

Knappa School District No. 4 • Astoria, Oregon 97103

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

Board of Directors' Regular Board Meeting

Thursday, December 19, 2024

6:30 pm

1. **Call to Order** – Chair Cullen Bangs

1.1 Flag Salute

2. **Consent Agenda- (Motion for approval needed)**

2.1 Minutes from the November 20, 2024, Regular Board Meeting

2.2 Personnel Update-nothing at this time.

2.3 NHS/Student Council Conference in Chicago-Chris Gremer and Hannah Mather

2.4 Confidential Contracts Modification

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

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

4. **Information Update-Dr. Fritz**

"Intent to Apply to the 2024 Clean School Bus (CSB) Rebate Program for One (1) Propane School Bus"

Cross Country Team Recognition

5. **Superintendent Report-Dr. Fritz.....8**

6. **Student Board Representative Reports-Mylie Lempea and Kirk Rohne**

7. **New Business**

7.1 Assistance League Presentation-(Judith Huck)

7.2 Bond GMP Change-(discussion and motion needed).....13

7.3 OSBA Policy Update-(1st read and discussion).....15

7.4 Capital Projects Update-(discussion).....35

- 8. **District Reports.....36**
 - 8.1 **Financial Report- (motion needed)**
 - 8.2 **School Reports**
 - Hilda Lahti Elementary/Middle School
 - Knappa High School

- 9. **Board Member Reports and Future Agenda Items**

Next Meetings • Wednesday, January 15, 2025, Board Work Session, and January 29, 2025, Board Meeting 6:30 p.m., Knappa High School Library.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the District Office at 503-458-5993. This notice is provided in accordance with provision of the Oregon open meeting law.

Knappa School District is an equal opportunity educator and employer.

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

Wednesday, November 20, 2024

Board Meeting

<https://meet.google.com/gkq-ayjc-xfd>

Or dial: (US) +1 443-671-4825 PIN: 235 565 174#

6:30 p.m.

Present

Cullen Bangs- Chair
Brian Montgomery-Vice-Chair
Will Isom-Director-7:04 pm
Michelle Finn-Director

Absent

Christa Jasper-Director

William Fritz-Superintendent
Jennifer Morgan-Board Secretary
Tammy McMullen-HLE Principal
Paul Isom-KHS Principal

Nancy Hall-Interim CFO

1. **Call to Order** – Chair Cullen Bangs-6:32 pm
 - 1.1 Flag Salute-6:30 p.m.

2. **Consent Agenda- (Motion for approval needed)**
 - 2.1 Minutes from the October 23, 2024 Board Meeting
 - 2.2 Transfer ASB and Lunch Accounts from Wells Fargo to Wauna Federal
 - 2.3 Remove Diane Barendse as a signer from Umpqua Bank and add Interim CFO Nancy Hall as a signer
 - 2.4 Personnel Update

Finn moved to approve the consent agenda, Montgomery seconded, Dr. Fritz stated there was an additional board background with details regarding the transfer of Hilda Lahti, Knappa High ASB accounts and the Lunch Fund accounts from Wells Fargo to Wauna Federal Credit Union, moved to vote, approved unanimously.

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

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

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

Nothing at this time.

4. **Superintendent Report**-Dr. Fritz reviewed his superintendent report with the board.
Still looking for bus drivers.
Starting community engagement soon with community chats. No discussion.

Information Update-Dr. Fritz-No discussion

The resignation of Bus Driver Lori Riggs as a district bus driver.

5. **Student Board Representative Reports-Mylie Lempea and Kirk Rohne-absent**
Turkey Grams are available for staff and students.
Winter Week is coming up at the high school.

6. **New Business**

- 6.1 **SPED Update-Director Brittany Norton-** (discussion)

Director Norton reviewed the SPED report with the board and stated that our numbers are staying the same even with reduced enrollment. She detailed how the consortium works in Clatsop County, and stated we typically have about 6 kids in the program. It costs about \$41,000 per student for the program. Bangs asked about what is part of the consortium, she stated she oversees the FAPE and school psychologists, she is involved in discussions if there are any student issues, and each district manages the classroom that is housed in their buildings. Bangs asked if we were satisfied with the consortium when issues arise, she stated yes. Discussion followed.

Montgomery asked if there was anything the board could do to support or advocate for the Sped programs, she stated with being rural the transition program could use more support, funding, and mental health support in classrooms.

- 6.2 **OSBA Elections N. Coast Region-**(motion needed)

1. **Amends OSBA Dues Schedule.** - Montgomery moved to approve, Bangs seconded, Finn stated that it's a 500% increase in dues, discussion followed, moved to vote, Bangs, yes, Montgomery yes, Finn no. Motion passes 2-1.

2. **Creates OSBA PRIDE Caucus and designates a seat on the OSBA Board of Directors and Legislative Policy Committee.** -no motion, no action taken.

3. **Adopts proposed amendments to the OSBA Bylaws.** -Montgomery moved to adopt the proposed amendments to the bylaws, Finn seconded, moved to vote, 2 yes and 2 no, motion was a tie. Bangs asked if there was a new motion on the floor. Montgomery moved to take no action, Bangs seconded moved to vote, approved unanimously.

- 6.3 **Knappa School Board Legislative Priorities-**(discussion and motion needed)

Dr. Fritz reviewed the legislative priorities, and stated the board has been invited to ASD meeting with Senator Weber and Javadi to discuss the needs of our local schools. Bangs asked if Governor's Kotek recommendations for educational funding were available somewhere, Fritz stated yes, he would get that for the board, Discussion followed.

Item 1-Current service level(CSL)

Item 2- unemployment and unfunded mandates, have those reimbursed and no further unfunded mandates.

Item 3-SPED costs more but doesn't get more funding to support those students, right now the weighted amount is 11% and schools would like to request 15%. What would this increase mean for our school district, Fritz will get that to Bangs tomorrow, a discussion will follow on increasing funding for SPED.

Item 4-increase funding for high-cost disability, right now they only reimburse 40%, requesting 90% reimbursement.

Isom stated that the rural vs. urban divide is an equity issue out there. We need to address the bigger issue of being a rural district, provide more local control for rural districts, and remove regional ESD in Oregon. Discussion followed.

The board will have two board members work with Dr. Fritz to finalize the priorities. Finn suggested a virtual meeting and only have this one item, no further discussion, the board will give more feedback to Dr. Fritz by Friday 11/22/24.

7. **District Reports**

7.1 **Financial Report-** (motion needed)-Dr. Fritz reviewed the financial report with the board. The ending fund balance is \$604,000; the final audit should be presented in December. Montgomery moved to approve, Isom seconded, moved to vote, approved unanimously.

Dr. Fritz presented a few upcoming budget items for the board to be aware of. Isom would like to see Nancy work through one budget process and create a detailed plan for the board and budget committee on how the budget is created. No further discussion.

7.2 **Superintendent Reports**

- Hilda Lahti Elementary/Middle School-no discussion.
- Knappa High School-no discussion.

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

Isom-nothing at this time.

Finn-nothing at this time.

Montgomery-nothing at this time.

Bangs-nothing at this time.

Bangs moved to adjourn-8:57 pm

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Next Meetings • Wednesday, December 18, 2024 Regular School Board Meeting 6:30 p.m.

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Capital Projects
 Employee Contracts

Item Title: ASB/NHS leadership trip

Presenter: Chris Gremer

Background Information Related to this Issue: For the last few years, the school has made a trip to Washington DC for LEAD DC. The organization that ran that program no longer provides that opportunity. It has been replaced by a leadership training in Chicago. One of the student council advisors, Hannah Mather, and Chris Gremer, the National Honor Society Advisor, are wanting to take a group to this training. The group we would be taking would be the elected officers on Student Council and the elected officers in National Honor society. They would then be able to bring back these lessons and skills back to the school to help them perform the duties of their position. This is a great opportunity to gain some great skills from some amazing trainers but also help expose the students to another part of the country because that is so valuable for someone from a small, rural community where it is difficult to open their minds and lives to things outside of their community.

