, vacation or otherwise) for days that PFMLI is received.] [The employee will be allowed to use available district-provided paid leave (sick, vacation or otherwise) for days that PLO is received, but is limited to only utilizing an amount that increases the employee paid leave to 100 percent of regular payment. In this example, the amount would be 25 percent.]

Return to Work

Upon completion of leave, the employee is entitled to return to the position held in the district prior to the leave, if that position still exists and if the employee had been employed in the district for 90 days prior to taking leave.¹² [*For districts with 25 or more employees:*] If the position no longer exists, the employee is

⁹ If other leave also applies (OFLA, FMLA, etc.), notice requirements for those types of leave may also apply.

¹⁰ {A district requiring written notice must outline the requirements in policy and procedures. A copy of the written policy and procedure must be provided to all eligible employees at the time of hire and each time the policy and procedure changes and in the language that the employer typically uses to communicate with the employee.}

¹¹ {Consider any bargaining requirements prior to adopting this language.}

¹² If the employee's leave also qualifies for OFLA/FMLA protection, see also Board policy GCBDA/GDBDA - Family Medical Leave and its accompanying administrative regulations.

entitled to a position equal to their previous position, with equal benefits, pay and other terms and conditions of employment.] [*For districts with fewer than 25 employees:*] If the position no longer exists, the employee may be placed in a different position with similar job duties and benefits and pay equal to the previous position.]

Communications Between the District and the Department

Upon receipt of an application or update in information from a district employee for PLO, the Department will notify the district. The district may provide additional information to the Department within 10 days. This information may include, but is not limited to, information about the employee's notice to the district or verification of the employee's continued employment with the district. If the district does not report such information to the Department, the Department will proceed using available information. The district can provide additional information to the Department as it becomes available.

If the Department requests additional information from the district, the district will respond within 10 calendar days.

Once the Department has issued a decision regarding an application submitted by an employee of the district, the Department will notify the district regarding the approval or denial and any applicable dates and periods of leave. The district cannot appeal a Department decision.

District Notice to Employees

At the time of hire and each time the policy or procedure changes, the district must provide notice to employees. This notice must be in the language that the employer typically uses to communicate with employees and will include:

1. The right of an eligible employee to claim and receive family and medical leave insurance benefits;
2. The procedure for filing a claim for benefits;
3. That an eligible employee must provide notice to the district before the employee commences leave, and a description of the penalties for failure to comply with the notice requirements;
4. The right of an eligible employee to job protection and benefits continuation;
5. The right of an eligible employee to appeal a decision or determination made by the Department director;
6. That discrimination and retaliatory personnel actions against an employee for inquiring about the PFMLI or PLO, taking leave under the program or claiming PFMLI or PLO benefits are prohibited;
7. The right of an employee to bring a civil action or to file a complaint for violation of ORS 657B.060 or 657B.070; and

8. That any health information related to family leave, medical leave or safe leave provided to an employer by an employee is confidential and may not be released without the permission of the employee unless state or federal law or a court order permits or requires disclosure.¹³

The district will display this notice in an area that is accessible to and regularly frequented by employees in each building or worksite. The district will provide this notice to employees working remotely by hand delivery, regular mail or through an electronic delivery method at the time of hire or assignment to remote work.

District Filings

The district will file the Oregon Quarterly Tax Report, the Oregon Employee Detail Report and any other reports required by law. If the district fails to submit required filings or report, or fails to pay all required contributions, the district may be penalized in accordance with OAR 471-070-8520.

{For districts with fewer than 25 employees:} [The district may apply for an assistance grant.¹⁴]

Employee Protections

No employee or prospective employee will be discriminated or retaliated against for inquiring about PFMLI or PLO, giving notification of leave under PLO, taking PLO leave or claiming PLO benefits. Eligible employees have a right to file a complaint and/or bring a civil action for violations of ORS 657B.060 or ORS 657B.070.

Any health information related to family leave, medical leave or safe leave provided to the district by an employee is confidential and may not be released without the permission of the employee unless state or federal law or a court order permits or requires disclosure.

¹³ Paid Leave Oregon will provide a model notice, <https://paidleave.oregon.gov/DocumentsForms/Paid-Leave-ModelNotice-Poster-EN.pdf> . This policy can also be used as the notice.

¹⁴ See OAR 471-070-3705 - 3710 for eligibility requirements and application.

OSBA Model Sample Policy

Code: ICB
Adopted:

Religious and Cultural Holidays**

{Optional policy. The district could adopt portions of the policy or make changes to better meet the district's needs. If the district adopts this policy, OSBA encourages the district to engage the community to determine what the major holidays are in your community.}

Accommodation for Religious Instruction and Cultural Observance

The district recognizes each student's individual right to free exercise of religion. The district may accommodate students' religious or cultural¹ observance, while neither promoting one religion or culture over another nor preferring religion over non-religion. Specific requests for religious or cultural accommodation should be directed to the student's teacher or principal [in accordance with Board policy IGBHD, Program Exemptions].

