



Knappa School District No. 4

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

Wednesday, June 18, 2025

Budget Hearing – Open to public comment

6:15pm

Board of Directors' Regular Meeting

Time: Immediately Following Public Hearing

1. **Consent Agenda – Motion for Approval Needed**
 - 1.1 Flag Salute
 - 1.2 Minutes from the May 20, 2025 Regular Board Meeting and the June 4, 2025 Budget Committee Meeting
 - 1.3 Personnel Update
 - 1.4 Superintendent Outside Work Agreement
 - 1.5 25-26 Confidential Contracts
 - 1.6 25-26 Administrative Contracts
 - 1.7 Acknowledgement of Bond Citizens Committee Accountability Letter
 - 1.8 Custody & Disbursement of School District Funds (ORS 328.441.)

The Superintendent recommends the following: Custodian of funds \$500,000; Superintendent \$500,000; Blanket for all others handling money \$500,000.

Organization of the Knappa School District

Designate Officers and Agents of Record. The Superintendent recommends the following for the 25-26 school year:

- a. Dr. William Fritz as Superintendent/Clerk;
- b. Jennifer Morgan as Custodian of Funds;
- c. Jennifer Morgan as Budget Officer;
- d. Jennifer Morgan as AHERA designated officer;
- e. Authorize the facsimile signature of the custodian of funds;
- f. Official Auditors for the school year [ORS 297.405, ORS 327.137 and ORS 328.465] Pauly Rogers and Company PC, recommended;
- g. Depository for school funds recommended local branch of Wauna Federal Credit Union, Umpqua Bank and State Investment Pool. [ORS328.441, 294.805 and 295.885];
- h. The Daily Astorian as the Newspaper of Record;
- i. Brown & Brown Northwest Insurance Agency LLC as Insurance Agent of Record for PACE through OSBA.
- j. Approve all Federal and State Grant Applications for 2025-26;

2. **Information – Dr. Fritz**

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

SUBMIT **PUBLIC COMMENT HERE**: <https://knappa.schoolinsites.com/comment>

The Board welcomes visitors to our meetings, and values comments from district patrons. 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 ask that presentations be limited to (3) minutes and be submitted prior to 3pm the day of meetings.

4. **Superintendent Report**
5. **New Business**
 - 5.1 **Recognition of Coach Jeff Miller**
 - 5.2 **Adoption of the 25-26 School District Budget & Tax Rates – Jennifer Morgan – *Motion needed.***
 - 5.3 **25-26 KHS Principal Contract - *Motion and Approval Needed***
 - 5.4 **25-26 District Nurse Contract - *Motion and Approval Needed***
 - 5.5 **Approval of Health Materials for KHS, including an independent adoption for Reproductive Health Education**
 - 5.6 **Approval of the Enterprise Zone Resolution - *Motion Needed***
 - 5.7 **Resolution in Support of Tongue Point Job Corps Center - *Motion Needed***
 - 5.8 **Election of Chair and Vice Chair for 25-26 – *Nomination and motions needed.***
6. **District Reports**
 - 6.1 **Financial Report – Jennifer Morgan**
 - 6.2 **Hilda Lahti Elementary/Knappa Middle School – Tammy McMullen**
 - 6.3 **Knappa High School – Paul Isom**
7. **Board Member Reports and Future Agenda Items**

Next Meetings: Wednesday, August 7, 2025 Board Work Session Meeting 6:30pm, Knappa High School Library.



Knappa School District No. 4

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

Board of Directors' Regular Meeting

Tuesday, May 20, 2025

6:30 p.m.

Present

Cullen Bangs- Chair
Brian Montgomery-Vice-Chair
Will Isom-Director
Michelle Finn-Director
Christa Jasper-Director

Absent

William Fritz-Superintendent

Hannah Mather – Board Secretary

Jennifer Morgan- Chief Financial Officer
Tammy McMullen-HLE Principal (Virtual)
Paul Isom-KHS Principal
Brittany Norton – SPED Director (Virtual)

Call to Order – Chair Cullen Bangs

Meeting called to order at 6:30pm.

1. **Consent Agenda** – *Motion for Approval Needed*

- 1.1 Minutes from the April 23, 2024 Regular Board Meeting
- 1.2 Personnel Update
- 1.3 25-27 OSEA Collective Bargaining Contract
- 1.4 Amendment to 25-26 Superintendent Contract – *Addition of 5 Furlough Days*
- 1.5 Modification to 25-26 School Calendar – *Addition of 2 Furlough Days*
 - 1.5.1 *OSEA Memorandum – Classified Furlough Day Agreement*
 - 1.5.2 *KEA Memorandum – Certified Furlough Day Agreement*
- 1.6 Approval of OSEA Memorandum – *Bus Driver Incentives*
- 1.7 Authority for Expenditure up to \$200,000 – *Purchase of a Bus*

Chair Bangs requests motion, Director Isom stated that line item 1.8 should be moved to the Business agenda as the board should have and allow discussion on supplemental budget resolutions.

Finn stated that the funds for bus purchases come from reserved funds specifically reserved for buses and vehicles. Montgomery moves to approve the consent agenda with the amendment to move item 1.8 to the Business agenda, Chair Bangs seconds, motion to approve, moved to vote, approved unanimously. Dr. Fritz comments that the OSEA contract that was approved was collaborated well between both teams. No further discussion.

2. **Information** – **Dr. Fritz**

No information at this time.

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

SUBMIT [PUBLIC COMMENT HERE: https://knappa.schoolinsites.com/comment](https://knappa.schoolinsites.com/comment)

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Matthew Pina states that SMILE is a very active group, always engaging and problem solve and hopes to see the program continue.

4. **Superintendent Report**

Dr. Fritz reviews his report as presented. He added that Fortis came to take photos to reflect bond work. No discussion.

5. **New Business**

5.1 SMILE Club Presentation

Brittany Felman reports as presented. Director Isom comments that he chaperoned and participated and enjoyed the program. No further discussion.

5.2 Supplement Budget Approval – Dr. Fritz

Dr. Fritz reports that it is an extension to a grant that we received. This grant was donated by an anonymous donor for music instruments. Administrative personnel do not have the authorization to approve this purchase so we request that the board review and approve the purchase.

Montgomery clarifies that the purchase is all for instruments. Jennifer states yes, the supplemental budget is for appropriations of funds to purchase instruments.

Director Isom moves to approve the 24-25 Adjusted Supplemental Budget as presented Finn seconded, Motion approved unanimously. No further discussion.

6. **Student Rep Reports**

6.1 KMS/HLE – Kirk Rohne (8th Grade)

Dr. Fritz read an emailed report from Kirk. They finished well in track and field. The 8th graders are getting ready to go on their to trip for 8th grade promotion. They will also end the year with a school dance.

6.2 KHS – Mylie Lempea (11th Grade)

Mylie Lempea states track, softball and baseball districts are this week. We had a make shift May week this year due to it being up to the students. She states what they all did at the yearly event. They hosted a prom right after May Week, most of the students relayed that they enjoyed the setting this year which was at the Clatsop County Fairgrounds.

7. **District Reports**

7.1 Financial Report – Jennifer Morgan

Jennifer Morgan reports as presented. We are trending to be slightly below budget. We recently hired Claudine Adams who will be taking over HR/Payroll for Laura Germond. Isom states that the audit is required by law by Dec. 31st and it would be nice to have compliance on the state requirement. Chair Bangs requests motion, Isom moves to approve, as presented, Montgomery seconds, all in favor, Motion approved unanimously. No further discussion.

7.2 Hilda Lahti Elementary/Knappa Middle School – Tammy McMullen

Tammy reports as presented.

7.3 Knappa High School – Paul Isom

Principal Isom reports as presented. Thanked Bryan Lempea and Amanda Isom for their work on coordinating prom.

8. Board Member Reports and Future Agenda Items

Jasper – No report at this time.

Finn – No report at this time.

Montgomery – No report at this time.

Isom – Its Election night, good luck tonight.

Bangs – Thanks to Principal McMullen for her support and service to our district and especially our students. She has made a huge impact and I wish her well on her next endeavor as a superintendent.

Meeting adjourned 7:07pm.

Next Meetings:

Wednesday, June 4, 2025 Budget Committee Meeting 6:30pm, Knappa High School Library.

Wednesday, June 18, 2025 Public Hearing of the Budget & Regular Board Meeting 6:30pm, Knappa High School Library.

