



# CULVER SD #4 BOARD MEETING MINUTES

August 29, 2024

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## In Attendance

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Seth Taylor, Chair | Mike Knepp, Vice- Chair | Chelsea Williams, Director | Sabria Arnold, Director | Scott Leeper, Director (transmitted electronically via google-meets) |  
Stefanie Garber, Superintendent | Megan VerVaecke, Business Manager | Lacie Correa, Board Secretary |  
Chad Frankie, HMK |

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## Call to Order and Flag Salute

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Board Chair, Seth Taylor, called the meeting to order at 5:46PM.

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## Approval of Agenda

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S. Arnold moved to approve the agenda as presented; C. Williams seconded. Motion passed unanimously.

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## Communications

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### 1. Hearing of Patrons

None

### 2. Business Manager Financial Report- Megan VerVaecke

Business Manager Megan VerVaecke informed the Board that our LGIP Interest rate has not changed since our last Board meeting and remains at 5.30%. Ms. VerVaecke went on to discuss the 24-25 Budget. She informed the Board that the Budget is still in flux, but has identified the changes from the original adoption and have been able to identify some various areas for savings and will continue to monitor the budget as the year progresses. She added that we are seeing an uptick in our school enrollment, however the school year begins next week and anticipates the numbers will fluctuate. Ms. VerVaecke informed the Board that she is currently working on the last few entries that need to be made in the system for the year and is also working on preparing all the items that have been requested from our auditors. The Auditors will be on site and the end of October to finalize their field work.

Ms. VerVaecke provided an update on the PGE Tax Error as she is still wading through all of the information on the PGE Tax Error. Since our last meeting, we have received information that we would not be responsible for paying back the interest on the overpayment since the error was PGE's. She reports that this past Friday, Jefferson County held a meeting and introduced a \$500,000 grant from PGE to help offset some of the burden. She added that according to the draft provided after the meeting, this would reduce our general fund tax recall to around \$70k instead of \$110k. It would reduce our Bond recall to around \$29k rather than \$45k that we originally were notified of. There are still other discussions occurring around the county funds that may be used to offset the error, but from what she understood, we may not be eligible for those as we received Federal Covid Funds. She informed the Board that she will continue to notify the Board of any changes and information she receives.

Ms. VerVaecke informed the Board that our prior year taxes came in at \$6,225, which is a decrease of around \$1,000 from this time last year. She added that current year tax collections will not start occurring until October. The state school fund is up about \$20k from this time last year, she added that this is a line item that we see change throughout the year as enrollment changes and also as we work through the PGE tax issue. Our year to date revenue is at \$3.19 million, which is a decrease of \$195k from this time last year.

Ms. VerVaecke informed the Board that our salaries and associated payroll costs are up, however within reason and what we expected to see. Our summer months are also some of our lowest payroll costs months. She pointed out that our Support-Salary line item increased \$32k from this time last year and she was able to identify that it was due to us reversing our accrued wages early in July of last year. She added that she would not be doing the reversal early this year because if she does, it then reduces the current year wages, but if she leaves the accrual in place, it acts as a place holder for wages that will be earned in June of 2025 that we would then have to record as an expense at the end of the year. She added that we saw a large decrease in the Support-Supplies line item. That decrease was around \$14k, which is due to our facilities staff being very fiscally aware and cutting back on the things that we order this time of the year. Our current year to date expenditures were around \$361k, which is an increase of \$57k from this time last year. Lastly she added that July bank reconciliations have been completed and all of our accounts were in balance with no variances.

### 3. Administrator Reports

- **Stefanie Garber, Superintendent**

Ms. Garber provided a packet informing the Board of all happenings within the District. Ms. Garber started by informing the Board of the District's Admin Retreat on August 12, 2024. She provided the Board with the Agenda and also a brief recap of the day. Ms. Garber went on to provide an update for the District's Seismic Grant including the various steps with a timeline. Lastly she provided the Board with the District's In-service agenda and included the Board Goal document she provided to the staff and had each staff member participate in an activity. In this activity each employee had to list two things they could do daily to promote the District's Mission and also list two things they can do daily to promote the Board's Goal's. She added that she was impressed by the staff's responses to this activity.

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## Approval of Consent Agenda

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1. Meeting Minutes – 8.01.2024
2. Monthly Personnel Report – August 2024

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

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## Business Agenda

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1. HMK Company- Proposal for CM/GC Method for Seismic Grant Project  
M. Knepp motion to adopt the CM/GC Method for the Seismic Grant Project; C. Williams seconded. Motion passed unanimously.



# CULVER SD #4 BOARD MEETING MINUTES

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2. Adopt District Cell Phone Policy  
*Board had 1<sup>st</sup> reading of District's Cell Phone Policy. Board instructed Board Secretary to make changes as instructed. Policy will be heard in September.*
3. Housing Development Discussion  
*Board Agreed to have S. Leeper contact legal counsel and that S. Garber would schedule meeting for legal counsel to speak with Mr. Leeper. S. Garber would also speak with developer for a current update.*

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## Items for Information at a Future Meeting

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- ODE 2022-2023 Special Education State Reports – Barbara Garland

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## Items for Action at a Future Meeting

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- Student Representatives- September 2024
- Adopt Policy- September 26, 2024
  - DJC- Bidding Requirements
  - DJCA- Personal Service Contacts (Delete this policy. OSBA has moved personal services contract language to DJC.)
  - DJCA-AR- Personal Service Contacts (Delete this administrative regulation.)
  - GBN/ JBA- Sexual Harassment
  - GBNAB/JHFE- Suspected Abuse of a Child Reporting Requirements
  - GBNAB/JHFE- AR (1)- Reporting of Suspected Abuse of a Child (Informational)
  - GBNAB/JHFE- AR (2)- Abuse of a Child Investigations Conduct on District Premise (Informational)
  - JBA/GBN- Sexual Harassment
  - JHFE/GBNAB- Suspected Abuse of a Child Reporting Requirements
  - JHFE/GBNAB- AR (1)- Suspected Abuse of a Child Reporting Requirements (Informational)
  - JHFE/GBNAB- AR (2)- Abuse of a Child Investigations Conduct on District Premise (Informational)
  - GCDA/GDDA- Criminal Records and Fingerprinting
  - GCDA/GDDA- AR - Criminal Records and Fingerprinting (Delete in Lieu of the new version of required model policy GCDA/GDDA)
  - GBEB- Communicable Diseases in Schools
  - EBBA- Student Health Services
  - JHCC- Communicable Diseases- Students (Recommend delete: the requirement for this policy was found in OAR 581-022-2220, which has since been revised and requirement removed in lieu of a new requirement for a Communicable Disease Plan. Refer to policy GBEB and GBEB-AR.)
  - JHCC- AR- Communicable Diseases- Students (Recommend delete: the requirement for this AR was found in OAR 581-022-2220, which has since been revised and requirement removed in lieu of a new requirement for a Communicable Disease Plan.)
  - JHCCA- Students- HIV, HBV and AIDS (Recommend delete: the requirement for this policy was found in OAR 581-022-2220, which has since been revised in lieu of a new requirement for a Communicable Disease Plan.)
  - JHC- Student Health Service Requirements – (Delete in lieu of new board policy EBBA- Student Health Services)

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## Board Member Comments

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- M. Knepp asked that each month we review the Board Goal Document as an agenda item.

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## Adjourn

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The meeting was adjourned at 7:22PM.

Seth Taylor – Board Chair

Stefanie Garber - Superintendent