

Knappa School District No. 4 • Astoria, Oregon 97103

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

Board of Directors' Regular Board Meeting

Wednesday, August 21, 2024

6:30 p.m.

1. **Call to Order** – Chair Cullen Bangs
 - 1.1 Flag Salute-6:30 p.m.
2. **Consent Agenda- (Motion for approval needed)**
 - 2.1 Minutes from the August 7, 2024 Board Meeting
 - 2.2 Move the 09/18/24 Board Meeting to 9/25/24
3. **Communications and Hearing of Interested Parties**

The Board welcomes visitors to our meetings, and values comments from district patrons that improve the quality of education for students. The Board, at their discretion, will recognize comments from the audience. We must require, however, that complaints be directed through the administration for resolution. Comments made during this session must be free of abusive language, personal attacks on district personnel, and not directed towards any department which, due to its low staffing, would amount to an attack by in affect naming district personnel. We also ask that presentations be limited to (3) minutes.
4. **Information Update**
5. **Superintendent Report-Dr. Fritz**
6. **Old Business**
 - 6.1 24-25 Board Goals- (discussion and approval)
 - 6.2 23-24 Board Self-Evaluation-(discussion)
7. **New Business**
 - 7.1 Superintendent Evaluation Timeline- (discussion only)
8. **District Reports**
 - 8.1 • Financial Report- (Diane Barendse)
9. **Board Member Reports and Future Agenda Items**

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Board of Directors' Regular Board Meeting

Wednesday, August 7, 2024

6:30 p.m.

Present

Cullen Bangs- Chair

Michelle Finn-Vice Chair

Brian Montgomery-Director

Absent

Will Isom-Director

Christa Jasper-Director

William Fritz-Superintendent

Jennifer Morgan-Board Secretary

1. **Call to Order** – Chair Cullen Bangs
 - 1.1 Flag Salute-6:30 p.m.
2. **Consent Agenda- (Motion for approval needed)**
 - 2.1 Personnel Update
 - 2.2 June 26, 2024 Board Meeting Minutes
 - 2.3 Surplus Five White Boards

Finn moved to approve the consent agenda as presented, Montgomery seconded, moved to vote approved unanimously.

3. **Information Update-** Montgomery asked what open positions we have open at this time, Fritz stated bus drivers and a bus mechanic.

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

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

Nothing at this time.

5. **New Business**

5.1 **Elect Chair and Vice Chair for 2024-2025-** (nomination and motion needed)-Bangs thanked the board for their patience, Finn nominated Brian Montgomery for the chair, he stated the time commitment may be too much, Bangs explained what being the board chair entails. Montgomery felt he needed more experience to step up to the chair, discussion followed, no second,

motion failed. Finn moved to nominate Bangs as the Board Chair, Montgomery seconded, moved to vote approved unanimously. Bangs nominated Montgomery to the Vice-chair, Finn seconded, moved to vote approved unanimously.

5.2 **Seismic Work Extension**-(motion needed)-Dr. Fritz stated the project has been complex, and there are a few more items that will need to be addressed, we are requesting additional funding for \$56,218. Bangs, will this allow us to move forward, Fritz stated yes, this capacity will get it done. Montgomery moved to authorize the additional \$56,218 for the seismic updates, Finn seconded, moved to vote, approved unanimously.

5.3 **23-24 Board Self-Evaluation**- (discussion only)-Bangs stated we only received one response and stated would the board be alright moving this topic to the next meeting Aug 21st. Tabling discussion for the August 21, 2024 meeting. No further discussion.

5.4 **24-25 Board Goals**- (discussion only)-Montgomery is there more curricula coming up for adoption, Fritz stated social studies is up but we weren't able to budget for it, Bangs did have a question about the survey, do we need to do another one? He stated that he spoke with Director Finn and they felt that they wanted to see if there were trends and thought there was value. Discussion followed. Montgomery stated the follow-up is important. Finn and Dr. Fritz worked on the 24-25 board goals after reviewing last year's goals. The board asked to remove the line item regarding having an active social media presence. Discussion followed, Dr. Fritz will bring back the edited goals to the next board meeting.

