



CULVER SD #4 BOARD MEETING MINUTES

April 24, 2025

In Attendance

Seth Taylor, Chair | Mike Knepp, Vice- Chair | Chelsea Williams, Director | Scott Leeper, Director | Gabrielle Beebe, Director |
Stefanie Garber, Superintendent | Megan VerVaecke, Business Manager | Lacie Correa, Board Secretary | Cassandra Lored, Elementary School Principal |
Rachel Stark, Middle School and High School Art Teacher | Jamie Vollmer, Middle School Science Teacher | Carolyn Herringshaw, 3rd Grade Teacher | Kara Nielsen, District Nurse |
Makenzie McElmurry, High School Student | Emma Weaver, High School Student | Jocelyn Camacho, High School Student | Michael Mendoza, High School Student | Blaine Moe, Elementary School Student | Cecelia Cole, Elementary School Student |

Call to Order and Flag Salute

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

Approval of Agenda

Agenda amended to add Jamie Vollmer for Middle School Reports and FFA Student Report for High School Report under communication and Budget Committee Appointment- Andrew Hawk under Business Agenda.

S. Leeper moved to approve the amended agenda as presented; G. Beebe seconded. Motion passed unanimously.

Communications

1. Hearing of Patrons

None

2. Culver Elementary School Report:

- **3rd Grade Student Presentation:**
Third grade students Blaine Moe and Cecelia Cole presented their Wax Museum presentations to the Board. Following their presentations 3rd Grade Teacher Ms. Herringshaw provided the Board with a brief PowerPoint and explained what goes into each students Wax Museum Project and showcased various student's projects.

3. Culver Middle School Report:

- **Rachel Stark- High School/ Middle School Art**
Middle School and High School Art Teacher Ms. Stark presented a PowerPoint to the Board as well as brought in various completed projects to showcase her students work.
- **Jamie Vollmer- Middle School Science**
Middle School Science Teacher Ms. Vollmer presented a PowerPoint to the Board to highlight the Middle School Science Department, specifically 8th Grade Science.

4. Culver High School Report:

- **Health Occupation Student Report**
District Nurse Kara Nielsen and High School Student Jocelyn Camacho presented a PowerPoint to the Board which highlighted the Health Occupation course that Culver High School Students have the opportunity to be involved in.
- **Rachel Stark- High School/Middle School Art**
Middle School and High School Art Teacher Ms. Stark presented a PowerPoint to the Board as well as brought in various completed projects to showcase her students work.
- **FBLA Student Report**
High School Student Emma Weaver presented her Speech that she presented while at the FBLA convention.
- **FFA Student Report**
High School Student Michael Mendoza presented a brief update for the Culver FFA Chapter and also spoke briefly about his experience within FFA.

5. Business Manager Financial Report- Megan VerVaecke

Business Manger Megan VerVaecke provided the Board with an update of the District's finances and current business matters:

- **LGIP Interest Rate:**
The Local Government Investment Pool (LGIP) interest rate remains unchanged from our last meeting, holding steady at 4.60%.
- **Insurance Renewal:**
We are in the process of submitting our renewal documents for insurance coverage. Initial estimates from our brokers indicate we should anticipate a 15–20% increase in premiums.



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- **Budget:**
Utilizing all current information, we have begun building the 2025–2026 budget. Initially, projections indicated a potential \$1.2 million deficit. The administrative team has diligently reviewed expenditures and identified over \$500,000 in potential savings. Despite these efforts, additional measures will be necessary to fully address the deficit. We are confident that staffing reductions will be required to move toward financial sustainability, especially given the continued stagnation in enrollment numbers.
- **Audit:**
Preliminary audit work will begin next month. Auditors are scheduled to be onsite beginning Tuesday, May 27th, with the remainder of the week conducted virtually. We have received the Prepared by Client (PBC) list and will submit the requested items in the coming weeks.

Revenue Highlights

- **Tax Collections:**
Prior year tax collections for March totaled \$2,800, consistent with the same period last year. Current year tax collections totaled \$7,100, an increase of approximately \$1,300 from March 2024.
- **State School Fund:**
State School Fund revenues are up approximately \$60,000 compared to this time last year. Following the February 21st updated estimate, which incorporated adjustments made in January, we have seen a positive impact on our monthly payments. Due to the PGE recall, local revenues were adjusted downward by \$100,000. As a result, beginning with this month's payment, we are receiving an additional \$50,000 monthly for the remainder of the fiscal year.
- **Year-to-Date Revenue:**
Year-to-date revenue stands at \$10.1 million, reflecting a decrease of \$173,000 compared to March of last year.

Expenditure Highlights

- Overall, expenditures remain consistent with prior years.
- The Instructional Services category experienced the largest year-over-year decrease, with expenditures down \$30,000. This variance is largely attributed to the timing of substitute billing; many substitute-related invoices from February have not yet been received from the ESD.
- As we have now passed the purchasing deadline, procurement activity is expected to slow. Additionally, we are reviewing all purchase orders to ensure that only absolutely necessary purchases are approved.
- Year-to-Date Expenditures are approximately \$6.5 million, an increase of \$267,000 from the same period last year.

