



# CULVER SD #4 BOARD MEETING MINUTES

November 2, 2023

---

## In Attendance

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

Stefanie Garber, Superintendent | Lacie Correa, Board Secretary | Megan VerVaecke, Business Manager | Cassandra Lored, Elementary School Principal, | Brad Kudlac, Middle School Principal | Barbara Garland, Special Education & Federal Programs Director |

Chelsea Williams, Community Member | Crystal Ough, Community Member |

---

## Call to Order and Flag Salute

Board Chair, Scott Leeper, called the meeting to order at 6:30 pm.

---

## Approval of Agenda

The agenda was amended to remove student reports, Barbara Garland and Scott Novelli from communications.

*S. Taylor moved to approve the amended agenda as presented; S. Arnold seconded. Motion passed unanimously*

---

## Communications

### 1. Hearing of Patrons

None.

### 2. Business Manager Financial Report- Megan VerVaecke

District Business Manager Megan VerVaecke reported to the Board that our LGIP Interest Rate increased as of October 16<sup>th</sup>, 2023. Our LGIP Interest Rate increased from 4.80% to 5.00%, this is huge as at times it was much lower. She informed the Board that she is currently working on a supplemental budget, due to the increase in the State Funding and with the outcome of our negotiations with the Unions. She informed the board that she originally was targeting to have this completed in November, however she anticipates that she will have this completed in December. Ms. VerVaecke stated that she wanted to ensure that we are able to make any required postings if required. Also she is still assessing what level of a supplemental budget is required and what that requires us to do.

Ms. VerVaecke informed the Board that our field work for our Audit was completed last week, she is currently still working through additional request from the Auditors. She informed the Board that we are aware of one compliance findings, which is in regards to equipment tracking with ESSER funded equipment purchases. At this time, she is not aware of any additional findings.

She went on to add that our prior year taxes came in at \$2,800, which is a decrease of around \$700 from this time last year. Our current taxes will not resume until October and November collections. Our State school funding has increased \$35k from this time last year. Our current year to date revenue is at \$4.6 million, this is a decrease of \$500k, due to our ending fund balance not being as robust as it has been in the previous years.

Ms. VerVaecke pointed out to the Board that September is when our Staff returns, which is a large increase in expenses from the prior month. Salaries and associated payroll costs are up, but are within reason and expected due to the raises and Cola's. The Service and Supply line items for both instructions and support are down \$42k from this time last year but some is offset by the increase in payroll. She informed the Board that currently our year to date expenditures is around \$1.3 million, which is an increase of \$98k from this time last year. Lastly she informed the Board that our September bank reconciliations were completed and were in balance with no variances.

### 3. Administrator Reports

#### Stefanie Garber –

Superintendent Garber informed the Board that on November 1, 2023 our District had the opportunity to have Dr. Charlene Williams and Rochelle Meyer tour our District. Ms. Garber added that Dr. Charlene Williams is the new Director for Education for the State of Oregon and Rochelle Meyer's is the new ODE Rural School Advocate. During the District visit our guests had the opportunity to tour our Schools and interact with our students. Ms. Garber was pleased with the visit and believes that it was extremely positive and felt that our voices were heard in our District. Ms. Garber also provided a breakdown of the Technical Assistance Program (TAP) Grant with anticipated completion dates for the different phases throughout the process.

Ms. Garber went on to discuss the Integrated 6 Quarter 1 update with the Board. She informed the Board that the four priority areas are Special Education Support and Stability, Student Mental, Behavioral and Emotional Health, Additional Curricular Well-rounded Opportunities and lastly Achievement of all students leading to a 100% Graduation rate, specifically mathematics. Ms. Garber also provided the Board a copy of the Districts Integrated 6 Progress Report. This

# CULVER SD #4 BOARD MEETING MINUTES

November 2, 2023



report indicated our priority areas with our steps and progress to these goals. Lastly Ms. Garber was ecstatic to inform the Board that next week she has a meeting with Mr. Novelli, Mr. Kuust, Ms. Nitschelm and Ms. Abbas to begin to design our "alternative track to credit." This program would be for students at risk and would assist students in receiving a modified diploma. Ms. Garber explained that many schools have this program for example Jefferson County 509J has Bridges. Ms. Garber emphasized that this program would only be for severe cases. The Board voiced their concerns and wanted to make sure that this was not "an easy way out," Ms. Garber reiterated that this would be for students that had severe credit deficiency and other options had been exhausted. The board requested that Ms. Garber keep them apprised of this new and upcoming program.

## Cassandra Loredo

Elementary School Principal Cassandra Loredo presented a PowerPoint to Board. Ms. Loredo started off her presentation off by informing the board of the updated Student Retention for the Elementary School. She informed the Board that there has always been a retention process however she wanted to streamline and have documentation on one form, so far this has been helpful reported Ms. Loredo. Ms. Loredo informed the Board that at a recent staff meeting she had her staff participate in a group activity as a check in. She had two posters and staff was able to put a sticky note on what was going great and what was overwhelming. She reported that her staff reported that what they felt most overwhelmed by was the new math curriculum, class size, time in the day, in-service and student behavior. What her staff reported was going great was reading/walk to read, supports, communication, teamwork and students coming in with skills. Ms. Loredo is working to provide resources and assistance in the areas that are currently overwhelming to staff to provide some relief.

