

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

REGULAR SESSION MINUTES
February 11, 2025 AS APPROVED

Board Members Present:

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

Staff Members Present:

Delaney Sharp, Principal & Teacher; Kirstin Anglea, District Administrator;
Jane Petke, Business Manager; Simon Levear, Business Manager

Consultant/Community/Public Present:

Steve Earle, HMK Company; Jefferson County ESD Superintendent Shay Mikalson;
Jennifer (Jenni) Green, community member; Donna Kennedy, community member

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, Jane, Simon, and Delaney to give an update on recent developments.

- Steve reported that the crew is working on the punch list this week. Staff wanted a larger sink; he will give them an update tomorrow.

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- The exterior work (painting, widening fire lane, etc.) will depend on the weather.
- Griffin Construction is putting together operation and maintenance manuals.
- We currently have a temporary certificate of occupancy.
- Simon said that the big number is the contingency. It's looking really good. We might have to come up with a creative way to use that. Anything extra that we do to use this money has to be related. Also, Griffin Construction might be coming in under budget. Delaney said that we still need to decide on the furniture; it's pretty expensive. Also, we have the landscaping to do. Kirstin asked if we might have an automatic sprinkling system installed. Delaney replied, "Possibly."
- Siobhan offered kudos to whole team for the emphasis on staying within budget.
- Karen asked about the \$400,000 that the Board committed to in 2023. What is the mechanism for paying down the bond with this? Simon said that we can't do this until July 2026. We would pay the \$400,000 then refinance, which would bring down the bond repayment amount for the taxpayers.
- Pamela said that this would make for a nice article in *The Nugget Newspaper*.

PRESENTATION OF 2025-2026 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 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.
- Page 1: The ESD's vision and mission. There are nineteen ESDs in Oregon. Ours is county wide. We try to provide areas of service with efficiencies at scale.
- Page 2: List of board members. We thank them!
- Page 3-4: Staff members. We have a new Chief Financial Officer, Brad Henry. Manda Currier, Special Programs Director, is in her second year.
- Page 4: The menu of services starts here. There are four broad categories.
- Page 6-13: The more specific menu of services that we can provide with State School Fund services. In addition, for a fee, items in blue boxes may be provided. Some may be eligible for grant funding.
- Delaney represents BBS on the ESD Budget Committee.
- Donna asked if any of the ESD's funding comes from the federal government. Shea said that the majority does not. Some grants might involve federal funding. Delaney said that the vast majority of BBS funding is through the state.
- Delaney said that he is happy with the services we're getting from the ESD.

INFORMATION AND REPORTS

Board Chair and Vice-Chair

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

- There were no questions or comments.

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Administrators

See attached Administrators' Report for details.

- Delaney said that the remodel and move-in have been a big focus.
- We are adding two more student after spring break, bringing the number to thirty. Also, we have many on our wait list.
- Hiring has also been a focus this month. Karen asked if anyone has applied for the teacher position. Delaney said that two have applied; one or two are thinking about it. The counselor position has also been advertised; we have one applicant.
- We are halfway through the Ski & Ride Program.
- We will hold another planning meeting next week for the San Francisco trip in May, with thirteen students.
- We are also in the process of getting community feedback about the school for the upcoming Student Investment Account (SIA) grant application.
- Siobhan noted that, in the past, Board members have been involved in interviewing prospective employee. Delaney said that, in this case, we'll have an interview team with members varying according to the position.

Business Manager/District Clerk

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

- Bear asked if First Interstate Bank would accept PROPOSED minutes for the February 11, 2025 Board meeting naming Jane Petke as a signer on the District's checking account. Alternatively, could we hold a Special Session before Simon leaves, strictly for the purpose of approving minutes? Jane said that she would find out if the revised Annual Business Procedures 2024-2025 (see Action Item) would be sufficient.
- Simon said that the \$30,000 shortfall on current taxes could just be a timing issue. The difference could be made up with state money.
- We didn't get any State School Fund money in January because our audit didn't get turned in on time. We will get two payments in February.
- The \$9,500 bus repair was unexpected; it skews the numbers a bit.
- Simon said that the bus replacement fund balance is \$15,992; each year, we allocate \$7,996 to this fund, which will be \$31,984 two years from now.