Release Time for Religious and Instruction and Cultural Holidays

The district will permit elementary and secondary school students to be released from school each week consistently for religious instruction in accordance with Oregon law [and Board policy JEF - Release Time for Religious Instruction].

Accommodation of Absences for Religious [and Cultural Reasons]

Any student unable to attend classes on a particular day due to religious beliefs [or cultural observance] shall be excused from attendance requirements for that day. No such absence shall be counted against a student in determining eligibility for educational benefits, exclusion from programs, reduction of grades or failure.

Scheduling Around Major Religious and Cultural Holidays

For purposes of this policy, "major religious or cultural holidays"² are holidays, observance of which: (1) is common among adherents of a student's religion or culture; (2) include ritual or worship obligations or practices that cannot reasonably be fulfilled during school activities;³ and (3) fulfillment of such obligations or practices would necessarily conflict with scheduled school activities.⁴

¹ An example of a major non-religious cultural holiday would be the Chinese New Year.

² Districts are encouraged to engage with the community to identify holidays that are observed by students, staff and community members that would be considered major religious or cultural holidays.

³ For example, holiday-related dietary restrictions may still be observed while at school, but group prayer or ritual hymns may not.

⁴ If such obligations occur in the evening, then there would be no constraints on scheduling such activities during the school day, so long as the students will be timely released to engage in such evening activities.

1. Schoolwide and Gradewide Events. Schools should avoid scheduling important events that by their nature cannot be made up (such as picture day, open house, prom, graduation, and Outdoor School) on days that conflict with major religious or cultural holidays that may impact student attendance or participation. Such events shall be scheduled on major religious or cultural holidays only if such scheduling is reasonably necessary to carry out the proper functioning of a school program or course of study, to avoid an unreasonable burden on other students, or if such scheduling is outside the control of school employees.

The district will make a good faith effort to identify major religious or cultural holidays observed in the local community by consulting generally accepted sources of information. Students and families may request that one or more holidays from their religious or cultural tradition be included on the district's list of major religious or cultural holidays under this policy.

2. Field Trips, Co-Curricular and Extra-Curricular Activities. When scheduling other special events such as field trips, try-outs, plays, concerts and major co-curricular and extra-curricular activities, staff must consider the potential for students to experience conflicts on major religious or cultural holidays. Staff will inform students and parents of plans as far in advance as possible, so that conflicts with major religious or cultural holidays can be avoided, if it is possible to do so without making burdensome demands on programs or other students, and otherwise accommodated if not. Parents and students are encouraged to communicate their need for accommodation to the school, for major religious or cultural holidays not already recognized by the district.

The field trip approval process will include a question about scheduling and major religious or cultural holidays. For a field trip to be scheduled on a major religious or cultural holiday, an administrator must review and approve the request. Administrator approval is also required to schedule a major co-curricular or extra-curricular activity on a major religious or cultural holiday when scheduling is within the control of the school or district.

3. Tests and Assignments. Any tests and assignments a student misses because of religious instruction or religious or cultural observances shall be given to the student at another time. Teachers shall provide students a meaningful opportunity and reasonable time to make up missed classwork, tests, quizzes, and final exam reviews, and to complete homework due on that day or the following school day. When scheduling tests, staff must consider the potential for students to experience conflicts on major religious or cultural holidays. Make-up opportunities will not be required of a student on the school day immediately after a student is absent from school to observe a major religious or cultural holiday.
4. Final Exams. Final exams are scheduled based on the district-adopted calendar. The Board should consider the likely resulting exam schedule and possible conflicts with major religious or cultural holidays as they consider calendar options.

Communication

The superintendent will prepare guidelines implementing this policy, including a list of major religious holidays and cultural holidays, which will be communicated to staff. School staff will be informed at least twice per year of dates of major religious or cultural holidays. Parents will be informed at least annually about this policy and their student's right to request accommodation. Information including a list of major religious or cultural holidays will be made available on the district website. Parents are encouraged to communicate their student's need for accommodation to the school.

The superintendent shall reconsider the scope of this policy and recommend changes to the Board as needed if the total number of school days identified as major religious or cultural holidays is likely to impose an unreasonable burden on the district's ability to schedule important school events.

END OF POLICY

Legal Reference(s):

[ORS 336.035\(2\)](#)
[ORS 336.465](#)
[ORS 336.615](#)
[ORS 336.625](#)

[ORS 336.635](#)
[OAR 581-002-0035](#)
[OAR 581-021-0009](#)

[OAR 581-021-0071](#)
[OAR 581-022-2050](#)
[OAR 581-022-2110](#)
[OAR 581-022-2505](#)

OSBA Model Sample Policy

Code: JGE
Adopted:

Expulsion**

{Required policy. ORS 339.250(2) and OAR 581-021-0070 require policies on expulsion.}

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year.

A student may **only** be expelled for the following circumstances:

1. When a student's conduct poses a threat to the health or safety of students or employees;
2. When other strategies to change the student's **conduct/behavior** have been ineffective, except that expulsion may not be used to address truancy; or
3. When required by law.

