

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.

Knappa School District No. 4 • Astoria, Oregon 97103

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academically and Thrive as independent and Productive citizens.*

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%

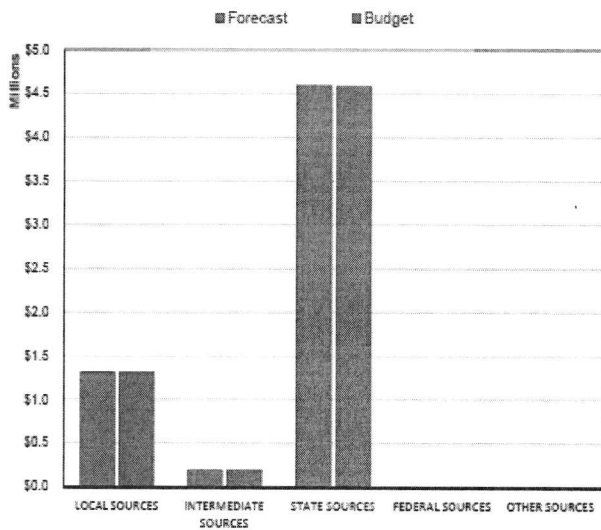
EXPENDITURE S BY MAJOR FUNCTION	BUDGET	ACTUAL through July 31, 2020	ENCUMBERED through June 30, 2021	Total Expected Expenditures	BALANCE	BALANCE as % of BUDGET
1000 - Instruction	3,583,470.70	5,889.78	3,554,941.00	3,560,830.78	22,639.92	1%
2000 - Support Services	2,442,787.87	113,497.88	2,333,219.00	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

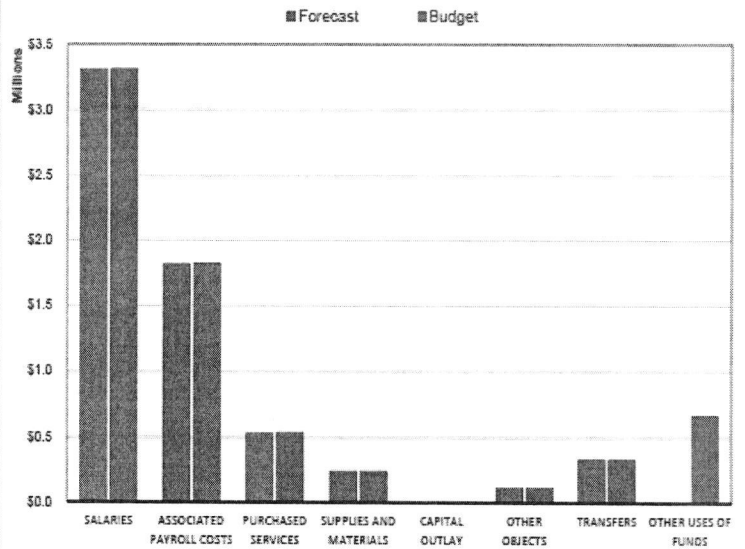
For the Period Ending July 31, 2020

	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	\$ 3,309,404	\$ 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	7,633	233,992	241,625	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

