

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

#### Board of Directors' Regular Meeting Wednesday, August 20, 2025 6:30 p.m.

#### 1. **Call to Order** – *Flag Salute*

#### 2. **Consent Agenda** – Motion for Approval Needed

- 2.1 Approve the Minutes of August 6, 2025 Work Session
- 2.2 25-26 Board of Directors Goals
- 2.3 25-26 Superintendent Goals
- 2.4 Surplus of Old High School Intercom Console
- 2.5 Certified Personnel Update

#### 3. Information – Dr. Fritz

- 3.1 Personnel Update
- 3.2 Acknowledgment Contract with Dr. Rynberg
- 3.3 Student Success Committee Member Assignment

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

SUBMIT PUBLIC COMMENT HERE: <a href="https://knappa.schoolinsites.com/comment">https://knappa.schoolinsites.com/comment</a>
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.

#### 5. Superintendent Report

#### 6. New Business

- 6.1 Superintendent Evaluation Timeline Discussion Only
- 6.2 First Read Cell Phone Policy
- 6.3 Cell Tower Fund Authorization Summer Library Budget
- 6.4 Cell Tower Fund Authorization Backfill Athletics Budget

#### 7. **District Reports**

- 7.1 Financial Report Jennifer Morgan
- 7.2 Hilda Lahti Elementary/Knappa Middle School Dr. Andrew Rynberg
- 7.3 Knappa High School Paul Isom

#### 8. Board Member Reports and Future Agenda Items

#### **Next Meetings:**

Wednesday, September 24, 2025 Regular Board Meeting 6:30pm, Knappa High School Library. Wednesday, October 22, 2025 Regular Board Meeting 6:30pm, Knappa High School Library.

#### Board of Directors' Work Session Meeting Wednesday, August 6, 2025 6:30 p.m.

Present Absent

Cullen Bangs – Vice Chair
Brian Montgomery – Chair
Will Isom – Director
Michelle Finn – Director
Hannah Bryan – Director
William Fritz – Superintendent
Hannah Mather – Board Secretary
Jennifer Morgan- Chief Financial Officer
Andi Rynberg – HLE/KMS Interim Principal

Paul Isom-KHS Principal Brittany Norton – SPED Director

1. **Call to Order** – *Flag Salute* Meeting called to order at 6:30pm.

#### 2. **New Business**

2.1 Introduction of Dr. Andrew Rynberg

#### 2.1 Candidate Introduction

Chair Montgomery calls on Dr. Fritz to proceed. Dr. Rynberg introduces himself and shares his experience and background. Board members introduce themselves. The session closes with questions. No further discussion.

#### 2.2 Board-Evaluation

Chair Montgomery proceeds with the self-evaluation summary.

Vice Chair Bangs expresses appreciation for smooth meetings and efficient operations. Chair Montgomery states his appreciation for the board–superintendent relationship and asks Dr. Fritz if he believes the board is functioning well. Dr. Fritz responds that he appreciates the partnership with the school board.

Director Finn asks if the board would be interested in attending the OSBA conference. Dr. Fritz states that other schools participate and, if the board is interested, arrangements can be made.

Chair Montgomery shares that he appreciated staying informed during the bond process.

Dr. Fritz discusses a change in the implementation timeline for the employee feedback and improvement survey. Originally scheduled for Spring 2024, the survey will now be

distributed in Fall of the 2025–26 school year. He adds that he is researching vendors that fit within the budget.

Director Isom comments on Goal 3, stating the district needs to consider its public perception and look for ways to meet parents and community members where they are. He suggests the district should focus on marketing and communication, which may increase attendance.

Dr. Fritz reflects on past layoff years, stating that there had been little communication at the time, which was problematic. He notes that although communication was prioritized this past year, the result was similar. He adds that if there were significant dissatisfaction, more people would attend meetings.

Chair Montgomery suggests addressing negative social media commentary from staff about the district. He recommends advertising school programs more actively.

Vice Chair Bangs identifies communication as an area for improvement. Dr. Fritz summarizes survey feedback that reflected a level of distrust in the district. He explains this was gathered from an open-response question, not a Likert scale.

Director Isom states that the positive aspects of the district—at least 10%—should be communicated via social media, newsletters, and printed materials such as the back of high school sports programs. She also recommends personal outreach for incoming freshmen and kindergarten students to create a strong sense of community.

Dr. Fritz confirms that the district is working on mailing out an informational flyer to the community.

Director Bryan comments that the letter Principal Isom sent regarding incoming 9th graders was reassuring.