Knappa School District No. 4 • Knappa, Oregon 97103
Budget Committee Meeting
Wednesday, June 4, 2025

6:30 p.m.
Board of Directors Budget Committee Meeting

Call to Order-Flag Salute-Chair Derek Bangs

Meeting called to order at 6:30pm. Chair D Bangs moves communications and hearings of

1. New Business

- 1.1 Approve Minutes from the May 14, 2025 Budget Meeting-(motion needed)
Chair D Bangs requests approval. Chair D Bangs makes a motion, Isom seconds, approved unanimously. No further discussion.
- 1.2 25-26 Budget Review-Superintendent Fritz and Business Manager Jennifer Morgan
Jennifer Morgan reports as presented. Jennifer Morgan reports that Title 1 funds have been increased, more enrollment to claim and PERS. Bangs clarifies the shortfall is offset. Jennifer states yes it would then create a \$19,000 cushion. Ed Johnson asks if the funds are already allocated by the state. Jennifer Morgan states yes. Cullen ask about the cell tower fund. Dr. Fritz states that we will request action from the board about those funds. Chair D Bangs asks about the supplemental budget that was requested from previous meeting is no longer needed. Ed Johnson states that he clarified with Jennifer that the state interest is higher now. Jennifer states we are hopeful to continue some bond work using leftover bond funds. Dr. Fritz states we are tracking the high priority needs for the buildings and are still working to complete large items such as some building roofs and fire sprinklers in the high school. There may be some grants to cover any work that we cannot maintain. Chair D Bangs requested that the list of those priority items was given by Dr. Fritz. Dr. Fritz states that when he arrived all the building roofs needed replaced, so as we replaced by the bond funds, we chose to be strategic to that we don't have to replace all at once at one time again in regards to long term stability for the district. Hannah Bryan clarifies the increase for athletic fees and potentially charging facility usage. Dr. Fritz states that currently the fee for home school athletes is \$100 and will be \$150 if the student is not enrolled in our district. The student can be enrolled in at least one course, and the fee will decrease back to \$100. Hannah Bryan asks how much that would bring in. Dr. Fritz relays not much but it's the enrollment that we need. Chair D Bangs summarizes that for home school student's one class such as an elective or unique CTE could help our enrollment numbers. Michelle Finn requests doing the outreach before making the increase due to hearing from the community that it may have a negative impact. Dr. Fritz relays we will be doing outreach in June. Director Isom clarifies that any parents of students enrolled or unenrolled can request the fee to be waived due to insignificant funds. Director Isom gives

appreciation for this year's budget process. Director Isom requests a quarterly budget update to compare budgeted to actuals and to work as a district team to get our enrollment numbers to increase and keep that as the main focus. Chair D. Bangs clarifies that it's hard to track the changing of funds and requests more clarification or a summary of previous year's budget when items are moved. Jennifer Morgan states that when preparing the budget they take actuals from the previous year and for this year decreased every line item except for payroll. Montgomery states that due to our audits being late, maybe we need to consider changing firms. Director Isom states that Pauly Rogers is performing an ethics issue and it's not our issue but it's there's other firms that may solve this issue. Director Isom states that the point of having a board and budget committee is over see but detailed actuals are needed to really know where funds are being spent. Montgomery clarifies if it will be adjusted, Jennifer Morgan states that it won't be possible in time, but the budget is appropriating the funds.

1.3 Approve 25-26 Budget- (motion needed)

Chair D Bangs makes a motion to approve the 25-26 Proposed Budget for the 2025-2026 fiscal year in the amount of \$14,639,539. Budget Committee member Ed Johnson seconds. All in favor, approved unanimously. No further discussion.

Chair D. Bangs makes motion that the permanent tax rate of \$4.6062 per \$1,000 value be levied in support of the General Fund; and in the amount of \$741,800 for bonds; and that these taxes are hereby imposed and categorized for the tax year 2025-2026 upon the assessed value of all taxable property within the district. Budget Committee member Ed Johnson seconds. All in favor, approved unanimously. No further discussion.

Meeting adjourned 7:11pm.

2. 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.

Next Meetings:

Wednesday, June 18, 2025 Regular Board Meeting 6:15 p.m.,

Wednesday, August 6, 2025 • Board Work Session • 6:30 p.m.



Knappa School District No. 4

Personnel Update June 18, 2025

New Hires:

1. The hiring of Emily Fewing as the Medical Needs SPED Teacher.
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Lay Offs:

1. Cayla Starr - Layoff Authority due to Reduction of Force
2. Jacqueline Whitten - Layoff Authority due to Reduction of Force

Knappa School District #4
Board Meeting Background Information

☐ Policy
☒ Financial
☐ Discussion

☐ Vision & Goals
☐ Information
☐ Resolution

☐ Capital Projects
☐ Labor Relations

Item Title: Authorization for Certificated Reduction of Force

Presenter: William Fritz, Ph.D., Superintendent

Background Information Related to this Issue:

As is noted in the FY 2025 Budget that has been approved by Budget Committee and is before the School Board tonight for adoption, Knappa School District has needed to reduce costs by an amount in excess of \$300,000 to balance the budget. The primary causes of this need are:

1. insufficient resources allocated by the Oregon Legislature to the State School Fund,
2. lower projected enrollment,
3. diminished funding for the Student Investment Act and High School Success,
4. failure of the Legislature to fully fund special education costs (by maintaining the 11% Special Education cap AND flat funding of the “high cost disability fund”), and
5. inability to use “one time solutions” to offset this shortfall like the districts has used in the past (i.e. transferring resources from the ESD, changing the ending fund balance policy, or using ESSER resources).

The District has included constituents in a feedback process through surveys and a community forum related to the budget and two public budget meetings have been held by the budget committee.

Unfortunately, with enrollment decline, less teachers are needed to cover the lower number of students, and the district has no attrition of staff members this year.

Accordingly, in line with the budget, a reduction of two (2) certificated staff members is needed.

Background (con't)

The staff members impacted are identified as directed by the Collective Bargaining Agreement between Knappa Education Association and Knappa School District. The Superintendent has been transparent with the Association President regarding the need for layoffs and verified that the CBA was properly interpreted to identify impacted individuals (by program, certification, grade level, and seniority). The CBA calls for a 27 month right of recall for these staff members.

The Superintendent is requesting authority from the School Board to implement these reductions. He will only conduct the reductions if absolutely necessary, and after he is certain that there are no other options (i.e. resignations, retirements, or additional resources/grants).

Financial Impact:

The savings as a result of the reduction are approximately \$200,000 (including salary and benefits) which is consistent with the approved budget.

Recommended Action:

It is the recommendation of the Superintendent that the Board authorize reduction of two certificated staff positions in accordance with terms of the Collective Bargaining Agreement.

Knappa School District #4
Board Meeting Background Information

<input type="checkbox"/> Policy	<input type="checkbox"/> Vision & Goals
<input type="checkbox"/> Financial	<input type="checkbox"/> Information
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution
<input checked="" type="checkbox"/> Other	

Item Title: Approval of Outside Work for Superintendent

Background Information Related to this Issue:

The employment contract between the School Board and the Superintendent requires School Board permission for the Superintendent to engage in outside work. The superintendent has been invited to teach online classes at Bushnell University during fall term 2025 and spring term 2026. The classes are small, class sessions will occur in the evening, and the courses will not interfere with work time in the Knappa School District.

Operational Impact: No direct operational impact. The superintendent will be teaching online, Additionally, the coursework relates to educational research and school law, so the superintendent will continue to be immersed in current educational research as a result of this experience.

Financial Impact: None

Recommended Action: The superintendent respectfully requests that the Board authorize up to five credits per term of outside work at Bushnell University.

