

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

**REGULAR AND WORK SESSIONS MINUTES**  
**March 11, 2025 AS APPROVED**

**Board Members Present:**

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

**Staff Members Present:**

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

**Consultant/Community/Public Present:**

Steve Earle, HMK Company

**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 3:31 p.m.

**ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA**

- None.

**ADOPTION OF AGENDA**

Karen Lajoy: 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, Jane, and Delaney to give an update on recent developments.

- Bear asked Jane to explain how the numbers are entered into the financial report. Are they automatically transferred from the accounting program, or does Jane need to enter them manually on the spreadsheet? Jane said that we use just

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a few numbers for expenses and enter them manually. Our accounting program pulls up all bond-related expenses, but we enter them into the spreadsheet.

- Bear noted, for example, that on the first line, Interest, the available amount is (959). How was that number derived? It was (0) in the February report. Jane said that the (959) is an error on her part. It's the result of an Excel formula. It'll be corrected next month.
- Bear asked what were the Other Administrative Charges between February and March that brought the total from \$6,378 to \$8,342? Jane said that they were related to payroll expenses (Molly and Daniel) for work done specifically on the construction project (e.g., moving furniture, storage bins, etc., from the rental storage trailer into the school building).
- Steve said that, according to Chris Inman, the interior punch list is complete. When SAJ Architecture is here next, they'll do a punch list on the exterior. This will be scheduled soon. SAJ will also verify the interior punch list.
- He said that Griffin Construction will soon remove the fencing and construction trailers.
- We are still waiting for the ground to be prepared for seeding, and for the asphalt to be installed to widen the driveway in front of the school, to bring the width up to code. The weather has been nice, but it can still turn on us.
- Bear asked about the ceiling in the classrooms, which need some material to cover the screws. Steve said that they are waiting for the sample material and will follow up at Owner-Architect-Contractor meetings.
- Delaney said that he and Jane are working out plans for the remaining furniture purchases. They've been buying shelves, tables, etc. It's been five years since students had lunch in the MPR. There's still quite a bit to do with library. Jane said that things are on track financially, with no surprises.
- Pamela asked about the caulking around the office windows. Steve said that this still needs to be done. Pamela also asked if the contractors are going to paint the trimming or are we? Steve said that Griffin Construction's part of the painting is complete. Delaney said that we have the paint for the remaining section (the original exterior), which Gary Lovegren has kindly volunteered to do in May.

### **TEMPORARY ADJOURNMENT**

Board Chair Bear Brown temporarily adjourned the Regular Session of the Black Butte School District Board of Directors at 3:42 p.m.

### **OPENING OF WORK SESSION BOARD MEETING**

Board Chair Bear Brown called the Work Session of the Black Butte School District Board of Directors to order at 3:42 p.m.

- Board members had reviewed the policies and administrative regulations as presented by Bear Brown and Delaney Sharp.
- Bear called attention to GBN JBA, Sexual Harassment, and also JBA GBN, Sexual Harassment, noting the references to Title IX in places. There was a bit of back-and-forth from OSBA in recent months because of proposed Title IX changes at

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the federal level, set in motion in November 2024. With the new administration, those changes will likely not take place, so OSBA advised districts to consider changes recommended before November; in our case, we are considering the April 2024 Policy Plus Packet recommendations.

Delaney said that one change is that reports must go to a licensed administrator. If Delaney is not here in the future, our policy will need to change. Also, if a complaint is about Delaney, according to his and Bear's recommendations, then it would be submitted to the Education Service District (ESD) supervisor.

Pamela also noted that, on page 7 of GBN JBA, and page 6 of JBA GBN, the bracketed section should read, "The Principal & Teacher, Delaney Sharp."

- Bear also pointed out the optional selections in GCDA GDDA, Criminal Records Checks and Fingerprinting. Except in the case of an individual who has been convicted of any crimes prohibiting employment, we chose the option "may" instead of "shall" or "will not," which gives staff the ability to consider actual circumstances before denying employment to an individual. Delaney said that the big line is unsupervised contact with students (which happens rarely). We avoid having kids ride in cars with parents, etc., without a staff member also present. Also, we're regularly involved with the Camp Sherman community in school activities, and it would not make sense to require criminal records checks and/or fingerprinting for all community members.
- Delaney said that many of these recommended changes result from legislative decisions over the past two years, including special education issues. Pamela asked if we receive federal funding for serving special education students. Delaney said that we do have students (currently six out of twenty-eight) receiving special education services, mostly paid for with state money and not much with federal money. This includes speech-language services. These special ed programs are why we hired Sara Young. There are very many relevant laws, and we want to be sure to be doing everything correctly.

The work session was adjourned at 3:58 p.m.

### **RESUMPTION OF REGULAR SESSION BOARD MEETING**

Board Chair Bear Brown called the Regular Session of the Black Butte School District Board of Directors back to order at 4:00 p.m.

### **INFORMATION AND REPORTS**

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

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

- The Board concurred that "School Board Buzz" should next feature Gary Lovegren. Bear will let Molly know.

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**Administrators**

See attached Administrators' Report for details.

- For the new counselor, Bear asked what approval we need from the Oregon Department of Education (ODE). Delaney said that the title is "Child Development Specialist"; she is implementing our school counseling plan. Without a school counseling license, you need approval from ODE. Kirstin said that it's a rigorous process. Our previous two counselors were in this category. Rachel O'Connor starts next week, meeting the teachers, etc. She will work about twelve hours per week, Tuesday, Wednesday, and Thursday. She lives in Sisters.
- Delaney said that hiring new staff has been a big thing lately. We have the school counselor and are now working on the literacy tutor, Rebeccah DeKeyser, paid for by the Early Literacy grant. She'll start after spring break. This could have a big impact. Also, we have gotten five applications so far for the teacher position. The application deadline is the end of March. The position will start in August.