Director Finn proposes creating a Knappa School District social media account, provided it maintains a positive tone and is managed by an administrator.

Chair Montgomery makes a request; however, the remainder of his statement is not captured in the minutes.

#### 2.3 Board Goals

Dr. Fritz reflects on Goal 2a, stating that safe and high-quality learning implementations include maintaining school buildings and ensuring safety measures and policies are in place.

Chair Montgomery reports as presented and reflects on updates to the goals.

#### 2.4 Superintendent Goals

Dr. Fritz reports superintendent goals as presented. He discusses measurements of success and graduation rates.

Director Isom requests a correction to one goal: to increase female CTE participation without decreasing male participation. H also notes that drama may be added to the goals and that 8th grade math performance is another potential focus area.

There are no further questions. Dr. Fritz provides an update on grants currently in progress and continues reporting on the goals as presented.

Chair Montgomery reminds the community about the Back to School Community Fair happening on September 2, 2025.

Director Isom provides comments about a recent meeting he attended. Meeting adjourned 8:46pm.

#### **Next Meetings:**

Wednesday, August 20, 2025 Regular Board Meeting 6:30pm, Knappa High School Library. Wednesday, Sept. 24, 2025 Regular Board Meeting 6:30pm, Knappa High School Library.

#### **Board Goals 2025-26**

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

#### Indicators:

- a) The Board will adopt social studies materials during the 2025-26 fiscal year and staff will prepare for adoption of world languages, PE, and arts materials for the 2026-27 fiscal year.
- 2. The Board will ensure that students have safe, clean, and high quality learning facilities.

#### Indicators:

- a) Financial resources will be established within the budget for the purpose of maintenance and repairs.
- b) The Board will review a written plan which includes upcoming capital needs, estimated costs, and a priority order for upcoming projects.
- c) Strategies will be developed as options to fund capital needs.
- 3. The Board and Staff will maintain effective community communication systems.

#### Indicators of implementation:

- a) Listening Sessions when topics require them (eg.. tele-medicine, health curriculum adoption)
- b) Weekly Letters from Superintendent
- c) Community engagement part of the board agenda
- d) Annual civility review process
- e) Social media posts with good news
- f) Staff member highlights

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

#### Indicators

- a) The survey will be implemented in fall of 2025.
- b) Based on survey results, actions will be taken to utilize the feedback for the betterment of student success and organizational effectiveness.
- 5. Through the Budget Approval Process and financial monitoring, the District shall ensure proper balance of revenues and expenses, in light of enrollment shifts, changes to state revenues, district instructional and program needs, responsible designations to reserves, and policy-established ending fund balance.

#### **Indicators**

- a) During fall of 2025, the Board shall be updated regarding the status of the starting fund balance as compared with the 2025-26 budget estimates.
- b) Each month, the Board shall be updated regarding the district's financial overall status, with quarterly reports regarding all funds.
- c) A 2026-27 budget shall be established consistent with the parameters noted in Goal 5, above.
- d) A progress report on how specific funds are trending will be shared with the Board quarterly.
- 6. In partnership with the Superintendent, the Board shall bargain open contracts in such a way as to respect the interests of employees and organizational needs, while also meeting economic realities of the District.

## 2025-26 Superintendent Goals Knappa School District #4

#### **ACADEMICS**

#### 1) Improve student performance:

Indicators of implementation:

- a) State data from the 2025 SBAC will be utilized to identify areas of strength and targeted areas for improvement in both literacy and mathematics.
- b) Formative assessment data will be used to target needed curriculum adjustments.
- c) Administrative training will be implemented regarding Danielson Teacher evaluation system.
- d) Professional development will be provided in writing practices, comprehension strategies, and vocabulary for educators in grades 3-8.
- e) Implementation of state required Student Success Committee.

#### Results:

- a) SBAC Mathematics and literacy growth for K-5 and 6-8 students at level 3 or above
- b) iReady testing data will indicate more than 9-months of aggregate growth in literacy and mathematics.
- c) The percent of students proficient (at Tier 1) in reading will improve by 30% at each grade level as measured by iReady.
- d) All Integrated Guidance targets for the 2025-26 school year will be met.

#### **FACILITIES**

2) Provide high quality learning facilities for all students.

#### Indicators:

- a) Monitor and adapt capital facilities needs and provide a report to the School Board indicating progress toward meeting needs and recommendations for funding and priorities moving forward.
- b) Continue seeking revenue sources (i.e. grant support) to support capital facilities beyond the general fund.
- c) Create strategies to ensure an improved clean and organized learning environment for staff and students.

