

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 Meeting

May 17, 2021

5:30 p.m.

1. **Call to Order** – Chair Craig Weaver
 - 1.1 **Flag Salute**
2. **Consent Agenda- (Motion for approval needed)**
 - 2.1 Minutes from the April 19, 2021 School Board Meeting and May 3, 2021 Budget and Work Session Meeting
 - 2.2 Personnel Update
 - 2.3 New Job Descriptions, Behavior Tech, Psych, Preschool Teacher

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 during discussion for agenda items. However, the Comments from Visitors section is intended for items that do not appear as an agenda item. 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 (5) minutes.

3. **Recognition**
 - 3.1 School Employee Appreciation Resolution- (motion for approval)
4. **Student Body Reports**
 - 4.1 KHS
 - 4.2 HLMS
5. **Old Business**
 - 5.1 Bond Resolution - (motion needed to approve)
 - 5.2 SBHC- (motion to move forward)
6. **New Business**
 - 6.1 Vision Statement Update- (discussion only)

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

- 6.2 OEA MOU, Elementary Grading Time- (motion for approval)
- 6.3 OSBA Policy Update-(1st Read and discussion)

7. **District Reports**

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

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

Communications and Hearing of Interested Parties

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Next Meetings • Monday, June 7, 2021 Budget Committee Meeting 5:30 p.m., Knappa High School Library. Monday, June 21, 2021 Regular School Board Meeting 5:30 p.m. Knappa High School Library.

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Board of Directors' Regular Meeting

April 19, 2021

5:30 p.m.

Present

Craig Weaver, Chair
Cullen Bangs, Vice Chair
Director Ed Johnson
Will Isom, Director
Michelle Finn-Interim Director

Absent

William Fritz Ph. D, Superintendent
Jennifer Morgan, Superintendent/ Board
Secretary
Diane Barendse, Business Manager
Tammy McMullen, HLE Principal
Laurel Smalley, KHS Principal

1. **Call to Order** – Chair Craig Weaver
- 1.1 **National Anthem**-Middle School Choir

Inspirational Song: ***Pamoja!*** is based on an African proverb. The word means "Together" and celebrates how effective, productive, and fulfilling genuine unity can be. "If you want to go fast, go alone; but if you want to go far, go ***together.***"

- 1.2 **Swear-in Interim Board Member Michelle Finn-** (motion needed)-Fritz swore in Michelle Finn as the Knappa School Board interim board member.

Weaver stated that Fritz requested to remove item 5.3 from new business.

Consent Agenda- (Motion for approval needed)

- 2.1 Minutes from the March 15, 2021 School Board Meeting and March 18, 2021 Interim Board Interviews.
- 2.2 Personnel Update

Johnson moved to approve the consent agenda as presented, Bangs seconded, moved to vote, approved unanimously.

Communications and Hearing of Interested Parties

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Carl Solo introduced himself and made several statements regarding mandates from the state regarding equity and the new requirements that teachers are required to teach students, that some of these may make teachers uncomfortable and not align with their beliefs.

Student Body Reports

KHS-Hannah Dietrichs gave the KHS report to the board.

- **Season 2 Athletic Recognition**-Kirk Miller had Hannah Dietrich's give a presentation on the Volleyball Season and Emily Larsen stated Cross Country went to state this year. K. Miller gave the football stats and talked about the fall season successes. Johnson asked if we have home track meets this year, Miller stated yes we do this Saturday. The wrist bands for spectators are available the day or so before the home events and are limited to two per student and 20 additional spectators.

HLMS-Savannah and Jada gave the HLMS report

Old Business

Bond Process - (Discussion w/Pivot and Bill Fritz)-Kelly Howell from Pivot reviewed the Bond presentation regarding the options for a 12-million-dollar bond or a 14 million, and what the district would receive with those dollar amounts. Johnson asked about the middle school hub. Isom asked the principals if this is something that would work for them and McMullen stated yes. Isom asked if the gym would have a wrestling room or equipment space, Kelly stated at this time, it's just gym space, but that could change once we get closer to the actual design stage. Discussion followed. Fritz reviewed the tax rates with the board that are included in the presentation. Isom asked when the deadline was to make a decision, Fritz stated at the next regular board meeting. Fritz stated that the survey of the community regarding the bond is complete and the community supported the 12 million bond over the 14 million. He stated that 50% of the voter turnout needs to be in favor of the bond in order for it to pass. Bangs asked if the committee could make a recommendation and presentation on what the consensus of the group is. Discussion followed on the gym and citizen's committee.

New Business

Budget Committee Member Nomination-(replacement position 2 years, motion needed)-Weaver opened it up for a nomination to the budget committee position that is vacant. Johnson nominated Lindsey Davis, no other nominations, Lindsey Davis is appointed to the budget committee.

District Performance Profile- (discussion only)-Fritz presented the PowerPoint that was included in the board packet, we will be administering the state assessments this year, and we will look at

doing that towards the end of the school year. The test time will be reduced from about 7 hours to 1.5 and only 1 or 2 subjects. We have been doing extra math training this year with the extra time we have and want to see what impact we will have on our student's educational skills with this additional training. Finn asked if there was a consensus as to why the testing scores are so low in our district, especially in the elementary programs. Fritz stated that Chromebook were not available to every student but now every student has one. We also have had a high opt out in our district, and possibly some internal culture issues. No further discussion.

~~**Authorization for Transfer of Funds** (discussion and motion needed)~~

6. **District Reports**

- **Financial Report-** (Diane Barendse)-Barendse reviewed the financial report that was included in the board packet. She stated we receive another estimate from the State regarding our SSF and that is reflected in the financial report. We should receive the common school fund money in May. Johnson moved to approve the financial report, Bangs seconded, moved to vote approved unanimously.

- Hilda Lahti Elementary/Middle School-
- Knappa High School

- **Superintendent Report**

Fritz reviewed the school reports, he stated we are increasing the school day by a half an hour starting next week and all students, except those in KVA will be here five days of week.

Fritz stated that we are working on the preschool program for next year. The Preschool Promise Grant is about \$1000 per student per month, we are in conversation with another district to procure those dollars, since there are some logistical issues for the second year process. We will have a Summer School program offering, performing arts, adventure camp, and credit recovery at both schools. The HS program will be at the start of the summer and the other programs will be in August. No further discussion.

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

Weaver-nothing at this time.

Bangs-nothing at this time.

Johnson-nothing at this time.

Finn-nothing at this time.

Isom-stated he will recuse himself from the executive session due to a conflict with a relative that is on the bargaining team.

Communications and Hearing of Interested Parties

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Executive Session: ORS 192.660(2) The governing body of a public body may hold an executive session; (d) To conduct deliberations with persons designated to carry on labor negotiations

Moved to executive session 7:55 p.m.

Opened regular session

Johnson moved to adjourn regular session 9:18 p.m.

