

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

September 18, 2017

5:30 p.m.

5:15 p.m. New Staff Introduction!

1. **Call to Order** – Chair Candi Vanderburg
 - 1.1 Flag Salute
2. **Consent Agenda-(Motion for approval needed)**
 - 2.1 Minutes from the August 14, 2017 Regular Board Meeting.
 - 2.2 Consent Agenda
 - 2.3 Financial Report

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 (5) minutes.

3. **Old Business**
 - 3.1 District/Board Goals 2017-18-(**motion for approval needed**)
 - 3.2 Second Read OSBA Policy Updates-(**motion for approval needed**)
 - 3.3 RFP Update-(**Paulette Johnson**)
 - 3.4 Board Chromebooks Update-(**Paulette and Jennifer**)
4. **New Business**
 - 4.1 Robbie Porter P-3 Update
 - 4.2 MAPS Update(**Paulette Johnson**)
5. **General Reports**
 - 5.2 Student Body Report
 - 5.3 HLE/SPED Report
 - 5.4 KHS Report
 - 5.5 Superintendent Report

6. Board Member Reports and Future Agenda Items

**Next Meetings • Monday, October 2, 2017 Board Work Session and Monday, October 16, 2017
Knappa High School Library.**

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Board of Directors' Regular Board Meeting

August 14, 2017

5:30 p.m.

Present

Candi Vanderburg, Chair
Cullen Bangs, Vice Chair
Craig Weaver, Director
Ed Johnson, Director 5:45 p.m.
Tammy Goozee, Director

Absent

Paulette Johnson, Superintendent
Nikki Fowler, Business Manager
Leila Collier, K-6 Principal/SPED Director
Laurel Smalley, Principal 7-12
Jennifer Morgan, Board Secretary

1. **Call to Order** – Chair Candi Vanderburg

1.1 Flag Salute

Craig moved 5.1 to 2.0--E. Johnson seconded, approved unanimously.

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

2.1 Minutes from the June 19, 2017 Board Meeting.

2.2 Status Report

Superintendent Johnson swore in Cullen Bangs as a Knappa board member for a new four year term.

Superintendent Johnson swore in Tammy Goozee as a new Knappa board member for a new four year term.

Weaver moved to adopt consent agenda as presented, Bangs seconded, moved to vote, approved unanimously.

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

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Old Business

RFP Discussion-P. Johnson stated the board needs to give her direction on what would be the best option with moving forward on the logging project. Weaver stated we should move this discussion to item 5.7 on the agenda or until E. Johnson arrives, Bangs seconded, approved unanimously

6:15 p.m.- Bangs stated that we did have a professional cruise done back in 2013, Bangs stated that he felt the bid came in too low and thought we should go out for bid again as a standard timber sale.

Bangs talked with Bud Henderson, a consulting forester who charges \$50 per hour, stated that he could facilitate all aspects of the job and has example contracts we could use. Weaver stated we could also put out a sealed sale bid on the property. Goozee stated we would need to have a partition done for the 13 acre parcel first. P. Johnson will contact the county to get information on how to apply for a partition on the 13 acres and contact Bud Henderson for more information. No further discussion.

New Business

Swear in Newly Elected Board Members (Tammy Goozee and Cullen Bangs)-moved to the consent agenda, see above for the motion.

2016-17 Board Evaluation-Vanderburg reviewed the board self-evaluation with all in attendance. Bangs asked if Paulette had looked at the mission statement recently and if she thought about reviewing it, she stated yes. She stated we will make that a board goal for 17-18. Bangs asked if the board gives enough input on policy update, P. Johnson and J. Morgan responded yes. Weaver stated that he saw a board member at almost every event this past year. Bangs stated he liked having staff and students attend board meeting, it keeps the board informed. Vanderburg stated she likes the email updates from the superintendent. Bangs stated that he was going to try and utilize OSBA's online programs. Bangs would like to pursue options on how to use social media as a positive role model for our students. E. Johnson would like to see about bringing in guest speakers with diverse backgrounds. No further discussion.

