

## **WORK SESSION- BOARD OF DIRECTORS MEETING**

Wednesday, May 21, 2025 Immediately following Budget Committee Meeting  
South Umpqua School District, 558 Chadwick Ln, Myrtle Creek, OR 97457

1. **Call to Order/Roll Check**
2. **Adoption or Adjustment of Agenda**
3. **Citizens Request of the Board**
4. **Coffenberry Middle School FBLA-Request for out of state travel**
5. **South Umpqua High School FBLA- Request for out of state travel**
6. **Superintendent Communication**
  - 6.1. Enrollment Report
7. **Student Services Update**
8. **Financial Report**
9. **Consent Agenda *(All items may be adopted by a single motion unless pulled for special consideration.)***
  - 9.1. Resignation of Anita Pacheco, Evaluation Specialist
  - 9.2. Employment of Allison Cosby, Elementary Teacher at Tri City Elementary
10. **Action Items**
  - 10.1. Approve Resolution 2025-12, Resolution for Appropriating Special Revenue Funds -Special Education (SPED) Stipends
11. **Announcements**
12. **Board Member Comments**
13. **Board chair closing comments**
14. **Adjourn Meeting**



# Superintendent's Reports

May 21, 2025

To: Board of Directors  
From: Superintendent, Erika Bare  
**Subject: Superintendent Reports**  
Date: May 21, 2025

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## Summary:

Superintendent Erika Bare will provide announcements/reports to the Board on items of interest.

There has been a lot happening in the past month!

- Teacher appreciation week was a great success. We are so grateful for our tremendous teachers, and all of their impressive work to support students in reaching their unlimited potential.
- Sixth graders had an awesome time at outdoor school. They went on a three-day trip to Camp DeBour, and according to the kids, it was fantastic.
- The high school participated in Operation Prom, a demonstration of the dangers of driving under the influence. It was an impactful experience. We did significant proactive communication to make sure the community, and our students were aware that it was a demonstration, and not an actual emergency on campus.
- We were awarded the Summer School Grant once again! This year we were awarded approximately \$220,000. This is \$100,000 less than last year and yet is a significant amount to pull off a wonderful summer school program.
- I held the first ever Kinder Launch webinar this past week, and we are already getting some kindergarten registrations!
- We were notified recently that the High School has been designated a "Model School" by the High School Success team. They have done so much good work, and will not be a place where other schools come to learn from the journey they have been on in increasing 9<sup>th</sup> grade on-track rates and graduation rates. It is a significant honor.

## SUSD Enrollment Report

19-20	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Cberry (303)	309	311	313	308	309	311	Enrollment frozen at February numbers due to COVID-19 Pandemic.			
Cville (208)	205	206	202	198	201	203				
HS (387)	407	402	405	392	392	389				
MCE (347)	300	302	302	304	292**	287				
MCE Pre-K*	19	19	19	19	20	19				
TCE (307)	309	308	303	300	308	302				
<b>Total (1552)</b>	<b>1549*</b>	1548	1544	1521	1522	1511				

20-21	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Cberry (316)	314	310	309	311	312	311	312	311	308	308
Cville (197)	152	159	161	162	162	163	162	163	165	164
HS (414)	414	397	398	400	393	391	391	384	379	379
MCE (291)	270	261	264	266	267	265	269	275	275	275
MCE Pre-K*	12	12	12	12	16	15	15	14	14	14
TCE (306)	282	278	282	285	281	282	280	277	273	273
<b>Total (1524)</b>	<b>1444</b>	<b>1417</b>	<b>1426</b>	<b>1436</b>	<b>1431</b>	<b>1427</b>	<b>1429</b>	<b>1424</b>	<b>1414</b>	<b>1413</b>