Next Meetings • Monday, May 3, 2021 Budget Committee Meeting 5:30 p.m., Knappa High School Library. Monday, May 17, 2021 Regular School Board Meeting 5:30 p.m. Knappa High School Library.

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Board of Directors Budget Committee Meeting

Monday, May 3, 2021

5:30 p.m.

Call to Order –Chair Weaver

Flag Salute 5:32 p.m.

New Business

Committee Chairperson Selection-Johnson nominated Connie Hunt for the 20-21 chairperson, moved to vote, approved unanimously.

Budget Message-Superintendent Fritz-Hunt turned the meeting over to Fritz. He read the message to the board and committee. No discussion.

Budget Document Review-Diane Barendse and Bill Fritz-Barendse reviewed the changes to the budget for the 21-22 school year. Johnson asked why the PERS rate was reduced, she will get that information and bring it back to the committee. Fritz explained why we moved curriculum, maintenance, transportation and technology from the general fund to special funds, he stated to create stable funding model moving forward. Isom stated it would be helpful to create a slide summary on why we are transferring the funds and what it will be used for moving forward. Lindsay asked about the current revenues and expenditures, would the preschool transportation be included in the general fund, Fritz stated no the preschool transportation budget would be outside the general transportation budget.

Davis asked how we base the timber dollar's year to year, Diane stated those dollars are included in our general fund allocation not additional funds. Bangs asked about the cell tower grant, are we proposing to expend it all, or will it be spent like in years past, Fritz stated we would spend it like we did in past years. Allen asked about the 8% ending fund cash balance, does it include the contingency, Barendse stated yes, Discussion followed. Hunt asked how we get the answers to the additional questions the budget committee may have. Fritz stated to send all questions to Barendse, we will create a shared drive for the committee, and community and Barendse will answer the questions and share with the group. Isom stated the proposed budget was well put together and easy to read, he thanked the administration and Fritz thanked Barendse for her hard work on the budget.

Next steps, review the document, give the questions to Diane and she will create a shared drive for the committee, 3-week deadline for questions.

Gretchen Allen moved to adjourn, Lindsay Davis seconded- 6:26 p.m.

3. Communications and Hearing of Interested Parties

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comments from the audience during discussion for agenda items. However, the Comments from Visitors section is intended for items that do not appear as an agenda item. 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 effect naming district personnel. We also ask that presentations be limited to (5) minutes.

Nothing at this time.

Gretchen Allen moved to adjourn, Lindsay Davis seconded- 6:26 p.m.

Board of Directors' Work Session Meeting
Monday, May 3, 2021
6:30 p.m.

1. **Call to Order** – Chair Weaver-6:31 p.m.

1.1 Flag Salute

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

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Nothing at this time.

Old Business

Student Based Health Center Presentation- (Bridgette Blaskley and Bill Fritz)-Bridgette reviewed her power point with the board and thanked the partners in the project. Fritz stated we are not bringing a recommendation to the board at this time, we are still looking for a provider. Fritz state an option would be to pursue the center contingent on the FQHC and facility grant, or a second option would be to table this and look at a grant that is only tele medicine, this would be a new grant process and may be available next year. If tabled, when Covid is over we could apply for the planning grant again. Finn asked Bridgette how long Vernonia SBHC has been shut down, is it because of Covid or was it before that, she stated right before Covid, but because of Covid most SBHC have been closed and moved to tele health. The board asked if the school nurse would be over extended if used full time and facilitated the tele health, Nurse Tiffany said it would be huge benefit to the students to have the option of tele health and she didn't know if she would be over extended at this time. The board asked if we surveyed families on whether they would opt in to allow their student access to the SBHC, Fritz stated no we didn't ask that specific questions but the previous

administration did ask if the community would be interested and we had the majority of the people say yes they would use and be in support of a SBHC for there students.

No further discussion. Fritz will bring a recommendation to the next meeting.

Knappa Community Committee Bond Recommendation- (William Fritz)-Fritz gave the board an update from the CAC meeting last week. The group recommended the 14 million bond with a 25-year term. They felt that the community would support that and would give the district the best options for students' health and safety. The district has received a draft resolution from bond counsel and are looking for some guidance from the board to put in the resolution. Finn stated she has been on the committee and 14 million will give the students what they need. Bangs stated that we need the things in the 14-million-dollar bond. Isom stated he has been supportive of the larger bond. Johnson agrees with the board. Fritz will work with the bond counsel prior to the next meeting and will also talk with Carol at Piper Sandler and verify the interest rates per thousand are accurate.

Discussion followed on the tax rates and assessed property values.

Johnson moved to adjourn the meeting 7:36 p.m.

Next Meetings •

Monday, May 17, 2021 Regular School Board Meeting • **5:30 p.m. Knappa High School Library**
and Monday, June 7, 2021 Budget Committee Meeting **5:30** p.m. Knappa High School Library.

Knappa School District # 4

**Personnel Update
May 17, 2021**

The Superintendent recommends accepting the following:

The resignation of Kayla McDorman as an HLE SPED Program Assistant.

The retirement of Sue Poe as a district bus driver. -33 Years of Service!

The resignation of Zac Kayser as the HLMS Science Teacher.

The resignation of Adam Freiburghaus as the HLE PE Teacher

The hiring of Wade Harris as the Assistant KHS Wrestling Coach

Knappa School District #4
Board Meeting Background Information

☐ Policy
☐ Financial
☐ Discussion

☐ Vision & Goals
☐ Information
☒ Action

Item Title: Job Descriptions: Preschool Teacher, School Psychologist, Behavior Technician

Presenter: Bill Fritz, Ph.D., Superintendent

Background Information Related to this Issue:

As the School Board is aware, Knappa School District is launching its preschool program in the fall of 2021. This program will be staffed by both teaching staff and program assistants. The attached job description is for the teacher position.

In the past, Knappa has contracted with Northwest Regional ESD (NWRES D) for School Psychologist Services. Their billing rate for these services is substantially higher than Knappa's cost to employ this position by hiring directly. Accordingly, creation of and approval of this job description is the first step toward hiring this position directly. For the 2021-22 school year this position is slated as .5 FTE. The position is considered non-represented because it does not fall within the scope of representation described in either Collective Bargaining Agreement.

As part of the SIA grant process, a position was envisioned that could assist students, families, and the school work together to help students with behavior regulation using trauma informed practices. During the 2020-21 school year, this position was unfilled due to a temporary state reduction in funding for the SIA grant. This year, the grant is being replenished. Therefore, the attached job description, entitled *Behavior Technician* is proposed. This is also a non-represented .5 FTE position.

Financial Impact:

The preschool teacher position will be paid for out of the preschool cost center which is proposed to be partially grant funded and partially tuition funded.

The School Psychologist position is funded by repurposing resources that were previously spent with Northwest Regional Educational Service District.

The Behavior Technician position is to be funded via the SIA grant.