District Goals 2017-18- (Discussion no action required)-P. Johnson stated she would like to keep the goals we have and add to them. E. Johnson asked what the staff is focusing on this year. Paulette stated assessment, student engagement, rigor, and at risk students. E. Johnson would like to see equal passion for education and sports, look at making that a goal The Board decided to make diversity, mission and vision statement, culture responsibility, presentations by staff, training and social media the focus for the 17-18 school year. Discussion followed.

Policy Update-(First Read and adoption-see attached notes for more information)-Reviewed policies will bring back for a second read in September.

Superintendent Evaluation Timeline-(Discussion no action required)-the board reviewed and the schedule works for everyone.

Approve RFP for Educational Facility Planning and Community Outreach Services-Fowler wrote two facilities grants for the facility planning and received a \$20,000 and \$25,000 not to exceed a total of \$55,000.00. These will give a comprehensive look at what the district's needs are in the future. We received four proposals and the administration staff reviewed today, they narrowed it down to two companies. Seaside has been using DOWA, the company has a short turn around and came highly recommended. E. Johnson asked where they are out of, Paulette stated Portland and they only do Oregon and Washington schools with a preference for small schools. We will schedule talks with staff and community once we get the plan, our bond expires June 2021 and the matching grants won't be received unless we have this assessment done. Weaver moved to accept DOWA's proposal, Johnson seconded, moved to vote, approved unanimously.

General Reports

HLE/SPED Reports-Collier said we have had 22 kindergarteners at camp this week. Twombly will be in for Norton while she is out on maternity leave. As of today we have added 15 new students for K-8 in the last two weeks. Collier has hired all staff for HLE. E. Johnson asked if kinder camp is for

all kindergarteners, Collier stated no, it is targeted to the children who have not had any preschool or head start, but were able to take all that applied and we receive a grant that funded the camp. No further discussion.

KHS Report-Smalley stated it has been a busy summer; registration is coming up next week. A group of five staff went to Denver for an AVID conference. Smalley reviewed her notes in the board packet. Fall practice started today. Weaver asked if she was meeting with freshman parents, she stated yes. E. Johnson asked about the carpet at the high school, how much was being installed, Smalley stated it will be throughout the main halls. No further discussion.

Superintendent Report-P. Johnson handed out an updated calendar. We are trying to add a new foreign language teacher at the high school with the measure 98 funds, which is ear marked for CTE programs. We will be receiving \$400.00 per student and this should help with keeping the 9th graders on track.

- Maps will be testing the last two weeks of September to get a baseline, will bring back more detailed information to the next meeting.
- Check your email to fill out the audit form.
- We will have more in school screening for dental, hopefully outdoor school and Native American curriculum will be mandatory.
- Would like to have the board think about going paperless, Paulette will give lessons.
- Bangs asked if we irrigated the football field this summer, Fowler stated yes we did.
- The new bus has been ordered, but we don't know when it will be delivered. No further discussion.

Student Body Report-nothing at this time.

Board Member Reports and Future Agenda Items

Ed Johnson-nothing at this time.

Tammy Goozee-nothing at this time.

Cullen Bangs-nothing at this time.

Craig Weaver-nothing at this time.

Candi Vanderburg-nothing at this time.

Johnson moved to adjourn 6:58 p.m.

Next Meetings • Monday, September 18, 2017 Regular School Board Meeting 5:30 p.m., October 2, 2017 Board Work Session, Knappa High School Library.

Knappa School District # 4

**Changes of Employee Status
September 18, 2017**

The Superintendent recommends accepting the following:

The hiring of Miki'ala Souza as the Art Teacher at KHS.

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

**September 18th, 2017
Board Meeting**

NOTES FROM THE BUSINESS OFFICE:

General

I have enclosed the August 31st financial report for your review. We have not processed payroll for all staff yet so next month you will see an increase in encumbered personal services and payroll costs as I get everyone active for 17-18.