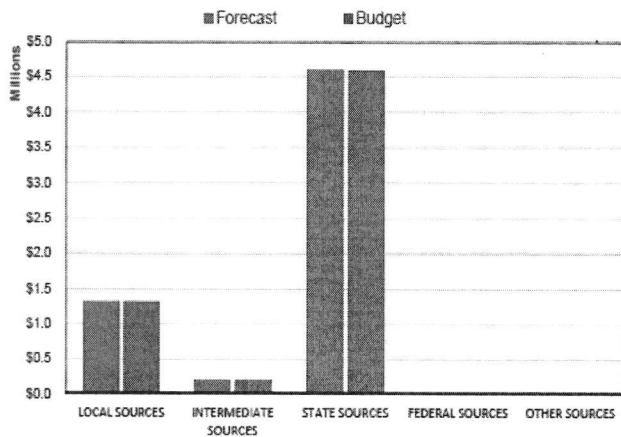


100 GENERAL FUND | Financial Projection by Function

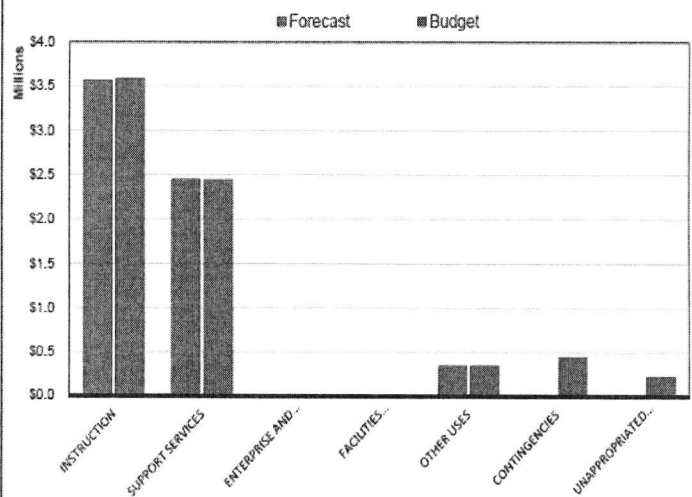
For the Period Ending July 31, 2020

	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	4,598,059	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						
Instruction	\$ 31,016	\$ 5,890	\$ 3,554,941	\$ 3,560,831	\$ 3,583,471	\$ 22,640
Support Services	106,785	113,498	2,333,219	2,446,717	2,442,788	(3,929)
Enterprise and Community Services	-	-	-	-	-	-
Facilities Acquisition and Construction	-	-	-	-	-	-
Other Uses	1,111	1,236	347,566	348,802	348,100	(702)
Contingencies	-	-	-	-	448,320	448,320
Unappropriated Ending Fund Balance	-	-	-	-	220,121	220,121
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 Function | Forecast vs. Budget



- 1) Are the books balanced and reconciled? Not to date, we are closing out 19-20. We are close to having everything prepared for the Audit that will take place the week of September 14th.
- 2) Are all cash and investment accounts reconciled to the general ledger? Please see #1 above.
- 3) Does the adopted budget reflect expected expenditures? YES
- 4) Have payroll reports been filed and have all payroll liabilities been paid timely? YES
- 5) Have all federal and state reimbursement requests as well as required financial reporting forms been filed timely? YES
- 6) Are there any suspected cases of fraud that we need to be aware of? NO
- 7) Are there any suspected changes to the internal control system? NO
- 8) Have there been any significant changes to the internal control system? NO
- 9) Is the business office adequately staffed to allow for proper segregation of duties? NO
- 10) Have there been any changes to the accounting system or accounting policies that are significant? NO
- 11) Has the accounting software and related IT systems been subject to review by an IT professional to ensure seamless backup in the event of a malware, ransomware, or other compromise of computer security? YES, this has been a top priority at the ESD (conversation with Tim & Aaron at the ESD 4.15.20).
- 12) Are there any other financial-related matters we should be aware of? The CTE Revit Grant has been approved. We have selected a vendor, NW Roofing who will begin work next month.
- 13) Are there any new pronouncements on the horizon that may require additional staff time or disbursement of funds to properly implement? Not currently.
- 14) Are all financial statements that have been provided to the Board accurate and complete to the best of your knowledge? YES
- 15) Have you been asked by the Superintendent to do anything that makes you uncomfortable or to present any information you feel is inaccurate? NO

Knappa School District #4

Board Meeting Background Information

☐ Policy

☐ Financial

☐ Discussion

☒ Other

☐ Vision & Goals

☐ Information

☐ Resolution

Item Title: Approval of Outside Work for Superintendent

Background Information Related to this Issue:

The employment contract between the School Board and the Superintendent requires School Board permission for the Superintendent to engage in outside work. The superintendent has been invited to teach a single online class at Bushnell University this fall and an additional online class in the spring. The classes are small (four students), class sessions will occur in the evening, and the courses will not interfere with work time in the Knappa School District.

Operational Impact: No direct operational impact. The superintendent will be teaching online, and will better understand the challenges and rewards associated with online teaching. Additionally, the coursework relates to educational research, so the superintendent will continue to be immersed in current educational research as a result of this experience.

Financial Impact: None

Recommended Action: The superintendent respectfully requests that the Board authorize up to three credits per term of outside work at Bushnell University.

Board Evaluation Table 2019-20

PERFORMANCE STANDARDS											
	Leadership -- Standard 1	Standard 2 -- Policy & Govern	Standard 3 -- Community Relations	Standard 4 -- Cultural Responsiveness	Standard 5 -- Accountability	Standard 6 -- Board Meetings	Standard 7 -- Board Member Communications	Standard 8 -- Board Staff Relations	Standard 9 -- Board/Superintendent Relations	Standard 10 -- Values, Ethics and Responsibility	Standard 11 -- Board Systemic Improvement
Board Member #1	3	2	3	2	1	2	3	2	2	2	1
Board Member #2	4	3	2	2	3	2	3	3	3	2	0
Board Member #3	3	3	2.5	2.5	3	3	3	3	3	3	2
Board Member #4	3	4	3	2	2	4	4	3	3	4	3
Board member #5	2	2	2	1	2	3	3	1	2	3	2
	3.00	2.80	2.50	1.90	2.20	2.80	3.20	2.40	2.60	2.80	1.60