Recommended Action:

It is the recommendation of the Superintendent that the Board approve the Preschool Teacher, School Psychologist, and Behavior Technician job descriptions as presented.

Knappa School District

JOB DESCRIPTION

BEHAVIOR TECHNICIAN

JOB SUMMARY

This position provides support to students, staff, administrators, parents and agencies in monitoring and correcting inappropriate and/or dangerous behaviors of students, including but not limited to severely behaviorally disabled students. This position seeks to ensure the safety of students and staff in the classroom and general school setting.

DUTIES AND RESPONSIBILITIES

This list of essential functions is not exhaustive and may be supplemented as necessary in consultation with the employee(s) involved.

1. Works cooperatively with special education and general education teachers and specialists in district programs serving students. Documents and maintains confidential data collection on student behaviors. Redirects students to appropriate classroom behavior.
2. Coordinates with general and special education staff in the development, implementation and monitoring of a variety of behavior intervention strategies. May provide expertise, direction and materials to other classified staff to ensure the implementation of specific behavior intervention strategies.
3. Provides individual and small group intervention in, but not limited to, the areas of social skills, anger management, dealing with stress, and problem solving.
4. Provides support for general education and disabled students in non-special education classroom setting. Provides student supervision at community transition sites. Provides support for students connecting to outside social service agencies.
5. Provides student supervision, including possible physical restraint, for severely behaviorally disabled students in the classroom and about the school campus.
6. Provides academic instruction to designated students in conjunction with the teacher(s) in areas such as social skills, reading, and vocational skills. Assist in implementing program for students to develop plan for meeting course requirements; assist student to develop plans for credit recovering for graduation purposes. Assist in facilitating students transition from high school to post high school.
7. As needed, serves as a contact person for other agencies and services interacting with specific students. Facilitates referrals to other agencies and acts as a liaison with parents and staff to help provide a unified therapeutic environment for students.
8. Serves as a member of the Multi-Tiered System of Support (MTSS) Team. Attends IEP meetings as necessary.
9. Supports colleagues with training related to trauma informed practices.
10. Perform related duties consistent with the job description and the employee assignment.

REPORTING RELATIONSHIP

Reports to the building or district level administrator

SALARY:

WORKING CONDITIONS

Works in a school environment with frequent interruptions; environment is noisy and distracting at times; daily possible exposure to students' personal hygiene habits and infection diseases; required to physically restrain students when necessary; may wear protective clothing as needed; required to deal with angry or distraught individuals on a regular basis; may be required to lift specific students and/or classroom equipment; exposed to danger to personal safety at times; must meet daily deadlines for student behavior reports and periodic deadlines for MTSS reports.

MINIMUM QUALIFICATIONS

Education and Experience

- Masters degree **required** (preferred, but not required, in a mental health related field [i.e. psychology, social work, counseling or human services, or other related fields]).
- Prior successful experience in a school setting or mental health setting, (i.e. community mental health center or psychiatric hospital or other similar settings).
- Experience in working with school-age children with disabilities is desired.
- Employment is contingent upon annual completion and satisfactory certification in SAFE training.

Knowledge, Skills and Abilities

Knowledge and skills in de-escalation and crisis prevention techniques; knowledge and skill in physical intervention strategies and restraints; skills in graphing behavior trends and writing behavior reports; ability to be flexible and adapt rapidly to changes in routine; demonstrated ability to interact positively with students who are severely behaviorally disabled; strong interpersonal and communication skills; ability to accept supervision from the certificated teacher of severely behaviorally disabled students, and school administrator(s). Knowledge of trauma informed practices.

Licenses or Special Requirements

Training in verbal de-escalation techniques, physical intervention techniques, physical restraints, and personal safety techniques.

**Knappa School District #4
JOB DESCRIPTION**

POSITION: **SCHOOL PSYCHOLOGIST, K-12**
POSITION LOCATION: Knappa School District, Astoria, OR
DEPARTMENT: SPECIAL STUDENT SERVICES
REPORTS TO: Principal, Superintendent, or Special Education
Director
SUPERVISES: None
FSLA STATUS: Exempt
SALARY:

GENERAL DESCRIPTION:

To provide consultation, assessment and intervention services to families, staff and children with disabilities.

QUALIFICATIONS: Knowledge, Skills and Abilities Required:

1. Masters degree or higher.
2. Oregon Personnel Service License with School Psychologist endorsement.
3. Minimum of two years school psychologist experience (any level) preferred.
4. Thorough understanding of special education law and procedures.
5. Such alternatives to the above, as the Knappa School District finds appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Participate in screening and/or the development of pre-referral interventions to determine response to intervention and whether further evaluation is needed.
2. Function as a team member in the evaluation process.
3. Assess referred children utilizing a broad range of assessment instruments and techniques.
4. Assist with the development and implementation of Individual Family Service Plans and/or Individual Education Plans.
5. Consult with parents, teachers and other educational personnel to help them understand child development and how it affects learning and behavior.
6. Provide consultation on the special education needs of children.
7. Provide individual, group or consultative services for referred children whose diagnosed needs would be addressed through behavioral interventions.
8. Prepare and submit required documentation on children with disabilities.
9. Cooperate with and develop collaborative relationships with personnel of mental health, community health, and other state and local agencies serving and supporting children with special needs. Prepare forms as requested by outside agencies.
10. As agreed upon, attend staff, professional and interagency meetings.
11. Assist in conducting in-service training of Knappa School District and local school district personnel and community members.
12. Initiate and direct appropriate research which is approved in advance by the Knappa School District.
13. Keep aware of new developments in the field.

14. Initiate and direct a responsible route of travel; provide supervisor, team members and special education secretary with access to weekly schedule and complete report of contacts and mileage forms by designated timelines.
15. Maintain regular and consistent attendance and punctuality.
16. Work collaboratively and communicate effectively with staff and customers at all organizational levels.
17. Perform other duties and responsibilities as assigned.

LANGUAGE SKILLS:

Ability to read and comprehend complex technical language. Ability to write correspondence and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organizations.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Ability to work collaboratively. Establish and maintain effective working relationships with coworkers.

PHYSICAL DEMANDS:

The physical demands strength rating reflects the estimated overall strength requirements of the job. The strength rating is expressed by one of the five terms: Sedentary, Light, Medium, Heavy and Very Heavy. This position is classified as Light.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Work is generally performed in small groups or one on one in a classroom setting.
- Travel to various sites may be required.
 - *Note:* The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
 - Knappa School District believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation

that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

EQUAL OPPORTUNITY EMPLOYER

- Knappa School District recognizes the diversity and worth of all individuals and groups. It is the policy of Knappa School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran's status, genetic information or disability in any educational programs, activities, or employment.
- Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the District Office at 503-458-5993 x303 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

KNAPPA SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: **Preschool Teacher**

REPORTS TO: Site Administrator

EVALUATED BY: Site Administrator

JOB SUMMARY:

The job of **Preschool Teacher** is established for the purpose(s) of providing support to the instructional process by serving as a teacher with specific responsibility for educating and supervising PreK students within the classroom setting or other assigned areas: developing lesson plans and delivering group and individual instruction within the established curriculum guidelines; collaborating with other teachers and professional staff, and administrators in addressing instructional and /or classroom issues and needs; in addition developing relationships with students and their guardians by sharing student progress and responding to inquiries about the instructional program provided.

