



CULVER SD #4 BOARD MEETING MINUTES

February 27, 2025

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 | Dave Williams, Middle School Principal | Rhian Silbernagel, Curriculum Director and Culver Middle School Teacher | Tess Ballard, Culver Elementary School Teacher | Daryl Ivie, Culver Elementary School Teacher |

Kennedy Alegre, Culver Elementary 4th Grade Student | Liam DiNapoli, Culver Elementary 4th Grade Student | Payton Hill, Culver Elementary 4th Grade Student | Gunner Wilson, Culver Elementary 4th Grade Student | Gabrielle Beebe, Community Member | Stephen Hillis, Jefferson County Library Board Member |

Call to Order and Flag Salute

Board Chair, Seth Taylor, called the meeting to order at 5:00PM.

Approval of Agenda

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

Communications

1. Hearing of Patrons

None

2. Culver Elementary School – 4th Grade Students

Kennedy Alegre, Liam DiNapoli, Payton Hill and Gunner Wilson presented to the Board to showcase their studies of the Oregon Trail. Ms. Alegre and Mr. DiNapoli presented a PowerPoint on Ash Hollow and the Platt River. They provided various facts about these locations as they studied the Oregon Trail. Ms. Hill and Mr. Wilson presented their wagons that they built as a project and various facts about their wagons.

3. Business Manager Financial Report- Megan VerVaecke

Business Manager Megan VerVaecke provided an update to the Board, reporting that the LGIP interest rate has shown no change since our last Board Meeting in February. Ms. VerVaecke informed the Board that she had met with the Admin team yesterday to kick off our budget season. Each Administrator came to the table with a list of personnel wants and needs for the upcoming year, she added this will be helpful as we start working through the budget and assist with compiling a list of priorities and how we could potentially fund these requests.

Ms. VerVaecke informed the Board that our prior year taxes came in at almost 2k, which is a slight deficit from January of last year and that our current year tax collections came in around \$13k, which is also a slight deficit of about \$1k from January of last year. She went on to notify the Board that the State School Fund is up about \$10k from this time last year. We received a new estimate on February 21st that reflected the changes that we had made to our estimate back in January. Due to PGE recall, we did adjust our local revenue down by \$100k. Stating with the March payment, this adjustment has our payment increasing around \$50k a month for the remainder of the year. She also added that our ADMw dropped on the last estimate and she is currently reviewing the data collections to see where the drop occurred. She stated that she can easily identify that our number of ELL Students receiving services dropped from last year, but she doesn't believe that accounts for all of the drop. Ms. VerVaecke referenced financial reports provided to the Board and directed the Board to the highlighted yellow area, which is a new line item. She stated that we had received additional revenue for ODE from a federal grant that gave schools additional funds for lead testing. Our facilities team completed the lead testing last year and we submitted the required reports and invoice and were reimbursed for the cost of the testing and these funds were in addition to that reimbursement. She followed by adding that our year to date revenue is at \$8.8million, which is a decrease of \$190k from this time last year.

Ms. VerVaecke added that for the most part, most of our expenditures were in line with what we have seen in prior years. She referenced financial reports provided to the Board and directed the Board to the Support-Service Line item, she informed them that this line item saw the biggest increase year over year with a \$17k increase. This increase was simply due to a timing issue, which was due to us having two months of electric bills paid in January. The Districts year to date expenditures were around \$4.8 million, which is an increase of \$205k from this time all year. Lastly she added that all of our bank accounts reconciliations have been completed and all of our accounts were in balance with no variances.

4. Administrator Reports

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 High School Principal Scott Novelli to consider personnel requests for next year.
2. She has attended a meeting at the OSU Extension to learn more about the Outdoor School grant application and reporting.



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3. She is working to continue to serve as the Technology Committee Facilitator and the team has made plans for future Chromebook replacement purchasing, continuation of installations of Smart TVs and E-Rate applications.
4. She reviews the High Schools RTI data each week to monitor graduation outlook, attendance and overall grades.
5. As a result of a recent meeting with Law Enforcement our Elementary School Students will now be taught D.A.R.E, which is Drug Awareness and Resistance Education.
6. She is working with Joel Hoff from the Crook County School District to learn about an organization tool and she has started creating one for the Culver Admin and would call it the "Culver Admin Hub." She added that this would only be for Principals and would offer step by step guidance and instruction on various situations.
7. She attended a webinar on "The Future of CTE: Modernizing Career Education."

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:

1. She continues to attend monthly labor relation meetings with the Certified Union. The Classified Union has not yet found the need to meet.
2. Joined all Physical Education Teachers in 4 PE classes on February 13, 2025
3. She will be changing the direction of the "Superintendent Spotlight," that was sent to parents. She reviewed the data and didn't receive many views and plans on revamping it to be sent to staff and the media.
4. She is continuing to email the Board as various events arise.
5. She recently surveyed stakeholder group for the Integrated 7 Application and the overall climate of the district. She stated the groups surveyed were 6th-12th grade students, all staff, parents

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 SY
 - Future Bond initiatives

Progress Toward Goal 3:

1. She met with Kim Symons from the City, regarding the sewer instillation project and the City included connect stations for the athletic complex and the bus barn, which was a cost savings to the District of approximately \$34,000.00.
2. She attended the Economic Development Council of Central Oregon annual event in Bend and was appointed an "ex-officio board member" for the Jefferson County EDCCO team.
3. She is meeting weekly with the Facilities, Megan VerVaecke and the Seismic Grant Team.
4. She is still continuing to serve as the Facilities Supervisor and will be looking to hire a full time supervisor in June for the Facilities Department.
5. She organized a meeting with Jeff Frickey from the Bend Police Department and is also a member of the Central Oregon Response Team (CERT). Officer Frickey also is a Rescue Task Force Instructor for the Central Oregon Active Threat Committee. Along with Officer Frickey, he invited Officer Pacheco from the Bend Police Department and the SRO's from Jefferson County Sheriff's Department. During this meeting the following occurred:
 - Training on mental outlook for responding.
 - Discussed various options for emergencies during unstructured time.
 - Toured the entire Campus.
 - Suggestions were made on improving safety on the Campus.
 - Secured a date for a refresher training for the Emergency Response Protocols on April 3, 2025 for all staff and also planning a more in depth training during August for staff.
6. She continues to plan and lead week Administrative Team meetings.