Background (con't)

Financial Impact: Hannan and I submitted a Knappa School Foundation grant to help finance this trip which was rewarded with a portion of our request and both Student Council and National Honor society have planned fundraising events to raise the remaining funds.

Recommended Action:

It is the recommendation of the Superintendent that

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Capital Projects
 Personnel

Item Title: Contract Amendments/Approval for Non-Represented Employees

Presenter: *Dr. Fritz, Superintendent*

Background Information Related to this Issue:

With the resignation of the Business Manager and contracted interim CFO only working part time, many responsibilities formerly performed by the Business Manager have been delegated to the Accounts Payable Specialist. In recognition of these additional duties, we are recommending that a supplemental contract be issued to recognize these responsibilities while this individual is doing this additional work and while we are without a “regular” CFO. Some of these duties include bank and pool transfers, funds verifications for payables and payroll, payroll ACH transfers, bank deposits, reconciling bond and seismic expenditures with the project managers, researching general fund expenditures, and managing grant expenditures.

Additionally, we are proposing a contract amendment to the high school secretary contract such that the nurse coverage supplement when the nurse is out and there is no substitute mirrors that of the elementary secretary (a 5% supplement for days when the nurse is absent without a substitute)

Background (con't)

Financial Impact:

The recommended supplement for the accounts payable specialist is \$500/month for the duration of the current contract year or until a new CFO is working, whichever comes first. This cost will be covered by the differential in the cost for the part time interim contractor and the anticipated wages budgeted for the Business Manager in the 2024-25 budget. The secretary adjustment should cost no more than \$500

Recommended Action:

It is the recommendation of the Superintendent that the Board authorize implementation of a temporary supplemental contract for the accounts payable specialist as described above and an amendment of the high school secretary contract as described above.

Superintendent Report

December 19, 2024

Gym and Middle School Dedication. As the Board knows, the dedication ceremony was held on December 11. It was well attended, and many people remained for the basketball games afterwards, where the KMS Bulldogs won both games.



I think some of you will recognize at least one of these students. 😊 Kolbie Burks and Danni Finn, student representatives from the design committee, cut the ribbon.

As you can see (right) the games were well attended in the beautiful new facility.

We are still working with Fortis Construction on a few lingering repairs in the



gym. The entry canopy work continues. Some remaining items include the HLE roof over the cafeteria, some gutter installation, a repair to the bus barn roof, ADA door operators, and a few items that may be addressed into the summer as we do final budget reconciliation and see the remaining resources.

Legislative Meeting. Last night, Board members and administrators from Clatsop County school districts met with Sen. Weber and Rep Javadi to discuss school legislative issues related to the upcoming session. Thank you to Vice-Chair Brian Montgomery for attending.

Proper resourcing of the State School Fund, adequate funding for students with special needs, and equitable support for rural schools were among the topics discussed.

We are hearing that the Federal Government may implement a 25% reduction to Title funding. This would significantly reduce supplemental services for our struggling learners, professional development, and English language instruction.

Staffing. We continue to need bus drivers. If you know anybody who might have interest, please let us know. We still are seeking a CFO, although Nancy Hall has done great work as an interim. The audit report is slated for presentation to the Board in January.

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Capital Projects
 Student Accessibility

Item Title: Adjusted GMP with Fortis Construction

Presenter: Dr. Bill Fritz, Superintendent

Background Information Related to this Issue:

Due to expanded scope within the bond project and some unforeseen conditions (namely substantial underground anchors in the student drop off area that were extremely cumbersome to remove, changes to gym camera locations, a change to the location of the wifi antenna that connects NFHS from the football field, and addition of an outlet in the resource room), the contingency within the existing GMP is exhausted. This is normal at this stage of the project.

The District wishes to implement an alternate expansion of the project to include ADA operators on multiple doors to allow for accessibility. These are not required by code, but the District believes these should be added to allow improved student and community access to all areas of the school building.

The addition of the operators requires electrical work, design of systems to ensure that automatic unlocking mechanisms do not interfere with the openers, fabrication of extenders to avoid interference with air curtains, and button pedestals.

Background (con't)

Financial Impact:

The cost of the extension is \$60,858 but we are recommending authority of \$62,000 due to unforeseen circumstances, which will come from unallocated bond proceeds.

Recommended Action:

It is the recommendation of the Superintendent that the Board authorize an expansion of the GMP with Fortis Construction by \$62,421 and that the Superintendent be granted authority to authorize further expenditure up to \$65,000 due to potential unforeseen circumstances.



November 2024

Vol. 70 No. 1 sch

Annual Convention

Nov. 7-9, 2024
Portland, OR

Watch for information
coming soon for a
Policy Update
webinar

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or OSBA, please call
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503-588-2800 or 800-578-6722

This publication is designed to provide accurate and authoritative information regarding the subject matter covered. It is furnished with the understanding that policies should be reviewed by the district's legal counsel.

TITLE IX AND CIVIL RIGHTS COORDINATORS

Summary

The U.S. Department of Education recently released amendments to the Title IX regulations. These regulations went into effect on August 1, 2024 and made significant changes to complaint procedures for discrimination on the basis of sex. The previous version of these regulations primarily addressed sex-based harassment. With this change, AC-AR(2) – Discrimination Complaint Procedure has been created to provide additional guidance when handling sex-based discrimination under the Title IX regulations. Board policy GBN/JBA – Sexual Harassment still addresses sexual harassment under Oregon law, but GBN/JBA-AR(1) – Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) – Federal Law (Title IX) Sexual Harassment Procedure are both recommended for deletion in lieu of revised AC-AR(1) – Discrimination or Civil Rights Complaint Procedures and new AC-AR(2) – Sex-Based Discrimination under Title IX.

There are multiple cases regarding the Title IX regulations in the federal courts, with at least one of them issuing an injunction. This injunction applies to some schools in some Oregon districts, but not all. This injunction does not prohibit the district from implementing the new regulations or these policies. Districts in which the injunction applies are encouraged to work with legal counsel on implementation.

Additionally, the Oregon State Board of Education recently adopted rules implementing ORS 332.505 regarding civil rights coordinators. These rules outline policy and practice requirements. Additional language has been added to AC – Discrimination and Civil Rights and AC-AR(1) – Discrimination or Civil Rights Complaint Procedures.

Collective Bargaining Impact

None, however, notice of nondiscrimination must be provided to unions and professional organizations holding collective bargaining or professional agreements with the district.

Local District Responsibility

The district should recommend board adoption of revised policies and reissue any updated administrative regulations to the Board for review.

Policy(ies) and ARs Impacted by these Revisions

AC – Nondiscrimination and Civil Rights, Required
AC-AR(1) – Discrimination or Civil Rights Complaint Procedure, Required
AC-AR(2) – Sex-Based Discrimination Under Title IX, Highly Recommended, *New*
GBN/JBA – Sexual Harassment, Required
GBN/JBA-AR(1) – Sexual Harassment Complaint Procedures, Delete
GBN/JBA-AR(2) – Federal Law (Title IX) Sexual Harassment Procedure, Delete
JBA/GBN – Sexual Harassment, Required
JBA/GBN-AR(1) – Sexual Harassment Complaint Procedures, Delete
JBA/GBN-AR(2) – Federal Law (Title IX) Sexual Harassment Procedure, Delete
JFE – Pregnant and/or Parenting Students**, Required
JFE-AR – Individualized Plan for Pregnant and/or Parenting Students, Optional

LEAVE

Summary

There continues to be significant changes in Oregon law regarding leave. This includes changes from SB 1515 (2024) and numerous rule changes to match.

The biggest change governs what conditions qualify for leave taken through the Oregon Family Leave Act (OFLA) and Paid Family and Medical Leave Insurance (PFMLI). While these leave allotments used to run concurrently in many situations, they now cannot be taken concurrently.

Included in this update are versions of GCBDA/GDBDA and GCBDA/GDBDA-AR(1) for districts with 50 or more employees (Version 1) and versions for districts with between 25 and 50 employees (Version 2).

Updates to the remaining GCBDA/GDBDA-ARs will come in future updates.