QUALIFICATIONS OF POSITION:

- At least two years of successful preschool or primary school teaching experience.
- A minimum of a Bachelor's degree or higher from an accredited institution in one or more of the following areas: Curriculum, Reading, Language Arts, Early Childhood Education, or Elementary Education.
- Holds and maintains an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon
- Ability to pass a background check and criminal justice fingerprinting
- Effectively maintain and practice the state adopted Model Core Teaching Standards (OAR 581-022-1724)
- Demonstrates a very good command of the oral and written English language
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- Maintain integrity of confidential information relating to students, staff, or district patrons
- Ability is required to schedule activities, meetings and events; gather collate and classify data; and use job related equipment.
- Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods.
- Ability and understanding of age appropriate curriculum and learning needs of PreK students.
- Ability is also required to work with a diversity of individuals and groups; work with data of varied types and purposes; and utilize specific job related equipment.

- Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Ability to work harmoniously and collaboratively with others
- Perform physical requirements which may include:
 - Moderate degree of physical stamina
 - Frequent standing, walking, bending and occasional lifting/pushing/pulling up to 40 lbs.
 - Repetitive movement of reaching overhead, extending, fine motor movement of hands and wrist
 - Ability to use telephone, computer, projector, and other office equipment
 - Ability to make frequent trips to and from locations throughout the school building and grounds

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed for the position.

- Instructs students for the purpose of improving their success in academics through a defined course of study in preparation for Kindergarten.
- Assesses student progress toward learning targets, objectives, standards and expectations for the purpose of providing timely and specific feedback to parents and students.
- Administers and develops subject specific and age appropriate assessments for the purpose of assessing student competency and developing individual learning plans.
- Demonstrates and differentiates strategies to perform classroom assignments for the purpose of providing an effective program to address individual student learning needs.
- Collaborates with instructional staff, school administration, parents and community partners for the purpose of improving the overall quality of instruction and learning outcomes for all students.
- Instructs all students for the purpose of improving academic performance, personal health, and appropriate behavior, problem solving techniques in all school settings to promote proactive social and emotional behaviors.
- Provides direction and guidance to support staff and volunteers in the classroom setting to ensure an effective program for all learners.
- Manages classroom behavior expectations in a positive instructional approach to teach and promote a safe optimal learning environment.
- Actively supervises and monitors students in all educational settings to ensure a safe and positive learning environment Actively and fully participates in ongoing professional learning for the purpose of conveying or gathering information required to perform functions and to improve learning outcomes for students.
- Completes all non-instructional duties associated with record keeping, data collection, correspondence and verbal communication with parents, staff and administration for the purpose of documenting student progress and meeting all mandated requirements.

- Complies with state and local laws associate with Preschool Promise, as well as, school district policies to report all incidents (e.g. suspected child abuse, substance abuse, harassment, discrimination etc.) for the purpose of maintaining personal safety for students and staff, providing a positive learning environment and adhering to state law and board policies.
- Actively communicates and respond to all inquiries from students, parents, administration, school staff including district office and administration for the purpose of providing information, resolving issues and ensuring positive educational outcomes.
- Collaborates and supports other teachers and staff for the purpose of implementation of curriculum, instruction and individual student plans.
- Directs volunteers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Skills are required to perform multiple, highly complex, technical tasks with a meet to periodically upgrade skills in order to meet the changing job conditions and demands. Specific skill-based competencies required to satisfactorily perform the functions of the job include applying assessment instruments, operating standard office equipment including using pertinent software applications and preparing and maintaining accurate records
- Responsibility includes: working under limited supervision, using standardized practices and methods; directing other people with in the work unit; tracking budget expenditures, and assisting children with personal hygiene. Utilization of resources from other work units is often required to perform job functions. There is opportunity to significantly impact the organization's services.
- Performs other duties as assigned to ensure the efficient and effective functioning of the school and educational program.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, or responsibilities not listed herein. Nothing in this job description, nor may the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

School Employee and Teacher Appreciation

WHEREAS, teachers and school employees mold future citizens through guidance and education; and

WHEREAS, teachers and school employees encounter students of widely differing backgrounds; and

WHEREAS, our country's future depends upon providing quality education to all students; and

WHEREAS, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

WHEREAS, our community recognizes and supports its teachers and school employees in educating the children of this community, and

WHEREAS, all school employees work together to support the educational, nutritional, health, and operational needs of students,

NOW, THEREFORE, BE IT RESOLVED that the Knappa School District Board of Directors passes this resolution in honor of TEACHERS AND SCHOOL EMPLOYEES, and

BE IT FURTHER RESOLVED that the Knappa School District Board of Directors strongly encourages all members of our community to join with it in personally expressing appreciation to our teachers and school employees for their dedication and devotion to their work.

Adopted this ____ day of _____, 20__.

Signed:

Chair, (insert name) School District Board of Directors

Attest:

Superintendent/Clerk

The school year has been flying by and we are approaching the end of the year. Cameron Miethe and Gabby Morril were named the Rotary Students of the Quarter.

The students will attend a luncheon and be honored there.

Leadership is planning a breakfast to honor the Seniors and the Juniors are organizing a prom that will be held in early June.

Season 3 playoffs are this week and the baseball team will be hosting a first-round game.

The students of the 3rd quarter are Raven Corcoran, Rachel Ball, Finn Corcoran, and Dominik Kuller.

RESOLUTION NO. 2021-1

A RESOLUTION OF KNAPPA SCHOOL DISTRICT NO. 4, CLATSOP COUNTY, OREGON CALLING A MEASURE ELECTION TO SUBMIT TO THE ELECTORS OF THE DISTRICT THE QUESTION OF CONTRACTING A GENERAL OBLIGATION BONDED INDEBTEDNESS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$14,000,000 TO FINANCE CAPITAL COSTS; DECLARING INTENT TO REIMBURSE EXPENDITURES; AND RELATED MATTERS.