Other

We will have our first meeting with DOWA to begin the process of our facilities study on September 19th. I have begun pulling info together for them and will have a much better idea of their needs after Tuesday. I expect this process to be very informative and interesting.

2017-18 REVENUE AND EXPENDITURES
GENERAL FUND
As of August 31, 2017

REVENUES	BUDGET	ACTUAL through 31-Aug-17	BALANCE	BALANCE as % of BUDGET
Property Taxes	1,052,000.00	7,290.15	1,044,709.85	99%
County School Fund	400,000.00		400,000.00	100%
State School Fund	3,188,710.00	884,598.00	2,304,112.00	72%
Unrestricted Grants (Small High School)	25,000.00		25,000.00	100%
Common School Fund	58,800.00		58,800.00	100%
State Managed County Timber	40,000.00		40,000.00	100%
Medicaid Reimb	5,000.00		5,000.00	100%
Total State Support Formula Revenues	4,769,510.00	891,888.15	3,877,621.85	81%
Revenue EDS	-	-	-	
Other Local Sources	64,000.00	6,204.03	57,795.97	90%
Total Revenue	4,833,510.00	898,092.18	3,935,417.82	81%
Interfund Transfers			-	
Beginning Fund Balance*	500,000.00	-	500,000.00	100%
TOTAL RESOURCES	5,333,510.00	898,092.18	4,435,417.82	83%

*The Beginning Fund Balance has not been audited therefore has not been included in this report.

EXPENDITURES BY OBJECT	BUDGET	ACTUAL through 31-Aug-17	ENCUMBERED through 31-Aug-17	BALANCE	BALANCE as % of BUDGET
Personal Services	2,844,530.00	240,814.29	2,393,410.50	210,305.21	7%
Associated Payroll Costs	1,468,125.00	126,967.37		1,341,157.63	91%
Purchased Services	437,730.00	33,832.87	32,911.97	370,985.16	85%
Supplies & Materials	261,505.00	58,393.86	43,787.37	159,323.77	61%
Capital Outlay				-	0%
Other Objects	106,620.00	75,966.62		30,653.38	29%
Transfers	130,000.00			130,000.00	100%
Total Expenditures	5,248,510.00	535,975.01	2,470,109.84	2,242,425.15	43%
Contingency	85,000.00	-	-	20,000.00	
TOTAL EXPENDITURES	5,333,510.00	535,975.01	2,470,109.84	2,262,425.15	42%

EXPENDITURES BY MAJOR FUNCTION	BUDGET	ACTUAL through 31-Aug-17	ENCUMBERED through 31-Aug-17	BALANCE	BALANCE as % of BUDGET
1000 - Instruction	2,999,520.00	215,915.47	1,557,382.73	1,226,221.80	41%
2000 - Support Services	2,108,120.00	319,376.73	912,727.11	876,016.16	42%
5000 - Other Uses/Debt Services/Transfers	140,870.00	682.81		140,187.19	100%
Total Expenditures	5,248,510.00	535,975.01	2,470,109.84	2,242,425.15	43%
6000 - Contingency	85,000.00	-	-	20,000.00	24%
TOTAL EXPENDITURES	5,333,510.00	535,975.01	2,470,109.84	2,262,425.15	42%

**Knappa School Board Goals for
School Year 2017-2018**

It is the desire of Knappa School Board to work on the following goals for school year 2017-18.

1. With input from staff, students, parents and community the board will revisit and refine the school district's mission and vision statements.
2. To foster community relationships, the board will continue to provide opportunities for parents and community members to be involved in the education of their children, hoping to foster in parents a passion and commitment for school for their children.
3. Help staff address the issues of working with students of poverty and diverse cultures by providing guest speakers, additional education for staff and opportunities for students to experience different cultures.
4. Continue having students and staff at school board meetings to present items of interest to the board to include but not limited to: AVID activities, art activities, student recognition, classroom happenings, etc.
5. As a board, engage in one or more professional development trainings offered by OSBA.
6. Focus on and refine the process of how school information is communicated through social media such as Facebook, Twitter, Snapchat and Instagram. Foster the idea of current, positive, relevant information regarding the school district.



