



# CULVER SD #4 BOARD MEETING MINUTES

January 30, 2025

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## In Attendance

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

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

Steve Earle, HMK | Shay Mikalson, JCESD Superintendent | Malinali Terrazas, 5<sup>th</sup> Grade Leadership Student | Emy Hordichok, 5<sup>th</sup> Grade Leadership Student | Madilyn Johnson, 5<sup>th</sup> Grade Leadership Student | Kristen Barrett, Sensiba – Transmitted electronically via Zoom |

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## Call to Order and Flag Salute

Board Chair, Seth Taylor, called the meeting to order at 5:05PM.

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## Approval of Agenda

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

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## 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 has decreased twice since our last meeting. It was previously at 5.00% and decreased to 4.85% and then to 4.70% as of January 7<sup>th</sup>. She informed the Board that we are in the beginning of our budget work and they will start to receive updates as we work through the budget.

Ms. VerVaecke informed the Board that our taxes came in around \$9k for November and \$2k for December. She added that this was an increase of \$4k from November of last year and a decrease of \$2k from December of last year. Current year tax collections came in around \$1.7 million for November, which was only a \$6k increase from November of last year. December's current year collections came in at \$24k, which is an increase of \$15k from last year. The PGE tax recall took place in November which is why our collections for that month did not see as much of an increase as we normally would have seen.

The State School fund is up about \$10k from this time last year. She informed the Board they we have submitted our Estimates of Membership and Revenue to the State at the beginning of the month. Overall, we tried to keep our estimates very conservative in regards to the enrollment, but did adjust our current year taxes to account for the PGE recall. She added that our year to date revenue us at \$8.1 million, which is a decrease of \$252k from this time last year.

Ms. VerVaecke stated for the most part, most of the expenditures were in line with what we have seen in previous years. The Support-Services and Support-Supply line items are still where we are seeing some year over year savings at this point in the year. Our year to date Support-Services line item is down close to \$19k from this time last fiscal year. The Support-Supply line item is down around \$21k from this time last fiscal year. She added that our year to date expenditures were around \$4.0 million, which is an increase of \$153k from last year at this time.

Lastly she added that all of our bank reconciliations have been completed and all of our accounts were in balance with no variances.

### 3. Culver Elementary School Leadership Students

Malinali Terrazas, Emy Hordichok and Madilyn Johnson all serve on the Culver Elementary School 5<sup>th</sup> Grade Leadership. The took turns informing the Board of their duties, responsibilities and various activities that accompany being a leadership student.

### 4. 23-24 Audit Presentation- Kristen Barrett – Sensiba – Transmitted electronically via Zoom

Kirsten Barrett, representing Sensiba, presented the District's 2023-2024 Financial Audit to the Board. She provided comprehensive details regarding the audit and confirmed that the report was free of errors and discrepancies.

### 5. Administrator Reports

Stefanie Garber, Superintendent

Superintendent Stefanie Garber presented a handout 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. Met with BasX from Redmond with Scott Novelli.



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2. Met with COCC regarding the Mechanics/Small Machines program with Scott Novelli.
3. Met with Best Care to learn about the prevention and education programs they offer for K-12, with Cassandra Loreda & Tyler Davenport.
4. Worked with Dave Williams to creatively introduce the WayFinders Social, Emotional Health program to our middle school.
5. Supported Lacie in serving as our Academic Fundraising Coordinator to potentially fund enrichment opportunities at all three buildings.
6. Visited the Redmond School District FLEX program to explore a potential alternative/online program for our district.

## 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.
  - Create and share the Superintendent Spotlight Newsletter with the district and families.
  - Develop a schedule for regular communications with the board and ask for their preferred format.

## Progress Toward Goal 2:

- Visited a building three days per week.
- Continued monthly labor relations meetings with the Culver Education Association/Certified Union (the Classified union has not found the need to meet).
- Sent the Quarter 2 Superintendent Spotlight to all staff and families, with plans to distribute the Quarter 3 Spotlight by Spring Break.
- Ms. Garber requested the board to share which regular communications they find helpful. She has been using email for important updates, and the board is agreeable to the current method.

## Goal 3: Leadership

- **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
    - Future Bond initiatives

## Progress Toward Goal 3:

- Held leadership team meetings every Wednesday.
- No new meetings have taken place regarding the sewer or housing development.
- Met with the new coordinator for Jefferson County Economic Development of Central Oregon and will serve on their board once organized.
- Continues to serve as the Facilities Supervisor, gaining comprehensive knowledge about the position and its responsibilities. Plans to hire for the position toward the end of the school year.

Lastly, she provided the board with a link to a Kudo's Board to express staff appreciation throughout the district.

## Scott Novelli, High School Principal

Mr. Novelli is currently compiling academic data to demonstrate the academic growth of high school students, which he will present at a subsequent meeting. Additionally, he will provide the cumulative RTI data for Semester 1 at the February 27, 2025 Board meeting. He has been conducting listening sessions with his staff and will report further details at a later time. He commended his staff for establishing individual and departmental goals—many of which have already been achieved—with additional objectives now in development. Furthermore, he highlighted various student achievements, including weekly athletic articles in The Madras Pioneer, the Bulldog Radio Station, Honor Roll, and a range of exciting programs and forthcoming events.