21-22	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Cberry (309)	282	281	282	282	282	288	285	289	281	277
Cville (172)	155	159	159	160	164	162	164	166	164	164
HS (398)	420	404	406	407	402	408	405	399	399	396
MCE (264)	303	292	291	286	291	285	283	295	294	293
TCE (282)	260	265	267	264	264	264	261	263	268	267
SU OLA	58	56	45	42	36	35	32	30	30	30
<b>Total (1425)</b>	<b>1478</b>	<b>1457</b>	<b>1450</b>	<b>1441</b>	<b>1439</b>	<b>1442</b>	<b>1430</b>	<b>1442</b>	<b>1436</b>	<b>1427</b>

22-23	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Cberry (301)	286	288	286	284	286	281	277	272	264	265
Cville (164)	172	170	173	174	179	175	170	169	166	166
HS (398)	449	442	444	442	434	426	428	415	414	414
MCE (286)	274	279	284	285	283	287	285	287	290	290
TCE (268)	293	286	285	286	286	283	282	283	282	281
SU OLA (25)	12	13	13	13	13	13	13	12	12	12
<b>Total (1442)</b>	<b>1486</b>	<b>1478</b>	<b>1485</b>	<b>1484</b>	<b>1481</b>	<b>1465</b>	<b>1455</b>	<b>1438</b>	<b>1428</b>	<b>1428</b>

23-24	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Cberry	288	283	282	284	285	278	273	268	263	260
Cville	165	165	166	169	170	166	168	168	168	168
HS	453	444	438	438	433	427	425	415	409	405
MCE	273	272	270	270	280	280	277	270	267	261
TCE	273	275	272	271	269	271	268	270	269	269
SU OLA	11	11	11	11	9	14	12	12	12	12
<b>Total (1465)</b>	<b>1463</b>	<b>1450</b>	<b>1439</b>	<b>1443</b>	<b>1446</b>	<b>1436</b>	<b>1423</b>	<b>1403</b>	<b>1388</b>	<b>1375</b>

24-25	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Cberry	270	273	275	273	274	269	263	262		
Cville	186	184	180	188	187	190	190	189		
HS	444	447	447	441	439	427	414	407		
MCE	268	259	256	258	257	258	253	255		
TCE	250	251	252	256	255	257	251	250		
SU OLA	0	0	0	0	0	0	0	0		
<b>Total (1431)</b>	<b>1418</b>	<b>1414</b>	<b>1410</b>	<b>1416</b>	<b>1412</b>	<b>1401</b>	<b>1371</b>	<b>1363</b>		



# Superintendent's Reports

May 21, 2025

To: Board of Directors  
From: Emily Veale, Director of Student Services  
Subject: **Student Services and Safety Update**  
Date: May, 21, 2025

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## **Safety Update:**

- There is work being done for the electronic video intercom system to control access to buildings. We are going to review how well this system works before moving forward with vestibule construction.
- Video intercom access has begun and the team will continue to work on installation during the summer.
- Visitor Management Tracking System (Centegix) for visitor check-in will also be installed. It allows students to also check in as tardy and prints off a tardy slip. It can also be utilized for student check out.
  - Visitors check in with the front office
  - Centegix scans their driver's license to screen for any offenses, custody issues etc...
  - Visitors are assigned a highly visible badge with real-time locating indicating to others they are permitted to be on campus

## **Special Education Graduation Rate Update:**

- Oregon At-A-Glance special education profile has been released.
- Current Special Education Drop Out Rate – 42.86%
- Current list of 2024-25 seniors this year includes 0 modified diplomas
- We have 3 extended diplomas for students in our developmental learning center

***Steps we are taking for improvement:***

- Working with the high school graduation coach and case managers to monitor student credits, attendance and trajectory towards graduation.
  - Quarterly reviews of graduation progress plan to monitor student credits.
  - Building class plans for remaining credits needed to graduate with chosen diploma options.
  - Meeting with parents/ guardians to discuss graduation plan of success with follow-ups.



## Superintendent's Reports

May 21<sup>st</sup>, 2025

To: Board of Directors

From: Superintendent, Erika Bare  
Director of Fiscal Services, Shy Chapman

**Subject: Superintendent Reports – Fiscal Responsibility (Board Goal)**

Date: May 14, 2025

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**Summary:** Superintendent Erika Bare and Director of Fiscal Services Shy Chapman will provide announcements/reports to the Board on Fiscal Responsibility.

