

CULVER SD #4 BOARD MEETING MINUTES



August 3, 2023

In Attendance

Scott Leeper, Chair | Seth Taylor, Vice-Chair | Mike Knepp, Director | Sabria Arnold, Director |
Stefanie Garber, Superintendent | Megan VerVaecke, Business Manager | Lacie Correa, Board Secretary |

Call to Order and Flag Salute

Board Chair, Scott Leeper, called the meeting to order at 6:39 pm

Elect Board Officers for the 2023-2024 School Year

S. Taylor was Sworn in to the Culver School District #4 Board Position 5

M. Knepp nominated S. Leeper for Chair. S. Taylor seconded. Nomination was approved 3-0. S. Leeper Accepted.

S. Arnold nominated S. Taylor for Vice-Chair. M. Knepp seconded. Nomination was approved 3-0. S. Taylor Accepted.

Approval of Agenda

M. Knepp moved to approve agenda as presented; S. Taylor seconded. Motion passed unanimously.

Communications

1. Hearing of Patrons

None

2. Business Manager Financial Report – Megan VerVaecke

Ms. VerVaecke informed the board that our LGPI Interest rate increased from 4.05% to 4.30% as of July 25, 2023. She reported that the State officially adopted the \$10.2 billion State School Fund. She added that we have also received new allocation estimated from the Student Investment Act and Measure 98. She went on to explain that more than likely we will need to do a supplemental budget to increase our appropriation categories for spending. She anticipated having that completed in either September or October.

Ms. VerVaecke reported to the Board that our prior year taxes came in around \$3,000, which is down roughly \$600.00 from this time last year. Our current taxes came in around \$7000.00, which is an increase of \$9,600 from this time last year. She added that we had an odd negative adjustment to our taxes last year due to an error at the County level, which doesn't make the best comparison when we are reviewing year over year. She went on to inform the Board that we were only \$6,000 away from meeting our budgeted amount in current year taxes for the year, but we were over budget on our prior year taxes by \$12,00, which helped us out also. She went on to explain the Cash Flow Statement to the board and pointed out that there is a negative adjustment on the State School Fund line, this is due to having to move the bus depreciation amount from the State School Fund to our bus reserve account. Next she pointed out that there is a highlighted area on this document, which is technically a new line item. The County School Funds that we have been receiving in the years past were not reported to us correctly by the county. What this means is that a portion of those County School Funds have actually been from Federal Forest Fees, which we are separating them out and reporting them in Federal Revenue, because they are not supposed to count against our local funds when it comes to the State School Fund calculation. Our current year to date revenue is at \$11.5 million, which is an increase of about \$300k from last year.

Ms. VerVaecke reminded the Board that June is our big payroll month, which is why they see the triple amount in the instruction salary and associated payroll cost items. Our instruction services increased \$60K from this time last year and this is due to a few different things such as sub costs and an athletic trainer. She also pointed out that they can see a capital outlay line in the expenditure section is new. Another large expense was the security panel in the Middle School that was not functional and had to be replaced. Our year to date expenditures were around \$9.29 million, which is an increase of \$800k from this time last year. Ms. VerVaecke reported to the Board that at this time our ending fund balance looks to be coming in right around \$2.2 million which is what we had projected it would be for budget purposes. She added that we would most likely have a few other adjustments as we finish our entries for audit and if any addition invoices are received that we are not aware of, however we are close to wrapping up for the year in regards to expenses. Lastly she added that our June bank reconciliations were completed and were in balance with no variances.

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3. Administrator Reports

Stefanie Garber:

Ms. Garber provided each Board Member a packet on her presentation. She informed the Board that our School had completed a School-Level Communicable Disease Management plan for our upcoming school year. She explained that on May 10, 2023 the Oregon Department of Education shared the requirements for a School-Level Communicable Disease Management Plan for the 23-24 School year. She reported that these plans are due to the Oregon Department of Education by August 25, 2023. Ms. Garber went on to inform the Board of the many repairs currently going on throughout the District. One of the major repairs is the plumbing at the High School, which has proven to be a larger project than anticipated. Another major repair currently in the works is the North Gym's floor repair from the last flooding, she added that the new floor installation begins on August 14, 2023.