#### **EMPLOYEE RELATIONS**

3) The superintendent will lead quality employee relations efforts.

#### Indicators:

- a) Contract negotiations with certificated group will be completed and within budget, while respecting interests raised by the employee group.
- b) An employee feedback survey will be administered during fall of 2025, and results will be used to improve student success and organizational effectiveness.
- c) The superintendent shall meet with labor leaders at least monthly to discuss issues of mutual importance to the parties.

#### FISCAL OPERATIONS

4) The District shall ensure proper balance of revenues and expenses, in light of enrollment shifts, changes to state revenues, district instructional and program needs, responsible designations to reserves, and policyestablished ending fund balance.

#### Indicators:

- a) During fall of 2025, the Superintendent shall update the Board regarding the status of the starting fund balance and unemployment costs for summer of 2025.
- b) Each month, the Board shall be updated regarding the district's financial overall status, with quarterly reports regarding all funds.
- c) Data regarding performance of specific funds will be reviewed and provided to the School Board at least quarterly.
- d) A 2026-27 budget shall be established consistent with the parameters noted in Goal 4, above.
- e) The Superintendent shall conduct an enrollment review process to identify factors influencing district enrollment and ways to maintain and enhance enrollment. A report shall be prepared which includes findings and a recommended strategy prior to February 2026.



### **Board Meeting Background Information**

Agenda Topic: <u>Declara</u>	ation of Surplus – Intercom Consol	<u>e</u>
<b>Date of Presentation:</b>	August 20, 2025	
Presenter: Bill Fritz,	Ph.D.	_
Presenter Position:	<u>Superintendent</u>	
Please choose category		
Policy	Vision & Goals	_X_ Other: _Surplus_
Financial	Information	
Discussion	Resolution	
School in Effect:		
Knappa Pre-K		
Hilda Lahti		
Knappa Middle		
_X_ Knappa High		
Districtwide		
Background Information Rela	ated to this Issue:	
School. Accordingly, the interto the District. We will market	com console will be removed from the of the item for sale. If nobody indicates in ools Foundation to be used as a nostalgic	office and will no longer be of use terest in purchasing it directly, we
Financial Impact/Budget:		
None		
Recommended Action:		
It is the recommendation of the the surplus as presented.	superintendent that the Board of Director	ors approve



## Knappa School District No. 4

#### Certified Personnel Update August 20, 2025

#### **New Hires:**

#### **Resignations:**

- 1. Chris Gremar KHS Academic Counselor
- 2. Tashi Gremar KVA Teacher



### Personnel Update August 20, 2025

#### **New Hires:**

- 1. Victoria Neitzke KHS High School Success, Assistant VB Coach
- 2. Trevor Oja KHS Baseball Coach
- 3. Tanya Koons HLE High Needs Program Assistant
- 4. Adam Aguilera Substitute Bus Driver
- 5. Selena Burgher KHS Volleyball Coach

#### **Resignations:**

- 1. Kyle Anderegg KHS Wrestling Coach
- 2. Marlo Russell HLE Program Assistant

# **Recommended Members of** *Student Success Committee* in fulfillment State "Equity Committee" Requirement

The following are recommended for a four-year term to end in June 2029. At the start of the 2027-28 school year, additional members will be solicited to serve four-year terms to overlap with these members. Members may be reappointed at the conclusion of their term. There is a potential that more initial individuals could be recommended based on their indication of interest.

- Kristina Weichal
- Katie Montgomery
- Brittany Norton
- Ed Johnson \*
- Marissa Schaelling
- Lily Feller

<sup>\*</sup>Denotes Budget Committee Liaison

#### Superintendent Report August 20, 2025

**Summer Programs.** This summer, we have hosted Adventure Camp, Smart Start, Kindercamp, and High School Credit Recovery programs thanks to an *ODE/Legislative grant and additional grant support from Knappa Schools Foundation*. Children had the opportunity to get their first schooling experience in Kindercamp (including our new students in the Cool Kids Club), students in older grades received literacy, mathematics, STEM, and art instruction, and high school students were able to get caught up so they aren't credit deficient. The programs concluded on August 15. We appreciate the teachers, food service workers, bus drivers, classroom assistants, and custodians who made the program possible. Thank you to Summer School Principal Carrie Palenske for her leadership coordinating details of the program and helping with the budget and grant application. We had a visit from the ODE Summer School Coordinator on August 12 and she was very happy with the program, especially how ready our kindergartners are, which we partially attribute to our preschool program.