Board Evaluation Table 2019-20

GOALS	Goal Statement #1	Goal Statement #2	Goal Statement #3	Goal Statement #4	Goal Statement #5	Goal Statement #6
Board Member #1	2	3	1	1	1	2
Board Member #2	3	3	3	3	4	4
Board Member #3						
Board Member #4						
Board Member #5						
	2.5	3	2	2	2.5	3

BOARD SELF EVALUATION

PART 1 – PERFORMANCE STANDARDS

Standard 1: Leadership, Mission, Vision and Goals

Comments:

- Because Dr. Fritz is new in the neighborhood we have not yet set a schedule of them the sup will give periodic updates to the board. Including data how we are progressing on achieving our goals.
- .

Standard 2: Policy and Governance

Comments:

- OSBA continuously keeps us in compliance with updates but we don't review our policies on a regular basis. The review and rewrite of the athletic policy was well done.
- The issue of the high school principal position discussed at a board meeting violated at least board policy about no surprise for the superintendent and contractual obligation for the individual concerned.

Standard 3: Community Relations

Comments:

- Same comment as standard 2 in relation to staff
- This standard can always use improvement. There was more done this year with the questionnaires and committees, but I fell we still could improve on reaching those outside of the normal avenues.

Standard 4: Cultural Responsiveness and Educational Equity

Comments:

- To best of my knowledge, we've never reviewed policies concerning cultural, racial or ethnic bias. Providing opportunities for our students to experience racial and ethnic diversity should be a district goal.
- We could facilitate communications and participation with culturally diverse groups better.
- I've ranked this a 1 for several years. We've had discussion and have tried to set board goals around this (speakers, native American education, etc.) but I am unsure if we have made progress.

Standard 5: Accountability and Performance Monitoring

Comments:

- I don't feel we have a culture expecting high expectations/performances. In sports yes, in some families, yes, but not a district value that all staff, students and community members are passionate about.

Standard 6: Board Operations – Meetings

Comments:

- Surprises have occurred on occasion; items have not been allowed on the agenda in spite of 2 or more members request for a topic.

Standard 7: Board Operations – Board Member Communications

Comments:

-

Standard 8: Board Operations – Board/Staff Relations

Comments:

- High school position discussed in an open public meeting without notifying the staff member.
- I have personally identified this as a focus for this upcoming year and am committed to improving upon it.

Standard 9 – Board Operations – Board/Superintendent Relations

Comments:

- Need to clearly articulate roles and review policy with superintendent.
-

Standard 10 – Values, Ethics, and Responsibility For Self

Comments:

-

Standard 11 – Board Systematic Improvement

Comments:

- I hope we will do more OSBA training as was offered on 8/3/20. We've never had a board/sup retreat. I routinely attend the OSBA regional meeting in Seaside but here was not one last fall. I assume because of poor attendance the previous year.
- Could improve on personal development as a board member.
- We have started on this already, we have not historically conducted a retreat.

General comments-

Goals:

1. Student Recognition

- Show case did happen, 7-12 showcase for April-May and the K-12 recognition evening cancelled because of COVID-19.
- Need improvement on student recognition.

2. Logging money

Set money aside in a designated account.

3. Needs assessment for bond:

- a. Never did narrow down how to proceed after multiple committee meetings and presentations by the committee to the board. Discontinued the process with no resolution when virus struck and board decided not to pursue a bond at this time.

4. Professional Development:

- a. I think the work session approach like occurred 8/3/20 is important because the board attends the training together ensuring all board members get the same information.

5. School Base Health Center:

- a. Committee authorized by the board met weekly in person and virtually after the virus outbreak. Because of the virus we couldn't do the focus group meetings we had planned but did gather pertinent info to file required report to the state and receive a 2nd year planning grant, board needs to make a decision by October to proceed or not.

**Superintendent Evaluation
2020-2021**

Aug/Sept – Finalize Superintendent Evaluation Process – District Goals will be used in addition to the 9 standards that are outlined in the OSBA Superintendent Evaluation Handbook.

January 25th – Superintendent Update and self-evaluation in executive session

-- Evaluation forms given to board members

February 8th – Board Evaluation of Superintendent given to the business office to summarize

February 16th – Board executive session to discuss evaluation summary and any discrepancies to be summarized by business office.