*Financial Report:* Attached is our financial statement through May 8th, 2025<sup>th</sup> showing a projected ending fund balance on June 30th, 2025, of \$3,503,807.

*May SSF Payment:* The May State School Payment is the final SSF payment for the fiscal year. It adjusts previous payments using updated Average Daily Membership (ADM) data, local revenue estimates, and weighting factors and ensures districts receive their correct share of the total SSF allocation for the year. Our final allocation is \$1,072,743.44.

*SPED Stipends Grant:* The purpose of this grant is to provide a stipend to employees working in special education during the 2024-25 school year. Thirty-eight qualifying employees will be awarded \$445.86 each. The grant only covers the stipend, and the district is responsible for paying the associated payroll cost which is estimated to be \$2,479.06.

**South Umpqua School District #19**  
**Estimated 2024-2025 Revenues and Expenditures**  
**As of May 8, 2025**

**2024-2025 Fiscal Year**

	<i>Prior Year Actual Audited</i>	<b>2024-25 Budget</b>	<b>Actual YTD 5/8/25</b>	<b>Total Projected for the Year</b>	<b>Net Difference</b>
<b>REVENUE</b>					
Taxes, Current & Prior	3,971,604	4,105,724	4,037,398	4,105,724	-
Interest on Investments	564	500	705	705	205
Student Activities	54,111	58,000	52,196	58,000	-
Miscellaneous Local Sources	120,672	114,800	123,196	123,196	8,396
County School Fund	19,922	30,000	20,314	20,314	(9,686)
Other Intermediate Sources (HERT)	4,359	2,456	3,081	3,081	625
ESD Flow Through	125,740	125,798	82,880	124,253	(1,545)
State School Support Fund	13,792,903	14,317,860	12,930,329	14,003,073	(314,787)
Common School Fund	193,908	194,000	195,515	195,515	1,515
Other State Grants In Aid	1,003	-	-	-	-
Prior YR Forster Child Transportation Reimb	37,722		4,557	4,557	4,557
Federal Forest Fees	164,200	152,000	22,027	22,027	(129,973)
<b>TOTAL REVENUE</b>	<b>18,486,708</b>	<b>19,101,138</b>	<b>17,472,198</b>	<b>18,660,445</b>	<b>(440,693)</b>
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>4,349,812</b>	<b>4,109,745</b>	<b>5,076,392</b>	<b>5,076,392</b>	<b>966,647</b>
<b>TOTAL REVENUE &amp; BEG. FUND BALANCE</b>	<b>22,836,519</b>	<b>23,210,883</b>	<b>22,548,590</b>	<b>23,736,837</b>	<b>525,954</b>
<b>EXPENDITURES</b>					
Instruction					
Salaries	5,130,478	5,412,445	3,667,990	5,292,889	119,556
Associated Payroll Costs	2,741,036	3,677,414	2,025,221	2,969,821	707,593
Purchased Services	529,946	470,339	391,068	470,339	-
Supplies & Materials	126,285	788,685	372,087	788,685	-
Capital Outlay				-	-
Other Objects	10,990	26,650	12,795	26,650	-
Total Instruction	8,538,735	10,375,533	6,469,161	9,548,384	827,149
Support Services					
Salaries	2,916,261	3,403,130	2,455,642	3,332,856	70,274
Associated Payroll Costs	1,532,563	2,424,379	1,458,887	1,950,995	473,384
Purchased Services	2,438,618	2,819,856	1,961,557	2,587,390	232,466
Supplies & Materials	757,497	939,897	646,382	939,897	-
Capital Outlay	88,793	126,770	72,044	126,770	-
Other Objects	251,149	298,712	291,280	298,712	-
Total Support Services	7,984,880	10,012,744	6,885,792	9,236,620	776,124
Community and Enterprise Services					
Associated Payroll Costs	1,291	7,692	4,824	7,692	-
Transfers to Other Funds	1,235,220	1,440,334	1,415,993	1,440,334	-
<b>TOTAL EXPENDITURES</b>	<b>17,760,127</b>	<b>21,836,303</b>	<b>14,775,770</b>	<b>20,233,030</b>	<b>1,603,273</b>
<b>ESTIMATED ENDING FUND BALANCE</b>	<b>5,076,392</b>	<b>1,374,580</b>	<b>7,772,820</b>	<b>3,503,807</b>	<b>2,129,227</b>