**Capital Projects.** The high school and HLE gyms have been waxed, the carpets/hallways have been cleaned, and many minor repairs have been made in both buildings. Much of the undergrowth on the campus has been cut back which makes it look better but also better helps with fire protection. The HLE offices and one classroom have new flooring and paint. We are addressing some warranty items in the new gym and the contractor has been very cooperative. The finish on the middle school gym floor will be replaced shortly. The roof on the cafeteria of HLE is complete and they are working on final punch list items.







Thanks to a *SPIRE Grant*, as part of the Oregon Emergency Management program, we have a new generator for KHS. We are in the process of installing the hookups. Once the wiring is complete, we will be able to have backup power for the building.



**Knappa Community Court.** The new playcourt is getting plenty of use. Adults and children are out there almost every day and Meyer Freeman has been offering free pickleball lessons every Tuesday this summer. This court was entirely supported by generous contributions from (in order by level of support):

- Lum's
- TLC Fibre
- Federal Credit Union
- Hampton Lumber
- CMH
- Nygaard Logging
- Oregon Sports Action
- Autio Family
- Big River
- Ed & Jan Johnson
- Fast Lube & Oil
- Lori Lum & John Toyooka



- Teevin Bros.
- Ford Family Foundation
- Pacific Power
- Bogh Electric
- Knappa Kids Athletics
- Maury & Nancy Plumlee
- Steve Forrester & Brenda penner
- Playful Pickleball
- Susan Widawski
- Dr. William Fritz
- Donna Geentz
- Diana Lilley
- Ramona Hunter



Much appreciation from those listed above and especially to Meyer Freeman for coordinating the funding campaign. I had the opportunity to play a few sets at the dedication ceremony and it was lots of fun!

**Transportation.** This summer we were able to purchase a third van that can be used for transporting small groups of students. We also took delivery on a new school bus (pictured below). This is our third propane powered bus, which will allow for lower fueling and maintenance costs as compared with diesel counterparts.



**Staffing Update.** We have interviews scheduled related to our current openings, and assuming that the candidates are successful, will be fully staffed for the start of school. This includes the counseling position and middle school football.

### **Superintendent Evaluation**

2025-26

Aug/Sept - Finalize Superintendent Evaluation Process - District Goals will be used in addition to the 11 standards outlined in the OSBA Superintendent Evaluation Handbook.

January 14th - Superintendent Update and self-evaluation in executive session

-- Evaluation forms given to board members

January 21st - Board Evaluation of Superintendent given to the business office to summarize

January 28th – Board executive session to discuss evaluation summary and any discrepancies to be summarized by the business office.

February 18th - Executive session with the superintendent to review the evaluation

March 4th – Executive session to review summary letter / Document in a public meeting that evening

### **OSBA Model Sample Policy**

Code: Adopted:

**JFCEB** 

#### Personal Electronic Devices \*/\*\*

{This policy is required by ORS 336.840 and EO 25-09. EO-25-09 requires policy to be in place by October 31, 2025, with full implementation by January 1, 2026.}

Student use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours, except as provided below. Personal electronic devices can be used when students are not on school grounds and are not under the supervision of school personnel. Personal electronic devices are permitted on district transportation. However, recording or taking photographs of other students or staff is prohibited, and uses that could constitute bullying, harassment, or intimidation are prohibited. Use of phones to access content in violation of the District's Acceptable Use Policy (i.e. adult content) is prohibited. Personal electronic devices on buses may not be distracting to other students or the driver. If a bus driver sees fit to ask a student to put their cell phone away after they determine that reason exists to believe it is being used inappropriately, the student shall comply immediately. Failure to do so will result in the actions listed above under (FIRST OFFENSE (returned at end of the ride), and SECOND OFFENSE (returned to guardian at school office).

Except as otherwise provided in this policy, "personal electronic device" means any portable, electrically powered device that is capable of making and receiving calls and text messages and accessing the internet independently from the school's network infrastructure.[1] This includes headphones and earbuds attached to personal electronic devices. This does not include a laptop computer or other device required to support academic activities.

Personal electronic devices may be used when use complies with the terms of:

- 1. The student's medical provider's order for the care and treatment of a medical condition;<sup>2</sup>
- 2. The student's individualized education program, as defined in ORS 343.035 or an education plan developed for the student in accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);<sup>3</sup>
- 3. A written exemption provided for the student based on a request received in JFCEB-AR. School administration will respond to such a request within [ten] school days.<sup>4</sup>

Personal electronic devices may be placed in district-provided pouches or storage, may be kept by students in lockers or backpacks, or may be stored on the student's person, but must be off and not used during regular instructional hours.