WHEREAS, the Board of Directors (the “District School Board”) of Knappa School District No. 4, Clatsop County, Oregon, a school district organized under Oregon Revised Statutes (“ORS”) Chapter 332 (the “District”), has determined that a need exists for the District to finance capital costs, as more fully described in the Notice of Measure Election attached hereto as Exhibit A and to pay bond issuance costs (collectively, the “Project”); and

WHEREAS, in connection with the Project, the District has evaluated the need for safety improvements, the joint funding of safety improvements with other public and private entities and the funding of safety improvements in accordance with ORS 332.176; and

WHEREAS, the cost of the Project is estimated to be not less than \$14,000,000; and

WHEREAS, ORS 328.205, as amended (the “Act”), authorizes the District, subject to voter approval, to contract bonded indebtedness to provide funds to finance the costs of the Project and to pay bond issuance costs; and

WHEREAS, the District anticipates incurring expenditures (the “Expenditures”) to finance the costs of the Project and wishes to declare its official intent to reimburse itself for any Expenditures it may make from its general funds on the Project from the proceeds of voter-approved general obligation bonds (the “Bonds”), the interest on which is expected to be excluded from gross income under Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”); and

WHEREAS, the District School Board has determined that it is in the best interest of the District to place the question of issuing the general obligation bonds on the ballot at the November 2, 2021 election.

NOW, THEREFORE, THE DISTRICT SCHOOL BOARD OF KNAPPA SCHOOL DISTRICT NO. 4, CLATSOP COUNTY, OREGON RESOLVES AS FOLLOWS:

1. A measure election is hereby called for the purpose of submitting to the electors of the District the question of contracting a general obligation bonded indebtedness in the name of the District in an amount not to exceed \$14,000,000. Bond proceeds will be used to finance the costs of the Project and pay all bond issuance costs. The Bonds shall mature over a period of not more than twenty five (25) years from the date of issue and may be issued in one or more series.

2. The measure election hereby called shall be held in the District on November 2, 2021. As authorized by the County Clerk of Clatsop County, Oregon and the Oregon Secretary of State, the election shall be conducted by mail pursuant to ORS 254.465 and 254.470.

3. The District authorizes the Board Chair or the Superintendent, or their designee, as the authorized representative (the “Authorized Representative”) to act on behalf of the District, to submit the final ballot title and explanatory statement, if any, and to take such further action as is necessary or desirable to carry out the intent and purposes herein in compliance with the applicable provisions of law.

4. The Authorized Representative shall cause to be delivered to the Elections Official of Clatsop County, Oregon, the Notice of Measure Election (the “Notice”) in substantially the form attached hereto as Exhibit A, with such changes as are approved and filed by the Authorized Representative as follows:

- a. Not later than August 13, 2021 (at least 80 days prior to the election date) for publication of notice by Clatsop County on Form SEL 805; and
- b. Not sooner than after completion of the ballot title challenge process provided in the Secretary of State’s Referral Manual and not later than September 2, 2021 (61 days prior to the election date) on Form SEL 803.

5. If Clatsop County prepares a voters’ pamphlet for the November 2, 2021 election, the Authorized Representative shall cause to be delivered to the Elections Official of Clatsop County, Oregon, an Explanatory Statement which shall be approved and filed by the Authorized Representative at the time of filing Form SEL 803 pursuant to paragraph 4.b. above.

6. The District hereby declares its official intent to reimburse itself with the proceeds of the Bonds for any of the Expenditures incurred by it prior to the issuance of the Bonds.

7. The law firm of Mersereau Shannon LLP is hereby appointed to serve as bond counsel and Piper Sandler & Co. has been engaged to serve as underwriter or placement agent with respect to the Bonds.

ADOPTED by the District School Board of Knappa School District No. 4, Clatsop County, Oregon, this 17th day of May 2021.

**KNAPPA SCHOOL DISTRICT NO. 4
CLATSOP COUNTY, OREGON**

By: _____
Chair

ATTEST:

By: _____
Superintendent

EXHIBIT A

NOTICE OF MEASURE ELECTION

KNAPPA SCHOOL DISTRICT NO. 4
CLATSOP COUNTY, OREGON

Notice

Date of Notice _____	Name of District Knappa School District No. 4	Name of County or Counties Clatsop	Date of Election November 2, 2021
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Ballot Title

Caption (10 words which reasonably identifies the subject of the measure)

Bonds to Increase Safety, Security; Construct Updated Classrooms; Repair Facilities.

Question (20 words which plainly phrases the chief purpose of the measure; second sentence is not included in word count)

Shall District issue \$14,000,000 general obligation bonds to make safety and security improvements, repair schools, construct classrooms, facilities; audits required? If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

Summary (175 words which concisely and impartially summarizes the measure and its major effect)

If approved, this measure would finance capital costs within Knappa School District No. 4, including:

- Three new classrooms to replace existing middle school portables
- Creation of middle school science center to replace existing, inadequate portable science center
- Creation of middle school “learning hub” which would contain library resources, technology, and group learning spaces specifically for middle schoolers
- Improved access to mental health
- Construction of gym at Hilda Lahti Elementary and Middle School
- Improved safety and security for students and staff
- Addressing critical repairs and maintenance, including roofs, HVAC systems, electrical systems, plumbing, and weather sealing of buildings

Bonds would mature in 25 years or less from the date of issuance and may be issued in one or more series. If approved, the average bond tax rate is estimated to be \$2.20 per \$1,000 of assessed value which is less than the average bond tax rate for the bonds paid off in June 2021 of \$2.23. Actual rates may vary based upon interest rates incurred and changes in assessed value.

Knappa School District #4
Board Meeting Background Information

☐ Policy
☐ Financial
☐ Discussion

☐ Vision & Goals
☐ Information
☐ Resolution

☒ Other: SBHC

Item Title: School Based Health Center

Presenter: Bill Fritz, Ph.D., Superintendent

Background Information Related to this Issue:

Knappa School District first received a grant in 2019 in support of forming a School Based Health Center. After approximately a year of work with the community to identify “readiness”, the School Board elected to move forward to the Planning State of the process. The planning stage is now complete, but the committee has faced several challenges: lack of providers and facility challenges.

Providers: Ideally, the district would be engaged with a Federally Qualified Health Center (FQHC) to provide services for Knappa students, due to their ability to access a maximum number of funding streams and their ability to handle the complexity of billing that would be necessary. A non-FQHC may also be able to provide services, but with more limited financial viability. A third consideration for services that would be more efficient from a time and cost perspective is use of a tele-medicine model (a FQHC or non-FQHC provider may be capable of managing this model). A RFP for these services is prepared but thus far no provider has indicated interest in making application. We believe that the lack of interest is tied to lack of ability of providers to expand any services during COVID-19.

Facility: In order to house a SBHC, the district would need a facility to house the services. The planning team did visit three local centers and has identified a design that should suit Knappa’s needs. Unfortunately, that contractor is no longer engaged in commercial construction. The District has reached out to modular building vendors and has not been able to find a provider who can suit the District’s needs in a cost effective way at this time. The District does have a local contractor interested in this project who may also be willing to work with students in our CTE program to do the construction, but additional financial resources are needed to proceed. Grant funding would likely be needed to support this effort.

In order to receive grant funding to launch the SBHC next year, the Board needs to act this month.

Background (con't)

The grantors have shared that there is some precedent for districts in this situation to re-apply for planning grant dollars in a subsequent year to keep the process moving, and that some who have done this have succeed in eventually opening a center.

