

Knappa School District No. 4 • Knappa, Oregon 97103
Board of Directors' Virtual Budget Hearing and Regular Meeting
Monday, June 21, 2021
5:30 p.m.

5:30 p.m. Budget Hearing (Open to public comment)

Call to Order -5:45 p.m.

A. Flag Salute

1. Consent Agenda-P.1-62

- 1.1 Minutes from the May 27, 2021 Special Board Meeting and the June 7, 2021 Budget Committee Meeting.
- 1.2 Organization of the Knappa School District
- 1.3 2021-22 Confidential Contracts
- 1.4 2021-22 Certificated Salary Authorization
- 1.5 OEA 2021-23 Contract
- 1.6 OSEA 2021-23 Contract
- 1.7 Personnel Update
- 1.8 Amendment to Grant No. 13671

Custody & Disbursement of School District Funds (ORS 328.441.)

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

Designate Officers and Agents of Record. The Superintendent recommends the following for the 21/22 school year:

- a. Dr. William Fritz as Superintendent/Clerk;
- b. Diane Barendse as Custodian of Funds;
- c. Diane Barendse as Budget Officer;
- d. Diane Barendse as AHERA designated officer;
- e. Authorize the facsimile signature of the custodian of funds;
- f. Official Auditors for the school year [ORS 297.405, ORS 327.137 and ORS 328.465] Pauley Rogers and Company PC, recommended;
- g. Depository for school funds recommended local branch of Wells Fargo Bank, Columbia Bank and State Investment Pool. [ORS328.441, 294.805 and 295.885];
- h. The Daily Astorian as the Newspaper of Record
- i. Brown & Brown Northwest Insurance Agency LLC as Insurance Agent of Record for PACE through OSBA.
- j. Approve all Federal and State Grant Applications for 2021-22

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

Comments from the Public

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. **Student Body Reports-P.63**

- 3.1 KHS
- 3.2 HLMS

4. **Old Business**

- 4.1 Approve Vision Statement- (motion needed)-P.64-65

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

- 4.2 Reconsideration of Student Based Health Center- (discussion no attachment, possible motion)

5. **New Business**

- 5.1 Review Curriculum Committee Decision Regarding My Future My Choice- (discussion and possible motion)-P.66
- 5.2 Adopt the 2021-22 School District Budget- (Motion needed to adopt)-P.67
- 5.3 21-22 School Start and End Time- (discussion and motion)-P.68-69
- 5.4 Board Self Evaluation- (discussion and separate packet for summer review)
- 5.5 July Board Meeting- (discussion only)
- 5.6 Second Read OSBA Policy Update- (motion needed for approval) P.70-97
- 5.7 NWRESD Board Zone 2 Open Position- (select candidate and motion for vote) P.98-107

6. **District Reports**

- Financial Report- (Diane Barendse)-P.108-109
- Hilda Lahti Elementary/Middle School-P.110-114
Homeschool Connector Report

- Knappa High School-P.115-116
- Superintendent Report-P.117

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

Comments from the Public

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Next Meetings •

Monday, August 2, 2021 • Work Session • 5:30 p.m., Monday August 16, 2021 Regular Board Meeting • 5:30 p.m., Knappa High School Library

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.

Present

Cullen Bangs, Vice Chair
Director Ed Johnson
Will Isom, Director 5:33 p.m.
Michelle Finn-Interim Director

Absent

Craig Weaver, Chair

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 Cullen Bangs
- 1.1 **Flag Salute-5:31 p.m.**

Consent Agenda- (Motion for approval needed)

Minutes from the April 19, 2021, School Board Meeting and May 3, 2021, Budget and Work
Session Meeting
Personnel Update
New Job Descriptions, Behavior Tech, Psych, Preschool Teacher

Johnson moved to approve as presented, Finn seconded, moved to vote, approved unanimously.

Communications and Hearing of Interested Parties

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Nothing at this time.

3. **Recognition**

School Employee Appreciation Resolution- (motion for approval)-Johnson moved to approve the resolution, Finn seconded, Johnson stated he was very proud of the school employees navigating through this school year and very fortunate to have the staff this year, Bangs read the resolution to the board, moved to vote, approved unanimously. Fritz presented flowers to all staff in recognition of their hard work, the unions will distribute that tomorrow.

Student Body Reports

KHS-Sierra McGuire read the KHS report to the board.

HLMS-nothing at this time.

Old Business

Bond Resolution - (motion needed to approve)-Bangs asked if there was anything new to report, Fritz stated no, the bond resolution is as discussed at the last meeting, 14 million bond for a 25-year term. Fritz recommends the resolution to the Knappa School Board. Johnson moved to approve 2021-1 Bond Resolution, Isom, seconded, moved to vote, approved unanimously.

SBHC- (motion to move forward)-Fritz reviewed the board information sheet that is in the board packet. Fritz stated due to delays last year and the pandemic, trying to find a provider to partner with us, has been difficult. He stated we are not prepared to move forward with phase II, but we have a couple of options, we can apply for a new planning grant next year to continue next year, or a grant for telemedicine. He is asking the board for authorization to apply for the planning, capitol and telehealth grants. Finn asked if the administration would come back and ask for approval to implement the SBHC or telehealth at a later date, Fritz stated yes. Johnson moved to authorize the superintendent to pursue the grants for the 21-22 school year, Isom seconded, moved to vote, Isom yes, Johnson yes, Bangs, no, Finn, no response. Motion fails due to lack of the majority of board approval.

New Business

Vision Statement Update- (discussion only)-Fritz stated when he arrived in the district, he couldn't find a consistent Vision statement for the district, so he formed the KIC and worked on the statement below, he has asked for the community to give feedback before he brings back to the board for approval, no discussion.

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

OEA MOU, Elementary Grading Time- (motion for approval)-Fritz read the MOU with the board. Johnson moved to approved the MOU as presented, Finn seconded, Isom asked about the standard based grading, what grades use, this Fritz stated, K-6, and where is this coming from, teacher's parents or both, what is the point of confusion. Fritz stated the feedback he received was that the level of data is overwhelming to parents, Fritz stated the practice of grading is mixed across the state, some schools transition to standard based grading and some did not. We heard from ODE that is was going to be mandated, but it never was. Discussion followed. Moved to vote, approved unanimously.

OSBA Policy Update-(1st Read and discussion)-Fritz reviewed the board background on policy that was included in the board packet, he reviewed the significant changes to each policy. Finn stated she liked the suggestion of flying the POA flag on the special 6 days'. Johnson asked if the students do the flag salute daily, Fritz stated no they do it weekly, discussion followed on the flag and education processes. Will bring back for a second read to the next meeting.

District Reports

• **Financial Report-** (Diane Barendse)-Barendse reviewed the financials with the board, she stated we received notice of our repayment to the state and it is reflected in the total revenue. Johnson asked if we are getting questions from the budget committee, she stated no, not yet. Johnson moved to approve as presented, Isom seconded, moved to vote, approved unanimously.

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

Fritz reviewed the school reports that were included in the board packet. 8th grade promotion will be Friday the 11th at 6 pm and will be held outdoors in the main parking lot. Smalley shared a video on robotics program the students had been working on.

Fritz reviewed the superintendent report. We will have an additional \$60,000 to use for PD next fall, we will be setting up our enrollment for fall preschool soon. Once we get enrollment numbers we will decide if we need two locations.

Johnson asked if the board will be presenting diplomas at graduation, Smalley stated yes, we would like to keep it as traditional as possible, just no handshakes for this year.

Board Member Reports and Future Agenda Items

Bangs-nothing at this time.

Isom-nothing at this time

Johnson-nothing at this time.

Finn-asked about the mask mandates, specifically outdoors sports, she would like to have a discussion on outdoor masking in the district. She stated she was a no on the motion to move forward with SBHC, she didn't know whether to interrupt or not. Discussion followed. Could we change the time for the board meetings in the fall to a later time slot, add this to a future board meeting for discussion.

The motion for old business SBHC to move forward will be amended to reflect Finn, no, Bangs, no, Isom yes, and Johnson yes, the motion fails, due to the majority.

Communications and Hearing of Interested Parties

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Nothing at this time.

Johnson moved to adjourn at 6: 44 p.m.

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.

Knappa School District No. 4 • Knappa, Oregon 97103
Board of Directors' Budget Committee Meeting
Monday, June 7, 2021

Budget Committee Meeting
5:30 p.m.

Present

Craig Weaver, Chair
Cullen Bangs, Vice Chair
Director Ed Johnson

Michelle Finn-Interim Director

Absent

Will Isom, Director

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

Derek Bangs-Budget Committee
Connie Hunt-Budget Committee
Gretchen Allen-Budget Committee
Lindsay Davis-Budget Committee
Carrie Doner-Budget Committee

Call to Order –Chair Connie Hunt-5:30 p.m.
Flag Salute

1. **New Business**

- 1.1 Budget Document Review- (PowerPoint, Diane Barendse)-Barendse reviewed the budget PowerPoint with the committee. Discussion followed
- 1.2 Approve 21-22 Budget

Johnson moved to approve the 21-22 budget as presented with a tax of \$4.6062 per \$1000 of assessed value, C. Bangs seconded, moved to vote, Johnson yes, C. Bangs yes, D. Bangs yes, Finn yes, Weaver yes, Hunt yes, Davis yes, Doner yes, Allen no, motion passes 8-1.

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

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Nothing at this time

Johnson moved to adjourn-5:54 p.m.

Next Meeting • Monday, June 21, 2021, School Board Meeting, Knappa High School Library 5:30 p.m.

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Item Title: Contract Issuance for Non-Represented Employees

Presenter: Dr. Fritz

Background Information Related to this Issue:

Eight district employees are non-certificated and also are not represented by a collective bargaining group. They hold annual contracts which expire on June 30, 2021.

The attached list denotes those who are recommended for contract re-issuance. Subject to Board approval, their rates of pay for the new contract year shall be 4.5% higher than their 2020-21 rates. This group of employees is not subject to a "step" contract so the wage adjustment noted here is the only increase they will receive.

There is also a recommended increase in compensation for the Board Secretary responsibilities in the amount of \$529.55.

Starting October 1, 2021, the insurance package (district contributions, and Group HRA) shall be the same as all other district employees. Until then the benefits terms shall be status quo.

Insurance opt out shall be \$588/month.

Slight changes in language about carry over of leave balances are included to allow specific employees to retain their leave while not expanding carry over of balances into the future.

The other change is allowance of up to one day of personal leave cashout in the amount of \$100 for an unused personal day at the end of the contract year (pro-rata for part time employees).

Background (con't)

Financial Impact:

The additional salary cost to the district is approximately \$16,600 which is included in the proposed budget for the 2021-22 fiscal year.

Recommended Action:

It is the recommendation of the Superintendent the Board approve the issuance of contracts for those listed (attached), subject to the terms noted above.

Non-Represented Contracts Recommended for 2021-22 Issuance

Diane Barendse	Business Manager	
Shannon Harrington	Elementary Head Secretary	
Jennifer Olson	High School Head Secretary	
Sharon Olson	Head Bus Driver/Trainer	
Heather Tadei	Food Service Specialist	
Timothy VanDeGrift	Technology Director	.5 FTE
Robert Brockey	Maintenance Supervisor	
Jennifer Morgan	Administrative Assistant to District Office and Board Administrative Assistant	

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Item Title: Establishment of Salaries for Certificated Administrators

Presenter: Dr. Fritz

Background Information Related to this Issue:

Contract Issuance for Certificated Administrators (Principals) was approved by the School Board at its February meeting.

This action establishes their salary rates. A 4.5% increase from 2020-21 rates is recommended. This group of employees is not subject to a "step" contract so the wage adjustment noted here is the only increase they will receive.

Starting October 1, 2021, the insurance package (district contributions, and Group HRA) shall be the same as all other district employees. Until then the benefits terms shall be status quo.

Insurance opt out shall be \$588/month.

The other change is allowance of up to one day of personal leave cash out in the amount of \$100 for an unused personal day at the end of the contract year (pro-rata for part time employees).

Background (con't)

Financial Impact:

The additional salary cost to the district is approximately \$8,200 which is included in the proposed budget for the 2021-22 fiscal year.

Recommended Action:

It is the recommendation of the Superintendent the Board approve the salaries and associated adjustments, subject to the terms noted above.

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Item Title: Approval of Contract with Knappa Education Association

Presenter: Dr. Fritz

Background Information Related to this Issue:

The recommended contract is a successor contract to the current agreement that expires on June 30, 2021. The District and KEA bargaining teams have met nine times this spring and worked cooperatively to reach this tentative contract.

Major elements of the bargaining agreement include:

- A 4.5% wage increase on both salary and supplemental stipends each year of the agreement.
- Adjustments to coaching stipends.
- Revision to language regarding vacancies and transfers.
- Addition of the Group HRA Plan 5 Insurance Package mirroring other employee groups for represented employees including adjustments to opt out amounts.
- Language regarding inclement weather that mirrors the classified agreement (two days don't need to be made up so long as the District remains compliant with Division 22 requirements).
- Two-year duration (2021-2023)

Background (con't)

Financial Impact:

The additional salary cost to the district is approximately \$22,375 which is included in the proposed budget for the 2021-22 fiscal year. The approximate additional cost in the second year of the agreement is \$25,253. The cost of the Group HRA plan is largely offset through plan restructuring and the District assuming the actuarial liability for the differences in deductibles.

Recommended Action:

It is the recommendation of the Superintendent the Board approve the Collective Bargaining Agreement with KEA as presented.

**Collective Bargaining Agreement
between the
Knappa School District No. 4
Education Association
and the
Board of Directors
Of
Knappa School District No. 4
2021-2023**

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Preamble

This Agreement is entered into between the Knappa No. 4 Education Association, hereinafter called the "Association," affiliated with the Oregon Education Association, hereinafter called the "OEA," and the National Education Association, hereinafter called the "NEA", and the Board of Directors of Knappa School District No. 4, Clatsop County, Oregon, hereinafter called the "Board" or "District."

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement;

IN CONSIDERATION of the following mutual covenants, it is hereby agreed as follows:

Article 1 • Recognition

- A. The Board recognizes the Knappa #4 Education Association as the exclusive representative on wages, hours and conditions of employment for all licensed teachers employed .5 FTE or more by the District. This excludes supervisory, temporary contracted teachers and substitute teachers as defined by ORS 342.815(8) as "any teacher who is employed to take the place of a probationary or contract teacher who is temporarily absent."
- B. The purpose of this article is to recognize the right of the bargaining agent to represent teachers in the bargaining unit in negotiations with the Board. Granting of recognition is not to be construed as obligating the Board in any way to continue any functions or policies. If Board policy contains language which is contrary or inconsistent to the express terms of this Agreement, this Agreement, during its duration, shall control.

Article 2 • Negotiations Procedures

- A. No later than January 31 of the year in which this Agreement expires, either party may give written notice to the other of its intent to begin negotiations for a successor Agreement. Negotiations will commence on a mutually agreed-upon date subsequent to any such timely notice.
- B. This Agreement may not be modified in whole or part by the parties except by an instrument in writing duly executed by both parties. The parties may mutually agree to reopen provisions for bargaining and that such reopened bargaining would be subject to the expedited bargaining process outlined in ORS 243.698.
- C. There shall be two (2) signed copies of the final Agreement for the purpose of records. One (1) shall be retained by the District and one (1) by the Association. The Board agrees to print sufficient copies of this Agreement for all employed teachers and to distribute a copy to each teacher. The Association agrees to provide one (1) camera-ready copy of the negotiated Agreement for reproduction.

Article 3 • Evaluation Procedures

- A. Pursuant to Oregon Revised Statute 342.850, the District shall conduct evaluations of teachers based on job descriptions and performance standards with the adopted evaluation policies.
- B. The superintendent and/or administrative designees will collaborate with a committee of KEA's choosing regarding its teacher evaluation process. The composition of the committee shall appropriately represent subjects and grade levels. The purpose of the collaboration is to review any concerns of the evaluation process. All changes must be made in accordance to OAR 581-022-1723.
- C. Where deficiencies are identified through the formal observation process and noted in writing in the evaluation documents, a teacher may be placed on a program of assistance for improvement. A program of assistance for improvement will be developed by the evaluator in cooperation with the employee. A program of

assistance for improvement shall be in writing, in accordance with ORS 342.815 and shall consist of a minimum of 60 school days.

- D. Successful programs of assistance for improvement shall not be placed in personnel files since they are for the specific purpose of improving instruction. Programs of assistance for improvement are not intended to be punitive in nature. Once a plan of assistance has been completed, the supervisor will place a note on the employee's final evaluation documenting the successful completion.

Article 4 • Grievance Procedure

A. Definitions

1. **Grievance.** A "grievance" is a written claim by a teacher, a group of teachers, or the Association, based upon an alleged misinterpretation, inequitable application or violation of this Agreement.
2. **Grievant.** The "grievant" is the person, persons, or the Association, who has the grievance and is presenting the complaint.
3. **Party in Interest.** A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. **Days.** As used in these procedures means school days, thus excluding weekends and vacation days or legal holidays.

B. Purposes

To resolve potential grievances at the lowest possible level in the chain of administrative responsibility.

C. Guidelines

1. Every effort will be made by all parties to avoid interruption of classroom and/or any other school sponsored activities.
2. Every effort will be made by all parties to avoid the involvement of students in the grievance procedure. Under no circumstances will alleged grievances be communicated in such a way as to be detrimental to the emotional and educational development of students. Information shall be maintained in a professional confidence at all times at all levels by staff and personnel involved. All documents, communications and records of any grievance will be filed in the District office separately from the personnel files.
3. In the event it becomes necessary to hold more than one meeting at any grievance level, no more than five (5) days shall elapse between each meeting.
4. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

5. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by July 1 of that year, and if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein may be reduced by mutual agreement of the parties in interest.
6. All meetings and hearings under this procedure shall include only such parties in interest and their designated or selected representatives and witnesses.
7. If a grievance arises from action or inaction on the part of a member of the administration above the level of principal, the grievant person shall submit such grievance in writing to the superintendent and the Association directly and the processing of such grievance will be commenced at Level 2.
8. Grievances must be filed not later than fifteen (15) days after the occurrence of an alleged violation or misapplication of the Agreement, or not later than fifteen (15) days after the grievant knew or had reason to know of the occurrence of the act(s) upon which the grievance is based. Failure to file a grievance within the above timelines shall constitute a waiver of the grievance.
9. Failure at any level of this procedure by the grievant to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level. Failure at any level of this procedure to communicate the decision in writing on a grievance within the specified time limits shall permit the grievant to proceed to the next level.

D. Procedures

1. Level One - Principal or Immediate Supervisor

- a. A grievant shall file his/her grievance in writing with the principal with authority to resolve the grievance, either directly or through the Association's designated representative.
- b. Within five (5) days after receipt of the grievance the principal will meet with the grievant and at the option of the grievant a representative of the Association in an effort to resolve it.

2. Level Two - Superintendent

- a. The principal will render a decision within ten (10) days of the Level 1 meeting and the grievant has ten (10) days from receipt of the principal's written response to submit the grievance to the superintendent.
- b. Within ten (10) days after receipt of the grievance the Superintendent will meet with the grievant and, at the option of the grievant, a representative of the Association in an effort to resolve it.

3. Level Three - Board of Directors

- a. The Superintendent will render a decision within ten (10) days of the Level 2 meeting and the grievant has ten (10) days from receipt of the

superintendent's written response to submit the grievance to the school board.

- b. Within thirty (30) days after the Board receives the grievance, the Board will meet with the grievant and his/her representative in an effort to resolve it.

4. Level Four - Arbitration

- a. The Board will render a decision within twenty (20) days of a Level 3 hearing. The Association may submit the grievance to binding arbitration twenty (20) days after receipt of the Board's decision. Failure to submit the grievance to binding arbitration within twenty (20) days after receipt of the Board's decision shall constitute termination of the grievance procedure unless the parties mutually agree to extend the time limits.

