

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

6:30 p.m.

1. **Call to Order** – Chair Ed Johnson-6:30 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
4. **Communications and Hearing of Interested Parties**

*The Board welcomes visitors to our meetings, and values comments from district patrons that improve the quality of education for students. The Board, at their discretion, will recognize comments from the audience. We must require, however, that complaints be directed through the administration for resolution. Comments made during this session must be free of abusive language, personal attacks on district personnel, and not directed towards any department which, due to its low staffing, would amount to an attack by in affect naming district personnel. We also ask that presentations be limited to (3) minutes.*
5. **Superintendent Report-Dr. Fritz**
6. **New Business**
  - 6.1 **Klosh Group**-(22-25 Bond Services Contract-motion needed)
  - 6.2 **2023 Type A Micro-Bird-** (motion needed)
7. **District Reports**
  - 7.1 **Financial Report-** (motion needed)
  - 7.2 **SPED Report-Brittany Norton**
  - 7.3 **School Reports**
    - Hilda Lahti Elementary/Middle School
    - Knappa High School
8. **Board Member Reports and Future Agenda Items**

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

Knappa School District No. 4 • Astoria, Oregon 97103

*The Knappa School District will Inspire all learners to Achieve  
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**Board of Directors' Regular Board Meeting**

Wednesday, November 16, 2022

**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
  - 1.1 Flag Salute-6:30 p.m.

**Recognize Fall Athletics!**

Paul Isom the AD introduced the fall athlete teams. He stated all three teams made it to playoffs this year. Cross Country won stated for the 1<sup>st</sup> time in Knappa history!

Johnson congratulated all the coaches and teams for a great season.

2. **Consent Agenda- (Motion for approval needed)**
  - 2.1 Minutes from the October 19, 2022 Regular Board Meeting, and November 2, 2022 Work Session
  - 2.2 Personnel Update
  - 2.3 OSBA Policy Update- (Second Reading)
  - 2.4 Amendments to Design Build Contract
  - 2.5 Loyalty Incentive for staff and MOU with KEA

Isom asked for clarification on the loyalty incentive. Isom moved to approve as presented, Bangs seconded, moved to vote approved unanimously.

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

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*amount to an attack by in affect naming district personnel. We also ask that presentations be limited to (3) minutes.*

Nothing at this time.

4. **Superintendent Report**-Dr. Fritz reviewed his report that was included in the board packet. The design/build team met and started working on details for the new build. The home softball dugout will be done for this season and the other will be completed next year.

McMullen stated that Play Works was here and helped us with a reboot with our recess time. They introduced new games, and have helped with our indoor recess as well. Johnson asked if there will be follow-up, McMullen stated yes, and we have still have access to all of the online conduct.

The Zu Zu African Acrobats performed for the district today, it was a first assembly with all students and enjoyed by all.

Michelle form Wickiup Water requested a letter of support to access a water site on Hampton Property. Fritz would like the board to have input and suggested inviting Wickiup Water to the next board meeting to discuss.

Sunset Lake Construction will do the dugouts with the help of our CTE class.

Isom stated that there was a tragic accident, at the Knappa junction involving a past graduate, there is some work starting with ODOT to look at speed reduction and more safety. He stated there will be a meeting here soon with ODOT looking at possible solutions, he would like the board to look at a letter of support, and the superintendent for change on Highway 30 to reduce accidents. No discussion.

## 5. **New Business**

5.1 **2022 OSBA Legislative Priorities and Principles**- (motion needed)-Isom stated he is not in support of OSBA, Bangs stated in the past they have taken no action or abstained. No action taken.

5.2 **K-5 Supplemental Health Curriculum**- (motion needed)-Fritz stated the adoption of the supplement curriculum has been a long process, we have adopted health curriculum at all levels. His recommendation would be to adopt the curriculum and it will be introduced in the spring. Finn asked about the opt out, what does it look like, she is hoping the parents get a good sense of what the curriculum is so they can make an informed decision. We are looking at the option to opt out by lesson or the whole curriculum. Jasper will it be sprinkled across the year or two weeks in the spring, Fritz stated it would probably be 2-3 days a week in the spring. There is no penalty for a student that opts out, Jasper asked where would the kids go that opt out since we are teaching K-8, McMullen, stated the library will be used, and she will be working on navigating that with staff. Bangs moved to adopt the supplemental K-5 curriculum with the flexibility of the superintendent to work on the remaining questions, Finn seconded, moved to vote, approved unanimously.

5.3 **Work Session February 8, 2023**- (motion needed)-Fritz stated in looking at the bond planning process, we may need to have a meeting to discuss the process, Finn moved to approve a work session in February, Jasper seconded, moved to vote, approved unanimously.

## 6. **District Reports**

6.1 **Financial Report-** (motion needed)-Barendse reviewed the financial report that was included in the board packet, she had the ESD recalculate the payroll expenditures, we should be getting our first timber payment soon and we are waiting to see what the reduction from that may be. Isom asked which column she worked with them, she stated only payroll costs were recalculated, they didn't have them encumbered, health costs came down and we have a few staff that just started or will start soon. Isom would like to know how we have spent this year's budget compared to last year at this time frame and what we have budgeted on a monthly basis. Discussion followed. Isom moved, Finn seconded, moved to vote, approved unanimously.

### 6.2 **Superintendent Reports**

- Hilda Lahti Elementary/Middle School
- Knappa High School

No discussion.

Isom asked about the elementary transitions and the possible blended classroom, Discussion followed.

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

**Finn**-nothing at this time.

**Jasper**-nothing at this time.

**Isom**-nothing at this time.

**Bangs**-liked to see Play Works in action, hopes it sticks.

**Johnson**-nothing at this time.

**Adjourn-8:03 p.m.**

**Next Meetings** • Wednesday, December 14, 2022 Regular School Board Meeting 6:30 p.m., January 18, 2023 Regular School Board Meeting, Knappa High School Library.

Knappa School District # 4

**Changes of Employee Status  
December 14, 2022**

**The Superintendent recommends accepting the following:**

The hiring of Mike Oien as the MS BBX Coach

The hiring of Ashley Gaffney as the K-8 PE Teacher

The retirement of Patti Whiteside as a HLE PA Effective January 13, 2023

**28 years of service!**

\*\*\*\*\*

## **Superintendent Report**

### **December 14, 2022**



#### **Capital Projects & Bond Work.**

Last week, our contractor did the demolition of the “home” softball dugout and is now in the process of preparing the larger slab for pouring. In January, 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 are slated to arrive near the end of winter break. Once a more specific date is known, they will be installed and the temporary units will be removed.