Ms. Garber informed the Board that our District has some huge technology upgrades. Our website is currently being upgraded, our current website is outdated and a constant perma-scroll. She informed the Board that the new website is set to go live next week. Another huge improvement is our District implementing ParentSquare. Ms. Garber informed the Board that after many surveys from students, parents and staff that a common frustration was a lack of communication. To alleviate this frustration, the District has opted to utilize ParentSquare which will streamline communication District wide. Lastly she added that three staff members recently returned from PowerschoolU which is a weeklong training to learn more about our current Student Information System that we utilize. She informed the Board that this training has been beneficial for our District and is opening doors for positive growth.

Ms. Garber went on to apprise the Board that she is looking forward to this upcoming year for many reasons, such as:

- We will not have any new Admin Team Members this year. (Last year 5 of the 10 were new)
- Upcoming Admin Retreat on the Metolius on August 21, 2023.
- Upcoming In-Service Week
- Our Districts new High School Athletic Director Kyle Kuust.
- Our District Office renovation and transitions.
- Working with our School Board whose number one priority is still our Students.

Approval of Consent Agenda

1. Meeting Minutes – June 22, 2023

2. Monthly Personnel Report – July 2023

S. Arnold moved to approve the consent agenda as presented; S.Taylor seconded. Motion passed unanimously.

Business Agenda

1. Approve Board Operating Agreement

Board requested revisions to Board Operating Agreement and revisited at a later date.

2. Approval of Ashwood Tuition Contract

M. Knepp moved to approve the Ashwood Tuition Contract. S. Taylor Seconded. Motion passed unanimously.

3. Approve 2023-2024 School Board Calendar – Set Budget Meeting Date

Board Set Budget Meeting date for May 2, 2024. S. Rios approved 2023-2024 School Board Calendar as presented. M.Knepp Seconded. Motion passed unanimously.

4. Student Body Phone Procedures

Board instructed Superintendent Garber to instruct building Principals to follow handbook. Principals will present at September Board Meeting on Student Body Phone Procedures.

5. Approve Resolution 44-01: Annual Business Procedures

M. Knepp moved to approve Resolution 44-01: Annual Business Procedure. S. Taylor Seconded. Motion passed unanimously.

6. Construction Excise Tax

Board requested that no action be taken at this time.

7. August Work Session Agenda- August 31, 2023

Board Requested moving work session to September. Date undetermined.

Items for Information at a Future Meeting

- Brown and Brown Insurance Presentation.

Items for Action at a Future Meeting

- Elect Board Officers for 2023-2024 School Year
- Student Body Phone Procedure – *Informational*
- Approve Board Operating Agreement

Board Member Comments

- Next Board Meeting is set for August 31, 2023 at 4:30pm.

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Enter Executive Session

The Board entered executive session at 8:25 PM. Under the provisions of ORS 192.660, Open Meeting Law, the Board of Directors will enter executive session for the following purpose: To review and evaluate the performance of the superintendent or any other public officer, employee or staff member, unless that person requests an open hearing. (ORS 192.660(2)(i)) and to conduct deliberations with persons designated to carry on labor negotiations. (ORS 192.660(2)(d))

Adjourn Executive Session

Adjourned Executive session at 9:06 PM and re-entered regular session.

Re-Enter Regular Session for Additional Business Agenda

1. Summary of Superintendent Evaluation

The Culver School Board of Directors has completed the annual evaluation of Superintendent, Stefanie Garber, for the 2021-2022 school year.

All five board members have served for at least one full year and have been able to be a part of and observe the Superintendent handle the challenges of a dynamic school year.

Our evaluation focused on eight professional standards and we determined that Superintendent Garber's performance met or exceeded expectations in all eight standards. The specific ratings are as follows:

Leadership & District Culture	Meets or Exceeds
Policy & Governance	Meets or Exceeds
Relationship with Staff & Community	Meets or Exceeds
Organizational Management	Meets or Exceeds
Instructional Leadership	Meets or Exceeds
Personal Leadership & Qualities	Meets or Exceeds
Labor Relations	Meets or Exceeds
Effort Towards Improvement	Meets or Exceeds

2. Ratify Administrative Contracts

S. Arnold motioned to ratify Administrative Contracts as discussed in Executive Session. M.Knepp seconded. Motion passed unanimously.

Adjourn Regular Meeting

The meeting was adjourned at 09:08PM.



Scott Leeper - Board Chair



Stefanie Garber - Superintendent