The use of expulsion for discipline of a student in fifth grade or lower is limited to:

1. Nonaccidental conduct causing serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observations or upon a report from an employee, the student's conduct poses a **direct** threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The age of the student and the past pattern of behavior will be considered prior to imposing the expulsion.

No student may be expelled without a hearing unless the student's parents, or the student if 18 years of age, waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. **By waiving the right to a hearing, the student and parent agree to abide by the findings of a hearings officer.**

{Choose one of the following two options.} [The Board delegates the authority to decide on an expulsion to the superintendent. ^{1} The superintendent may designate another person to handle the potential expulsion, and the superintendent, a designee or another individual may act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer will not be associated with the initial actions of the building administrators. The hearings officer will conduct the hearing and make a final decision regarding the expulsion. A decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review.]

^{1} The Board can retain authority for all expulsions. If the Board chooses not to delegate this authority, any recommendations for expulsion from administration would come to the Board for resolution. The Board would have to meet and determine next steps for all expulsions.

If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At a future meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision.]

OR

[When a recommendation for expulsion is made, the Board will meet and review the recommendation. The Board will hold or arrange for the expulsion hearing unless it has been waived.

If the Board is conducting the expulsion hearing, the Board may designate a Board member or a third party to run the hearing. The superintendent will provide relevant information to the Board, including the superintendent's recommendation and duration on disciplinary action.² This information will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. The Board will make the final decision regarding the expulsion.]

When a recommendation for an expulsion is made and an expulsion hearing is not waived, the following procedure is required:

1. Notice will be given to the student and the parent by personal service³ or by certified mail⁴ at least [five] days prior to the scheduled hearing. Notice shall include:
 - a. The specific charge or charges and the specific facts that support the charge or charges;
 - b. ~~The conduct constituting the alleged violation, including the nature of the evidence of the violation and reason for expulsion;~~
 - e.b. A ~~recommendation for expulsion~~ statement of intent to consider the charges as reason for expulsion;
 - d.c. The student's right to a hearing;
 - e.d. When and where the hearing will take place; and
 - f.e. The student may be represented by counsel or other persons ~~right to representation~~.

~~The Board may expel, or may delegate the authority to decide on an expulsion to the superintendent or superintendent's designee, who may also act as the hearings officer. The district may contract with an individual who is not employed by the district to serve as the hearings officer. The hearings officer designated by the Board will conduct the hearing and will not be associated with the initial actions of the building administrators;~~

2. ~~Expulsion hearings will be conducted in private and will not be open to the general public unless the student or the student's parents request an open session;~~

- 3.2. ~~If a case~~ the parent or student ~~has difficulty understanding~~ does not understand the English language ~~or has other serious communication disabilities~~, the district will provide an interpreter during the

² Evidence may include the relevant past history and student education records.

³ The person serving the notice shall file a return of service. (OAR 581-021-0070)

⁴ When "certified mail is given to a parent of a suspended student, the notice shall be placed in the mail at least five days before the date of the hearing." (OAR 581-021-0070)

hearing translator. All communications will be in a manner that is understandable to the parents and student;

- 4.3. The student shall be permitted to have representation present at the hearing to advise and to present arguments. The representation may be an attorney, and/or parent or other person. The district's attorney may be present;
- 5.4. The student shall be afforded the right to present their version of the events underlying the expulsion recommendation and to introduce evidence by testimony, writings or other exhibits;
- 6.5. The student shall be permitted to be present and to hear the evidence presented by the district;
- 7.6. The hearings officer or the student may record the hearing;
- 8.7. Strict rules of evidence shall not apply to the proceedings. However, this shall not limit the hearings officer's control of the hearing;

9. ~~If the Board is conducting the expulsion hearing, the Board may designate the Board chair or a third party as the hearings officer. The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and student education records. The hearings officer will provide to the Board, findings as to the facts, the recommended decision and whether or not the student has committed the alleged conduct. This will include the hearings officer's recommendation decision on disciplinary action, if any, including the duration of any expulsion. This material will be available in identical form to the Board, the student if age 18 or over and the students' parents at the same time. Following the review by the Board of the hearings officer's recommendation, the Board will make the final decision regarding the expulsion;~~

~~If the Board has delegated authority to the superintendent [or designee] to act as the hearings officer, the superintendent may designate himself, or a third party, as the hearings officer. The hearings officer's decision is final. However, a decision of the hearings officer may be appealed by the parent or the student if age 18 or over to the Board for review. If the decision of the hearings officer is appealed to the Board for review, the findings as to the facts and the hearings officer's decision will be submitted to the Board, and will be available in identical form to the Board, the student and the student's parents at the same time. At its next regular or special meeting the Board will review the hearings officer's decision and will affirm, modify or reverse the decision;~~

10.8. A Board-conducted hearing or a Board review of the hearings officer's decision will be conducted in executive session unless the student or the student's parent requests a public hearing. If an executive session is held by the Board or a private hearing held by the hearings officer, the following will not be made public:

- a. The name of the minor student;
- b. The issues involved, including a student's confidential records;
- c. The discussion;
- d. The vote of Board members, which may be taken in executive session when considering an expulsion.