5.5 **Policy Review**-(discussion and motion)-Fritz stated that we did confirm what the role of the student rep on the board would be. Had discussion with both principals and would have one rep from the MS and HS, there will be an application process and a principal nomination, and they would also have alternates due to our students being involved in many sports and clubs The board suggested adding language to policy BCBA that there can be a vacancy if no student chooses to volunteer.

Bangs moved to approve the policy as presented. Finn seconded. Moved to vote, approved unanimously.

Adourn-7:16 pm.

Meetings • Wednesday, August 21, 2024, 6:30 p.m., Regular School Board Meeting, Knappa High School

Knappa School District # 4

Information
August 21, 2024

The resignation of Selena Haynes as a District Bus Driver and PA

The hiring of Nick Jacobson as the Assistant High School Cross Country Coach

Board Goals 2024-25

1. The Board will ensure adoption of quality curriculum materials that are aligned with state standards and include input from key stakeholders, including the professional staff, parents, and the community.

Indicators:

- a) District staff will adopt curricula for financial literacy and staff will begin review process for social studies materials to be adopted during 2025-26.

- 2a. The Board will ensure that students have safe and high quality learning facilities.

Indicators:

- a) Financial resources will be established within the budget for the purpose of maintenance and repairs.
- b) Bond work will be completed on time, will be within the bond budget/resources, and will be consistent with the scope of the "bond promise" to the community.

- 2b. The Board will prioritize future capital projects to guide the Superintendent and staff regarding use of capital resources.

Indicators:

- a) The Board will review the written plan which includes estimated costs and as well as a priority order for upcoming projects.

3. The Board and Staff will maintain effective community communication systems.

Indicators of implementation:

- a) Listening Sessions when topics require them (eg.. tele-medicine, health curriculum adoption)
- b) Integrated Guidance community outreach
- c) Weekly Letters from Superintendent
- d) Community engagement part of the board agenda
- e) Annual civility review process

4. The Board and Superintendent will cooperatively continue use of an employee survey for the purpose of systemic feedback and improvement.

Indicators

- a) The survey will be implemented in spring of 2024.

5. Through the Budget Approval Process and financial monitoring, the District shall ensure proper balance of revenues and expenses, in light of enrollment shifts, changes to state revenues, district instructional and program needs, responsible designations to reserves, and policy-established ending fund balance.

Indicators

- a) During fall of 2024, the Board shall be updated regarding the status of the starting fund balance and unemployment costs for summer of 2024.
- b) Each month, the Board shall be updated regarding the district's financial overall status, with quarterly reports regarding all funds.
- c) A 2025-6 budget shall be established consistent with the parameters noted in Goal 5, above.

6. In partnership with the Superintendent, the Board shall bargain open contracts in such a way as to respect the interests of employees and organizational needs, while also meeting economic realities of the District.

	Goal 1 Curriculum	Goal 2 Safe Facilities	Goal 3 Communication	Goal 4 Policy	Goal 5 Survey
Board Member #1	3	3	2	3	2
Board Member #2	3	3	3	3	3
Board Member #3					
Board Member #4					
Board Member #5					

Superintendent Report

August 21, 2024

We are gearing up for the start of school.

Employees will be returning shortly for some early training, teachers will return on August 29, and all employees will be on-site for training on September 3rd.

The work at HLE, the middle school, and the high school gym is slated to be complete prior to the start of school. The exceptions are as follows:

- The HLE library shelving is coming in late, so the re-opening of the library will be delayed by a week or two.
- Some furniture for the middle school will arrive on 8/30, so it will be in place by the start of school, but it will be “close”.
- The middle school gym appears to be tracking for a late-October opening.
- The dressing room on the high school stage, the east edge of the library, and two small areas in the high

school cafeteria are being completed a bit later due to a need to install “joints” and “braces”. However, the gym, locker rooms, cafeteria, and library will be usable at the start of school.

- The fencing on the back side of HLE will be complete at the start of school, but the entry canopy will be installed in October.
- If we are able to address the cafeteria roof at HLE, the work will likely occur in the fall. This is a “resurface” approach and should not have a detrimental impact on students or learning.



High school art students have been working on artwork for the middle school gym. You can see the 9' tall bulldog (in progress) below.