The design/build team had its second meeting last week and the architects are beginning work on schematic design for the middle school, gym, and elementary school remodel. They are also working on pricing estimates for the HVAC work at HLE, fire suppression systems, and the preschool facility.

Next 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).

**Community Survey & District Improvement Plan.**

The climate survey of students, parents, and employees is almost complete. The information provided will be reviewed by our instructional council (KIC) and strategies will be developed for improvement and inclusion in our district improvement plan (integrated guidance).

Knappa School District was highlighted in the NWRESD newsletter for engagement strategies used at the last Superintendent's Chat.

**School Buses.**

We anticipate delivery of our next large bus by April. In the last few days, we were able to make application for one more DEQ grant for the replacement of Bus 4 (the small bus we use for preschool and some athletic teams). Assuming we get this grant (in the amount of about \$32,000) we will be ordering the bus (after Board approval) and also should take delivery in April.

**Music.**

At the Board meeting tonight, you will get to hear music prepared by our students and Mr. Hughston. This is a preview for the concert that will occur on December 15 at 7pm in the HLE Cafeteria. All are welcome. Please come to enjoy holiday themed music performed by students in all of our performing groups.

**Staffing.**

At the start of January, all positions within the Knappa School District will be filled, with the exception of a recent retirement opening for a program assistant. We are thankful to our community for stepping up and applying for openings to help our students.

**Mathematics Materials.**

The state just released the list of approved materials for mathematics instruction. Ms. Palenske will be leading our teachers and community to narrow down materials for our targeted consideration.



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

☐ Policy  
☒ Financial  
☐ Discussion

☐ Vision & Goals  
☐ Information  
☐ Resolution

☒ Bond

**Item Title: Approval of Contract Extension for Bond Project Management**

**Presenter: Dr. Fritz**

**Background Information Related to this Issue:**

Last spring, the district conducted a publicly advertised RFQ process to procure project management services (aka “Owner’s Representative) for bond work.

The initial contract was for a period ending in December 2022, and the cost was below the Superintendent’s authorized spending authority (Approximately \$42,000 has been spent to date).

As the district moves to the next phase of the project, the district will continue to need these services. The owner’s representative provides oversight for the design/build work, and provides essential knowledge and expertise to the school district regarding the technical aspects of the project – expertise that the District does not have “in house.”

The estimated maximum cost of the contract is \$570,381 which is 2.8% of overall project cost. For a point of reference, last spring, when the Board was having early discussions about whether to engage an owner’s rep or not, we were discussing a potential cost of 5%.

This expense is part of the “soft cost” portion of the budget and the investment will prevent mistakes, owner risk, and potential fee escalation.

The original contract is provided to the Board as a courtesy. It was reviewed by counsel at the time of agreement.

**Background (con't)****Financial Impact:**

The estimated maximum cost of the services is \$570,381, which is within the soft cost scope of the bond plan.

**Recommended Action:**

It is the recommendation of the Superintendent that the Board authorize the attached contract extension for Project Management Services with Klash Group.



December 10, 2022

**Knappa School District**

**William Fritz, Superintendent**

41335 Old Highway 30  
Astoria, OR 97103

*RE: Knappa School District – Capital Bond Project – Change Order #01*

Dear William,

Thank you for continuing to choose Klosh Group to provide management services. We appreciate the opportunity to serve your team and strive to deliver with excellence, keeping your objectives in mind for each project. We are committed to providing you with the highest quality and most efficient project management and administrative services.

Proposal includes the scope of work outlined in:

- Exhibit A - Scope of Services
- Exhibit B – Staffing Plan
- Exhibit C - Labor Rates & Reimbursables
- Exhibit D - Project Schedule

We value our ongoing relationship with the Knappa School District and thank you for your continued trust and support. We welcome the opportunity to review the proposed scope with you as needed.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Caldwell". The signature is fluid and stylized, with a long horizontal stroke extending to the right.

Jeff Caldwell, President

Klosh Group, Inc.

4854A SW Scholls Ferry Road | Portland, Oregon 97225

## SIGNATURES

By signing, both parties agree to the work outlined in the following exhibits, and all terms and conditions for the completion of this work are bound by the Professional Services Agreement dated May 17, 2022, with respect to the Knappa School District Capital Bond Project located at the Knappa School District, 41535 Old Highway 30 Astoria, OR 97103.

### CLIENT

KNAPPA SCHOOL DISTRICT

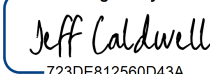
\_\_\_\_\_  
William Fritz, Superintendent

\_\_\_\_\_  
Date Signed

### CONSULTANT

KLOSH GROUP, INC

DocuSigned by:

  
723DE812560D43A

\_\_\_\_\_  
Jeffrey Caldwell, President

12/10/2022

\_\_\_\_\_  
Date Signed



## EXHIBIT A – SCOPE OF SERVICES

Scope of Services to the Professional Services Agreement dated May 17, 2022, with respect to the Knappa School District Capital Bond Project located at the Knappa School District, 41535 Old Highway 30 Astoria, OR 97103.

### **1.0 General Administration** - Consultant will provide overall project management services including:

- 1.1 Understanding, developing, and assisting in managing the project objectives
- 1.2 Attending and providing consult at owner update meetings
- 1.3 Overseeing, advising, and reporting on the project budget
- 1.4 Tracking, documenting, and driving for resolution of project issues
- 1.5 Developing, managing, and driving the project schedule
- 1.6 Reviewing and recommending disposition of invoices

### **2.0 Programming, Planning, Design** – Consultant shall oversee and assist in the programming and design phase including:

- 2.1 Oversee design team progress and provide feedback, direction, and leadership in alignment with project objectives
- 2.2 Facilitate resolution of project issues
- 2.3 Monitor and drive design schedule to ensure design deliverables are achieved
- 2.4 Facilitate and drive the budget and scope alignment process
- 2.5 Oversee and assist design team in securing jurisdictional approvals, permits and coordinate with the necessary agencies as needed

### **3.0 Construction** – Consultant shall oversee the construction phase to monitor progress, risks, and assist in driving schedule and facilitating the change management process. These services include:

- 3.1 Attending and overseeing the Owner-Developer meetings
- 3.2 Monitoring construction progress and facilitating resolution of issues, making recommendations to Owner as needed
- 3.3 Reporting on issues to Owner for advisement and direction as needed
- 3.4 Facilitating change orders, reviewing, making recommendations
- 3.5 Oversee special inspections, including recommending vendors, developing scope of special inspection services, reviewing proposals, reviewing reports generated from the special inspectors, and advising Owner during execution of those services. Special inspections include any structural and/or soils monitoring required by the Engineer of Record. Commissioning oversight is not included at this time as it is not understood to be needed currently.
- 3.6 Facilitate and oversee the FF&E procurement and planning process to ensure schedule is maintained
- 3.7 Lead, monitor, and guide the communication culture among the team
- 3.8 Provide guidance and advisement to Owner on risks, exposures, and issues

### **4.0 Move-in** – Consultant shall advise and assist Owner with planning and scheduling the necessary activities and vendors to ensure the move process occurs on schedule, including:

- 4.1 Assist in the development of a move schedule working with Owner's move representative
- 4.2 Procure and oversee move vendors
- 4.3 Provide advice and leadership to ensure a successful move-in



**5.0 Close-out** – Consultant shall oversee and monitor the progress of obtaining all the necessary jurisdictional approvals and substantial completion certifications. This service includes:

- 5.1** Performing the necessary job walks to monitor progress
- 5.2** Securing copies of all necessary documentation
- 5.3** Driving final schedule activities such as punch list items
- 5.4** Assist and advise Owner of any warranty issues



**EXHIBIT B – LABOR RATES & REIMBURSABLES**

**1.0 Hourly Rates** – The following hourly rates shall apply to the duration of the Change Order.

Classification	Hourly Rate 2023	Hourly Rate 2024	Hourly Rate 2025
Project Executive	212	218	225
Senior Project Manager	191	197	203
Project Manager	170	175	180
Project Coordinator	138	142	146

**2.0 Materials**

- 2.1** Reimbursable expenses will be billed at actual cost plus a 10% processing fee monthly. This is in addition to the estimated labor hours for the project.
- 2.2** Reimbursable expenses may include but are not necessarily limited to cell phone charges for staff assigned to the project, computer programs, delivery charges, messenger charges, postal fees for project-related costs, reproduction (printing, copying) and any project-related travel expenses (overnight stay, mileage, transportations, airfare, subsistence).



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**EXHIBIT C – PROPOSED STAFFING PLAN**

Proposed Staffing Plan assumes construction beginning May 2023 and completing in June 2025.

***Knappa School District Construction Thru Closeout***  
***Klosh | Proposed Staffing Plan***



December 9, 2022

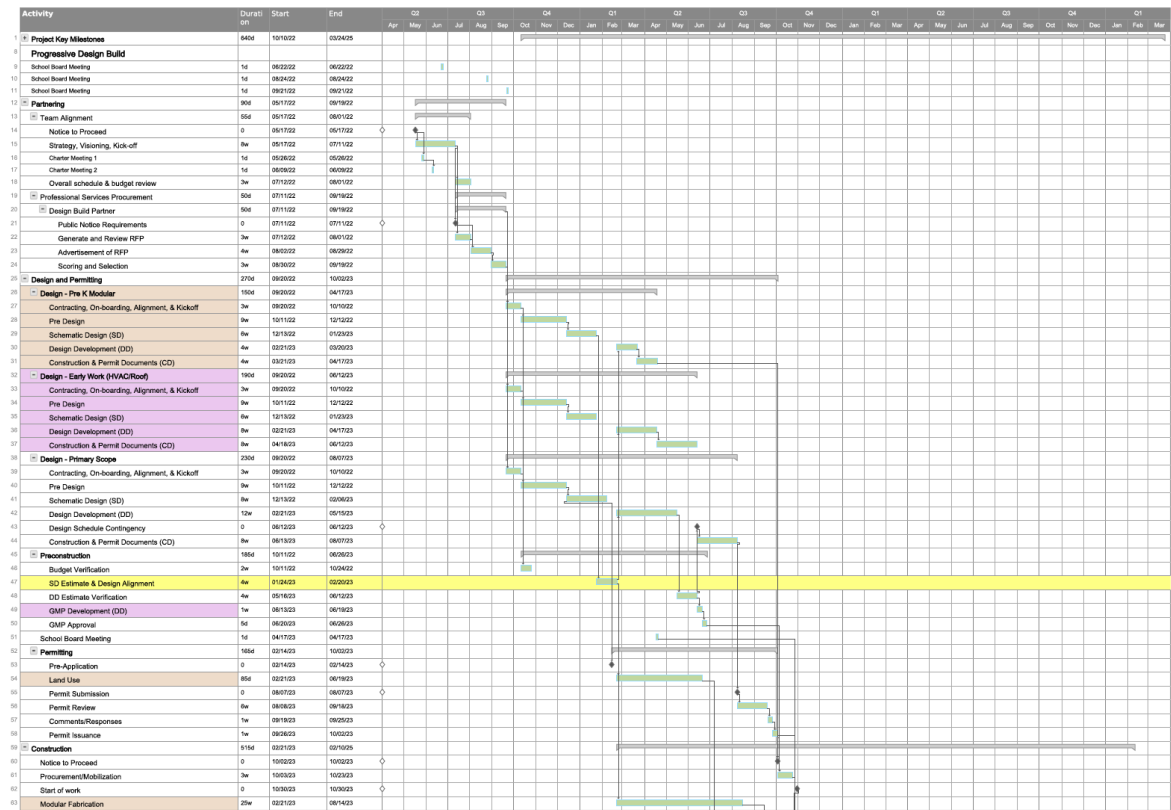
General Administration	2022	2023	2024	2025	Staffing Totals
Project Executive - Jeff Caldwell	\$0	\$5,088	\$5,232	\$900	<b>\$11,220</b>
Sr. Project Manager - Abram Jenks	\$0	\$84,040	\$75,648	\$32,480	<b>\$192,168</b>
Project Manager - Ann Gyde	\$0	\$89,760	\$161,000	\$41,760	<b>\$292,520</b>
Project Coordinator/Administrator - Stephanie	\$0	\$14,352	\$13,774	\$14,162	<b>\$42,288</b>
Total by Years	\$0	\$193,240	\$255,654	\$89,302	<b>\$538,196</b>
					<b>FEE PROPOSAL</b>
Per Diem Expenses	2022	2023	2024	2025	Staffing Totals
Klosh Group Per Diem Expenses	\$0	\$11,900	\$14,280	\$6,005	<b>\$32,185</b>
					<b>FEE PROPOSAL</b>
Staffing & Per Diem Expenses	2022	2023	2024	2025	Staffing Totals
Klosh Group Staffing & Per Diem Expenses	\$0	\$205,140	\$269,934	\$95,307	<b>\$570,381</b>
					<b>FEE PROPOSAL</b>





