



CULVER SD #4 BOARD MEETING MINUTES

September 26, 2024

In Attendance

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

Stefanie Garber, Superintendent | Megan VerVaecke, Business Manager | Lacie Correa, Board Secretary | Cassandra Loredo, Elementary School Principal | Dave Williams, Middle School Principal | Scott Novelli, High School Principal | Barbara Garland, Title Programs |

Chad Frankie, HMK | Steve Earle, HMK | Makenzie McElmurry, High School Student |

Call to Order and Flag Salute

Board Chair, Seth Taylor, called the meeting to order at 5:02PM.

Approval of Agenda

C. Williams moved to approve the agenda as presented; S. Arnold 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 not changed since our last Board Meeting and remains at 5.30%. Ms. VerVaecke added that our Student Enrollment has dropped since our initial count at the start of the school year, which could impact our 24-25 School Year Budget. She also pointed out that due to the changes in staff we had seen, we are looking at a much lower deficit than we originally anticipated. Currently the District is waiting to see how the unemployment costs and our insurance Opt-Out savings effect the District to determine any additional savings that will help with the deficit. She went on to add that she is finishing up the workbooks for the CPA and working though the PBC list and she anticipates auditors will be on-site the week of October 21, 2024.

Ms. VerVaecke informed the Board that our prior year's taxes came in at \$8,897, which is an increase of around \$1,500 from this time last year. She reminded the Board that our current year taxes will not start coming in until October, however they may be less due to the PGE Tax recall. She reported that our State School Fund is up about \$10k from this time last year and our year to date revenue is at \$3.8 million, this is a decrease of \$15k from this time last year.

Ms. VerVaecke moved on to the District's expenditures report. She pointed out that the Instruction Services and Instruction Supplies line items saw a year over year increase of \$11k and \$8k respectively. The Services line item increase is due to Football and Volleyball official's fees being paid in August as opposed to September in previous years. She added that we had a large portion of our staff needing CPR Training and that invoice was also paid in August as opposed to September or October in previous years. The supply item increase was similar to the previous items, as supplies were ordered and paid for in July and August which was earlier than in the previous years. She advised the Board that another line item that we saw a large decrease from was in the Support-Supplies line item. That decrease was around \$15k, which is due to our facilities staff being very fiscally aware and cutting back on various purchasing on items that are normally ordered during this time. Lastly she added that our year to date expenditures were around \$669k, which is an increase of \$62k from this time last year.

Lastly she reported that our bank reconciliations have not yet been completed at this time. We have had staff out with illnesses which prevented some of the posting being completed, once she returns this will be completed and Ms. VerVaecke will notify the Board at our next meeting if there were any variances.

3. Administrator Reports

- **Stefanie Garber, Superintendent**

Superintendent Stefanie Garber presented a PowerPoint to the Board of updates for the District. Which included:

- Oregon Department of Education conducting Facilities Assessments for entire District
- Update on status of Seismic Grant
- Housing Development and Sewer Improvement Update
- Update of Teach Mentor Program
- Discussed recent studies around the "Anxious Generation," particularly pertaining to cellular devices for youth.

- **Barbara Garland, Title Programs**

Ms. Barbara Garland presented the ODE 2022-2023 Special Education Report to the Board. The Board had no questions regarding the report.

- **Scott Novelli, High School Principal**

High School Principal Scott Novelli presented a PowerPoint to the Board of updates for the high school. Which included:

- **Dept. Assessments:**
 - Each department (Math, English, Science, Foreign Language) will conduct pre/post assessments, with presentations scheduled for February and June.
- **Department Goals:**
 - Math: Improve communication with home through positive notes and calls.
 - English: Collaboration with middle school for a unified curriculum.
 - Science: Increase hands-on labs, at least one per unit.
 - Foreign Language: Goals will be provided later.
 - CTE/Shop/AG: Certify 30% of students in welding or animal science; community projects.
 - PE/Health: Achievement boards in the weight room; daily questioning components.
 - Art: Display student work in school and the community.
- **Principal's Goals:**