Collective Bargaining Impact

Review existing collective bargaining agreements for any bargained benefits and their impact.

Local District Responsibility

Review and adopt changes to policy and review updated administrative regulations governing leaves.

Policy(ies) and ARs Impacted by these Revisions

GCBDA/GDBDA – Family and Medical Leave * (Version 1), Highly Recommended
GCBDA/GDBDA-AR(1) – Family and Medical Leave * (Version 1), Highly Recommended
GCBDA/GDBDA – Family Leave * (Version 2), Highly Recommended
GCBDA/GDBDA-AR(1) – Family Leave * (Version 2), Highly Recommended
GCBDC/GDBDC – Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave (Safe Leave) *, Highly Recommended
GCBDC/GDBDC-AR – Request for Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave, Highly Recommended
GCBDD/GDBDD – Sick Time *, Highly Recommended
GCBDF/GDBDF – Paid Family and Medical Leave Insurance * (Version 1), Highly Recommended
GCBDF/GDBDF-AR – Paid Family and Medical Leave Insurance (PFMLI), Highly Recommended

INSTRUCTIONAL, SUPPLEMENTAL, SCHOOL LIBRARY, AND CLASSROOM LIBRARY MATERIALS

Summary

OSBA policy staff worked collaboratively with a work group comprised of school district and ESD staff and professionals from the State Library of Oregon and Intellectual Freedom Committee. The results of this work group culminated in the newly revised proposed sample policy and associated administrative regulations published in this *Policy Update*.

If the district has adopted policy and any associated administrative regulations on the topic of instructional materials, consider the new proposed samples.

Collective Bargaining Impact

None

Local District Responsibility

Consider the new proposed highly recommended policy IIA – Instructional Materials** for board adoption and decide whether any of proposed administrative regulations support local practices and submit to the Board for review. The administrative regulations are proposed as

Policy Update - November 2024

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is for best practices. *If the district has similar coding or existing policy or administrative regulations, consider they may need to be deleted/rescinded with coordination of any new adoptions.*

Policy(ies) and ARs Impacted by these Revisions

IIA - Instructional Materials**, Highly Recommended, *New*

IIA-AR(1) - Instructional Materials, Optional, *New*

IIA-AR(2) - Reconsideration of Core Instructional Materials, Optional, *New*

IIA-AR(3) - Reconsideration of Supplemental Instructional Materials, Optional, *New*

IIA-AR(4) - Reconsideration of School or Classroom Library Materials, Optional, *New*

IIA-AR(5) - Request for Reconsideration of Instructional or Library Materials Form, Optional, *New*

IIA-AR(6) - Independent Adoption of Core Instructional Materials, Optional, *New*

GRADUATION REQUIREMENTS

Summary

There are several recommended changes to policy IKF – Graduation Requirements**.

Senate Bill (SB) 992 (2023) replaced the “Alternative Certificate” with a “Certificate of Attendance.”

Additionally, SB 3 (2023) added one-half credit each of higher education and career path skills and personal financial education to the diploma and the modified diploma, therefore, reducing the number of elective credits by 1 to maintain the 24 credits. Both of these are effective for students who began grade 9 in the 2023-2024 school year.

The State Board of Education adopted the half credit for civics passed in SB 513 (2021) into OAR 581-022-2000. This is effective for students who began grade 9 in the 2022-2023 school year. Additional rules adopted by the State Board affect a variety of changes in policy which include language on additional credit requirements, Essential Skills, and updated parent notice requirements.

Also of note is the requirement for a district board to define criteria for the issuance of a certificate of attendance to a student in their district when they do not satisfy the requirements to receive a diploma.

OSBA still anticipates additional rules (which may affect this policy) resulting from passage of House Bill 4137 (2024) and affecting ORS 329.451; the bill creates a path for students who have completed an International Baccalaureate program to satisfy graduation requirements. More to come.

Collective Bargaining Impact

None

Local District Responsibility

Review existing policy, revise as needed, and readopt required policy IKF – Graduation Requirements**. There were minor changes in IKFB – Graduation Exercises If this policy is present in the board’s policy manual, review existing policy, revise as needed and readopt. The changes to JECA – Admission of Resident Students** are primarily the replacement of ‘alternative certificate’ with ‘certificate of attendance’.

Policy(ies) and ARs Impacted by these Revisions

IKF - Graduation Requirements**, Required

IKFB - Graduation Exercises, Optional

JECA - Admission of Resident Students**, Highly Recommended

ARTIFICIAL INTELLIGENCE

Summary

Artificial intelligence and generative artificial intelligence are the most recent additions to technology tools available to education. The purpose of this new model sample policy is to facilitate actions regarding artificial intelligence. Many OSBA members have developed statements, policies, or positions, or have responsible use agreement language that includes related content; this policy is not intended to replace that language. The Oregon Department of Education (ODE) has [Educational Technology](#) resources which include several on artificial intelligence.

Collective Bargaining Impact

None

Local District Responsibility

Review the available optional model sample policy and decide whether it is beneficial to adopt.

Policy(ies) and ARs Impacted by these Revisions

IKJ – Artificial Intelligence, Optional, *New*

MEDICATIONS

Summary

There were a host of changes in Oregon law and administrative rules around administration of medication to students and for student self-administration in a school/district setting. This includes changes from House Bill 2002 and 2395 passed in the 2023 Legislature; from Senate Bill 1552 passed in the 2024 Legislature affecting statute in ORS 339.866 - 339.871; and rules on administration of medication in OAR 581-021-0037 which include new rules on short-acting opioid antagonist.

The Oregon Department of Education has put together some additional resources [Opioid Overdose Information and Resources](#) which include a template letter to support communication with parents and other toolkits. Other resources on medications in schools are [here](#).

The resulting changes are quite extensive and therefore the model policy and administrative regulation are presented without showing tracked changes.

Collective Bargaining Impact

None

Local District Responsibility

Review and adopt changes to policy and administrative regulation governing administration of medications.

Policy(ies) and ARs Impacted by these Revisions

JHCD - Medications**/*, Required, *New*

JHCD-AR - Medications**/*, Required, *New*

JHCD/JHCDA - Medications**/*, Delete

JHCD/JHCDA-AR - Medications**/*, Delete

ABOUT *POLICY UPDATE*

Policy Update is a subscription newsletter providing a brief discussion of current policy issues of concern to Oregon school districts, education service districts, community colleges, and public charter schools.

Sample model policies reflecting these issues and changes in state and federal law, if applicable, are part of this newsletter. These samples are offered as a starting point for drafting local policy and may be modified to meet particular local needs. They do not replace district legal counsel advice.

To make the best use of *Policy Update*, we suggest you discuss the various issues it presents and use the sample model policies to determine which policies your district should develop or revise, get ideas for what a policy should contain, and as a starting point for editing, modifying and discussing your district's policy position.

If you have questions about *Policy Update*, sample policies or policy in general, call OSBA Policy Services, 800-578-6722 or 503-588-2800.

TRY OUR ONLINE POLICY DEMO

OSBA's online policy service has a demo site for districts interested in a public online policy manual. This service saves time, resources and reams of paper. With one centrally located policy manual updated electronically, you have instant access to current district policies.

Go to policy.osba.org and select "Policy Online Demo." The online manual includes a subscription to *Policy Update* and policy manual maintenance service to help keep policies current.

OSBA offers several options. Contact Policy Services to determine the best option for you, 800-578-6722 or 503-588-2800.