Currently, tele-medicine is not seen as an allowable model for SBHC's, but this could change with legislative action (HB 2591)

During the planning process, Knappa Schools has developed RFP's for the capital facility and for procuring a provider. If a planning grant or telemedicine grant were procured during the 2021-22 school year and/or resources were identified for capital facilities, implementation could occur with school board approval.

Financial Impact: None at this time. Grants may be procured to cover future planning costs in 2021-22.

Recommended Action:

It is the recommendation of the Superintendent that the Board not approve implementation of the School Based Health Center, but that the Board authorize the Superintendent to make application for a 2021-2 SBHC Planning, Capital, and/or Telemedicine Grant.

Knappa School District #4
Board Meeting Background Information

☒ **Policy**
☐ **Financial**
☐ **Discussion**

☐ **Vision & Goals**
☐ **Information**
☐ **Resolution**

Item Title: May 2021 Policy Updates

Presenter: Dr. Fritz

Background Information Related to this Issue:

The following are policy updates provided by OSBA's Policy Service. Each is recommended or required based changes in state or federal law. Copies are attached. Here is a summary of the changes:

Policy CBA – Qualifications and Duties of the Superintendent (Highly Recc.)

Changes are primarily related to changes in state administrative certification requirements (Oregon no longer issues a "Superintendent" credential, for example)

Policy IIBGA – Electronic Communications Systems (Req)

Changes are related to CIPA (Children's Internet Protection Act). This includes changes to student technology use agreements to address current types of technology. There are also AR changes to be consistent with the policy change.

Policy INDB – Flag Displays and Salutes (Opt)

This policy adds language related to the POW/MIA flag if the District desires to fly it.

Policy JGA – Corporal Punishment (Opt)

Changes proposed to align with new restraint and seclusion law changes.

Policy JHCA - Immunization (Opt)

Changed to align with Federal McKinney Vento Homeless Act

Background (con't)

Policy KL – Public Complaints

Additions to items subject to “direct report” rather than going through chain of command (including workplace harassment and Every Students Belong policies)

Financial Impact: None

Recommended Action: Move to Second Reading



Join OSBA for



CONTENTS

CBA – Qualifications and Duties of the Superintendent, Highly Recommended|
IIBGA-Electronic Communications Systems, Required
IIBGA-AR – Electronic Communications System, Required
INDB – Flag Displays and Salutes, Optional
JGA – Corporal Punishment**, Optional
JHCA/JHCB – Immunization, Physical Examination, Vision Screening/Eye Examination and
Dental Screening**, Optional
KL – Public Complaints (Version 2 only), Highly Recommended

SUPERINTENDENT RESPONSIBILITIES

Summary

OSBA has reduced the number of samples of this policy from four to one. Each of the four current versions outline the qualifications for a superintendent, followed by lists of expectations and responsibilities. Districts do not need to delete their current version simply because it does not match this policy, rather OSBA recommends that boards review their current policy and this sample to determine what works best for the district. While many of the provisions in this policy are rooted in law, they are not required to be included in this policy; the district has discretion of what to include here. OSBA recommends the board review the superintendent's contract and evaluation materials to ensure there are no inconsistencies or contradictions.

Legal References

See model sample for recommended changes.

Collective Bargaining Impact

None

Local District Responsibility

Review the highly recommended policy and compare to existing language in district policy, the superintendent's contract, evaluation materials and district practices. This is not a required policy and the language in it is not required. The district should consider what language would be advantageous for the district.

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.

Policy Update is a
subscription publication
of the Oregon School
Boards Association

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If you have questions
regarding this publication
or OSBA, please call
our offices:
503-588-2800 or 800-578-6722

Policy(ies) and ARs Impacted by these Revisions

CBA – Qualifications and Duties of the Superintendent, Highly Recommended

ELECTRONIC COMMUNICATION SYSTEM

Summary

Although there have been no changes to law, a recent collaboration with ODE staff produced a review and recommended revisions to the model sample policy and administrative regulation (AR) on electronic communications system.

The requirement to have a policy for electronic communications system depends on whether the district participates in the federal E-Rate program and receives funds to cover items like computers and Internet services. The AR is required to implement the policy and outline and enforce protection measures required of the same federal program. Most of the content in the model AR is highly recommended best practice to support the E-Rate program and student safety. Consult with district's technology staff for advice to select content and on how best to reflect practice and ensure appropriate protection measures are described in the AR and implemented.

Legal Reference

See changes recommended in model sample policy

Collective Bargaining Impact

None

Local District Responsibility

It is recommended that the district have staff responsible for district's technology and E-Rate program review the recommended revisions and advise the district on any recommendations. The final policy revisions should be submitted to the board for adoption and the AR may be submitted as an information item.

Policy Implications

IIBGA-Electronic Communications Systems, Required

IIBGA-AR – Electronic Communications System, Required

POW/MIA FLAGS

Summary

The changes recommended in policy INDB - Flag Displays and Salutes result from adoption of law to require public buildings to fly a National League of Families' POW/MIA flag in addition to their United States flag and Oregon State flag, if infrastructure is already present, and when the flags can be flown simultaneously. Available flag flying protocol information

for the POW/MIA flag is available from the Department of Defense: <https://www.defense.gov/ask-us/faq/Article/1775325/what-is-the-protocol-for-flying-the-powmia-flag/>, and from the Department of Administrative Services at: <https://www.oregon.gov/das/Facilities/Pages/Flags.aspx>.

Legal Reference

ORS 186.110 and ORS 332.107

Collective Bargaining Impact

None

Local District Responsibility

If the board has adopted this optional policy, consider reviewing and adopting the new model sample language presented.

Policy Implications

INDB – Flag Displays and Salutes, Optional

CORPORAL PUNISHMENT

Summary

OSBA’s model sample policy JGA – Corporal Punishment is now designated an optional policy. The revisions and proposed language included in this issue result from the changes made to the definitions and practices for the use of restraint and seclusion in schools. The prohibition of the use of corporal punishment is found in ORS 339.250.

Collective Bargaining Impact

None

Local District Responsibility

A board should review and consider adopting revised and proposed language.

Policy Implications

JGA – Corporal Punishment**, Optional

IMMUNIZATION

Summary

The recommended changes are suggested to help policy better align with existing rules and best practice for enrolling students.

Legal References

See model sample policy for recommended updates.

Collective Bargaining Impact

None

Local District Responsibility

If the board has referenced policy consider updating and adopting with recommended revisions.

Policy(ies) and ARs Impacted by these Revisions

JHCA/JHCB – Immunization, Physical Examination, Vision Screening/Eye Examination and Dental Screening**, Optional

PUBLIC COMPLAINTS

Summary

Version 2 of OSBA’s model sample policy KL - Public Complaint lists the policies that have their own complaint procedure. Version 2 of policy KL is revised to add workplace harassment and Every Student Belongs (aka All Students Belong) to the list of policies and ARs. The policy codes for sexual harassment and sexual conduct have been updated.