Knappa School District No. 4
Confidential Personnel Services Contract
Claudine Adams
2025-2026

This contract is entered into for the 2025-26 school year between Knappa School District No. 4 and Claudine Adams as Payroll/HR Specialist. It is hereby agreed by both parties that:

- A. The confidential employee shall perform duties of Payroll/HR Specialist in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the District Office services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

Salary and Other Provisions

1. The position will be 25 hours per week, 12 months per year. The District shall pay an hourly salary of \$26 for an annual salary of \$33,540 commencing July 1, 2025 and ending June 30, 2026. The employee will pay their portion of PERS. This contract will be for 258 days.
2. Sick Leave will accumulate at the rate of .781 of an 8-hour day per month based on twelve days per year.
3. Personal Leave will be a .781 of an 8-hour day based on three days for each contract year. One unused personal day may be cashed out for \$125.00 at the end of the contract year (pro-rata for part time employees). One unused personal day may be rolled over to the following year (pro-rata for part time employees).
4. The employee will have the following as paid holidays based on .625 of an 8-hour day: Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, MLK Day, President's Day, Memorial Day and Juneteenth.
5. Vacation will be 10 five-hour days. Vacation time should be used within 12 months following the employment year in which it was earned. You may accumulate no more than 20 hours of earned but unused vacation time.
6. The District will pay a maximum of up to \$1,565 per month (\$945 pro-rata for part time employees) for the employee and their dependents towards insurance premiums for the District's Group HRA and the employee's choice of dental and vision coverage offered by the District.

Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$685 per month (\$413.75 pro-rata for part time employees) as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

Claudine Adams, Payroll/HR Specialist

Date

Dr. William Fritz, Superintendent

Date

KNAPPA SCHOOL DISTRICT NO. 4
Confidential Personnel Services Contract
Stephanie Baldwin
2025-2026

This contract is entered into for the 2025-2026 school year between Knappa School District No. 4 and Stephanie Baldwin as High School Head Secretary. It is hereby agreed by both parties that:

- A. The Confidential employee shall perform duties of the High School Head Secretary in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the School Office services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

Salary and Other Provisions

1. This position will be 8 hours per day, 212 days per fiscal year for an annual salary of \$41,816. The District shall pay in **Twelve** (August – June) monthly installments. The district will pay the employee's share of PERS.

2. The District will pay a maximum of up to \$1,565 per month for the employee and their dependents towards insurance premiums for the District's Group HRA and the employee's choice of dental and vision coverage offered by the District.

Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$685 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

3. Sick Leave will accumulate at the rate of 8 hours per month or 88 hours per year.

4. Personal Leave will be four 8-hour days for each contract year. One unused personal day may be cashed out for \$125.00 at the end of the contract year. One unused personal day may be rolled over to the following year.

5. The employee will be paid their regular scheduled hours and rate for two days per year that schools are closed due to inclement weather, physical plant problems or other such unforeseeable problems.

6. The employee will have the following as paid holidays if they fall within their regular work year: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Presidents Day, Memorial Day and Juneteenth.

Stephanie Baldwin

Date

KNAPPA SCHOOL DISTRICT NO. 4
Confidential Personnel Services Contract
Shannon Harrington
2025-2026

This contract is entered into for the 2025-26 school year between Knappa School District No. 4 and Shannon Harrington as Head Secretary at Hilda Lahti Elementary. It is hereby agreed by both parties that:

- A. The Confidential employee shall perform duties of the Elementary Head Secretary in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the School Office services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

Salary and Other Provisions

- 1. This position will be 8 hours per day, 212 days per fiscal year for an annual salary of \$42,248. The District shall pay in **Twelve** (Aug–June) monthly installments. The district will pay the employee's share of PERS.
- 2. The District will pay a maximum of up to \$1,565 per month for the employee and their dependents towards insurance premiums for the District's Group HRA and the employee's choice of dental and vision coverage offered by the District.
Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$685 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.
- 3. Sick Leave will accumulate at the rate of 8 hours per month or 88 hours per year.
- 4. Personal Leave will be **five** 8-hour days for each contract year. One unused personal day may be cashed out for \$125.00 at the end of the contract year (pro-rata for part time employees).
- 5. The employee will have the following as paid holidays if they fall within their regular work year: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Presidents Day, Memorial Day and Juneteenth.
- 6. Due to Shannon's longevity as a classified employee she will retain her seniority within the secretarial classifications within the classified unit.
- 7. To compensate for office staffing shortages, a 5% wage increase will be paid when either the assistant secretary or the nurse is absent without a substitute. A 10% wage increase will be paid when both are absent without substitutes.

Shannon Harrington

Date

Dr. William Fritz, Superintendent

Date

KNAPPA SCHOOL DISTRICT NO. 4
Confidential Personnel Services Contract
Randall Larson
2025-2026

This contract is entered into for the 2025-2026 fiscal year between Knappa School District No. 4 and Randall Larson as Maintenance Supervisor. It is hereby agreed by both parties that:

- A. The Confidential employee shall perform duties of Maintenance Supervisor in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the supervisory services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

Salary and Other Provisions

- 1. This position will be 8 hours per day, for 258 days per fiscal year for a salary of \$63,507. The employee will pay the employee's share of PERS.
- 2. The District will pay a maximum of up to \$1,565 per month for the employee and their dependents towards medical insurance premiums for the District's Group HRA. If the employee chooses dental and/or vision coverage, the employee will pay the premium(s).

Any employee who opts out of medical insurance coverage, based on the rules set forth by the insurance company, shall receive \$685 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

- 3. Sick Leave will accumulate at the rate of 8 hours per month or 96 hours per year.
- 4. Personal Leave will be **three** 8-hour days for each contract year. One unused personal day may be cashed out for \$125.00 at the end of the contract year. One unused personal day may be rolled over to the following year.
- 5. The employee will have the following as paid holidays if they fall within their regular work year: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Presidents Day, Memorial Day and Juneteenth.
- 6. For fiscal year 2025-2026 the employee will receive **15** days of vacation to be used within 12 months of the employment year in which it was earned.

Randall Larson

Date

Dr. William Fritz, Superintendent

Date

KNAPPA SCHOOL DISTRICT NO. 4
Confidential Personnel Services Contract
Hannah Mather
2025-2026

This contract is entered into for the 2025-26 school year between Knappa School District No. 4 and Hannah Mather as Executive Assistant to the Superintendent and Board, Purchasing and Payables. It is hereby agreed by both parties that:

- A. The Confidential employee shall perform duties of Administrative Assistant to the District office and Board in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the District Office services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

Salary and Other Provision

1. The position will be 40 hours per week, 12 months per year. The District shall pay an annual salary of \$58,806. Commencing July 1, 2025 and ending June 30, 2026. The employee pays their share of PERS. This contract is for 248 days.
2. The position of Board Secretary will be compensated through an annual stipend of \$5,000 for additional responsibilities and/or time spent attending Board meetings or work sessions.
3. Sick Leave will accumulate at the rate of one day per month or twelve days per year. Personal Leave will be three days for each contract year. One unused personal day may be cashed out for \$125.00 at the end of the contract year. One unused personal day may be rolled over to the following year.
4. The employee will have the following as paid holidays: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Presidents Day, Memorial Day and Juneteenth.
5. Vacation will be 10 eight-hour days.. Vacation time should be used within 12 months following the employment year in which it was earned. You may accumulate no more than 160 hours of earned but unused vacation time. For the 2024-25 year, you may carry forward all unused vacation time from the prior year.
6. For the length of this Agreement the District will pay a maximum of up to \$1,565 per month for the employee and their dependents towards insurance premiums for the District's Group HRA and the employee's plan choice for dental and vision coverage offered by the district.
- Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$685 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.
7. The administrative group will set forth, with business office approval, the list of employees who may opt out of insurance coverage based on the rules set forth by the insurance company of choice.

Hannah Mather, DO Administrative Assistant

Date

Dr. William Fritz, Superintendent

Date

KNAPPA SCHOOL DISTRICT NO. 4
Confidential Personnel Services Contract
Sharon Olson
2025-2026

This contract is entered into for the 2025-26 school year between Knappa School District No. 4 and Sharon Olson as Head Bus Driver/Trainer. It is hereby agreed by both parties that:

- A. The Confidential employee shall perform duties of Head Bus Driver/Trainer in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the supervisory services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

Salary and Other Provisions

- 1. This position will be 8 hours per day, 198 days per fiscal year for an annual salary of \$59,769. The District shall pay in **Twelve** (July–June) monthly installments. The district will pay the employee's share of PERS.
- 2. The District will pay a maximum of \$1,565 per month for the employee and their dependents towards insurance premiums for the District's Group HRA and the employee's choice of dental and vision coverage offered by the District. An employee who opts out of medical/dental/vision insurance coverage, based on the rules set for the by the insurance company, shall receive \$685 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.
- 3. Sick Leave will accumulate at the rate of 8 hours per month or 80 hours per year.
- 4. Personal Leave will be three 8-hour days for each contract year. One unused personal day may be cashed out for \$125.00 at the end of the contract year. One unused personal day may be rolled over to the following year.
- 5. The employee will have the following as paid holidays if they fall within their regular work year: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Presidents Day, Memorial Day and Juneteenth.