Students in violation of this policy will be subject to disciplinary action. Discipline for mere possession or use of a personal electronic device may not include loss of instructional time for the student (suspension or expulsion), but could include detention or Saturday school, etc. However, if the actions taken by a student

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<sup>&</sup>lt;sup>1</sup> If students are under the supervision of school personnel other than a school bus driver, the use of personal electronic devices is prohibited during regular instructional hours.

<sup>&</sup>lt;sup>2</sup> JFCEB-AR must be submitted to the building administrator, along with a copy of the order.

<sup>&</sup>lt;sup>3</sup> If use of the personal electronic device is included in the individualized education program or education plan, JFCEB-AR submission is not required.

<sup>&</sup>lt;sup>4</sup> JFCEB-AR must be submitted to the building administrator.

violate another conduct policy, the student may be subject to discipline up to and including expulsion.<sup>5</sup> Steps may include:

1. Second Instance of Noncompliance: the device will be temporarily confiscated and held and the front office until the end of the school day. Parents or caregivers will be notified, and a meeting with school administration may be scheduled to discuss ways to support the student;

2. Third Instance of Noncompliance: the device will again be temporarily held, and parents or caregivers will be informed. A meeting with school administration and family will be arranged to

review the policy and plan for improved compliance;

3. Beyond Third Instance of Noncompliance: If non-compliance continues, schools will determine additional appropriate consequences, always prioritizing keeping students in class and engaged in learning. <sup>6</sup>}

Necessary communications between students and parents or caregivers can be made through the school office.

The superintendent or designee shall ensure this policy is posted on the district website and made available to district personnel, students, parents, guardians, partners who are in school buildings during the school day, and the Oregon Department of Education.

In accordance with ORS 336.840, students may be allowed to use personal electronic devices<sup>7</sup> that support academic activities and independent communications<sup>8</sup>, except as prohibited by this policy. In academic activities in which a personal electronic device is required as part of the curriculum, students may be allowed, but not required to use their own personal electronic devices for that portion of the curriculum. Students using their own device must be granted access to any applications or electronic materials that are available to students who do not use their own personal electronic devices. These applications must be free of charge if students who do not use their own devices have access free of charge.

Requests for exemptions to this policy can be processed in accordance with JFCEB-AR, Request for Personal Electronic Devices Exemption. Appeals can be filed with the superintendent in accordance with KL-AR, Public Complaints.

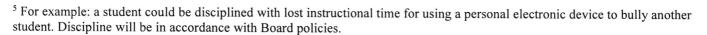
#### **END OF POLICY**

#### Legal Reference(s):

ORS 332.107

ORS 336.840

Oregon Executive Order 25-09



<sup>&</sup>lt;sup>6</sup> {From guidance from the Oregon Department of Education. Consider whether these procedures apply at all grade levels and whether this much detail is desired in policy.}

R7/25 | SL

<sup>&</sup>lt;sup>7</sup> The use of "personal electronic device" in this paragraph comes from ORS 336.840, which does not define the term. However, the definition in EO 25-09 wouldn't necessarily apply. Consequently, items like laptop computers or other devices required to support academic activities would likely be considered personal electronic devices within this paragraph.

<sup>&</sup>lt;sup>8</sup> "Independent communication means communication that does not require assistance or interpretation by an individual who is not part of the conversation, but that may require the use or assistance of an electronic device. ORS 336.840(1).



#### **Board Meeting Background Information**

Agenda Topic: Cell Tower Fund Authorization – Summer Library Program Date of Presentation: August 20, 2025 **Presenter: Dr. Fritz Presenter Position: Superintendent** Please choose category Policy Other: **Vision & Goals** X Financial Information Discussion Resolution **School in Effect:** Knappa Pre-K Hilda Lahti Knappa Middle Knappa High X Districtwide

#### **Background Information Related to this Issue:**

Annually, the district has provided summer library hours for students one day per week. In the past, this was funded via a grant from Knappa Education Association. They are no longer able to provide this funding. It was originally believed that this could be charged to the summer school grant, but that is not an allowable expense. Accordingly, we are seeking authorization to use up to \$840 of cell tower revenues to cover the cost of the 2025 summer library program. **Financial Impact/Budget:** 

\$12,000 in general fund resources being used toward the cost of athletic programs will be covered by the cell tower fund. Because this revenue recurs annually, this revenue stream is sustainable. As staff develop the 2026-27 FY budget, this expense will need to be addressed for that year and beyond through other sources.