If any question arises as to whether a particular dispute involves the interpretation, meaning or application of any of the provisions of this Agreement, such question will first be ruled upon by the arbitrator selected to hear the dispute. Except as otherwise expressly provided in this Agreement, the arbitration will be conducted in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association in effect at the time (hereinafter referred to as the "AAA Rules").

- b. Within ten (10) days after such written notice of submission to arbitration, the Board and the Association will attempt to agree upon a mutually acceptable arbitrator, and to obtain a commitment from such arbitrator to *serve*. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the ten (10) day period, a request for a list of arbitrators may be made to the Employment Relations Board by either party. The parties will then be bound by the AAA Rules in the selection of an arbitrator.
- c. The arbitrator so selected will confer with the representative of the Board and the Association and hold hearings promptly and will issue his/her decision not later than thirty (30) days from the date of the close of the hearings; or, if oral hearings have been waived, then from the date the final statements and evidence are submitted to him/her. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The arbitrator shall be without authority to add to, subtract from, alter or modify this Agreement. The decision of the arbitrator will be submitted to the Board and the Association and will be final and binding upon the parties.
- d. The costs for the services of the arbitrator, including per diem expenses, if any, and his/her travel and subsistence expenses and the cost of any hearing room will be borne equally by the Board and the Association. All other costs will be borne by the party incurring them.

E. Miscellaneous

1. Teacher and Association

Any grievant person may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, by a representative selected or approved by the Association. The Association shall have the right to be present at all stages of the grievance procedure.

2. Group Grievance

If a grievance affects a group or class of teachers, such grievance may be submitted in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.

3. Written Decisions

Decisions rendered at Level One which are unsatisfactory to the grievant person and all decisions rendered at Levels Two, Three and Four of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association. Decisions rendered at Level Four shall be in accordance with the procedure set forth in Level Four, Section C, of this Article.

4. Reprisals

No reprisals of any kind shall be taken by the Board, the Association or by any member of the administration against any party in interest, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

5. A grievance shall contain at least the following information:

- a. The approximate date of the alleged violation.
- b. A statement of the grievance.
- c. Notification of the contract provision(s) allegedly violated.
- d. The remedy requested.

Article 5 • Complaint Procedure

A. Definition of Complaint

A complaint is any negative remark or criticism filed on an official district form against a teacher by a parents or community member with any administrator.

B. Pre-complaint Procedure

Prior to an official complaint being filed against a teacher the complainant will attempt to resolve the concern with the teacher directly. The complainant may meet with the teacher, have a telephone conversation, or correspond in written form (including email). Either party involved may request administration to be present

during the meeting to assist in the facilitation of the conversation. If administration or the teacher feels a face to face meeting is not going to be productive or respectful for the parties involved the administration may waive the requirement for a pre-complaint meeting.

C. Complaint Procedure

If a complaint is made against an employee, a conference with the employee shall be held under the following circumstances:

1. If the evaluating administrator or supervisor intends to make a record in the evaluation report of the complaint or take any disciplinary action against the teacher.
2. If the administrator or supervisor intends to place a record of the complaint in the teacher's personnel file or take any disciplinary action against the teacher.
3. If, in the administrator's judgment, such complaint is sufficiently relevant to the employee's performance as to indicate the desirability of a conference.

D. Level I - In compliance with the conditions listed above, the teacher will be informed an official complaint has been filed with the administration within three (3) working days of the complaint being filed. A conference between the administrator shall be held with the teacher and the teacher's representative, if desired, within ten (10) working days after the complaint has been filed. The complainant shall be identified at the discretion of the administration. The complaint shall be made available to the teacher, in writing and signed by the complainant, at the time of the conference. The teacher may at that time present their evidence and share information with the administrator if they choose.

Level II - If the complaint is not resolved at Level I, then the teacher and the teacher's representative, if desired, shall have the right to request a meeting with the complainant and hear the complaint directly. Either the administrator involved or the complainant may decline to have such a meeting. At this time, any unidentified complainants shall be identified.

- E. Any complaint which the administrator or supervisor chooses not to discuss with the teacher or is not discussed within the required time shall not be considered in the teacher's evaluation, and shall not be used against the employee in any subsequent action by the District or placed in the teacher's personnel file.
- F. Any action as defined in Section B above taken against an employee shall be processed in accordance with Articles 4 and 7.
- G. The teacher has the right to Association representation at all levels.
- H. No record of any complaint which has been thoroughly investigated and determined to be unfounded or unsubstantiated shall be placed in the teacher's personnel file, nor shall the complaint be used as the basis for any subsequent disciplinary action. Any allegation must be substantiated with clear and convincing evidence if

disciplinary action is taken or if the complaint or information related to the complaint is entered in the teacher's file.

- I. This article is not intended to supersede State or Federal Statutes regarding child abuse and sexual harassment. Any serious complaint that includes allegations of illegal actions or violations of the law is excluded from the terms of this Article.

Article 6 • Layoff

- A. If layoffs due to a reduction in force become necessary, the District will follow ORS 342.934. The parties have agreed to the following interpretation of the statutory criteria set forth in ORS 342.934.
 1. Districtwide seniority;
 2. "Licensed and qualified" means the teacher holds the proper license and endorsement, and (if applicable) is deemed "Highly Qualified" for the position in question.
 3. If the District, in addition to complying with the provisions of this article, elects to consider "competence" as layoff/recall factor, the District will comply with ORS 342.934(9). For the purpose of determining "competence," the parties define the word "recent" and the term "grade level" as follows:

"Recent" means within the past five (5) years.

"Grade Level" means each of the following grade level clusters shall be considered a "grade level": K-6, 4-8, 6-12. For purposes of this section, Title 1, Special Education and Elementary Specialists (music, P.E., counseling) and teachers on special assignment (TOSAs) shall be grouped with the grade level that the particular employee has been teaching.
- B. In the event two or more individuals are tied after application of these criteria, the tie will be broken by drawing lots. The District will make a reasonable effort to give 90 days' notice to individuals of a possible layoff.

If, within 27 months of layoff, a teaching vacancy occurs within the District for which a laid-off teacher is qualified, the recall procedure outlined below will be followed:

1. At the time of layoff, the teacher may request an Intent to Return Form. The form will include the teacher's address for recall notification. In the event of a recall, the District will notify the teacher who has expressed a desire to return to the District of the recall, by certified mail, return receipt requested, sent to the last address given by the teacher to the District Office.
2. Teachers will have fifteen (15) calendar days from the receipt of a recall notice to notify the District by Certified mail, in writing, of their intent to return to the District within twenty (20) calendar days of the date of recall notice. Twenty-seven months after being laid off and/or failure of the teacher to respond to a recall notice within the time herein specified shall terminate such teacher's right to recall and all other employment rights with the District.

3. As vacant teaching positions become available, teachers on the recall list who are licensed and qualified for the position will be recalled according to most seniority first.
- C. Subject to the rules and regulations of the carrier, teachers may maintain their group insurance coverage, at their own expense, during the twenty-seven (27) month period following the date of their layoff.
- D. Upon recall, the teacher will retain sick leave and years of experience accumulated at the time of layoff.

Article 7 • Rights of Professional Employees

- A. Public employees have the right to form, join and participate in the activities of labor organizations of their own choosing for the purpose of representation and collective bargaining with their public employer on matters concerning employment relations (ORS 243.672).

B. Representation

Whenever any teacher is required to appear before an administrator or Board concerning his/her termination or a disciplinary action, he/she shall be given prior notice of such meeting and may have a representative of his/her choosing present. In a meeting involving parents, teachers, students, and administration, to discuss or resolve a problem, the teacher may request to have a representative present. If, in a subsequent meeting involving the teacher and administrator, wherein the District plans to take disciplinary action against the teacher, the teacher may have a representative of his/her choosing present.

C. Personnel Files

The official files of all teachers are confidential and shall be kept in the District Personnel Office. All materials having to do with job performance added to the personnel files will be initialed and dated by the teacher before putting into his/her file. A teacher may attach a rebuttal to materials or add relevant materials of his/her choosing. If a teacher refuses to initial materials, the materials may then be placed in his/her file. In this case, the administrator will ask a 3rd party to attest by signature the materials were provided to the teacher. Items contained in an administrator's working file that are over two (2) years old and which have not been processed according to this Section shall not be used to support any adverse evaluation disciplinary action or non-renewal/dismissal of a teacher.

D. Discipline of Teachers

The District shall not issue a written reprimand, suspend without pay or reduce in basic compensation any teacher without just cause. This provision does not apply to the dismissal or non-renewal of a probationary teacher or to the dismissal of a permanent teacher to the extent that such matters are governed by the Fair Dismissal Law. This provision also does not apply to personnel on athletic extra duty coaching contracts. Just cause in this Agreement means:

1. The employee is given forewarning or foreknowledge of the possible or probable disciplinary consequences of his/her conduct. Certain offenses, including, but not limited to, insubordination, coming to work intoxicated, drinking intoxicating beverages on the job, or theft of the property of the District or of fellow employees, are so serious that any employee may properly be expected to know already that such conduct is offensive and punishable.
 2. There will be an investigation conducted fairly and objectively of the charges before any discipline is administered.
 3. The District's rule was reasonably related to a) the orderly, efficient, and safe operation of the District's business; and b) the performance that the District might properly expect of the employee.
 4. The District, before administering discipline to an employee, will determine whether the employee did in fact violate or disobey a rule or order of the District.
 5. The investigation will provide substantial evidence or proof that an employee is guilty as charged.
 6. The penalty will be reasonably related to the seriousness of the offense and the record of the employee in his/her service with the District.
 7. The District has applied its actions evenhandedly, subject to the provisions of ORS 243.706 (1).
- E. No grade given by a teacher shall be changed without the mutual approval of the Superintendent, principal and teacher. If mutual approval is not obtained, the matter may be appealed to the Board whose decision will be final and will not be subject to the grievance procedure. If the decision is to change the grade, the Board will attach a written statement to the student's file indicating that the Board made the change.

Article 8 • Nondiscrimination

- A. The Association and the District agree that they shall not discriminate against any teacher covered by this agreement on the basis of race, color, religion, national origin, gender, age, sexual orientation, or marital status in accordance to all federal and state discrimination laws.
- B. The private, religious, or political life of a teacher is not within the appropriate concern or attention of the District so long as it does not adversely impact the teacher's ability to perform assigned duties.

Article 9 • Teacher Assignment

Teachers employed by the District during any given year shall be notified in writing of their tentative assignments for the ensuing year by June 1. In the event such tentative assignment is changed after June 1, the teacher shall be notified in writing of such change within a reasonable period after the change is made.

Teachers newly hired into the bargaining unit prior to the beginning of the school year shall be notified in writing of their tentative assignment as soon as practical.

Article 10 • Vacancies and Transfers

A. Posting and Voluntary Transfers

1. As the District declares positions open, the positions will be described by electronic notice and disseminated to all teachers. Such notices shall be sent out at least fourteen (14) calendar days prior to the position being regularly filled.
2. Teachers wishing to fill a posted vacancy or to transfer to another assignment shall make an electronic request to the Superintendent or his designee. The disposition of such requests shall be made and emailed to the affected teacher(s) within thirty (30) calendar days of receipt of the initial request. The Superintendent shall, upon request, meet with the teacher to discuss reasons for the denial.
3. A list of all vacancies which occur from August 1 to September 30 will be emailed. No such vacancy shall be filled within five (5) calendar days of the email notification.
4. The President of the bargaining unit shall receive reasonable notice of all position openings in administrative or supervisory positions.

B. Involuntary Transfers

1. Notice of an involuntary transfer will be given to the teacher within five (5) working days following final decision to transfer.
2. If a teacher is involuntarily transferred to a different position, he/she may make known to the appropriate administrator his/her wishes regarding the new assignment.
3. Upon request the teacher may meet with the Superintendent to discuss the reasons for the transfer.
4. Teachers being involuntarily transferred will be informed of known vacancies at the time the transfer decision is being made. The teacher will be able to indicate a preference of assignment and/or make application for a transfer as outlined in Section A-2 of this Article.

C. Miscellaneous Provisions

1. The District will provide the Association a list of current assignments for all teachers by September 30 upon request by the Association President.

Article 11 • Association Rights and Privileges

A. Information

Upon request, the Board agrees to furnish to the Association all ("all" in this reference is defined: "all that is required by state law.") readily available public information necessary for its functioning as exclusive bargaining representative. The Association may be required to pay the cost for materials needed for copies.

B. Released Time for Meetings

Whenever any teacher is required by the District to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss in pay.

C. Use of School Buildings

The Association shall have the right of access to school buildings for meetings subject to the same rules and conditions as other school-related organizations, provided there is no interference with the regular school program.

D. Use of School Equipment on School Property

With prior approval, the Association shall have the right to use school facilities and equipment including typewriters, mimeograph machines, other duplicating equipment, calculating machines, and all types of audiovisual equipment outside the work day and when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use, and for any repairs necessitated as a result thereof.

E. Bulletin Boards

The Association shall have, in each school building, use of a bulletin board in each faculty lounge.

F. Right to Speak at Meetings

Upon 24-hour notice to the administrator in charge, an Association representative shall be allowed to make brief announcements not to exceed five (5) minutes at the end of any faculty meeting. The Association shall have the opportunity to suggest items for the agenda.

G. Mail Facilities

The Association shall have the privilege of using school mail boxes and inter-school mail facilities, including the use of the District's email system. However, the Association agrees to hold the District harmless against any and all judgments or liabilities which may result from inclusion of this provision in the contract.

H. Exclusive Rights

The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers and to no other teacher organization, except as required by law.

I. Policy Making

The Board agrees to send the Association President a copy of the monthly School board agenda on Tuesday prior to the meeting.

Article 12 • Payroll Deductions

- A. The District agrees to deduct from the salaries of its regular teachers as requested by the teacher:
 - 1. Premiums for Board-approved insurance programs.
 - 2. Payments to the teachers' credit union.
 - 3. Contributions to the United Fund.
 - 4. Savings bonds and savings plans.
 - 5. Tax-sheltered annuities, provided five (5) or more employees subscribe to the annuity.
- B. The District, upon appropriate authorization of the teacher, shall deduct from the salary of any teacher and make proper remittance for any other plans or programs mutually agreed to by the District and teachers.

Article 13 • Association Dues Deduction

- A. The District agrees to deduct an amount equal to one tenth (1/10) of the dues of the Association, including the OEA and NEA dues each month for ten (10) consecutive months from the pay of each teach who is a member of. the Association, beginning with the paycheck for the month of October. Prior to the first dues deduction of the school year, and then for any employee who becomes a member of the Association after the start of the school year, the Association shall notify the District of bargaining unit members who have elected to have dues deducted from their paychecks and shall identify the dues to be deducted from each. In addition, the Association shall provide a formal letter from the OEA Membership Department that confirms that OEA possesses sufficient documentation of dues deduction authorization for those members. Upon request by the District, the Association shall make available to the District for review the documented proof of dues deduction authorization for employees. The Association shall also notify the District when a bargaining unit member should no longer have dues deducted. This notification will also include written proof of authorization by the employee. The District shall enact dues deduction changes on the pay period following a written notification.
- B. Along with the monthly dues remittance to OEA, the District shall provide to OEA an electronic database with the name of each employee from whom dues deductions have been made and the amount of deductions.
- C. Every quarter the District shall provide to OEA an electronic database of each employee in the bargaining unit.
- D. The Association agrees to hold the District harmless against any and all claims, suits, orders or judgments brought against the District as a result of the provisions of this Article. The District agrees to notify the Association promptly of any claim and to cooperate with the Association and its designated counsel in the defense of any claim.

Article 14 • Teaching Hours and Conditions

- A. Each teachers' normal workday shall be eight (8) hours inclusive of a one-half (1/2) hour duty-free lunch period.

The teacher may be excused at the discretion of the building administrator for medical/dental or business appointments.

On Fridays, teachers shall be excused after the last bus leaves.

- B. Each teacher and specialist shall be scheduled a duty-free daily preparation period of at least forty-five (45) minutes, thirty (30) minutes shall be continuous, between 8:00 a.m. and the final bus run.

If a teacher is required by the District to substitute for another teacher during his/her prep period, the substituting teacher will be compensated at a rate as established in Article 19.E.

C. Duty Free Lunch

All full-time teachers shall be entitled to a duty-free lunch period of not less than thirty (30) minutes. Except in case of emergencies, teachers may leave their building for thirty (30) minutes for the lunch period; however, any teacher leaving the building must notify the building administrator of his/her absence.

- D. For duties assigned or approved outside the regular work day, payment amount is gross salary and is subject to all federal, state and local payroll deductions:

Pay	Duty
\$30.00 per event	Chaperoning dances
	Crowd control
	Selling and/or taking tickets
	Timekeeping or assisting the progress of athletic events
	Concessionaires
\$30.00	Chaperone - 1-50 road miles one way
\$35.00	Chaperone - 51-75 road miles one way
\$40.00	Chaperone - 76+ road miles one way

E. Reimbursement for Travel Expense

Teachers required in the course of their work to drive personal automobiles shall receive a car allowance at the IRS rate for approved field trips and/or other business of the District.

- F. Special Education Teachers will be provided at least five (5) days per year to conduct Special Education Evaluations and paperwork.

Article 15 • Work Year

- A. The teacher work year shall consist of 190 days, which will include a maximum of 180 student contact days, a minimum of one in-service day, and three teacher work

days. The last day of the school calendar shall be a 1/2-day work day. There will be six paid holidays, which include Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day.

- B. If schools are closed due to inclement weather, physical plant problems (e.g., power outage) or other such unforeseeable problems, teacher attendance will not be required and teacher salaries will not be docked. However, the District retains the right to make up all but one such lost days without any additional compensation due the teachers where teachers will be required to attend. The first sixteen (16) hours of closure (including late start and early release) will not be made up, except as may be required to meet Oregon Department of Education Division 22 Standards.
- C. When teachers are required to attend an evening program (i.e., an open house, special programs) the teacher is to report the true amount of time spent at the program to his/her supervisor. The teacher will then be credited equal time which can be used when students are not present or there are no other District-required activities. Such time will be accumulative, but must be used before the end of the school year in which is it accumulated. Equal time must have supervisor's prior approval.

Article 16 • Classroom Control and Discipline

- A. The District at the beginning of each school year will provide to each teacher a copy of the applicable student discipline procedure adopted by the District.
- B. A student may be removed from a classroom by a teacher if the student poses a threat to the physical wellbeing of the teacher or other persons in the classroom.

If the teacher's immediate supervisor reinstates the student in the teacher's classroom, the teacher may within ten (10) calendar days appeal the decision to the Superintendent. If the teacher wishes to appeal the decision of the Superintendent in a discipline matter, the teacher may within ten (10) calendar days appeal to the Board by submitting a written statement and shall upon request be afforded an opportunity to present the teacher's position to the Board. The Board's decision shall be final.

Article 17 • Expenses for Workshops/Tuition

- A. There will be a professional development fund of \$7,000, for district staff development, which will be used for professional workshops, conferences, and meetings approved in advance by the teacher's supervisor.
- B. Tuition for graduate credit course work (for which graduate credit is granted) will be paid by the District at a rate not to exceed the state college or university selected by the Association. The institution selected shall not change during the term of the Agreement. Tuition will be prorated for part time. The reimbursement rate of three (3) credits per year is subject to the following conditions:

1. Contract and probationary teachers shall be allowed to accumulate three (3) credits per year of service in the District, to a maximum of nine (9) credits. Tuition reimbursement may be prorated for part time employees based on their FTE.

To be eligible for tuition reimbursement, the graduate credit must be with prior approval of the Superintendent or designee; the graduate credit course work must be taken at an institution of higher education which is accredited by a regional accreditation agency (e.g., Northwest Association of Secondary Schools and Colleges) and the course work must be successfully completed with a passing grade by the teacher. Evidence of these conditions must be submitted by the teacher prior to reimbursement. Tuition reimbursement will not be granted for credits taken prior to accumulation of credit.

