

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, March 9, 2022

6:30 p.m.

5:30 p.m. ORS 192.660(2)(i) Executive Session, the governing body of a public body may hold an executive session: (i) to review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employed or staff member who does not request an open hearing.

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

Classified Appreciation Week!
Jackie Whitten-OSEA President

2. **Consent Agenda- (Motion for approval needed)**
 - 2.1 Minutes from the February 23, 2022 Regular Board Meeting.-**P.3-7**
 - 2.2 Personnel Update

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. **Student Body Reports**

- 4.1 KHS
- 4.2 HLMS

5. **New Business**

- 5.1 Superintendent Evaluation Summary Letter- (Ed Johnson-no action)
- 5.2 21-22 District Calendar- (motion for approval needed)-**P.8**
- 5.3 Bond Construction Process- (Fritz discussion only)-**P.9-10**

6. **District Reports**

- 6.1 **Financial Report-** (Diane Barendse)-**P.11-12**
- 7. 6.2 **Superintendent Reports-P.13-19**
 - Hilda Lahti Elementary/Middle School
 - Knappa High School

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

Meetings •Wednesday, April 6, 2022, 6:30 p.m., Work Session Meeting, April 20, 2022, Regular School Board Meeting, Knappa High School Library.

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Board of Directors' Regular Board Meeting

Wednesday, February 23, 2022

6:30 p.m.

6:00 p.m. ORS 192.660 (2) Executive Session, the governing body of a public body may hold an executive session:(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

Present

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

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.
2. **Consent Agenda- (Motion for approval needed)**
 - 2.1 Personnel Update
 - 2.2 Minutes from the January 19, 2022 Regular Board Meeting
 - 2.3 Renewal of Licensed Teaching Personnel 22-23

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. **Student Body Reports**
 - 4.1 KHS
 - 4.2 HLMS

5. **New Business**

- 5.1 Public Complaint Review- (discussion and motion)
- 5.2 Gary Plano- (Presentation on Civility Policy)
- 5.3 2021-22 NWRES D Local Service Plan Review- (Need motion and approval)
- 5.4 2022-23 NWRES D Local Service Plan Approval- (Need motion and approval)
- 5.5 20-21 Audit Report- (Brad Turano from Pauly Rogers)
- 5.6 Adopt 2022-23 Budget Calendar-Diane Barendse- (Need motion and approval)
- 5.7 2022-23 Board Calendar –William Fritz- (discussion and approval)
- 5.8 Garland Roofing Contract- (motion for approval needed)
- 5.9 2023 Western Bus Sale Quote- (motion needed for approval)

6. **District Reports**

6.1 **Superintendent Report**

- Financial Report- (Diane Barendse)
- Hilda Lahti Elementary/Middle School
- Knappa High School

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

ORS 192.660(2)(i) Executive Session, the governing body of a public body may hold an executive session: (i) to review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employed or staff member who does not request an open hearing.

8. **Adjournment**

Meetings • March 9, 2022, 6:30 p.m., Regular Board Meeting, Knappa High School. March 23, 2022, Board Work Session Meeting, Knappa High School

Knappa School District # 4

**Changes of Employee Status
March 9, 2022**

The Superintendent recommends accepting the following:

The hiring of Becky Graham as the High School Track Coach.

Certificated Administrative Contracts

Tammy McMullen - Recommended for Third Year Probationary Contract

Laurel Smalley – Resignation, effective June 30, 2023

Knappa School District 2022-2023 School Calendar

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

4-Independence Day

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

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

1-New Year's Day
2-No School NYD Observed
3-Back to School
11-Late Start
16-No School MLK Day
25-Late Start

20/

8-19 Kindercamp/summer school
29th-Teacher Work Day
30TH-District wide in-service
31st-Teacher Training Day

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

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

3-No School End of Semester
8-Late Start
20-NO School Presidents Day
22-Late Start

18

1-Teacher Work Day
2-Non Contract Day
5-Labor Day-No School
6-1-6First Day/Orientation
6-7th & 9th Orientation
7-1st Day of Instruction
12-First Day of Kindergarten
28-Late Start

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

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

8-Late start
22-Evening Conferences
23-No School K-8 Conferences
23-9-12 Regular School Day
24-NO School
27-31-Spring Break

