# CULVER SD #4 BOARD MEETING MINUTES

## November 21, 2024

### In Attendance

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

Stefanie Garber, Superintendent | Megan VerVaecke, Business Manager | Lacie Correa, Board Secretary | Garry Noy, Transportation Supervisor | Rhian Silbernagel, Curriculum Director and CMS Teacher |

Steve Earle, HMK | Gabriella Beebe, Community Member

### Call to Order and Flag Salute

Board Vice- Chair, Mike Knepp, called the meeting to order at 5:00PM.

### Approval of Agenda

S. Leeper 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 provided an update to the Board, reporting that the LGIP interest rate remains unchanged at 5.00% since the last meeting. She further informed the Board that the audit process is nearing completion and anticipates that the first of two partner reviews will be conducted by the end of the week. While some additional follow-up may be required after the review, Ms. VerVaecke expects any outstanding items to be minimal.

Ms. VerVaecke shared positive news regarding the resolution of the credit card download issue. Both prior period and current transactions have been successfully retrieved, posted, and reconciled, ensuring that all records are up to date. She noted that the revenue report includes highlighted adjustments for prior months, stemming from delays in posting credit card transactions due to the earlier system issue.

On tax collections, Ms. VerVaecke reported that prior year taxes totaled approximately $4,200, reflecting a decrease of $1,600 compared to the same period last year. Current year tax collections amounted to approximately $147,000, a decline of $100,000 compared to the prior year. She reminded the Board that October's collections last year were unusually high, among the highest since her tenure at the Culver School District. Additionally, October's collections do not include the PGE Tax Recall, which has been confirmed by Jefferson County to occur in the November collections.

Ms. VerVaecke also reported that the State School Fund revenue has increased by $10,000 compared to this time last year. The district plans to update the Estimate of Membership and Revenue next month and will adjust State School Funding estimates accordingly. The current year-to-date revenue stands at $5.2 million, a decrease of $262,000 from the same period last year.

Regarding expenditures, Ms. VerVaecke stated that most were consistent with prior years. She highlighted year-over-year decreases of $24,000 in the Support Services line item and $2,000 in the Support Supply line item. The reduction in service costs is attributed to the absence of significant expenses like last year's $5,000 transportation-related towing and repair bill. Timing of payments also contributed to the variance, with large invoices from HDESD and the annual audit paid in October last year but not received until November this year. The decrease in supply expenditures reflects a mindful approach by Facilities staff, who have prioritized ordering only essential items.

Year-to-date expenditures were approximately $2.2 million, representing an increase of $64,000 compared to the same period last year. Ms. VerVaecke concluded by confirming that all bank reconciliations have been completed, and all accounts are balanced with no variances.

3. **Administrator Reports**

- **Stefanie Garber, Superintendent**

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

  - **Bulldog Radio:** A new Radio Station class at Culver High School, led by Mrs. Gibson, aims to teach real-world skills through designing and running an internet radio station. The vision is to serve Culver and beyond with news, events, and music. Students gain experience in oral expression, teamwork, research, and self-expression. Weekly segments include weather, school news, student playlists, interviews, and more.
  - **Tradition: Passing the Torch:** High school seniors initiated a tradition of encouraging kindergarteners by giving them dog pawprint medals signifying their class year ("Class of 2037"). This gesture emphasizes community spirit.
  - **Mr. Kirk's STEM Class:** Seventh graders are learning about the stock market, investing in companies like Dutch Bros and Zumiez. Students analyze stocks, diversify portfolios, and make strategic decisions. Competing with 341 teams, they are in ninth place overall and first in their region, showcasing their skills and teamwork.
  - **Career Development Class:** Led by Cassie Abbas, this class prepares high school students for life after graduation. Activities include:
    - Building resumes and cover letters
    - Practicing interviews with peers and staff
    - Exploring career paths through research and vision boards

- Participating in real-world career fairs by graduation, students will have polished job application materials, interview experience, and recommendation letters, setting them up for success.