- C. At the sole discretion of the Superintendent, reimbursement for undergraduate credit may be approved. Such approval must be made prior to the starting date of the class for which approval is requested.
- D. With the approval of the Superintendent, credit will be allowed for:

In-Service Workshops (not on school time): teachers will receive one (1) credit hour for two (2) full days of time spent, provided no reimbursement is received.
- E. When a licensed employee has earned the right to a higher salary bracket by reason of graduate level academic credit or its equivalent as approved by the Superintendent, the change shall be made effective for the next pay period after receipt by the District of an official transcript or official grade slip, provided it is received at least fifteen (15) calendar days prior to payday.

Article 18 • Insurance and Fringe Benefits

- A. Beginning with the 2021-2022 Insurance Year, the District will provide a Group HRA based on the Moda Plan 5. The District will fund the Group HRA such that the deductible will be \$400 per covered person (\$500 if no PCP360 provider selected), maximum three per family, and the maximum out-of-pocket will be \$3000 per covered person (\$3100 if no PCP360 provider selected), maximum three per family. For school year 2021-2022 the District shall pay a maximum up to \$1,344 per month and for school year 2022-2023 the District shall pay a maximum up to \$1,411 per month towards insurance premiums for Moda Plan 5, and the employee's choice of dental and vision coverage offered by the District.

Any employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$588 per month for 2021-2022 and \$617 per month for year 2022-2023 as a basic contribution. This basic contribution can be used toward dental and vision insurance, Section 125 or taxable income. (See last paragraph Section A.)

The employee's share of the insurance premium will not change even if the District chooses to utilize the tiered rate premium.

Section 125 Plan:

In the event the amount paid by the District for the purchase of insurance for each employee is less than the actual cost of that insurance, then each affected employee shall pay the difference through payroll deduction. The District will make available a Section 125 Plan to allow for before tax deductions of the employee paid insurance premiums.

Any District basic contribution that is not spent on the insurance choices provided to the employee may be used towards eligible insurance premiums offered under the Section 125 Plan. Any remaining District basic contribution not spent on insurance plans will be included in wages as taxable fringe. This amount would then be available to the employee to contribute to their individual 403(b) account if they choose.

- B. Employees newly hired by the Board shall be eligible for District-paid insurance premiums upon acceptance of written application by the insurance carriers on the first day of the month following the month work commenced.
- C. The benefit program(s) identified herein shall be provided only in accordance with the underwriting rules and regulations as set forth by the carrier(s) in the policy (policies) retained by the policyholder.
- D. The District's obligation towards premium payments as provided herein shall cease on the first day of the month following the month in which the eligible employee was no longer employed by the District or prorated for time worked or the termination date of this Agreement, whichever is sooner. Employees who complete their contract obligations for the full contract year shall have benefits terminated on August 31.
- E. Teachers retiring after June 30, 2017, and with a minimum of twenty (20) years of certified service to the district shall be paid a one-time severance payment based on their accumulated sick leave days. Up to half of the accumulated days will be paid at a rate of \$50.00 per day, with a maximum payout of \$3,500. Tier 1 and Tier 2 members must decide whether to take the contract benefits or the PERS benefits.

Article 19 • Salary

- A. The salary schedule for 2021-2023 is contained in Appendix A and the extra duty schedule for 2021-2023 is contained in Appendix B. Salaries and Extra Duty Schedules for 2021-2022 shall be increased by 4.5% over the 2020-2021 rates. Salaries and Extra Duty Schedules for 2022-2023 shall be increased by 4.5% over the 2021-2022 rates. All employees eligible for step advancement will receive one. All employees not eligible for step advancement will receive \$1,360 added to their annual salary. Effective July 1, 2022, employees not eligible for step advancement will receive \$1,421 added to their annual salary.
- B. Employees shall pay the employee contribution to PERS.
- C. Regular paydays for employees covered by this contract shall be paid in twelve (12) equal monthly installments paid on the last Friday of the month, with the exception

that the first salary payment of the school year shall be made on the day teachers report for duty during Fall in-service. June and July paychecks will be issued on the last regular work day in June. District payroll calendar will be established and available with District academic calendar.

- D. Adult education, Saturday school and summer school are voluntary teaching assignments. If a teacher elects to accept such a voluntary assignment, the teacher will be compensated by the amounts stipulated by the funding source for the program. If the compensation amount is left to the discretion of the District, payment shall be as stipulated under Section E, subject to all federal, state and local deductions.
- E. The following assignments, outside the regular school day, will be paid at the current contract rate of MA Step 9. (All professional work, requested by the District, outside of the regular contract day.)

Special Education Teachers who attend required Special Education meetings before or after the normal work day will be provided compensatory time off (in lieu of pay) for time spent at such meetings between 7:30 a.m. and 7:45 a.m. and between 3:45 p.m. and 4:00 p.m., and will be paid at the MA Step 9 rate of pay for time spent at such meetings before 7:30 after 4:00 p.m. Compensatory time may be taken at the teacher's discretion, provided that the absence will not require a substitute. Every effort will be made to schedule IEP meetings between 7:30 am and 4:00 pm.

Article 20 • Extra Duty

- A. Extra duty contracts will be offered, in writing, prior to May 15th of the preceding the school year. These contracts, if accepted, shall be returned not later than May 31st. Extra duty position openings in the District will be described by written notice and displayed in appropriate locations in each building. Teachers new to the District who are to be given extra duty contracts will be given their contracts simultaneously with their teaching contracts, if known.
- B. Payment for extra duty activities that are not full year in length will be added to the employee's paycheck on the first month of the start of the activity. Payments will be divided out for the duration of the activity.

For extra duty activities rendered as a full year assignment, payment will be made monthly over the duration of the activity.
- C. The Superintendent reserves the right to cancel, add or not fill any positions, or the amount or portion thereof, stated in these schedules for extra duty.
- D. The extra duty salary schedule for this contract is contained in Appendix B.
- E. If a high school athletic team's season is extended due to participation in the playoffs or state competition, the participating coaches will receive an additional payment of 2% of the stipend.

Article 21 • Leaves of Absence

A. Sick Leave

Sick leave means absence from duty because of illness or injury of a teacher or a member of his/her immediate family, as defined in Section F of this Article, and shall be allowed at a rate of ten (10) days during each school year. Sick leave in excess of five (5) consecutive days shall be verified upon request of the Superintendent, by certificate of the teacher's attending physician or practitioner that illness or injury prevents the teacher from teaching. The teacher must work at least one (1) day on the job in the new working year before sick leave credit for the ten (10) days will be given.

Sick leave not taken shall accumulate and may be transferred from other Oregon districts to a maximum of seventy-five (75) days at a rate of not more than ten (10) days per year of employment outside the District after the teacher has completed thirty (30) working days in the District. These provisions are not in addition to sick leave outlined in ORS 342.595.

B. Injury on Duty

Sick leave may be drawn on a prorated basis and added to Workers' Compensation benefits. The combined pay shall not exceed the teacher's regular salary.

C. Personal Discretionary Leave

Three (3) days paid personal discretionary leave will be allowed each year. Personal leave must be requested in writing at least 24 hours in advance (can be waived in case of emergency) and be approved by the Building Principal. Personal discretionary leave days are not accumulative; however, unused personal discretionary leave days will automatically be converted to sick leave on the last working day of each school year (June 30). Once converted, these sick leave days are not retrievable as personal discretionary leave days. Teachers shall receive \$100.00 per day for any unused personal leave that is not converted back to sick leave. Requests for payment of unused personal leave must be received in the business office by May 15th.

No more than the following numbers of teachers may be gone on personal leave at any one time. Exceptions will be made at the discretion of the building principal.

- 4 Teachers at the Elementary level (K-5)
- 2 Teachers at the Middle School level (6-8)
- 3 Teachers at the High school level (9-12)

D. Family Medical Leave

Pregnancy leave, family medical leave, and parental leave will be administered according to statute ORS Chapter 659.

E. Leave of Absence

Upon approval, leaves of absence may be allowed after seven (7) years in the District for a one (1) year's leave of absence. A maximum of two (2) persons will be eligible for leaves of absence from the District, for one (1) year. Upon return, teachers shall retain their seniority held at the time of their leave of absence, all other benefits shall not accrue during this leave of absence.

F. Bereavement Leave

Bereavement leave will follow OFLA guidelines. District will pay up to a maximum of five (5) days for each death in the immediate family during any school year. Definition of immediate family is as follows: Spouse, children, grandchildren or grandparents of the employee or spouse; mother, father, former guardian, brother or sister of the employee or spouse, or any relative who is the resident responsibility of the employee,

G. Jury Duty

Employees summoned for jury duty will be paid their regular salary, less the amount paid the employee by the court, with the exception of mileage fees. The District reserves the right to request the employee be exempted from jury duty if there is an emergency or if it were to create a hardship for the District

H. Court Duty

Employees subpoenaed for a courtroom appearance having to do with their district employment, will be paid their regular salary, less the amount paid the employee by the requesting party, with the exception of mileage. This would not apply where the individual is appearing as a litigant or witness against the District or where the individual has been charged with a crime.

Article 22 • Sick Leave Donation

- A. Any teacher may, at his/her discretion, donate not more than two days of his/her accumulated sick leave to a fellow teacher who has exhausted his/her own sick leave to personal illness. This donation is available for absences due to personal illness or injuries that meet the definition of a serious health condition under the Oregon Family Leave Act (OFLA) and/or the Federal Family and Medical Leave Act (FMLA). The total of such donated sick leave shall not exceed the number of sick leave days accrued by the recipient on the date the illness began, nor shall more than thirty (30) days of sick leave be donated for this purpose to a single recipient during the current school year. The thirty (30) day limit shall be prorated accordingly for part time teachers. (Example: a 62.5 percent employee would be eligible for $.625 \times 30 = 18.75$ days of donated sick leave or portion thereof depending upon accumulation at the time the illness began.)
- B. All donations shall come from currently accumulated sick leave of the donor and donated sick leave days shall be re-accumulated by the donor at the usual rate as specified by this Agreement. The donor and the recipient shall have no later than

five (5) working days after the recipient returns to work to notify the Business Office of the requested sick leave transfer on forms provided by the District.

- C. No other forms of leave are transferable under this Agreement.
- D. The Association agrees to hold the District harmless against any and all claims, suits, orders or judgments brought against the District as a result of the provisions of this Article. The District agrees to notify the Association promptly of any claim and to cooperate with the Association and its designated counsel in the defense of any claim.

Article 23 • General Provisions

A. Separability

In accordance with Oregon law, in the event any words or sections of this Agreement are declared to be invalid by any court of competent jurisdiction, by ruling of the Employment Relations Board, by statute or Constitutional amendment or by the inability of the employer or the employees to perform the terms of the Agreement, then upon request of either party the invalid words or sections of the Agreement shall be reopened for negotiations.

B. Compliance Between Individual Contract and Agreement

Any individual contract between the Board and an individual teacher heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

C. Management Rights

The District hereby retains and reserves unto itself all powers, rights, authority and duties, including all rights invested in it by the laws and Constitution of the State of Oregon and the United States. In the exercise of its powers, rights, authority and duties, the District shall be limited only by the express provisions of this Agreement. The Board reserves the right to create, combine, or eliminate any positions as, in its judgment, is deemed necessary.

D. No Strike

During the terms of this Agreement, neither the Association nor its members will participate in a strike, slowdown or withholding or reduction of services against the District. In the event of a violation of this provision by the Association or any of its members, the District may discipline and/or discharge any individual involved in such activities.

E. No Lockout

The District shall not participate in a lockout of members of the Association for the duration of this Agreement.

Article 24 • Duration of Agreement

This Agreement shall be effective July 1, 2021 and shall remain in effect until June 30, 2023, regarding wages, benefits, and contract language. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the right and opportunity to bargain with respect to wages, hours and other terms and conditions of employment.

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and the Board has caused this Agreement to be signed by its Chairman.

Association President

Board Chairman

Date

Date

Approved by Board: _____

APPENDIX A

2021-22 CERTIFIED SALARY SCHEDULE- 190 DAY

Step	BA+0	BA+15	BA+30	MA+0	MA+15	MA+30	MA+45	MA+60
1	\$38,163	\$39,561	\$40,957	\$43,751	\$45,147	\$46,544	\$47,941	\$49,339
2	\$39,689	\$41,086	\$42,483	\$45,278	\$46,675	\$48,072	\$49,468	\$50,865
3	\$41,217	\$42,613	\$44,010	\$46,805	\$48,201	\$49,598	\$50,995	\$52,391
4	\$42,742	\$44,139	\$45,535	\$48,329	\$49,726	\$51,123	\$52,521	\$53,918
5	\$44,268	\$45,665	\$47,063	\$49,856	\$51,253	\$52,650	\$54,047	\$55,444
6	\$45,795	\$47,192	\$48,588	\$51,383	\$52,779	\$54,176	\$55,573	\$56,970
7	\$47,321	\$48,718	\$50,115	\$52,909	\$54,307	\$55,703	\$57,100	\$58,497
8	\$48,849	\$50,245	\$51,642	\$54,436	\$55,833	\$57,229	\$58,627	\$60,023
9	\$50,375	\$51,771	\$53,168	\$55,962	\$57,359	\$58,756	\$60,153	\$61,551
10	\$51,901	\$53,298	\$54,695	\$57,489	\$58,886	\$60,283	\$61,680	\$63,077
11	\$53,428	\$54,825	\$56,222	\$59,015	\$60,411	\$61,809	\$63,206	\$64,603
12	\$54,953	\$56,351	\$57,748	\$60,542	\$61,939	\$63,336	\$64,733	\$66,130
13	\$56,481	\$57,877	\$59,274	\$62,069	\$63,466	\$64,863	\$66,260	\$67,655
14	\$58,008	\$59,405	\$60,801	\$63,595	\$64,992	\$66,389	\$67,786	\$69,183
15	\$59,534	\$60,931	\$62,328	\$65,121	\$66,518	\$67,916	\$69,313	\$70,710
16				\$66,649	\$68,045	\$69,442	\$70,838	\$72,236
Longevity	\$60,894	\$62,291	\$63,688	\$68,009	\$69,405	\$70,802	\$72,198	\$73,596

2022-23 CERTIFIED SALARY SCHEDULE 190 DAY

Step	BA+0	BA+15	BA+30	MA+0	MA+15	MA+30	MA+45	MA+60
1	\$39,881	\$41,341	\$42,800	\$45,720	\$47,179	\$48,639	\$50,099	\$51,559
2	\$41,475	\$42,935	\$44,395	\$47,315	\$48,775	\$50,235	\$51,694	\$53,154
3	\$43,072	\$44,531	\$45,991	\$48,911	\$50,370	\$51,830	\$53,290	\$54,749
4	\$44,665	\$46,125	\$47,584	\$50,504	\$51,964	\$53,424	\$54,884	\$56,344
5	\$46,260	\$47,720	\$49,180	\$52,099	\$53,559	\$55,019	\$56,480	\$57,938
6	\$47,856	\$49,316	\$50,775	\$53,695	\$55,154	\$56,614	\$58,074	\$59,534
7	\$49,450	\$50,910	\$52,370	\$55,290	\$56,750	\$58,209	\$59,669	\$61,129
8	\$51,047	\$52,506	\$53,966	\$56,886	\$58,346	\$59,805	\$61,265	\$62,724
9	\$52,642	\$54,101	\$55,560	\$58,480	\$59,940	\$61,400	\$62,860	\$64,320
10	\$54,237	\$55,697	\$57,157	\$60,076	\$61,536	\$62,996	\$64,456	\$65,916
11	\$55,832	\$57,292	\$58,752	\$61,671	\$63,130	\$64,590	\$66,050	\$67,510
12	\$57,426	\$58,886	\$60,346	\$63,266	\$64,727	\$66,187	\$67,645	\$69,106
13	\$59,023	\$60,482	\$61,942	\$64,862	\$66,322	\$67,782	\$69,242	\$70,700
14	\$60,618	\$62,078	\$63,537	\$66,456	\$67,916	\$69,376	\$70,836	\$72,296
15	\$62,213	\$63,673	\$65,133	\$68,052	\$69,512	\$70,972	\$72,432	\$73,892
16				\$69,648	\$71,107	\$72,567	\$74,026	\$75,486
Longevity	\$63,634	\$65,094	\$66,554	\$71,069	\$72,528	\$73,988	\$75,447	\$76,907

APPENDIX B

Knappa School District

Athletic Extra Duty Salary Schedule 2021-2023

High School:	2021-22	2022-23
Athletic Director	\$7,413	\$7,747
Head Football, Volleyball, Basketball, Wrestling, Softball, Baseball, Cross Country, Track	\$4,672	\$4,837
High School Assistant Coaches:		
Football, Volleyball, Basketball, Wrestling, Softball, Baseball, Track	\$3,672	\$3,837
Elementary:		
Athletic Director	\$3,287	\$3,434
Middle School Coach per season	\$1,250	\$1,500

Non-Athletic Duty Schedule

	2021-22	2022-23
9 th and 10 th Grade Advisor (2 people per grade)	\$238	\$249
11 th and 12 th Grade Advisor (2 people per grade)	\$475	\$496
K-12 Choir/Band Music	\$2,850	\$2,978
Head Drama Coach	\$2,850	\$2,978
Student Council	\$1,307	\$1,365
Yearbook Adviser	\$3,425	\$3,579
FBLA Adviser	\$570	\$596
National Honor Society Adviser	\$1,256	\$1,313
Key Club	\$1,256	\$1,313
Forestry Adviser	\$2,273	\$2,376

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Item Title: Approval of Contract with OSEA, Chapter 52

Presenter: Dr. Fritz

Background Information Related to this Issue:

The leadership of OSEA, Chapter 52 (representing the District classified employees) requested to bargain a reopener with the District regarding wages and benefits. The District agreed to the reopener and bargaining commenced on May 10, 2021.

The proposed contract includes the following:

- A 3.5% wage increase
- A 5% increase in 403b contributions
- Addition of the Group HRA Plan 5 Insurance Package mirroring other employee groups for eligible (full time) employees including adjustments to the opt out amount.
- Allowance for a reopener related to wages and one additional topic per party prior to July 1, 2022.

Background (con't)

Financial Impact:

The additional salary cost to the district is approximately \$43,250 and an additional cost of approximately \$4,000 toward the 403b which is included in the proposed budget for the 2021-22 fiscal year. The cost of the Group HRA plan is largely offset through the plan restructuring and the District assuming the actuarial liability for the differences in deductibles.

Recommended Action:

It is the recommendation of the Superintendent the Board approve the Collective Bargaining Agreement with OSEA, Chapter 52 as presented.

Contract
Knappa School District No. 4
and
Oregon School Employees Association
Chapter #52

2019-2023

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Contract
Knappa School District No. 4
and
Oregon School Employees Association Chapter 52

Article One • Recognition

- 1.1 The Board recognizes the Association as the exclusive bargaining representative for all employees with a regularly scheduled position, excluding substitutes, temporary employees, confidential and supervisory employees.

Article Two • Management Rights

- 2.1 The District hereby retains and reserves unto itself all powers, rights, and authority and duties, including all rights invested in it by the laws and constitutions of the State of Oregon and the United States. In the exercise of its powers, rights, authority, and duties, the District shall be limited only by the express provisions of this Agreement.
- 2.2 The Board agrees to send the Association President a copy of the monthly School Board agenda Tuesday prior to the meeting.