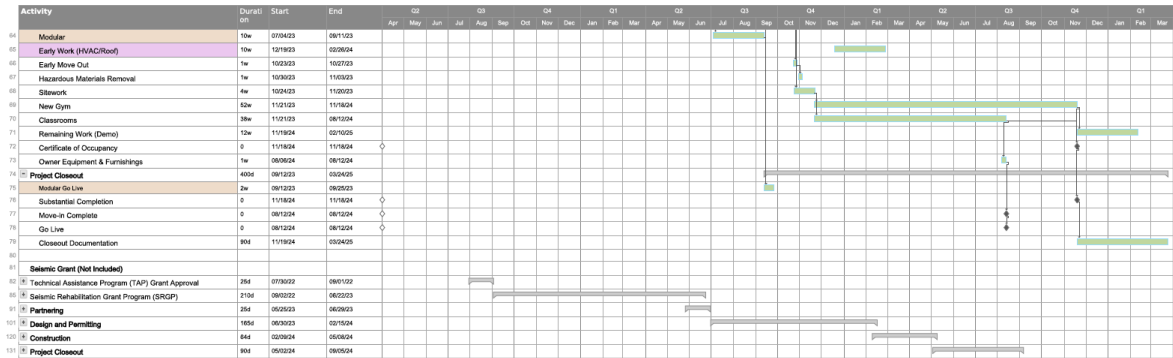
EXHIBIT D – PROPOSED SCHEDULE

Knappa School District Project Schedule



Exported on December 9, 2022 2:48:42 PM PST

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

☐ Policy  
☒ Financial  
☐ Discussion

☐ Vision & Goals  
☐ Information  
☐ Resolution

**Item Title: School Bus Purchase**

**Presenter: Dr. Fritz**

**Background Information Related to this Issue:**

The School Board allocates resources annually for the purchase of new school buses to replace older units in the district's fleet.

Western Bus Sales bids buses through the Eugene School District and Knappa is able to "piggy back" on that pricing.

Our goal is to replace bus 4, which is a 2003 mini-bus that we use to transport preschoolers, students who receive special education services, and some small groups (like small athletic teams). It is a 14 passenger bus. The bus is a Type A Micro-Bird with a Ford Transit Chassis and a Micro Bird body.

The new bus cost is \$105,408.00 Because this is a stock bus, we can get delivery in April 2023. It runs on unleaded gasoline fuel.

This bus qualifies for a \$31,622 Oregon DEQ grant to offset the cost of purchase, given that we will be retiring a bus that is less efficient and has higher emissions.

Thus far, the district has been able to gain approximately \$170,000 in rebates for bus purchases from DEQ.

**Background (con't)****Financial Impact:**

The purchase price is \$105,408 which will be offset by a \$31,622 grant, making the net cost \$73,786. This purchase is within the planned budget for vehicle purchase and replacement (given the rebates that we have and will receive)

**Recommended Action:**

It is the recommendation of the Superintendent that the Board authorize purchase of the Blue Bird bus as described above, and that the Board grant the superintendent authority to spend up to \$106,000 for the bus.



# NEW BUS PROPOSAL

30355 S.E. Highway 212  
Boring, Oregon 97009  
(800) 258-2473 westernbus.com

Quote Date		Revision Date		Sales Consultant & Phone	
12/6/2022		12/6/2022		SARAH JONES (503) 905-0011	
Customer/District #					
STOCK TYPE A T-SERIES MICRO BIRD T-SERIES 5-ROW - 14 PASS - 22G083-84 - QUOTED TO KNAPPA SD					
Contact Name			Title		
DR. WILLIAM FRITZ			SUPERINTENDENT		
Address		City	State	Zip	
41535 OLD HWY 30		ASTORIA,	OR	97103	
Phone		Email			
(503) 458-6056		<a href="mailto:fritzw@knappak12.org">fritzw@knappak12.org</a>			
Purchase QTY	Model Year	Wheelbase	Estimated Delivery		
1	2023	156"	60-90 DAYS ARO		
Bus Type		Chassis Make & Model		Body Make & Model	
TYPE A SCHOOL BUS		FORD TRANSIT DRW		MICRO BIRD T-SERIES 5-ROW	
Passenger Capacity		Alternate Capacity		Cooperative Contract, if Applicable	
14		N/A		EUGENE SCHOOL DISTRICT 4J	
Trade Ins? Y/N		Beltline Lettering - Provide Exact Requirements			
<input type="checkbox"/> Y <input type="checkbox"/> N		KNAPPA SCHOOL DISTRICT NO. 4			
Financing? Y/N		Required Fleet Number(s)			
<input type="checkbox"/> Y <input type="checkbox"/> N					
WBS Coordinated? Y/N		Additional Comments / Notes			
<input type="checkbox"/> Y <input type="checkbox"/> N					
Sales Price Per Bus		\$ 105,408.00			
Extended Sales Price Total		\$ 105,408.00			

Thank you for the opportunity to present this new bus quotation. We look forward to working with you on your transportation needs.