Scott Novelli, High School Principal

Mr. Novelli delivered a comprehensive update on developments at the High School through both a handout and a PowerPoint presentation. He began by discussing the ongoing forecasting process for the upcoming academic year, highlighting new course offerings and opportunities available to students. To facilitate participation in these programs, an application process has been implemented. Mr. Novelli emphasized that this process not only ensures appropriate placement but also helps students gain valuable experience in applying for various opportunities in the future.

He took a moment to express his appreciation for Ms. Silbernagel's dedication and hard work in her new role as Curriculum Director, noting his satisfaction with her contributions thus far.

Mr. Novelli then introduced the School Field Business Plan, a project developed by 10th-grade student Kenneth Read. The plan provided detailed insights into the following aspects:

- Historical data on the field
- Proposed crops to be cultivated
- Background information on the selected crop
- Future development plans for the field
- Cost analysis and projected value of the crop

Additionally, Mr. Novelli presented assessment data for both Mathematics and English at the High School. He guided attendees through the data outlined in the handout, providing clarification and context where needed. He also took the opportunity to commend his staff for their dedication and hard work in supporting student achievement.



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Rhian Silbernagel, Curriculum Director Middle School Teacher

District Curriculum Director Rhian Silbernagel presented a PowerPoint to the Board for the 2024-2025 Curriculum Update.

Kindergarten-5th Grade Science Mapping

- 4th and 5th Grade have already completed their mapping tasks.
- Ms. Silbernagel has already met with two grade levels and two more grade levels with secured meeting times.

6th-12th Grade Curriculum Mapping

- Most K-12th Staff have turned in a curriculum map for at least one of their content courses.
- Many have begun working to expand their maps by adding resource links.

6-12th Professional Developmental

- 6th-12th Grade Curriculum Professional Development has held on February 18th. Which consisted of a whole group meeting, content team worktime, staff worktime with independent tasks and two mini-seminars were also offered.

Ms. Silbernagel also explained and provided examples of Curriculum Mapping, Math Skills Sequencing sample and also informed the Board that we would be moving forward with a Health Curriculum.

Cassandra Loredo, Elementary School Principal

Elementary School Principal Cassandra Loredo presented a PowerPoint to the Board of various highlights for the Elementary School.

- First Grade recently celebrated the 100 Days of Learning
- The Culver Elementary Leadership group recently raised \$553.00 for the Ronald McDonald House of Central Oregon from various events.
- The Culver Elementary Students are going to have to opportunity to create a mural on campus with an Art Residency. This will be new to the Elementary School and Students will be guided and study local plants, trees, and animals and engage in various collage activities. At the conclusion each Elementary Student will be guided in painting the mural design with acrylic paint.
- Mrs. B's First Grade Class won the "99Math Masters Competition." They recently competed against over 60 First Grade Classes across the United States and came out #1.
- Various Culver Elementary Students had the opportunity to participate in the Battle of the Book. Student's formed teams and read the selected books and each book was covered in-depth with team discussions with a focus key themes, characters and plot points. During competition, teams will answer questions related to the books they have read and the team with the most correct answers wins.
- Various upcoming events and fieldtrips for the Elementary School.

Approval of Consent Agenda

1. Meeting Minutes – 01.30.2025

Monthly Personnel Report – February 2025

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

Business Agenda

1. HMK Presentation

S. Garber stated the notes are included in the Board Packet and there are no updates.

2. Jefferson County Library Expansion Funding- Informational

Tess Ballard and Stephen Hillis presented a brief video and provided a handout for the Jefferson County Library Expansion Bond. No action taken.

3. License Contract Renewals and Extensions

List of License Contract Renewals and Extensions provided by Board Secretary.

S. Leeper moved to approved License Contract Renewals and Extensions as presented; C. Williams seconded. Motion passed unanimously.

4. Staff Appreciation

Board requested to start thinking of ideas. No action taken.

5. Superintendent Evaluation Discussion

No action taken at this time. Will be added to March 20, 2025 Agenda.

6. Board Goal Document Discussion

No action taken at this time. Will be added to March 20, 2025 Agenda.

Items for Information at a Future Meeting

None

Items for Action at a Future Meeting

- CSD Policy Rewrite/Adoption- June 2025
- GEM Awards
- Budget Committee Interviews
- Appointment for Culver School Board Position #3- March Board Meeting
- Integrated Programs 25-27 SY Application- April Board Meeting



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Board Member Comments

- Discussed open Board Positions for upcoming elections

Adjourn

The meeting was adjourned at 6:48PM.

A handwritten signature in blue ink, appearing to read "Scott Leeper".

~~Seth Taylor - Board Chair~~ Scott Leeper - Director

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

Stefanie Garber - Superintendent