Article Three • Association Dues Checkoff • Salary Deductions

- 3.1 The District agrees to deduct from the salaries of its regular employees as requested in writing by the employee:
1. Association dues
 2. Premiums for Board-approved insurance programs.
 3. Payments to the employees' credit union
 4. Contributions to the United Fund
 5. Tax-sheltered annuities provided five (5) or more employees subscribe to the annuity.
- 3.2 The District, upon appropriate authorization of the employee, shall deduct from the salary of any employee and make proper remittance for any other plans or programs mutually agreed to by the District and teachers.
- 3.3 The District agrees to deduct an amount equal to one tenth (1/10) of the dues of the Association, each month for ten (10) consecutive months from the pay of each employee who is a member of the Association, beginning with the paycheck for the month of October. Prior to the first dues deduction of the school year, and then for any employee who becomes a member of the Association after the start of the school year, the Association shall notify the District of bargaining unit members who have elected to have dues deducted from their paychecks and shall identify the dues to be deducted from each. In addition, the Association shall provide a formal letter from the OSEA Membership Department that confirms that OSEA possesses sufficient documentation of dues deduction authorization for those members. Upon request by the District, the Association shall make available to the District for review the documented proof of dues deduction authorization for employees. The Association shall also notify the District when a bargaining unit member should no longer have dues deducted. This notification will also include written proof of authorization by the employee. The District shall enact dues deduction changes on the pay period following a written notification.
- 3.4 Along with the monthly dues remittance to OSEA, the District shall provide to OSEA an electronic database with the name of each employee from whom dues deductions have been made and the amount of deductions.
- 3.5 Every quarter the District shall provide to OSEA an electronic database of each employee in the bargaining unit.
- 3.6 The Association agrees to hold the District harmless against any and all claims, suits, orders or judgments brought against the District as a result of the provisions of this Article. The District agrees to notify the

Association promptly of any claim and to cooperate with the Association and its designated counsel in the defense of any claim.

Article Four • Association Responsibility

- 4.1 The Association or committees of the Association shall be allowed the use of facilities of the school district for meetings on the same basis as other school-related groups.
- 4.2 The Association shall be allowed use of such office equipment as needed to provide information to the employees outside the regular workday and with the permission of the principal.
- 4.3 The Board shall provide the Association with reasonable bulletin board space, in each building where employees work, for the association's use in communicating with employees.
- 4.4 Up to four Association representatives shall be granted a total of two days each without pay from his/her regular school duties to attend OSEA annual conferences and necessary meetings of interest to the Association, with approval of the Superintendent. The employees may use personal leave time, vacation time, and comp time, if available, to attend the Association conference.
- 4.5 The building principal or supervisor will approve or disapprove visits to employees during working hours.

Article Five • Layoff

- 5.1 Seniority will be defined as the continuous length of service with Columbia School District 5J and the Knappa School District No. 4 as a classified employee from the most recent date of hire. For accounting purposes, all authorized paid leave will be counted towards seniority; authorized, unpaid leaves of absence in excess of thirty (30) consecutive days will not count towards seniority, but will not break seniority. Classified employees who are laid off and subsequently recalled shall retain cumulative seniority for all periods worked except for the period of layoff.

When a layoff occurs within the bargaining unit, the Association and those employees affected will be notified at least ten (10) working days in advance. This Article shall be interpreted to cover reductions in hours (except those instituted for disciplinary reasons), subject to the following conditions:
 - a. Temporary reductions in hours (for 30 work days or less) are not covered by this Article; and
 - b. Only reductions in hours of over one hour are covered by this Article.
 - c. In event hours are reduced and the employee is eligible for benefits, such benefits (at the existing level at the time) shall continue through the current school year, unless the reduction is a total elimination of hours.
- 5.2 Layoff of bargaining unit employees will be based upon seniority, but such layoff will occur by classification. Laid-off employees will not be paid any salary or benefits during the period of layoff. Notwithstanding, a laid-off employee may, at his/her own expense, continue insurance coverage, subject to the approval of the insurance carrier(s).
- 5.3 A laid-off employee who previously worked in a different classification for the District (within the definition of seniority in the first paragraph above), may "bump" an employee in the other classification as long as two conditions are met:
 - a. The laid-off employee has greater District seniority than the person to be "bumped"; and,
 - b. The laid-off employee had at least current satisfactory evaluations. The evaluation form will have an overall evaluation rating that includes "satisfactory" and "unsatisfactory."

5.4 Recall rights shall exist for 27 months from the date of layoff. Any laid-off employee not recalled according to this procedure within the 27 months will be deemed to have been terminated in good standing.

Whenever the District determines that a vacancy exists within a classification which has experienced a layoff (within the last 27 months), laid-off employees from that classification will be recalled in reverse order of layoff. The recall notice will be sent by registered mail to the last address the District has on record for the laid-off employee. The laid-off employee will have 10 workdays to respond to the recall notice. Failure to respond within the 10 days or rejection of any recall notice will cause the laid-off employee to forfeit all recall rights and will be deemed to be a resignation.

A laid-off employee shall have the option not to accept a position that is not equal in hours to the former position, and still remain on the recall list.

If no laid-off employee has responded to the recall by classification, or if no further laid-off employees exist from the classification, all other laid-off employees may apply for the regular vacancy. Such application shall not prejudice the employee's rights to recall in his/her own classification.

Article Six • Lunch and Rest Periods

6.1 Each employee working six (6) or more hours per day shall receive an uninterrupted lunch period of one-half hour. Such time shall be as scheduled by the employee's immediate supervisor and be as near as possible to the halfway point of the workday.

6.2 Each employee shall receive a 10-minute break during each 4-hour period of consecutive service, or major portion thereof, with the break as close as possible to the 2-hour interval. Such breaks will be controlled by the employee's immediate supervisor.

Numbers of Meal and Rest Periods Required Based on Length of Work Period

Length of work period	Number of rest breaks required	Number of meal periods required
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min - 18 hrs	4	2
18 hrs 1 min - 21 hrs 59 min	5	2
22 hrs	5	3
22 hrs 1 min - 24 hrs	6	3

Article Seven • Personnel Records

7.1 The personnel records of all classified employees shall be maintained in the District's Personnel Office. Such personnel records shall not contain any information of a critical nature that does not bear either the signature of the employee indicating that he/she has been shown the material or documentation that the employee has refused to sign it. A copy of such material shall be furnished to the employee upon request. The employee's personnel records shall be available for inspection upon his/her request during the normal working day.

7.2 Employees have the right to respond to any comments in the file and permanent record. An employee will have the right to indicate those documents and/or other materials in his or her file which the employee believes to be obsolete or otherwise inappropriate for retention. Said documents will be reviewed by the Superintendent or designee and if the Superintendent or designee agrees, the documents will be destroyed. The decision of the superintendent or his/her designee is final and binding with no appeal to the board.

- 7.3 Material placed in the personnel record of an employee without conformity with the provisions of this Agreement will not be used in any subsequent evaluation or disciplinary procedure involving the employee.

Article Eight • Separability of Provisions

- 8.1 In the event that any provisions of this contract shall at any time be declared invalid, the District will be in compliance with ORS 243.702.

Article Nine • Wages

- 9.1 Wages for the classified employees in the bargaining unit shall be as indicated on the attached hourly wage schedule (Appendix A) and by this reference incorporated herein.
- 9.2 A permanent change in position involving new duties with greater responsibilities shall be accomplished by moving the employee affected to the appropriate hourly wage step for the new position which provides an hourly wage rate higher than he/she was receiving prior to the change, and then moved one additional step.
- 9.3 The Association hereby agrees that all reference to overtime for employees, except bus drivers, shall be based on current State and Federal laws. Such laws require the payment of overtime for all hours worked over 40 hours per week. Bus drivers of the District shall continue to be paid overtime for hours worked in excess of 8 hours per day or 40 hours per week, whichever occurs first.
- 9.4 An employee in the bargaining unit called back to work shall be guaranteed a minimum of two hours of work.
- 9.5 New employees will be placed on the first column of the position schedule and subsequently moved one step horizontally on each anniversary in that position. New employees possessing relevant past work experience may be hired in at higher columns, subject to the recommendation of the Superintendent and approval by the Board.
- 9.6 Employees shall be entitled to pay draws on a monthly basis to be paid on the 15th of the month provided it is done in writing and turned in by the 10th of the month in which the employee is requesting the draw.
- 9.7 Qualified employees within the District will be considered for additional hours before the district hires a non employee substitute. Employees shall not be placed in a position that would result in work exceeding 40 hours per week.
- a. Supervisors may request a classified employee assume part or all of the responsibilities of an absent employee. If the new duties are responsibilities of an employee in a classification with a higher wage scale, that employee will be paid the higher wage (at the step they are normally assigned).
- b. An employee voluntarily performing duties of a lower or higher classification will be paid the starting wage of that classification. Employees directed to substitute or perform duties of a classification that has a lower wage scale than their normal position shall be paid at the rate of their normal position. (Note: If an employee has a choice, to perform the additional duties or not, that shall be the determining factor when deciding between voluntarily performing duties or being directed to perform such duties).
- c. Additional hours worked as a substitute shall not constitute an eligibility for insurance benefits.
- 9.8 Each employee shall choose his or her method of receiving pay from the following choices:
- a. Pay will be for actual time worked and includes time from the 16th to the 15th.
- b. Twelve (12) equal payments beginning the first month worked with remained checks issued in June. Employee must notify the payroll office by July 1 of their choice.

Article Ten • Fringe Benefits

10.1

For year 2019-2021 the District shall pay a maximum of \$1,075 per month towards insurance premiums for each full-time employee's plan choice for medical, dental and vision coverage offered by the District.

Beginning with the 2021-2022 Insurance Year, the District will provide a Group HRA based on the Moda Plan 5. The District will fund the Group HRA such that the deductible will be \$400 per covered person (\$500 if no PCP360 provider selected), maximum three per family, and the maximum out-of-pocket will be \$3000 per covered person (\$3100 if no PCP 360 provider selected), maximum three per family. For school year 2021-22 the district shall pay a maximum of up to \$1,344 per month and for the school year 2022-2023 the District shall pay a maximum of up to \$1,411 per month towards insurance premiums for Moda Plan 5, and the employee's choice of dental and vision coverage offered by the District.

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Any eligible employee who opts out of medical/dental/vision insurance coverage, based on the rules set forth by the insurance company, shall receive \$588 per month for 2021-22 and \$617 per month for 2022-23 as a basic contribution. The basic contribution can be used toward dental and vision insurance, Section 125 or taxable income (See last paragraph Section A.)

The employee's share of the insurance premium will not change even if the District chooses to utilize the tiered rate premium.

For those employees who do not qualify for a health benefit, they will be eligible for a 403b. This funding is based on a proration based on their FTE of \$21000 a month during the school year. Example: A .5 FTE employee would receive \$10500 a month deposited into their 403b from September to June of each year. It is the responsibility of the employee to establish an account with an approved vendor under the 403(b) plan at which time the plan will be paid starting the first month after the employee has established said account. This funding is based on available funding and is subject to change during future negotiations.

~~After 2 employees have chosen to opt out of medical/dental/vision insurance coverage based on the rules set forth by the insurance company the following applies: employees opting out shall receive a basic contribution of \$4,540 for the 2019-20 and the 2020-2021 school years. This will be pro-rated for employees starting in mid-year. The basic contribution can be used toward dental and vision insurance, Section 125 or taxable income. (See last paragraph Section 10.1)~~

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

~~The employee's share of the insurance premium will not change even if the District chooses to utilize the tiered rate premium.~~

Section 125 Plan:

In the event the amount paid by the District for the purchase of insurance for each employee is less than the actual cost of that insurance, then each affected employee shall pay the difference through payroll deduction. The District will make available a Section 125 Plan to allow for before tax deductions of the employee paid insurance premiums.

Any District basic contribution that is not spent on the insurance choices provided to the employee may be used towards eligible insurance premiums offered under the Section 125 Plan. Any remaining District basic contribution not spent on insurance plans will be included in wages as taxable fringe. This amount would then be available to the employee to contribute to their individual 403(b) account if they choose.

10.2

~~Should the District and the Union mutually agree to participate in the Oregon Education Benefits Board (OEBB) during the term of this agreement the parties agree the District's contributions shall be allocated using the OEBB rate structure. For example, if OEBB insurance is sold using tiered rates the District and Association agree that District caps will be set at the tiered level single, employee plus child(ren), employee plus spouse, family.~~

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~~It is understood and agreed that the cap amount will be a maximum contribution toward the purchase of primary medical, dental and vision insurance premiums.~~

~~However, the District agrees that in moving to tiered rates if the total costs to the District is reduced the total dollars available for insurance for classified employees will be maintained and used to make up the difference between current employee premium contribution costs and any increased contribution costs for the higher tiered rates unless there is no increase to any group of employees.~~

~~There will be no "unused employer contribution" to be used toward other coverages and no funds will be paid as cash. The District and the Union agree premiums shall include any administrative fees. Any administrative costs assessed by OEBB shall be considered to be part of premium costs for the insurance program and are subject to the same contribution limitations stated above. The District will not be responsible for any costs associated with the insurance program beyond the negotiated contribution.~~

~~It is understood and agreed that any employees eligible for insurance coverage under any state offered health plans that do not meet the requirements for eligibility under this contract will not receive any District contribution. Furthermore, by enrolling in any of the plans here he agrees to a payroll deduction for the full premiums of selected plans including any administration fees.~~

10.23 The school district will pay expenses for training programs for classified personnel, including mileage, meals, registration fees, etc., with prior approval of the Superintendent. Money will be budgeted for this purpose. The district will pay an employee at their regular rate of pay for time spent in required classroom training programs. This will cover any classified employee who requires on going district mandated training. (This provision is not intended to cover college credit.)

10.34 Employees will be paid their regular scheduled hours and rate for two days per year that schools are closed due to inclement weather, physical plant problems (e.g. a power outage) or other such unforeseeable problems.

10.46 In the event an employee is required to use a personal car for the purpose of conducting school business, the employee shall be reimbursed for mileage at the Internal Revenue Service rate known at the time of payment.

10.56 Twelve-month per year employees will receive ten days paid vacation after one twelve-month year in the District. Those twelve-month employees who have worked five twelve-month years or longer in the District will be granted fifteen days paid vacation annually. Twelve-month employees who have worked ten twelve-month years or longer in the District will be granted twenty days paid vacation annually. Vacation time for employees working less than eight hours per day will be based on proration of the above schedule.

10.87 Two days' personal business leave will be granted each regularly-employed employee, renewable each year (not cumulative), and approved by the building principal or supervisor.

One additional personal business leave day per year will be granted to employees who commence their 8th year of consecutive service.

10.78 Bereavement leave with full pay shall be allowed up to a maximum of five (5) days immediately following each death in the immediate family during an employee's work year. Definition of immediate family is as follows: spouse, (step) children and their spouses, grandchildren, grandparents and great grandparents of the employee or spouse, (step) mother, (step) father, former guardian, brother or sister of the employee or spouse, or any relative who is the resident responsibility of the employee.

10.89 Sick leave means absence from duty because of illness or injury of an employee or a member of his/her family, as defined in Article 10.9 above. Each regular employee shall be allowed ten days' sick leave per year or one day per month employed, whichever is greater, up to a maximum of twelve per year (prorated in hours for part-time employees). In the first year of employment, sick leave will be prorated and credited to the employee as it is earned per month. After the first year of employment, sick leave will be credited to the employee at the beginning of the fiscal year or work year, whichever is applicable. However, such credit of sick leave is only an advance on the amount projected to

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accrue during the employee's work year. Midyear resignations or terminations will result in an adjustment of any unearned but used sick leave. In order for an employee to receive this annual credit, the employee must actually commence work in the new work year. A month employed, for the purposes of this section, means at least one-half of the days in the particular month.

Sick leave not taken shall accumulate and may be transferred from another school district up to 75 days; however, the accumulation shall not exceed that carried by the most recent employing district and shall not be effective until the employee has completed thirty days with the new district.

An unlimited number of days of unused sick leave may be transferred from another Oregon district for purposes of computing retirement benefits. These provisions are not in addition to sick leave outlined under ORS 332.507. An employee who is absent on sick leave in excess of five consecutive school days may be required to furnish the principal or supervisor with a doctor's certificate stating that the illness or injury was such to prevent the employee from working. The statement would also indicate that the employee is released by the doctor for return to duty.

Employees who are absent on approved sick leave after expiration of all sick leave accumulation may be placed on leave without pay.

10.944 Any classified employee may, at his/her discretion, donate not more than two days of his/her accumulated sick leave to a fellow classified employee who has exhausted his/her own sick leave due to personal illness. The total of such donated sick leave shall not exceed the number of sick leave days accrued by the recipient on the date the illness began, nor shall more than thirty (30) days of sick leave be donated for this purpose to a single recipient during a current school year. The thirty (30) day limit shall be prorated accordingly for part-time classified employees. (Example: a 62.5 percent employee would be eligible for $.625 \times 30 = 18.75$ days of donated sick leave or portion thereof depending upon accumulation at the time the illness began.)

All donations shall come from currently accumulated sick leave of the donor and donated sick leave days shall be reaccumulated by the donor at the usual rate as specified by this Agreement. The donor and the recipient shall have no later than five (5) working days after the recipient returns to work to notify the Business Office of the requested sick leave transfer on forms provided by the District.

No other forms of leave are transferable under this Agreement.

The Association agrees to hold the District harmless against any and all claims, suits, orders or judgments brought against the District as a result of the provisions of this Article. The District agrees to notify the Association promptly of any claim and to cooperate with the Association and its designated counsel in the defense of any claim.

10.102 Court Duty - Employees subpoenaed for a courtroom appearance having to do with their District employment, will be paid their regular salary, less the amount paid the employee by the requesting party, with the exception of mileage. This would not apply where the individual is appearing as a litigant or witness against the District or where the individual has been charged with a crime.

10.113 Jury Duty. Employees summoned for jury duty will be paid their regular salary, less the amount paid the employee by the court, with the exception of mileage fees.

10.124 Leave without Pay. Any request for leave without pay will be submitted only after all other available leaves (except Sick Leave) have been exhausted and will be subject to approval by the building Principal or immediate supervisor.

10.135 Misuse of Leaves. Any misuse of leaves or any other provisions for absence from assigned duties through intentional fraud, deceit or falsified statements shall be considered gross negligence and the employee shall be subject to disciplinary action and/or dismissal.

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Article Eleven • Conditions of Employment

- 11.1 Step increases will be determined on July 1 of each school year. If the employee starts work prior to December 31 their anniversary date will be the following July 1. If the employee starts to work after January 1 their anniversary date would be July 1 of the following year (i.e. hire date 1/3/17, step increase would be 7/1/18).
- 11.2 All new employees will be hired on a six-month probationary period, during which time they may be dismissed without showing cause. Dismissals of probationary employees are not subject to the Grievance Procedure or Arbitration.
- 11.3 Conditions for Promotion:
Section A: A regular employee who has been promoted to a higher paid job classification may be returned to his/her former position and rate of pay within the first 90 calendar days of such promotion, at the discretion of the District. The District will provide the affected employee with a job related reason for any such return to the former position.
Section B: An employee promoted to a new job classification shall have the option, without penalty, of returning to his/her previous position, at the previous rate of pay, within ten (10) working days of promotion.
- 11.4 Negotiated increases will become effective on July 1 of each year for which an increase is applicable.
- 11.5 The District will pay for the required driver physical examinations and EKG's by the health care provider of the District's choice or employees may use their personal health care provider.
- 11.6 During the term of this agreement, the association and its bargaining unit members will not initiate, cause, permit to participate, or joining in any strike, work stoppage, slowdown or other concerted activity, including the observance of the picket line of an other labor organization. Participation in any of the above- prohibited activities shall constitute full just cause for disciplinary action, including discharge and/or damages.
- 11.7 There will be no lockout of employees in the bargaining unit by the District as a result of a labor dispute during the term of this Agreement.
- 11.8 The District agrees that for the duration of this agreement it shall not contract out bargaining unit work except to the extent that specialized contractors may be utilized to perform work requiring state or federal licensure for which no bargaining unit employee possesses. The District and the association leadership agree to negotiate in the event of any unexpected contract-out work that might arise.