BODY MODEL			
X	Body Model	Microbird MBII T-Series, 5-row body, 156" w/b, high headroom, DRW, 82" interior width	
CHASSIS SPECIFICATIONS			
X	Base Chassis	Ford Transit T350 DRW Chassis, 10,360 lb. GVWR, 156" wheelbase	STD
X	Air Conditioning	Front chassis air conditioning	Inc'd
X	Alignment	Front end alignment	STD
X	Alternator	250 amp HD alternator, Ford OEM for Transit Series gas engine	STD
X	Battery	Dual HD 760 CCA batteries for Transit Series	
X	Battery	Skirt mounted battery box, w/slide out tray for both OEM batteries for Transit Series	Inc'd
X	Brakes	Hydraulic ABS disc brakes, front and rear	STD
X	Driveline	Driveline guards front and rear	Inc'd
X	Electrical	Power socket accessory with cap for cell phone charging, provided on chassis	STD
X	Engine	Ford 3.5L EcoBoost gas engine, E-85 capable, 310 hp & 400 lb.-ft torque, for Transit Series	
X	Engine	Cruise control with message center, for Ford Transit	
X	Exhaust	Exhaust exit located rear	STD
X	Fuel System	25 gallon capless fuel tank, fill LH behind driver's door, for Transit Series	STD
X	Paint	Exterior painted school bus yellow	STD
X	Radio	Chassis OEM AM/FM/Blue Tooth radio with dual USB ports for activity buses - No PA system, for Ford Transit chassis	
X	Safety	Driver Assist - Front pre-collision warning & post impact braking, for Transit Series chassis	STD
X	Safety	Driver Assist - Automatic emergency braking & pedestrian detection, for Transit Series	STD
X	Safety	Driver Assist - Lane keep w/cluster warning, wheel vibration, steering correction, for Transit	STD
X	Safety	Driver Assist - Side Wind Stabilization, Auto High-Beam Control, for Transit Series chassis	STD
X	Safety	Safety glass front windows, glass less likely to break/pose a threat when broken, for Transit	STD
X	Seat, Driver's	Standard OEM chassis driver's seat, vinyl for Transit Series chassis	STD
X	Steering	Tilting & telescoping steering column for Transit Series chassis	STD
X	Tires	195/75R16 BSW All Season highway tread front and rear with WHITE wheels, for DRW Transit Series	
X	Tires	Tire pressure monitoring system, for Transit Series	STD
X	Tow Hooks	Rear tow hooks	Inc'd
X	Transmission	Automatic transmission, 10-speed with overdrive, for Transit Series	STD
X	Undercoating	Vehicle fully undercoated	Inc'd
X	Wheels	Wheels painted STD Ford white	STD
BODY SPECIFICATIONS			
X	Air Conditioning	ACC/Valeo AA-35TC-RC rear A/C, 35,000 btu rear in-wall evap + front air, total 50k btus, skirt condensor	
X	Bumpers	Rear bumper painted black, textured, for improved durability	STD
X	Compartments	Small driver's storage box near entrance door	STD
X	Cup Holder	No cup holder in driver's area provided for school & MFSAB Type 20 buses	Inc'd
X	Doors	Electric entrance door, outward opening, 1-piece glass per leaf, 24" wide MBII/T-Series	STD
X	Doors	Vinyl covered header pads above all doors	STD
X	Doors	Rear center emergency door, with retainer and upper & lower glass	STD
X	Doors	Vandal lock on rear emergency door, slide bolt	
X	Doors	Driver's door running board, textured black painted aluminum	
X	Electrical	Standard body electrical system is fuses for most body circuits	STD
X	Floor	5/8" exterior grade plywood flooring, screwed down	Inc'd
X	Floor	Gray rubber flooring, smooth under seats with ribbed aisle	Inc'd
X	Floor	No aisle trim provided, floor seams are sealed neatly	STD

X	Floor	Matching gray rubber wheelhousings	Inc'd
X	Grabrail	Left side grabrail in entrance door area	STD
X	Grabrail	Right side forward grabrail in stepwell	
X	Headroom	74" high headroom with 12" split sash windows, for MBII/T-Series	
X	Heaters	Rear underseat heater, 42,000 BTU	Inc'd
X	Heaters	Rubber heater hose with standard clamps	STD
X	Heaters	Heater shutoff valve with bleeder	Inc'd
X	Horns	Backup alarm, 107 dBA, mounted under bus	Inc'd
X	Insulation	Fiberglass insulation for roof, front, rear, side, and bows	STD
X	Insulation	Solid aluminum interior ceiling panels	STD
X	Lettering	4" black, both sides _____	Inc'd
X	Lettering	Bus numbers in standard locations, 4" black _____	Inc'd
X	Lettering	Emergency door/exit lettering for all pushout windows & doors	Inc'd
X	Lettering	Unlawful to pass signage to meet state specifications	Inc'd
X	Lights	Backlighting of switch panel controlled by separate switch	Inc'd
X	Lights	7" backup lights, LED, surface mounted, standard for MBII/T-Series	STD
X	Lights	Clearance and cluster lights, LED grommet mounted with LED ID bar	STD
X	Lights	Four (4) interior dome lights, installed over seats, LED	STD
X	Lights	Driver's dome controlled by separate switch on body switch panel on Ford Transit T-Series	STD
X	Lights	Rear row of dome lights on separate switch	Inc'd
X	Lights	Rear 7" and 4" red stop and tail lights, LED, recessed	STD
X	Lights	Rear 7" recessed, and side amber directional lights, LED	Inc'd
X	Lights	Eight way warning lights, Halogen type	STD
X	Lights	Black 8-light bra for warning lights installed locally for activity use	
X	Lights	Warning lights OR legal, sequential, w/cancel switch	Inc'd
X	Lights	16 light monitor for warning light system, panel above driver	
X	Lights	NO hoods installed over 8-way warning lights	STD
X	Mirrors	Heated REMOTE Rosco Accustyle rearview mirrors, 7"X9.5" flat & 7"X4" convex	
X	Mirrors	Rosco Eye-Max LP, Asymmetrical Shape, crossview mirrors, heated	
X	Mirrors	Interior rearview mirror, 6"X16"	STD
X	Mirrors	OEM backup camera mirror for >10,000 lb. GVWR	
X	Mud Flaps	Full length front and rear mud flaps	Inc'd
X	Paint	Body and chassis painted school bus yellow w/ black rubrails & bumpers	STD
X	Paint	3" band of black background is painted around warning lights	Inc'd
X	Paint	Roof painted YELLOW standard on MBII/T-Series	STD
X	Radio	Independent PA radio for T-Series, INSTALLED LOCALLY	
X	Radio	Interior, speakers qty 4 on G5 mounted in ceiling	STD
X	Radio	Exterior PA speaker mtd under hood	Inc'd
X	Reflective	3M Diamondgrade SCHOOL BUS signs, front and rear	Inc'd
X	Reflective	3M Diamondgrade reflective, 2" along sides and 1" rear outline	Inc'd
X	Rubrails	Rubrails provided floor, seat, and skirt levels, painted black	Inc'd
X	Safety Equip	5 lb. fire extinguisher, triangle kit, & seat belt cutter	Inc'd
X	Safety Equip	First aid kit and body fluid kit installed locally	Inc'd
X	Seat, Barriers	Highback barriers at front RH and LH	STD
X	Seat, Passenger	34" high back barriers installed	Inc'd
X	Seat, Passenger	Modesty panel below front barrier for RH side, behind entrance door, INSTALLED LOCALLY	Inc'd