Family-Community Engagement Coordinator

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

- Karen said that the Italian dinner fundraiser for the San Francisco trip is a GREAT idea!

Special Projects Manager

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

Facilities and Grounds Specialist

See attached Facilities and Grounds Specialist Report for more details.

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- There were no questions or comments.

Transportation Specialist

See attached Transportation Specialist Report (combined with Facilities and Grounds Specialist Report) for more details.

- Delaney said that he had to run up to the pass with the chains on Friday because of unexpected conditions. The chains are pretty nifty, but the bus needs to go slowly with them on.

Jefferson County Education Service District

Bear said that we don't currently have a BBSD representative; hence, no written report.

IMMUNIZATIONS REPORT

Bear invited Simon to give a brief report, to include explaining why this is a regular yearly item on the agenda.

- Simon explained that schools are required by the state to keep and report immunization records. Parents can choose not to immunize, but they have to fill out a state form, kept on file. In Oregon, immunizations are not mandated but, if their children are not immunized, the parents are required to go through a little training session.
- This year, the parents of two children had not yet filled out the form, so we discussed this with them.
- Simon said that he has discussed this with Molly and Jane for next year.

FINALIZE BUDGET GOALS FOR 2025-2026

Bear asked Simon to share any insights, noting that the 2025-2026 Budget Goals are the same as the 2024-2025 goals, except for deleting the third item on the list as suggested at last month's meeting.

- Karen asked if we might consider raising the COLA. Simon said that we can consider this when building the budget and then make a recommendation. At the state level, the legislature is looking at a potential nice increase. Karen said that she personally feels that teachers in general are underpaid. She would suggest a five percent COLA. Simon said that BBS has some flexibility. Shay said that the ESD has a salary chart that we might find helpful.

OVERVIEW OF INTERIM EVALUATIONS, CERTIFIED AND CLASSIFIED STAFF

Bear invited Delaney and Kirstin to give a brief report.

- Delaney said that we are just past the midyear point. He has checked in with staff. He and Kirstin have no concerns.

SWIM PROGRAM REPORT

Bear noted that this is a regular yearly item on the agenda. She asked Delaney to give a brief update on plans.

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- Delaney said that this program has remained more or less the same for many years. We will have six lessons in April at the Redmond Area Park and Recreation District. They give us a very good deal. BBS considers swim lessons important because we have so many waters in the area, and it's good for students to know how to swim.

SECOND QUARTER STUDENT INVESTMENT ACCOUNT (SIA) REPORT

Bear asked Kirstin and/or Delaney to present this report.

- Delaney said that nothing has changed in this two-year grant, which is almost complete. We're using that money to invest in three classroom teachers and Molly's position. We could make changes for the upcoming two-year grant.
- Jenni asked about the source of this funding. Shay said it's from the Oregon corporate tax enacted in 2019.
- Kirstin said that if you've received a community survey recently, this is part of the process for the upcoming grant application.

BLACK BUTTE SCHOOL MASCOT PROPOSAL

Bear asked Delaney to give a little background on this proposal, including his knowledge of how school mascots are generally chosen; e.g., if they have to be ultimately approved by the Board of Directors.

- Delaney said that the Bull Trout mascot could involve a policy, but he doesn't know if a policy is required. BBS does not have sports teams, but students have discussed the mascot idea for years. We have had the same school logo (the mountain) for ten years.
- Delaney expanded on his written rationale for the Bull Trout mascot.
- Siobhan asked, "How do the kids feel?" Delaney replied, "It's a mixed bag."
- Delaney said that he will look into how to go about this. Shay said that he hasn't heard of any specific policy concerning mascots.

ACTION ITEMS

APPOINT BUDGET COMMITTEE MEMBERS

Bear said that two community members have expressed interest in serving on the Budget Committee: Jennifer (Jenni) Green and Donna Kennedy. Bear had previously sent them policy DBEA ~ Budget Committee. She invited them to introduce themselves.