Sharon Olson

Date

Dr. William Fritz, Superintendent

Date

KNAPPA SCHOOL DISTRICT NO. 4
Confidential Personnel Services Contract
Heather Tadei
2025-2026

This contract is entered into for the 2025-202 school year between Knappa School District No. 4 and Heather Tadei as Food Service Specialist. It is hereby agreed by both parties that:

- A. The Confidential employee shall perform duties of Food Service Specialist in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the supervisory services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

Salary and Other Provisions

- 1. This position will be 8 hours per day, 188 days per fiscal year for an annual salary of \$43,558. The District shall pay in **Twelve** (Sept – June) monthly installments. The district will pay the employee's share of PERS.
- 2. The District will contribute \$1,565 per month for the employee and their dependents towards insurance premiums for the District's Group HRA and the employee's choice of dental and vision coverage offered by the District. Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$685 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.
- 3. Sick Leave will accumulate at the rate of 8 hours per month or 80 hours per year.
- 4. Personal Leave will be **four** 8-hour days for each contract year. One unused personal day may be cashed out for \$125.00 at the end of the contract year. One unused personal day may be rolled over to the following year.
- 5. The employee will have the following as paid holidays if they fall within their regular work year: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, Presidents Day, Memorial Day and Juneteenth.

Heather Tadei

Date

Dr. William Fritz, Superintendent

Date

***Knappa School District No. 4
Personnel Services Contract
Stephen Stripling
2025-2026***

This contract is entered into for the 2025-26 school year between Knappa School District No. 4 and Stephen Stripling as .75 FTE Technology Director. It is hereby agreed by both parties that:

- A. The employee shall perform duties of Technology Director in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

Salary and Other Provisions

- 1. This position will be 6 hours per day for 258 days for an annual salary of \$54,459. Commencing July 1, 2025, and ending June 30, 2026. The employee will pay the employee's share of PERS.
- 2. Sick Leave will accumulate at the rate of .75 of an 8-hour day per month based on twelve days per year.
- 3. Personal Leave will be a .75 of an 8-hour day based on three days for each contract year. One unused personal day may be cashed out for \$125.00 at the end of the contract year (pro-rata for part time employees). One personal day may be rolled over to the following year (pro-rata for part time employees).
- 4. Vacation will be 10 Six-hour days.. Vacation time should be used within 12 months following the employment year in which it was earned. You may accumulate no more than 80 hours of earned but unused vacation time. For the 2025-26 year, you may carry forward all unused vacation time from the prior year.
- 5. The employee will have the following as paid holidays based on .75 of an 8-hour day: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, MLK Day, President's Day, Memorial Day and Juneteenth.
- 6. The District will pay a maximum of up to \$1,565 per month (pro-rata for part time employees) for the employee and their dependents towards insurance premiums for the District's Group HRA medical plan. The employee's choice of dental and vision coverage offered by the District will be paid by the employee.

Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$685 per month (pro-rata for part time employees) as a basic contribution.

Stephen Stripling, Technology Director

Date

Dr. William Fritz, Superintendent

Date

Knappa School District No. 4
Administrator Contract
Brittany Norton
2025-2028

Conditions of Contract Are As Follows:

It is hereby agreed between the District School Board of Knappa School District No.4, Clatsop County, state of Oregon, and the undersigned administrator, Brittany Norton, that:

1. The administrator shall perform assigned duties in the schools of the school district for the period indicated below.
2. As a condition precedent to any obligation of the school district to pay for or accept the services of the administrator, the administrator shall make the required reports and possess the proper license(s) and qualifications required by law.
3. For such services, lawfully and properly performed, the school district shall pay to the administrator, at the times specified herein, the amount that may be due, according to this contract, pursuant to the school district's payment plan.
4. This contract is subject to the limitations imposed by the provisions of the local budget law.
5. This contract is binding unless the administrator gives sixty (60) days written notice of termination to the district superintendent. Failure of the administrator to give sixty (60) days written notice of termination to the district superintendent subjects the administrator to possible loss of licensure as set forth under ORS 342.553 (1).

Duties — Duties shall be as assigned by the district superintendent. The administrator shall devote full time, skill, labor and attention to district assignments. The administrator must obtain prior superintendent approval before accepting any offers of outside employment or consulting work. The administrator shall perform assigned responsibilities in accordance with the laws of the state of Oregon, the Oregon Administrative Rules and written school district policies and school district administrative regulations, procedures and directives. The administrator may be reassigned or transferred at any time. Administrators are expected to work on policy, procedure, curriculum, negotiations, budget and other issues as assigned.

Hours — The administrator shall maintain sufficient office hours consistent with the needs of the particular building and general operations of the school district. Administrators are required to attend school board, budget committee and other meetings and activities at the direction of the superintendent.

Work Year — The work year will be 216 days and the superintendent shall define the calendar for each school administrator annually. The work year calendar shall identify specific workdays.

If the administrator does not complete his/her work year with the district, the administrator's final check shall be prorated to account for actual days worked.

Compensation — The annual salary for 2025-26 shall be \$49,456 based on .5 FTE. The employee's share of PERS will be paid by the District.

Insurance — For 2025-26 the District will pay a maximum of up to \$1,565 per month (pro-rata for part time employees) for the employee and their dependents towards insurance premiums for the District's Group HRA and the employee's choice for medical, dental and vision coverage offered by the District.

Any administrator who opts out of medical insurance coverage, based on the rules set forth by the insurance company, shall receive \$685 per month (pro-rata for part time employees) as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

The administrative group will set forth, with business office approval, the list of employees who may opt out of insurance coverage based on the rules set forth by the insurance company of choice.

Closure — If the school board closes one or more schools due to budget shortfall, fire, flood, earthquake or for any other reason, affected administrators, if not reassigned, will not receive salary [or fringe benefits] while the school is/schools are closed.

Holidays — The following days are paid holidays:

January 1 New Year's Day
Last Monday of May Memorial Day
June 19 Juneteenth
First Monday of September Labor Day

November 11 Veterans' Day
Fourth Thursday of November Thanksgiving Day
December 24 Christmas Eve Day
December 25 Christmas Day

Leave — The administrator shall have 4 days available for personal or emergency leave. One unused personal day may be cashed out for \$125.00 at the end of the contract year (pro-rata for part time employees). One unused personal day may be rolled over to the following year (pro-rata for part time employees). Bereavement leave shall be the same as provided in the licensed collective bargaining agreement.

Sick Leave – Sick Leave means absence from duty because of illness or injury of administrator or a member of his/her immediate family, as defined in the licensed collective bargaining agreement, and shall be allowed at a rate of one day per month for each month of employment up to 11 days per year (pro-rata for part time employees), prorated from the first day of employment. Unused sick leave is accrued and carried forward from year-to-year. All accrued sick leave earned under employment from previous Oregon school districts will become part of the administrator's sick leave balance upon the first day of employment.

Evaluation — The superintendent and school board shall determine by whom and when administrators shall be evaluated, which methods of evaluation shall be used and what actions should be taken as a result of the evaluation process. Specific, quantifiable student performance building goals may be established for which the administrator may be held strictly accountable.

The evaluation process shall emphasize job performance, administrator and teacher accountability, student achievement and innovative and effective techniques that deliver quality educational services to students.

Layoff — Layoffs will be conducted according to state law. The school board will retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

Termination of Employment Contract --

- A. *Process for Termination without ADMINISTRATOR'S concurrence.* In the event the DISTRICT intends to act to terminate this Employment Agreement prior to its termination date without the ADMINISTRATOR'S written concurrence, the ADMINISTRATOR shall be entitled to a hearing before the Board prior to the occurrence of any purported act of termination. The ADMINISTRATOR shall receive a written notice of the reasons why the DISTRICT is considering termination of this Employment Agreement, the right to appear before the Board in closed executive meeting or public hearing, at the option of the ADMINISTRATOR, the right to be represented at the hearing by a representative of the ADMINISTRATOR'S choice, and the right to a written decision describing the results of the hearing. The DISTRICT shall give the ADMINISTRATOR no less than ten (10) days written notice in advance of termination. This provision does not constitute a waiver of any rights the DISTRICT or the ADMINISTRATOR may have to enforce this Employment Agreement in the courts under contract or other applicable law.
- B. *Termination at the request of the ADMINISTRATOR.* In the event the ADMINISTRATOR intends to act to terminate this employment Agreement prior to its termination day, he will notify the Board immediately when he intends to seek other employment, and shall give the DISTRICT no less than sixty (60) days written notice in advance of taking another position. It is agreed that such request be accepted by the DISTRICT. The ADMINISTRATOR will be paid for days actually worked and holidays that occur prior to Agreement termination.