17

12-Late Start
19-Evening Conferences 5-8 pm
20-NO School K-8 Conferences
20-9-12 Regular Day
21-No School
26-Late Start

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

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

5-Late Start
14-End of Qtr.-1/2 Half Day of School/Teacher Work Day
19-Late Start

19.5

4-End of Qtr. 1/2 Day of School-Teacher work day
9-Late Start
11-Veteran's Day-No School
23-25 No School Thanksgiving
30-Late Start

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

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

3-Late Start
17-Late Start
29-No School Memorial Day

22

14-Late Start
19-30- Winter Break-No School

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

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

10-Graduation
12-8th Grade promotion
13-Last Day of School 1/2 day students, teacher work day

8.5/

8

12/

Knappa School District #4
Board Meeting Background Information

☐ Policy
☒ Financial
☐ Discussion

☐ Vision & Goals
☒ Information
☐ Resolution

☒ Capital Projects

Item Title: Bond Construction Methodology

Presenter: Bill Fritz, Superintendent

Background Information Related to this Issue:

Construction Process

After much research and consideration, I am going to recommend that the Board adopt a Progressive Design-Build process for construction management

Progressive Design-Bid will allow for the following:

- Mitigation of cost overruns due to a Guaranteed Maximum Price structure.
- Creation of a single point of accountability.
- Enhancement of the ability to triage the start of work for the different aspects of the project
- Owner collaboration and input on the design elements,
- A lower degree of hands-on facilitation *during the project*.
- A higher assumption of risk on the part of the contractor.

We should recognize, however, that up front planning, during the pre-selection process is more substantial with Design-Build. Additionally, the cost overrun process can compromise the design. Design-Build works better when there is cost transparency (which we will include as part of our selection criteria). There is some risk that the DB contractor may influence design to reduce costs.

Background (con't)

Part of this decision was influenced by the nature of our projects. Roofs, siding, security updates, HVAC and even the gym are simple aspects of this work. The more complex items (middle school and elementary reconfiguration) do need more substantial design work, but with progressive design-build, we are confident that there will be enough owner influence/perspective/collaboration, where the project quality will not be compromised.

Because Design-Build is an “alternative” method of construction, there are steps we will need to follow, including a public hearing to pursue this.

The Superintendent plans to take an active role in the design/supervision/facilitation process. We plan to contract with the ESD to handle the financial aspects. We will need some limited owner’s representative services to help with some of the aspects of the Design-Build contractor selection process as well as with technical aspects in the design and construction processes.

Related to the bond process, we currently have two citizens who have signed up for the Citizen’s Review Committee. When we have a full slate, we will bring that slate to the Board for consideration/approval.

Financial Impact:

While design-build initial costs are generally higher than CMGC contracting, the contractor assumes risk and there is less likelihood of cost overruns.

Recommended Action:

Information only. The Superintendent will make a formal recommendation at a future School Board meeting.

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

**March 9, 2022
Board Meeting**

NOTES FROM THE BUSINESS OFFICE:

General

I have enclosed the February 28, 2022 financial report for your review. Property tax revenue received to date, including what we have received in March is 101% of our budgeted amount. The projected County School Fund and State Managed County Timber projected amount includes what has been received in March to date. Total expected State School Fund revenue is adjusted down by \$166,875.03 due to a revision in enrollment made in October, but is still within .5% of our initial budgeted amount. We received our bond proceeds on February 25.

2021-2022 REVENUE AND EXPENDITURES

GENERAL FUND

As of February 28, 2022

		ACTUAL through February 28, 2022	PROJECTED REV through June 30, 2022	Total Expected Revenue	Balance From Budget	BALANCE as % of BUDGET
REVENUES	BUDGET					
Property Taxes	1,352,000.00	1,347,081.60	136,136.78	1,483,218.38	(131,218.38)	110%
County School Fund	200,000.00	102,658.61	100,267.96	202,926.57	(2,926.57)	101%
State School Fund	4,295,491.00	3,274,341.00	999,892.85	4,274,233.85	21,257.15	100%
Unrestricted Grants (Small High School)	28,000.00	-	28,000.00	28,000.00	-	100%
Common School Fund	53,466.00	30,259.66	30,259.66	60,519.32	(7,053.32)	113%
State Managed County Timber	75,000.00	356.35	41,187.39	41,543.74	33,456.26	55%
Asset Recovery	-	9,435.52	-	9,435.52	(9,435.52)	
Total State Support Formula Revenues	6,003,957.00	4,764,132.74	1,335,744.64	6,099,877.38	(95,920.38)	102%
Revenue ESD				-	-	
Other Local Sources	58,000.00	27,373.54	35,545.19	62,918.73	(4,918.73)	108%
Total Revenue	6,061,957.00	4,791,506.28	1,371,289.83	6,162,796.11	(100,839.11)	102%
Interfund Transfers	-			-	-	
Beginning Fund Balance	2,252,000.00	1,883,256.00	-	1,883,256.00	368,744.00	84%
				-	-	
TOTAL RESOURCES	8,313,957.00	6,674,762.28	1,371,289.83	8,046,052.11	267,904.89	97%

