

CULVER SD #4 BOARD MEETING MINUTES



February 29, 2024

In Attendance

Scott Leeper, Chair | Seth Taylor, Vice-Chair | Chelsea Williams, Director | Mike Knepp, Director |

Stefanie Garber, Superintendent | Megan VerVaecke, Business Manager | Lacie Correa, Board Secretary | Cassandra Loreda, Culver Elementary School Principal | Scott Novelli, Culver High School Principal | Jeff Jordan, Facilities and Transportation Manager | Garry Noy, Transportation Supervisor |

Brenda Bartlett, Sensiba | Kristen Barrett, Sensiba (transmitted electronically via Google Meets)

Call to Order and Flag Salute

Board Chair, Scott Leeper, called the meeting to order at 5:02 pm.

Approval of Agenda

The Agenda was amended to remove Brad Kudlac, Culver Middle School Principal Administration report from Communications.

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

Communications

1. Hearing of Patrons

None

2. Culver Elementary Student Leadership Student Report- Susana Beals 5th Grade, Kellen Berge 5th Grade and Baylor Drago 5th Grade

Culver 5th Grade Leadership Students Susana, Kellen and Baylor reported to Board the various community outreach activities they have had the opportunity to participate in. They also informed the Board of the various activities they participate in at the school such as the Elementary School Student of the Month Assembly, maintain the cleanliness of the playground and visiting and thanking different departments through the district. They took turns explaining the process of becoming a leadership student and the different responsibilities that accompany their role as a leadership student. They also had the opportunity to express to the Board what their favorite part of being a leadership student is.

3. 22-23 Fiscal Year Audit Report- Brenda Bartlett and Kristen Barrett from Sensiba

Ms. Bartlett and Kristen Barrett present the 22-23 Fiscal Year Audit Report to the Board. They discussed the report and the various processes to create the Audit Report. Ms. Bartlett and Ms. Barrett had only one finding which was related to the Districts Athletic Gate Fee Collection process. Business Manager Megan VerVaecke reminded the Board that we had already submitted an Audit Correction Action Plan following our January 2024 Board Meeting and a new process was underway to address the finding. Both Ms. Bartlett and Ms. Barrett commended our District for all their hard work with assisting with the audit.

4. Business Manager Financial Report- Megan VerVaecke

Business Manager Megan VerVaecke informed the board that our LGIP Interest Rate as of February 1, 2024 increased from 5% to 5.20%. She reminded the Board that we are starting to work on the 24-25 School Year Budget and our first Budget Committee meeting is scheduled for May 2, 2024 at 6pm. Ms. VerVaecke reported that she is currently awaiting estimates for our various funding sources for the next fiscal year. She added that once we have more information and a better idea of our projected revenue for next year, we can really start digging into our budget for our next fiscal year. She also added that staff rosters will be sent out to the Building Administration within the next few weeks as they begin to discuss budget.

Ms. VerVaecke informed the Board that taxes came in at \$3,400, which is an increase of 2k from this time last year. Our current year's tax collections were around \$14,500, which was a slight increase of about \$1500 from January 2023. She reported that our State School Fund is up \$34k from this time last year. She added that we are currently waiting on an updated State School Fund amount to be release for our remaining amount for this fiscal year. She also added that with the updates to our tax collections and our increase in enrollment submitted at the beginning of January, we are waiting to see how that will affect the amount we will be receiving. She reported that our current year to date revenue is at \$9 million, which is a decrease of \$234k due to our ending fund balance not being as large as it has been in the previous years.

She went on to add that our salaries and associated payroll costs are up, but all within reason and what were expected to see. Although we did have a double posting for the US Bank Visa for the December and January bills due to the holidays, most of our line items were down year over year with the exception of the supply line in Support Services which has increases year over year around \$7k. Ms. VerVaecke informed the Board that our expenditures were around 4.6 million, which is an increase of \$363k from this time last year. She added that our January bank reconciliations have been completed and all of our accounts were in balance with no variances.

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Ms. VerVaecke provided the Board with a printout of our current ADM and calculations funding determination. She went on to explain the different funding for students and other factors that play in to varied funding. The Board had no questions with the documents or process at this time.

5. Administrator Reports

- **Cassandra Loredo, Elementary School Principal – CES Update (PowerPoint)**

Ms. Loredo informed the Board of some of the exciting happenings occurring at the Elementary School. She was also pleased to report that she applied and was awarded the Blazer Grant. Ms. Loredo informed the Board that with this Grant she will hold an event for the Elementary School Students to experience all of Culver's offerings, including fine arts and sport. Following this event, the day will conclude with a BBQ for the students and their families. Ms. Loredo also expressed excitement for an upcoming all school field trip on March 4th, for the "Bubble Trouble," which is more geared toward STEM.