Mileage — Administrators who use their personal automobile for school district business will be reimbursed for mileage at the current IRS rate. Prior approval from the superintendent is required.

Tuition Reimbursement — Tuition reimbursement will be for college course work needed for certification and/or license or for classes related to district curriculum and/or staff development goals. The administrator must obtain prior approval from the superintendent before receiving tuition reimbursement for course work.

Professional Dues — The district shall pay membership dues for specific professional and community service organizations as approved by the superintendent.

Term — This contract is effective July 1, 2024, through June 30, 2025. This contract may be non-renewed for any reason deemed in good faith sufficient by the school board.

By: _____
Dr. William Fritz, Superintendent

By: _____
Brittany Norton, Administrator

Date

Date

Knappa School District No. 4
Administrator Contract
Jennifer Morgan
2025-2026

This contract is entered into for the 2025-26 school years between Knappa School District No. 4 and Diane Barendse as Deputy Clerk of Financial Services. It is hereby agreed by both parties that:

- A. Diane Barendse shall perform duties of the Deputy Clerk of Financial Services in conformance with the laws of the State of Oregon, School District Policy and the State Board of Education.
- B. For the financial services and other duties as assigned, lawfully and properly performed, the District shall pay pursuant to District's payment plan.
- C. The Deputy Clerk will be notified, in writing, by March 15 of a non-renewal of contract for the following fiscal year upon which this contract terminates.
- D. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

Salary and Other Provisions

- 1. The District shall pay an annual salary of \$91,146, 12 months per year commencing July 1, 2025 and ending June 30, 2026. The district will pay the employee's share of PERS. This contract is for 256 days.
- 2. For the length of this Agreement the District will pay a maximum of up to \$1,565 per month for the employee and their dependents towards insurance premiums for the District's Group HRA and the employee's choice of dental and vision coverage offered by the District.

Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$685 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

The administrative group will set forth, with business office approval, the list of employees who may opt out of insurance coverage based on the rules set forth by the insurance company of choice.

- 3. Sick Leave will accumulate at the rate of one day per month or twelve days per year. Personal Leave will be four days for each contract year. One unused personal day may be cashed out for \$125.00 at the end of the contract year. One unused personal day may be rolled over to the following year.
- 4. The employee will have the following as paid holidays: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, MLK Day, President's Day, Memorial Day and Juneteenth.
- 5. Vacation will be 20 eight-hour days of vacation. Vacation time should be used within 12 months following the employment year in which it was earned. You may accumulate no more than 160 hours of earned but unused vacation time. All current vacation accumulation may be rolled over for 25-26.
- 6. The district will provide professional growth opportunities for the Deputy Clerk.

Dr. William Fritz, SuperintendentDate

Jennifer Morgan, Administrator

Date

June 6, 2025

Dear Knappa School Board:

The Knappa Bond Citizen's Accountability Committee met on June 4, 2025 to review the final expenditures from the 2021 bond. The committee affirmed that all expenses were consistent with the bond scope.

Sincerely,



Dirk Rohne

Chair

Knappa Bond Citizen's Accountability Committee

Superintendent Report
June 18, 2025

We had a successful end to the 2024-25 school year, with Graduation on June 9 and Promotion on June 12th. Eight alumni are headed to a four-year college or university. Eleven are headed to community college. Five are headed to the “trades”. One is headed to art school.



The final band concert was well attended and the students sounded great. Thank you to Mr. Hughston for another successful year with the music students. The next day (June 8), the fourth and fifth grade students played Marimba music in the HLE courtyard. This was a nice venue for them on a sunny spring day.



You may have noticed some new artwork at the campus entrance. Mylie Lempea and Nadia Gremar have been working on this “Home of the Loggers” sign on the softball shack shack. A wonderful addition to our campus. You may also notice some new artwork by the library. Thank you to Ms. Souza for mentoring these students.



We held our third athletic signing last week. This one was Caidence Crawford who signed to wrestle at Treasure Valley Community College in Ontario, OR. Previous signings were Parker Stevens (track and field) at Linfield, Lily Simpson (volleyball) at Clackamas CC, and Annabelle McDorman (track and field) Southern Oregon CC.

Culture Fair. Last week, Mr. Miller's students hosted culture fair in the KHS Library. They presented their research on various world cultures, and also provided a sampling of food from their respective cultures. I think most of agreed that food is one of our favorite elements of culture!



With Appreciation. May was our last Board meeting with the Student Representatives. We want to acknowledge and thank Mylie Lempea and Kirk Rohne for serving as the student representatives this year. They provided great information about student life, and were able to weigh in on some important issues for the Board. We also acknowledge and thank Tammy McMullen for her service to Knappa School District as the Hilda Lahti Elementary Principal and Jeff Miller as the long-serving baseball coach.

Summer Programs. Thanks to support from the Summer Learning Grant (supported by the Legislature and ODE), we are offering summer learning programs in June and August. These will be aimed at extended learning in culture, history, science, literacy, and mathematics. The program will serve students in grades 1-5 to help them progress in their skills, with priority given to students who are just below standard in literacy and/or mathematics. We will be offering high school credit recovery. Due to support from Knappa Schools Foundation, the June students will also get extended opportunities like a visit to OMSI, the Portland Zoo, the Ocean, and the Maritime Museum. In August, we will host KinderCamp.

Transportation and food service are provided.

Several students who qualify for Special Education will get Extended School Year services.

Capital Projects. The security fencing at HLE is finally complete. The pickleball court is being updated (This work is already started). The HLE roofing crew will also be here next week. We are re-writing the bid for the parking lot paving. We are still awaiting another quote for the fire access extension by the new gym.

Jobs. We could still use another bus driver or two. We still need a HLE custodian; this is a full-time, full-year job with benefits and PERS. We are also on the hunt for an interim principal for Hilda Lahti Elementary. The candidate we met last week withdrew his application.

**KNAPPA SCHOOL DISTRICT
BUDGET RESOLUTION**

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Knappa School District hereby adopts the budget for the fiscal year 2025-2026 in the total of \$14,639,539, now on file at the Administrative Office located at 41535 Old US Hwy 30, Astoria, OR 97103

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2025 for the following purposes:

GENERAL FUND

Instruction	\$ 4,168,801
Support Services	3,320,349
Transfers	260,000
Contingency	90,000
Total General Fund	\$ 7,839,150
Unappropriated	498,242

DEBT SERVICE FUND

Support Services	\$ -
Debt Service	741,800
Total Debt Service Fund	\$ 741,800

SPECIAL REVENUE FUNDS

Instruction	\$ 1,928,607
Support Services	654,885
Community Services	316,700
Facilities Acquisition & Const.	120,000
Contingency	0
Total Special Revenue Funds	\$ 3,020,192
Unappropriated	\$153,300

CAPITAL PROJECT FUNDS

Support Services	\$ 0
Facilities Acquisition & Construction	2,386,855
Total Capital Project Fund	\$ 2,386,855

TOTAL APPROPRIATIONS, All Funds	\$ 13,987,997
Total Unappropriated Amounts, All Funds	651,542
TOTAL ADOPTED BUDGET	<u>\$ 14,639,539</u>

IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2025-2026:

- (1) At the rate of \$4.6062 per \$1000 of assessed value for permanent rate tax
- (2) In the amount of \$741,800 for debt service for general obligation bonds

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the Education Limitation

Permanent Rate Tax \$4.6062/ per \$1000

Excluded from Limitation

General Obligation Bond Debt Service \$741,800

The above resolution statements were approved and declared adopted on the 18th of June 2025.