9/18/17

CONTENTS

EBBB-Injury/Illness Reports

EFA - Local Wellness Program (Required)

GCPB/GDPB-Resignation of Staff

IKF-Graduation Requirements

JEA-Compulsory Attendance

EEA-Student Transportation Services

IGBAC-Special Education-Personnel

IGBAK-Special Education-Public Availability of State Application

IGBC and IGBC AR-Title1/Parental and Family Involvement

IGBI-Bilingual Education

JFC-Student Conduct

JHC-Student Health Services and Requirements

KI-Public Solicitation in District Facilities

KAB and KAB AR-Parental Rights

All policies have been updated with the required changes per OSBA and their legal team.

Board Report: Clatsop Kinder Ready
Robbie Porter, CKR Coordinator
porter@warrentonk12.org
September 12, 2017

System Alignment

CKR created an Action Plan that will guide our efforts:

Our Vision: Strong resilient Families, Children Healthy and Ready to Learn

Our Mission: Partner with parents, educators, medical and social service professionals as well as other community members throughout Clatsop County.

Our Priority Population: CKR is involved in helping all children from birth to age 8 have a strong start in life and be fluent readers by third grade.

- A. Focus:** Collaborate with early learning providers, culturally-specific organizations and school districts to ensure that children in the priority population have access to extended learning opportunities
 1. Activate leadership to eliminate barriers for children and families.
 2. Provide literacy and language rich environment to enable all students to be at grade level for reading by third grade
 3. Engage families as full partners in helping their children develop, learn, and achieve.
 4. Expand and replicate effective early enrollment for kindergarten strategies.
- B. Focus:** Professional development in collaboration with districts and other partners
 1. Strengthen the professional development opportunities for Early Learning Providers
 2. Facilitate peer to peer interactions
 3. Build community and family awareness of P-3 efforts
- C. Focus:** Data Review that publicizes and celebrates success
 1. Engage families, partners and community members
 2. Utilize data informed decision-making processes to identify opportunities to address system disparities

Identified P-3 Coordinator for each district:

Astoria - Kate Gohr
Knappa - Leila Collier
Seaside - Erin Miller
Warrenton - Michelle DeVos
Jewell – Lisa Erdt

Professional Development

- Kindergarten Smorgasboard – 8 teachers from Clatsop County attended
- Celebrate K! – 4 teachers attended
- Starting Strong – 2 teachers attended

Upcoming Opportunities

- COSA Early Learning – 20 registered

Family Engagement

- Kinder Camp was a huge success for our county. Districts received a grant from the NWRESD Early Learning Hub designed to provide an early start for incoming kindergarteners. The vision for Kindercamp was to allow the districts to build momentum in the process of transitioning children with limited academic exposure into a learning environment that would optimize their academic and behavioral progress.

Upcoming Opportunities

- Welcome Baby Project – the goal is that every child born in Clatsop County receives a “Welcome Baby Bag” that contains information regarding supports available in the county, board books to read to the child, and other items of comfort for the family. CKR and Friends of Columbia Community Health are jointly providing the funding for 400 Crossover bags and materials this year.