X	Seat, Passenger	Standard passenger seat mounting	STD
X	Seat, Passenger	FMVSS seat belt anchorage, does NOT include seat belts	Inc'd
X	Seat, Passenger	LH seats: Four (4) 34" wide CE White 3PT lap/shoulder belt seats, 2 passenger each	
X	Seat, Passenger	RH seats: Three (3) 34" wide CE White 3PT lap/shoulder belt seats, 2 passenger each	
X	Seat, Passenger	Tilt up seat cushions included as standard with C.E. White brand seats	
7	Seat, Passenger	HSM/C.E. White QuasiStatic seat, 34" wide, w/ integral 3-pt shoulder belts, 2 passengers per seat	
2	Seat, Passenger	LATCH/UCRA seat, has one child seat attachment per seat, for 30", 34" or 36" seats	
X	Seat, Upholstery	Burgundy fire block seat upholstery, seats & barriers	
X	Stepwell	Step riser paint to match exterior bus color for entrance door stepwell	STD
X	Stepwell	Rubber studded step treads, w/white "no trip" vertical leading edge, gray	
X	Stop Arm	SMI LED stop arm, electric operated, reflective with strobe light	Inc'd
X	Stop Arm	Black stop arm cover installed locally for activity use	
X	Switches	Noise suppression "railroad" switch, latching	Inc'd
X	Ventilation	Roof hatch, Spheros low-profile SMART Hatch, Qty 1	
X	Video System	Seon TH4 DVR video system w/500 GB hard drive, 3 cameras, GPS & sensors installed	
X	Video System	Cameras: Front facing rear, rear facing front, & facing out windshield	
X	Windows	Dark tinted & tempered side windows and rear vision glass, black frames	
X	Windows	2 pushout windows, 1 per side, vertical hinges (some seat plans req. horizontal hinges)	STD
X	Windows	Rear emergency door & rear vision glass, dark tinted & tempered	
X	Windows	Clear & tempered entrance door glass	STD

#### WARRANTY COVERAGE

X	Warranty	Standard Micro Bird body 1 yr/12,000 miles, structure/seat frames 5 yrs/100,000 miles	STD
X	Warranty	Ford bumper to bumper chassis warranty 3 yrs/36,000 miles	STD
X	Warranty	Ford gas engine & transmission powertrain warranty 5 yrs/60,000 miles	STD

#### NOTES/COMMENTS

X	Notes/Comments	All options listed above the price are included in the sales price to you	
X	Notes/Comments	Pricing quoted is valid for 30 days	

Vehicle Sales Price	\$	106,008.00
Less Chassis Incentive	\$	(600.00)
VEHICLE SALES PRICE	\$	105,408.00



By signing below, I acknowledge the specifications listed above are complete and correct.  
The bus order will be placed from this list of requirements.



Customer's Authorized Representative

Title

Date

  
Western Bus Sales, Inc. Authorized Representative

Director of Sales

12/6/2022

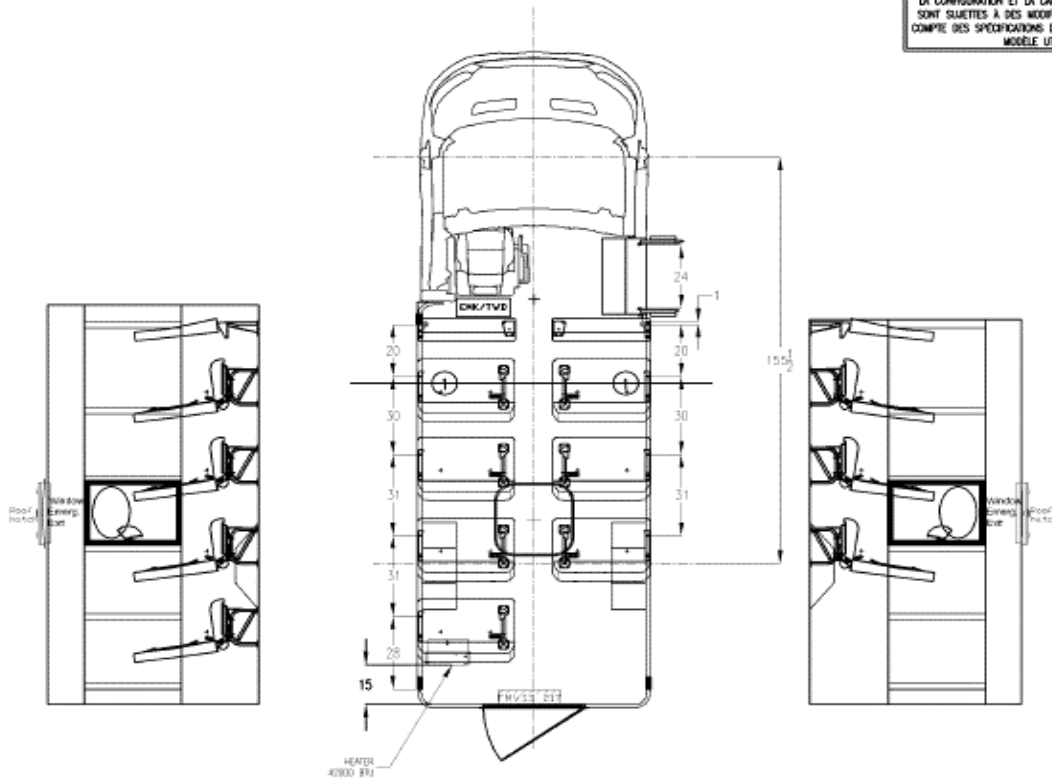
Date

AVAILABLE ALTERNATIVE OPTIONS - NOT INCLUDED IN ABOVE PRICE

**The units quoted here are STOCK BUSES. All stock units are quoted subject to prior sale and require a letter of intent to purchase or a purchase order to hold the vehicle for you.**

# SEAT & BODY PLAN

**IMPORTANT NOTICE / AVIS IMPORTANT**  
 VEHICLE CONFIGURATION AND CAPACITY ARE SUBJECT TO  
 CHANGE TO REFLECT ANY AND ALL CHANGES  
 SPECIFICATIONS OF THE MODEL YEAR UTILIZED.  
 LA CONFIGURATION ET LA CAPACITÉ DE CE VÉHICULE  
 SONT SUJETTES À DES MODIFICATIONS AFIN DE TENIR  
 COMPTE DES SPÉCIFICATIONS DU CHÂSSIS DE L'ANNÉE  
 MODÈLE UTILISÉ.



