

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

**REGULAR SESSION MINUTES**  
**February 13, 2024 AS APPROVED**

**Board Members Present:**

Bear Brown, Chair; Karen Lajoy, Vice-Chair; Gary Lovegren;  
Siobhan Gray; Pamela Lovegren

**Staff Members Present:**

Kirstin Anglea, District Administrator; Delaney Sharp, Head Teacher;  
Simon Levear, Business Manager; Daniel Petke, Substitute Bus Driver

**Consultant/Community/Public Present:**

Steve Earle, HMK Company; Jefferson County ESD Superintendent Shay Mikalson

**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**

- Delaney noted that the Pay-to-Play Action Item is more of a discussion at this point, but the agenda need not be changed.

**ADOPTION OF AGENDA**

Karen Lajoy: 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.

- None.

**PRESENTATION OF 2024-2025 JEFFERSON COUNTY EDUCATION SERVICE  
DISTRICT (ESD) LOCAL SERVICE PLAN**

Bear introduced Jefferson County ESD Superintendent Shay Mikalson and invited him to give an overview of the Local Service Plan, including any significant changes since last

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year. She noted that the ESD services that Black Butte School District has used over the years have been invaluable. The Board will vote on this plan later, under Action Items.

- Shay gave an overview of what ESDs do.
- On page 4 is a list of services provided. ESDs in Oregon get 4.5 percent of per-pupil funding level from the state. BBS mostly uses the first two: Children with Special Needs and Technology Services. The other two are for schools that need a particular service for a time. Most of the services that BBS uses are paid for by the state. The blue boxes indicate extra services that might be paid for by grants.
- Pamela asked if there is anything that we wish the ESD could do for us that they aren't now. Delaney said that we use mainly the top two (noted above). Both are very helpful. Our need for better Internet is something that David Hicks, Information Technology Director, can't really do for us, although he has offered helpful suggestions over the years.
- Bear asked about grant assistance. Shay said that it's under Student Improvement Services, pages 11 and 12, in a blue box. Kirstin said that a group meets monthly to discuss these things, which is very helpful. Sue Taylor, a literacy coach in Madras, is also available to advise. She met with Kirstin for many, many hours to go over the literacy grant.
- Delaney said that the ESD can also be an advocate for us at higher-level meetings (state level, etc.) and also sends us information that we need.
- Shay said that the Oregon Department of Education (ODE) recently hired someone to reach out to and work with small/rural districts. It's a big lift for her, but good to have someone in this position.
- Daniel said that, by July (instead of February as originally planned), he will live out of District and won't be able to serve on the ESD. Shay said that members can attend via Zoom or in person. It would be finishing out the last year of Daniel's four-year term. Meetings are usually the first Wednesday of the month.

## INFORMATION AND REPORTS

### Board Chair and Vice-Chair

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

- There were no questions or comments.

### District Administrator and Head Teacher

See attached District Administrator and Head Teacher Report for details.

- Bear asked what the missing words are at the end of this phrase: "Lindsey and I, as representatives of BBSD, were accepted into the Greater Good Educators Pilot through the . . . ." Kirstin said that it's the Greater Good Science Center at the University of California, Berkeley.
- Bear held up *Judy and Little Bear: A Camp Sherman Adventure*, a sweet small book now on sale at Camp Sherman Store ~ which staff might consider adding to the school library. While the book is fiction, the real Judy Ervin has been part of a

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cabin family since the early 1940s and has served the community in various ways. She attended a BBS Board meeting last fall. Delaney said, "We'll buy it!"

- Bear asked what back road the National Assessment for Educational Performance (NAEP) testers got stuck in the snow on, and how they decided upon that route (GPS strikes again?). Delaney said that, yes, GPS directed them to take the Jack Lake Road, then down to our main road. They got completely stuck. It was very frustrating for them. They'll be back later this month.
- Delaney said that we now have 26 students; we were preparing to add another this week, but it was complicated and so is not happening.
- He said that staff are wrapping up mid-year student assessments and getting ready for parent-student conferences.
- About the end-of-year trip, Delaney said that he met with a parent last week to get some volunteer assistance. It will be an Oregon history road trip, which will require more planning and effort than last year's trip because we will have to plan meals, stay in different places, etc.

**Child Development Specialist**

See attached Child Development Specialist Report for more details.

- Delaney said that Battle of the Books has been a big activity lately. Both Siobhan and Molly are helping. Lindsey took the lead in getting this organized. We'll be attending a Jefferson County event: The Jefferson Cup Battle of the Books.

**Business Manager/District Clerk**

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

- Simon said that the vast majority of figures are in green; the two in red total only a few thousand dollars. All looks very good. He said that Investment Earnings are higher than expected because interest rates are high right now.