- Donna said that she lives in Metolius Meadows and has served in various positions on the Metolius Meadows Property Owners Association board. Her background is in environmental policy, mostly with the Oregon Department of Transportation; she has had a lot of experience with big budgets. She earned an MBA and, previously, a teaching credential at the high school level but didn't go into teaching. At one time, her children (now grown) attended a tiny school.
- Jenni Green said that she has lived here since 2020. Her background is in healthcare. She taught nursing at Oregon Health & Science University (OHSU) and University of Portland for a number of years. She sees things through a

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public health lens. Currently, she is doing some contract work with a foundation in California linking education and public health. Her granddaughter, 9, and grandson, 7, and their parents recently moved to Camp Sherman. The children will start at Black Butte School in March.

- Board members had no questions.

Karen Lajoy: Moved to appoint Jennifer Green and Donna Kennedy to serve on the Budget Committee for three years. Pamela Lovegren: Second. All in favor. Jennifer Green and Donna Kennedy were appointed.

ADOPT 2025-2026 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.

- There was no further discussion at this time.

Karen Lajoy: Moved to approve the 2025-2026 Jefferson County Education Service District Local Service Plan. Gary Lovegren: Seconded. All in favor. Motion passed.

APPROVE REVISED ANNUAL BUSINESS PROCEDURES 2024-2025 RESOLUTION 25-02

Bear explained three revisions: First, Black Butte School is in Camp Sherman, not Black Butte. Second, Jane Petke now serves as the District Clerk, Budget Officer and custodian of funds. Third, Bear Brown is now Board Chair (again) instead of Karen Lajoy.

- There were no questions or comments.

Karen Lajoy: Moved to approve the revised Annual Business Procedures 2024-2025 Resolution 25-02. Pamela Lovegren: Seconded. All in favor. Motion passed.

APPROVE JEFFERSON COUNTY TREASURY INVESTMENT SERVICE AGREEMENT AND FUND TRANSFER AUTHORIZATION RESOLUTION 25-03

Bear asked Simon and Jane to explain the purpose of this resolution.

- Simon said that we have money on deposit with the county. To move money out of the two accounts, Jane needs to become a signer.

Siobhan Gray: Moved to approve the Jefferson County Treasury Investment Service Agreement and Fund Transfer Authorization Resolution 25-03. 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 next year's budget. Letters of Intent are not a guarantee of employment because they ultimately depend on available funding. They also give the employees an opportunity to tell us their plans for the next year: to stay with BBS or not. This year, we prepared Letters of Intent for all Certified and Classified Staff. 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 one of the bus drivers), her vote will include a tacit abstention from voting on his Letter of Intent.

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- There were no questions or comments.

Karen Lajoy: Moved to approve the Letters of Intent 2025-2026 for the eleven named employees (Delaney Sharp, Kirstin Anglea, Ethan Barrons, Kassie DeMarsh, Shawn Steele, Jennie Sharp, Sara Young, Jane Petke, Molly Schultz, Daniel Petke, and Gary Gray) as presented. Siobhan Gray: Seconded. All in favor, with the exception of Siobhan's abstention from voting on Gary Gray's Letter of Intent. Motion passed.

FOR THE GOOD OF THE ORDER

- Pamela had some suggested revisions to the Vision and Mission statements. Delaney asked her to talk with him about this.
- The Board offered deep gratitude to Simon for all that he has done for Black Butte School since he joined our staff in May 2021. They presented a card and a gift certificate and wished him all the best in his new adventures.

MINUTES

Bear asked for suggested revisions to the Minutes of the January 14, 2025 Regular Session.

- There were no suggested revisions.

Siobhan Gray: Moved to approve the Minutes of the January 14, 2025 Regular Session. Karen Lajoy: Seconded. All in favor. Motion passed.

CALENDAR

- Next Regular Board Meeting ~ Tuesday, March 11, 2025, 3:30 p.m.

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 5:07 p.m.

Minutes respectfully submitted,
Jane Petke, Recording Secretary

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

Marie Sheahan "Bear" Brown, Board Chair

Date approved