## Action Item

May 21<sup>st</sup>, 2025

To: Board of Directors

From: Erika Bare, Superintendent  
Shy Chapman, Director of Fiscal Services/Budget Officer

**Subject: Action Item – Resolution 2025-12, Resolution for Appropriating Special Revenue Funds - Special Education (SPED) Stipends**

Date: May 6, 2025

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**Summary:** South Umpqua School District #19 has applied for and been awarded the Special Education (SPED) Stipend grant, in the amount of \$16,943. A supplemental budget is required when new appropriation authority is needed.

**Background:** Oregon Budget Law, under ORS 294.471, provides that a local government may prepare a supplemental budget if unexpected funds are made available by another unit of federal, state, or local government and/or an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning. When the supplemental budget adjusts fund expenditures by 10 percent or less, the supplemental budget may be adopted at a regularly scheduled meeting of the governing body.

**Previous Board Action:**

The South Umpqua School Board meets annually each June to review, discuss, and approve the district budget and appropriate funds for the upcoming school year, pursuant to ORS 294.456.

**Financial Implications:** A board-approved resolution provides district officials with spending authority, not to exceed approved amounts within each major budget function, for the 2024-25 fiscal year. Without approval of resolution 2025-12, additional spending authority would not be given for the SPED Stipend grant.

**Staff Recommendation:** Staff recommends the board approve the resolution to appropriate additional special revenue funds for the SPED Stipend grant.

**School Board Action:**

Motion: *I move that the South Umpqua Board of Directors (approve) Resolution 2025-12: Resolution for Appropriating Special Revenue Funds for the 2024-25 fiscal year.*

**RESOLUTION NO. 2025-12**

**ADOPTING THE SUPPLEMENTAL BUDGET AND  
MAKING APPROPRIATIONS FOR THE 2024-25 FISCAL YEAR**

**WHEREAS**, South Umpqua School District #19 has applied for the Special Education (SPED) Stipend grant in the amount of \$16,943, and

**WHEREAS**, The Board of Directors of South Umpqua School District #19 finds that Adopting the Supplemental Budget and Making Appropriations is necessary under ORS 294.471.

**THEREFORE, BE IT RESOLVED**, by the Board of Directors of South Umpqua School District #19 as follows:

That this Supplemental Budget is prepared in accordance with OR 294.471(1)(a), which authorizes the formulation of a supplemental budget resulting from “an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires a change in financial planning.” This Supplemental Budget was published in accordance with ORS 294.471(3)(b).

That this resolution complies with OR 294.471(4) and does not authorize an increase in the levy of property taxes above the amount published in the 2024-25 Adopted Budget.

That the amounts for the fiscal year beginning July 1, 2024, and for the purposes shown below are hereby appropriated as follows:

<u>SPECIAL REVENUE FUND</u>	<u>EXISTING</u>	<u>CHANGES</u>	<u>ADJUSTED</u>
<u>Resources</u>			
3200 Restricted Grant-In-Aid	\$ 3,013,836	\$16,943	\$ 3,030,779
<u>Requirements</u>			
2000 Support Services	\$2,125,108	\$16,943	\$2,142,051

**ATTEST:** \_\_\_\_\_ **BOARD CHAIR:** \_\_\_\_\_

**MOVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RESOLUTION:** \_\_\_\_\_  
APPROVED OR DISAPPROVED