

Knappa School District No. 4 • Astoria, Oregon 97103

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

Board of Directors' Regular Board Meeting

August 17, 2020

5:30 p.m.

<https://meet.google.com/cpu-ybup-crx>

Join by phone

(US) +1 252-776-9097 PIN: 537 968 810#

1. **Call to Order** – Chair Craig Weaver
 - 1.1 Flag Salute
2. **Consent Agenda-(Motion for approval needed)**
 - 2.1 Minutes from the July 20, 2020 Board Meeting and August 3, 2020 Work Session
 - 2.2 Personnel Update
 - 2.3 Financial Report
 - 2.4 Superintendent Fritz outside work approval

Communications and Hearing of Interested Parties

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

Per ORS 192.670, this meeting will be conducted as a virtual meeting. Public Comment will not be taken verbally during the virtual meeting, but will be accepted via email until 5:00 P.M. on August 17, 2020. Please email Jennifer Morgan, morganj@knappak12.org with relevant public comment prior to the meeting.

3. **New Business**
 - 3.1 19-20 Board Self Evaluation- (Discussion no action required)
 - 3.2 Superintendent Evaluation Timeline- (Discussion no action required)
 - 3.3 New Job Descriptions- (child care lead and assistant, help desk clerk)
 - 3.4 Revision of 20-21 School Calendar- (motion needed for change)
4. **General Reports**
 - 4.1 Superintendent Report
 - 4.2 District Reports
 - Hilda Lahti Elementary/Middle School
 - Knappa High School

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

Executive Session

6: 15 p.m.

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

Next Meetings • Monday, September 14, 2020 Regular School Board Meeting 5:30 p.m. Virtual.

Knappa School District # 4

**Changes of Employee Status
August 17, 2020**

The Superintendent recommends accepting the following:

The resignation of Spencer Johnson as the HLE Science/fisheries teacher.

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Board of Directors Virtual School Board Meeting
Monday, July 20, 2020
5:30 p.m.

<https://meet.google.com/wsy-khsp-frc>

Join by phone

(US) +1 910-773-1271 PIN: 992 047 279#

Present

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

Absent

Will Isom, Director

William Fritz Ph. D, Superintendent
April Fresh, Business Manager
Laurel Smalley, 9-12, Principal
Tammy McMullen K-8 Principal
Jennifer Morgan, Superintendent/ Board
Secretary

Call to Order – Chair Craig Weaver
Flag Salute

Consent Agenda- (Motion for approval needed)

Minutes from the June 15, 2020 Regular School Board Meeting

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

Communications and Hearing of Interested Parties

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Nothing at this time.

New Business

Board/District Goals 2020-21- (Discussion no action required)-Dr. Fritz reviewed the attached goals that were discussed at the agenda setting meeting that Bangs and Weaver worked on. Fritz will meet with Johnson and Bangs to finalize the goals and bring back to the August work session. No further discussion.

20-21 Ready Safe Schools- (Fritz presentation of plan) Fritz reviewed the plan to start the 20/21 school year in a power point presentation. He also presented two short video clips on the Acellus program that would be offered through our Knappa Virtual Academy.

Professional development for teachers, Johnson asked how long it would take and when it would occur. Fritz stated that it would start the second week of August and is a three-day training. KVA would be 2-3 teachers, the hybrid teachers would get some training, for planning, and expectations. The primary teachers would have training on the Seesaw program and all staff will need training around safety and PPE. Johnson asked if students would be masking or face shielding, Fritz stated that he has that information in the power point. Bangs asked about training for parents, will it be more FAQ, Fritz stated yes or posting a short video on how to navigate the different platforms that will be offered next year. Goozee asked if there's a specialized plan for seniors, he stated that it will be individualized based on what they need, could issue credit for work experience. Johnson, how will we assign cohorts at the high school and middle school levels when they move classes, Fritz stated we will work on reducing that process. We will have extended periods, 3 or 4 on Monday and 2 or 4 on Tuesday, plus the class sizes will be smaller with only half the students here. Johnson asked about funding, how do you see us covering the additional expenses? Fritz stated we will receive some CARES Act money and we have already outlined those expenditures, we will need to look at the budget and see if we can find additional funding sources, and there may be more federal dollars in the future. We will be looking for areas to reduce to cover the additional expenses. He stated we do need to make a decision on the SBHC in October, this could help cover costs, such as the CNA position that will be needed. Bangs thanked Dr. Fritz for the presentation and stated it explained the upcoming school year well. He thanked the committee for all their hard work on the plan.

Board Member Reports and Future Agenda Items

Johnson-would like to hear comments about board meetings in the gym spaced out, Weaver stated the governor's executive order was extended to September, so when or if that's lifted we can look at meeting in the high school gym.

Bangs- nothing at this time.

Goozee-nothing at this time.

Weaver-nothing at this time.

Isom-absent

Johnson moved to adjourn 7:08 p.m.

Next Meetings • Monday, August 3, 2020 Board Work Session 5:30 p.m., Virtual.
Monday, August 17, 2020 Regular Board Meeting 5:30 p.m., Virtual.

