

BLACK BUTTE SCHOOL DISTRICT No. 41
BOARD OF DIRECTORS MEETING
Camp Sherman, Oregon

REGULAR SESSION MINUTES
September 12, 2023 APPROVED

Board Members Present:

Bear Brown, Chair; Gary Lovegren; Siobhan Gray; Pamela Lovegren

Staff Members Present:

Delaney Sharp, Head Teacher; Simon Levear, Business Manager

Consultant/Community/Public Present:

Steve Earle, HMK Company; Rhonda Earle; David McKay, HMK Company;
Sue Carlson; Judy Ervin

OPENING OF REGULAR SESSION BOARD MEETING

Board Chair Bear Brown called the Regular Session of the Black Butte School District Board of Directors to order at 3:30 p.m.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

- None.

ADOPTION OF AGENDA

Pamela Lovegren: Moved to adopt the proposed agenda. Gary Lovegren: Seconded. All in favor. Agenda adopted.

COMMUNICATION

The Board of Directors reserves this time for citizens, parents, or staff to speak to the Board on concerns of the agenda items. After concerns on the agenda items are heard, the Board may hear concerns on non-agenda items. Please note that because of privacy and due process rights, the Board will *not* hear complaints about individual school personnel, nor against any member of the school community. We also will *not* hear compliments about individual staff members. In either case, the Board asks that you first contact the District office about such matters. The Board does not take action on these communications at this meeting. The Board may put concerns and topics related to communication on future agendas for discussion and possible action. We would appreciate you keeping comments to three (3) minutes per individual or five (5) minutes if you are representing a group of patrons.

- Bear invited the guests to introduce themselves. David McKay and Steve Earle are with HMK Company, the construction project management company assisting with BBS's capital improvement project. Rhonda Earle accompanied her husband today to get acquainted with Black Butte School. Judy Ervin is a long-time cabin owner on Tract H and a civic-minded taxpayer.

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INFORMATION AND REPORTS

Board Chair and Vice-Chair

See attached Board Chair and Vice-Chair Report for details.

- Bear asked if everyone had received the OSBA Legislative Road Show information. Some hadn't received the hard copy in the mail. Simon said that some OSBA materials are being mailed to BBS's post office box, and that the Board members can ask OSBA to send them directly to home addresses.

District Administrator and Head Teacher

See attached District Administrator and Head Teacher Report for details.

- Delaney said that BBS has had a busy first week of school, with all hands on deck getting systems in place. The back-to-school kickoff event was worthwhile. Also, it is good to have twenty-five students ~ four kindergarteners all the way up to three eighth graders. It's a great group of kids; everyone's getting along well.
- The changed schedule includes early-release every Wednesday. This is more the norm for schools, to help staff check in and coordinate better.
- The playground was finished right before school started. The kids enjoy playing on it. The nest swing is a big hit.
- Bear noted that we have new desks in the upper grades classroom, instead of round tables. Delaney said that we moved the tables to the lower grades classroom and the desks here, mainly for classroom management reasons.

Child Development Specialist

See attached Child Development Specialist Report for more details.

- There was no report because of summer break.

Business Manager/District Clerk

See attached Business Manager/District Clerk Report for more details.

- Simon explained that green numbers are good, yellow are of some concern, and red are of more concern. We haven't received miscellaneous revenue this year; it's always inconsistent. The insurance overage is because some of our assets weren't valued very well so we increased the coverage. About supplies (red) and purchases (yellow), we are two months into a twelve-month year, and higher amounts in these categories are expected early in the year.
- Solutions Certified Public Accountants, PC (our auditors) will be here next week. Bear noted that some of last year's Board members, including herself, need to complete and return our audit questionnaires to Solutions CPA.

Family-Community Engagement Coordinator

See attached Family-Community Engagement Coordinator Report for more details.

- Bear asked if there's an extra Welcome Packet for Board members to look at. Delaney said that he doesn't have one at hand. It took a lot of work but is

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worthwhile. We can just update it next year. Siobhan said that, as a parent, she sees the value of all of the information.

Special Projects Manager

See attached Special Projects Manager Report for more details.

- Pamela asked if Blue Mountain Networks (BMN) will provide more service until fiber kicks in. Delaney said that BMN bought out Sureline and is our current internet/phone provider. They were also the company that wanted to build the fiber but now can't do that because of CenturyLink's successful grant application, which gives CenturyLink the exclusive right to a fiber project here.

Facilities Operations Manager

There was no written Facilities Operations Manager Report.

- Bear noted that Delaney had included facilities information in his report.
- Delaney said that he met with Gary Gray and Daniel Petke this afternoon to work out some details on who is doing what.

Transportation Specialist

See attached Transportation Specialist Report for more details.

- Bear asked if the new bus route includes Tamarack Lane, where at least one new student lives. Delaney said that the bus goes to the end of Pine Lodge Road because it can't turn around on Tamarack Lane. It also stops at Camp Sherman Road/Highway 20 to pick up a new student who lives at Santiam Junction.

Jefferson County Education Service District

Bear said that Daniel Petke had informed her that he doesn't have anything specific to report for Black Butte School.

UPDATE ON CAPITAL IMPROVEMENT PROJECT

Bear invited Simon to give an update on recent developments and welcomed David McKay and Steve Earle to the meeting.