~~Prior to expulsion, the district must propose alternative programs of instruction or instruction combined with counseling to a student subject to expulsion for reasons other than a weapons policy violation, the~~

district must notify the student and parents of alternative programs of instruction or instruction combined with counseling and document this notification. ~~The district must document to the parent of the student that proposals of alternative education programs have been made.~~

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END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.061](#)
[ORS 336.615 - 336.665](#)

[ORS 339.115](#)
[ORS 339.240](#)
[ORS 339.250](#)

[OAR 581-021-0050 - 021-0075](#)
[House Bill 2514 \(2019\)](#)

OSBA Model Sample Policy

Code: KL

Adopted:

Public Complaints */**

(Version 4)

(This version of sample policy KL does not need an accompanying administrative regulation, it is a stand-alone policy. If this policy is chosen by the Board, recommend delete any other existing complaint procedure.)

{Highly recommended policy. OAR 581-022-2370 requires districts to have a complaint procedure.}

Board members recognize that complaints about schools may be voiced by [employees,] [students,] parents of students who attend a school in the district[,] and persons who reside in the district. [When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.]

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be made to the superintendent.

A person may initiate a complaint by discussing the matter with the [administrator] [principal]. That [administrator] [principal] shall attempt to resolve the complaint within [10] working days of initiation of the complaint with the [administrator] [principal]. If the complainant is dissatisfied, the complainant may file a written complaint with the superintendent within [10] working days of the decision from the [administrator] [principal]. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved after [10] working days of receipt of the complaint by the superintendent, the complainant may appeal to the Board. A written complaint referred to the Board may be considered[at the next regularly scheduled or special Board meeting]. A final written decision regarding the complaint shall be made by the Board within [20] days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The timelines may be extended upon written agreement between the district the complainant.{{1}}

[The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.]

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within [10] working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda [at the next regularly scheduled or special Board meeting]. The Board may use executive session if the subject matter

¹ {{For district information. The district's timeline established by each step of the district's complaint procedure for alleging a violation found in OAR 581-002-0003 must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. However, the district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)}}}

qualifies under Oregon law. The Board shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [340] days of receipt of the request to place the complaint on a Board meeting agenda. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [340] days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [340] days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair should be made directly to [district counsel] [the Board vice chair] on behalf of the Board. The [district counsel] [Board vice chair] shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide, ~~within [20] days,~~ in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within [340] days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

[A complainant must file a complaint within the later of either time limit set below, in accordance with State law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.]

The district's final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a [student,] parent or guardian of a student attending school in the district or a person that resides in the district, and the

complaint is not resolved through the complaint process above, the complainant may file an appeal² to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023 [(See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)].

Charter Schools of which the District Board is a Sponsor

[The district Board, [through its charter agreement with [name of public charter school sponsored by the district board]] [through a board resolution] [through this policy], will review an appeal of a decision reached by the Board of [name of public charter school] on a complaint alleging a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards). A complainant may appeal and will submit such appeal to the [superintendent] [Board chair] on behalf of the district Board within [30] days of receipt of the decision from the public charter school board. A final decision reached by the district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.]

OR

[The district Board, [through its charter agreement with [name of public charter school sponsored by the district board]] [through a board resolution] [through this policy], will not review an appeal of a decision reached by the Board of the [name of public charter school] on a complaint alleging a violation of ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint or Seclusion), ORS 659.852 (Retaliation), or applicable OAR Chapter 581, Division 22 (Division 22 Standards), for which the district Board has jurisdiction, and recognizes a decision reached by the Board of [name of public charter school] as the district Board’s final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 - 581-002-0023.]

Review Process for a Public School Board Complaint Decision

The appeal of a complaint from a public charter school to be reviewed by the district Board will be presented by the Board chair and reviewed by the Board at a Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board will review the appeal and make a decision about appropriate action, which may include, but is not limited to, holding a hearing, requesting information, and recognizing the decision reached by the public charter school board. A decision will be reached, within [20] days, in open session, unless allowed in executive session. A final written decision regarding the appeal shall be issued by the district Board within [10] days. The written decision of the district Board will address each allegation in the complaint and include reasons for the district Board’s decision.]

END OF POLICY

Legal Reference(s):

² An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

³ [If the district Board elects to hear appeals on public charter school complaints for which the district Board has jurisdiction, as decided by statements in the charter agreement, Board policy, or a board resolution, this language is recommended for this policy to delineate the process.]