Recently she had the opportunity to meet with her staff to discuss their "wish lists". She broke the items/requests into three separate sections which were School, Supplies and Program/Adults. She was surprising shocked at some requests, and not due to them being large or outrageous, but the fact that some where such small requests that she has already begun addressing the requests. Lastly she informed the Board of our participation in Battle of the Books.

- **Scott Novelli, High School Principal- CHS Update (PowerPoint and Ruff Report)**

High School Principal Scott Novelli provided the Board with a PowerPoint to highlight the happenings in the High School:

- Winter sports wrapped with a great season.
- Still working with staff to develop honors diploma.
- Nominated Wendee Bowen for Teacher of the Year with the Madras Pioneer
- Kyle Kuust working on attendance accountability and will bring attendance update at a future meeting.
- Upcoming poker tournament on Saturday 3/2 to benefit the Culver Seniors
- High School Students are now involved with Health Occupations and have partnered with SCMC-Madras.
- High School Students participated in MidOregon Credit Union – "Bite of Reality"
- Great Feedback for Staff Professional Development/ Team Bonding
- FFA Sectional Competition
- High School Journalism Students continuing to publish school paper "Ruff Report."
- High School Students recently had Honors Breakfast and had a great turn out.

- **Jeff Jordan, Facilities and Transportation Manager**

Facilities and Transportation Manager Jeff Jordan provided the Board with a PowerPoint to highlight the happenings in the Facilities Department:

- The facilities Department recently completed Lead Testing throughout the District.
- Updates in Boiler Room that heats the Middle School and Elementary School.
- Upcoming Various Stadium Safety Projects and Athletic Grounds Landscaping Projects
- Upcoming District Grounds Landscaping/Cleanup Projects
- Upcoming AG Shop Exterior Update – New Paint
- Upcoming Various Tree Trimming / Tree Removal

- **Garry Noy, Transportation Supervisor – Transportation Update (PowerPoint)**

Transportation supervisor Garry Noy provided the Board with a PowerPoint to highlight the happenings in the Transportation Department:

- The Transportation Department consists of 7 amazing drivers: 4 Route Drivers, 1 Trip Driver, 1 Substitute Driver, 1 Substitute Type 10. Driver (one of the few Districts in Central Oregon that is fully staffed).
- The Fleet consist of 7 Larges School Buses, 1-16 Passenger School/Activity Bus, 1-14 Passenger Type 20 Activity Bus and 2 SUV's.
- New 84 Passenger Trip Bus Scheduled for Delivery May 15, 2024 (Date of arrival may be later).
- Our Route Buses have traveled 26,815 miles to date for the 23/24 School Year.
- Our Trip Bus has traveled 10,060 miles to date for the 23/24 School Year.
- EI/ESD SUV has traveled 11,208 miles to date for the 23/24 School Year.
- Our Bulldog Activity Bus has traveled 4,092 miles to date for the 23/24 School Year.
- Our Transportation Department has had ZERO preventable accidents and one non-preventable accident to date for the 23/24 School Year.

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1. Meeting Minutes – 1.25.2024

2. Monthly Personnel Report – February 2024

M. Knepp moved to approve the consent agenda as presented; C. Williams seconded. Motion passed unanimously.

Business Agenda

1. OSAA Coop Application

M. Knepp moved to approve the OSAA Coop Application for Golf as presented; S. Taylor seconded. Motion passed unanimously.

2. Renewal/ Non- Renewal List

S. Taylor moved to approve the Renewal/ Non-Renewal List as presented; M. Knepp seconded. Motion passed unanimously.

Items for Information at a Future Meeting

- Kelli Keiski, Nutrition Services Manger
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Items for Action at a Future Meeting

- OSBA Policy
 - Superintendent Evaluation
 - Superintendent Garber Renewal
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Board Member Comments

- NONE
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Enter Executive Session

The Board entered executive session at 7:15pm. Under the provisions of ORS 192.660, Open Meeting Law, the Board of Directors will enter executive session for the following purpose: 2(a) To consider the employment of an officer, employee, staff member or agent. ORS 192.660(2)(a) and 192.660(7).

Adjourn Executive Session

Adjourned Executive session at 7:34 pm

Re-Enter and Adjourn Regular Meeting

The Board re-entered regular session at 7:34pm

The meeting was adjourned at 7:34pm

Scott Leeper - Board Chair

Stefanie Garber - Superintendent