Article Twelve • Holidays

- 12.1 All regular employees shall receive holidays, without loss of pay, as set forth below, if they fall within their work year:

Independence Day	Day after Thanksgiving
Labor Day	Christmas Eve Day
Veterans' Day	Christmas Day
Thanksgiving Day	New Year's
Martin Luther King Day	President's Day
Memorial Day	

To be eligible, employees must work their regularly scheduled shift the day before and the day after the holiday, unless on approved personal business leave, bereavement leave, vacation, or emergency school closure. (Sick leave exceptions to this day-before/day-after restriction may be waived on a case by case basis at the discretion of the Superintendent or designee).
- 12.2 Holidays falling on Saturday or Sunday will be observed on week days immediately preceding or following the weekend as determined by the district calendar for the year in question.

Article Thirteen • Grievance Procedure

- 13.1 The purpose of this procedure is to secure the exclusive and expeditious means of equitable solutions to grievances at the lowest possible level regarding the interpretation and application of the specific terms and provisions of this agreement. A grievance is defined as a claim of improper and inequitable application or interpretation of the Agreement between the Knappa School Board and the local Association filed in writing within 20 calendar days of the alleged occurrence or knowledge of such occurrence reasonably should have known. Maintenance and transportation personnel should file their grievance with the superintendent. All other classified personnel should file their grievance with the building principal.
- 13.2 Level One. The grievant will first discuss the grievance with the building principal or superintendent (as directed in Section 13.1) in an attempt to resolve the matter informally at that level. If not satisfied with the written response, the grievant may file a formal written grievance with the building principal or superintendent (as directed in Section 13.1).
- 13.3 Level Two. In the event of a formal written grievance, the building principal or superintendent, (as directed in Section 13.1), shall meet with the grievant and representative within seven calendar days after receiving the grievance, in an attempt to resolve the grievance. The principal or superintendent will render a written decision within seven calendar days of the meeting.
- 13.4 If the grievant is not satisfied with the decision at Level Two, the grievant may appeal the decision within seven (7) calendar days to the Superintendent.
- 13.5 Level Three. The Superintendent will discuss the grievance with the grievant and representative within fourteen (14) calendar days of the request and try to resolve the grievance. The Superintendent shall communicate the decision in writing to the school board, the grievant, and the representative, within seven (7) calendar days after the meeting. If dissatisfied with the action of the Superintendent, the grievant may request a meeting with the school board within seven (7) calendar days.
- 13.6 Level Four. Within twenty (20) calendar days of receipt of the appeal from the Superintendent's level, the Board will schedule a meeting with the grievant and representative to discuss the matter. The Board will render a decision in writing within fourteen (14) calendar days after the conclusion of the meeting. A copy of the Board's decision shall be sent to the grievant and representative.
- 13.7 Nothing herein stated shall deprive the grievant of rights to be represented by counsel before the Board. The Association shall have the right to be present for any adjustment of the grievance.
- 13.8 Level Five. The Association, if dissatisfied with the decision at the Board level, may appeal the grievance to arbitration within ten (10) calendar days. Only the Association may carry the grievance procedure to Level Four and only the specific grievance as filed at Level Two may be submitted to arbitration.

Within five (5) days of receipt of the appeal, the Superintendent and the Association shall attempt to select a mutually acceptable arbitrator. If this is not done, the parties shall on the sixth (6th) day, initiate a request to the Employment Relations Board for a list of five (5) arbitrators who reside in the State of Oregon. The party to strike the first name shall be determined by a coin flip and the losing party shall strike one name. This process will be repeated. The one remaining shall be the arbitrator. The hearing shall be conducted in a manner agreed to by the parties or, failing such agreement, as determined by the Rules of the American Arbitration Association in effect at that time.

The arbitrator shall have no power to advise on salary adjustments, except as to the improper application thereof, and may not add to, subtract from, modify or amend any terms of this Agreement. The arbitrator shall have no power to substitute his discretion for that of the Board in any manner not specifically contracted away by the Board. A decision or award of the arbitrator shall, within the scope of the arbitrator's authority, be final and binding on both parties.

In case of a grievance involving any continuing or other money claim against the District, no award shall be made by the arbitrator which shall allow any alleged accruals for more than thirty (30) days

prior to the date when such grievance shall have first been presented to the immediate supervisor or principal.

Expenses for the arbitrator's services and the proceedings shall be borne equally by the parties. However, each party shall be completely responsible for all costs of preparing and presenting its own case, including compensating its own representatives and witnesses. If either party desires a record of the proceedings, it shall solely bear the cost of such record and provide a copy to the other party at the cost of reproduction only.

Article Fourteen • Discipline/Discharge

14.1 The District shall not issue a written reprimand, suspend without pay or reduce in basic compensation, any classified employee without just cause. This provision does not apply to the dismissal of a probationary classified employee. Just Cause in this agreement means:

1. The employee is given forewarning or foreknowledge of the possible or probable disciplinary consequences of his/her conduct. Certain offenses, such as insubordination, coming to work intoxicated, drinking intoxicating beverages on the job, or theft of District property, or of fellow employees, are so serious that any employee can properly be expected to know already that such conduct is offensive and punishable.
2. There will be an investigation conducted fairly and objectively of the charges before any discipline is administered.
3. The District's rule was reasonably related to:
 - a) the orderly, efficient and safe operation of the District's business; and
 - b) the performance that the District might properly expect of the employee.
4. The District, before administering discipline to an employee, will determine whether the employee did in fact violate or disobey a rule or order of the District.
5. The investigation will provide substantial evidence or proof that an employee is guilty as charged.
6. The penalty will be reasonably related to the seriousness of the offense and the record of the employee in his/her service with the District.

Article Fifteen • Job Openings

15.1 The Board shall make available to the Association a list of new job openings in the bargaining unit. The job opening list shall be available at least ten (10) calendar days prior to the closing of the open positions.

15.2 When a vacancy occurs within the bargaining unit, either existing or newly-created, such openings shall be posted. The posting notices shall be mailed to the Association president, and shall be posted on bulletin boards in each responsibility center during the school year where classified employees work and shall be posted on a bulletin board in the District Office during the summer months.

In the event a "temporary position" exceeds 90 consecutive work days it shall be opened and posted as a vacancy.

15.3 The District agrees to consider the employment of less-than-twelve-month employees during summer vacation periods in temporary positions. It is understood that these temporary positions may encompass some of the duties the less-than-twelve-month employees perform during the regular school year. It is further understood that these positions may be paid at a rate less than employees earn during regular employment. As a consequence, the Association and its members agree that the grievance procedures do not apply to this section and that neither will enter into any suit to recover

wages higher than those paid to other temporary summer employees performing the same work. In addition, employment during one summer session would not guarantee employment during subsequent summers. In no case does the granting of temporary summer employment to a less-than-twelve-month employee constitute an extension of the employee's employment year or the granting of fringe benefits beyond those required by law.

15.4 Bus Driver Route Assignment • Bus driver assignments will be made according to the "Bus Driver Handbook," as approved by the Board, the lead bus driver and OSEA leadership.

Signatures

This contract is made and entered into by the Oregon School Employees Association, Chapter 52, referred to as the "Association" and the Board of Education of the Knappa School District No. 4, referred to as the "Board" or the "District."

This contract supersedes all previous contracts and memorandums and shall be effective as of July 1, 2019, shall be binding upon the Board, the Association and its members, and shall remain in full force and effect through June 30, 2023.

The parties agree to a re-opener to negotiate wages prior to July 1, 2022. At this re-opener, each party may also bring one additional topic for bargaining at that time. Any other possible re-openers during the term of this contract may only occur only by mutual consent of the parties.

In witness whereof, the parties hereby affix their signatures.

_____ Date

_____ Date

_____ Oregon School Employees Association

_____ Representative KSD Board

Board Approved

DATE _____

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APPENDIX A
WAGES SCHEDULE

2019-2020									
CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 11	STEP 16
HEAD COOK	\$13.81	\$14.29	\$14.76	\$15.31	\$15.80	\$16.33	\$16.93	\$17.03	\$17.19
COOK	\$12.94	\$13.41	\$13.88	\$14.43	\$14.91	\$15.45	\$15.80	\$14.88	\$16.05
EDUC ASST	\$13.03	\$13.46	\$13.93	\$14.45	\$14.98	\$15.52	\$16.11	\$16.21	\$16.36
HEAD MEDIA ASST	\$14.49	\$14.96	\$15.48	\$15.99	\$16.60	\$17.15	\$17.81	\$17.91	\$18.06
MEDIA ASST	\$13.64	\$14.32	\$14.64	\$15.16	\$15.74	\$16.30	\$16.88	\$16.98	\$17.14
HEAD SECRETARY	\$14.83	\$15.39	\$15.92	\$16.48	\$17.13	\$17.72	\$18.41	\$18.51	\$18.67
SECRETARY	\$14.65	\$15.21	\$15.74	\$16.30	\$16.93	\$17.52	\$18.16	\$18.26	\$18.41
SPEECH PATH ASST	\$18.50	\$19.17	\$19.82	\$20.66	\$21.42	\$22.22	\$23.05	\$23.15	\$23.31
HEAD BUS DRIVER & DRIVER TRAINER	\$16.25	\$16.84	\$17.43	\$18.05	\$18.70	\$19.47	\$20.21	\$20.31	\$20.46
BUS DRIVER	\$16.10	\$16.71	\$17.29	\$17.92	\$18.56	\$19.32	\$20.04	\$20.15	\$20.30
TRIP PAY - BUS DRIVERS	\$14.63	\$15.17	\$15.69	\$16.27	\$16.84	\$17.52	\$18.16	\$18.26	\$18.41
MECHANIC/DRIVER	\$18.39	\$19.03	\$19.77	\$20.43	\$21.26	\$22.07	\$22.91	\$23.01	\$23.16
MAINTENANCE	\$18.30	\$19.02	\$19.74	\$20.52	\$21.31	\$22.15	\$23.12	\$23.23	\$23.38
CUSTODIAN	\$14.43	\$14.98	\$15.54	\$16.19	\$16.78	\$17.45	\$18.11	\$18.21	\$18.36
HEAD GROUNDSKEEPER	\$16.73	\$17.33	\$17.95	\$18.62	\$19.30	\$20.00	\$20.78	\$20.88	\$21.03
GROUNDSKEEPER	\$15.80	\$16.40	\$17.01	\$17.70	\$18.39	\$19.07	\$19.82	\$19.92	\$20.07

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21-22 Salary Schedules

CLASSIFIED	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7 - 10	STEP 11 - 15	STEP 16
HEAD COOK	\$15.16	\$15.69	\$16.21	\$16.81	\$17.35	\$17.94	\$18.59	\$18.69	\$18.87
COOK	\$14.21	\$14.73	\$15.25	\$15.85	\$16.37	\$16.96	\$17.35	\$17.45	\$17.62
EDUC ASST	\$14.30	\$14.78	\$15.30	\$15.87	\$16.45	\$17.04	\$17.69	\$17.79	\$17.97
HEAD MEDIA ASST	\$15.91	\$16.43	\$16.99	\$17.55	\$18.23	\$18.83	\$19.56	\$19.67	\$19.83
MEDIA ASST	\$14.98	\$15.50	\$16.07	\$16.64	\$17.27	\$17.91	\$18.54	\$18.64	\$18.82
HEAD SECRETARY	\$16.29	\$16.90	\$17.48	\$18.09	\$18.81	\$19.45	\$20.21	\$20.33	\$20.49
SECRETARY	\$16.08	\$16.69	\$17.27	\$17.91	\$18.59	\$19.23	\$19.93	\$20.06	\$20.21
SPEECH PATH ASST	\$20.31	\$21.04	\$21.87	\$22.68	\$23.52	\$24.39	\$25.31	\$25.41	\$25.60
HEAD BUS DRIVER & TRAINER	\$17.84	\$18.50	\$19.14	\$19.82	\$20.52	\$21.37	\$22.18	\$22.30	\$22.46
BUS DRIVER	\$17.68	\$18.34	\$18.99	\$19.68	\$20.38	\$21.22	\$22.00	\$22.12	\$22.29
TRIP PAY - BUS DRIVERS	\$16.06	\$16.65	\$17.22	\$17.86	\$18.50	\$19.23	\$19.93	\$20.06	\$20.21
MECHANIC/DRIVER	\$20.19	\$20.90	\$21.71	\$22.50	\$23.38	\$24.23	\$25.15	\$25.28	\$25.42
MAINTENANCE	\$20.10	\$20.89	\$21.67	\$22.53	\$23.40	\$24.31	\$25.38	\$25.50	\$25.67
CUSTODIAN	\$15.85	\$16.45	\$17.06	\$17.77	\$18.42	\$19.16	\$19.88	\$19.99	\$20.16
HEAD GROUNDSKEEPER	\$18.36	\$19.03	\$19.71	\$20.44	\$21.20	\$21.96	\$22.82	\$22.93	\$23.09
GROUNDSKEEPER	\$17.35	\$18.01	\$18.67	\$19.43	\$20.19	\$20.94	\$21.77	\$21.87	\$22.04

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- A. For overnight trips, drivers will be paid 8-hours day or the time the driver is with the bus, whichever is the longer.
- B. Meals for all Bus Drivers: When on approved travel by the District, a meal allowance will be paid monthly at the following rates to drivers on trips.
 - 6:00a.m. - 8:00 a.m. Breakfast \$10.00
 - 11:00 a.m. -- 1:00 p.m. Lunch \$10.00
 - 5:00 p.m. -- 7:00p.m. Dinner \$15.00
- C. Employees covering for management positions shall receive a 10% pay increase above their current salary.

LB

Knappa School District # 4

**Personnel Update
June 21, 2021**

The Superintendent recommends accepting the following:

The resignation of Chelsea Anderson as the High School Language Arts Teacher.

The resignation of Courtney Wallace as the District Title 1 Teacher

The resignation of Donald Anderson as the KHS Science Teacher

The hiring of Marissa Schaelling as the Knappa Preschool Teacher

The hiring of Kathy Tilander as a PA for Knappa Preschool

The hiring of Selena Johanson as a PA for Knappa Preschool

Amendment No. 1 to Grant No. 13671

This is Amendment No. 1 to Grant No. , effective July 1, 2020 (as amended from time to time, the “Grant”), between the State of Oregon, acting by and through its Department of Education (“Agency”) and **Knappa SD 4** (“Grantee”). This Amendment is effective on the date signed by all Parties and upon receipt of all approvals necessary for signing (“Amendment Effective Date”).

The Grant is amended as follows (new language is indicated by **underlining and bold** and deleted language is indicated by ~~strikethrough~~):

1. Section 3 of the Grant is amended as follows:

SECTION 3: EFFECTIVE DATE AND DURATION

When all Parties have executed this Grant, and all necessary approvals have been obtained (“Executed Date”), this Grant is effective and has a Grant funding start date as of July 1, 2020 (“Effective Date”), and, unless extended or terminated earlier in accordance with its terms, will expire on ~~June 30, 2021~~ **September 30, 2021**.

2. Section 5 of the Grant is amended as follows:

SECTION 5: PROJECT ACTIVITIES

Grantee must perform the project activities set forth on Exhibit A (the “Project”), attached hereto and incorporated in this Grant by this reference, for the period beginning on the Effective Date and ending ~~June 30, 2021~~ **September 30, 2021** (the “Performance Period”).

3. Exhibit A-The Project is amended as follows:

SECTION IV – REPORTING REQUIREMENTS

Grantee must submit quarterly financial and performance progress reports as well as a final yearly report on the dates set forth in Section V. This reporting requirement shall survive termination of this Agreement.

Financial Reports

Beginning in January of 2021 and continuing each quarter thereafter, Grantee must submit a financial report detailing its expenditure of Grant Funds to the Agency using the form provided by the Agency. Reports are due 30 days after the end of each fiscal year quarter. The yearly report will be due no later than 60 days after the end of the fiscal year.

If Grantee does not use the Grant Funds for Allowable Project Costs Agency may exercise the remedies provided in Section 17 of this Grant, including without limitation deducting amounts from future disbursements of Grant Funds.

Any Grant Funds that are not used by Grantee by ~~June 30, 2021~~ **September 30, 2021** must be returned to Agency for deposit in the Student Investment Account. ~~If Grantee has not used all of its Grant Funds by June 30, 2021, Grantee may submit a request to Agency no later than June 15 for an extension until September 30, 2021 to use the Grant Funds. The Agency may approve the~~

~~request at its discretion based upon a determination as to whether the extension and proposed use constitute Allowable Project Costs that further Grantee’s SIA Plan or targets.~~

Except as expressly amended above, all other terms and conditions of the Grant are still in full force and effect. Grantee certifies that the representations, warranties and certifications contained in the Grant are true and correct as of the Amendment Effective Date and with the same effect as though made at the time of this Amendment.

EACH PARTY, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES IT HAS READ THIS AMENDMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS. The Parties further agree that by the exchange of this Amendment electronically, each has agreed to the use of electronic means, if applicable, instead of the exchange of physical documents and manual signatures. By inserting an electronic or manual signature below, each authorized representative acknowledges that it is their signature, that each intends to execute this Amendment, and that their electronic or manual signature should be given full force and effect to create a valid and legally binding agreement.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the dates set forth below.

STATE OF OREGON acting by and through its Department of Education

By: _____
Contracting Officer

Date

Knappa SD 4

By: _____
Authorized Signature

Date

Printed Name

Title

Knappa High School

We made it! The last day of school is tomorrow. Students have been working hard all year to succeed in and out of the classroom under these trying times. As the ASB President, I am proud of our students for pushing through the adversity of this pandemic. Prom was well attended and graduation, where we saw plenty of happy families celebrate their students. The boys' basketball team plays a win-or-go-home playoff game today. Corbin Roe and Shadia Samoza will be wrestling at the state tournament. The first summer school classes begin this week.

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Item Title: District Vision

Presenter: Dr. Fritz

Background Information Related to this Issue:

A vision statement is an inspirational statement of an idealistic emotional future of a company or group. Currently, the district has a clear mission statement...

“The Knappa School District will INSPIRE all learners to ACHIEVE academically and THRIVE as independent and PRODUCTIVE citizens.”

The vision statement, however, was in need of review. Multiple versions of a vision statement are published within the school district and it was not known to many in the organization or community.

The Knappa Instructional Council was charged with drafting a new statement. The group initially brainstormed our overarching goals for learners in Knappa and looked for common threads to write a draft statement. Feedback from the climate survey, dialogue with colleagues, and discussion with students was conducted to hone in on the language noted here...

“All learners prepared to RISE to the opportunities and challenges of the world.”

Students played a major part in refining the statement, all staff have been invited to give feedback and we conducted a community survey regarding the language.

This statement is brief enough to remember and inspires our students, staff, and community.

Upon approval, it will be included within publications, on our website, and on signage within the school.

Background (con't)

Financial Impact:

None

Recommended Action:

It is the recommendation of the Superintendent that the School Board adopt the vision statement as presented.

