

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

REGULAR SESSION MINUTES
March 12, 2024 AS APPROVED

Board Members Present:

Bear Brown, Chair; Karen Lajoy, Vice-Chair;
Gary Lovegren; 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 (via Zoom); Jon Sheldahl, Community Member (c. 4:00 p.m.)

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

Gary Lovegren: Moved to adopt the proposed agenda. Pamela 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.

UPDATE ON CAPITAL IMPROVEMENT PROJECT

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

- Steve said that SAJ Architecture is working hard to complete the drawings to be published on March 27. At that point, Griffin Construction will put the design out to bid. The due date for bids is April 24. The team will then select the lowest

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qualified bidder for each division. The team will then prepare documents for the Guaranteed Maximum Price (GMP), which will be presented to Board for approval on May 7. Contracts will follow, and Griffin Construction et al will begin construction. They plan to begin work on the addition in mid-May.

- Simon asked about the May 7 meeting. Steve said that Bear (in consultation with staff) set the Special Session to be held thirty minutes before the start of an already-scheduled Budget Committee training, which all Board members and community Budget Committee members are generally expected to attend. She had thought this to be less complicated than setting the meeting for a different date, while allowing the team to get its documents in order during a narrow window of opportunity after the bid due date.
- Bear asked Steve to explain what will happen at this meeting. Steve said that, by then, the GMP documents will be ready, and the Board will have had a chance to review them. He said that holding the meeting on May 7 instead of May 14 (the regular Board meeting), would be very helpful, allowing the team a full extra week to do what is necessary with contracts, etc.
- Pamela said that she and Gary will both be away on May 7 and asked if they could see the numbers before that to ensure that we're within budget. Steve said that bids are due by April 24. After that, the team needs about a week to process things and meet with the contractors to come up with the GMP. Pamela said that she is concerned about unexpected increases. Steve explained that Griffin Construction also has a five percent contingency built in, as does BBS. Simon noted that if we stay at \$2.9 million or less, we will be okay.
- Kirstin said that, if we can get the information to Pamela and Gary toward the end of April, that would be good. Pamela said that it would be helpful if Simon could give a little summary of "things are looking good" or if there are issues.
- Pamela also said that, in the drawings, she couldn't find sinks in the smaller restrooms. Simon said that they are nearby in the hallway. Delaney said that the other two (one in the lower-grades classroom and one in the hallway) have sinks in the restrooms.
- Community member Jon Sheldahl arrived after 4:00 p.m. He had sent a letter with some questions and concerns about the drawings. Bear and Delaney responded to a couple of questions and said that SAJ Architecture is working on a written response.

INFORMATION AND REPORTS

Board Chair and Vice-Chair

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

- Bear reiterated her appreciation for Gary's and Pamela's hospitality for the Board retreat. All concurred.

District Administrator and Head Teacher

See attached District Administrator and Head Teacher Report for details.

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- Bear asked if any of the items being cleared out of cupboards qualify for a Surplus Disposal report. Delaney said that this would depend on the value of the items either individually or collectively (e.g., a collection of laptops). Nothing that we've cleared out so far comes close to the \$250 value.
- Delaney said that the Ski and Ride Program is finishing this Friday.
- Also, he said that BBS will add another Sisters student, a second grade boy, after spring break. He and Molly are working on the paperwork.
- He also reported that three sixth graders will participate in Oregon Battle of the Books (OBOB) tomorrow in Redmond.
- Delaney said that he's wrapping up his principal license winter class tomorrow. He will have two more classes to complete the program, which he started in September 2022.

Child Development Specialist

See attached Child Development Specialist Report for more details.

- Bear commented with appreciation that Lindsey has been quite involved with the students participating in Oregon Battle of the Books.

Business Manager/District Clerk

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

- Simon said that things are plugging along fine. Only two numbers are in the red, and they are not large amounts.
- He said that we are already able to cover our debt service this year for the bond.
- He is starting to work on next year's budget and met with Delaney and Kirstin today.

Family-Community Engagement Coordinator

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

- Delaney said to be sure to look at the construction videos on the BBS website.
Bear concurred: They are very cool!

Special Projects Manager

See attached Special Projects Manager Report for more details.

- Bear said that she had asked Jennie a couple of questions via email. Jennie clarified that the current Starlink dish on the southwest corner of the MPR is provided by Blue Mountain Networks. Also, according to David Hicks, Jefferson County ESD Information Technology Director, if we get our own Starlink service, we would not need the commercial version, which would be more expensive.
- Pamela explained some advantages of the commercial version, which they have at Blue Lake. Gary elaborated on some of the technical advantages.
- Simon noted some of the issues with temporary Starlink dropped connections. He said that BBS also has had T1 lines for years.
- Gary and Delaney bantered about various possibilities.
- Delaney will follow up on the commercial versus residential Starlink options.

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Facilities Operations Manager

There was no Facilities Operations Manager Report this month.

- Delaney said that the team has done minimal work on facilities because it has not been necessary.

Transportation Specialist

There was no Transportation Specialist Report this month.

- Delaney said that the bus and its route have been operating well. There was a little problem last week with slush getting underneath and then freezing on the brakes. Gary fixed the problem.

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.

- Daniel said that Suttle Lake Camp hired a director yesterday, to start April 5. Thus, the timing of the Petkes's move is sooner than expected. Their imminent move will affect Daniel's ESD position.
- Jon Sheldahl said that he would be interested in inquiring about the position. He has served on the ESD Board in the past.