Bank Reconciliations

All bank account reconciliations have been completed, and all accounts are in balance with no variances.

6. Culver School District Update - Stefanie Garber, Superintendent

Superintendent Stefanie Garber presented a PowerPoint to the Board which informed the Board of her current goal updates which included:

Goal 1: Work with Principals to Examine Possibilities to Create a Variety of Offerings:

- CTE
- Community Partnerships
- Extracurricular
- Areas of lower achievement identified each year

Progress Toward Goal 1:

1. She has met with the new director of COCC-Madras, James Rodriguez, who recently reinstated our small engines certification classes.
2. She continues to serve as the Technology Committee Facilitator
3. She has worked with the HDESD to have our District be included in the "Project Forward," program which is a suicide prevention focus program for our region.
4. She is exploring the idea of having an online school option for grades 6th- 12th with administrators.
5. She has attended the Integrated 7 guidance meeting for the regional program at the HDESD bi-monthly.
6. She has completed our Integrated 7 application, which brings the District approximately \$975,000.00.
7. She attended a meeting with "Code.org," to gather information regarding their "District Program." They have extensive technology tools, including AI and would be willing to train our teachers and give our District access to all of their classes for staff and students, with no cost to the District. She will be reviewing this information with principals next week to explore the possibilities.

Goal 2: Communication & Climate

- **Objectives:**
 - Visit one building or department per day; be out and about three days per week.
 - Continue Labor/Relations meetings once a month with unions.
 - Communicate with staff in the region and at the State level regarding programs, legislation, concerns, & accolades representing Culver's best interest.
 - Develop a schedule for regular communications with the board and ask for their preferred format.

Progress Toward Goal 2:

1. She attends weekly State level meeting on legislative updates.
2. She will start labor negotiations with the Culver Education Association on April 30, 2025.
3. She continues to attend the COSA Legislative update meetings every Friday at 8am.
4. She attended the monthly ODE Small Rural Schools State level meeting.
5. She attended the monthly Regional Superintendent Meetings at HDESD.
6. She has contacted Senator McLane, Senator Lieber, Representative Breese-Iverson, and Representative Sanchez, urging passage of HB 2953- Lifting the Special Education 11% cap.
7. She has attended the Jefferson County EDCO first Board of Directors meeting as an "ex-officio," board member. They participated in a strategic planning activity for the County and will continue to meet monthly.



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Goal 3: Communication & Climate

- Objectives:

- Continue to guide principals and the administrative team to support smooth leadership.
- Represent the district in community projects—specifically the sewer project and the housing development.
- Continue to improve facilities in our district by addressing:
 - Seismic Grant
 - Facilities Assessments
 - Establishing a Facilities Supervisor position for 2025-26 SY
 - Future Bond initiatives

Progress Toward Goal 3:

1. She is meeting bi-weekly with the Facilities, Megan VerVaecke and the Seismic Grant Team.
2. She has met with BBT Architects to review and receive our Facilities Assessment.
3. She has continued to plan and lead weekly Administrative Team Meetings.
4. She has had multiple meetings with our small admin team and HR director to determine budget reductions for the 25-26 SY.

Approval of Consent Agenda

1. Meeting Minutes – March 20, 2025
Monthly Personnel Report – April 2025

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

Business Agenda

1. HMK Presentation
Steve Earle with HMK provided Board with update of the District's current seismic grant. No action taken.
2. Budget Committee Appointment: Andrew Hawk
M. Knepp motioned to appoint Andrew Hawk for the Culver School District Budget Committee; C. Williams seconded. Motion passed unanimously.
3. Resolution 45-04: Purchase School Bus
Resolution was amended from the 25-26 SY to the 26-27 SY. C. Williams motioned to approve Resolution 45-04: Purchase School Bus as amended; G. Beebe seconded. Motion passed unanimously.
4. Athletic Participation Discussion
Board discussed athletic participation, however the Board wanted to gather additional information and instructed S. Leeper to gather additional information and the Board would re-visit this topic at the June Board Meeting. No action taken.
5. Gem Awards
Board gave Board Secretary permission to send out GEM Award Nomination Forms.
6. Integrated Programs 25-27 SY Application
S. Leeper motioned to approve the Integrated Program for the 25-27 SY Application as presented; G. Beebe seconded. Motion passed unanimously.
7. Fire Marshall Inspection
Superintendent Stefanie Garber presented the Districts Fire Marshall Inspection Report. No action taken.

Items for Information at a Future Meeting

- Transportation Supervisor, Garry Noy – May 2025

Items for Action at a Future Meeting

- CSD Policy Rewrite/Adoption- June 2025
- Inter-District Transfers- May 2025
- 25-26 Calendar- May 2025
- Fee Schedule- May 2025
- Facilities Assessment- May 2025
- Superintendent Evaluation Discussion- May 2025
- Board Goal Document- May 2025
- Board Operating Calendar- May 2025
- Athletic Participation Discussion – June 2025



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Board Member Comments

None

Adjourn

The meeting was adjourned at 8:16PM.

A handwritten signature in blue ink, appearing to read "Seth 2".

Seth Taylor – Board Chair

A handwritten signature in blue ink, appearing to read "Stefanie Garber".

Stefanie Garber - Superintendent