RECONSIDERATION REQUEST FORM FOR REEVALUATION OF INSTRUCTIONAL MATERIAL
(Submit to superintendent)

Book or Other Printed Material If Applicable:

Author _____ Hardcover Paperback Other
Title _____ Publisher _____ Date published _____

Audiovisual Material If Applicable:

Title _____ Producer (if known) _____
Type of Material (filmstrip, motion picture, etc.) _____

Request initiated by CHRISTOPHER MOREY Telephone (206) 602-5598
Address 92858 DONALD MARSHALL RD City ASTORIA Zip 97103

Person making the request represents: Self Group or organization

Name of Group KNAPPA PARENTS ORGANIZATION

- To what in the item do you object? (Please be specific, cite pages, frames, etc.)
THE "MY FUTURE, MY CHOICE" HUMAN DEVELOPMENT CURRICULUM
- In your opinion what harmful effects upon students might result from use of this item?
NUMEROUS, TRANSGENDER VOCABULARY AND CONCEPTS ARE NOT APPROPRIATE SUBJECTS FOR PUBLIC SCHOOL CERTAINLY NOT YOUNG CHILDREN
- Do you perceive any instructional value in the use of this item?
NO
- Did you review the entire item? If not, what sections did you review?
A VARIETY OF WORKSHEETS & QUESTIONNAIRES, NONE OF THE CONCEPTS ARE APPROPRIATE
- Should the opinion of any additional experts in the field be considered?
 Yes No Please list suggestions if any: AMERICAN COLLEGE OF PEDIATRICIANS.
- What would you like the school to do about this material?
 Do not use it with my student
 Withdraw it from use
 Send it back to the selector or selectors for evaluation
 Other
- In place of this item would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended?
A CURRICULUM FOCUSED ON BIOLOGY AND REPRODUCTION, NOT SEXUAL ORIENTATION OR PREFERENCE.
- Do you wish to make an oral presentation to the Review Committee?
 Yes No If yes, please call the superintendent's office at _____

Signature: Christopher J. Morey

Date: 5.24.21

References:

**KNAPPA SCHOOL DISTRICT #4
MOTION TO APPROVE BUDGET**

I move to approve the Knappa School District #4 budget for 2021-2022 as follows:

General Fund	\$ 8,313,957
Special Revenue Funds	4,862,415
Capital Project Funds	2,500,000
Total, All Funds	<u>\$ 15,676,372</u>

As presented/amended, with a tax rate of \$4.6062 per \$1,000 of assessed value to be assessed in support of the General Fund.

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Other

Item Title: 2021-22 School Start and End Times

Presenter: Dr. Fritz

Background Information Related to this Issue:

In 2021-22, things will be more “normal” than this year. The draft state guidance for schools indicates that districts will be held to Division 22 standards for instructional time, but that masks will still be required. Districts across the state and in our region face a shortage of bus drivers. A degree of distancing will still be needed on school buses.

We did survey our staff on this issue and received a total of 36 responses. Our families were also surveyed and provided 99 responses.

Based on the factors listed below and the survey information, the following is recommended for consideration:

Grades K-5 8:00 am to 2:30 pm
Grades 6-12 8:50 am to 3:20 pm

This makes sure that 1) young learners are getting on the bus at the same time as “before COVID”, 2) they aren’t subject to excessive mask endurance (now that mask breaks can be taken during recess, outdoor PE, etc.), 3) we can meet the Division 22 time requirements, 4) we can do this with limited bus drivers due to double shifting, 5) bus loads are balanced between the first and second runs, 6) students are not on the bus with people of all ages, 7) it fits with the high school sleep research, 8) is a bit earlier than 3:30 which can help a bit with athletic time conflicts, and 9) is a bit earlier than 3:30 which can help a bit with athletic time conflicts

Background (con't)

There are some drawbacks. Some drawbacks include 1) it splits HLE into two groups much like we had this year (school unity is a challenge and some employees would have a “stretched” load), 2) early athletic dismissals for game travel impact more of the day, and 3) when buses are double-shifted, fuel and driver costs are higher.

Using SIA resources, we will provide after school programming for younger students who need to ride home with older siblings. The high school can accommodate students who need to arrive early.

During spring of 2022, this schedule will again be reviewed to see whether future adjustments need to be proposed.

Financial Impact:

Increased transportation costs compared with 2018-19, but 70% of the total cost would be addressed through state transportation funding formula adjustments. This cost is reflected in the proposed budget for 2021-22.

Recommended Action:

The recommendation of the Superintendent is to adopt the following schedules:

Grades K-5 8:00 am to 2:30 pm

Grades 6-12 8:50 am to 3:20 pm

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

Policy
 Financial
 Discussion

Vision & Goals
 Information
 Resolution

Item Title: 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. Based on dialogue at the May 17 Board Meeting, the recommendation is that the POW/MIA flag be flown on and around the following holidays: Independence Day, Flag Day, Memorial Day, Veterans Day, and National POW/MIA Recognition Day, and Armed Forces Day.

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: It is the recommendation of the Superintendent that the Board approve revisions to policies CBA, IIBGA, INDB, JGA, JHCA, and KL as presented.

Knappa School District #4

Code: CBA
Adopted: 08/18/03
Readopted: 11/26/12; 06/21/21

Qualifications and Duties of the Superintendent

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as superintendent of the district
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual to qualify for such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.

2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;
2. Serve as educational leader to the Board, staff and community;
3. Act as the district's chief administrative officer;
4. Serve as district school clerk, performing such duties as required by law or by the Board;
5. Schedule meeting places, prepare an agenda and record minutes for all Board meetings and other committee meetings authorized by the Board;
6. Attend all regular and special meetings of the Board, except when excused;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. Regularly review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;
13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;

19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
25. Evaluate the performance of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material and supplies;
28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
33. Direct the district in its relationships with federal, state and local government agencies;
34. Cooperate with universities and colleges in their student-teacher training programs;
35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;

36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
38. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.075](#)

[ORS 342.143](#)

[ORS 342.173](#)

[ORS 342.850](#)

[OAR 584-020-0000 - 0035](#)

[OAR 584-046-0003 - 0024](#)

[OAR 584-080-0151](#)

[OAR 584-080-0152](#)

[OAR 584-080-0161](#)

Knappa School District #4

Code: IIBGA
Adopted: 8/18/03
Readopted: 5/20/13; 6/21/21
Orig. Code(s): IIBGA

Electronic Communications System

The Board is committed to the development and establishment of a quality, equitable and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching.

The district's electronic communication system will be used to provide statewide, national and global communications opportunities for staff and students and for the advancement and promotion of teaching and learning.

The superintendent will establish administrative regulations for the use of the district's electronic communication system including compliance with the following provisions of the Children's Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of the computers by minors, harmful to minors;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms;
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet and World Wide Web;
5. Ensuring the safety and security of minors when using e-mail, social media, chat rooms and other forms of direct electronic communication;
6. Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
7. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors; and
8. Installing measures designed to restrict minors' access to materials harmful to minors.

The Administrative regulations developed shall insure compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

The administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Oregon Government Ethics Commission, copyright law, and will include a complaint procedure for reporting violations.

The superintendent will also establish administrative regulations for use of the district's electronic communications system to comply with copyright law.

Failure to abide by district policy and administrative regulations governing use of the district's electronic communications system may result in the suspension and/or revocation of system access. Additionally, student violations will may result in discipline up to and including expulsion. Staff violations will may also result in discipline up to and including dismissal. Violations of law will may be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

END OF POLICY

Legal Reference(s):

[ORS 30.765](#)
[ORS 133.739](#)
[ORS 163.435](#)
[ORS 164.345](#)
[ORS 164.365](#)

[ORS 167.060 - 167.100](#)
[ORS Chapter 192](#)
[ORS 260.432](#)
[ORS 332.107](#)
[ORS 339.250](#)
[ORS 339.270](#)

[OAR 581-021-0050](#)
[OAR 581-021-0055](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Children's Internet Protection Act, 47 U.S.C.§§ 254(h) and (l) (20122018); 47 C.F.R. Section 54.520 (20172019).
Copyrights, 17, U.S.C. §§ 101-1332 (20122018); 19 C.F.R. Part 133 (20172020).
Oregon Attorney General's Public Records and Meetings Manual, Appendix H,(2014).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C.§§ 7101-7117 (20122018).
Drug-Free Workplace Act of 1988, 41 U.S.C.§§ 8101-8107 (20122018); 34 C.F.R. Part 84, Subpart F (20172020).
Controlled Substances Act, 21 U.S.C.§ 812, Schedules I through V (20122018); 21 C.F.R. §§ 1308.11-1308.15 (20172020).
Americans with Disabilities Act of 1990, 42 U.S.C.§§ 12101-12213 (20122018); 29 C.F.R. Part 1630 (20172020); 28 C.F.R. Part 35 (20172020).
Family Educational Rights and Privacy Act, 20 U.S.C.§ 1232g (20122018); 34 C.F.R. Part 99 (20172020).
Oregon Government Standards and Practices Commission, Advisory Opinion No. 98A-1003 (July 9, 1998).
Every Student Succeeds Act, 20 U.S.C. § 7131 (20122018).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Knappa School District #4

Code: IIBGA-AR
Revised/Reviewed: 5/13/2013: 6/21/21

Electronic Communications System

Definitions

1. "Technology protection measure," as defined by the Children's Internet Protection Act (CIPA), means a specific technology that blocks or filters Internet access to visual depictions that are:
 - a. "Obscene," has the meaning given such term in Section 1460 of Title 18, United States Code;
 - b. "Child pornography," has the meaning given such term in Section 2256 of Title 18, United States Code; or
 - c. Harmful to minors.
2. "Harmful to minors," as defined by CIPA, means any picture, image, graphic image file or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.
3. "Sexual act; and sexual contact," as defined by CIPA, have the meanings given such terms in Section 2246 of Title 18, United States Code.
4. "Minor," as defined by CIPA, means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minor will include all students enrolled in district schools.
5. Inappropriate matter," as defined by the district, means material that is inconsistent with general public education purposes, and the district's vision, mission and goals, as determined by the district.
6. "District proprietary information" is defined by the district as any information created, produced or collected by district staff for the business or education purposes of the district including but not limited to student information, staff information, parent or patron information, curriculum, forms and like items used to conduct the district's business.
7. "District software" is defined by the district as any commercial or staff developed software acquired using district resources.

General District Responsibilities

The district will:

1. Designate staff as necessary to ensure coordination and maintenance of the district's electronic communications system which includes all district computers, e-mail and Internet access;
2. Provide staff training in the appropriate use of the districts electronic communications system including copies of district policy and administrative regulations. Staff will provide similar training to authorized system users;
3. Provide a system for authorizing staff use of personal electronic devices to access district proprietary information that ensures the protections of said information in accordance with board policy. The district will provide a system for obtaining prior written agreement from staff for the recovery of district proprietary information downloaded to staff personal electronic devices as necessary to accomplish district purposes, obligations or duties, and when the use of the personal electronic device is no longer authorized, to ensure verification that information downloaded has been properly removed from the personal electronic device; (See Staff User Agreement)
4. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district's electronic communications system;
5. Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
6. Install and use server virus detection and removal software;
7. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. A supervisor or other individual authorized by the principal may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;
8. Prohibit access by minors, to inappropriate matter on the Internet and World Wide Web;
9. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including "hacking" and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, social media,]chat rooms , applications and other forms of direct electronic communication;
10. Provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking and social media websites, applications and in chat rooms;
11. Determine which users and sites, accessible as part of the district's electronic communications system, are most applicable to the curricular needs of the district, and may restrict user access, accordingly;
12. Determine which users will be provided access to the district's electronic communications system;
13. Notify appropriate system users that:

- a. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, the school administrators may routinely review user files and communications;
 - b. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system;
 - c. The district may establish a retention schedule for the removal of e-mail;
 - d. E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
 - e. Information and data entered or stored on the district's computers and e-mail system may be subject to disclosure if a public records request is made or a lawsuit is filed against the district. "Deleted" or "purged" data from district computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;
 - f. Passwords used on the district's system are the property of the district and must be provided to their supervisor or designated district personnel, as appropriate. Passwords that have not been provided to the district are prohibited; Passwords used on the districts electronic communications system will be changed at 90-day intervals;
 - g. Transmission of any communications or materials related to activities regarding political campaigns is prohibited by ORS 260.432 is not allowed.
14. Ensure all student, staff and nonschool system users complete and sign an agreement to abide by the district's electronic communications system policy and administrative regulations. All such agreements will be maintained on file in the district office;
 15. Notify users of known copyright infringing activities and deny access to or remove the material.

Electronic Communications System Access

1. Access to the district's electronic communications system is authorized to:

Board members, district employees, and students in grades K-12, with parent approval and when under the direct supervision of staff, and district volunteers, district contractors or other members of the public as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials.
2. Students may be permitted to use the district's electronic communications system, when consistent with board policy and administrative regulations, for school and instructional related activities. Personal use of district-owned computers or devices including Internet and e-mail access is permitted when consistent with board policy and administrative regulations and when during the school day.

Staff and Board members may be permitted to use the district's electronic communications system to conduct business related to the management or instructional needs of the district or to conduct research related to education and when in compliance with Board policy and administrative regulations. Personal use of the district's system or district-owned computers or devices including Internet and e-mail access by district staff may be permitted when consistent with Oregon ethics laws, Board policy and administrative regulations, when used on school property, and when on own time.

District staff and Board members may use the district's electronic communications system, district-owned computers or devices including Internet and e-mail access for personal use under the same terms and conditions that access is provided to the general public under the district's policy governing use of district equipment and materials.

Volunteers, and district contractors and other members of the public may be permitted to use the district's electronic communications system for personal use when consistent with Board policy, general use prohibitions and guidelines/etiquette and other applicable provisions of this administrative regulation.

General Use Prohibitions/ and Guidelines/Etiquette

Operation of the district's electronic communications system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization use of the district's system.

1. General Use Prohibitions

The following conduct is strictly prohibited:

- a. Attempts to use the district's electronic communications system for:
 - (1) Unauthorized solicitation of funds;
 - (2) Distribution of chain letters;
 - (3) Unauthorized sale or purchase of merchandise and services;
 - (4) Collection of signatures;
 - (5) Membership drives;
 - (6) Transmission of any materials regarding political campaigns.
- b. Attempts to upload, download, use, reproduce or distribute information, data, software or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;
- c. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
- d. Attempts to evade, change or exceed resource quotas or disk data usage quotas;
- e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes, but not limited to, material which may be interpreted as:
 - (1) Harmful to minors;

- (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
 - (3) A product or service not permitted to minors by law;
 - (4) Harassment, intimidation, bullying, menacing, threatening, or a bias incident; or
 - (5) constitutes insulting or fighting words, the very expression of which injures or harasses others, or which includes a symbol of hate;
 - (6) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
 - (7) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
- f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
 - g. Attempts to post or publish personal student contact information unless authorized by the superintendent or teacher and consistent with applicable Board policy pertaining to student directory information and personally identifiable information. Personal student contact information may include photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
 - h. Attempts to arrange student meetings with anyone on the district's electronic communications system, unless authorized by the teacher or when consistent with school or educational related activities and with prior parent approval when necessary;
 - i. Attempts to represent self on behalf of the district through use of the district's name in external communication forums, e.g., social media, chat rooms, without prior district authorization;
 - j. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been granted access.

2. Guidelines/Etiquette

System users will:

- a. Adhere to the same standards for communicating online that are expected in the classroom and consistent with Board policy and administrative regulations;
- b. Respect other people's time and cyberspace. Use real-time conference features such as video/talk/chat/Internet relay chat only as approved by the supervising teacher or superintendent. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;
- c. Take pride in communications. Check spelling and grammar;
- d. Respect the privacy of others. Do not read the mail or files of others without their permission;
- e. Cite all quotes, references and sources;
- f. Adhere to guidelines for managing and composing effective e-mail messages:
 - (1) One subject per message - avoid covering various issues in a single e-mail message;

- (2) Use a descriptive heading;
 - (3) Be concise - keep message short and to the point;
 - (4) Write short sentences;
 - (5) Use bulleted lists to break up complicated text;
 - (6) Conclude message with actions required and target dates;
 - (7) Remove e-mail in accordance with established guidelines;
 - (8) Remember, there is no expectation of privacy when using e-mail. Others may read or access mail;
 - (9) Always sign messages;
 - (10) Always acknowledge receipt of a document or file.
- g. Protect password confidentiality. Passwords are not to be shared with others.; Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only
 - h. Communicate only with such users and/or sites as may be authorized by the district;
 - i. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
 - j. Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.

Complaints

The district's established complaint procedure in Board policy KL - Public Complaints and accompanying administrative regulation may be used to process complaints or concerns about violations of policy and administrative regulations.

Violations/Consequences

- 1. Students
 - a. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of access to the district electronic communications system access up to and including permanent loss of privileges.
 - b. Violations of law may be reported to law enforcement officials and may result in criminal or civil sanctions.
 - c. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.
- 2. Staff
 - a. Staff who violate general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.
 - b. Violations of law may be reported to law enforcement officials and may result in criminal or civil sanctions.
 - c. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by Oregon Administrative Rules (OAR) 584-020-0041.

- d. Violations of ORS 244.040 will may be reported to Oregon Government Ethics Commission (OGEC).
3. Others
 - a. Other guest users who violate general electronic communications system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
 - b. Violations of law may be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

Telephone/Membership/Other Charges

1. The district assumes no responsibility or liability for any membership, phone or internet service and/or related charges incurred by any home usage of the district's electronic communications system.
2. Any disputes or problems resulting from phone services or internet provider services for home users of the district's electronic communications system are strictly between the system user and their internet service provider and/or phone service provider.

Information Content/Third Party Supplied Information

1. System users and parents of student system users are advised that use of the district's electronic communications system may provide access to materials that may be considered objectionable and inconsistent with the district's vision, mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the district's electronic communications system accordingly.
2. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the district.
3. Users of the electronic communications system may, with system coordinator approval, order services or merchandise from other vendors that may be accessed through the district's electronic communications system. These vendors are not affiliated with the district. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the vendor and the electronic communications system user. The district makes no warranties or representation whatsoever with regard to any goods or services provided by the vendor. District staff and administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of vendors.
4. The district does not warrant that the functions or services performed by, or that the information or software contained on, the electronic communications system will meet the system user's requirements, or that the electronic communications system will be uninterrupted or error-free, or that defects will be corrected. The district's electronic communications system is provided on an "as is, as available" basis. The district does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with

respect to any services provided by the electronic communications system and any information or software contained therein.

Sample Parent Letter

Dear Parents:

Your student needs your permission to use the district's electronic communications system. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

With this educational opportunity also comes responsibility. Inappropriate system use will may result in discipline, up to and including expulsion from school, suspension or revocation of your student's access to the district's electronic communications system, and/or referral to law enforcement officials.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as Internet filtering, please be aware that there may still be material or communications on the Internet that district staff, parents and students may find objectionable. While the district neither encourages nor condones access to such material, it is not possible for us to eliminate that access completely.

Attached to this letter is an agreement for your student and you to read and sign stating agreement to follow the district's electronic communications system policy and administrative regulation. The district's policy IIBGA – Electronic Communications System and administrative regulation are accessible from the district's website or upon request and include provisions on, but are not limited to, student use under General Use Prohibitions and Guidelines/Etiquette and student-related rules under Violations and Consequences.

Please review the district's Electronic Communications policy and administrative regulation, and the provisions therein, carefully with your student and return the attached agreement form to the school office indicating your permission for your student to use the district's electronic communications system.

Sincerely,

System Coordinator/Administrator

Student Agreement for an Electronic Communications System Account

Student agreement must be renewed each academic year.

Student Section

Student Name _____ Grade _____

School _____

I have received notice of, read and agree to abide by the provisions adopted and included in the district's Electronic Communications System policy and administrative regulation. I understand that violation of these provisions may result in discipline, up to and including expulsion from school, and/or suspension or revocation of system access and related privileges, and/or referral to law enforcement officials.

Student Signature _____ Date _____

.....

Parent

I have received notice of and read the district's Electronic Communications System policy and administrative regulation. I give my permission to the district to issue an account for my student and certify that the information contained in this form is correct. I will monitor my student's use of the system and the access to the Internet and will accept responsibility for supervision in that regard if and when my student's use is not in a school setting. In consideration for the privilege of using the district's electronic communications system and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my student's use, or inability to use, the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature of Parent _____ Date _____

Email Address _____

Home Phone Number _____ Cell Number _____

.....

Agreement for an Electronic Communications System Account
(Nonschool System User)

I have received notice of, read and agree to abide by the provisions adopted and included in the district's Electronic Communications System policy and administrative. I understand that violation of these provisions may result in suspension and/or revocation of system access and related privileges, and/or referral to law enforcement officials.