## 1 IMPORTANT NOTE



Universal anchorage system symbol

USA: FMVSS 225 (Child restraint anchorage system)

CANADA: CMVSS 210.2 (Child restraint anchorage system)

SEAT	DIM.	SIDE	QTY	LEG
S3	34	LH	4	*
S3	34	RH	3	*

Seat spacing = See drawing D.O.D.: 24"

### APPROVED CONFIGURATIONS

Total ambulatory passengers:	14	Total wheel chair passengers:	0
Load cap. (pass. + cargo):	1266 kg		2835 lbs

A	2017/06/07	JD	DRAWING CREATION
REV.	YYYY/MM/DD	BY	DESCRIPTION
Stock Number:			
Customer Approval:			
Date:			

Drawn by:	J DAIGLE	<b>MICRO BIRD</b> BY GIARDIN
MODEL:	UTJS 5NH DSN/0	
UNIT - INCHES	Drawing no.	
SCALE - DO NOT SCALE	FP9105A	
NOTE: Any option added to this floorplan shall be approved by the Corporation Micro Bird Inc. technical department.		

# MICRO BIRD® T-SERIES - SCHOOL BUS

## *The Industry Leader.*

ALL  
WHEEL  
DRIVE



Tested &  
approved

Versatile transportation for up to 25 passengers



All our school buses are also available with special needs options. There is a variety of seat plans to meet your needs.



Integrated child seats and 3-point lap and shoulder seat belts are available for enhanced safety and versatility.

\*FMVSS 208 requires 3-pts seat belts in all school buses with a GVWR less than 10,000 lbs.



Maximum visibility of loading zone is provided by fully-glassed entrance door and unobstructed "More-View" window. Standard 24" electric double-opening door.

Blue Bird. Built to Take on Tomorrow.



**MICRO BIRD**  
by **GIRARDIN**

# MICRO BIRD® T-SERIES - SCHOOL BUS

BODY DIMENSION	T-SERIES			
Model	4N	5N	6N	6R
Max.pass. capacity	19	24	25	15
Number of rows	4	5	5	5
Exterior length overall	233	253"	274"	274"
Exterior width overall	86"	86"	86"	86"
Exterior height overall	100"/106"	100"/106"	106"	106"
Interior floor length	131"	156"	176"	176"
Interior width at hip	82"	82"	82"	82"
Interior height at center line	66"/74"	66"/74"	74"	74"
Entrance door	24" x 70"/24" x 77"	24" x 70"/24" x 77"	24" x 77"	24" x 77"
Rear bumper	3/16" x 8" with 12" wrap around			

CHASSIS	FORD TRANSIT			
Model	4N	5N	6N	6R
Wheelbase	138" SRW	156" SRW/DRW		
Engine	3.5L Gas / 3.5L EcoBoost			
Transmission	10-Speed Automatic Overdrive SelectShift®			
GVWR	9,070 lbs	9,500 lbs (SRW) / 10,360 lbs (DRW) / 11,000 lbs (DRW)		
Fuel tank	25 gallons			
Brakes	4-wheel anti-lock disc brakes			
Tires	235/65R16 (SRW) / 195/75R16 (DRW) / 205/75R16C (SRW/DRW)			
Alternator	250 amp. (Gas & EcoBoost)			
Battery	760 CCA (Gas & EcoBoost)			

## OPTIONS

- Aluminum bumper
- Air conditioning
- Audio/ P.A. systems
- Back-up sensors
- Child check system
- Driver side auxiliary step
- Entrance door grab handle on right
- Floor plywood 5/8" & marine grade
- Heater 42,000 BTU
- Integrated toddler seats
- Lap and shoulder belt seating
- Lift wheelchair tie-down
- Light monitoring system
- Luggage containment systems
- Reflective exterior signs
- Remote / heated mirrors
- Skirt level rub rail
- Window level rub rail
- Vandal lock system
- Wheelchair and occupant restraint system
- Wheelchair lift with interlock device
- And many more ...



### ENHANCED SAFETY

All our vehicles are reinforced by the heavy-gauge steel side impact barriers that incorporate the seat rail into the design for extra protection.



### BUILT TO LAST STRUCTURE

At Micro Bird, safety and durability work as one. Our one-piece galvanized steel roof bows and aluminum side body panels bring longevity.



### TOTAL COST OF OWNERSHIP

Our buses are built with the best quality materials which reduce maintenance costs and save you money in the long run.



#### Reinforced Structure

- Aluminum side body panels for longevity and low repair costs
- One piece galvanized steel roof bows
- HD package available for harsh driving conditions
- Extra structural reinforcement to meet stringent requirements



#### Enhanced safety

- Heavy-gauge steel side impact barriers
- Easy access to control panel
- Maximum visibility with the more-view window and the fully glassed entrance door



#### Superior Insulation and Quietness

- 1.5" fiberglass throughout
- Insulated roof bows
- Prevents condensation and corrosion
- Reduction of noise transfer into passenger compartment

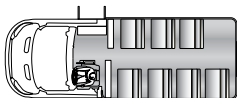


#### Increased Comfort

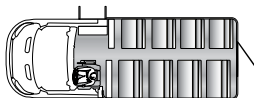
- Wider seating for superior comfort
- Wide body design creating large aisle
- Better compartmentalization
- Better knee clearance and modularity

### Seat plans

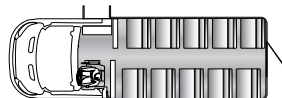
A wide range of configurations to better accommodate your needs.



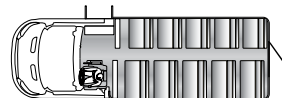
14 pass.



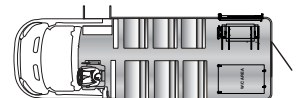
20 pass.



20 pass.



25 pass.



15 pass. + 1 w/c

Specifications shown in this brochure were in effect at the time of printing. In keeping with its policy of continual improvement Micro Bird, Inc reserves the right to change specifications without notice and without incurring obligations.

Blue Bird. Built to Take on Tomorrow.

blue-bird.com



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

**December 14, 2022  
Board Meeting**

**NOTES FROM THE BUSINESS OFFICE:**

**General**

I have enclosed the November 30, 2022 financial report for your review. I have changed the format a bit and may be adding more detail in the future. 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. We made our first debt service interest payment. Interest revenue is higher than budgeted due to increasing interest rates.