**Family-Community Engagement Coordinator**

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

- Bear noted that Molly's efforts enhance enrollment and asked Simon what the revenue is per student. Simon said that we receive \$9,000 to \$10,000 per student from the State School Fund. Delaney said that people often hear of BBS by word of mouth; parents then go to the website and blog for more information. Most of this interest is from Sisters because of housing limitations in Camp Sherman; however, we want our school to be mostly local. Daniel said that, when his boys attended BBS, he started coming to meetings to hear the Head Teacher's report, because the kids weren't telling him and Jane anything; the blog is helpful.
- Siobhan said that Molly's report indicates the need for a balance of getting more students and considering available space during construction. Delaney said that we always want to have space for local students. We've discussed this issue with staff. Meanwhile, the new school should be finished mid-year next school year.
- Pamela asked about the capacity after construction. Delaney estimated 30.

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**Special Projects Manager**

There is nothing new to report on the Internet this month.

- Gary said that he noticed that CenturyLink is pulling fiber optic cable from Black Butte Ranch to Camp Sherman Road. Delaney said that Jennie stopped and talked with the workers but is waiting for more information before writing a report.

**Facilities Operations Manager**

See attached Facilities Operations Manager Report for more details.

- There was no written report this month.

**Transportation Specialist**

See attached Transportation Specialist Report for more details.

- Delaney said that winter weather is always an issue. Bear (other Board members concurring) said that she appreciates our bus drivers' careful, reliable driving.

**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; however, she noted that the Petkes will remain at Suttle Lake Camp until June. Someone else living in the District will need to serve on the ESD Board of Directors starting in July. (See more in Presentation of 2024-2025 Jefferson County Education Service District [ESD] Local Service Plan, above.)

**UPDATE ON CAPITAL IMPROVEMENT PROJECT**

Bear invited Steve and Simon to give an update on recent developments.

- Steve said that the team completed the Schematic Design phase, with some budget challenges. The team went through a large list of differing estimates and came up with a good plan. We are still over budget, but an earlier contingency, which we didn't need to use, can now be taken out of the total cost. The real story will be told when we go out to bid. Right now, Steve said, he feels good about our budget and schedule. In April, we will have the final construction documents that Griffin Construction can put out for bids.
- Simon reported that, so far, we've earned more than \$41,000 in interest that can be used on the bond project. He then asked the Board to consider if the Board's \$400,000 be used for overruns, or to pay down the bond. This decision does not need to be made tonight; it's for consideration.
- Pamela asked if that money could be used for something else, like operating expenses (e.g., electricity). Bear said that the Board passed a resolution on February 1, 2023, specifying that the \$400,000 will be used for the capital project, not for regular expenses. Simon confirmed.
- Gary asked if SAJ Architecture's and Griffin Construction's estimates have come in. Steve said that they have, and that Griffin's was higher. Griffin picked up on some things that SAJ didn't, so Steve is more inclined toward Griffin's estimate. He said that this information will be brought to the Board meeting in March.

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- Pamela said that, if it would help for the Board to meet earlier to consider this information, she would be happy to have an extra Board meeting for this purpose. The other four Board members said that they also would be willing.

**OVERVIEW OF INTERIM EVALUATIONS, CERTIFIED AND CLASSIFIED STAFF**

Bear invited Kirstin to give a brief report.

- Kirstin said that she is now evaluating certified staff and Delaney, classified. She has one more teacher to evaluate. Formative assessment has been our focus this year ~ for teachers to get a more immediate sense of how students are doing and understanding concepts. Kirstin said that she doesn't have any concerns. By this time, we already know if we have staff concerns. Our retention has been great.
- Delaney said that it is the same with classified staff ~ no concerns.

**SWIM PROGRAM REPORT**

Bear noted that Delaney covered this in his Head Teacher report; it is a regular yearly item on the agenda.

- Delaney said that the Swim Program will be pretty much as before, with a schedule slightly different from last year's.

**FINALIZE BUDGET GOALS**

Bear asked Simon to share any insights, noting that the 2024-2025 Budget Goals are the same as the 2023-2024 goals.

- Simon said that Delaney had suggested we start with 4 percent COLA, which is the same as last year's. We'll start building the budget with that in mind.

**SECOND QUARTER STUDENT INVESTMENT ACCOUNT (SIA) REPORT**

Bear asked Kirstin to present this report.

- Kirstin explained that this is a regular report that we have to submit to the state.
- This grant fully funds Molly's position. She has put a lot of time and energy into developing the new website, which excellently provides information to the community. The weekly blog, including bond updates, is also very helpful for parents and the broader community. Molly is telling the story of what we do at BBS on a weekly basis. The second part of Molly's role is working on the library grant, along with other staff, to build out the library.
- The grant also supports a portion of Kassie's position, which has resulted in a significant gain in reading and math scores. We think that it's because of more individualized focused instruction.

