



CULVER SD #4 BOARD MEETING MINUTES

January 25, 2024

In Attendance

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

Stefanie Garber, Superintendent | Megan VerVaecke, Business Manager | Lacie Correa, Board Secretary | Cassandra Loredo, Culver Elementary School Principal | Scott Novelli, Culver High School Principal |

Shay Mikalson, JCESD |

Call to Order and Flag Salute

Board Chair, Scott Leeper, called the meeting to order at 5:21 pm.

Approval of Agenda

The Agenda was amended to remove Brad Kudlac, Culver Middle School Principal Administration report from Communications.

M. Knepp moved to approve amended agenda as presented; S. Taylor 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 remained at 5.0%, previously we have seen consistent growth. She reported that our audit was completed and has been filed with the State. The final audit had one finding, which was an internal control finding related to our Athletic Gate Admission process, which she anticipated. She informed the Board that they will be reviewing a corrective action plan in the Business Agenda of tonight's meeting to address and correct the finding moving forward. She also reminded the Board that is Budget Season and they will be working on next year's budget for the 24-25 School Year. They will begin reviewing the revenue projections in the next couple of months, as well as evaluating our staffing levels.

Ms. VerVaecke reported to the Board that our taxes came in at \$4,600 in December, which is up around \$3k from this time last year. Our current tax collections were around \$1.7 million in November and around \$9k in December. Although both November and December collections were lower than last year at this time, our large uptick in October's collections have actually made it to where we have surpassed last year's first three months of collections by \$96k. Ms. VerVaecke went on to add that our State School Funding is up 34K from this time last year. Our Estimate of Membership and Revenue was due to the State at the beginning of January and we did make some adjustments to our current year tax projections and our Transportation expenses that may have an impact in the amount that we continue to receive for the rest of the year. She reported that the changes made should offset each other for the most part, but we are waiting for the State to release their next round of estimates to review how our ADM counts and the adjustments that we made affect our funding. Ms. VerVaecke informed the Board that our YTD Revenue is at \$8.4 million, which is a decrease of \$277k due to our ending fund balance not being as large as it has been in the previous years.

Business Manager Megan VerVaecke reported to the Board that our salaries and associated payroll costs are up, however are within reason and what we anticipated. She went on to add that all of our other line items were down year over year for the month of December, however this is partially due to the US Bank Visa Payment for December not being Posted to the bank in December. She added that this is due to the holidays, as the payment didn't post until the first week of January. Ms. VerVaecke reported that our year to date expenditures were around \$3.8 million, which is an increase of \$337k from this time last year.

Ms. VerVaecke reported to the Board that our November and December bank reconciliations have been completed and were in balance with no variance. Jefferson County's bank reconciliations that were out of balance in October due to a prior year adjustment made by the county have corrected themselves with the December posting that the County had made. We thought that this might happen and after speaking with our regional financial support help, we decided not to make an entry to correct anything until we saw the December transactions from the County.

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3. Administrator Reports

- **Stefanie Garber, Culver School District Superintendent- District Update**

Superintendent Garber provided the Board with a brief update of our District utilizing a PowerPoint. Ms. Garber informed the Board that on January 5th she had the opportunity to attend a debrief of the recent 509J Evacuation/ Renunciation incident. Following that debriefing she had a meeting with Corporal Anderson to establish a working relationship and will begin reviewing our emergency protocols. He has agreed to partner with us and guide us in any updates. She went on to inform the Board of the Regional Education Network and pointed out some facts of this network. These facts are as followed;

- This is a network that is required by law.
- There is a Central Oregon Chapter
- They offer:
 - Enhance a culture of leadership and collaborative responsibility.
 - Enhance access for educators to high-quality professional learning.
 - Strengthen and enhance existing evidence-based practices to improve the recruitment, preparation, induction and support of educators.
 - Enhance leadership and career advancement opportunities.

Superintendent Garber went on to provide an update on our Technical Assistance Grant (TAP). The Office of School Facilities announced that up to \$2.5 million is available for the Technical Assistance Program grant in 2024. She informed the Board that the TAP grant application opened yesterday and will remain open until Thursday, February 15, 2024. TAP Grant recipients will be announced no later than March 15, 2024. She reminded the Board that the TAP Grant provides School Districts and Education Service Districts (ESD's) with funds to assess their facilities. There are currently four separate types of TAP Grants available and range in funds and services. Lastly Ms. Garber added that as they have been working to obtain TAP grants she has also been working alongside our Facilities Manager in developing a five year Facilities Plan, once the plan is finalized she will provide the plan to the Board.