Cullen Bangs, Board Chair

William Fritz, Superintendent

Knappa School District No. 4
Administrator Contract
Paul Isom
2025-2028

Conditions of Contract Are As Follows:

It is hereby agreed between the District School Board of Knappa School District No.4, Clatsop County, state of Oregon, and the undersigned administrator, Paul Isom, that:

1. The administrator shall perform assigned duties in the schools of the school district for the period indicated below.
2. As a condition precedent to any obligation of the school district to pay for or accept the services of the administrator, the administrator shall make the required reports and possess the proper license(s) and qualifications required by law.
3. For such services, lawfully and properly performed, the school district shall pay to the administrator, at the times specified herein, the amount that may be due, according to this contract, pursuant to the school district's payment plan.
4. This contract is subject to the limitations imposed by the provisions of the local budget law.
5. This contract is binding unless the administrator gives sixty (60) days written notice of termination to the district superintendent. Failure of the administrator to give sixty (60) days written notice of termination to the district superintendent subjects the administrator to possible loss of licensure as set forth under ORS 342.553 (1).

Duties — Duties shall be as assigned by the district superintendent. The administrator shall devote full time, skill, labor and attention to district assignments. The administrator must obtain prior superintendent approval before accepting any offers of outside employment or consulting work. The administrator shall perform assigned responsibilities in accordance with the laws of the state of Oregon, the Oregon Administrative Rules and written school district policies and school district administrative regulations, procedures and directives. The administrator may be reassigned or transferred at any time. Administrators are expected to work on policy, procedure, curriculum, negotiations, budget and other issues as assigned.

Hours — The administrator shall maintain sufficient office hours consistent with the needs of the particular building and general operations of the school district. Administrators are required to attend school board, budget committee and other meetings and activities at the direction of the superintendent.

Work Year — The work year will be 216 days and the superintendent shall define the calendar for each school administrator annually. The work year calendar shall identify specific workdays.

If the administrator does not complete his/her work year with the district, the administrator's final check shall be prorated to account for actual days worked.

Compensation — The annual salary for 2025-26 shall be \$110,851. The employee's share of PERS will be paid by the District.

Insurance — For 2025-26 the District will pay a maximum of up to \$1,565 per month for the employee and their dependents towards insurance premiums for the District's Group HRA and the employee's choice for medical, dental and vision coverage offered by the District.

Any administrator who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$685 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

The administrative group will set forth, with business office approval, the list of employees who may opt out of insurance coverage based on the rules set forth by the insurance company of choice.

Closure — If the school board closes one or more schools due to budget shortfall, fire, flood, earthquake or for any other reason, affected administrators, if not reassigned, will not receive salary [or fringe benefits] while the school is/schools are closed.

Holidays — The following days are paid holidays:

January 1 New Year's Day
Last Monday of May Memorial Day
June 19 Juneteenth
First Monday of September Labor Day

November 11 Veterans' Day
Fourth Thursday of November Thanksgiving Day
December 24 Christmas Eve Day
December 25 Christmas Day

Leave — The administrator shall have 4 days available for personal or emergency leave. One unused personal day may be cashed

out for \$125.00 at the end of the contract year. One unused personal day may be rolled over to the following year. Bereavement leave shall be the same as provided in the licensed collective bargaining agreement.

Sick Leave – Sick Leave means absence from duty because of illness or injury of administrator or a member of his/her immediate family, as defined in the licensed collective bargaining agreement, and shall be allowed at a rate of one day per month for each month of employment up to 11 days per year, prorated from the first day of employment. Unused sick leave is accrued and carried forward from year-to-year. All accrued sick leave earned under employment from previous Oregon school districts will become part of the administrator's sick leave balance upon the first day of employment.

Evaluation — The superintendent and school board shall determine by whom and when administrators shall be evaluated, which methods of evaluation shall be used and what actions should be taken as a result of the evaluation process. Specific, quantifiable student performance building goals may be established for which the administrator may be held strictly accountable.

The evaluation process shall emphasize job performance, administrator and teacher accountability, student achievement and innovative and effective techniques that deliver quality educational services to students.

Layoff — Layoffs will be conducted according to state law. The school board will retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

Termination of Employment Contract --

- A. *Process for Termination without ADMINISTRATOR'S concurrence.* In the event the DISTRICT intends to act to terminate this Employment Agreement prior to its termination date without the ADMINISTRATOR'S written concurrence, the ADMINISTRATOR shall be entitled to a hearing before the Board prior to the occurrence of any purported act of termination. The ADMINISTRATOR shall receive a written notice of the reasons why the DISTRICT is considering termination of this Employment Agreement, the right to appear before the Board in closed executive meeting or public hearing, at the option of the ADMINISTRATOR, the right to be represented at the hearing by a representative of the ADMINISTRATOR'S choice, and the right to a written decision describing the results of the hearing. The DISTRICT shall give the ADMINISTRATOR no less than ten (10) days written notice in advance of termination. This provision does not constitute a waiver of any rights the DISTRICT or the ADMINISTRATOR may have to enforce this Employment Agreement in the courts under contract or other applicable law.
- B. *Termination at the request of the ADMINISTRATOR.* In the event the ADMINISTRATOR intends to act to terminate this employment Agreement prior to its termination day, he will notify the Board immediately when he intends to seek other employment, and shall give the DISTRICT no less than sixty (60) days written notice in advance of taking another position. It is agreed that such request be accepted by the DISTRICT. The ADMINISTRATOR will be paid for days actually worked and holidays that occur prior to Agreement termination.

Mileage — Administrators who use their personal automobile for school district business will be reimbursed for mileage at the current IRS rate. Prior approval from the superintendent is required.

Tuition Reimbursement — Tuition reimbursement will be for college course work needed for certification and/or license or for classes related to district curriculum and/or staff development goals. The administrator must obtain prior approval from the superintendent before receiving tuition reimbursement for course work.

Professional Dues — The district shall pay membership dues for specific professional and community service organizations as approved by the superintendent.

Term — This contract is effective July 1, 2025, through June 30, 2026. This contract may be non-renewed for any reason deemed in good faith sufficient by the school board.

By: _____
Dr. William Fritz, Superintendent

By: _____
Paul Isom, Administrator

Date

Date

Knappa School District No. 4
PERSONNEL SERVICES CONTRACT
Katie M Montgomery
2025-2026

This contract is entered into for the 2025-2026 school year between Knappa School District No. 4 and Katie M Montgomery, RN. It is hereby agreed by both parties that:

1. Katie M Montgomery will perform the duties as District Nurse starting July 1, 2025 and ending June 30, 2026 in conformance with the laws of the State of Oregon, rules of the Department of Education, and School District Policy.
2. For such services lawfully and properly performed, the school district shall pay to said nurse, the amount that may be due, according to this contract, pursuant to the school district's payment plan.
3. Katie M Montgomery will work 35 hours per week, 185 days, at \$41.09 per hour. This includes holiday pay of 7 hours on 10 holidays (Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, MLK Day, President's Day and Memorial Day).
4. The district will pay the employee's share of PERS.
5. The district will pay a maximum of up to \$1,323 per month for the employee and their dependents towards insurance premiums for the District's Group HRA and the employee's choice of dental and vision coverage offered by the District.

Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set for the by the insurance company, shall receive \$579 per month as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income.

6. Sick Leave will accumulate at the rate of one 7 hour day per month for 10 months or 70 hours per year or a ratio of that for partial years employment.
7. Personal Leave will be three 7 hour days or 21 hours for the contract year or a ratio of that amount for partial year's employment. One unused personal day may be cashed out for \$109.00 at the end of the contract year. One unused personal day may be rolled over to the following year.
8. This contract is subject to the limitations imposed by the provisions of local budget law. It is further understood and agreed that payment of the salary and benefits stated in this contract and the obligation of the district there under is subject to the availability of funds.

Katie M Montgomery

Date

William Fritz, Superintendent

Date

Knappa School District #4
Board Meeting Background Information

☐ Policy
☐ Financial
☐ Discussion

☐ Vision & Goals
☐ Information
☐ Resolution

☐ Capital Projects
☒ Other
Curriculum Adoption

Item Title: Adoption of Health Curricula

Presenter: Bill Fritz, Ph.D.

Background Information Related to this Issue:

ODE has approved materials for health instruction in Oregon Schools as part of its annual curriculum adoption cycle. The one adopted text for high school is *Live Well*. This has been reviewed by staff and they are recommending the textbook only (but not the online materials related to reproductive health). They are recommending continued use of King County *FLASH* as an independent adoption.

The new materials have also been subject to public review and comment, as called for in Policy IIA.

After receiving feedback, the materials were deemed by the committee to appropriately align with state standards, be durable, easy to use, free from bias, appropriately readable, and attractive. The aforementioned list are the qualities called for in Board Policy IIA and IIA-AR(1).