March 1st – Executive session with superintendent to review evaluation

March 15th – Executive session to review summary letter / Document in public meeting that evening

KNAPPA SCHOOL DISTRICT JOB DESCRIPTION

Day Care Lead

DUTIES AND RESPONSIBILITIES:

- Assume responsibility for designing and implementing a developmentally appropriate day care school program for K-6 that includes art projects, homework completion time, outdoor and gym time, socialization, and general recreational activities.
- Ability to learn and consistently apply school and District policies and procedures
- Relate well to children
- Provide a safe learning environment
- Establish and maintain a professional relationship with families
- Ability to keep accurate and timely records
- Demonstrate ability to assess and record student progress
- Supervise large group and small group activities
- Be committed to a continuing program of professional development
- Provide leadership to the school team
- Supervise and guide all classroom assistants
- Facilitate online learning that is planned by a certificated teacher
- Demonstrate and maintain good staff relations
- Demonstrate flexibility

REQUIREMENTS:

- Attend all staff meetings and training sessions
- Treat each child with dignity and respect
- Be punctual and have good attendance

QUALIFICATIONS:

- AA degree in relevant field or equivalent
- Direct experience working with elementary-aged children
- Be a strong role model for elementary aged-children
- Demonstrated ability to consistently interact with staff, students, and parents in a professional and mature manner
- Ability to handle emergency situations appropriately
- Physical agility and stamina
- Required post-hire, pre-start:
 - Current First Aid and CPR certification
 - Current Food Handlers Permit
 - HR training
 - Background Check

KNAPPA SCHOOL DISTRICT

JOB DESCRIPTION

Day Care Assistant

DUTIES AND RESPONSIBILITIES:

- Ability to learn and consistently apply school and District policies and procedures
- Relate well to children
- Provide a safe learning environment
- Establish and maintain a professional relationship with families
- Assist the Day Care Lead in the development and implementation of lesson plans
- Help supervise large and small group activities
- Perform routine childcare activities
- Assume an equal share of housekeeping responsibilities
- Ability to take direction from Lead teacher and then follow through
- Demonstrate initiative
- Be committed to a continuing program of professional development
- Ability to perform Lead duties in the absence of the Day Care Lead
- Establish and maintain good staff relations
- Demonstrate flexibility

REQUIREMENTS:

- Attend all staff meetings and training sessions
- Treat each child with dignity and respect
- Be punctual and have good attendance

QUALIFICATIONS:

- ECE Initial or Short Certificate or sign plan to achieve within timeline
- Demonstrated ability to consistently interact with staff, students, and parents in a professional and mature manner
- Graduation from high school
- Ability to handle emergency situations appropriately
- Physical agility and stamina
- Required post-hire, pre-start:
 - Current First Aid and CPR certification
 - Current Food Handlers Permit
 - HR training
 - Background Check

KNAPPA SCHOOL DISTRICT #4
JOB DESCRIPTION

Position Title: Technology Help Desk

Hours: 4 hours per day

Reports to: Technology Director

GENERAL DESCRIPTION:

The help desk person will provide support to parents and students during this time of distance learning. They will assist with software support; including username and password reset and basic software navigation. Basic hardware troubleshooting, repair and replacement. They will also perform problem identification, tracking, escalation and resolution.

QUALIFICATIONS: Knowledge, Skills, Abilities Required

1. Ability to work with high degree of accuracy and organizational skills
2. Working knowledge of the operations and functions of the supported software and hardware systems.
3. Working knowledge of computer utilities and tools required in the support function.
4. Education, training and related experience in the support and troubleshooting of computer hardware, operating systems and common applications.
5. Knowledge of working with Google Apps including email, documents, sheets and forms.

ESSENTIAL FUNCTIONS:

1. Provide a positive customer experience as the point of contact for technology support
2. Perform problem identification, tracking and resolution or escalation of problem to the appropriate person.
3. Track data, prepare materials, maintain documentation and prepare reports.
4. Respond to basic hardware and application work orders.
5. Identify and recommend areas of process improvement.
6. Other related duties as assigned.

PHYSICAL REQUIREMENTS:

1. Ability to lift equipment up to 25 pounds without assistance.
2. Ability to remain seated for long periods of time while viewing a computer screen.