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- Improve subject articulation (grades 6-12), staff accountability, RTI development, community partnerships, and post-graduation planning.
- **CHS Study Lounge:**
 - Students are utilizing and incentives are being offered to get more students involved and working to stop the stigma of "Study Hall"
- **Honors Diploma Update:**
 - 16 candidates are pursuing the new honors diploma, an increase of 11 students from last year.
- **Interventions & Cell Phone Policy:**
 - Updates on behavioral interventions at various levels.
- **Homecoming 2024 Schedule:**
 - Various Dress-up days
 - Powderpuff Football
 - Bonfire
 - He-Man Volleyball
 - HOCO Dance
 - HOCO Assembly
- **Drama Club**
 - Partnering with 509J to allow Culver student to have the opportunity to participate in Drama.
- **Academic & Attendance Data (3rd Week Comparison):**
 - Enrollment increased by 15%.
 - Failing grades (F's) decreased by 37.35%.
 - The number of students with F's dropped by 42.31%.
 - GPA and attendance improvements.
- **Dave Williams, Middle School Principal**

Middle School Principal Dave Williams presented a PowerPoint to the Board of updates for the middle school. Which included:

 - **Background and Leadership**
 - Mr. Williams presented his educational background
 - Mr. Williams presented his strong background in education, with roles ranging from teacher to Athletic Director to an Assistant Principal at various schools.
 - Mr. Williams provided a little background into his life with introducing his family.
 - **Educational Vision**
 - Focus on student well-being, purpose, and belonging.
 - Emphasis on collaboration and cooperative learning.
 - Staff development prioritizes servant leadership, mindful communication, and fostering strong relationships.
 - **Feedback and Goals for 2024-2025**
 - Strengths: Welcoming and engaging atmosphere, strong connections with students.
 - Areas for Improvement: Enhanced communication, consistent behavior management, better teamwork.
 - Focus Areas: Discipline, collaboration, school-wide expectations, academic rigor, and attendance.
 - **Positive Behavioral Interventions and Supports (PBIS)**
 - The PBIS framework is highlighted as a means to support student behavior, academics, and social-emotional growth.
 - Three tiers of support: universal, targeted, and individualized interventions.
 - Staff involvement is critical, particularly during unstructured times, such as passing periods, to enforce expectations.
 - **Strategic Initiatives for the Year**
 - Relaunch proactive behavior strategies.
 - Increase staff presence during unstructured times.
 - Build relationships early and often with families, especially regarding student behavior.
 - Reinforce safe, secure, and supportive school culture.
 - **Goals for Safe and Supportive Culture**
 - Teachers are encouraged to establish clear expectations and routines to prevent undesired behaviors.
 - A focus on PBIS team re-commitment and supervision strategies to improve the school climate.
 - **DAWGS Framework**
 - A behavioral framework (DAWGS) was introduced for CMS, detailing expectations in various school settings like classrooms, hallways, and events. It includes themes of discipline, responsibility, respect, and safety.
- **Cassandra Loreda, Elementary School Principal**

Elementary School Principal Cassandra Loreda presented a PowerPoint to the Board of updates for the elementary school. Which included:

 - **Attendance and Recognition:**
 - We are actively promoting attendance with weekly class updates and monthly recognition programs.
 - **Community Engagement:**
 - The annual Trunk or Treat event is set for October 31st.
 - Increased support for ELL families, including providing headphones.
 - **Staffing Updates:**
 - New hires include Instructional Aides Andrew Smith, Hayley Porterfield, and Nancy Sanabria as the Battle of the Books Coach.
 - **Curriculum and Instruction:**
 - Reading program planning for the 2025-2026 school year.
 - **Love and Logic**
 - Training for parents, focusing on compassionate limit-setting and allowing students to learn from logical consequences.
 - Six training sessions scheduled from October through November.
 - **Professional Development:**
 - Focus on the Science of Reading and Dyslexia foundational skills.
 - All teachers and aides attended initial training in August, with follow-up sessions planned for November 6th and 7th.
 - **Testing and Assessments:**
 - Baseline math testing completed for the 2023-2024 school year, with ongoing assessments for 2024-2025. With noticeable improvement.