Code	Title	Designation	Comments/Questions/Follow-up
AC	Nondiscrimination and Civil Rights	R	Adds additional language regarding civil rights coordinator
AC-AR(1)	Discrimination or Civil Rights Complaint Procedure	R	same as above
AC-AR(2)	Sex-Based Discriminatoin Under Title IX	HR	same as above
GBN/JBA	Sexual Harassment	R	Removes AR language
GBN/JBA-AR(1)	Sexual Harassment Complaint Procedure	Delete	
GBN/JBA-AR(2)	Federal Law (Title IX) Sexual Harassment Complaint Procedure	Delete	
GCBDA/GDBDA	Family and Medical Leave (50 or more employees)	HR	
GDBDA/GDBDA OR	Family Leave (between 25 and 50 employees)	HR	not required
GCBDA/GDBDA-AR(1)	Family and Medical Leave (50 or more employees)	HR	
GCBDA/GDBDA-AR(1) OR	Family Leave (between 25 and 50 employees)	HR	not required
GCBDC/GDBDC	Domestic Violence, Harassment, Sexual Assault, Bias, or Stalking Leave (Safe Leave)	HR	
GDBDC/GDBDC-AR	Request for Domestic Violence, Harassment, Sexual Assault, Bias or Stalking Leave	HR	
GCBDD/GDBDD	Sick Time	HR	Need more information from Bill
GCBDF/GDBDF	Paid Family and Medical Leave Insurance (changes to version 1 only)	HR	
GCBDF/GDBDF-AR	Paid Family and Medical Leave Insurance (PFMLI)	HR	
IIA	Instructional Materials	HR	Keeping current version
IIA-AR(1)	Instructional Materials	Optional	
IIA-AR(2)	Reconsideration of Core Instructional Materials	Optional	
IIA-AR(3)	Reconsideration of Supplemental Instructional Materials	Optional	
IIA-AR(4)	Reconsideraton of School or Classroom Library Materials	Optional	
IIA-AR(5)	Request for Reconsideraton of Instructional or Library Materials Form	Optional	
IIA-AR(6)	Independent Adoption of Core Instructional Materials	Optional	
IKF	Graduation Requirements	R	Adds new language regarding Civics credits and essential skills
IKFB	Graduation Exercises	Optional	No changes are needed, keeping the current version.
IKJ	Artificial Intelligence	Optional	NEW
JBA/GBN	Sexual Harassment	R	adds language referring back to AC-AR civil rights coordinator
JBA/GBN-AR(1)	Sexual Harassment Complaint Procedure	Delete	
JBA-GBN-AR(2)	Federal Law (Title IX) Sexual Harassment Complaint Procedure	Delete	
JECA	Admission of Resident Students	HR	removes the word "board" adds "district"
JFE	Pregnant and/or Parenting Students	R	Adds new language for lactation space
JFE-AR	Individualized Plan for Pregnant and/or Parenting Students	Optional	
JHCD	Medications	R	Nurse is reviewing
JHCD-AR(1)	Medications	R	same as above
JHCD/JHCDA	Medications	Delete	
JHCD/JHCDA-AR	Medications	Delete	

OSBA Model Sample Policy

Code: JHCD
Adopted:

New
Ketr

Medications**/*

{Required policy. The requirement for policy comes from ORS 339.866 (2).}

The district recognizes administering a medication to a student and/or permitting a student to administer a medication to themselves, may be necessary to allow the student to attend school. Therefore, the district allows medication, including injectable medications, to be administered to a student by designated personnel and the administration of medication by a student to themselves without assistance from designated personnel, subject to criteria established by the district and in accordance with Oregon law.

The district shall designate personnel authorized to administer medications to students. Medications, including injectable medications, may be administered by designated district personnel as part of a formal delegation by a registered nurse. Annual training shall be provided to designated personnel in accordance with law. The training will align with the ODE Medication Administration Training and include discussion of this policy, procedures and materials, including but not limited to, procedures outlined in administrative regulation JHCD-AR - Medications.

When a licensed health care professional is not immediately available, trained personnel designated by the district may administer epinephrine, glucagon, treatment for adrenal insufficiency, or another medication to a student as prescribed and/or as otherwise allowed by Oregon law.

Narcan/Atorone

A current first-aid/CPR/AED card is required for designated personnel.

I recommend removing this. Not required by law, not everyone has cert.

The district reserves the right to reject a request for administration of medication at school, either by district personnel or student self-administration, if the medication is not necessary for the student to remain in school.

The district may revoke permission given to a student to self-administer medication if the student does not responsibly self-administer the medication or abuses the use of the medication, as determined by district personnel.

Medications will be handled, stored, monitored, disposed of and records maintained in accordance with law and established district procedures governing the administration of prescription or nonprescription medications to students, including procedures for the disposal of sharps and glass.

A process shall be established by which, upon parent or guardian written request, a backup medication is kept at a reasonably, secure location in the student's classroom as provided by state law.

A premeasured dose of epinephrine may be administered by trained, designated personnel to any student or other individual on district premises who the person believes in good faith is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

[¹] A non-injectable short-acting opioid antagonist may be administered to any student or other individual by district personnel (whether or not they have received training on administering medications) on district premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an opioid overdose.

A school administrator, teacher or other school employee, may administer a short-acting opioid antagonist to a student who experienced or is experiencing an opioid overdose without written permission and instructions of the student's parents or guardian.]

This policy shall not prohibit, in any way, the administration of recognized first aid to a student by district employees in accordance with established state law, Board policy and administrative regulation.

The superintendent shall develop administrative regulations to meet the requirements of law and the implementation of this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 339.866 - 339.871](#)

[ORS 433.800 - 433.830](#)

[ORS 689.800](#)

[OAR 166-400-0010\(17\)](#)

[OAR 166-400-0060\(29\)](#)

[OAR 333-055-0000 - 0035](#)

[OAR 581-021-0037](#)

[OAR 581-022-2220](#)

[OAR 851-047-0000 - 0030](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

OREGON HEALTH AUTHORITY AND OREGON DEPARTMENT OF EDUCATION, *Medication Administration: A Manual for School Personnel*.

House Bill 1552 (2024).

¹ {The district is not required to provide or administer this medication. If the district is going to provide for, and administer this medication, this policy language is required. If the district does not intend to provide or administer this medication, there is no requirement to include this language in this policy.}

OSBA Model Sample Administrative Regulation

Code: JHCD-AR

Adopted:

Medications**/*

{Required administrative regulation. The requirement comes from ORS 339.866 (2).}

Students may, subject to the provisions of this administrative regulation, have prescription or nonprescription medication administered by designated district personnel, or may be permitted to administer prescription or nonprescription medication to themselves.

1. Definitions¹

- a. ["Administer" means the direct application of a drug or device whether by injection, inhalation, ingestion, or any other means, to the body of a patient or research subject by: (1) a practitioner or the practitioner's authorized agent; or (2) the patient or research subject at the direction of the practitioner. (ORS 689.005)]
- b. "Adrenal crisis" means a sudden, severe worsening of symptoms associated with adrenal insufficiency, such as severe pain in the lower back, abdomen or legs, vomiting, diarrhea, dehydration, low blood pressure or loss of consciousness. (ORS 433.800)
- c. "Adrenal insufficiency" means a hormonal disorder that occurs when the adrenal glands do not produce enough adrenal hormones. (ORS 433.800)
- d. "Asthma" means a chronic inflammatory disorder of the airways that requires ongoing medical intervention. (ORS 339.866)
- e. "Delegation" means a formal delegation of a nursing procedure by a registered nurse to district personnel in accordance with the Oregon Nurse Practice Act. (OAR Chapter 851)
- f. "Designated personnel" means the school personnel designated and trained to administer medication pursuant to district policy and procedure.
- g. "Medication" means medication that is not injected; premeasured doses of epinephrine that are injected; medication that is available for treating adrenal insufficiency; and Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug. "Medication" also means any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student's Oregon licensed health care professional for asthma or severe allergies. "Medication" does not include nonprescription sunscreen. (ORS 339.866; ORS 339.867)
- h. "Nonprescription medication" means nonprescription drugs as defined in ORS 689.005, which means drugs that may be sold without prescription and that are prepackaged for use by the consumer and labeled in accordance with the requirements of the statutes and regulations of this state and the federal government. (OAR 581-021-0037)
- i. "Notice of a diagnosis of adrenal insufficiency" means written notice to the district from the parent or guardian of a student who has been diagnosed as adrenal insufficient with a copy of an order from the student's primary care provider that includes the student's diagnosis, description of symptoms indicating the student is in crisis, prescription for medication to treat

*add
glucagon
to this section
which is 10/1/11.*

¹ There are several laws that apply to medications in schools. Some of these laws have unique definitions that may apply in specific situations. If the applicable law uses a definition that varies from the definition here, use the definition in the law.

