



CULVER SD #4 BOARD MEETING MINUTES

August 1, 2024

In Attendance

Seth Taylor, Vice Chair | Chelsea Williams, Director | Mike Knepp, Director | Sabria Arnold, Director |

Stefanie Garber, Superintendent | Megan VerVaecke, Business Manager | Lacie Correa, Board Secretary | Jaime Vollmer, Middle School Science Teacher |

Call to Order and Flag Salute

Board Vice-Chair, Seth Taylor, called the meeting to order at 5:07PM.

Elect Board Officers

C. Williams motion to elect S. Taylor as Culver School Board Chair; S. Arnold seconded. Motion passed unanimously

S. Arnold motion to elect M. Knepp as Culver School Board Vice-Chair; C. Williams seconded. Motion passed unanimously

Approval of Agenda

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

Communications

1. Hearing of Patrons

None

2. Business Manager Financial Report- Megan VerVaecke

Business Manager Megan VerVaecke informed the Board that our LGIP Interest rate increased from 5.20% to 5.30%. She reminded the board that at the last board meeting estimates for our State School Fund had not yet been released, however since then they have been released and our estimates are coming in lower than we had budgeted due to our enrollment changes. She added that they are in the process of reviewing the budget to see where we may have to make some additional cuts if our enrollment doesn't increase to where we had originally budgeted it at. We also have had an increase in personnel changes that will affect the budget. Ms. VerVaecke informed the Board that she had a deadline today for an estimate of our federal awards, so a single audit prep could begin if necessary. She added that we will hit the threshold of \$750,000 that requires a single audit and believe the threshold for single audit is increasing as of October 1st to \$1,000,000. With the increase and our ERRER funds endings, our audit for the 24-25 fiscal year will hopefully not require a single audit.

Ms. VerVaecke informed the Board of the PGE tax error, which consisted of a PGE property being over valued and an overpayment in taxes by PGE of around \$1,800,000. Ultimately this overpayment will have to be paid back and Jefferson County is issuing a recall of the over payment to any recipient of property taxes in Jefferson County. She added that with current estimates that county will be recalling \$110,000 from our general fund taxes and \$45k for our bond collections this fall. She assured the Board that as horrible as this sounds, we are fortunate that our State School Fund will supplement the difference we received from local taxes based on how State School Funding is calculated.

Ms. VerVaecke provided financial reports to the Board and informed them that these reports are unofficial at this time as they are currently working on closing the books and also reminded them that June is our largest payroll month, which including three payrolls occurring and that is why they will see such a large increase in month over month costs in the Salary and Associated Pay lines.

Ms. VerVaecke informed the Board that our prior year taxes have come in at \$6,900, which is an increase of around \$4,000 from this time last year. Our current year's tax collections were around \$6,000, which is a decrease of about \$1,000 from this time last year. Another revenue line item that saw an increase from June of last year is the grant admin fee, which saw a \$5k increase. This revenue funding source will possibly be gone this 24-25 year as we may need all the money from this grant to fund our staff and may not have the funds available to take the grant admin fee. Our year to date revenue is at \$11.7 million, which is an increase of \$214k from this time last year.

Ms. VerVaecke informed the Board that salaries and associated payroll costs are up, however are within reason and what we expected to see. We did see a few line items with large decreases from June of last year. Instruction-Services saw a decrease of \$60k and while Support-Services and Support-Supplies also had a decrease. She added that she attributes these decreases to a couple of things such as the District is using ESSER funds to save general fund dollars and the other is scrutinizing the purchases of the staff and district unless the purchase was absolutely necessary. Our year to date expenditures were around \$9.7million, which is an increase of \$420k from this time last year.

Lastly Ms. VerVaecke informed the Board that June bank reconciliations have been completed and all of our accounts were in balance with no variances.

3. Administrator Reports



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- **Stefanie Garber, Superintendent**

Ms. Garber presented a slideshow informing the Board of all happenings within the District:

- Ms. Garber provided an update of her involvement within the COSA K-12 Funding Workgroup.
- Ms. Garber provided an update for the Districts Seismic Grant and our next steps.
- Ms. Garber provided an update of the many Facility and Custodial completed project and upcoming projects.
- Ms. Garber informed the Board of some important upcoming dates within the District.

Approval of Consent Agenda

1. Meeting Minutes – 6.27.2024
2. Monthly Personnel Report – July 2024

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

Business Agenda

1. **Approve Revised 24-25 School Calendar**

S. Arnold motioned to approve the revised 24-25 School Calendar; C. Williams seconded. Motion passed unanimously.

2. **Resolution 45-01: Annual Business Procedure**

M.Knepp motioned to approve Resolution 45-01: Annual Business Procedure; C. Williams seconded. Motion passed unanimously.

3. **Resolution 45-02: Resolution to Declare and Place Surplus Property**

M.Knepp motioned to approve Resolution 45-02: Resolution to Declare and Place Surplus Property; S. Arnold seconded. Motion passed unanimously.

4. **Increase of Construction Excise Tax Discussion**

Business Manager Ms. VerVaecke provided information to the Board regarding Construction Excise Tax. The Board requested to discuss potential increase in March 2025.

5. **Cell Phone District Policy Discussion**

S. Arnold motioned to adopt a District Cell Phone Policy; M. Knepp seconded. Motion Passed unanimously.

The School Board instructed Board secretary to provide draft policy to include that all devices will be off and away while on school property, district-wide.

6. **Adopt Policy**

- AC- Nondiscrimination
- BBF- Board Member Standards of Conduct (Select Version 1 or Version 2)
- CB- Superintendent
- CBG- Evaluation of Superintendent
- CCG- Evaluation of Administrators
- CBC- Superintendent's Contract
- EBCA- Safety Threats
- EBCB- Emergency Procedure Drills and Instruction
- IGBAF- Special Education- Individualized Education Program (IEP)
- IGBAF-AR - Special Education- Individualized Education Program (IEP) (Informational)
- IGBAG- Special Education- Procedural Safeguards
- JBAA- Section 504- Students (Version 2)
- JBAA- AR - Section 504- Students (Informational)
- JEA- Compulsory Attendance
- JEA-AR- Compulsory Attendance Notices and Citations (Informational)
- JGAB- Use of Restraint or Seclusion
- JGAB-AR- Use of Restraint or Seclusion (Informational)
- JHCA/JHCB- Immunization and School Sport Participation
- KBA-AR – Public Records Request (Informational)

M.Knepp motioned to approve Policy Packet as presented and select Version 2 of policy BFF- Board Member Standards of Conduct; S. Arnold seconded. Motion passed unanimously.

Items for Information at a Future Meeting

- ODE 2022-2023 Special Education State Reports- August



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Items for Action at a Future Meeting

- Student Representatives- September 2024
- Increase of Construction Excise Tax Discussion- March 2025
- HMK Company- Seismic Grant- August 29, 2024
- Cell Phone District Policy- August 29, 2024
- Adopt Policy- September 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)

Board Member Comments

- NONE

Adjourn

The meeting was adjourned at 6:48PM.

Seth Taylor – Board Vice Chair

Stefanie Garber - Superintendent