Ms. Loredo informed the Board the Kindergarten through 8<sup>th</sup> Grade ELD is starting off amazingly. Currently they pull K-5<sup>th</sup> Grade for thirty minutes and for Middle School Students (6<sup>th</sup>-8<sup>th</sup>) are pulled for 52 minutes daily. The schedule is filled with a total of 52 students receiving ELD services. Our 4<sup>th</sup>-8<sup>th</sup> Grade Students are working through the English 3d curriculum which includes discussing debate questions, building knowledge of text and topic precise academic words, analyzing text elements and using sentence frames to engage in academic writing and speaking. Our Kindergarten Students are working on letters, sounds and sight words to improve reading and writing skills. Our 1<sup>st</sup>-3<sup>rd</sup> Grade Students are working on reading comprehension and writing skills. All students regardless of grade are being taught relevant vocabulary to enhance language skills and pre-taught regular classroom content vocabulary. This allows students to be more familiar with words they will see, read, hear and use in their weekly classroom readings. Currently in ELD, we are focusing on teaching student's cultural awareness and each month they are focusing on National Heritage Month or day, this month they are focusing on Native American Culture.

Ms. Loredo briefed the Board of the newly adopted math curriculum for the Elementary School. Staff has had the opportunity to participate in personal development for the new math curriculum "Into Math." During this training staff had the opportunity to set grade level goals, a questions and answer session and a coach studio. The next steps for furthering their knowledge with the new curriculum is a crosswalk to each grade. Ms. Loredo ended her presentation by informing the Board of some upcoming events including tonight's "Fall into Reading," event.

- Fall Conferences November 7<sup>th</sup>-8<sup>th</sup>
- Lexia Personal Development
- Music Concert December 6, 2023

## Brad Kudlac

Middle School Principal Brad Kudlac was displeased to inform the Board that behavior issues and vandalism at the Middle School are at an all-time high. Mr. Kudlac reports that despite creative ideas, the behavior and vandalism has still continued. Mr. Kudlac discussed the measures they are currently taking to try to prevent and minimize these continued problems. He went on to add that the quarter ends today and the amount of F's and D's are extremely high, as of Monday they had 30. The Board commended Mr. Kudlac for his staff and his work to minimize behavior and vandalism and support him throughout this challenging time. He added that on a positive note that fall sports are officially wrapped up and it was an amazing season for all the Middle School Athletes. He also added that Winter sports are gearing up to start. Mr. Kudlac reminded the Board that he previously had mentioned having Middle School Athletics separate from the Bend School District and he stated that many schools are making this choice as well and believes this is a right move for our students.

---

## Approval of Consent Agenda

---

1. Meeting Minutes – 9.28.2023
2. Monthly Personnel Report – October 2023

*M. Knepp moved to approve the consent agenda as presented; S. Taylor seconded. Motion passed unanimously.*



# CULVER SD #4 BOARD MEETING MINUTES



November 2, 2023

## Business Agenda

1. **Sign Revised Board Operating Agreement**  
*No action taken. Board members signed individual revised Board Operating Agreement.*
2. **Youth Transition Program**  
*Barbara Garland provided document titled "Summary of RSA Findings," which outlined the Youth Transition Program. No Action Taken.*
3. **OSBA Election**  
*S. Arnold motioned to abstain vote for Laurie Danzuka for OSBA Board Position #3; S. Taylor seconded. Motion passed 3-1.  
S. Taylor motioned to vote for Courtney Sneed for OSBA LPC Position #3; S. Arnold seconded. Motion passed unanimously.  
S. Arnold motioned to adopt OSBA Resolution 1 and Resolution 2; M. Knepp seconded. Motion passed unanimously.*
4. **Board Work Session- Establish date for work session**  
*Board established work session date of January 25, 2024 from 3:00pm to 5:00pm.*
5. **Board Meeting Time Change Discussion**  
*S. Taylor motioned to change School Board Meeting start time to 5:00pm from 6:30pm; S. Arnold seconded. Motion passed unanimously.*
6. **2022-2023 Division 22 Standards**  
*Stefanie Garber presented the 2022-2023 Division 22 Standards to the Board. No Action Taken.*
7. **Discuss Board of Directors Appointment process and procedure**  
*Board instructed Board Secretary L. Correa to send applications, reference checks and interview questions to each member for all candidates. Board instructed Board Secretary L. Correa to schedule interviews with all candidates for November 14, 2023 at 4:30pm.*

## Items for Information at a Future Meeting

- Kyle Kuust- High School Athletic Director
- State Report Card

## Items for Action at a Future Meeting

- Graduation Rate Update
- Ideas for Staff Christmas Gift

## Board Member Comments

- None

## Adjourn

The meeting was adjourned at 8:40pm.

  
\_\_\_\_\_  
Scott Leeper - Board Chair  
\_\_\_\_\_  
Stefanie Garber - Superintendent