Knappa School District No. 4 • Knappa, Oregon 97103
Board of Directors' Work Session Meeting
August 3, 2020
4:30 p.m.
<https://meet.google.com/emd-cvuc-vty>

Present

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

Absent

Will Isom, Director

William Fritz Ph. D, Superintendent
Jennifer Morgan, Superintendent/ Board
Secretary

Call to Order –Chair Weaver
Flag Salute

Communications and Hearing of Interested Parties

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Old Business:

Dr. Fritz reviewed the significant plan changes since the last meeting. Masks are required, the state created a new metric model for reopening and we will learn those numbers weekly. He stated the new website was launched an hour ago, and it will have the most up to date information on reopening for families. Johnson asked how families received information other than our website, Fritz stated through an email from Synergy or an all call. Bangs asked how we would start our learning program the 4-12 distance learning, would it be Google classroom or Acellus, Fritz stated we still need to make a decision on that and we would need to talk with staff first. He stated we are trying to lock into which model would be best since moving back and forth doesn't work well. No further discussion.

New Business

Superintendent/Board Training w/ OSBA-(Virtual)-Chair Weaver turned the meeting over to Kristen Miles from OSBA to start the training she is a board development specialist with OSBA. She stated the training is 6-12 hours over the course of several meetings and will review six key

components, superintendent evaluation, roles & responsibilities, communication protocols, boards expectations of the superintendent and vice versus, review district goals and any other topics as needed or suggested. She stated tonight we will focus on roles and responsibilities, communication protocols and general expectations of the board and superintendent. Discussion followed. Kristen will contact Board Secretary Morgan and will schedule the next training at a future board or work session meeting.

20/21 Board Goals- (discussion only)-Reviewed the goals for the year, Fritz stated that he will be holding a public meeting next week for the community as part of the communications piece. Discussion followed on the community meeting next week. Johnson moved to adopt the goals as presented, Bangs seconded, moved to vote, approved unanimously.

New Job Description-(CNA) (motion and approval needed)-Fritz reviewed the new job description that would be for this upcoming school year with regard to COVID19, this would be a 4 hour CNA position. There would be some overlap with the current nurse position to help facilitate the additional duties for the upcoming school year. This position will be covered with the CARES Act, the OSEA Union agreed and this position will fall under their union agreement. Johnson moved to approve the job description without the Ozone Advisory Committee language, moved to discussion. Weaver asked if this position would go away once we didn't have to worry about COVID 19, Fritz stated that we are posting as a one-year position. Johnson asked if the SBHC could facilitate this position in the future. Fritz stated as of now this is a district paid position, if it went with SBHC then they would be employed through the county not the district. Discussion followed. Johnson moved to approve the job description without the Ozone Advisory Committee language, Goozee seconded, moved to vote, approved unanimously.

Board will take a 10-minute break and log into executive session at 7:00 p.m.

Moved to executive session 7:00 pm.

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

Moved to open meeting, adjourn 7:30 p.m.

Next Meeting •

Monday, August 17, 2020 School Board Meeting 5:30 p.m. Virtual. Monday, September 21, 2020 Regular School Board Meeting 5:30 p.m. Knappa High School Library

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

**August 17th, 2020
Board Meeting**

NOTES FROM THE BUSINESS OFFICE:

General

I have enclosed the July 31st financial report for your review. We would like to introduce a new format provided by Forecast5 reporting. Presenting them alongside the original report we hope to reflect the accuracy of the reports. Forecast5 looks at the past eight years of trends and helps to reflect our expected expenditures. Forecast5 allows the user to review those trends over those years to research inconsistencies and remove them or keep them in if they make sense. Below, both the original report and the Forecast5 report represents those well thought out adjustments. If you have any questions or concerns, feel free to reach out.

**2020-2021 REVENUE AND EXPENDITURES
GENERAL FUND
As of July 31, 2020**

REVENUES	BUDGET	ACTUAL through July 31, 2020	PROJECTED REV through June 30, 2021	Total Expected Revenue	Balance From Budget	BALANCE as % of BUDGET
Property Taxes	1,202,000.00		1,202,000.00	1,202,000.00	-	100%
County School Fund	195,000.00		195,000.00	195,000.00	-	100%
State School Fund	4,427,900.00	740,859.00	3,704,300.00	4,445,159.00	(17,259.00)	100%
Unrestricted Grants (Small High School)	28,000.00		28,000.00	28,000.00	-	100%
Common School Fund	49,900.00		49,900.00	49,900.00	-	100%
State Managed County Timber	75,000.00		75,000.00	75,000.00	-	100%
Medicaid	5,000.00		4,714.00	4,714.00	286.00	94%
Total State Support Formula Revenues	5,982,800.00	740,859.00	5,258,914.00	5,999,773.00	(16,973.00)	100%
Revenue EDS				-	-	
Other Local Sources	110,000.00	2,459.37	105,467.63	107,927.00	2,073.00	98%
Total Revenue	6,092,800.00	743,318.37	5,364,381.63	6,107,700.00	(14,900.00)	100%
Interfund Transfers	-			-	-	
Beginning Fund Balance*	950,000.00		950,000.00	950,000.00	-	100%
TOTAL RE SOURCES	7,042,800.00	743,318.37	6,314,381.63	7,057,700.00	(14,900.00)	100%