In consideration for the privilege of using the district's electronic communications system and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature _____ Date _____

Home Address _____

Home Phone Number _____ Cell Number _____

Email Address _____ Date of Birth _____

Parent (Required if nonschool-system user is under 18 years of age)

I have received notice of and read the district's Electronic Communications System policy and administrative regulation. I give permission to the district to issue an account for my child and certify that the information contained on this form is correct. I will monitor my child's use of the system and the potential access to the Internet and will accept responsibility for supervision in that regard if and when my child's use is not in a school setting. In consideration for the privilege of using the district's electronic communications system and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature of Parent _____ Date _____

Email Address _____ Home Address _____

Home Phone Number _____ Cell Number _____

Agreement for an Electronic Communications System Account
(Staff System User)

I have received notice of, read and agree to abide by the provisions in the district's Electronic Communications System policy and administrative regulation. I understand that violation of these provisions will may result in suspension and/or revocation of system access and related privileges, and may include discipline, up to and including dismissal, and/or referral to law enforcement officials.

I understand that I may use my personal electronic device (PED) for education related purposes and that certain district proprietary information may be downloaded to, or accessed through my PED. I agree that any district proprietary information downloaded on my PED will only be as necessary to accomplish district purposes, obligations or duties, and will be properly removed from my PED when the use on my PED is no longer authorized. I ensure that PED in use is owned by me, and I am in complete control of the device at all times.

In consideration for the privilege of using the district's electronic communications system and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

Signature _____ Date _____

Email Address _____

Home Phone Number _____ Cell Number _____

.....

Knappa School district #4

Code: INDB
Adopted: 8/18/03
Readopted: 5/20/13; 6/21/21
Orig. Code(s): INDB

Flag Displays and Salutes

A United States (U.S.) flag and an Oregon State flag shall be displayed on or near each school building under the control of the Board or used by the district, during school hours, except in unsuitable weather and at any other time the Board deems proper.

A National League of Families' POW/MIA flag of appropriate size shall be displayed on or near each school building when required by state law¹ and in the same manner as a U.S. and Oregon State flag.

The district shall obtain and display a U.S. flag of an appropriate size for each classroom.

Students shall receive instruction in respect for the national flag and be provided an opportunity to salute the U.S. flag at least once each week during the school year by reciting *The Pledge of Allegiance*.

A flag salute may be implemented at assemblies, before or after school, at lunch, special events, home room class, athletic contests or at other times deemed appropriate by the principal. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

Upon request from an Oregon Sovereign tribal government, a flag representing the sovereign tribal government must be displayed on, near, or within a school building during school hours. The location of the flag will be determined by the district in consultation with the requesting sovereign tribal government.

END OF POLICY

Legal Reference(s):

[ORS 186.110](#)
[ORS 332.107](#)

[ORS 336.067](#)
[ORS 339.875](#)

[OAR 581-021-0043](#)

W. Va. St. Bd. of Educ. v. Barnette, 319 U.S. 624 (1943).

¹ The National League of Families' POW/MIA flag must only be displayed on or near buildings that have existing flagpoles or other infrastructure installed to properly display the U.S., Oregon State, and National League of Families' POW/MIA flags simultaneously

Knappa School District #4

Code: JGA
Adopted: 8/18/03
Readopted: 6/17/13; 6/21/21
Orig. Code(s): JGA

Corporal Punishment**

The use of corporal punishment in any form is strictly prohibited in the district. No student will be subject to the infliction of corporal punishment.

“Corporal punishment” is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under their supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A staff member is authorized to employ reasonable physical force upon a student when and to the extent the application of physical force is consistent with ORS 339.285-339.303. Physical force shall not be used to discipline or punish a student. A staff member found in violation of this policy may be subject to discipline up to and including dismissal. A volunteer found in violation of this policy by administration may be subject to sanctions and/or prohibited from volunteer service in the district.

The superintendent shall inform all staff members and volunteers of this policy.

END OF POLICY

Legal Reference(s):

[ORS 161.205](#)
[ORS 332.107](#)
[ORS 339.240](#)

[ORS 339.250](#)
[OAR 581-021-0050 – 0075](#)

[OAR 584-020-0040](#)

Knappa School District #4

Code: JHCA/JHCB
Adopted: 8/18/03
Readopted: 6/17/13; 6/21/21
Orig. Code(s): JHCA/JHCB

Immunization, Physical Examination, Vision Screening/Eye Examination and Dental Screening**

Immunization

Proof of immunization must be presented at the time of initial enrollment¹ in school or within 30 days of transfer to the district in accordance with Oregon law. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization, a religious, philosophical beliefs and/or medical exemption or immunity documentation.²

Physical Examination

The Board recommends that all students initially enrolling in school have a physical examination. Parents will be asked to complete a district Health History form when initially enrolling their student in the district and when registering them for grade 7.

All students participating in athletic programs are required to submit to the district a School Sports Pre-participation Examination³ form prior to their initial participation in a district athletic program. The form is to be completed and signed by a parent or guardian and physician giving permission for the student to participate.

A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation in extracurricular sports.

A student who continues to participate in extracurricular sports in grades 7 through 12 shall be required to complete a physical examination once every two years, thereafter.

Vision Screening or Eye Examination

The parent or guardian of a student who is 7 years of age or younger and is beginning an education program with the district for the first time shall, within 120 days of beginning the education program, submit a certification that the student has received:

¹The district shall immediately enroll a homeless student in the school selected even if the student is unable to produce records normally required for enrollment.

² Documentation requirements for exemptions are outlined in ORS 433.267.

³ Form available at <http://www.osaa.org/governance/forms>

1. A vision screening or eye examination; and
2. Any further examination, treatments or assistance necessary.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider; or
2. The vision screening or eye examination is contrary to the religious beliefs of the student or the parent or guardian of the student.

Dental Screening

The district shall file in the student's dental health record any dental screening certifications and any results of a dental screening known by the district. The district will provide to the parent or guardian of each student, standardized information developed by the Oregon Health Authority's dental director regarding dental screenings, further examinations or necessary treatments and preventative care including fluoride varnish, sealants and daily brushing and flossing.

The parent or guardian of a student who is 7 years of age or younger, and is beginning an education program with the district for the first time, shall submit a certification within 120 days of beginning the education program, that the student has received a dental screening within the previous 12 months.

The certification is not required if the parent or guardian provides a statement to the district that:

1. The student submitted a certification to a prior education provider;
2. The dental screening is contrary to the religious beliefs of the student or the parent or guardian of the student; or
3. The dental screening is a burden for the student or the parent or guardian of the student in the following ways:
 - a. The cost of obtaining the dental screening is too high;
 - b. The student does not have access to an approved screener;
 - c. The student was unable to obtain an appointment with an approved screener.

The certification may be provided by a licensed dentist, a dental hygienist or a health care practitioner as defined by state law. The certification must include the:

1. Student's name;
2. Date of screening; and
3. Name of entity conducting the dental screening.

The district shall submit to the Oregon Department of Education a report that identifies the percentage of students who failed to submit the certification for the previous year, no later than October 1 of each year.

If the district is causing the dental screening to be conducted, the district will follow the notice requirements in accordance with law.

END OF POLICY

Legal Reference(s):

[ORS 326.580](#)

[ORS 336.211](#)

[ORS 336.213](#)

[ORS 336.214](#)

[ORS 336.479](#)

[ORS 433.235 - 433.280](#)

[OAR 333-019-0010](#)

[OAR 333-050-0010 - 050-0120](#)

[OAR 581-021-0017](#)

[OAR 581-021-0031](#)

[OAR 581-021-0041](#)

[OAR 581-022-2220](#)

McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act, 42 U.S.C. §§ 11431-11435 (2018).

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 (2020).

OREGON SCHOOL ACTIVITIES ASSOCIATION, *OSAA HANDBOOK*.

Knappa School District #4

Code: **KL**
Adopted: 8/18/03
Revised/Readopted: 8/19/13; 9/16/19; 6/21/21

Public Complaints */** (Version 2)

The district will develop and implement effective means of resolving complaints voiced by employees, students, parents of a student who attends school in the district or persons who reside in the district and will use recognized channels of communication.

The Board advises that the process for resolving a complaint as follows:

1. Teacher/Employee;
2. Principal/Supervisor;
3. Superintendent/Designee;
4. Board.

The complaint procedure is available at the district's administrative office and on the home page of the district's website.

If a complaint addresses one or more of the issues identified below, a complainant should use the complaint process available in any of the following policies and administrative regulations (AR):

1. Discrimination or harassment on a basis protected by law: Board policy AC, AC-AR;
2. Bias incidents or display of symbols of hate: Board policy ACB, ACB-AR;
3. Sexual harassment (staff): Board policy GBN/JBA, GBN/JBA-AR(1), GBN/JBA-AR(2);
4. Sexual harassment (student): Board policy JBA/GBN, JBA/GBN-AR(1), JBA/GBN-AR(2);
5. Workplace harassment: GBEA, GBEA-AR;
6. Hazing, harassment, intimidation, bullying, menacing or cyberbullying (staff): Board policy GBNA, GBNA-AR;
7. Hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence (student): Board policy JFCF, JFCF-AR;
8. Sexual conduct with a student (staff): Board policy GBNA/JHFF, GBNA/JHFF-AR;
9. Sexual conduct with a student (student): Board policy JHFF/GBNA, JHFF/GBNA-AR;
10. Instructional resources or instructional materials: Board policy IIA, IIA-AR;

11. Complaints regarding the Talented and Gifted Program (TAG): Board policy IGBBC, IGBBC-AR.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be reported to the superintendent.

Complaints against the principal should be filed with the superintendent. (See KL-AR[(1)] – Public Complaint Procedure)

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. (See KL-AR[(1)] – Public Complaint Procedure)

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. (See KL-AR[(1)] – Public Complaint Procedure)

Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board. (See KL-AR[(1)] – Public Complaint Procedure)

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

The superintendent will administer the complaint process, as appropriate, established by administrative regulation KL-AR[(1)] – Public Complaint Procedure.

If a complainant, who is a parent or guardian of a student who attends school in the district, a student, or a person who resides in the district, alleges a violation of Oregon Administrative Rule (OAR), Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS. 659.852 (Retaliation) and the complaint is not resolved through the complaint process, the complainant may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under OAR 581-002-0001 – 581-002-0023 [(See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction)].

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.107](#)

[ORS 659.852](#)
[OAR 581-002-0001 – 002-0005](#)

[OAR 581-022-2370](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).



Northwest Regional Education Service District

May 28, 2021

TO: Zone 2 Component District Boards

FR: Lauren Slyh O'Driscoll, Board Secretary

RE: Candidate Applications for NWRESD Board Zone 2 positions

EXPLANATION: NWRESD board member Dave Hollandsworth resigned his position on our board as of May 1, 2021. NWRESD has completed the application process for candidates and received two applications included in this packet.

As per board policy BBE, any vacancy on the NWRESD Board of an elected member from any numbered zone position shall be filled through election by the component district boards from within that zone. Each school board within Zone 2 will receive one vote for their candidate of choice.

Please find attached materials for:

- Doug Dougherty
- Eliza Forest Knight

Thank you,

Lauren Slyh O'Driscoll
NWRESD Board Secretary

NWRESD Board of Directors Elected Position Application

Contact Information:

Name *

Eliza Forest Knight

Residing School District *

Seaside

Email Address *

lizanight@gmail.com

Home Phone Number and/or Cell Phone Number *

5037393119

Please select the elected position you are applying for: *

Zone 2: Astoria, Banks, Forest Grove, Jewell, Knappa, Neah-Kah-Nie, Nestucca Valley, Seaside, Tillamook, and Warrenton-Hammond

Zone 4: Beaverton (Partial), Clatskanie, Rainier, Scappoose, St. Helens, and Vernonia

I currently reside within the boundaries of the zone I wish to represent and have for one (1) full year prior to this application. *

Yes

No

I am a registered voter within the boundaries of NWRESD. *

Yes

No

I will support the Constitution and laws of the United States and of the State of Oregon. *

Yes

No

Please check below to confirm you are not an employee of NWRESD. *

I am NOT an employee of NWRESD.

Please tell us about any employment or volunteer information relevant to this position. *

Local healthcare professional

Please share your educational background. *

Bachelor of Science

Please share why you would like to be elected to the NWRESD Board of Directors. *

Serve my community

Anything else you would like to add?

NWRESD Board of Directors Elected Position Application

Contact Information:

Name *

Dr. Douglas C. Dougherty

Address *

2987 Pine Ridge Dr. PMB 2218, Gearhart, OR 97138

Residing School District *

Seaside School District

Email Address *

ddougherty@seasidek12.org

Home Phone Number and/or Cell Phone Number *

(503) 440-1842

Please select the elected position you are applying for: *

Zone 2: Astoria, Banks, Forest Grove, Jewell, Knappa, Neah-Kah-Nie, Nestucca Valley, Seaside, Tillamook, and Warrenton-Hammond

Zone 4: Beaverton (Partial), Clatskanie, Rainier, Scappoose, St. Helens, and Vernonia

I currently reside within the boundaries of the zone I wish to represent and have for one (1) full year prior to this application. *

Yes

No

Request for Exception

I am a registered voter within the boundaries of NWRESD. *

Yes

No

I will support the Constitution and laws of the United States and of the State of Oregon. *

Yes

No

Please check below to confirm you are not an employee of NWRES D. *

I am NOT an employee of NWRES D.

Please tell us about any employment or volunteer information relevant to this position. *

My entire professional career has been invested in education, 18 of those years serving as Seaside School District Superintendent (1998-2016). I have had the great honor of working with NWRES D since its inception. I was elected as the first chair of the NWRES D superintendents' council in 1999 and I have been involved in developing and supporting the service district's programs. I understand the power of economy of scale and the programs and services NWRES D provides to component school districts that could otherwise not afford them.

Some of my past leadership positions have included:

- Adviser to the Oregon State Board of Education
- President of the Oregon Association of School Executives (OASE)
- State Commissioner representing all Oregon's public K-12 schools, colleges, and universities on the Oregon Earthquake Commission (OSSPAC)
- Board of Directors of the Confederation of School Administrators (COSA)
- President of COSA and OASE's Vision and Policy Coalition
- Adviser to the Oregon Department of Education State Assessment Committee
- President of the Seaside Providence Hospital Board of Directors
- President of the Board of Directors of the University of Oregon College of Education Alumni Association
- President of the OASE School Funding Coalition
- President of the Seaside Rotary Club

However, I am most proud of my leadership in the communities of Seaside, Gearhart, and Cannon Beach to move our entire campus to a new and safe location. Over 20 years ago, I commissioned the first tsunami inundation research study in Oregon which dramatically changed what scientists now understand about Cascadia subduction zone earthquakes and tsunamis along the west coast of the United States. In 2016, I retired to be able to lead the bond effort to relocate all of the schools out of the tsunami inundation zone and build the new preK-12 campus for our community. The new campus opened in the fall of 2020.

Please share your educational background. *

Doctor of Philosophy, University of Oregon 1992
Master of Education, Oregon State University 1989
Bachelor of Science, Oregon State University 1982

Please share why you would like to be elected to the NWRESD Board of Directors. *

I would like to continue to support the mission and goals of NWRESD. Serving as a board member would be an opportunity for me to share my experience and continue to support students and educators as we embrace the future and move forward with the challenges of the evolving landscape of education.

Anything else you would like to add?

Thank you for considering me for this position.

Douglas Crawford Dougherty, Ph.D.

Seaside School District 10
1801 South Franklin Street
Seaside, Oregon 97138
(503) 738-5591

ACADEMIC ACHIEVEMENT:

Doctor of Philosophy, University of Oregon (4.0)	1992
Master of Education, Oregon State University (4.0)	1989
Bachelor of Science, Oregon State University	1982

SUPERINTENDENT LICENSURE:

Professional Administrator, Oregon Teacher Standards and Practices Commission	Expiration February 20, 2022
University of Oregon; Lewis and Clark College	

PROFESSIONAL EXPERIENCE:

Superintendent Emeritus of Seaside School District	2016-present
Superintendent of Schools for Seaside School District	1998-2016
Principal of Cannon Beach Elementary School for Seaside School District	1992-1998
Director of Curriculum and Instruction for Seaside School District	1991-1998
Graduate School Teaching Fellow for the University of Oregon College of Education	1990-1992
Coordinated Federal Research Grant for the University of Oregon College of Education	1990-1992
Organization Development Consultant for the University of Oregon Department of Educational Leadership	1990-1991
Teacher at Broadway Middle School for Seaside School District	1985-1990
Teacher at Seaside Heights Elementary School for Seaside School District	1982-1985

LOCAL, STATE, AND REGIONAL LEADERSHIP:

Planning and oversight of the construction of the new Seaside School District campus	2016-present
Commissioned Y. Joseph Zhang to study the site specific effects of friction on tsunami waves in Seaside, OR	2016-2017
State of Oregon planning team for mass care (medical, shelter, food, water) following a Cascadia event	2016-2018
Earthquake Engineering Research Institute, School Earthquake Safety Initiative Committee for AK, CA, HI, OR, WA	2015-2018
State Commissioner representing public K-12 schools, colleges, and universities on the Oregon Earthquake Commission (OSSPAC)	2014-2019
Oregon Office of Emergency Management: Planning Team for the Cascadia Rising 2016 Statewide Functional Exercise	2014-2016
Board of Directors of the Confederation of Oregon School Administrators	2011-2013
Vision and Policy Coalition of the Oregon Association of School Executives (President-Elect, President, Past-President 2010-2013)	2010-2016
Governor's K-12 Education Reform Work Group	2010-2011
Clatsop County Multi-Jurisdiction Hazard Mitigation Steering Committee	2007-2017
Board of Directors of the preK-16 Integrated Data System Data Warehouse at the Oregon Department of Education	2005-2008
Adviser to the Oregon Department of Education State Assessment Committee	2005-2008
Superintendent Adviser to the Oregon State Board of Education	2005-2007
Facilitator and Team Leader of the Clatsop County Crisis Flight Response Team	2004-2017
Commissioned DOGAMI to conduct the first science-based Cascadia tsunami study (Published as DOGAMI SP-41)	2004-2009
Board of Directors of the Oregon Association of School Executives (President-Elect, President, Past-President 2011-2014)	2002-2014
Board of Directors of Providence Seaside Hospital (President 2004-2006)	2001-2007
Board of Directors of the University of Oregon College of Education Alumni Association (President 2006-2007)	1999-2010
Northwest Regional Education Service District Superintendents Council (Inaugural Chair 1999-2000, Chair 2015-2016)	1998-2016
School Funding Coalition of the Oregon Association of School Executives (President-Elect, President, Past-President 2011-2014)	1997-2016
Seaside Rotary Club (President-Elect, President, Past-President 2002-2005)	1996-2016
Student Achievement Steering Committee for Seaside School District (Founder and Chair)	1992-2016

SERVICE AND ACHIEVEMENT:

Wrote and received a \$4 million Oregon School Capital Investment Matching grant for the new Seaside School District campus	November 8, 2016
Negotiated the donation of 80 acres from Weyerhaeuser Company for the new Seaside School District campus	June 10, 2016
Award from U.S. Senator Ron Wyden for state leadership in education and earthquake/tsunami preparedness and resilience	January 9, 2016
Distinguished Visitor to the United States Navy aircraft carrier USS John C. Stennis (including cable arrest and catapult take off)	August 10-11, 2015
Three-time inductee into the Seaside High School Hall of Fame (Coach of State Championship Track Teams in 1986, 1988, 2001)	2007, 2008, 2013
Facilitated the creation of the Culinary Arts program at Seaside High School	2004
Employers for Education Excellence named Seaside's Student Achievement Steering Committee a state model for reading and math achievement	2003

Four-time Rotary International Paul Harris Fellow	2002, 2009, 2014, 2016
Oregon School Boards Association Salute to Success Award for student achievement in math and reading	2002
Founding member of the Seaside School District Hood to Coast team	1996-2012
City of Cannon Beach Blue Ribbon Committee to research land for future community needs	1994-1995
Award of Excellence for Leadership from the Seaside Education Association	1990
Chair of the Seaside School District Health Education Committee	1985-1989
Founded and led the Seaside Young Life Club	1985-1989
Track and Field coach for Seaside High School (State Team Championships 1986, 1988, 2001)	1984-1988, 1997-2018
Director of Recreation at the Mt. Hood Kiwanis Camp serving children with disabilities (established first Project Adventure ropes course)	1979-1981
Oregon State University Track and Field Team	1978-1979
Director of Recreation at Camp Easter Seal serving children and adults with primarily physical disabilities	1978-1979