REVIEW FY 2024-2025 SCHOOL CALENDAR

Bear asked Delaney to point out significant changes from the current year's calendar.

- Delaney said that this is a draft, and he hasn't had time to polish it up. He would like the Board to approve it at the April Board meeting. It is similar to the current year's calendar. The big change is going back to a one-week spring break, using those extra days to start a week later (Sept 9) to give the contractors an extra week to get work done before students arrive. The calendar matches Sisters School District's on most other dates.
- He said that our weekly early-release day has been helpful for teachers and other staff, so there is no need for additional in-service days.
- He asked the Board to let him know of any corrections.

DISCUSS MODIFIED LEADERSHIP STRUCTURE FY 2024-2025

Bear invited Delaney and Kirstin to share their thoughts about a modified leadership structure, since Delaney will have earned his principal license.

- Delaney thinks that "clarified" would be a better word than "modified." Next year will be his tenth year at BBS. His job title will be "Principal" instead of "Head Teacher." To carry out his duties, he would like to move to fifty-percent teaching and fifty-percent Principal duties. The plan is to keep Kirstin on staff but with reduced hours. One clarification is how to handle the "Superintendent" role, which currently gets divvied up in BBS's model. When Delaney arrived in 2015, BBS had the Leadership Team model instead of a Superintendent. In 2020, Kirstin was hired as District Administrator, which is also different from a

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Superintendent. This model, with Kirstin, has been pretty effective. But since Delaney will now have a principal license, which allows him legally to do things that he couldn't before, he would like to have the structure clarified. Kirstin affirmed that she has been serving in that administrative role in most ways. Now that Delaney will have a principal license, he can officially serve in this role.

- Delaney summarized that his and Kirstin's job descriptions will need to be revised. He also said that the Leadership Team's role (including Board Chair and Vice-Chair) will be less administrative than it has been.

INTERIM EVALUATION OF DISTRICT ADMINISTRATOR

EXECUTIVE SESSION The public meeting will close at this time so that the Board can hold an Executive Session pursuant to ORS 192.660(2)(i) to review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

Board Chair Bear Brown read aloud the above paragraph and called this Executive Session to order at 4:40 p.m.

Board Chair Bear Brown adjourned this Executive Session at 4:46 p.m.

The Regular Session resumed at 4:47 p.m.

ACTION ITEMS

APPROVE FY 2024-2025 BUDGET GOALS

Bear noted that the Board had reviewed the proposed Budget Goals last month.

- Pamela asked if, when we talk about goals, should "operating within a balanced budget" be a goal? Simon explained what a school district's budget does; i.e., it is the legal authority to spend money. He builds cushions into the budget to enable the District to spend a certain amount of money within specific categories.
- Simon noted that also, this year, we were unexpectedly awarded the Early Literacy Grant. The Board will need to pass a resolution authorizing that money to be spent.
- Delaney said that, usually, BBS hasn't spent as much as was budgeted.
- Along those lines, Delaney said that he's just finishing up his financial class. A school district has a different goal than a business or a family has. The relevant question is: How can we use the money that's coming in to best meet the needs of our students?
- Simon suggested the following amendment, as the first goal: "The budget will use current year's resources to support current year's students while maintaining a robust fund balance."

Karen Lajoy: Moved to approve the FY 2024-2025 Budget Goals as amended. Pamela Lovegren: Seconded. All in favor. Motion passed.

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APPROVE UPDATED PAY-TO-PLAY REIMBURSEMENT PROGRAM

Bear asked Delaney to explain the changes that he recommends.

- Delaney handed out his proposed revised form. Board members offered a few suggestions. The main suggestion is the first sentence: "Must be a current or former BBS student residing in the District and now attending school in Sisters."

Gary Lovegren: Moved to approve the updated Pay-to-Play Reimbursement Program form as amended. Pamela Lovegren: Seconded. All in favor. Motion passed.

FOR THE GOOD OF THE ORDER

Bear asked Karen to share thoughts on the annual Oregon Government Ethics Commission (OGE) Statement of Economic Interest, which Board members must file by April 15.

- Karen reminded especially new Board members of the need to do this.
- Bear verified that all have received emails from OGE. She said that, last year, she simply phoned the OGE and answered questions. It was pleasantly more efficient than she thought it might be.

MINUTES

Bear asked for suggested revisions to the Minutes of the February 13, 2024 Regular Session.

- Bear recommended a few minor changes:
- Under Finalize Budget Goals: "... which is the same as last year's."
- Under Second Quarter Student Investment Account (SIA) Report: "This grant fully funds ..." Also, "... which excellently provides information ..."

Karen Lajoy: Moved to approve the Minutes of the February 13, 2024 Regular Session as amended. Gary Lovegren: Seconded. All in favor. Motion passed.

CALENDAR

- Next Regular Board Meeting ~ Tuesday, April 9, 2024, 3:30 p.m.
- Special Board Meeting to Approve Guaranteed Maximum Price (GMP) for Construction Project ~ Tuesday, May 7, 2024, 3:30 p.m.
- Budget Committee Training Session ~ Tuesday, May 7, 2024, 4:00 p.m.
- Community Meeting Bond Update ~ sometime in May? Note: Simon and Delaney discussed this with the architects today. Another community meeting at this time wouldn't make much sense. Instead, they suggested a groundbreaking ceremony with the community at the end-of-year picnic, June 14.

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 5:37 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