- David McKay said that, yesterday, the Selection Committee reviewed eight RFPs from design firms. In all of his years in his business, he's never received that many from such a wide group of firms. He described yesterday's event, tomorrow's interview process, and the fee negotiation process that begins after a design firm is selected.
- Pamela asked about the timeline for the process. David said that we're moving rapidly. The Selection Committee will interview Construction Management/General Contractors (CM/GCs) next week. We received three proposals. We hope to have a good report by the next meeting.
- Delaney said that we will be assembling the team in late September and asked when we foresee scheduling the first community meeting. David said that these meetings usually occur at the end of each design phase (Schematic Design and Design Development phases, including cost estimates). At these times, we will

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have a plan developed with input from the teaching staff. He estimates that these meetings will occur on about November 11 and December 20.

- Simon asked Steve to tell us what work has already taken place. Steve said that the asbestos survey is complete. There is asbestos, which is in surprisingly good shape. The first step for the general contractor is to abate the asbestos. He also had a geo-tech assessment done and is working on getting a surveyor here next.
- The team is working on an end-of-month report for each Board meeting.
- Simon pointed out and explained the bond funding update in the Board Packet. David explained that the Hazardous Materials Consultant involves two parts: one, the assessment; and two, overseeing the actual abatement. He also said that we'll go over budget a bit on the ads because of having to readvertise based on the protest by a design consultant who arrived late for the mandatory meeting.
- Simon reported that we received approximately \$2 million from the bond sale, minus some costs. He looked into where to put that money, considered various options, and decided to put it into First Interstate Bank, which said they would match the Jefferson County Local Government Investment Pool (LGIP) rate (4 percent). The bond proceeds were in First Interstate for half a month, and we earned about \$3,300 interest. We will use the Oregon School Capital Improvement Matching (OSCIM) Program grant funds first, since we're not getting interest on them.
- Delaney noted that Simon transferred some of our funds to a higher-interest account through First Interstate Bank. He said that we've never really had someone that knows how to maximize use of funds, which is one reason that we appreciate Simon so much: He adds value to the District.

ANNUAL OPEN HOUSE AND CURRICULUM PRESENTATION

Bear said that this is a regular item on the Annual Board Calendar. She asked Delaney to explain what this means and whether or not there is anything to report.

- Delaney said that we changed the format this year to a family-focused back-to-school event for parents and grandparents, which we plan to do again next year. The families were able to see the classrooms, meet the teachers, and hear the themes for this year. Some of our curriculum is fairly old. We discussed this last week at the staff meeting. There's a big push on literacy statewide; we're a bit ahead of the curve on this but will continue to discuss it. We want our kids reading proficiently by third grade. We also want knowledge-rich curriculum. We have a lot of teacher independence (with some great pros), but the downside is some lack of cohesiveness, with gaps that we're not covering or subjects that we are repeating. Kirstin is creating schoolwide visuals that everyone can chime in on. Our curricula tend to have four-year cycles of themes. We're working out improvements based on current research. When we review the curriculum, the Board and the community will also review it. I'd like to focus on literacy.
- Bear said that one longtime resident recently asked if we teach cursive writing and was pleased to hear that we do.

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ACTION ITEMS

APPROVE RESOLUTION 24-03 AUTHORIZING THE BLACK BUTTE SCHOOL DISTRICT OSCIM PROGRAM GRANT AGREEMENT

Bear asked Simon to explain the grant agreement and the need for the resolution.

- Simon said that he didn't realize that the Board needed to pass a resolution. After we received the grant, he had signed and sent in the form. He later learned that the Board actually needs to pass a resolution.

Siobhan Gray: Moved to approve Resolution 24-03 to Accept OSCIM Grant Award and Authorizing Approval of Agreement. Gary Lovegren: Seconded. All in favor. Motion passed.

APPOINT BOARD SUBCOMMITTEE MEMBER (POLICY)

Bear asked if any Board members had considered serving on the Policy Subcommittee.

- Bear noted that we do not currently have a new Policy Plus Packet to review.
- Pamela said that she is willing to serve for one year, initially.

Siobhan Gray: Nominated Pamela Lovegren to serve on the Policy Subcommittee. Gary Lovegren: Seconded. All in favor. Pamela Lovegren appointed.

FOR THE GOOD OF THE ORDER

None.

MINUTES

Bear asked for revisions to the Minutes of the August 8, 2023 Regular Session.

- None.

Gary Lovegren: Moved to approve the Minutes of the August 8, 2023 Regular Session.

Pamela Lovegren: Seconded. All in favor. Motion passed.

CALENDAR

- Next Regular Board Meeting ~ Tuesday, October 10, 2023, 3:30 p.m.
- OSBA Legislative Road Show in Redmond (High Desert ESD) ~ Thursday, October 19, 2023, 5:00 p.m. (dinner), 5:30 p.m. (meeting): Delaney, Pam, Gary, and Bear are interested in attending both dinner and meeting. Bear will RSVP.

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 4:41 p.m.

Minutes respectfully submitted,
Simon Levear, Recording Secretary

SIGNED APPROVED MINUTES ARE ON FILE IN THE BBS ADMIN OFFICE.

Marie Sheahan "Bear" Brown, Board Chair

Date approved