[ORS 192.660](#)
[ORS 332.107](#)

[ORS 659.852](#)
[OAR 581-002-0001 - 002-0005](#)

[OAR 581-022-2370](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

Knappa School District Bond Projects

Schematic Design

April 3, 2023

TOTAL BUYBACK	\$ 1,081,040
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#	Description	Total COW	Total w/Markup	Priority Order	Incorporated?	Date Inc.
01. Gym						
A	HVAC Cooling	\$ 20,000	\$ 26,229		No	
B	Destratification Fans	\$ 50,000	\$ 65,572		No	
02. Middle School						
A	Covered Connection from Library	\$ 45,000	\$ 59,015		No	
B	Exit Doors from Sixth Grade Rooms	\$ 35,000	\$ 45,900		No	
C	Barn Doors to HUB from Classrooms	\$ 15,000	\$ 19,672		No	
D	Wood Feature Wall in HUB	\$ 50,000	\$ 65,572		No	
03. West Wing Refresh						
A	Interior Refresh in 6th Grade, Behav Support, and Library (Casework, Flooring, Paint)	\$ 85,000	\$ 111,472		No	
B	6th Grade Class 11 Sink Drain Tie-in	\$ 8,000	\$ 10,492		No	
05. Admin Refresh						
A	Interior Refresh (Casework, Flooring, Paint, Ceiling Tile Replacement)	\$ 80,000	\$ 104,915		No	
07. Roof/Waterproofing Renovation						
A	Programming Roofing/Weatherproofing Phase 1 Allowance	\$ 385,971	\$ 506,178		No	
09. Security Vestibules						
A	Security Vestibule Allowance from Programming	\$ 50,344	\$ 66,023		No	

AGENDA

- **Budget**
- **Schedule**
- **Design**
 - **Gym**
 - **Middle School**
 - **HLE**
- **Cost Estimate**

BUDGET

- All in Budget is \$20,919,481

Anticipated Cost Report Knappa SD Renovation

Date Updated: 3/31/2023

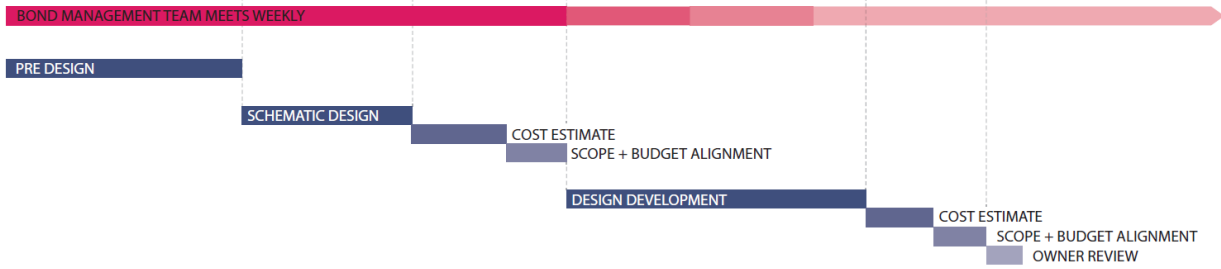
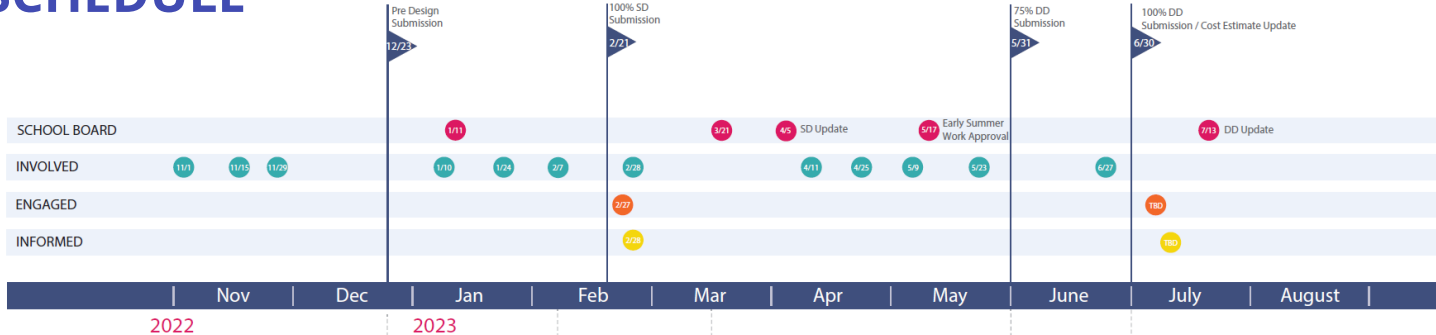


	A	B	A-B = C		A-B = C
Cost Group Cost Code Account Description	Bond Budget	Pre-Design Budget	Variance	Schematic Design Budget	Variance
01 - Construction Sub-total	17,020,617	17,680,704	(660,087)	17,916,990	(236,286)
02 - Other Construction Sub-total	250,000	260,000	(10,000)	260,000	0
03 - Utility Costs Sub-total	50,000	50,000	0	50,000	0
04 - Furniture, Fixtures, and Equipment Sub-total	572,000	555,500	16,500	529,100	26,400
05 - Professional Fees & Expenses Sub-total	910,294	921,631	(11,337)	921,631	0
06 - Miscellaneous Development Costs Sub-total	693,825	268,109	425,716	264,582	3,527
07 - Finance & Interest Costs Sub-total	0	237,971	(237,971)	237,971	0
08 - Owner's Project Contingency Sub-total	1,120,377	957,892	162,485	968,386	(10,494)
Total	20,617,112	20,931,806	(314,694)	21,148,660	(216,854)



- **Current Contingency - \$2,892,000**
 - There was \$3,329,000 at Pre-Design Budget
- **Current scope and budget are \$229,000 over budget.**
 - Design team continues to look for ways to reduce budget while not reducing program.