EXPENDITURE S BY OBJECT	BUDGET	ACTUAL through July 31, 2020	ENCUMBERED through June 30, 2021	Total Expected Expenditures	BALANCE	BALANCE as % of BUDGET
Personal Services	3,312,308.71	61,189.60	3,247,214.00	3,308,403.60	3,905.11	0%
Associated Payroll Costs	1,825,549.86	24,865.33	1,793,638.00	1,818,503.33	7,046.53	0%
Purchased Services	538,400.00	19,860.23	512,509.00	532,369.23	6,030.77	1%
Supplies & Materials	243,100.00	7,632.50	233,992.00	241,624.50	1,475.50	1%
Capital Outlay				-	-	0%
Other Objects	118,000.00	7,076.01	111,373.00	118,449.01	(449.01)	0%
Transfers	337,000.00		337,000.00	337,000.00	-	0%
Total Expenditures	6,374,358.57	120,623.67	6,235,726.00	6,356,349.67	18,008.90	0%
Contingency / Unappropriated	668,441.43	-	-	-	668,441.43	100%
TOTAL EXPENDITURE S	7,042,800.00	120,623.67	6,235,726.00	6,356,349.67	686,450.33	10%

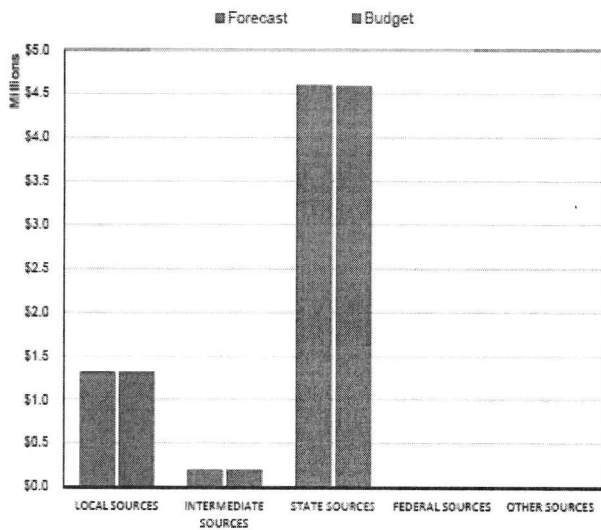
EXPENDITURE S BY MAJOR FUNCTION	BUDGET	ACTUAL through July 31, 2020	ENCUMBERED through June 30, 2021	Total Expected Expenditures	BALANCE	BALANCE as % of BUDGET
1000 - Instruction	3,583,470.70	5,889.78	3,554,941.00	3,560,830.78	22,639.92	1%
2000 - Support Services	2,442,787.87	113,497.88	2,333,219.00	2,446,716.88	(3,929.01)	0%
5000 - Other Uses/Debt Services/Transfers	348,100.00	1,236.01	347,566.00	348,802.01	(702.01)	0%
Total Expenditures	6,374,358.57	120,623.67	6,235,726.00	6,356,349.67	18,008.90	0%
6000 - Contingency / Unappropriated	668,441.43	-	-	-	668,441.43	0%
TOTAL EXPENDITURE S	7,042,800.00	120,623.67	6,235,726.00	6,356,349.67	686,450.33	10%

100 GENERAL FUND | Financial Projection by Object

For the Period Ending July 31, 2020

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ 1,630,211	\$ -	\$ 950,000	\$ 950,000	\$ 950,000	\$ -
REVENUES						
Local Sources	13,738	2,611	1,307,316	1,309,927	1,312,000	(2,073)
Intermediate Sources	-	-	195,000	195,000	195,000	-
State Sources	713,508	740,859	3,857,200	4,568,059	4,580,800	17,259
Federal Sources	-	-	4,714	4,714	-	4,714
Other Sources	-	-	-	-	-	-
TOTAL REVENUE	\$ 727,246	\$ 743,470	\$ 5,364,230	\$ 6,107,700	\$ 6,087,800	\$ 19,900
EXPENDITURES						
Salaries	\$ 58,608	\$ 61,190	\$ 3,247,214	\$ 3,308,404	\$ 3,312,309	\$ 3,905
Associated Payroll Costs	28,155	24,865	1,793,638	1,818,504	1,825,550	7,046
Purchased Services	31,600	19,860	512,509	532,369	538,400	6,031
Supplies and Materials	12,631	7,833	233,992	241,825	243,100	1,475
Capital Outlay	-	-	-	-	-	-
Other Objects	7,918	7,078	111,373	118,449	118,000	(449)
Transfers	-	-	337,000	337,000	337,000	-
Other Uses of Funds	-	-	-	-	668,441	668,441
Other Expenses	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 138,912	\$ 120,624	\$ 6,235,726	\$ 6,356,350	\$ 7,042,800	\$ 686,450

Revenues by Source | Forecast vs. Budget



Expenditures by Object | Forecast vs. Budget