Collective Bargaining Impact

None

Local District Responsibility

If the district has previously adopted version 2 of highly recommended policy KL – Public Complaints, review the recommended revisions herein and submit to the board for review as an information item.

Policy(ies) and ARs Impacted by these Revisions

KL – Public Complaints (*Version 2 only*), Highly Recommended

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.

Knappa School District #4
Board Meeting Background Information

☐ Policy
☐ Financial
☐ Discussion

☐ Vision & Goals
☐ Information
☐ Resolution

☒ Other:
Memorandum of Agreement

Item Title: Memorandum of Agreement with KEA Regarding Elementary Grading

Presenter: Bill Fritz, Ph.D., Superintendent

Background Information Related to this Issue:

For several years, Knappa School District has used a “standards based report card” at the elementary level. The purpose of this shift was to share information with parents regarding how their students were performing in relation to the Oregon Standards (aka Common Core State Standards and Next Generation Science Standards).

This shift has resulted in two challenges: 1) parents often find this type of reporting to be confusing; they find traditional grading methods to be easier to relate to, and 2) this type of assessment is really time consuming for teachers to administer.

During the collective bargaining process with KEA for a successor contract, teachers raised the time concern as part of their workload concerns.

The attached Memorandum of Agreement (MOA) was been bargained as a way to address the workload issue while not taking away student learning time (an earlier Association proposal had been to add grading days which would have reduced student school time; the MOU withdraws that proposal).

The agreement would create a collaborative process this spring to decide on simpler grading practices in preparation for fall of 2021 and would propose ongoing dialogue between the district and teachers regarding how the new grading system is working.

Background (con't)

Financial Impact: None

Recommended Action:

It is the recommendation of the Superintendent that the School Board approve the Memorandum of Agreement between Knappa School District and Knappa Education Association.

**Memorandum of Agreement
Knappa Education Association
and
Knappa School District No. 4
Elementary Grading**

To resolve an issue raised by the Association in negotiations for the 2021-2023 Collective Bargaining Agreement relating to grading at the elementary school, the parties agreed to the following:

1. The parties will establish a joint work group to collaboratively develop a new grading system for the 2021-2022 school year which will seek to greatly reduce the amount of time elementary teachers need to devote to preparing grades. The target completion date shall be prior to the end of the 2020-2021 school year.
2. During the 2021-2022 school year, the work group will continue to meet, as needed, to address any issues that arise as a result of transition to the new system as well as to ensure that the objective of reducing time spent preparing grades is achieved.
3. The Association withdraws its proposal regarding grading days.
4. This Memorandum will be effective upon execution and will remain in effect through June 30, 2022, unless extended by the parties in writing.

Association President

Board Chairman

Date

Date

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

**May 17, 2021
Board Meeting**

NOTES FROM THE BUSINESS OFFICE:

General

I have enclosed the April 30, 2021 financial report for your review. Due to a combination of greater revenue received in 19-20, furlough days, and lower overall spending in the spring of 2020, we have a larger than projected ending fund balance. Total expected property tax revenue reflects what we have actually received year to date. Total expected State School Fund revenue is adjusted to the actual amount we will have received after the May 2021 payment less the prior year adjustment. The Small High School grant is also expected to be received in May. I have adjusted down expected revenue from investment interest to roughly half of what was budgeted due to declining interest rates.

2020-2021 REVENUE AND EXPENDITURES

GENERAL FUND

As of April 30, 2021

		ACTUAL	PROJECTED REV	Total Expected	Balance	BALANCE
		through	through	Revenue	From Budget	as % of
REVENUES	BUDGET	April 30, 2021	June 30, 2021			BUDGET
Property Taxes	1,202,000.00	1,338,679.39	15,210.95	1,353,890.34	(151,890.34)	113%
County School Fund	195,000.00	244,425.05	52,500.00	296,925.05	(101,925.05)	152%
State School Fund	4,427,900.00	4,021,228.00	150,374.09	4,171,602.09	256,297.91	94%
Unrestricted Grants (Small High School)	28,000.00		25,745.87	25,745.87	2,254.13	92%
Common School Fund	49,900.00	23,846.14	23,846.14	47,692.28	2,207.72	96%
State Managed County Timber	75,000.00	46,380.66	29,000.00	75,380.66	(380.66)	101%
Medicaid	5,000.00		1,500.00	1,500.00	3,500.00	30%
Total State Support Formula Revenues	5,982,800.00	5,674,559.24	298,177.05	5,972,736.29	10,063.71	100%
Revenue ESD				-	-	
Other Local Sources	110,000.00	31,277.80	44,739.20	76,017.00	33,983.00	69%
Total Revenue	6,092,800.00	5,705,837.04	342,916.25	6,048,753.29	44,046.71	99%
Interfund Transfers	-			-	-	
Beginning Fund Balance	950,000.00	1,811,006.11	-	1,811,006.11	(861,006.11)	191%
				-	-	
TOTAL RESOURCES	7,042,800.00	7,516,843.15	342,916.25	7,859,759.40	(816,959.40)	112%

		ACTUAL	ENCUMBERED	Total Expected		BALANCE
		through	through	Expenditures	BALANCE	as % of
EXPENDITURES BY OBJECT	BUDGET	April 30, 2021	June 30, 2021			BUDGET
Personal Services	3,312,308.71	2,444,460.47	753,661.22	3,198,121.69	114,187.02	3%
Associated Payroll Costs	1,825,549.86	1,241,828.37	392,350.26	1,634,178.63	191,371.23	10%
Purchased Services	538,400.00	238,102.34	35,188.74	273,291.08	265,108.92	49%
Supplies & Materials	243,100.00	120,287.54	35,814.75	156,102.29	86,997.71	36%
Capital Outlay				-	-	0%
Other Objects	118,000.00	110,775.66	1,369.50	112,145.16	5,854.84	5%
Transfers	337,000.00		337,000.00	337,000.00	-	0%
Total Expenditures	6,374,358.57	4,155,454.38	1,555,384.47	5,710,838.85	663,519.72	10%
Contingency / Unappropriated	668,441.43	-	-	-	668,441.43	100%
				-	-	
TOTAL EXPENDITURES	7,042,800.00	4,155,454.38	1,555,384.47	5,710,838.85	1,331,961.15	19%