SCHEDULE



EMMA MULLINS - TEACHER & AD - K-5 TEACHERS AND COACHES
 WENDY MONTGOMERY - 6TH GRADE TEACHER - MIDDLE SCHOOL TEAM
 MIKE RATHFON - HIGH SCHOOL CTE TEACHER - HIGH SCHOOL TEAM
 TAMMY MCMULLEN - HLE PRINCIPAL - ADMINISTRATIVE TEAM
 MARK MONTGOMERY - COMMUNITY AT LARGE
 PARENTS - PARENT REPRESENTATIVE
 STUDENTS - MIDDLE SCHOOL STUDENT REPRESENTATIVE
 CLASSIFIED PERSONNEL - TO BE NAMED
 LIZ JOLLY + LISA GRAHAM - BEHAVIOR SPECIALIST - SPECIAL EDUCATION
 DR. FRITZ - SUPERINTENDENT



INVOLVED



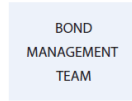
ENGAGED

K-5 TEACHERS AND COACHES
 MIDDLE SCHOOL TEAM
 HIGH SCHOOL TEAM
 ADMINISTRATIVE TEAM
 MIDDLE SCHOOL STUDENTS



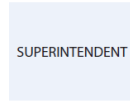
INFORMED

CITIZENS ADVISORY COMMITTEE
 COMMUNITY AT LARGE



BOND
 MANAGEMENT
 TEAM

DR. FRITZ
 ANN GYDE
 ABRAM JENKS
 BOB- MAINTENANCE FACILITIES
 DIANE BARENDSE



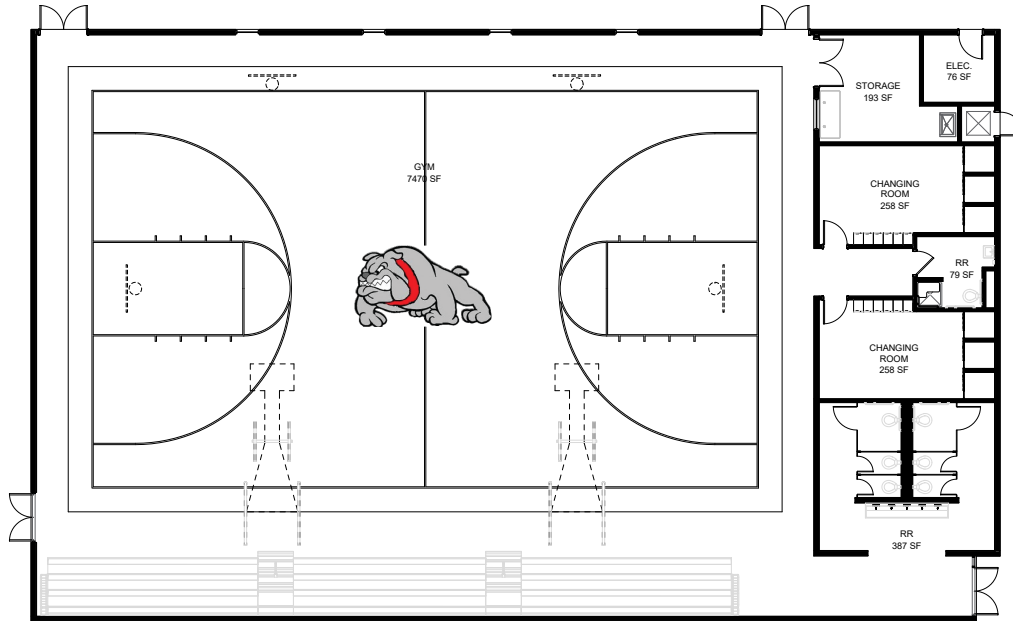
SUPERINTENDENT

DR. FRITZ

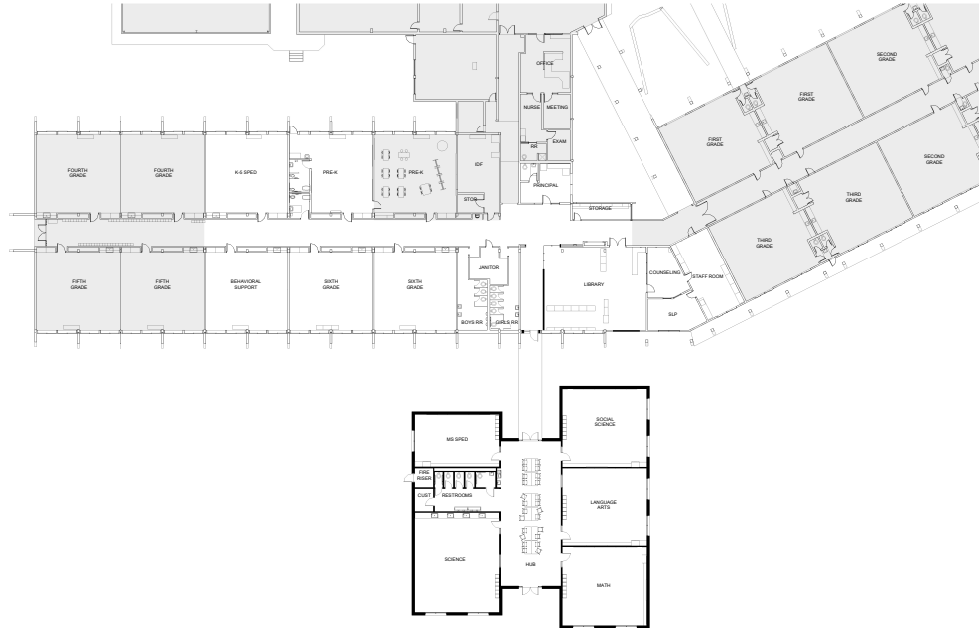
DESIGN - OVERALL



DESIGN - GYM FLOOR PLAN



DESIGN - MIDDLE SCHOOL FLOOR PLAN



DESIGN - GYM AND MIDDLE SCHOOL PERSPECTIVES



MODIFIED GYM AND MS PERSPECTIVE
KNAPPA SD BOND PROJECTS

SHT #: P058

3/03/28/23

COST ESTIMATE

Schematic Design	Programming
EST. No: 02, Rev. 01	EST. No: 01, Rev. 00
28-Mar-23	13-Jan-23
31,625 sf	29,000 sf

Description	Total	\$/sf	Total	\$/sf	Variance
01. Gym	\$ 5,119,347	\$561.33	\$ 4,858,198	\$464.45	\$261,149
02. Sector A - Middle School Wing	\$ 3,709,239	\$545.48	\$ 3,322,705	\$389.90	\$386,534
03. Sector B - West Wing Renovation	\$ 7,675	\$1.62	\$ 385,971	\$101.68	(\$378,296)