The fall schedule is being shifted a bit to the following due to staffing matters:

K-3 8:15-2:25

4-8 8:15-3:15

9-12 8:15-3:20

We are still seeking bus drivers and a bus mechanic. If anybody knows a person with this interest or skills, please send them our way.

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

**August 21, 2024
Board Meeting**

NOTES FROM THE BUSINESS OFFICE:

General

I have enclosed the July 31, 2024 financial report for your review.

Other items:

1. Since the budget was adopted, we have had some adjustments to funding:

SSF increase of \$13,272
SIA decrease of \$12,031
HSS decrease of \$25,397

This has been shared with the superintendent and both principals so they can begin to adjust expenses.

2. We have received the entire \$4 million from our OSCIM grant and I am working with Klash and Fortis to get reimbursements for our Seismic grant.

3. Bank account balances on July 31:

Umpqua Operating - \$245,597.96
LGIP Debt Svc - \$11,606.21
LGIP District - \$1,429,685.85
LGIP Bond Proceeds - \$6,385,096.32
Wells Fargo HLE - \$24,611.58
Wells Fargo KHS - \$155,701.07
Wells Fargo Lunch Fund - \$2,130.52

Knappa School District 4

2024-2025 Expenditure/Revenue Report (All Funds)

For Period Ending July 31, 2024

Fund/Appropriation	Adopted Budget	Increase/ (Decrease)	Final Budget	YTD Expenditures	(Favorable) / Unfavorable	Anticipated	(Favorable) / Unfavorable	Explanation
				Revenues	Budget	Expenses	Budget	
General Fund Revenues/Beg Balance				769,089			-	
General Fund Expenditures (100)								
Instruction	4,082,317		4,082,317	9,714	(4,072,603)	2,383,631	(1,688,973)	
Support Services	3,049,150		3,049,150	324,931	(2,724,219)	1,565,186	(1,159,033)	
Enterprise & Community	-	-	-	-	-	-	-	
Transfers	267,000	-	267,000	-	(267,000)	-	(267,000)	
Contingency	114,813		114,813					
Unappropriated Ending Fund Balance	460,000		460,000	-	(460,000)	-	(460,000)	
Total General Fund Expenditures	\$ 7,973,280	-	\$ 7,973,280	\$ 334,645	\$ (7,523,822)	\$ 3,948,816	\$ (3,575,006)	
Special Revenue Fund Revenues/Beg Balance				4,910				
Special Revenue Fund Expenditures (200's)								
Instruction	1,849,330	-	1,788,665	8,001	(1,780,664)	545,784	(1,234,879)	
Support Services	488,625	-	488,625	3,397	(485,228)	153,893	(331,335)	
Enterprise & Community	305,505	-	305,505	1,459	(304,046)	197,850	(106,196)	
Facility & Acquisitions	-	-	-	-	-	-	-	
Transfers	-	-	-	-	-	-	-	
Contingency	202,000		202,000	-	(202,000)	-	(202,000)	
Total Special Revenue Fund Expenditures	\$ 2,845,460	\$ -	\$ 2,784,795	\$ 12,858	\$ (2,771,937)	\$ 897,528	\$ (1,874,410)	
Debt Service Fund 300 Revenues/Beg Balance				43				
Debt Service Fund Expenditures (Fund 300)								
Debt Service	742,000	-	742,000	-	(742,000)	-	(742,000)	
Total Debt Service Fund Expenditures	\$ 742,000	\$ -	\$ 742,000	\$ -	\$ (742,000)	\$ -	\$ (742,000)	
Capital Project Fund Revenues/Beg Balance				33,743				
Capital Project Funds (400's)								
Support Services	3,250,000	-	3,250,000	-	(3,250,000)	3,250,000	-	
Facilities Acquisition & Construction	9,350,000	-	9,350,000	28,879	(9,321,121)	7,338,827	(1,982,294)	
Transfers	-	-	-	-	-	-	-	
Total Capital Project Fund Expenditures	\$ 12,600,000	\$ -	\$ 12,600,000	\$ 28,879	\$ (12,571,121)	\$ 10,588,828	\$ (1,982,294)	
	\$	-	\$					