		ACTUAL through February 28, 2022	ENCUMBERED through June 30, 2022	Total Expected Expenditures	BALANCE	BALANCE as % of BUDGET
EXPENDITURES BY OBJECT	BUDGET					
Personal Services	3,487,912.00	2,058,596.69	1,390,727.07	3,449,323.76	38,588.24	1%
Associated Payroll Costs	1,763,854.00	967,026.02	542,768.63	1,509,794.65	254,059.35	14%
Purchased Services	683,191.00	267,487.51	81,960.28	349,447.79	333,743.21	49%
Supplies & Materials	214,600.00	170,246.86	40,098.54	210,345.40	4,254.60	2%
Capital Outlay				-	-	0%
Other Objects	130,700.00	126,873.10	609.75	127,482.85	3,217.15	2%
Transfers	1,315,000.00		1,315,000.00	1,315,000.00	-	0%
Total Expenditures	7,595,257.00	3,590,230.18	3,371,164.27	6,961,394.45	633,862.55	8%
Contingency / Unappropriated	718,700.00	-	-	-	718,700.00	100%
				-	-	
TOTAL EXPENDITURES	8,313,957.00	3,590,230.18	3,371,164.27	6,961,394.45	1,352,562.55	16%

		ACTUAL through February 28, 2022	ENCUMBERED through June 30, 2022	Total Expected Expenditures	BALANCE	BALANCE as % of BUDGET
EXPENDITURES BY MAJOR FUNCTION	BUDGET					
1000 - Instruction	3,713,260.00	1,945,549.19	1,282,970.60	3,228,519.79	484,740.21	13%
2000 - Support Services	2,566,997.00	1,644,680.99	773,193.67	773,193.67	1,793,803.33	70%
5000 - Other Uses/Debt Services/Transfers	1,315,000.00	-	1,315,000.00	1,315,000.00	-	0%
Total Expenditures	7,595,257.00	3,590,230.18	3,371,164.27	6,961,394.45	633,862.55	8%
6000 - Contingency / Unappropriated	718,700.00		-	-	718,700.00	0%
				-	-	
TOTAL EXPENDITURES	8,313,957.00	3,590,230.18	3,371,164.27	6,961,394.45	1,352,562.55	16%

Superintendent Report

March 9, 2022

March has begun as a busy month in the Knappa School District.

Winter post-season play is complete. Corbin Roe was able to compete at the state wrestling tournament. He completed the season with a 28-15 record with 26 pins. He finished 6th place in the 120-pound weight division. Thanks to the whole team and Coach Anderegg for their good work. The Logger Boys' Basketball Team went 2-1 at the State Tournament, beating competitive Heppner and Central Linn Christian Academy, placing 3rd in the overall tournament. It was nice to see so many Knappa fans in Pendleton. Congrats to all of the players and Coach Isom on the successful run this year.

The website focus group met last week and we will be using their feedback to refresh the website later this spring. Thank you to the members of this group for providing valuable insight regarding how the community uses the website and how we can use it as a better and more user-friendly resource.

As for the Bond, I am informing the Board tonight that I am taking the preliminary steps toward recommending a Progressive Design-Build process. We have two citizen's interested in being part of the Bond Citizen's Review Committee. We invite community members who are willing to assist to apply using the link on our website.

On March 14, Knappa Schools will be "Mask Optional and Mask Friendly." With a drastic reduction in COVID cases, both in Clatsop County and Knappa Schools, we surveyed parents, students, and employees. We need students to be respectful to one another and the choices people make regarding safety protocols. Many additional protocols regarding cleaning, distancing, contacting families, and isolation protocols remain in place. School AND buses are impacted by this change.

