

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

**REGULAR SESSION MINUTES**  
**May 14, 2024 APPROVED**

**Board Members Present:**

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

**Staff Members Present:**

Kirstin Anglea, District Administrator; Delaney Sharp, Head Teacher;  
Simon Levear, Business Manager; Daniel Petke, Substitute Bus Driver (4:30)

**Consultant/Community/Public Present:**

Steve Earle, HMK Company (via Zoom);

**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**

Karen Lajoy: Moved to adopt the proposed agenda. Siobhan Gray: 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 Griffin Construction is now issuing contracts and getting ready to mobilize for the June 17 start date. The US Forest Service archeologist involved in permitting will meet with us tomorrow. He will dig test holes, which will

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determine what to do during the process (if they find historical artifacts, the archeologist will be on site during ground-disturbing activities). We also notified the Confederated Tribes of Warm Springs; they have thirty days to respond. We will have more info tomorrow after the meeting. The Jefferson County permits are close to being finished; the county is just figuring out the fees. Delaney asked Steve to update himself and Simon after that meeting.

- Delaney also said that the groundbreaking ceremony will be on Friday, June 14, from 11:00 a.m. to 12:00 p.m. He asked if the Board Chair could make a little speech. Bear replied, "Yes." Karen asked if the community is welcome. Delaney said the community is welcome, and we are inviting *The Nugget Newspaper*, too.

## **INFORMATION AND REPORTS**

### **Board Chair and Vice-Chair**

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

- Siobhan asked about the Board Chair term-limit situation. Bear explained that, by state law, a chair may serve only four years consecutively. A chair may serve another term after an interim in which someone else is chair.

### **District Administrator and Head Teacher**

See attached District Administrator and Head Teacher Report for details.

- Bear asked how the meeting went yesterday with Kassie, Ethan, and the literacy coach from Bend-LaPine School District. Kirstin said that it was postponed until May 28 because Ethan was unexpectedly called to tend to something at home.
- On the plus side, Kirstin got to sub for the K-1s. It was really fun.
- Siobhan asked, "What is a formative assessment strategy?" Delaney explained that part of the weekly staff meetings this year is to share ideas on improving practice. "Formative" means using that data to form a plan on how to guide our teaching. It's a high-leverage strategy. It also involves kids self-assessing.
- Siobhan asked, with Delaney's contract going to 50-50 Principal/Teacher, who will take over his hours? Delaney replied that Shawn will teach the older students in the morning, and Delaney will do field studies in the afternoon. Shawn will have fewer hours, and Kassie, more.

### **Child Development Specialist**

See attached Child Development Specialist Report for more details.

- Bear noted that a contract for Lindsey is not in the packet. In her report, Lindsey wrote: "Composing district comprehensive counseling plan to be submitted to ODE by end of school year." What are some elements of that plan? Delaney said that it's an ongoing plan. Lindsey will just make sure that it's up-to-date.
- Karen asked if Lindsey's position is being advertised. Delaney replied, "Not yet. Lack of space during construction is an issue." Kirstin said that if someone comes along who's great, let us know. Siobhan asked if there will be negative impacts. Delaney said that some students have really benefited over the past few years. We'll

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still engage in conversations with the kids. A dedicated staff person in this position is different from a teacher, who is somewhat an authority figure. Also, specially trained people have been really helpful for both students and staff. Kirstin said that Lindsey might be interested in continuing some of the parent nights on a contract basis.

**Business Manager/District Clerk**

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

- Regarding the Debt Service Fund report, Bear asked about reasons that the current year's levy amount is so low. Simon explained that it was a guestimate last year, so the amount is off by that amount.
- He pointed out that green numbers are good, so we're happy.
- Simon also noted that in the second-from-right column, we have about \$120,000 more than expected, ending up with a much higher fund balance. This becomes the beginning fund balance for the next fiscal year.

**Family-Community Engagement Coordinator**

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

- Delaney said that the Jog-A-Thon was awesome; it went really well. It was a lot of work for the PTO. Big props to them. Five or six core group members put in a lot of work, but all families pitched in. We raised \$6,800 in pledges.
- Bear asked, "Did you and Ethan get pies thrown at you?" Delaney replied, "Yes. Shawn was going to as well, but she got sick. Molly stepped in."
- Delaney said that it was fun, but a lot of work; we'll plan on holding this event maybe every two to four years.
- Siobhan asked about prospective families. Delaney said that, right now, we're saying no to transfers, especially in younger grades. Three in-district kindergarteners will start this fall. We expect fifteen students in the younger grades with a little more room in the upper grades.

**Special Projects Manager**

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

**Facilities Operations Manager**

See attached Facilities Operations Manager Report for more details.