Knappa School District 2020-2021 School Calendar

4 Independence Day

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 No School – New Year's Day
4 School Resumes
13 Late Start
18 No School – MLK Day

19/173.5 83.5 Days

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

1 No School – End of Semester
Teacher Work Day
15 No School – President's Day
Possible Snow Make-up Day
24 Late Start

18/173.5 101.5 Days

1-2 teacher work day
3 district wide in-service
4 non contract day
7 Labor Day
8-9 Teacher Training (COVID)
10 non contract day
11 K-12 Orientation No School
14 First Day of School K-12
16 Late Start
30 Late Start

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10 Late Start
17 Regular Day – K-12 Conferences
5-8 pm
18 No School – Parent Teacher
Conferences 8-12, 1-4, 5-8 pm
19 No School
22-26 Spring Break

16/173.5 117.5 Days

14 Late Start
21 Regular Day – K-12
Conferences 5-8 pm
22 No School K-12 Conferences
8-12, 1-4 and 4-8 pm
23 No School
28 Late Start

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

14 Late Start
21 End of Qtr. Half day of
School/Teacher Work Day
28 Late Start

21.5/173.5 139Days

11 No School - Veterans Day
13 End of Qtr. – Half Day of School
Teacher Work Day
25-27 No School Thanksgiving

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12 Late Start
26 Late Start
31 No School – Memorial Day

20/173.5 159 Days

9 Late Start
21-31 Winter Break – No School

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

12 KHS Graduation
14 8th Grade Promotion
22nd Last Day of School – Half Day

Possible Snow Make Up Day June
23rd and June 24th

15.5/173.5 174.5 Days

14/173.5 64.5 Days

Superintendent Report

August 17, 2020

Chat with the Superintendent was held last Wednesday night. There were 49 participants (at the maximum participation point).

Opening Plan. Currently, the District's opening plan is to begin with K-3 in-person instruction five days per week. The 4-12 model will be comprehensive distance learning.

On the agenda tonight is a calendar shift to allow for additional safety and distance learning training for teachers. The newly proposed student orientation date is September 11 with a school start date of September 14.

As of Thursday, the Knappa Virtual Academy enrollment was 150. The District is in the process of ensuring adequate staffing to support the virtual program.

Child Care. The District is planning to open local child care at the start of school. Two job descriptions are on the agenda tonight to create positions for these facilities. The employees would work for the District, and the programs would be housed via local partnerships. Conversations are currently occurring with the Brownsmead Grange and Crossroads Community Church. Capacity within these programs is estimated to be 10 per site for a total of 20 students.

The District also has posted a link on the website to the "Find Child Care Oregon" website so that families can find regional child care facilities.

New Website. The website has been updated with a new look and feel. It should be easier to navigate and is "less busy." Thank you to Oxana Miller, Tim VanDeGrift, and Jennifer Morgan for their work on the new site.

We have also added a "School Opening Meter" to the site for quick reference.

August Board Report - Hilda Lahti Elementary/Middle School

Celebrations: KinderCamp is running well. We have a small number of students, and they are adhering to the new regulations. They are learning the routines of the classroom as well as brushing up some academic skills. The Kindergarten team planned carefully according to the ODE guidelines.



Staffing: Our MS Science teacher resigned. We repurposed staff into KVA. We are still looking at a possible need to hire for 2nd grade (1 year contract). Due to many of our students attending KVA, our class sizes are small; however, this will be helpful navigating all the health guidelines. This is creating some challenges in staffing. We are looking at some options, but also know that as we open our students will most likely come back to the traditional school.

Our current class sizes are: 8/13 6:00am

K- 31
1- 25
2- 31
3- 24
4- 29
5- 19
6- 31
7- 34
8- 33

We placed paw prints in the hallways, sidewalks and classrooms to encourage social distancing.



We are implementing contract tracing logs for staff and students in the building.

Staff come back September 1st. Primary staff will be trained in SeeSaw. Intermediate/MS staff will be trained on Google Classroom. Optional Canvas/Acellus training will occur August 24-28 or September 1-3. We will spend time with staff and parent expectations. Staff will be working on campus in whatever model we are in. I am excited to see all the growth through these many changes.

My main focuses this year will be:

- Middle School Redesign
- Comprehensive Needs Assessment
- Curriculum Map
- PBIS/Trauma Informed focus
- School-Community Culture/Climate revitalization

Thank you for the opportunity to be a part of the Knappa team. I anticipate a year of growth and many celebrations.

If you have any questions, please feel free to contact me.

Respectfully Submitted,

Tammy McMullen
Principal
Hilda Lahti Elementary/Middle School

August KSD Board Meeting
Knappa High School

- Registration packets will be mailed the week of 8/17.

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
9	30/9										
10	31/7										
11	34/6										
12	21/8										
Total	116/30										

*KHS hybrid enrollment/KVA enrollment