

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

**BUDGET COMMITTEE MINUTES**  
**May 14, 2024 APPROVED**

**Budget Committee Members Present:**

Bear Brown; Siobhan Gray; Karen Lajoy; Gary Lovegren;  
McKenzie Ruckman; Kolie Williams-Anderson; Hazel Wood

**Staff Members Present:**

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

**Community/Public Present:**

None

**OPENING OF BUDGET COMMITTEE MEETING**

Board Chair Bear Brown called the meeting of the Black Butte School District Budget Committee to order at 4:46 p.m.

**ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA**

- None.

**ADOPTION OF AGENDA**

Karen Lajoy: Moved to adopt the agenda as proposed. Siobhan Gray: Seconded. All in favor. Agenda adopted.

**ELECTION OF BUDGET COMMITTEE OFFICERS**

After discussion of willingness to serve, Bear Brown: Moved to elect McKenzie Ruckman to serve as Chair of the Black Butte School Budget Committee for the FY 2024-2025 Budget Meetings and Kolie Williams-Anderson to serve as Vice-Chair. Karen Lajoy: Seconded. All in favor. Motion passed.

**APPROVE MINUTES OF PRIOR BUDGET COMMITTEE MEETING(S)**

- Bear said that all previous Budget Committee Minutes have been approved.

**REVIEW OF BUDGET REVISIONS AND BUDGET PROCESS OVERVIEW**

Budget Committee Chair McKenzie Ruckman said that Business Manager Simon Levear has been working with Kirstin Anglea and Delaney Sharp to prepare the FY 2024-2025 Budget. She invited Simon, Kirstin, and Delaney to explain the relevant points, and also to answer questions from Budget Committee members.

- Delaney welcomed the committee members and thanked them for serving. He explained basic purpose of this committee.
- He pointed out highlights in the Budget Message. We've been consistent year to year, which has been helpful. This creates a stable and consistent learning environment for students. There have been no dramatic changes.

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- Enrollment has been consistent for several years, with twenty to thirty students.
- Some tweaks are for staff retention; e.g., 4 percent COLA, increased health insurance, and slightly increasing Molly's hours.
- A big factor is the remodel; for example, the heating bill is somewhat unknown.
- Lindsey won't be here next year; she has a nearly full-time job at Mosaic. We won't fill that position during construction because of space issues.
- We will have reduced FTEs (from 5.8 to 5.35), mostly due to the counseling shift; Kirstin will also have fewer hours.
- Delaney said that there are many conversations statewide about school funding. The state has been offering more grants than in the past, with strings attached.
- In small districts, little changes (like enrollment, hiring or not hiring) hugely impact expenditures. We tend to estimate revenues on the low end and expenses on the high end. The budget gives us the authority to spend the money if needed, but we often have cushions that might or might not be actually needed.
- Karen asked why is transportation going down by .1 FTE. Delaney explained that we overestimated a bit in the past but haven't really been spending that.
- Page 20: Bear asked about the steep increase for audit services over the years (\$1,000 more than current year in proposed budget); the reduction for legal services (from \$7,572 to \$4,800); and the steep increase in insurance/liability (from \$19,590 to \$43,224). Simon said that insurance prices are expected to jump a lot because of things happening across the nation. Also, we didn't have the building valued very high on our prior insurance plan; with the remodel, the building will be worth more so the insurance premium will be higher.
- Page 24: Bear assumed that the steep increase for Telephone/DSL (from \$7,608 to \$16,000) is because of the Internet issue we've discussed at recent Board meetings. Simon said that we were told that our phone/Internet bill was going to double each month. He budgeted accordingly.
- Pages 28–57: Bear asked Simon to explain significant funds. These listings are new to the budget and seem helpful. Simon reviewed the process. He explained fund accounting ~ buckets of money with specific uses. Some specific grants are finished, but he has to show them. Once a grant is finished (if involving teachers) this tends to show up as increased spending out of the General Fund. Simon then went over the sub-100-general funds. Our Rural Education Achievement Program (REAP) grant from the federal government was \$31,000; it is now 19,000. He explained the complexity of the Early Literacy Grant.
- Kolie asked what the Early Literacy Grant fund can be used for. Delaney explained that, for example, it can be used for the curriculum adoption that Kirstin presented during today's Board meeting; training for staff; and other specific things. Kirstin elaborated.
- Referring to Page 1, Hazel gathered that Delaney is taking on more administrative duties and asked how the shift is taking place. Delaney said that his FTEs don't change. We're swapping Shawn and Kassie's hours. We're calling it 50-50 (Principal/Teacher) for me, but it's really hard to actually draw the line. The reduced FTEs are in counseling, Bus Driver, and District Administrator.

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**PUBLIC COMMENT**

Budget Committee Chair McKenzie Ruckman would have invited any members of the public to offer public comment on the FY 2024-2025 Budget; however, there were no members of the public present.

**CONSIDERATION OF PUBLIC COMMENT**

Budget Committee Chair McKenzie Ruckman would have noted that the Budget Committee would now consider these public comments; however, there were no comments to consider.

**APPROVE BUDGET AND AD VALORUM TAX**

Budget Committee Chair McKenzie Ruckman said that the Budget Committee will now decide if the FY 2024-2025 Budget is ready for approval and subsequent presentation to the Black Butte School Board of Directors, and will make a recommendation regarding the Ad Valorem Tax and general obligation bond levy. She invited comments.

- Simon noted that the Budget Committee would be approving the amounts; the narrative language can be corrected after the fact.
- Simon explained that the Ad Valorem Tax is \$3.0137 cents per \$1,000 assessed value (which isn't the same as market value).

Budget Committee Chair McKenzie Ruckman asked: "Is there a motion to approve as presented the Budget for the 2024-2025 Fiscal Year in the amount of \$6,079,198:

General Fund (100) \$1,592,310  
Special Revenue Fund (200) \$204,388  
Debt Service Fund (300) \$137,000  
Capital Projects Fund (400) \$4,145,500  
TOTAL \$6,079,198?"

Karen Lajoy: So moved. Siobhan Gray: Second. All in favor. Motion passed.

Budget Committee Chair McKenzie Ruckman asked: "Is there a motion to approve property taxes for the 2024-2025 school year at a rate of \$3.0137 per \$1,000 of assessed value for the permanent rate tax levy, and in the amount of \$130,000 for the general obligation bond levy?" Siobhan Gray: So moved. Karen Lajoy: Second. All in favor. Motion passed.

**ADJOURN BUDGET HEARING**

There being no further business of the Budget Committee, Budget Committee Chair McKenzie Ruckman adjourned the Session at 5:53 p.m.

Minutes respectfully submitted,  
Bear Brown, Board Chair

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

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McKenzie Ruckman, Budget Committee Chair

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Date approved