



CULVER SD #4 BOARD MEETING MINUTES

October 24, 2024

In Attendance

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

Stefanie Garber, Superintendent | Megan VerVaecke, Business Manager | Lacie Correa, Board Secretary | Cassandra Loreda, Elementary School Principal | Dave Williams, Middle School Principal | Scott Novelli, High School Principal | Jamie Olson, Middle School Counselor | Tyler Davenport, High School Counselor | Cassie Abbas, Career Development |

Steve Earle, HMK | Olivia Cole, Community Member | Gabriella Beebe, Community Member | Maurice Langsev, JCESD- Culver |

Call to Order and Flag Salute

Board Chair, Seth Taylor, called the meeting to order at 5:01PM.

Approval of Agenda

Agenda was amended to change Business Agenda item 6 from Student Investment Act Annual Report to Integrated 7 Annual Report.

S. Leeper moved to approve the amended agenda as presented; M. Knepp 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 has changed twice since our last meeting. On October 2, 2024 the rate decreased from 5.30% to 5.15% and an additional decrease from 5.15% to 5.00% on October 23, 2024. Ms. VerVaecke informed the Board that we had received our 3rd quarter unemployment statement and as expected, it was larger than it has previously been, currently at \$19K. She stated that she spoke with Lawrence Company last week, which assists us in managing our unemployment claims and it appears that we have a possible liability of around \$25k that we could still see in this fiscal year. She added that she was asked by OASBO and COSA to provide some of our most recent data to show what an impact it has been on our district. She provided a document that illustrated the increase in unemployment claims filed and we have had an increase of 487% thus far and we have only received one quarter of the four for the fiscal year. Ms. VerVaecke also informed the Board that this week the Auditors have been completing field work, and we had opted for everything to be completed remotely this year, which has eased some of the stress. She has received quite a few requests from the Auditors and is working through supplying the information to them. She did add that she feels that we are much further along than we have been in previous years, and is anticipating to finalize the audit sooner than we have in the past.

Ms. VerVaecke informed the Board that our prior year's taxes came in at \$5,600, which is an increase of around \$2,800 from this time last year. She reminded the Board that our current year taxes will not start coming in until October, however they may be less due to the PGE Tax recall. She reported that our State School Fund is up about \$10k from this time last year and our year to date revenue is at \$4.4 million, this is a decrease of \$171k from this time last year.

Ms. VerVaecke moved on to the District's expenditures report. She informed the Board that for the most part our expenditures were in line with what we had previously seen in prior years. She added that the Support- Services and Support- Supply line items saw a year over year decrease of \$9k and \$8k respectively. The Services line items decrease is due to not having large service repairs as last year we had electrical and security repairs and upgrades that were costly. The Supply line decrease is due to the decrease in items being ordered, and have noticed a decrease in ordering from past years. Another reason for the decrease is also due to switching our supplier that we receive a variety of supplies from and we are seeing a cost savings due to their prices being lower than our previous supplier. Lastly she added that our year to date expenditures were around \$1.44 million, which is an increase of \$65k from this time last year.

Lastly she reported that our bank reconciliations have been completed with the exception of our US Bank Transfer account, which is the account for our credit card transactions. She explained to the Board that currently the software we utilize to process credit card payments is not fully functioning and we are unable to post the transactions into our Accounting Systems at this time. Ms. VerVaecke informed the Board that they have been working with the ESD support person to get our systems functioning. She added that we did come up with a work around today until the software is functioning and she will keep the Board up to date on the status of this issue.

3. Administrator Reports

- **Stefanie Garber, Superintendent**

Superintendent Stefanie Garber presented a handout to the Board of updates for the District. Which included:

- ODE Report Cards for 2023-2024
- Legislative Update
- Housing Development and Sewer Improvement Update

- **Scott Novelli, High School Principal**

High School Principal Scott Novelli presented a PowerPoint to the Board of updates for the high school. Which included:

- CHS Study Lounge:
- Academic & Attendance Data (RTI Data)
- Cell Phone Policy Interventions
- HOCO Highlights

- **Dave Williams, Middle School Principal and Jamie Olson, Middle School Counselor**

Middle School Principal Dave Williams and Middle School Counselor Jamie Olson presented a PowerPoint to the Board of updates for the middle school. Which included:

- Addressing Behavior Expectations



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- Academic Improvement
- Wayfinder SEL Curriculum
- Master Scheduling
- Attendance
- Athletics and Activities
- Zones of Regulation (Middle School Counseling)
- Emotions and Reactions (Middle School Counseling)
- Student Council (Middle School Counseling)

- **Cassandra Loredo, Elementary School Principal**

Elementary School Principal Cassandra Loredo presented a PowerPoint to the Board of updates for the elementary school. Which included:

- Attendance
- Field Trips
- EasyCBM Data
- Lexia Baseline Testing

Approval of Consent Agenda

1. Meeting Minutes – 9.26.2024

Monthly Personnel Report – October 2024

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

Business Agenda

1. HMK Presentation

Steve Earle presented a presentation on the current status of the District’s Seismic Grant. No action needed.

2. Recommendation to Award Contract for Construction Manager | General Contractor

S. Leeper motioned to approve the Recommendation to Award Contract for Construction Manager | General Contractor to CB Construction Company; M. Knepp seconded. Motion passed unanimously.

3. Student Health Survey - Tyler Davenport

Tyler Davenport presented the Student Health Survey. The Board asked if there was a supplemental survey that could be done in lieu of this survey. S. Garber will gather information. No action taken at this time.

4. Career Development - Cassie Abbas

Cassie Abbas presented a PowerPoint to the Board for the Career Development class at the Culver High School. No action needed.

5. Division 22 Standards

S. Garber provided Board with Report on Compliance with Public School Standards 2023-2024 SY. C. Williams motioned to approve the 2023-2024 Report on compliance with Public School Standards; M. Knepp seconded. Motion passed unanimously.

6. Intergraded 7 Annual Report

S. Garber present the Board with 23-24 Integrated Programs Annual Report Presentation slideshow.

7. Declare Budget Position Opening

S. Leeper motioned to declare Budget Position Opening for the CSD Budget Committee; C. Williams seconded. Motion passed unanimously.

8. Staff Christmas Gift

Board Secretary will send out google survey for staff’s input on Christmas Gift.

9. Superintendent Evaluation Discussion

Board discussed process for Superintendent Evaluation. Board members will be reaching out to other School Boards. No action taken at this time.

10. Board Goal Document

Board Secretary completing calendar of events for Board.

Items for Information at a Future Meeting

- None

Items for Action at a Future Meeting

- Budget Resolution- Seismic Grant
- OSBA Elections- Position 3 and Resolution – **Official Ballot opens from November 15 to December 15**
- IGDI- Pending from OSBA
- DJC- Bidding Requirements
- DJCA- Personal Service Contracts **(Delete this policy. OSBA has moved personal services contract language to DJC.)**
- DJCA-AR- Personal Service Contacts **(Delete this administrative regulation.)**
- 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)**
- EB- Safety Plan
- EBAC- Safety Committee
- EBAC- AR - Safety Committee
- Additional Policies
- M. Knepp asked that each month we review the Board Goal Document as an agenda item.



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Board Member Comments

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

The meeting was adjourned at 7:22PM.

Seth Taylor – Board Chair

Stefanie Garber - Superintendent

DRAFT