We are entering softball, baseball, and track-and-field seasons. This spring, please come out and cheer for the Logger athletes!

This week, we celebrate our classified employees. Our bus drivers, program assistants, custodians, office personnel, food service workers, grounds crew, and mechanic are the foundation of our school district. These roles are integral to our success as a school district, and we thank them for their hard work so that we can fulfill our student achievement goals.

Instructionally, we had a recent visit from the math instructional coaches. They did some “model teaching”, met individually with K-8 teachers and provided training, especially in the area of number sense and fact fluency. One of the “take aways” from their visit is the importance of aligning our curriculum adoption with our methodology to help students gain deep understanding of how numbers work.

Respectfully Submitted.

Bill Fritz, Ph.D.
Superintendent

Hilda Lahti Elementary/Middle School

March 2022

Enrollment Report

Grade	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
PreK					16	16	16	16			
Kg	25	29	29	29	28	28	28	28			
1	42	36	36	38	38	38	38	38			
2	33	30	31	31	32	32	31	31			
3	44	34	34	34	34	34	34	34			
4	35	31	31	31	33	33	35	35			
5	36	33	34	34	33	33	34	34			
6	36	33	33	33	34	34	34	34			
7	37	37	37	37	36	34	32	32			
8	45	38.5	38.5	39	39	36	34	34			
KVA		14	14	14	16	16	21	21			
Total	333	316	318	320	323 + 16 preK	318 +16 preK	321 +16 preK	321 +16 prek			

Middle school students enjoyed a movie last week. The students who maintained a 2.8 GPA for the semester and had 0 or 1 referrals were allowed to attend. 57 students earned this privilege, 47 attended the event. Students are working towards a trip to Long Beach Funland for laser tag and free play with lunch on the beach. Students know they have a fresh slate starting the new quarter and some

students are motivated to work harder this quarter. My goal is 75 students to



earn the trip!



Fifth grade students started their weekly trip to Starbase which is a hands-on experience learning science concepts. The transportation department has been wonderful working with the teachers to make sure the students are granted this opportunity.



Our amazing sixth grade teachers challenged students and gave them time to write essays for the Patriot Pen. We submitted more essays than any one school!!! Nice

work Ms Montgomery and Mrs. Jones. Students were awarded a certificate for participation and 1st, 2nd, and 3rd place winners were also awarded.



I am so excited for next week when the mask friendly environment starts! I am anxious to get back to what might seem more "normal" of an environment for our kiddos. After spring break, the students will be able to sit on a paw print, on their grade level assigned side, BUT be able to sit in a different spot each day. It just is a reminder of what controls we have had to place on our students during this time. I am hopeful that the "frustration" level of all wanes.

Over the past year, I have been working to create a trauma informed, restorative type of climate for dealing with behaviors. This is VERY challenging. I went to a conference for administrators last week. It gave me some very tangible next steps for implementing more restorative practices in our building. Traditional consequences, PBIS, and restorative practices are all flawed in isolation, but the key is to find the place where all three will work together for our school. By the return of spring break, I will model how to create a "respect agreement" with the staff. I am asking each class to create one for the return of spring break. This

includes how respect looks student to student, student to teacher, teacher to



student, and all to the school.

Thursday, we will have a send off for our Middle School wrestling state participant and for our 5th grade basketball team headed to state. We will be masked :)

Spring is here, and it will fly by! Thank you for your continued support.

Respectfully submitted,

Tammy McMullen

March 2022
KSD Board Meeting
Knappa High School

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

*KHS enrollment/KVA enrollment

- Athletic news:
 - Spring sports have begun. Track is preparing for their first meet, March 16th in Scappoose. Softball is preparing for the spring break tournament in eastern Oregon and baseball is headed to a tournament in Arizona.
 - Boys varsity basketball traveled to Pendleton to play in the state tournament.
- Spring parent-teacher conferences will be held virtually on the evenings of March 16th and March 17th from 5pm - 8pm. Parents can schedule appointments with individual teachers.
- Clatsop Community College held its Senior Preview day on Friday, March 4th. Interested seniors attended with Mr. Gremer. Seniors toured campus, met with instructors, attended mini-courses and were entered to win prizes.