- There was no written report this month.
- Delaney said that Daniel has been stepping more into this role. The Petkes finally moved out of camp. He's been driving the bus more and taking on facilities work. Chris is still technically on staff, which is handy because he's right here in Camp Sherman. Ultimately, Delaney will delegate report duty to Daniel.

**Transportation Specialist**

See attached Transportation Specialist Report for more details.

- There was no written report this month.

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- Kirstin said that Gary and Daniel are getting ready for a visit from Oregon Department of Education school bus evaluators on June 5. The visit will include fingerprinting. They want to see all of our systems.

**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.

- Delaney said that Daniel's last meeting last week. There's no news of candidates for this position.

**REALLY GREAT READING CURRICULUM REVIEW**

Bear invited Kirstin to explain this.

- Kirstin handed out a document that includes informational links.
- She explained that BBS needs a little more updated system/process than what Ethan has been doing.
- The Really Great Reading Curriculum has existed for about eighteen years. It is specifically for grades K through 3, teaching students HOW to read. Bend-LaPine School District adopted it last year, and they like it. Lindsley Gehrig, Literacy Instructional Coach for Bend-LaPine SD, strongly recommends it.
- Samples of these books will be on the round table in the admin office so that community and family members can look at the books on the table. They'll also get the hotlinks.
- It's good both for kids who are having trouble reading and for kids that are reading well.
- After the review, the hope is that the Board will adopt it.
- Siobhan asked if the early literacy program is for all grades or just for younger grades. Kirstin said that it primarily zeroes in on early literacy, although we could spend some on upper grades. Also, being able to use these funds allows more money from the General Fund to be used for older grades.
- Delaney said that early literacy is a current priority for our governor. Current thinking is now the phonics-based approach (again) after years of back-and-forth opinions.
- Kirstin said that Kassie's teaching combines math, science, and reading. Bear noted, "story problems in the modern era."

**ACTION ITEMS**

**APPROVE STAFF CONTRACTS FOR FY 2024-2025**

Bear asked staff to highlight any changes other than regular column and step increases.

- Delaney pointed out the 4 percent COLA and raising the monthly BBS health insurance contribution from \$1,300 to \$1,500, prorated by FTE. Also, the contracts flip-flop Kassie's and Shawn's FTEs. Molly's FTEs are increasing a bit. Kirstin's FTEs are decreasing a bit.
- Kirstin said that the Student Investment Account (SIA) covers thirty percent

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(more or less) of Kassie's salary. Simon said that various sources cover Molly's salary. Kirstin noted that grants cover 1.4 FTEs. Delaney said that his salary will increase. We now have a more formal administrator salary schedule; we asked other districts what they use and chose the best one. He has a 205-day contract; other teachers, a 191-day contract.

- Bear asked if Kirstin's and Delaney's contracts will be revised once Delaney gets his principal license (probably in September), when his title will become Principal/Teacher. Delaney said that he does want to change the title from Head Teacher to Principal/Teacher (or something similar) in the contract.
- Delaney said that we're still negotiating with Gary and Daniel about the Bus Driver schedule.

Bear suggested that the Board table the contract decisions until next month, when Gary's and Daniel's contracts will be ready. Other Board members concurred. The item was tabled until the June meeting.

**APPROVE RESOLUTION 24-04 MAKING APPROPRIATIONS TRANSFERS FOR THE 2023-24 FISCAL YEAR**

Bear asked Simon to explain the purpose of this resolution.

- Simon explained. The key words on the resolution are: "In reviewing final appropriations levels for the year, staff found that the district is expected to spend more in Special Revenue Instruction, and Support Services, while spending less in Capital Projects. This is due to the district receiving the Early Literacy Grant that was not included in the adopted budget."
- Karen asked about the date in the right column (October 12, 2021). Simon said that it should actually be today's date.

Siobhan Gray: Moved to approve the Black Butte School District Resolution 24-04 Making Appropriations Transfers for the 2023-24 Fiscal Year, as revised. Karen Lajoy: Seconded. All in favor. Motion passed.

**FOR THE GOOD OF THE ORDER**

None.

**MINUTES**

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

- Bear said that two items on the calendar (Next Regular Board Meeting and Jog-A-Thon) should be in proper date order, and that the May 14 Budget Committee Meeting be added.

Gary Lovegren: Moved to approve the Minutes of the April 9, 2024 Regular Session as amended. Karen Lajoy: Seconded. All in favor. Motion passed.

**CALENDAR**

- Budget Committee Meeting ~ Tuesday, May 14, 2024, 4:45 p.m.
- End of Year Awards and Performances ~ Thursday, June 6, 2024, 6:00 p.m., Community Hall

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- Next Regular Board Meeting ~ Tuesday, June 11, 2024, 3:30 p.m.
- Community Bond Update ~ Golden Shovel Event, Friday, June 14, 2024, 11:00 a.m.

**ADJOURN**

There being no further business, Board Chair Bear Brown adjourned the Session at 4:34 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