- **Rhian Silbernagel, Curriculum Director and Culver Middle School Teacher**
  Curriculum Director and Middle School Teacher Rhian Silbernagel presented a PowerPoint to the Board of updates for the District's Curriculum, which included:
  - Gave a brief introduction of her family and education background
  - **Curriculum Adoption**:
    - Understand budget and adoption cycles.
    - Collaborate with staff to procure curriculum aligning with student needs.
    - Assess needs with administrators from all buildings.
  - **Curriculum Mapping**:
    - Goals set for both elementary and grades 6–12.
      **Elementary (K–5):**
    - Science standards mapping for 2024–25, with timelines from December through May.
    - Goals include assessing strengths, finding resources, and creating accessible materials.
      **Grades 6–12:**
    - Development of editable curriculum maps for all courses.
    - Focus on ongoing updates in areas like assessment analysis, interdisciplinary connections, differentiation, and resource-building.
  - **Textbook Adoption Cycle**:
    - Steps include planning, staff review, public transparency, and material ordering.
    - Current focus areas are Health (2024–25) and Social Studies (2025–26) with state standards updates.
  - **Health and Social Studies Updates**:
    - Health: New curriculum options released by the Oregon Department of Education (ODE).
    - Social Studies: Mapping changes to reflect updated state standards, with timelines for meetings and material evaluations.
  - **Next Steps:**
    - Conduct ongoing mapping and resource creation across grade levels.
    - Implement structured timelines for adopting and aligning new standards and materials.

- **Garry Noy, Transportation Supervisor**
  Transportation Supervisor Garry Noy informed the board a brief updated for the District's Transportation Departments, which included:
  - The team is fully staffed, including the addition of newly hired substitutes.
  - Don Lupinacci has recently been certified as a Core Trainer.
  - Currently, 160 students are registered for daily bus routes, though this number fluctuates. In addition to daily routes, the transportation team supports athletic events, field trips, McKinney-Vento students, and other specialized transportation needs to ensure students receive educational services.
  - A recent ODE evaluation of all vehicles was successfully completed by Allan Barany, who is certified to perform these assessments.
  - During the summer, the team also provided transportation services for the Bowerman Running Club, Migrant Head Start, and various Young Life trips.

## Approval of Consent Agenda

1. **Meeting Minutes – 10.24.2024**
   **Monthly Personnel Report – November 2024**

   *S.Leeper moved to approve the consent agenda as presented; C. Williams 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. **OSBA Elections**
   **1.Board of Directors Position 3**
   *S. Leeper motioned to vote abstain for the Board of Directors Positions; C. Williams seconded. Motion passed unanimously.*
   **2.Resolution 1- Amends the OSBA dues schedule**
   *S. Leeper motioned to vote no-do not adopt to amend the OSBA dues schedule; C. Williams seconded. Motion passed unanimously.*
   **3.Resolution 2- Creates the Oregon School Board Members PRIDE Caucus and designate a seat on the OSBA Board of Directors and Legislative Policy Committee**
   *S. Leeper motioned to vote no-do not adopt to create an Oregon School Board Members PRIDE Caucus and a designates seat on the OSBA Board of Directors and Legislative Policy Committee; C. Williams seconded. Motion passed unanimously.*
   **4.Resolution 3- Adopts the proposed amendments to the OSBA Bylaws**
   *S. Leeper motioned to vote no-do not adopt to the proposed amendments to the OSBA bylaws; C. Williams seconded. Motion passed unanimously.*
3. **Resolution 45-03: Resolution to Appropriate Specific Use Grant**
   *S. Leeper motioned to approve Resolution 45-03: Resolution to Appropriate Specific Use Grant; C. Williams seconded. Motion passed unanimously.*
4. **Staff Christmas Gift**
   *Board Directed Board Secretary L. Correa to move forward with custom mugs for Staff Christmas Gifts.*
5. **Superintendent Evaluation Discussion**
   *Board requested work sessions on December 5, 2024 from 4pm-6pm.*
6. **Board Goal Document Discussion**
   *No Action Taken. Will remain as Business Agenda item for January 30, 2025 meeting.*

## Items for Information at a Future Meeting

- None

## Items for Action at a Future Meeting

- IGDI- Pending from OSBA
- 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.)
- 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
- Audit Presentation
- Budget Community Interviews

## Board Member Comments

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

## Adjourn

The meeting was adjourned at 6:25PM.

Mike Knepp – Board Vice-Chair

Stefanie Garber - Superintendent