- adrenal insufficiency crisis, and instructions for follow-up care after medication to treat adrenal insufficiency crisis has been administered. (OAR 581-021-0037)
- j. ["Opioid overdose" means a medical condition that causes depressed consciousness, depressed respiratory function or the impairment of vital bodily functions as a result of ingesting opioids. (ORS 689.800)]
- k. "Prescriber²" means a "practitioner" as defined in ORS 689.005, which means a person licensed and operating within the scope of such license to prescribe, dispense, conduct research with respect to or administer drugs in the course of professional practice or research: (a) in this state; or (b) in another state or territory of the U.S. if the person does not reside in Oregon and is registered under the federal Controlled Substances Act. (OAR 581-021-0037)
- l. "Prescription medication" means a "prescription drug" as defined in ORS 689.005, which means a drug that is: required by federal law, prior to being dispensed or delivered, to be labeled with "Caution: Federal law prohibited dispensing without prescription" or "Caution: Federal law restricts this drug to use by or on the order of a licensed veterinarian"; or required by any applicable federal or state law or regulation to be dispensed on prescription only or is restricted to use by practitioners only.
- m. "Severe allergy" means a life-threatening hypersensitivity to a specific substance such as food, pollen, or dust. (ORS 339.866)
- n. "Short-acting opioid antagonist" means any short-acting drug approved by the U.S. Food and Drug Administration for the complete or partial reversal of an opioid overdose. (ORS 689.800)

although "ingesting" is the term used when you look up ORS 689.800.

Sub w/ "using"

means it was taken orally - opioids have several routes of admin.

2. Designated Staff/Training

- a. Medications, including injectable medications, may be administered by trained personnel as part of a formal delegation by a registered nurse.
- b. The principal, in consultation with the school nurse, will designate district personnel authorized to administer prescription or nonprescription medication to a student which takes into account when the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school-or district-sponsored activities, and may include when a student is in a before-school or after-school care program on school-owned property when required by law. The principal will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules, policy and this administrative regulation.
- c. The district will provide staff who are designated personnel to administer prescription or nonprescription medication access to a school nurse.
- d. The principal will ensure the annual training required by Oregon law is provided to designated district personnel. Training must be conducted by a qualified trainer, which is a person who is familiar with the delivery of health services in a school setting and who is either a registered nurse licensed by the Oregon State Board of Nursing or a prescriber. District personnel designated to administer epinephrine, glucagon, and medication to treat adrenal insufficiency shall be trained using related training developed by the Oregon Health Authority (OHA). The first training and every third training thereafter shall be provided in-person³. During

² A registered nurse who is employed by a district or local public health authority to provide nursing services at a district may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the district for not more than 90 days.

³ An online training may qualify as "in-person" when these measures are met: content is provided via synchronous, interactive online sessions with a trainer and learners visible on screen; trainers must be licensed and work within their scope of practice;

subsequent years, designated district personnel may complete an online training so long as a trainer is available following the training to answer questions and provide clarification.

- e. The training for district personnel will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, discussion of the following: safe storage, administration, handling and disposing of medications; accessibility of medication during an emergency; record keeping; whether response to medication should be monitored by designated personnel and the role of designated personnel in such monitoring; emergency medical response procedures following administration of the medication; confidentiality of health information; and assessment of gained knowledge. Training as recommended and/or approved by ODE will be used.
- f. The district shall maintain documentation of district personnel's completion of training in accordance with OAR 166-400-0010.

3. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained district personnel to any student or other individual on district premises who the person believes in good faith is experiencing a severe allergic response, regardless of whether the student or individual has a prescription for epinephrine.

4. Administering Short-Acting Opioid Antagonists

[⁴] A short-acting opioid antagonist may be administered by any district personnel⁵ to any student or other individual, on school premises who the individual administering the short-acting opioid antagonist believes in good faith is experiencing an overdose of an opioid drug.

The [principal] [or [school] [district] nurse] shall immediately notify the parent or guardian of a minor student enrolled in a school within the district when a short-acting opioid antagonist is administered to the student while at school, on school property under the jurisdiction of the district or at any activity under the jurisdiction of the district.]

The district shall provide to the parent or legal guardian of each minor student enrolled in a school in the district information regarding short-acting opioid antagonists. The information will include at least:

- a. A description of short-acting opioid antagonists and their purpose;
- b. A statement regarding, in an emergency situation, the risks of administering to an individual a short-acting opioid antagonist and the risks of not administering to an individual a short-acting opioid antagonist;
- c. A statement identifying which schools in the district, if any, have short-acting opioid antagonists, and the necessary medical supplies to administer short-acting opioid antagonists, onsite and available for emergency situations; and

and include in-person, skills demonstration for training developed by the Oregon Health Authority for epinephrine, glucagon, and for medication to treat adrenal insufficiency.

⁴ {If the district plans to provide for, and administer a short-acting opioid antagonist, this bracketed language is highly recommended. If the district does not intend to provide and/or administer this medication, there is no requirement to include this language.}

⁵ Including district personnel who have not received medication administration training.

- d. A statement that a representative of the district may administer a short-acting opioid antagonist to a student in an emergency if the student appears to be unconscious and experiencing an opioid overdose.

5. Administering of Medication to a Student Experiencing Symptoms of Adrenal Crisis

A student experiencing symptoms of adrenal crisis while the student is in school, at a district-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and/or in transit to or from a school or a district-sponsored activity, may be treated by designated personnel and shall be subject to the following:

- a. Upon notice of a diagnosis of adrenal insufficiency, as defined in Oregon Administrative Rule (OAR) 581-021-0037, the building principal of the school the student attends will designate one or more district personnel to receive training and be responsible for administering the medication to treat adrenal insufficiency to a student in the event the student exhibits symptoms the district personnel believe in good faith indicate the student is experiencing symptoms of adrenal crisis;
- b. The designated personnel will successfully complete required training to administer medication to treat a student who has adrenal insufficiency and is experiencing symptoms of adrenal crisis;
- c. The student's parent or guardian must provide adequate supply of the student's prescribed medication to the district;
- d. The district will develop an individualized health care plan for the student;
- e. In the event that a student experiences symptoms of adrenal crisis and the designated personnel determines the medication to treat adrenal insufficiency should be administered, any available district staff member will immediately call 911 and the student's parent or guardian.

6. Administering Medication to a Student

- a. A request to permit designated personnel to administer medication to a student may be approved by the district and is subject to the following:
 - (1) A written request for designated personnel to administer prescription medication to a student, if because of the prescribed frequency or schedule, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel and in transit to or from school or a school-sponsored activity, must be submitted to the school office and shall include:
 - (a) The written permission of the student's parent or guardian; and
 - (b) The written instruction from the prescriber for the administration of the medication to the student that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions from the prescriber, if any; and
 - (vii) Signature of the prescriber.

The prescription medication is provided in the original prescription packaging by the student's parent or guardian. The prescription label prepared by a pharmacist at the direction of the prescriber, will be sufficient to meet this requirement if it contains the information listed in (i)-(vi) above.

- (2) A written request for designated personnel to administer nonprescription medication to a student must be submitted to the school office and is subject to the following:
- (a) The nonprescription medication is necessary for the student to remain in school;
 - (b) The nonprescription medication is:
 - (i) Provided in the original manufacturer's container by the student's parent or guardian; or
 - (ii) Is part of the district's stock medication program in compliance with the Oregon Board of Pharmacy rules including OAR 855-035-0005.
 - (c) The written instruction and permission from the student's parent or guardian for the administration of the nonprescription medication⁶ includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Method of administration;
 - (iv) Dosage;
 - (v) Frequency of administration;
 - (vi) Other special instructions, if any; and
 - (vii) Signature of the student's parent or guardian.

If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.

- (d) If the nonprescription medication is not approved by the Food and Drug Administration (FDA), a written order from the student's prescriber is required and will include:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.

⁶ For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 6.a.(2)(d).