- **Cassandra Loredo, Elementary School Principal – CES Update**

Elementary School Principal Cassandra Loredo presented a PowerPoint to Board. Ms. Loredo informed the Board that the Students and Staff at the Elementary school have been busy and many exciting things are going on from making volcanos to some staff attending a recent professional development conference in Las Vegas called "Get Your Teach On." Ms. Loredo informed the Board that they will be participating in the Oregon Battle of the Books. Ms. Loredo explained that the Elementary School has 53 students participating, which is 13 teams. Culver will be hosting the first Battle of the Books tournament on February 27, 2024. They students then have a tournament on March 5th, 2024 in Madras, followed by a Regional Tournament in Warm Springs. The students have also had the opportunity to celebrate and learn about different cultures, this month Better Together preformed for the students.

Ms. Loredo reminded the Board that school attendance is a growing issue amongst all schools. She added that she is really trying to get creative and improve her buildings attendance rate. She has many different plans which include daily phone calls and emails, quarterly letters, school incentives and potentially a parent thank you event. Mr. Loredo was able to show the Board the Students improvement with the new math adoption "Into Math," she was able to point out the improvement throughout the grade. She is hopeful that these improvements and student growth will continue.

Ms. Loredo informed the Board that she has chosen to highlight the Elementary School Guidance. She reported to the Board that the Elementary Leadership consists of ten 5th graders chosen to represent the Culver School Districts commitment to showing character by leading their peers in integrity and responsibility. One facilitates our Student of the Month awards assembly, honoring students representing the different character traits. Leadership demonstrates excellence in effort, their academics, and involvement in the community, helping with the monthly Neighbor Impact Food Bank, communicating by speaking to other classes, reading to our kinders, and announcing SOTM winners. Our leadership students practice innovation by being creative and visionary and taking charge of a school-informed bulletin board. Other activities include hosting a staff appreciation breakfast, sending out thank-you cards for the local veterans and elderly living in the care centers, school clean-up days, and mentoring younger students.

- **Scott Novelli, High School Principal- CHS Update**

High School Principal Scott Novelli provided the Board various handouts. Mr. Novelli reported to the Board that we have had many students enter the District that are severely credit deficient. Even utilizing the RTI team the staff is still facing many struggles in order to helps these students. This lead into Mr. Novelli discussing his opportunity that he has recently to see other programs that assist students who are credit deficient. He explained the many different Culver High School Academic options to ensure success for

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students. His staff is also working to create an honors diploma, in hopes that this encourages students to continue to excel. Alongside the honors diploma, Mr. Novelli is also working on a new bi-lingual seal and plans to bring this information to the board at a later time. Mr. Novelli echoed Ms. Loreda regarding attendance being a huge problem and trying to find a solution to alleviate the problem. Mr. Novelli expressed excitement about the possibility of streamlining academics, handbooks and rules for 6-12 and expressed the staff's excitement.

Mr. Novelli concluded by informing the Board of some exciting information;

- Potentially having an alumni event and painting the "C" on the Butte.
- 65% of CHS Seniors have applied to at least one college.
- CHS is in a new league for athletics.
- Caterpillar will be presenting and interviewing a few CHS seniors for their program.
- CHS Journalism class has published the "Ruff Report."

Approval of Consent Agenda

1. Meeting Minutes – 11.30.2023

2. Monthly Personnel Report – December 2023 and January 2024

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

Business Agenda

1. JCESD 2024-2025 Local Service Plan- Shay Mikalson

S. Taylor moved to approve the JCESD 2024-2025 Local Service Plan as presented; M. Knepp seconded. Motion passed unanimously.

2. OSBA Policy- First Reading

- EFA- Local Wellness

M. Knepp moved to approve the OSBA Policy EFA- Local Wellness policy as presented; C. Williams seconded. Motion passed unanimously.

3. Audit Corrective Action Plan

C. Williams moved to approve the Audit Corrective Action Plan as presented; S. Taylor seconded. Motion passed unanimously.

4. Resolution 44-03: Appropriate Additional Funding

S. Taylor moved to approve Resolution 44-03: Appropriate Additional Funding as presented; M. Knepp seconded. Motion passed unanimously.

5. Early Literacy Grant

Superintendent Garber present the Early Literacy Grant.

S. Taylor motion to cease movement on the Early Literacy Grant. seconded. Motion passed unanimously.

Items for Information at a Future Meeting

- Audit Report- Sensiba San Filippo

Items for Action at a Future Meeting

- OSBA Policy- January 2024

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- Possible Non-Renewals
-

Board Member Comments

- Board gave Board Secretary Lacie Correa permission to start GEM Awards.

The meeting was adjourned at 7:35pm

Scott Leeper - Board Chair

Stefanie Garber - Superintendent