The selected materials are:

Grade 8
High School (book only)
High School (Supplemental)

My Future, My Choice Grade 8
Live Well McConnell, Farrar, and Corbin
FLASH King County

These curricula are aligned with state standards and the *Live Well* materials are on the ODE approved list. *My Future My Choice* and *FLASH* are supplemental and are being adopted independently.

Background (con't)

While it is not typical for the Board to review supplemental materials, staff want to present these to the Board due to the potentially controversial nature of materials, especially related to reproductive health topics.

Remember, that materials are share with families during conferences and there is an opt out choice for health, either in its entirety or just for certain parts.

Financial Impact:

The cost of the text materials will be included as part of the annual curriculum adoption budget set aside by the Board in the budget process. The cost for the materials will be approximately \$5,000 which is under the Superintendent's spending authority, and will fit within the curriculum adoption budget established by the School Board.

There is not a new cost for the *MFMC* materials, and FLASH is online for a \$50/year subscription.

Recommended Action:

It is the recommendation of the Superintendent that the Board adopt the curricula listed above.

Knappa School Board

Resolution No. 2025-5

WHEREAS, HB 2009 (2023) was passed in 2023 and became part of ORS 285C.067;

WHEREAS, HB 2009 (2023) requires the governing body of each school district along with the governing body of the zone sponsor to set a rate for the school support fee imposed pursuant to Sections 48 (2) and 51 (2) of HB 2009 (2023);

WHEREAS, this rate must be at least 15 percent and not more than 30 percent;

WHEREAS, by November 1 in any applicable year, the governing body of the zone sponsor will provide the district will all information necessary for the district to collect the fee directly from the business firm;

WHEREAS, by December 1 in any applicable year, the district shall send to the business firm a notice of the required fee, with a due date not later than December 31 of the same year;

WHEREAS, the district shall be responsible for making refunds to business firms of overpayments;

WHEREAS, if a fee payment is delinquent for more than 60 days following the date of delinquency or any later date allowed for curing the delinquency, the Board shall give written notice of the delinquency to the business firm and the assessor of the county;

BE IT THEREFORE RESOLVED that the Knappa School District Board and the governing body establish the rate of the school support fee of 30 percent.

ATTEST: Knappa School District Board of Directors:

Date _____

Knappa School District #4
RESOLUTION NO. 2015-6

A RESOLUTION OF THE KNAPPA SCHOOL BOARD OF ASTORIA, OR, EXPRESSING SUPPORT FOR THE TONGUE POINT JOB CORPS AND URGING CONTINUED FEDERAL FUNDING FOR THE JOB CORPS PROGRAM

WHEREAS, the Tongue Point Job Corps, located in Astoria, OR, provides vital career and technical education to young adults, equipping them with skills necessary for gainful employment; and

WHEREAS, the Center has been instrumental in fostering a skilled workforce that contributes significantly to the local economy and community development; and

WHEREAS, Knappa School Board recognizes the importance of the Job Corps program in offering life-changing opportunities to underserved and economically disadvantaged youth across diverse communities; and

WHEREAS, recent federal actions have placed the continued operation of Tongue Point Job Corps in jeopardy, threatening the livelihoods of its students and staff, as well as the economic stability of the region; and

WHEREAS, many Knappa students and graduates have benefited from the proximity and quality of the Job Corps program and the fact that it leads to a productive career in many trades, most notably in Seamanship, and

WHEREAS, the Knappa School Board acknowledges the positive impact of Tongue Point Job Corps on the community and the potential adverse effects that its closure would entail.

NOW, THEREFORE, BE IT RESOLVED BY THE KNAPPA SCHOOL BOARD OF ASTORIA, OR

1. The Knappa School Board hereby expresses its strong support for the continued operation and federal funding of the Tongue Point Job Corps
2. The Knappa School Board urges the Governor of Oregon, the Oregon State Legislature, the Labor Secretary, and the Oregon Congressional Delegation to advocate for the preservation and funding of the Job Corps program, recognizing its critical role in workforce development and community enrichment.
3. A copy of this resolution shall be transmitted to the Governor of Oregon, the members of the Oregon State Legislature, the Secretary of Labor, and the Oregon Congressional Delegation to convey the Knappa School District's position on this matter.

PASSED, APPROVED, AND ADOPTED this 18th day of June, 2025.

Astoria, OR

By: _____
Cullen Bangs, School Board Chair

ATTEST:

Dr. William T Fritz, Superintendent



Knappa School District No. 4

William Fritz Ph.D.-Superintendent

June 18, 2025
Board Meeting

TO: BOARD OF DIRECTORS

FROM: Jennifer Morgan CFO

TOPIC: FINANCIAL REPORT

Discussion

Attached is the May 31, 25 Financial Report, using the Frontline Forecast 5 program. Forecast 5 uses historical data as reported to ODE. Current year information is uploaded from actuals every month. Forecasts are based on historical information and the adopted budget. Currently we are trending to stay slightly below budget.

The budget for 25-26 school was approved at the June 4th budget meeting.

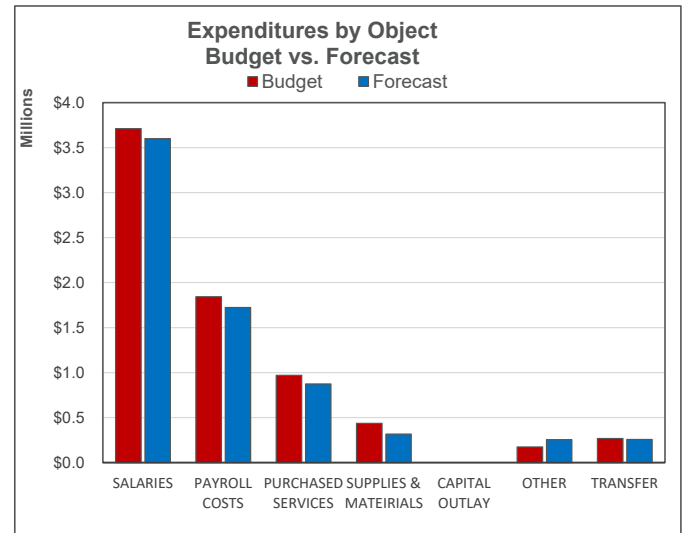
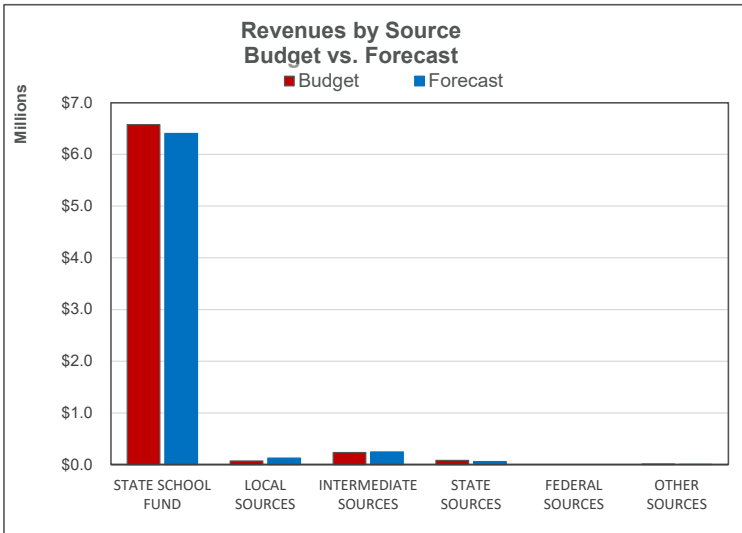
The final audit is scheduled to begin the last week of August.

We have been working on wrapping up all grant claims and year end processes.