#### **Recommended Action:**

It is the recommendation of the Superintendent that the Board authorize an annual expenditure of \$12,000 from the cell tower fund toward athletics and that a one-time transfer of up to \$840 be used to cover 2025 summer library costs.

It is the recommendation of Superintendent that the Board of Directors authorize an annual expenditure of \$12,000 from the cell tower fund toward as presented.

Any attachments to follow.



#### **Board Meeting Background Information**

**Agenda Topic:** Cell Tower Fund Authorization – Backfill Athletics

Date of Presentation: August 20, 2025

**Presenter: Dr. Fritz** 

**Presenter Position: Superintendent** 

Please choose category		
Policy	Vision & Goals	Other:
_X_ Financial	Information	
Discussion	Resolution	
School in Effect:		
Knappa Pre-K		
Hilda Lahti		
Knappa Middle		
Knappa High		
X Districtwide		

#### **Background Information Related to this Issue:**

The cell tower on the campus (near the football field) yields revenue of approximately \$12,000/per year for the school district. The fund currently has \$79,000 accumulated.

Last year, the fund was allocated by the School Board to support after school care. This year, all buses will run at the same time, so after school care is no longer needed. A review of revenue and expenditures in the athletic program at the conclusion of the 2024-25 fiscal year caused concern regarding whether sufficient resources and efficiencies were in place for the upcoming fiscal/athletic year. For the 2025-26 fiscal/athletic year, a multifaceted approach is being created to address the budget shortfall – one that addresses both revenues and expenditures. Surveying of the community during the budget process yielded information that showed program reductions and increases in fees/gate are unpopular. A review of our athletic fees as compared with other local districts showed that ours are similar to other districts who charge fees, so an increase may drive student athletes away. During the year, we will be collecting gate at all football games (eliminating the single 'community night' where there was free admission. We will be asking teams to pay for elective travel beyond 150 miles by doing fund raising and use of ASB accounts (exceptions may apply on a case-by-case basis with advance approval). Uniforms will be purchased using ASB accounts. Less sports will be staffed with a JV2 coach

(based on known athlete counts for the upcoming year...a prime example is volleyball, which is starting now and doesn't need the third coach). In addition to the "expense" side of the ledger, we need to supplement revenue. Staff recommendation that we allocate revenue from the cell tower fund (\$10,000) to offset the cost of the athletic program and mitigate impact from the general fund during the 2025-26 fiscal year only. As we bargain the certificated contract for 2026 and beyond, we will be looking at mitigating coach wages, further efficiencies in the programs, and revenue enhancements to plan for a balanced athletic budget. With new personnel in our budget office and the fact that the budget was constructed prior to full knowledge of the annual costs, we did not create a sufficient plan. However, with better knowledge of past trends and having more experience in the budget office, we will be better able to render recommendations for the 2026 budget committee.

#### **Financial Impact/Budget:**

\$10,000 in general fund resources being used toward the cost of athletic programs will be covered by the cell tower fund. This amount aligns with the projected 2025-26 revenue for this fund for the upcoming year and does not bring down the reserve balance. After this fiscal year, a more sustainable plan for athletic funding will be developed freeing up the cell tower fund to be a flexible resource for the future.

#### **Recommended Action:**

It is the recommendation of the Superintendent that the Board authorize a single expenditure of \$10,000 from the cell tower fund toward athletics



#### Knappa School District No. 4

William Fritz Ph.D.-Superintendent

August 20, 2025 Board Meeting

TO: BOARD OF DIRECTORS

FROM: Jennifer Morgan CFO

**TOPIC: FINANCIAL REPORT** 

#### **Discussion**

Attached is the July 2025 Financial Report, using the Frontline Forecast 5 program. Forecast 5 uses historical data as reported to ODE. We have received our SSF payments for July and August. Current year information is uploaded from actuals every month. Forecasts are based on historical information and the adopted budget.

We are still working on rolling over 24-25 into 25-26, and should have a BFB projection at the September meeting.

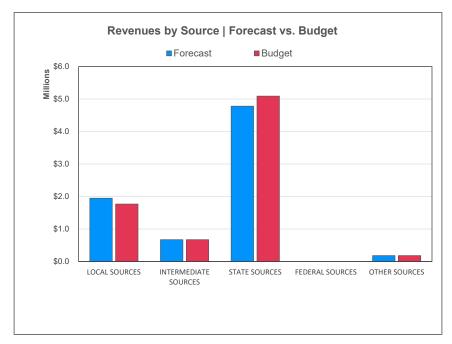
24-25 Audit process has started and we're hoping to be completed on time this year.

