



**CULVER SCHOOL DISTRICT NO. 4**  
**BOARD OF DIRECTORS REGULAR MEETING – OFFICIAL MINUTES**  
**FEBRUARY 14, 2018**

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**BOARD OF DIRECTORS:** Mike Knepp, Chair, Dave Slaght, Vice-Chair  
Zoe Schumacher, Scott Leeper, Directors

**STAFF:** Stefanie Garber, Superintendent  
Jamie Burleigh, Business Manager  
Pam Halbert, Board Secretary  
Brad Kudlac, Josh Davis, MICHELLE ZISTEL

**MEDIA:** None

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**A. Call to Order/Flag Salute**

Chair, Mike Knepp opened the meeting with the flag salute at 6:30 p.m.

**B. Approval of Agenda**

Executive session was removed from the agenda since the reason for scheduling it had been resolved.

**Motion:** Z. Schumacher moved to approve the agenda as amended; D. Slaght seconded.  
Motion passed unanimously, 4-0.

**C. Communications**

- 1) Hearing of Patrons –None.
- 2) Student Report – Stefanie Alvarado and Leslie Alvarado reported 96 students attended the Honors breakfast. Student leadership is focusing time on random acts of kindness at the high school in February with morning greeters at the doors in the morning, sticky notes on every locker, valentine messages for all, ‘wear blue’ and compliment someone; all activities as a result of the January 29 ‘Lift Each Other Up’ assembly. They are starting to plan for prom which is scheduled for April 21<sup>st</sup> and a penny wars competition in the elementary school.
- 3) Safety Training Update. Tony Anderson reported on the ‘Standard Response Protocol’ training for all staff last month. Lock down, Lock out and Fire drills have been scheduled for the remainder of the year as the staff now shares training with the students. The safety committee has identified several next steps in safety and security for our campus. Those were provided in a power point presentation with estimated costs associated with each step. He is working with administration to continue to move forward in this area. Board members expressed appreciation and commended Tony for his efforts in this area.
- 4) Business Manager Report. Jamie Burleigh presented this month’s financial report and reviewed it with the board. She also reported on a PERS webinar she attended where various ideas were presented to help districts fund future PERS increases. She will report more as ideas more fully develop.
- 5) Jefferson County ESD Local Service Plan. Ken Parshall, ESD Superintendent, Lola Hagman, Culver’s ESD board member and ESD board chair, Lindsay Foster-Drago were in attendance to present the 2018-19 Local Service Plan and answer questions. Superintendent Parshall gave a brief history on ESD’s in Oregon, then the services that the JCESD provides to their member districts. On the horizon, ESD’s may receive additional funding to help districts fight chronic absenteeism. Local service plans need to be adopted annually by March 1<sup>st</sup>.

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6) Administrator Reports

- a) Michelle Zistel reported that Title II funds were helping five staff members attend the Northwest Council for Computer Education (NCCE) conference in Seattle Washington. The elementary school is reviewing Reading/Language Arts adoption materials for next year and will make a recommendation to the board later in the school year. House Bill 3499 continues to fund a program for staff members to receive their ESOL endorsements and teachers will soon finish their coursework and move into the practicum portion of their training. A training has been scheduled for all instructional assistants to provide them with strategies and intervention practices with the students they serve. A celebration is also being planned to commemorate Dr. Suess' birthday on March 1<sup>st</sup> in the cafeteria for students and the community. It will involve reading activities and food.
- b) Stefanie Garber reported on the Stanford dSchools training she attended. She found the innovation techniques they were beginning to develop in other districts is only at the beginning stages. Culver went through that 4 years ago as they began to implement STEM education district-wide. She has withdrawn Culver's participation in this project at this time with the door left open to join the group at a later date. Mrs. Garber then reported on the 'Lift Each Other Up' assembly for K-12 students and staff that was held on January 29<sup>th</sup>. She showed a short video that was produced by high school students that shared the theme, 'We're All In This Together.' Two more trainings are scheduled for staff to educate and increase awareness of the LGBTQIA+ community. She reported to the board that the Oregon Department of Education is reviewing our policies and practices in response to a parent complaint.

**D. Consent Agenda**

(Items of a routine and non-controversial nature are placed on the Consent Agenda to be acted on with a single vote and to allow the board to spend maximum time on less routine items and issues. Any Board Member may request that an item be withdrawn from the Consent Agenda and be placed at the end of the Business Agenda. Prior to voting on the consent agenda, any board member may also request clarification about Consent Agenda items without moving them to the Business Agenda.)

- 1) Approval of Board Meeting Minutes (January 10, 2018)
- 2) Approval of Monthly Personnel Report

**Motion:** Z. Schumacher moved to approve the consent agenda as presented; S. Leeper seconded. Motion passed unanimously, 4-0.

**E. Business Agenda**

- 1) **Decision regarding Open Enrollment for 2018-19.** Culver Principals recommended the school board NOT participate in Open Enrollment for the 2018-19 school year. As they reviewed current enrollments and left a cushion for resident enrollments, it was found there were only 12 slots in four grades that could be opened for non-resident students. Principals felt the traditional inter-district transfer process would be a better avenue for non-resident students seeking to attend Culver schools.

**Motion:** Z. Schumacher moved for the board to NOT participate in Open Enrollment practices for the 2018-19 school year as recommended by school administration; S. Leeper seconded. Motion passed unanimously, 4-0.

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