General Fund | 2024 - 2025 Financial Summary by Object

For the Period Ending May 31, 2025

	2023 - 2024 YTD Actual	Prior Year % of Actual	Adopted Budget	2024 - 2025 YTD Actuals	% of Budget	Annual Forecast	Variance Fav / (Unfav)
RESOURCES							
Operating Revenues							
State School Fund	\$ 4,487,563	100.00%	\$ 4,542,290	\$ 4,350,777	95.78%	\$ 4,350,777	\$ (191,513)
Other State School Fund	2,036,949	86.27%	2,034,142	1,914,411	94.11%	2,057,111	22,969
State School Fund Formula	6,524,512	95.27%	6,576,432	6,265,188	95.27%	6,407,888	(168,544)
Local Sources	125,906	93.95%	70,000	123,235	176.05%	124,241	54,241
Intermediate Sources	430,000	100.00%	233,000	184,715	79.28%	245,463	12,463
State Sources	39,429	100.00%	78,848	58,818	74.60%	58,818	(20,030)
Federal Sources	-	-	-	-	-	-	-
Other Sources	3,525	100.00%	10,000	95	0.95%	928	(9,072)
Total Operating Revenues	\$ 7,123,372	95.54%	\$ 6,968,280	\$ 6,632,050	95.17%	\$ 6,837,338	\$ (130,942)
Beginning Fund Balance	694,587	100.00%	800,000	604,752	75.59%	604,752	(195,248)
TOTAL RESOURCES	##### #	95.92%	\$ 7,768,280	\$ 7,236,803	93.16%	\$ 7,442,090	\$ (326,190)
REQUIREMENTS							
Operating Expenditures							
Salaries	\$ 3,255,750	86.42%	\$ 3,709,733	\$ 3,136,855	84.56%	\$ 3,598,731	\$ 111,003
Associated Payroll Costs	1,566,628	85.68%	1,842,934	1,518,123	82.38%	1,723,986	118,947
Purchased Services	656,298	67.14%	969,150	521,166	53.78%	874,471	94,679
Supplies and Materials	234,386	96.14%	436,500	217,402	49.81%	317,437	119,063
Capital Outlay	-	-	-	-	-	-	-
Other Objects	161,096	96.74%	173,150	223,586	129.13%	255,280	(82,130)
Transfers	562,000	100.00%	267,000	257,000	96.25%	257,000	10,000
Total Operating Expenditures	\$ 6,436,158	85.30%	\$ 7,398,467	\$ 5,874,132	79.40%	\$ 7,026,905	\$ 371,562
Contingencies	-	-	114,813	-	0.00%	114,813	-
Unappropriated Ending Fund Balance	-	-	460,000	-	0.00%	460,000	-
TOTAL REQUIREMENTS	\$ 6,436,158	85.30%	\$ 7,973,280	\$ 5,874,132	73.67%	\$ 7,601,717	\$ 371,562



HLE Board Report - June 2025

24-25	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
PreK	16	16	18	18	18	18	18	18	18	18
K	23	25	25	25	25	24	24	23	23	23
1	31	31	31	32	32	31	31	31	31	31
2	21	21	21	21	21	21	21	21	21	21
3	36	36	36	36	35	35	36	36	36	36
4	34	34	34	34	33	33	33	34	35	35
5	29	30	29	29	29	29	29	29	29	29
6	41	41	40	41	41	41	41	41	41	41
7	35	34	34	34	32	32	32	32	32	32
8	37	37	37	38	39	38	37	38	38	38
KVA	7	8	8	8	8	8	8	8	8	8
Total*	294	297	295	298	295	292	292	293	294	294
23-24 K-8	307	306	306		305	306	306	304.5	303.5	303.5
<hr/> 22-23	317	310	314	311	313	315	316	312	315	311

* PreK and consortium is not included in this #.

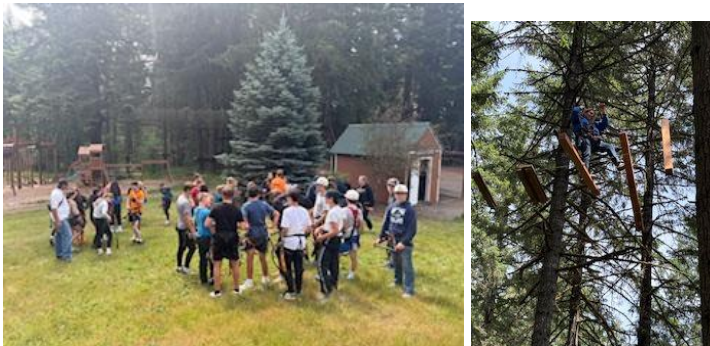
The end of the school year was full of great activity and celebration. Our eighth grade promotion was well attended, and we promoted to the high school an exceptional class of students.

Sixth grade spent four days at area locations learning about the ecology, ecosystems, and nature. In addition, they did some projects here on campus including building planter

boxes and planting a couple trees, one in memoriam of Ron DeVargas.



The final quarter incentive trip to Tree to Tree Adventures ended up being a wonderful hit. We were able to utilize a credit the high school did not use. For the fourth quarter, 54 of our 109 middle school students had a 3.5 GPA and above. Forty seven of them were eligible to attend after behavior and such were accounted for. We took thirty six with us, the majority of the eighth graders did not attend.



This past year, we enjoyed adding art and dance to our program. Thank you Sitka Arts.



We have loved Sitka Arts in the classroom. Our music program was well attended and the kids did an awesome job. We even had a marimba concert in the courtyard one day.

Field day was awesome. Maddy Buoy and the Leadership class did a great job of coordinating all the parts to the day. Once again the Knappa Fire Department came and had a blast with our students. Thank you to them. Thank you to all of the staff and family



who volunteered to run the day.

For the month of May, we had a reading incentive for K-8 students. 425 books were read! Students read a book, wrote a short summary, and put their slip into a drawing for a bike or scooter. The local Masons donated the K-5 scooters and bikes. So many students read! Thank you Librarian Tina for fostering and running this fun program!



The other day, I was so impressed with our preschool class. We were just walking from the playshed back to class. The growth of understanding how school runs and social

emotions is incredible. Thank you preschool team for your hard work.



Academically, I am so pleased with the growth of our students. Dr. Fritz will share some test results. Our team is committed to continued growth.

The 2024-2025 school year has been an exceptional year. Our team is so solid and I am so sad to be leaving. I am confident that the team will continue the great growth and flourish even more under new leadership. Thank you for your support over the past five years. Knappa will always be special to me.

Respectfully submitted,

Tammy McMullen

Principal

Hilda Lahti Elementary and Knappa Middle School



Knappa High School

*All learners prepared to rise to the
opportunities and challenges of the world*

Paul Isom

Principal

isomp@knappak12.org

Jenny Smith

Athletic Director

smithj@knappak12.org

Chris Gremer

Guidance Counselor

gremerc@knappak12.org

Stephanie Baldwin

Head Secretary

baldwins@knappak12.org

May 2025 **KSD Board Report**

Enrollment 2024-25

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9		34	34	34	34	34	34	34	34	34	34
10		30	30	29	30	29	29	29	28	28	28
11		37	37	37	36	35	34	34	33	33	33
12		30	30	30	30	30	30	30	30	30	30
Total		131	131	130	130	128	127	127	125	125	125

2023-24

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9	34	35	35	33	33	34	32	32	32	32	31
10	36	34	33	33	33	31	31	31	31	30	30
11	34	34	34	33	33	32	32	31	31	31	30
12	35	36	36	35	35	36	36	36	36	36	35
Total	139	139	138	134	134	133	131	130	130	129	126

2022-23

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9	36	37	37	36	34	34	35	34	35	35	35
10	39	35	33	33	33	33	33	33	33	33	33
11	39	35	35	36	34	34	35	35	34	34	34
12	34	36	37	37	36	36	35	35	35	35	35
Total	148	143	142	142	137	137	138	137	137	137	137



Knappa High School

*All learners prepared to rise to the
opportunities and challenges of the world*

Paul Isom

Principal

isomp@knappak12.org

Jenny Smith

Athletic Director

smithj@knappak12.org

Chris Gremar

Guidance Counselor

gremarc@knappak12.org

Stephanie Baldwin

Head Secretary

baldwins@knappak12.org

We finished the year with several fun activities. Our 9th and 10th graders went to the maritime museum and participated in a shark dissection. Ms Jas set this opportunity up and it was a really cool experience that the students seemed to enjoy.

We also had an annual culture fair put on by our Global Studies students. This is always a good event. Mr Miller coordinates this and the students pick different regions of the world they have learned about and they make poster boards and set up stations in the library that include food and drinks from the region. The students really enjoy this and this year they did a fantastic job!

Graduation went extremely well. Thank you to Nick Mack for coming and giving a speech and congratulations to all of our graduates!

Monday we will begin planning for next year. We are going over the calendar as well as different policies and procedures we can improve on.

Respectfully,

Paul Isom

Principal, KHS