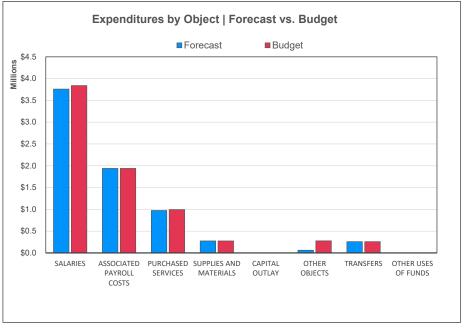
**Note-**On the attached financials you'll see an unfavorable balance for state resources. That is due to the legislative session not lifting the SPED cap, and we had built our budget on that assumption, as stated in the budget committee meetings. We are monitoring expenditures to accommodate for that deficit. This is just a snap shot of the GF as of 7/31/25, we did receive an additional \$74,995 in Title I-A allocations after the budget was built, so these special revenue funds will offset the GF favorably.

### **General Fund | Financial Projection**

#### For the Period Ending July 31, 2025

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance REVENUES	\$604,752	\$0		\$512,579	\$400,000	\$112,579
Local Sources	\$9,677	\$7,274	\$1,949,100	\$1,949,100	\$1,769,100	\$180,000
Intermediate Sources	0	0	675,000	675,000	675,000	0
State Sources	0	1,195,172	4,805,292	4,780,689	5,090,292	(309,603)
Federal Sources	0	0	0	0	0	0
Other Sources	0	0	183,000	183,000	183,000	0
TOTAL REVENUE	\$614,429	\$1,202,446	\$7,612,392	\$8,100,368	\$8,117,392	(\$17,024)
EXPENDITURES						
Salaries	\$83,523	\$80,850	\$3,677,674	\$3,758,524	\$3,840,551	\$82,027
Associated Payroll Costs	36,671	41,301	1,897,958	1,939,259	1,939,259	0
Purchased Services	6,412	25,789	947,179	972,968	993,589	20,622
Supplies and Materials	17,520	14,000	261,100	275,100	275,100	0
Capital Outlay	0	0	0	0	0	0
Other Objects	190,931	0	62,333	62,333	277,650	215,317
Transfers	257,000	0	260,000	260,000	260,000	0
Other Uses of Funds	0	0	0	0	0	0
Contingencies	0	0	40,000	40,000	40,000	0
Inappropriated Ending Fund Balance	0	0	491,242	491,242	491,242	0
TOTAL EXPENDITURES	\$592,057	\$161,940	\$7,637,486	\$7,799,426	\$8,117,392	\$317,966











## 00000000

### Dear Parents,

Hello! We are all so excited to start a new school year with you and your student(s)! We will be joined by Dr. Andrew Rynberg as our PK-8th grade interim principal this year. Dr. Rynberg comes to us with 30 years experience and is excited to be a part of our team! Be on the lookout for more communication from Dr. Rynberg soon!

## 00000000

### School Hours

- PK Hours: 8:00 am 2:30 pm
- K-8<sup>th</sup> Hours: 8:15 am 3:13 pm
- \*Students may arrive NO EARLIER than 7:45 am as that is the start time for our staff.
- \*Bus schedules with AM pick up times will be sent out soon!

## 66666666

### Orientation is on Tuesday, September 2

\*Pick the session that works best for you! \*8:30 am or 1:00 pm. We will start in the HLE gym!

## 66666666

## Important Dates \*KSD offices will be closed: August 29

- \*Orientation: September 2
- \*First Day of School: September 3
- \*Knappa All School Reunion: September 6<sup>th</sup> at KHS 11 am- 3 pm
- \*School Picture Day: September 16

School Supplies are covered for K-6 students! Supplies will be ready for students in their classrooms on the first day of school!

### **Knappa Middle School School Supplies**

Students should come to school with basic supplies to start such as pencils and paper. Depending on the students schedule(electives) they may need additional supplies. Students will be given plenty of time to get supplies if they are requested. Mrs. DeVargas has asked for the following supplies: One Emraw Black & White Marble Style Cover Composition Book with 100 Sheets of Wide Ruled White Paper, One (1) pocket folder (no prongs), Pencils, Colored pencils, Pencil pouch, Glue stick, Erasable pens are optional (blue, black ink only). Students should have rubber soled shoes for PE.

If purchasing these supplies is an economic hardship please contact the office.