2022-2023 REVENUE AND EXPENDITURES								
GENERAL FUND								
As of November 30, 2022								
REVENUES	BUDGET	ACTUAL through November 30, 2022	ACTUAL % of BUDGET	PRIOR YEAR % of BUDGET	PROJECTED REV through June 30, 2023	Total Expected Revenue	Balance From Budget	BALANCE as % of BUDGET
Property Taxes	1,412,000.00	1,216,597.98	86%	96%	324,104.63	1,540,702.61	(128,702.61)	109%
County School Fund	205,000.00	-	0%	51%	205,000.00	205,000.00	-	100%
State School Fund	4,395,756.00	2,208,423.00	50%	51%	2,228,978.15	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	-	0%	1%	75,000.00	75,000.00	-	100%
Asset Recovery	-	2,216.00	100%	100%	-	2,216.00	(2,216.00)	
<b>Total State Support Formula Revenues</b>	<b>6,167,262.00</b>	<b>3,427,236.98</b>	<b>56%</b>	<b>60%</b>	<b>2,923,258.09</b>	<b>6,350,495.07</b>	<b>(183,233.07)</b>	<b>103%</b>
Revenue ESD			0%	0%		-	-	
Other Local Sources	43,000.00	40,698.16	95%	43%	22,000.00	62,698.16	(19,698.16)	146%
<b>Total Revenue</b>	<b>6,210,262.00</b>	<b>3,467,935.14</b>	<b>56%</b>	<b>60%</b>	<b>2,945,258.09</b>	<b>6,413,193.23</b>	<b>(202,931.23)</b>	<b>103%</b>
Interfund Transfers	-					-	-	
Beginning Fund Balance	2,050,000.00	-			2,050,000.00	2,050,000.00	-	100%
						-	-	
<b>TOTAL RESOURCES</b>	<b>8,260,262.00</b>	<b>3,467,935.14</b>			<b>4,995,258.09</b>	<b>8,463,193.23</b>	<b>(202,931.23)</b>	<b>102%</b>
EXPENDITURES BY OBJECT	BUDGET	ACTUAL through November 30, 2022	ACTUAL % of BUDGET	PRIOR YEAR % of BUDGET	PROJECTED EXP through June 30, 2023	Total Expected Expenditures	BALANCE	BALANCE as % of BUDGET
Personal Services	3,838,113.00	1,206,012.41	31%	33%	2,370,639.69	3,576,652.10	261,460.90	7%
Associated Payroll Costs	1,900,129.00	549,012.12	29%	31%	1,070,125.67	1,619,137.79	280,991.21	15%
Purchased Services	689,892.00	156,313.66	23%	15%	184,481.06	550,794.72	139,097.28	20%
Supplies & Materials	259,428.00	145,635.79	56%	53%	87,693.34	233,329.13	26,098.87	10%
Capital Outlay			0%	0%		-	-	0%
Other Objects	135,700.00	135,959.26	100%	92%	1,763.35	137,722.61	(2,022.61)	-1%
Transfers	762,000.00		0%	0%	762,000.00	762,000.00	-	0%
<b>Total Expenditures</b>	<b>7,585,262.00</b>	<b>2,192,933.24</b>	<b>29%</b>	<b>27%</b>	<b>4,476,703.11</b>	<b>6,669,636.35</b>	<b>915,625.65</b>	<b>12%</b>
Contingency / Unappropriated	675,000.00	-	0%	0%	-	-	675,000.00	100%
						-	-	
<b>TOTAL EXPENDITURES</b>	<b>8,260,262.00</b>	<b>2,192,933.24</b>	<b>27%</b>	<b>25%</b>	<b>4,476,703.11</b>	<b>6,669,636.35</b>	<b>1,590,625.65</b>	<b>19%</b>
EXPENDITURES BY MAJOR FUNCTION	BUDGET	ACTUAL through November 30, 2022	ACTUAL % of BUDGET	PRIOR YEAR % of BUDGET	PROJECTED EXP through June 30, 2023	Total Expected Expenditures	BALANCE	BALANCE as % of BUDGET
1000 - Instruction	4,068,929.00	1,071,834.11	26%	29%	2,235,891.89	3,307,726.00	761,203.00	19%
2000 - Support Services	2,754,333.00	1,121,099.13	41%	38%	1,478,811.22	2,599,910.35	154,422.65	6%
5000 - Other Uses/Debt Services/Transfers	762,000.00	-	0%	0%	762,000.00	762,000.00	-	0%
<b>Total Expenditures</b>	<b>7,585,262.00</b>	<b>2,192,933.24</b>	<b>29%</b>	<b>27%</b>	<b>4,476,703.11</b>	<b>6,669,636.35</b>	<b>915,625.65</b>	<b>12%</b>
6000 - Contingency / Unappropriated	675,000.00		0%			-	675,000.00	0%
						-	-	
<b>TOTAL EXPENDITURES</b>	<b>8,260,262.00</b>	<b>2,192,933.24</b>	<b>27%</b>	<b>25%</b>	<b>4,476,703.11</b>	<b>6,669,636.35</b>	<b>1,590,625.65</b>	<b>19%</b>

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

## Hilda Lahti Elementary/Middle School

### December 2022

#### Enrollment Report

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

December festivities are in full swing. The sing a long and music concert will be on Thursday, Dec. 15, 2022. We have 7th and 8th grade boy's basketball completing

their season this week. They are improving and learning a lot. The gym and playshed are full most nights with youth teams practicing! Sickness is going through the school, but we are doing our best to keep awesome instruction flowing. Seventy-one middle school students earned the ability to go on the 1st quarter movie trip. Due to the snow day, we rescheduled the trip to Thursday, 12/8/2022.



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						
10	39	35	33	33	33						
11	39	35	35	36	34						
12	34	36	37	37	36						
Total	148	143	142	142	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

- Winter week activities will take place 12/12 - 12/16. Students will participate in dress up days, sending cards to care facilities, making ornaments, and sharing some holiday cheer!
- KHS Seniors: Maddison VanGundy and Finn Corcoran held a successful Red Cross Blood Drive with the help of Nurse Katie Montgomery. There will be a second blood drive in February.
- Winter sports are underway. Wrestling hosted a home tournament that was attended by 10 teams. Basketball has played in a number of non-league competitions. Both sports will continue with busy schedules through the break.