- b. The principal or designee will require an individualized health care plan or allergy plan be developed for every student with a need to manage asthma or a known life-threatening allergy. A plan will include protocols for preventing exposures to allergens and procedures for responding to life-threatening allergic responses, and include provisions for administering medication and/or responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity;
- c. A student being administered a medication may be monitored by designated personnel to monitor the student's response to the medication;
- d. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- e. It is the student's parent or guardian's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- f. It is the student's parent or guardian's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- g. In the event a student refuses medication, the parent or guardian will be notified immediately. No attempt will be made to administer medication to a student who refuses a medication;
- h. Any error in administration of a medication will be reported to the parent or guardian immediately and documented on a medication administration record. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, frequency of administration or method of administration;
- i. Medication shall not be administered until the necessary permission form and written instructions have been submitted and received as required by the district.

7. Administration of Medication by a Student to Themselves

- a. A student, including a student in grade K through 12 with asthma or severe allergies, may be permitted to administer prescription or nonprescription medication to themselves without assistance from designated personnel and is subject to the following:
 - (1) A student must demonstrate the ability, developmentally and behaviorally, to self-administer prescription medication and must have:
 - (a) The written permission from a parent or guardian and other documentation requested by the district must be submitted for self-medication of all prescription medications;
 - (b) If the student has asthma or a severe allergy, a medication that is prescribed by a prescriber and a written treatment plan developed by a prescriber or other Oregon licensed health care professional for managing of the student's asthma, diabetes and/or severe allergy, and directs use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in a before-school or after-school care program on school-owned property and in transit to or from school or a school-sponsored activity. The prescriber will include acknowledgment that the student has been instructed in the correct and responsible use of the prescribed medication;
 - (c) The permission to self-administer the medication from a building administrator and a prescriber or registered nurse practicing in a district setting.

- (2) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication⁷ and must have:
 - (a) The written permission of the student's parent or guardian;
 - (b) The student's name affixed to the manufacturer's original container; and
 - (c) The permission to self-administer medication from a building administrator.

- (3) A student must demonstrate the ability, developmentally and behaviorally, to self-administer nonprescription medication that is not approved by the FDA and must have:
 - (a) The written permission of the student's parent or guardian; and
 - (b) A written order from the student's prescriber that includes:
 - (i) Name of the student;
 - (ii) Name of the medication;
 - (iii) Dosage;
 - (iv) Method of administration;
 - (v) Frequency of administration;
 - (vi) A statement that the medication must be administered while the student is in school, at a district-sponsored activity, under the supervision of district personnel, or in transit to or from school or district-sponsored activities;
 - (vii) Other special instructions, if any; and
 - (viii) Signature of the prescriber.

- b. A determination will be made by the district on if or when the student may self-carry prescription medication if the student has not been approved to self-administer medication;
- c. A student may have in their possession only the amount of medication needed for that school day, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as, but not limited to, autoinjectable epinephrine or bronchodilators/inhalers;
- d. The sharing and/or borrowing by a student of any medication with another student is strictly prohibited⁸;
- e. The district personnel will request backup medication, when the medication is to treat a student's asthma or severe allergy emergency, from the student's parent or guardian. Backup medication, if provided by a student's parent or guardian, will be kept at the student's school in a location to which the student has immediate access in the event the student has an asthma and/or severe allergy emergency;
- f. A student shall not administer medication to themselves until the necessary permission form and written instructions have been submitted as required by the district;
- g. The permission for a student to administer medication to themselves may be revoked if the student does not responsibly self-administer the medication or abuses the use of the medication as determined by district personnel;
- h. A student may be subject to discipline, up to and including expulsion, as appropriate for violations of these procedures;

⁷ For nonprescription medication that is not approved by the Food and Drug Administration (FDA), see requirements in 7.a.(3).

⁸ [Except for short-acting opioid antagonists.]

- i. A student permitted to administer medication to themselves may be monitored by designated personnel to monitor the student's response to the medication[.] [;]
- j. [The district allows the application of and use by students of nonprescription sunscreen, including sunscreen that contains para-aminobenzoic acid, without any required documentation from a licensed health care professional per ORS 339.874.]

8. Handling, Monitoring and Safe Storage of Medication Supplies for Administration of Medication

- a. Any medication must be delivered to the school in its original manufacturer's or current prescription container, accompanied by the permission form and written instructions, as required above.
- b. Prescription medication must always be the most current prescription and kept in the original, labeled container.
- c. Nonprescription medication must be kept in original manufacturer's bottle or box.
- d. [Never administer medication sent to school in unlabeled containers.]
- e. [Never repackage medication into a plastic bag or other container for any reason.]
- f. [Medication in any form categorized as a sedative, stimulant, anti-convulsive, narcotic analgesic or psychotropic medication will be counted or measured by designated personnel or parent or guardian in the presence of another district employee upon receipt [and initialed by the two individuals who counted or witnessed the procedure], documented in the student's medication administration record (MAR) and routinely monitored during storage and administration. Any discrepancies will be reported to the [school] [district] nurse or principal immediately and documented in the student's MAR. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.]
- g. Designated personnel will follow the written instructions of the prescriber and the student's parent or guardian, and training guidelines as may be recommended by ODE for administering all forms of prescription and/or nonprescription medications.
- h. [Medication will be secured as follows:
 - (1) Nonrefrigerated medications will be stored in a locked cabinet, drawer or box in a secure area;
 - (2) Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication in a secure area;
 - (3) Access to medication storage keys will be limited to the principal and designated personnel.]
- i. [Designated personnel will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.]
- j. When medication is running low or an inadequate dosage is on hand to administer the medication, the designated personnel will notify the student's parent or guardian immediately.

9. Emergency Response

- a. Designated personnel will immediately call 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects and allergic reactions, including the administration of epinephrine. The parent or guardian[, [school] [district] nurse] and principal will be notified immediately.
- b. Adverse reactions which result from district-administered medication or from student self-medication will be reported to the parent or guardian immediately.

- c. Any available district staff will immediately call 911 and the student's parent or guardian if the designated personnel believes the student is experiencing symptoms of adrenal crisis and plans to administer medication.
- d. Any available staff will immediately call 911 when a short-acting opioid antagonist is administered to any student or other individual on district premises.

10. Disposal of Medications

- a. [Medication not picked up by the student's parent or guardian, at the end of the school year or within [five] school days of the end of the medication period, whichever is earlier, will be disposed of by designated personnel in the presence of another school employee. The medication may be disposed through a designated drug take-back collection program or in a nonrecoverable fashion as follows:
 - (1) Medication will be removed from its original container and personal information will be destroyed;
 - (2) Mix with an undesirable substance, e.g., coffee grounds, used cat litter;
 - (3) Place in a plastic bag or other sealable container, e.g., such as an empty plastic container; and
 - (4) Place the sealed container with the mixture in the trash as close to garbage pickup time as possible, to prevent theft and misuse.]
- b. [Prescriptions will never be flushed down the toilet or drain or burnt with other waste.]
- c. [Sharps and glass will be disposed of in accordance with state guidelines.]
- d. [All medication will be disposed of by designated personnel following DEQ guidelines and documented on the student's MAR as described below.]

11. Transcribing, Recording and Record Keeping

- a. A medication administration record (MAR) will be maintained for each student administered medication by the district. [The MAR will be in paper⁹ or electronic form and will include, but not be limited to:
 - (1) The full name of the student, date of birth, name of medication, dosage, method of administration, date and time of administration, frequency of administration and the name of the person administering the medication;
 - (2) Student refusals of medication;
 - (3) Errors in administration of medication;
 - (4) Incidents of emergency and minor adverse reaction by a student to medication;
 - (5) Discrepancies in medication supply;
 - (6) Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.]
- b. A MAR for medication administered as part of an IEP goal should be maintained in the IEP record at the end of each school year.

⁹ If a paper record is kept, the record will be documented in blue or black ink, and never in pencil or with use of white-out.