## Dave Williams, Middle School Principal (Presented by Superintendent Garber)

Superintendent Stefanie Garber presented a handout to the Board of updates for the Middle School, which included:

### Universal Behavior Expectations:

- Clear Guidelines: Introduced at the start of the year and reinforced as needed through modeling and role-playing during counseling sessions.
- Ongoing Reinforcement: Regular reminders, particularly during transitions and after breaks, help maintain standards.
- Consistency: All staff adhere to uniform behavior and academic expectations.
- Positive Reinforcement: A reward system is in place to acknowledge both academic and social successes.

### Intervention Strategies for At-Risk Students (D and F List Improvement – “Dog House”):

- Study Hall Interventions: Continued identification of at-risk students with targeted study sessions has contributed to reducing school-wide F grades from nine to five by the first semester.
- Progress Monitoring: An evolving SST/RTI/MTSS system supports ongoing intervention efforts. Staff conduct bi-weekly reviews of academic, behavior, and attendance data, with regular communication with parents via phone, email, and documented logs in the SIS.

### Wayfinder SEL Curriculum:

- Core Skills: The curriculum focuses on six key skills—collaboration, agency, purpose, self-awareness, adaptability, and empathy—to connect classroom learning with real-world applications.
- Benefits: The program aims to improve academic performance and behavior by promoting emotional regulation, resilience, and student engagement.
- Teacher Involvement: Professional development is scheduled for August to ensure effective SEL delivery, with demonstration lessons in Semester 2 and full implementation planned for Fall 2025.

### Additional Updates:

- An overview of the Master Teaching Schedule was provided.



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- Current data on attendance rates, GPAs, athletics, activities, and student achievements were shared along with information on upcoming events.

## Cassandra Loreda, Elementary School Principal

Elementary School Principal Cassandra Loreda presented a handout to the Board of updates for the Elementary School. She began by explaining the most recent Lexia data for the Elementary School. In a recent staff meeting led by Ms. Loreda, the elementary staff reviewed their current successes, areas for improvement, and future priorities. They acknowledged strengths such as effective intervention groups, individual recess times, special rotations, support from high school helpers, a variety of school activities, the Lexia program, Mystery Science Curriculum, organized cafeteria procedures, motivated students, a strong sense of community, and effective ability grouping.

The staff also identified several areas for improvement, including upgrading Smart TVs, updating recess equipment, enhancing playground and grounds conditions, improving security measures, revising drop-off procedures, and refining communication and scheduling processes (like clearer drill plans and better Parent Square notifications). Looking ahead, the top priorities include expanding classroom space, reducing class sizes, implementing a four-day week, building more community within ILS, increasing full-time staffing for interventions, enhancing the writing curriculum and behavior support teams, and addressing facility upgrades such as Smart TVs, fencing, and heating improvements.

## Approval of Consent Agenda

### 1. Meeting Minutes – 11.21.2024

Monthly Personnel Report – December 2024 and January 2025

*M. Knepp moved to approve the consent agenda as presented; S. Leeper 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. JCESD Local Service Plan- Shay Mikalson

*JCESD Superintendent Shay Mikalson presented the JCESD Local Service Plan for the 25-26 SY.*

*S. Leeper moved to approve the 25-26 SY JCESD Local Service Plan; C. Williams seconded. Motion passed unanimously.*

### 3. Declare Open Vacancy for Culver School Board Position #3

*S. Taylor advised the Board that The district has received a letter from Board Director Sabria Arnold announcing her resignation from Position 3, of the Culver School District Board of Directors effective December 19, 2024. Pursuant to Policy BBC, the board must officially accept the resignation, in order for it to become effective, and announce the vacancy.*

*S. Leeper moved to accept School Board Director Sabria Arnold's letter of resignation from Position 3, of the Culver School District Board of Directors, effective December 19, 2024, and declare the position vacant; M. Knepp seconded. Motion passed unanimously.*

### 4. Update School Cell Phone Policy merged with JFCED- Personal Electronic Devices and Social Media

*M. Knepp moved to approve policy JFCED- Personal Electronic Devices and Social Media; C. Williams seconded. Motion passed unanimously.*

### 5. Budget Calendar 25-26 SY

Business Manager Megan VerVaecte went over the 25-26 SY Budget Calendar. Board of Directors discussed need for February 27, 2025 on the 25-26 SY Budget Calendar. February 27, 2025 date was removed from 25-26 SY Budget Calendar.

*S. Leeper motion to approve Budget Calendar for the 25-26 SY as amended; M. Knepp seconded. Motion passed unanimously.*

### 6. Superintendent Evaluation Discussion

*No action taken at this time. Will be added to February 27, 2025 Agenda. No decision has been made on if staff survey will occur until climate surveys are completed by Staff, Parents and students. Board request Board Secretary create document that can be utilized to recorder updates and notes in regards to Superintendent Garber's goals at each meeting to refer to during evaluation.*

### 7. Board Goal Document Discussion

*No action taken at this time. Will be added to February 27, 2025 Agenda. Superintendent Garber will gather dates for upcoming events in each building to share with the Board at Boards request.*

## 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
- GEM AWARDS
- Possible Non-renewals
- Additional Policies
- Budget Community Interviews





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### Board Member Comments

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- Board Member Election Candidate Filling Information

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### Adjourn

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The meeting was adjourned at 7:20PM.

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

Seth Taylor – Board Chair

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

Stefanie Garber - Superintendent