SIGNIFICANT PRESENTATIONS, INTERVIEWS, AND PUBLICATIONS:

American Society of Civil Engineers, "Infrastructure Solutions: Schools Offer Resiliency" article in Civil Engineering	September 2019
Co-wrote paper advancing school-centered community resilience, presented at National U.S. Conference on Earthquake Engineering	June 25-29, 2018
Canadian Broadcasting Company radio interview "Getting Ready for a Tsunami Strike on the West Coast"	January 31, 2018
Presented emergency preparedness and resilience presentations to high school students and staff in the Philadelphia area	May 22-23, 2017
Oregon Tsunami Conference; Presenter: The Relocation of Seaside School District	December 8, 2016
The New Yorker magazine; "The Really Small Ones" Interviewed regarding Seaside School District's new campus relocation bond	November 4, 2016
Senator Ron Wyden tours Seaside School District with Dougherty and believes that relocating the schools is "a matter of life and death"	April 24, 2016
CBS Sunday Morning: "Just A Matter Of Time" Interviewed regarding Seaside School District relocation efforts	April 6, 2016
OPB documentary; "Unprepared: An Oregon Field Guide Special" Interviewed regarding school seismic and tsunami issues	October 1, 2015
House Committee on Veterans and Emergency Preparedness presentation recommending state assistance for school relocation	September 30, 2015
The New Yorker magazine; "The Really Big One" Interviewed regarding seismic concerns and tsunami evacuation (won Pulitzer Prize)	July 20, 2015
OPB article; "Can Coastal Communities Survive A Tsunami?" Interviewed regarding local seismic and tsunami resilience	January 22, 2015
Featured in <u>The Next Tsunami: Living on a Restless Coast</u> by Bonnie Henderson, ISBN 978-0-87071-732-1	Novel Published 2014
Commissioned research for DOGAMI Tsunami Inundation Maps (Published as TIM-Clat-08 and TIM-Clat-09, Clatsop County, Oregon)	2013
CBS Evening News; "U.S. lacks budget for earthquake safety" Interviewed regarding earthquake and tsunami resilience	April 8, 2011
Agence France Presse; "After Japan quake, US confronts fears—and costs" article about Seaside School District	March 20, 2011
CBS Evening News; "Budget woes stall quake early warning system" article regarding earthquake and tsunami preparedness	March 15, 2011
Senators Wyden and Merkley submitted \$10,000,000 to Congress to assist Seaside School District in relocating out of tsunami zone	2009 and 2010
NHK-TV Japan; Interviewed and filmed tsunami preparedness and evacuation procedures	September 25, 2009
Introduced Senator Merkley at the North Coast Town Hall meeting held in the Seaside High School cafeteria	August 14, 2009
PBS NewsHour with Jim Lehrer; Interviewed regarding Seaside School District's earthquake and tsunami preparedness	July 25, 2008
Commencement Speaker for the University of Oregon College of Education	June 15, 2007
State Board of Education presentation on behalf of preK-20 requesting academic core standards and a growth model for assessment	January 18, 2007
Mahlum Architects case study article on Seaside School District's local option levy success	2004
Bonds and Ballots Conference presentations for the Oregon School Boards Association	January 16, 2004 and January 13, 2006
<i>Education Week</i> ; National article on Seaside School District's funding success	June 4, 2003
Commissioned research published as Prehistoric Cascadia Tsunami Inundation and Run-up at Cannon Beach, Clatsop County, Oregon	2003-2008
<i>National Geographic Magazine</i> ; Article features tsunami preparedness at Cannon Beach Elementary School	1998
Oregon Department of Geology and Mineral Industries "Tsunami: Surviving the Killer Waves" preparedness video	1998
National Geographic Video "Killer Wave: Power of the Tsunami" Film features tsunami preparedness activities	1997
KPTV Northwest Reports #196 features Cannon Beach Elementary School earthquake and tsunami preparedness	March 31, 1996
Cannon Beach Town Hall presentations to inform community of earthquake and tsunami preparedness	1993-1994
<u>Peer Coaching: Creating a Collaborative Environment for Change</u> . Doctoral Dissertation, University of Oregon, Knight Library LB1731.D68	1992

BOND AND LEVY SUCCESS:

Led the 30-year \$99,700,000 bond to relocate all schools in Seaside School District out of the tsunami inundation zone	Passed 2016
Led the 5-year \$6,547,373 Local Option Levy for Seaside School District	Passed 2015
Led the 5-year \$6,985,514 Local Option Levy for Seaside School District	Passed 2010
Led the 5-year \$4,316,266 Local Option Levy for Seaside School District	Passed 2005
Led the 3-year \$2,299,630 Local Option Levy for Seaside School District	Passed 2002
Led the 3-year \$2,799,000 Local Option Levy for Seaside School District	Passed 2000
Coordinated the technology portion of the 5-year \$2,850,000 bond	Passed 1996
Served on the task force to pass a 20-year \$7,290,000 bond to remodel Seaside High School/Broadway Middle School	Passed 1992

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

**June 21, 2021
Board Meeting**

NOTES FROM THE BUSINESS OFFICE:

General

I have enclosed the May 31, 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 include an estimated amount of repayment for the current year to be made in the future. The balance of the Common School Fund should be received in July. I have adjusted down expected revenue from investment interest to roughly half of what was budgeted due to declining interest rates and removed any expected revenue from Medicaid.

2020-2021 REVENUE AND EXPENDITURES

GENERAL FUND

As of May 31, 2021

		ACTUAL	PROJECTED REV	Total Expected	Balance	BALANCE
REVENUES	BUDGET	through	through	Revenue	From Budget	as % of
		May 31, 2021	June 30, 2021			BUDGET
Property Taxes	1,202,000.00	1,349,689.77	35,146.25	1,384,836.02	(182,836.02)	115%
County School Fund	195,000.00	328,591.21	-	328,591.21	(133,591.21)	169%
State School Fund	4,427,900.00	4,411,058.03	(240,000.00)	4,171,058.03	256,841.97	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	253,179.69	-	253,179.69	(178,179.69)	338%
Medicaid	5,000.00	-	-	-	5,000.00	0%
Total State Support Formula Revenues	5,982,800.00	6,392,110.71	(181,007.61)	6,211,103.10	(228,303.10)	104%
Revenue ESD				-	-	
Other Local Sources	110,000.00	33,610.24	42,406.76	76,017.00	33,983.00	69%
Total Revenue	6,092,800.00	6,425,720.95	(138,600.85)	6,287,120.10	(194,320.10)	103%
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	8,236,727.06	(138,600.85)	8,098,126.21	(1,055,326.21)	115%

		ACTUAL	ENCUMBERED	Total Expected		BALANCE
EXPENDITURES	BUDGET	through	through	Expenditures	BALANCE	as % of
BY OBJECT		May 31, 2021	June 30, 2021			BUDGET
Personal Services	3,312,308.71	2,725,159.26	471,088.78	3,196,248.04	116,060.67	4%
Associated Payroll Costs	1,825,549.86	1,390,389.08	244,321.99	1,634,711.07	190,838.79	10%
Purchased Services	538,400.00	260,570.09	39,860.82	300,430.91	237,969.09	44%
Supplies & Materials	243,100.00	136,694.74	25,028.59	161,723.33	81,376.67	33%
Capital Outlay				-	-	0%
Other Objects	118,000.00	111,240.06	1,084.10	112,324.16	5,675.84	5%
Transfers	337,000.00		337,000.00	337,000.00	-	0%
Total Expenditures	6,374,358.57	4,624,053.23	1,118,384.28	5,742,437.51	631,921.06	10%
Contingency / Unappropriated	668,441.43	-	-	-	668,441.43	100%
				-	-	
TOTAL EXPENDITURES	7,042,800.00	4,624,053.23	1,118,384.28	5,742,437.51	1,300,362.49	18%

		ACTUAL	ENCUMBERED	Total Expected		BALANCE
EXPENDITURES	BUDGET	through	through	Expenditures	BALANCE	as % of
BY MAJOR FUNCTION		May 31, 2021	June 30, 2021			BUDGET
1000 - Instruction	3,583,470.70	2,646,289.81	528,377.25	3,174,667.06	408,803.64	11%
2000 - Support Services	2,442,787.87	1,974,055.39	253,007.03	2,227,062.42	215,725.45	9%
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	4,624,053.23	1,118,384.28	5,742,437.51	631,921.06	10%
6000 - Contingency / Unappropriated	668,441.43		-	-	668,441.43	0%
				-	-	
TOTAL EXPENDITURES	7,042,800.00	4,624,053.23	1,118,384.28	5,742,437.51	1,300,362.49	18%

HLE Board Report

June 2021

ENROLLMENT:

May	KVA
K- 36	K-6 42
1- 29.5	7-8 19
2- 35	
3- 27	
4- 31	
5- 25	
6- 32	
7- 35.5	
8- 34	
285	61
TOTAL HLE	346

-2 in total enrollment

ACADEMICS:

The 2020-2021 school year is almost completed. As I reflect upon the growth of our students, staff, and myself, I am humbled. Collectively, we grew exponentially in many ways including academics, instruction and socially. I am pleased to share that the student growth data is positive.

K-3 Literacy: Dibels is the typical literacy screener. Many staff are not a fan of Dibels. We piloted Map Fluency this Spring to compare the difference between Dibels and Map Fluency. We are in the process of comparing the two sets of data. For the 2021-22 school year, we will use Map Fluency.

Smarter Balanced Assessment and MAP Math and Reading assessments were taken by the majority of the HLE student body. The majority of students grew at a

satisfactory rate on the MAP Reading and Math. We will continue to use this assessment system next year.

Reading - highlighted # is National RIT Norm

Grade Level	Average RIT- Fall	Average RIT- Spring
K	137/138.5 135	157/156.5 153
1	152/DNT 154	164/166.5 171.4
2	164/164 171	176/177 185.6
3	174/173.5 185.5	186/191 197
4	180/198.5 195.7	204.5/203 204.3
5	Didn't test	Haven't tested yet
6	188/198 209.5	211/201 215
7/8	200	209

Math - highlighted # is National RIT Norm

Grade Level	Average RIT- Fall	Average RIT- Spring
K	143/140.5 138	157/152 157
1	160/ 158.6	177/175 176.4
2	167/176 173.8	180.5/179 189.4
3	174/178 187	189/191.5 201
4	186.5/197 198.7	203.5/208 210.5
5	210/ 208.4	213/218 218
6	182.5/ 214	217.5/206 223
7/8		213

Fifth grade has received a grant for STEM materials. One of the purchases is a Gravity game. Students work in groups to make the longest pathway for a marble to travel without stopping using only gravity. Students are not allowed to speak during the group activity. Authentic engagement in action!!!!

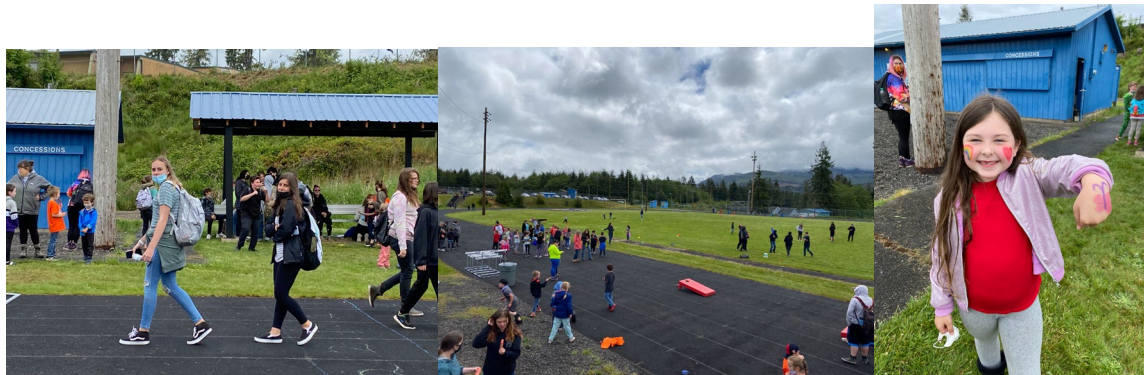


CELEBRATIONS:

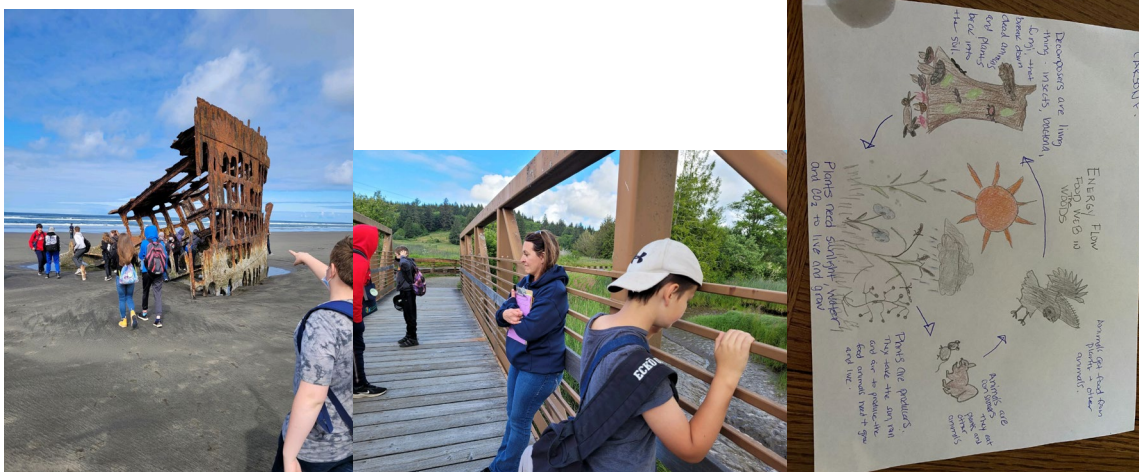
This month we celebrated the eighth grade class with an outdoor promotion ceremony. Many staff made this day special for our outgoing students. The rain didn't dampen their spirits. I want to recognize the maintenance staff and Shannon Harrington for their long hours setting up and planning the promotion.

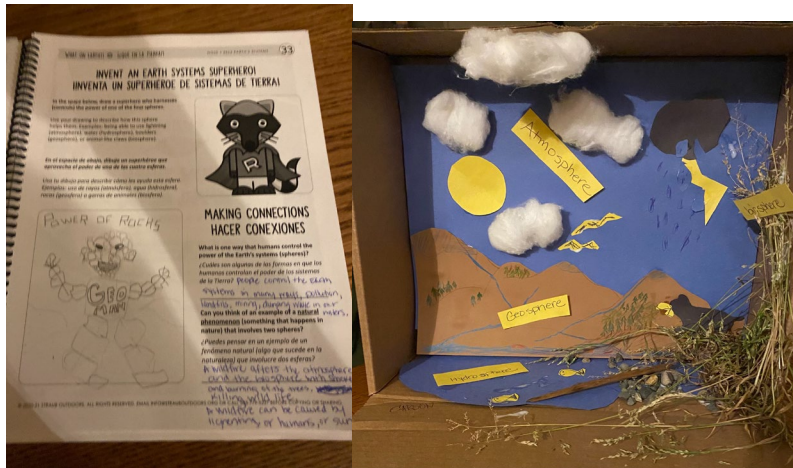


After our Smarter Balanced Assessment testing week was complete, we celebrated with lunch and a treat down at the track. The HLMS Principal's Council and other student volunteers lead other students in yard type games. This was one of the first days with the no mask outside provision. Students were thrilled and joy filled the track area.



Sixth grade students enjoyed four days of Outdoor School. We received a grant from Oregon State University for \$300 to pay for these adventures. We contracted with Straub Outdoors for the educational planning. For our KVA students who chose not to attend in person, they received a learning kit and 6-one hour virtual lessons. I have already submitted a request for the Outdoor School grant for next year's sixth grade students. I hope this will be a tradition for many years to come.





Kindergarten and third grade students went on field trips. Several classes facilitated their own field day.

NEXT YEAR:

Planning is in full swing. The preschool staff is hired and beginning to plan for next year. We have leads on more free preschool items from Columbia ESD. This will be a great blessing for the program and ultimately the district.

I am hopeful to have some staff hired for some of our vacancies, and the first draft of the master schedule complete by the end of June 25th. Summer school planning continues with Adventure School, Extended School Year, and Kinder Camp all being offered during August 9-20. New Staff Orientation, Title 1/Literacy Night, and even a Back to School 7/8th grade dance are being planned already. With one year closing up, another year is always on the horizon. I am excited for 2021-22. My hope is that it will be a year full of "Respecting All."

Respectfully submitted,

[Tammy McMullen](#)

Principal

Hilda Lahti Elementary/Middle School

June 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	33/5 (2)
10	31/7	25/13	26/13	32/7	31/7	32/7	32/5	31/5 (1)	31/5	31/5	30/5 (1)
11	34/6	28/10	28/10	30/8	30/8	30/8	28/10	29/9	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	14/8*3
Total	116/30	93/51	94/51	111/34	110/34	110/34	111/32	109/29 (2)*1	109/29* 1	109/27*3	106/27 *3 (3)

*KHS hybrid enrollment/KVA enrollment

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

* Early graduation

- KHS Juniors hosted a Junior/Senior Prom on Saturday, 6/5/21. It was well attended with approximately 70 students participating.
- KHS juniors have wrapped up their state testing in English, Mathematics, and Science. A passing score will not be required for graduation for the Class of 2022. Teachers will utilize this information to adjust instruction and fill in gaps that may have occurred during comprehensive distance learning.
- The Class of 2021 participated in their graduation exercises on Saturday, June 12th. All students who began the school year, successfully completed their graduation requirements. The celebration began with a processional parade led by the Knappa Fire Dept. and Clatsop Co. Sheriff's. Family and friends were able to join and celebrate graduates at the outdoor ceremony. Thank you to the Knappa Board of Directors for participating in our graduation ceremony.

- Before graduation practice on Friday, June 11th the seniors attended a breakfast held in their honor hosted by the junior class. Following the senior processional walk through at HLE, KHS seniors received their staff awards in an all school assembly.
- The Senior Spotlights are still being posted. 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. Sign ups have gone out and more information can be found on the district website.

Superintendent Report - June 21, 2021

Graduation and Promotion

Last week, we celebrated our eighth graders' promotion to high school and our seniors' graduation. Thank you to all of the families, community members, and school employees who have successfully helped the student reach these milestones.

Summer Programs

As we finish up the year, we are offering multiple summer programs for students using state grant dollars. We will be running credit recovery and enrichment programs (adventures programs, music and drama camp, Kindercamp, and high school PE) for students. Sign-ups are available on the website.

Preschool

Preschool signup is also available on our website and there are now 18 students signed up. We are making individual contact with each of them to help them navigate the Preschool Promise scholarship program if they qualify.

Athletics

I want to congratulate all of our spring athletes (who played winter sports...odd, but true). Each of our teams have played well and learned many life lessons that can't be replicated in a classroom. Next weekend, our boys' basketball team will engaged in post-season play. So far they have swept the league and also had three solid non-league wins in Warrenton (twice), Astoria (once), and Rainer (once). Three wrestlers are also grappling that same weekend. Go Loggers!

Spring Concert

The spring music concert link is posted on our website. We hope you enjoy all of the music our students have prepared. Thank you to Mr. Achilles for launching our musical scholars and we look forward to what will come with the program as the years move forward.

Jobs

We are looking for bus drivers and program assistants for the fall. If you know anybody who is looking for local work, please have them contact us.

Capital Projects

We are in the process of preparing the OSCIM Grant application so that we can be eligible for \$4 million in state match dollars if the community supports the bond on November 2.