**Knappa School District
Hilda Lahti/Special Education
Board Report
9/13/2017**

- Parent Club
 - Laura Barendse is the new Parent Club president. They had their first meeting on Monday, 9/11. The date has been set for Burger Bingo. Please save Thursday, November 9, on your calendars!
- HLE:
 - Our building is doing something new for our lunchtime. Students are doing their recess first and then coming in to eat lunch. It's been a change, but students and staff are adjusting.
 - We are planning a Parent Night for our Title families, K-3 families, and our local preschool for September 28 with a guest presenter. Heather McNeil is scheduled to come from Bend, OR. She is a librarian who does presentations and trainings in early childhood literacy!
- Dyslexia Plan
 - The state department has identified the necessary trainings. I have started to review the requirements and we need to determine who will be taking the trainings. Training deadline has been extended to July 2018

Grade Level	End of 2016-2017 school year	Sept (PROJECTED) Actual	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Kinder Registration	41										
Kindergarten	35	(42)44									
First grade	33	(35)42									
Second grade	33	(33)33									
Third grade	49	(33)36									
Fourth grade	36	(50)49									
Fifth grade	42	(35)36									
Sixth grade	42	(42)43									
Total: (270)	270	283									
Seventh grade	33	(42)39									
Eighth grade	36	(33)36									
Total:	69	75									
K-8 TOTAL	339	358									

- Special Education
 - We have been busy receiving and sending records for students
 - Case management lists changed a little. Mrs. Norton is now the case manager for K-6, Mrs. Graham is 7-8 and Ms. Geraghty is 9-12. Mrs. Graham and Ms. Geraghty are also working together on a program for some of our students and using some unique curriculum for their needs.

Upcoming Events:

SEPTEMBER:

- 18 RTI Meeting
- 18 School Board Meeting
- 19 SOAR Orientation
- 20 Picture Day
- 21/22 AVID Training
- 28 Title Night with Heather McNeil
- 29 Foundation Grants are due

OCTOBER

- 2 PBIS Team meeting
- 2 Board Work Session
- 9 Parent Club
- 13 Inservice Day
- 16 RTI Meeting
- 16 School Board Meeting
- 16-19 Book Fair
- 18/19 Conferences
- 20 No School

Board Report – September
Paulette Johnson, Superintendent

Late Start – Wednesday was our first late start on our new schedule. As a staff, both paras and teachers, we met in the library to have an initial conversation around data. What is good data, what does an assessment system look like, how do we use, how do we look for trends etc. The high school then had a conversation around attendance and what they can do to improve it. The K-8 staff received training on MAPS which is our new interim assessment that will measure growth and give teachers a handle on what skills students have and what skills they are lacking. The data will also drive teachers' instruction. The window for MAP testing is September 25 through October 6. We will focus on assessment for the next two months, then student engagement, rigor, dealing with the difficult child, writing a new vision and mission statement. The hs will also focus on accreditation. We will be busy.

CTE Revitalization Grant – On Thursday, we are meeting with Rainier School District, Georgia Pacific and the ESD about applying for a CTE revit grant to help the respective school districts build on current programs and develop a partnership with Georgia Pacific. Through this partnership we will develop pathways for students to access mentorships and internships with Georgia Pacific. Rainier and Knappa are the only two involved with this and the possibilities of receiving a \$450,000 grant are fairly good. I will have more information at the board meeting.

Partnership with Head Start – On Friday, the Clatsop county superintendents will meet with the ESD and Head Start to begin initial conversations around developing a stronger partnership to help our birth to four students in need become more successful. I will have more on this at the board meeting as well.

Trauma Informed Training – Tillamook has asked that the superintendents of Clatsop and Tillamook counties jointly write a grant to provide more training in Trauma Informed Education. We are also meeting on Friday around this topic and again I will have more information at the board meeting.

Facilities Grants – On Tuesday the 19th as a district we are meeting with the people we contracted with to begin initial conversations around creating the facilities plan for the district. Candi and Cullen have volunteered to be a part of the initial conversation. We will report back to the board in October on the progress of the committee.

Mentoring Teachers and Administrators – As you are aware we have seven new teachers. The first year teachers qualify for the mentor program and we have assigned each new teacher a mentor for them to work with through the year. We are a part of the ODE grant to provide training for the mentors. Laurel also qualifies for a mentor since she is a new administrator in her second year.