04. Sector B - Pre-K Classroom	\$ 275,822	\$145.17	\$ 226,548	\$221.67	\$49,274
05. Sector C - Admin Space Renovation	\$ 65,692	\$17.52	\$ 159,423	\$60.16	(\$93,731)
06. Remove Portables	\$ 57,562	\$10.86	\$ 41,953	\$7.92	\$15,609
07. Roof/Waterproofing Renovation	\$ -	\$0.00	\$ 385,971	\$20.31	(\$385,971)
08. ESSER Grant Upgrades	\$ 478,268	\$8.54	\$ 478,268	\$8.54	\$0
09. Security Vestibules	\$ -	\$0.00	\$ 50,344	\$143.84	(\$50,344)
10A. Phase 1 GC's/SR's	\$ 153,022	\$4.84	\$ 146,617	\$5.06	\$6,405
10B. Phase 2 GC's/SR's	\$ 1,407,665	\$44.51	\$ 1,400,126	\$48.28	\$7,539
Fire Line	\$ 714,790	\$768.59	\$ -	#DIV/0!	\$714,790
Soccer Field	\$ 67,200	\$3.50	\$ -	#DIV/0!	\$67,200
SUBTOTAL	\$ 12,056,281		\$ 11,456,124		\$600,157
MARKUPS					
Design & Estimating Contingency	7.0% \$ 843,940	\$26.69	10.0% \$ 1,145,612	\$39.50	(\$301,673)
Escalation	8.0% \$ 1,032,018	\$32.63	10.3% \$ 1,297,979	\$44.76	(\$265,961)
Construction Contingency	5.0% \$ 696,612	\$22.03	5.0% \$ 694,986	\$23.97	\$1,626
All Risk Insurance	0.8% \$ 109,716	\$3.47	1.0% \$ 145,947	\$5.03	(\$36,231)
Sub Default Insurance	1.3% \$ 191,601	\$6.06	1.3% \$ 191,628	\$6.61	(\$27)
Contractor Bond	0.8% \$ 119,441	\$3.78	0.8% \$ 119,458	\$4.12	(\$17)
Early Design & Preconstruction	6.0% \$ 749,046	\$23.69	6.5% \$ 748,046	\$25.79	\$1,000
Permit Design & Construction Ad	10.3% \$ 1,297,710	\$41.03	11.3% \$ 1,296,710	\$44.71	\$1,000
Fee / Insurance	4.8% \$ 820,626	\$25.95	4.8% \$ 820,632	\$28.30	(\$6)
TOTAL CURRENT ESTIMATE	\$ 17,916,990	\$566.55	\$ 17,917,122	\$617.83	(\$132)