		ACTUAL	ENCUMBERED	Total Expected		BALANCE
		through	through	Expenditures	BALANCE	as % of
EXPENDITURES BY MAJOR FUNCTION	BUDGET	April 30, 2021	June 30, 2021			BUDGET
1000 - Instruction	3,583,470.70	2,376,510.38	794,296.73	3,170,807.11	412,663.59	12%
2000 - Support Services	2,442,787.87	1,775,235.97	424,087.74	2,199,323.71	243,464.16	10%
5000 - Other Uses/Debt Services/Transfers	348,100.00	3,708.03	337,000.00	340,708.03	7,391.97	2%
Total Expenditures	6,374,358.57	4,155,454.38	1,555,384.47	5,710,838.85	663,519.72	10%
6000 - Contingency / Unappropriated	668,441.43		-	-	668,441.43	0%
				-	-	
TOTAL EXPENDITURES	7,042,800.00	4,155,454.38	1,555,384.47	5,710,838.85	1,331,961.15	19%

HLE Board Report

May 2021

ENROLLMENT:

May	KVA
K- 37	K-6 42
1- 30.5	7-8 19
2- 35	
3- 27	
4- 31	
5- 25	
6- 32	
7- 35.5	
8- 34	
279	61
TOTAL HLE	348

+1 in total enrollment

ACADEMICS:

Assessment season is upon us. All students will take the MAP test in reading and math by June 22nd. 3rd-8th grade students will take the SBAC. We have several students opting out of the testing and some who are opting for the additional testing. May 25 and 27 will be the district testing days. We will celebrate our testing on Friday, May 29.

Our official math and literacy training are complete for the year. We are looking forward to more in-depth training with Universal Design, math, and literacy training next year.

This week, we celebrated students with As and Bs in all classes in the 7th and 8th grades. The number of students increased again to 34. KVA students received a treat bag delivered to their home and those on campus had some time at the track with a treat.



In Kindergarten, students researched an animal, wrote a book, created a display, and prepared a presentation about their animal. Guests were invited and students shared about their animals. It was called the Kindergarten Zoo.



SPORTS:

The track and field season ended and basketball for both girls and boys started. Games begin the week of the 17th. Space is a prime for practices. The students and staff have been very accommodating.

NEXT YEAR:

Unfortunately, we have a few certificated openings to fill. I am hopeful we will replace these wonderful staff members with quality and dynamic staff. We are getting excited about the preschool opening. We will be hiring for this soon as well.

With the potential need for masks in the Fall, I am hearing there might be additional kids who will move out of the school system. Our KVA program will be imperative to meet the needs of those families. We have two staff members who are willing to lead these families.

Respectfully submitted,

[Tammy McMullen](#)

Principal

Hilda Lahti Elementary/Middle School

May KSD Board Meeting
Knappa High School

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
9	30/9	31/11	31/11	36/6	36/6	36/6	36/5	35/5 (1)	35/5	35/5	
10	31/7	25/13	26/13	32/7	31/7	32/7	32/5	31/5 (1)	31/5	31/5	
11	34/6	28/10	28/10	30/8	30/8	30/8	28/10	29/9	29/9	29/9	
12	21/8	9/17	9/17	13/14	13/14	13/14	14/13	14/10* 1	14/10 *1	14/8 *3	
Total	116/3 0	93/51	94/51	111/3 4	110/3 4	110/34	111/3 2	109/29 (2)*1	109/29 *1	109/27 *3	

*KHS hybrid enrollment/KVA enrollment

() Students in transition; will be enrolling in another SD

* Early graduation

- KHS Season 4 (basketball & wrestling) has begun. We will be able to accommodate two fans per athlete for indoor events. As county metrics improve, additional fan capacity will added using the same system
- Four KHS students successfully completed a Clatsop Works Internship application and are being paired with county employers. Students will be paid for their time and have the option of earning an elective credit.
- This year's graduation ceremony will be held outdoors to accommodate students and their families. The ceremony will begin with a processional parade along Old Hwy 30 which concludes at KHS. The event will be live streamed for family and friends who are unable to attend in person.

- The Senior Spotlights have begun. Check out the KHS Instagram or FB page to leave a congratulatory message for our seniors.
- KHS staff are working to provide opportunities to students for credit recovery and enrichment camps over the summer. Included will be a high school boot camp open to all incoming freshman and sophomores focusing on the skills needed to be successful in high school and team building to support a positive school culture.
- The junior class is hosting a junior/senior prom on Saturday, June 5th. Due to covid restrictions, the juniors have been very creative, planning a memorable event for seniors while keeping participants safe. There will be music, dancing, food, and activities.
- Gabriella Morrill and Cameron Miethe are the Rotary Students of the Month. They were honored at a luncheon on Monday, May 10th.
- The KHS Students of 3rd Quarter are:
 - Freshman: Dominik Kuller
 - Sophomore: Finn Corcoran
 - Junior: Rachel Ball
 - Senior: Raven Corcoran
- Teacher Appreciation Week was the week of May 3rd. Teachers were showered with notes of thanks, treats, and love for all they do!

Superintendent Report – May 2021

School Operational Status

Students in grades K-12 are currently on-site, five days per week. At their option, some students in grades 11-12 are accessing instruction via a hybrid model.

Teaching and Learning

Elementary teachers will continue to practice newly learned skills for deepening students' conceptual understanding in mathematics. The *Developing Mathematical Thinking Institute* professional development and Orton-Gillingham literacy training will continue into the fall.

As we move toward the fall, we also will begin training staff on *Universal Design for Instruction*, which will help our teachers better engage all students with a focus on the tasks we require of students, the delivery methods of content, and varied assessment methods. These strategies are known to increase success for all students, but especially those with special needs.

Last week, the District learned of another infusion of \$60,000 from the state for the purpose of professional development.

We also will be sending a few teachers to the 2021-22 “instructional coaching” training with NWRESA.

Early Childhood Services

We are still on track to offer one or two preschool classrooms in the fall. We are engaging in a potential partnership with the Astoria School District to share preschool promise dollars that will enable free preschool for a percentage of our students who qualify based on income.

Summer Programs

The district is planning several summer school programs which are funded by a grant from the Oregon Department of Education. These include...

- Summer performing arts camp (music and drama) [Grades 4-12]
- Summer adventures program [Various ages] that includes a blend of science, history, and literacy through community-based experiences

- Credit Recovery programs [Grades 9-12]
- Kindercamp

Credit recovery will occur at the beginning of summer. All other programs will begin on August 9.

State Assessments

State assessments will begin the week of May 23. These are shorter than in the past and each grade level has less tests. We look forward to seeing how our instructional work is tied to student success. Although, we also recognize that some “learning slide” is likely due to varied operational models over the last sixteen months.

State Budget

The Legislature remains in session. The current proposed State School Fund budget is \$9.1 billion, which is \$500 million short of the status quo need for state schools. We learned last week that the Ways and Means committee came up with a plan to fund \$9.3 billion, but that plan has been questioned by the Governor. The Student Investment Act grant is proposed to be fully funded.

Community Relations

The next (and final for this year) *Chat with the Superintendent* is scheduled for May 27th.

Graduation and Promotion

Graduation and promotion are being planned to take place outdoors. This will allow for maximum guests safely. Each school is communicating with their respective families. Graduation is scheduled for June 12. Timing and the day for promotion are still being finalized.