**ACTION ITEMS**

**ADOPT 2024-2025 JEFFERSON COUNTY EDUCATION SERVICE DISTRICT LOCAL SERVICE PLAN**

Bear noted that the plan was presented at the beginning of today's meeting. She asked for any additional questions or comments.

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- There was no further discussion at this time.

Gary Lovegren: Moved to approve the 2024-2025 Jefferson County Education Service District Local Service Plan. Karen Lajoy: Seconded. All in favor. Motion passed.

**APPROVE LETTERS OF INTENT FOR ALL STAFF**

Bear said that each February, BBS sends Letters of Intent regarding Annual Renewal of Contracts to employees whose positions we expect to include in the upcoming year's budget. Letters of Intent are not a guarantee of employment because they ultimately depend on availability of funding. They also give the employees an opportunity to let us know what their plans are for the next year: to stay with BBS or to go elsewhere. This year, we prepared Letters of Intent for all Certified and Classified Staff and also for our Substitute Bus Driver. A full-time or part-time position with BBS would have to be considered as part of the budget, which is not yet prepared. She also noted that, because Siobhan Gray has an actual Conflict of Interest (her husband, Gary, is the bus driver), her vote will include a tacit abstention from voting on his Letter of Intent.

- Kirstin said that it's worth noting that we have no concerns about any of these employees; she explained more of the rationale for Letters of Intent.

Karen Lajoy: Moved to approve the Letters of Intent 2024-2025 for the eleven named employees (Kirstin Anglea, Delaney Sharp, Ethan Barrons, Shawn Steele, Kassie DeMarsh, Lindsey Overstreet, Jennie Sharp, Simon Levear, Molly Schultz, Gary Gray, and Daniel Petke) as presented. Pamela Lovegren: Seconded. All in favor, with the exception of Siobhan's abstention from voting on Gary Gray's Letter of Intent. Motion passed.

**APPROVE UPDATED PAY-TO-PLAY REIMBURSEMENT PROGRAM**

Bear asked Delaney to give his thoughts about the Pay-to-Play Reimbursement form.

- Delaney encouraged the Board to read the document. The program has been around for a long time (at least twenty years) but has been rarely used in Delaney's time (since FY 2015-2016). He asked the Board to consider if the process is helpful for students, or is it a hurdle? If our goal is to fund more activities, he would recommend simplifying the process.
- Bear said that the Board has been friendly and encouraging during student presentations over the years, and that following the process can demonstrate the student's commitment ("skin in the game") to the sport or activity for which they seek reimbursement. Also, giving a presentation to the Board provides a valuable public-speaking experience and promotes accountability.
- Siobhan said that her daughter followed the process, encouraged by her parents. However, she can understand that the process might be off-putting for some students who could benefit from the assistance.
- Gary said that all three of his daughters made Pay-to-Play presentations, years ago. Among other things, having to do this prompted them to choose more thoughtfully which programs they would participate in.
- Siobhan suggested that Delaney might assess which students would benefit from following the formal process and which from a more informal process.

The matter was tabled for further consideration

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**APPROVE REVISED CONTRACT FOR LINDSEY OVERSTREET**

Bear said that, since Lindsey is now working approximately one day a week instead of two at BBS, she needs a revised contract. She asked Simon to point out the changes.

- Simon stated that only the number of hours has changed; the hourly rate is the same. All else remains in place.
- Pamela asked about sick leave. She said that the State of Oregon requires employers to provide sick leave for people who work at least 30 hours per week, and that it's usually pro-rated. The contract doesn't seem to be pro-rated. Simon explained various aspects, including that a "day" is the number of contracted hours per day for an employee, which might not be eight hours.

Karen Lajoy: Moved to approve the revised contract for Lindsey Overstreet as presented. Pamela Lovegren: Seconded. All in favor. Motion passed. Gary Lovegren had to leave before the vote.

**FOR THE GOOD OF THE ORDER**

None.

**MINUTES**

Bear asked for suggested revisions to the Minutes of the January 9, 2024 Regular Session.

- No revisions were suggested.

Karen Lajoy: Moved to approve the Minutes of the January 9, 2024 Regular Session.

Siobhan Gray: Seconded. All in favor. Motion passed.

**CALENDAR**

- Community Meeting Bond Update ~ Tuesday, February 13, 2024, 5:00 p.m.
- Board Retreat ~ Tuesday, February 27, 2024, 10:30 a.m. to 1:00 p.m., Blue Lake: Bear said that, because of an unexpected conflict, we need to reschedule this. The Board and relevant staff will set a new date via email.
- Next Regular Board Meeting ~ Tuesday, March 12, 2024, 3:30 p.m.

**ADJOURN**

There being no further business, Board Chair Bear Brown adjourned the Session at 5:01 p.m.

Minutes respectfully submitted,  
Simon Levear, Recording Secretary

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

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Marie Sheahan "Bear" Brown, Board Chair

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Date approved