## BACK TO SCHOOL COMMUNITY FAIR INFO!

Nurse Katie will be hosting this wonderful event on Tuesday, September 2<sup>nd</sup> from 9am- 3pm in the HLE Cafeteria! Several local resources will be in attendance such as Clatsop Community Action, ROCC Libraries, Assistance League, Job Corps, Dental Education, The Harbor, our local fire department, HLE Parent Club, TRIO- just to name a few! There will be free haircuts, free bike helmets, free hygiene products, and snacks! There will also be drawings for door prizes. If you have any questions please reach out to Nurse Katie at montgomeryk@knappak12.org

We hope to see you there!

## 6666666

#### All School Meals are Free!

For the 25-26 school year, every student in the Knappa School District will be offered breakfast and lunch at no cost, regardless of their paid, reduced, or free meal program status. Middle school students may have either breakfast or Nutrition Break for free.

## ececece

Curious who your students

teacher is?

A message will be sent to parents via ParentSquare from your students teacher. This will happen during the week of August 25-28. Be on the lookout!





# School Directory

Principal PK-8th Grade Dr. Andrew Rynberg

503-458-5993 ext. 203 rynberga@knappakl2.org

### Mrs. Shannon Harrington- Head Secretary

503-458-5993 ext. 201 harringtons@knappakl2.org

# Mrs. Rachel Justus- Asst. Secretary & Knappa Early Learning Secretary

503-458-5993 ext. 202 justusr@knappak12.org

## Mrs. Brittany Norton-Director of Student Services

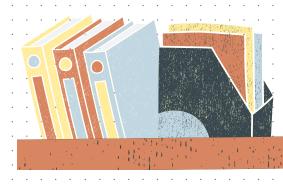
503-458-5993 ext. 216 nortonbeknappak12.org

#### Mrs. Cori Jones - Athletic Director

503-458-5993 ext. 214 jonesc@knappak12.org

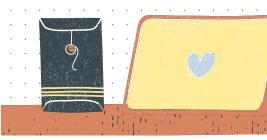
# Mrs. Katie Montgomery-District Nurse

503-458-5993 ext. 204 montgomeryk@knappak12.org











#### Paul Isom

Principal isomp@knappak12.org

## **Knappa High School**

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

#### Jenny Smith

Athletic Director smithj@knappak12.org

Stephanie Baldwin

Head Secretary baldwins@knappak12.org

#### Dear Knappa Families,

I'm excited to welcome you to a new school year and want to share several important updates and reminders.

#### **New Staff Introductions**

We're excited to welcome several new team members this year:

- Victoria Neitzke, Student Success Coordinator & Assistant Volleyball Coach
- Selena Burgher, Head Volleyball Coach
- Trevor Oja, Head Baseball Coach

Please give them a warm welcome as they join the Knappa community!

#### **Farewell to Chris Gremar**

After nearly two decades of service to our district, Counselor Chris Gremar will be moving on to a new opportunity. Chris has made a lasting impact on countless students and families, and he will be greatly missed. We wish him nothing but the best in his next chapter.

#### **Policy Reminders**

As a reminder, cell phones are not permitted during the school day, including during breaks. If you need to get in touch with your student, please call the office and we will assist you. For students who need a secure place to store their phone during the day, we will have lockable boxes available.

We will also be putting an emphasis on attendance and tardy policies this year. Please help us by ensuring students are getting to school on time and ready to go. Our goal for all students is 90% attendance. This equates to no more than 4 missed days per quarter. Please continue to encourage your students to get to school.

#### **Fall Sports**

Fall sports practices will begin Monday, August 18. We encourage students to come prepared, and families can contact coaches or the school office for additional details.



**Paul Isom**Principal
isomp@knappak12.org

## **Knappa High School**

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

Jenny Smith
Athletic Director
smithj@knappak12.org

Stephanie Baldwin Head Secretary baldwins@knappak12.org

#### **Alternative Education Program Update**

We are shifting to a new model for our Alternative Education program this year. Similar to last year students will utilize an online curriculum, however this year the courses will have certified Oregon teachers attached to them, with an on-site aide providing daily support. We are confident this structure will provide students with more flexibility and keep access to high-quality instruction. This curriculum will also be used for our Knappa Virtual Academy students. A special thank-you to Ms. Jacqueline Whitten, who started and built the alternative education program with dedication and care—we are incredibly grateful for her contributions.

#### **Start of School**

Freshmen orientation will be September 2nd. More information on this will be coming out shortly. The first day for everyone else will be September 3rd. School times for this year are unchanged for the high school, 8:15 am - 3:18 pm.

We look forward to a great year ahead. Thank you for your continued support of Knappa High School!

Sincerely,

Paul Isom

Principal, KHS