- c. All records relating to administration of medications, including permissions and written instructions, will be maintained. Records will be retained in accordance with applicable provisions of OAR 166-400-0010(17) and OAR 166-400-0060(29).
- d. All records relating to the training of designated district personnel will be maintained by the district in accordance with applicable provisions of OAR 166-400-0010.
- e. Student health information will be kept confidential. Access shall be limited to those designated personnel authorized to administer medication to students, the student and their parent or guardian. Information may be shared with school personnel with a legitimate educational interest in the student or others authorized by the parent or guardian in writing or others as allowed under state and federal law.

[Non-liability Provisions for Administration of Prescription and Nonprescription Medications and Short-Acting Opioid Antagonists

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of nonprescription medication, if the school administrator, teacher or other school employee in good faith administers nonprescription medication to a student pursuant to written permission and instructions of the student’s parents or guardian.

A school administrator, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription medication, if the school administrator, teacher or other school employee in compliance with the instructions of a physician, physician assistant, nurse practitioner, naturopathic physician or clinical nurse specialist, in good faith administers prescription medication to a student pursuant to written permission and instructions of the student’s parents or guardian.

A person may not maintain an action for injury, death or loss that results from acts or omissions of a school administrator, teacher or other school employee during the administration of a short-acting opioid antagonist unless it is alleged and proved by the complaining party that the school administrator, teacher or other school employee was grossly negligent in administering the short-acting opioid antagonist unless other conditions exist and which are outlined in Oregon law in ORS 339.870.

The civil and criminal immunities provided for above do not apply to an act or omission accounting to gross negligence or willful and wanton misconduct.

Non-Liability Provisions for Self-Administration and Autoinjectable Epinephrine

A school administrator, school nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of a student’s self-administration of medication, as described in ORS 339.866, if the school administrator, school nurse, teacher or other school employee, in compliance with the instructions of the student’s Oregon licensed health care professional, in good faith assists the student’s self-administration of the medication, if the medication is available to the student pursuant to written permission and instructions of the student’s parent, guardian or Oregon licensed health care professional.

A school administrator, school nurse, teacher or other school employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the use of medication if the school administrator, school nurse, teacher or other school employee in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-

administer the medication regardless of whether the student or individual has a prescription for epinephrine.

The district and the members of a district Board are not liable in a criminal action or for civil damages as a result of the use of medication if any person in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy who is unable to self-administer the medication, regardless of whether the student or individual has a prescription for epinephrine; and the person administered the autoinjectable epinephrine on school premises, including at a school, on school property under the jurisdiction of the district or at an activity under the jurisdiction of the district.

The civil and criminal immunities described above (which are identified in ORS 339.871) do not apply to an act or omission to gross negligence or willful and wanton misconduct.]

		FutureMaintenance Fund Impact	Confirmed Y/N	Notes		
Track Patch	Quote from ABCDE	\$0.00	NA	Complete - Donated by ABCDE Value \$4,400		
Track Surfacing	Field Turf USA	\$0.00	NA	Complete - Maintenance Fund \$26,298		
Drain Line at HLE		\$0.00	NA	Complete - Bond - Tied to gym storm system Est. \$30,000		
Octagon Roof	Final High School Phase	\$0.00	NA	Complete - Garland Roofing - \$87,891		
Seismic Grant Match		\$0.00	NA	Match from Bond		
HS Fire Sprinklers	ROM from Fortis	\$1,500,000.00	Y	Escalation included for 2026 Fed Grant Application Jan 2025		*
Remaining HLE Sprinklers	ROM from Fortis	\$370,000.00	Y	Escalation included for summer 2025		
Bus Garage Lift Replacement	Lift currently rated at 24K lbs	\$67,870.00	Y	Quote from Superior Lifts		
Main Parking Lot Overlay	Quote from ABCDE	\$225,000.00	Y	Quote Expired 4/20/2023 Asphalt costs vary with petroleum Bond maybe		
"Ramp" Repair/Replace			N			
Baseball Infield	Complete by Big River	\$0.00	NA	Quote from Vinson was \$51,500; Big River Donated Sand infill.		
Fence Bus Yard		\$50,000.00	N	Cost/Benefit??		
HLE Gym/Cafe/Office Sprinklers		\$0.00	NA	Complete Bond		*
HLE Roof Zone 5	Cafe and Business Office	\$0.00	NA	Contract Approved; Included in bond \$165.904		
HLE Roof Zone 1	Intermediate Wing	\$423,000.00	Y	Estimate from Garland 369-423 30 year		
Bus Roof Repair and HLE downs	Garland	\$0.00	NA	\$6400 Included in bond		
HLE Roof Zone 2	Gym	\$170,000.00	Y	Estimate from Garland 152-170 15 year		
HLE Roof Zone 8 9 10	Over Office Restrooms	\$90,500.00	Y	Estimate from Garland 6-8.5 30 year		
Track Replacement	Quote from Benyon	\$521,495.00	Y	Recommend delaying until 2032 Given current minor updates		
HLE Roof Zone 3	Locker Rooms	\$79,100.00	Y	Estimate from Garland 67-79 30 year		
HLE Roof Zone 4	North Walkway	\$57,000.00	Y	Estimate from Garland 50-57 30 year		
HLE Roof Zone 6	Courtyard Walkway	\$57,500.00	Y	Estimate from Garland 53-58 30 year		
Generator for HLE		\$61,000.00	Y	Quotes in hand from Generac and CAT	Move Up if Grant or Bond Funded	*
East Lot Overlay	Quote from ABCDE	\$49,500.00	Y	Quote Expired 4/20/2023 Asphalt costs very with petroleum		
Playshed Repairs		\$200,000.00	N			
	Total Minus Low Priority Roof and Remaining Fire Loop	\$951,370.00				
	Total All In	\$1,530,470.00				



Knappa School District No. 4

William Fritz Ph.D.-Superintendent

December 19, 2024
Board Meeting

TO: BOARD OF DIRECTORS
FROM: NANCY HALL, INTERIM CFO
TOPIC: FINANCIAL REPORT

Discussion

Attached is the November 2024 Financial Report. As a reminder, the format has changed slightly to include Revenue broken out by major category, and Expenditures listed by major Object. I have also added back in Expenditures by Major Function in the General Fund at the bottom of the report as we are required by Local Budget Law to make sure expenditures don't exceed those appropriations adopted in the budget.

Expenditures can be kept within budget in most categories. There was a larger than expected increase to Property Insurance due to the additions made through the bond projects.

The current projected Beginning Fund Balance of \$604,752 is still pending the issuance of the final audit. I am not aware of any changes to be made that will impact that number. The auditors will make their presentation to the board at the January meeting.

Anticipated Revenues and Expenditures are calculated on items that have been encumbered, items that are known to be coming in such as the State School Fund, and projections based on historical activity. I will begin implementing a program called Forecast5 that the district has access to. It will calculate projections based on 5 years of actual history. The first report using that program will be presented to the Board in January.

The Special Reserve Funds, broken out in the Revenue section of the General Fund, are Funds 102 Technology Reserve, 104 Textbook Reserve, and 106 Maintenance Reserve. Those funds were changed with Board approval from Funds 292, 293, and 296. The fund balances in those funds are represented on the November report.