COST ESTIMATE - VE EXPLORATIONS

Gymnasium

- Change mezzanine from SOMD to wood frame
- Reduce the Mechanical Mezzanine by 50%
- Replace the Brick Veneer with Formed Metal Panel
- Change to sloped PVC Roof
- Remove Divider Curtain
- Replace DX AHU's with Heat Only AHU
- Reduce gym size by 850 sf (New Layout - Eliminates Office)
- Reduce gym size by 200 sf by reducing bleacher depth
- Reduce gym size by 200 sf by reducing gym overrun
- Reduce Wall Tile Height to 6" AFF
- Structure Type Changed from CMU to Wood Shear
- Structure Type Change to PEMB
- Eliminate Sprinklers
- Eliminate NE Vestibule Canopy, reduce NW canopy by 50%, eliminate fin walls
- Eliminate Middle Concrete Stair and replace Walk Path with Mow Strip and Grass
- Walls Pads changed to FFE
- Reduce acoustical panel cost (cost or sf)
- Eliminate 2nd mechanical zone for office/changing rooms
- Eliminate Destratification
- Reduce gym windows by 25%
- Make Bleachers an Alternate
- Reduce roof pitch to 1:12
- TVD Landscaping Savings
- TVD Plumbing Savings
- TVD Mechanical Savings
- TVD Electrical Savings
- TVD Sitework Savings

Middle School

- Eliminate Barn Doors, Add Back Storefront
- Replace Metal Roof with PVC Roof
- Reduce Storefront by 50%
- Reduce Casework by 25%
- Remove Feature Wall in HUB
- Replace Marker Boards with Standard MB
- Remove Sinks from Non-Science Classrooms, Add Sink in HUB
- Remove Sinks from Science Classrooms
- Eliminate Brace Frame
- Eliminate Column and Beam at Door Opening
- Move MS Play Area and Incorporate with Walk Path to HLE
- Eliminate Site Concrete Walkpaths West of MS
- VE HVAC Option
- Reduce Wall Tile Height to 6" AFF
- Use L1-ALT 2 Alternative Fixture Selection
- Remove non-storefront steel columns, add Shear Walls
- Remove occ sensors from outlets
- TVD Landscape Savings
- TVD Electrical Savings
- TVD Sitework Savings
- Change to Detached Middle School, Add Hallway to Exterior and Keep Rest of Interior as is

West Wing

- Reduce Scope to Refresh Only
- Move Refresh Scope to Buyback List

Pre-K

- Eliminate Storage Room / IDF Cooling
- Eliminate Pre-K Exterior Door

Admin

- Reduce Scope to Refresh Only and Moving Tammy in to old Staff Room
- Move Refresh Scope to Buyback List

Roof/Exterior Building Envelope Upgrades

- Reduce Roof Replacement SF back to Original Allowance
- Move Roof / Waterproofing Renovation to Buyback List

Security Vestibules

- Turn Security Vestibule to Alternate

Soccer Field

- Remove irrigation, simplify drainage

COST ESTIMATE - BUY BACK LOG

TOTAL BUYBACK

\$

1,081,040

#	Description	Total COW	Total w/Markup	Priority Order	Incorporated?	Date Inc.
01. Gym						
1	HVAC Cooling	\$ 20,000	\$ 26,229		No	
2	Destratification Fans	\$ 50,000	\$ 65,572		No	
02. Middle School						
1	Covered Connection from Library	\$ 45,000	\$ 59,015		No	
2	Exit Doors from Sixth Grade Rooms	\$ 35,000	\$ 45,900		No	
3	Barn Doors to HUB from Classrooms	\$ 15,000	\$ 19,672		No	
4	Wood Feature Wall in HUB	\$ 50,000	\$ 65,572		No	
03. West Wing Refresh						
1	Interior Refresh in 6th Grade, Behav Support, and Library (Casework, Flooring, Paint)	\$ 85,000	\$ 111,472		No	
2	6th Grade Class 11 Sink Drain Tie-in	\$ 8,000	\$ 10,492		No	
05. Admin Refresh						
1	Interior Refresh (Casework, Flooring, Paint, Ceiling Tile Replacement)	\$ 80,000	\$ 104,915		No	
07. Roof/Waterproofing Renovation						
1	Programming Roofing/Weatherproofing Phase 1 Allowance	\$ 385,971	\$ 506,178		No	
09. Security Vestibules						
1	Security Vestibule Allowance from Programming	\$ 50,344	\$ 66,023		No	

CONSTRUCTION SCHEDULE

- Phase 1 - June 2023 (Completed by end of August 2023)
 - Pre-K Classrooms & Restrooms
 - Site Rough Grading
 - Playgrounds (Partial Equipment)
- Phase 2 - January 2024
 - Middle School Addition (Completed by early September 2024)
 - West Wing Renovations (Completed by early September 2024)
 - Gymnasium (Completed by late December 2024)
 - Site Walk Paths, Soccer Field, Landscaping, New Fire Line (Completed by late February 2025)
- Phase 3 - December 2024 (Pending Funding Approval)
 - Extend Fire Line Loop (Completed by end of February 2025)
 - Full Sprinkler System in Hilda Lahti (Completed by end of August 2025)
 - Full Sprinkler System in Knappa High School (Completed by end of August 2025)