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1. Meeting Minutes – 8.29.2024
2. Monthly Personnel Report – September 2024

S. Leeper moved to approve the consent agenda as presented; S. Arnold seconded. Motion passed unanimously.

Business Agenda

1. HMK Presentation
S. Leeper motion to approve the Recommendation to Award Contract for Design Services to WRK Structural & Seismic Engineers; C. Williams seconded. Motion passed unanimously.
2. Adopt District Cell Phone Policy- Student Personal Electronic Device Use in Schools
M. Knepp motion to approve Cell Phone Policy with amendments of adding damaged; S. Arnold seconded. Motion passes unanimously.
3. Housing Development Discussion
Board discussed upcoming housing development and upcoming stages such as the sewage line repair. Superintendent Garber provided a document from the Redmond SD of a recent study they had completed on their behalf of increased student enrollment due to increased housing developments. This study indicated that even with as large of a district and increased development that the student enrollment would only shift slightly. The Board takes no action at this time.
4. Board Goal Document
 - a.) Board Goal Assignment
Board discussed goals and how to obtain each. Board Secretary will prepare a google document for Board Members to sign up for various events and activities throughout the District.
5. Staff Christmas Gift Ideas
Board will bring ideas back to next Board Meeting
6. Adopt Policy-
 - GBN/ JBA- Sexual Harassment
 - GBNAB/JHFE- Suspected Abuse of a Child Reporting Requirements
 - GBNAB/JHFE- AR (1)- Reporting of Suspected Abuse of a Child (Informational)
 - GBNAB/JHFE- AR (2)- Abuse of a Child Investigations Conduct on District Premise (Informational)
 - JBA/GBN- Sexual Harassment
 - JHFE/GBNAB- Suspected Abuse of a Child Reporting Requirements
 - JHFE/GBNAB- AR (1)- Suspected Abuse of a Child Reporting Requirements (Informational)
 - JHFE/GBNAB- AR (2)- Abuse of a Child Investigations Conduct on District Premise (Informational)
 - GBEB- Communicable Diseases in Schools
 - EBBA- Student Health Services
 - JHC- Student Health Service Requirements (Delete in lieu of new Board policy EBBA- Student Health Services)
 - JHCC- Communicable Diseases- Students (Recommend delete: the requirement for this policy was found in OAR 581-022-2220, which has since been revised and requirement removed in lieu of a new requirement for a Communicable Disease Plan. Refer to policy GBEB and GBEB-AR.)
 - JHCC- AR- Communicable Diseases- Students (Recommend delete: the requirement for this AR was found in OAR 581-022-2220, which has since been revised and requirement removed in lieu of a new requirement for a Communicable Disease Plan.)
 - JHCCA- Students- HIV, HBV and AIDS (Recommend delete: the requirement for this policy was found in OAR 581-022-2220, which has since been revised in lieu of a new requirement for a Communicable Disease Plan.)
 - JHC- Student Health Service Requirements – (Delete in lieu of new board policy EBBA- Student Health Services)
 - EBBB- Injury/Illness Reports*M. Knepp motioned to approve policy packet as present; S. Leeper seconded. Motion passed unanimously.*

Items for Information at a Future Meeting

- None

Items for Action at a Future Meeting



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- 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
- Additional Policies
- SIA Review
- Budget Resolution- Potential
- Superintendent Evaluation Discussion
- Declaring Vacant Budget Position- Potential

Board Member Comments

- M. Knepp asked that each month we review the Board Goal Document as an agenda item.

Adjourn

The meeting was adjourned at 7:42PM.

Seth Taylor – Board Chair

Stefanie Garber - Superintendent