Knappa School District 4
2024-2025 Expenditure/Revenue Report (All Funds, Unaudited)
For Period Ending November 30, 2024

Fund/Appropriation	Adopted Budget	Increase/	Final	YTD	Favorable/	Anticipated	Favorable/	Explanation
	Budget	(Decrease)	Budget	Expenses/Revenues	(Unfavorable)	Expenses/Revenues	(Unfavorable)	
				Revenues	Budget	Revenues	Budget	
General Fund Revenues								
Local Sources	1,619,000		1,619,000	1,403,682	215,318	240,414	25,096	More in interest
Intermediate Sources	583,000		583,000	79,678	503,322	503,000	(322)	County SF/ESD Rev
State Sources	4,756,280		4,756,280	2,287,326	2,468,954	2,473,380	4,426	More in State Timber Rev
Special Reserve Funds	315,000		315,000	327,547	(12,547)	-	12,547	Expected transfer from funds 292, 293, 296
Beginning Fund Balance	700,000		700,000	604,752	95,248	-	(95,248)	
Total General Fund Revenues	\$ 7,973,280	\$ 0	\$ 7,973,280	\$ 4,702,986	\$ 3,270,294	\$ 3,216,794	-\$ 53,500	
General Fund Expenditures By Major Object								
Salaries	3,709,733		3,709,733	1,271,510	2,438,223	2,337,940	100,283	Anticipated amounts based on encumbrances and projections
Benefits	1,842,934		1,842,934	599,277	1,243,657	1,105,330	138,327	
Purchased Services	969,150		969,150	140,828	828,322	784,210	44,112	
Supplies (includes Special Reserve funds)	436,500		436,500	129,170	307,330	295,425	11,904	
Other	173,150		173,150	217,147	(43,997)	7,266	(51,263)	Ins more than expected + add new classrooms
Transfers	267,000		267,000	0	267,000	267,000	0	
Unappropriated Ending Fund Balance	574,813		574,813	0	574,813	574,813	(0)	Estimate - Unaudited
Total General Fund Expenditures	\$ 7,973,280	\$ 0	\$ 7,973,280	\$ 2,357,932	\$ 5,615,347	\$ 5,371,985	\$ 243,363	
Special Revenue Fund Revenues/Beg Balance	2,845,460	-	2,845,460	840,687	2,004,773	1,761,137	243,636	
Special Revenue Fund Expenditures (200's)								
Salaries	1,094,892	-	1,094,892	320,307	774,585	736,843	37,741	State/Fed/Local Grants
Benefits	479,079	-	479,079	137,257	341,822	324,189	17,633	Anticipated amounts based on encumbrances and projections
Purchased Services	280,358	-	280,358	36,882	243,476	210,406	33,070	
Supplies	609,132	-	609,132	94,564	514,568	431,907	82,661	Major grants include: SIA; HSS; SB1149; Title IA; IDEA
Capital Outlay	116,000	-	116,000	-	116,000	116,000	-	
Other	64,000	-	64,000	13,503	50,497	22,657	27,840	
Contingency	202,000	-	202,000	-	202,000	-	202,000	
Total Special Revenue Fund Expenditures	\$ 2,845,460	\$ 0	\$ 2,845,460	\$ 602,513	\$ 2,242,948	\$ 1,842,003	\$ 400,945	
Debt Service Fund 300 Revenues/Beg Balance	742,000		742,000	636,085	105,915	105,000	915	
Debt Service Fund Expenditures (Fund 300)								
Debt Service	742,000		742,000	263397.55	478,602	478,602	0	Principal & Interest
Total Debt Service Fund Expenditures	\$ 742,000	\$ 0	\$ 742,000	\$ 263,398	\$ 478,602	\$ 478,602	\$ 0	
Capital Project Fund Revenues/Beg Balance	12,600,000	0	12,600,000	10,494,110	2,105,890	2,105,000	890	
Capital Project Funds (400's)								
Support Services	250,000		250,000	34,436	215,564	215,564	-	
Facilities Acquisition & Construction	12,350,000		12,350,000	8,821,498	3,528,502	2,863,000	665,502	Anticipate summer projects
Transfers								
Total Capital Project Fund Expenditures	\$ 12,600,000	\$ 0	\$ 12,600,000	\$ 8,855,934	\$ 3,744,066	\$ 3,078,564	\$ 665,502	

General Fund Function Information:

Fund/Appropriation	Adopted Budget	Increase/	Final	YTD	Favorable/	Anticipated	Favorable/	Explanation
	Budget	(Decrease)	Budget	Expenses/Revenues	(Unfavorable)	Expenses/Revenues	(Unfavorable)	
				Revenues	Budget	Revenues	Budget	
General Fund Expenditures By Major Function								
Instruction	4,082,316		4,082,316	1,172,461	2,909,855	2,886,434	23,422	This section has been added in order to monitor compliance with Local Budget Law. Expenditures cannot exceed appropriations in these categories.
Support Services	3,049,151		3,049,151	1,185,472	1,863,679	1,758,551	105,128	
Other	267,000		267,000	0	267,000	267,000	0	
Contingencies	114,813		114,813	0	114,813	-	114,813	
Unappropriated Ending Fund Balance	460,000		460,000	0	460,000	460,000	0	
Total General Fund Expenditures	\$ 7,973,280	\$ 0	\$ 7,973,280	\$ 2,357,932	\$ 5,615,347	\$ 5,371,985	\$ 243,363	

HLE Board Report - December 2024

24-25	Sept	Oct	Nov	Jan	Feb	Mar	Apr	May	June
PreK	16	16	18	18					
K	23	25	25	25					
1	31	31	31	32					
2	21	21	21	21					
3	36	36	36	36					
4	34	34	34	34					
5	29	30	29	29					
6	41	41	40	42					
7	35	34	34	34					
8	37	37	37	38					
KVA	7	8	8	8					
Total*	294	297	295	299					
23-24 K-8	307	306	306	305	306	306	304.5	303.5	303.5
<u>22-23</u>	317	310	314	313	315	316	312	315	311

* PreK and consortium is not included in this #.

This time of year is always so much fun, but can be a bit crazy around an elementary school. Add in a new gym and all the excitement of that for our middle school, we are a school full of energy and excitement.

The Middle School boys basketball team finished almost undefeated throughout the season having an A, B, and C team. They played their first game last night in our new gym after the dedication. It was so fun to see all the hardworking boys get to enjoy the hard work and sacrifice of the team to build the space. There are some kinks to work out with the gym, but we are so happy to have our new space!

The dedication was well attended and we want to thank Dr. Fritz and the board for leading this effort to better our buildings so we can support our students' educational endeavors.



This month, we hosted a fun Winter Reading night where we partnered with our library and Knappa Schools Foundation to have a cozy night of hot chocolate and reading. We had many guest readers and over fifty students plus family members enjoyed the night. This will be a great event to continue for the coming years. Thank you Carrie Palenske for your leadership and vision for this event.



The band concert and Sing a Long are both events that highlight the love of music in our schools. Thank you for supporting the arts for our children to grow in many aspects of their lives.

We hosted a Turkey Trot before the Thanksgiving break. This event raised almost \$2000 for our middle school athletics program and field day event. We are excited to make this a tradition as well.

Holiday Hoopla continues this year with students and staff dressing up each day according to a theme, i.e. holiday headwear, Flannel Friday, Twas the Day before Break (PJ day), etc. The students enjoy this time and it keeps our spirits enjoying the season.

With all of these events, our students are still engaged in meaningful instruction and continuing to progress in their knowledge and understanding. I am so thankful for my team. They work so hard each day to make learning fun and meaningful.

Have a wonderful holiday season.



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
gremarc@knappak12.org

Stephanie Baldwin
Head Secretary
baldwins@knappak12.org

December 2024 **KSD Board Report**

Enrollment 2024-25

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

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 Gremer

Guidance Counselor

gremarc@knappak12.org

Stephanie Baldwin

Head Secretary

baldwins@knappak12.org

We had our winter band concert Thursday. Thank you to Mr Hughston for doing such a good job with our band program and running a great concert! It was well attended and people seemed to really enjoy themselves.

We had our 2nd professional development day on Monday last week. During this one, we had a great training for all certified staff around artificial intelligence and using it in our classrooms.

FAFSA applications are now open and we had FAFSA nights earlier this month. Mr Mahan had about 1/3 of our seniors show up and get help with their FAFSA. Thank you to him for making times available to help our students and parents through that process.

We had National Honor Society inductions earlier this month as well. Congratulations to our newest members of NHS: Mylie Lempea, Nadia Gremer, Bailey Richardson, Aubrey Harrington, Beth Larsen, and Aubrey Rusinovich!

Also a big congratulations to junior Aubrey Harrington for being selected to be on the Astoria Regatta Court this year. They came and surprised her with flowers last week at school. She is the first princess selected from Knappa since 2019!

Winter sports are underway with basketball and wrestling starting strong. We will host home basketball games on December 20th against St Paul and wrestling will host their final home meet of the year on January 11th.

Respectfully,

Paul Isom

Principal, KHS