**Business Manager/District Clerk**

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

- About the annual Statement of Economic Interest (SEI) filing, Bear said that, for the past two years, she has phoned the Oregon Government Ethics Commission and given answers to their questions by phone. That has been a simpler process than figuring out what is necessary on the OGE's website. Jane noted that OGE is authorized to fine people who do not file.
- Responding to Pamela's earlier question about federal funding, Jane said that BBS receives about \$500 for the General Fund and \$5,000 in grant money. Delaney said that some districts could be much more impacted by reduced funding from the US Department of Education.
- For the financial report, Bear asked if the numbers are generated through the accounting system or if the spreadsheet is done manually. Jane said that the accounting program comes up with the numbers.
- Jane said that we're starting to get numbers from the state for next year. The forecast is for higher funding.

**Family-Community Engagement Coordinator**

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

- Bear thinks that the quarterly newsletter was actually dated February 10.

**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.

- Delaney said that bond-funded work has taken extra time.
- Bear asked about the air filter on the wall. Delaney said that we got it during COVID. It was expensive. Daniel installed it to handle prescribed burn smoke, etc.

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**Transportation Specialist**

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

- There were no questions or comments.

**Jefferson County Education Service District**

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

- Delaney said that, for the ESD budget meeting in May, he will be in San Francisco on the end-of-year trip. The budget is pretty straightforward.

**REVIEW ANNUAL SCHOOL CALENDAR 2025-2026**

Bear invited Delaney to explain any significant changes from this year's calendar.

- Bear asked why May 15, 2026 is a no-school day. Delaney said that we kept the same number of days as last year, more or less in line with Sisters. Ethan, Kassie, and Delaney are discussing things, including a two-week spring break. Sisters does this; most districts do not. The draft version that Delaney sent to us does not have the two-week break. The May 15 date is a no-school day in Sisters, as is September 26. We might hold the annual school camp-out on September 26.
- Delaney and staff also discussed what to do with Halloween, which is on a Friday in 2025. We could hold conferences on that day. The Parent-Teacher Organization (PTO) usually organizes a party on Halloween, including parents. This might be a logical date for conferences.
- He said that they are trying to build a calendar that encourages attendance.

**UPDATE ON INTERDISTRICT TRANSFER NUMBER FOR 2025-2026**

Bear asked Delaney to explain the thinking, now that we have a new, larger school.

- Delaney said that we have a robust wait list of out-of-district students, but we need to wait until the end of the year to set the interdistrict transfer number. We might possibly not have space, but we could have some space in older grades. He suggested that we put this on the June agenda.

**UPDATE ON COMMUNITY SURVEY RESULTS**

Bear invited Delaney to point out highlights. This survey is part of the process for the two-year Student Investment Account (SIA) grant to be submitted in April.

- Delaney said that the brief summary page is what we'll send to the state. If anyone wants to see the actual survey results, he can share.
- The results were overwhelmingly positive, with no surprises. Suggestions for improvement are on our radar already. There were not as many results from the community. Pamela asked how the community got the survey. Delaney said it was via an email list that Molly maintains.

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**UPDATE ON MASCOT**

Bear asked Delaney to describe next steps on the proposed Bull Trout mascot. Note that Molly touched upon these things in her report.

- Delaney said that he and Molly have been brainstorming. They discussed the fierce versus cute versions of the Bull Trout mascot. The PTO is also discussing this. We'll probably work with a graphic artist, not just Artificial Intelligence programs, which is what Delaney used for the various samples.
- Delaney said that the larch branch image was used for some things during his first year. The Black Butte image has been used for several years for BBS publications.

**ACTION ITEMS**

**APPROVE BUDGET GOALS AND COLA FOR FY 2025–2026**

Bear noted that the Board reviewed the proposed Budget Goals last month. She asked Delaney to explain the proposed five percent COLA, which is the only difference from what was considered last month.

- Delaney said that he and Jane met with Jefferson County ESD Superintendent Shay Mikalson about this. The ESD has a program showing all wages for most districts in Oregon. We looked at Central Oregon, which was helpful. Compared with Central Oregon districts, we are about in the middle. Bend-LaPine is the highest. We're in line with Redmond and Madras. Culver is a little lower. We also looked at insurance contributions, which we raised to \$1,500 last year. Shay said that districts tend to increase insurance contributions a bit each year.
- Gary asked what the other Central Oregon districts are currently doing for COLA. Delaney said that they are bargaining right now. He guesses that their COLAs will be 4.5 to 5 percent for next year. He thinks that 5 percent will keep BBS in line with other districts.

Gary Lovegren: Moved to approve the FY 2025–2026 Budget Goals. Pamela Lovegren: Seconded. All in favor. Motion passed.

**POLICY UPDATES (2<sup>ND</sup> READING AND BOARD DECISIONS)**

Bear Brown proposed a motion to approve the following Policy Updates as recommended by Bear Brown and Delaney Sharp, and the Board voted as follows:

April 2024 Policy Plus Packet:

GBN\_JBA D1 ~ BBS Board voted to approve changes with edits, including the new edit discussed in the Work Session

GBNAB\_JHFE D1 ~ BBS Board voted to approve changes with edits

GBNAB\_JHFE R 1 D1 ~ BBS Board voted to approve changes with edits

GBNAB\_JHFE R 2 D1 ~ BBS Board voted to approve

GCDA\_GDDA D1 ~ BBS Board voted to delete

GCDA\_GDDA G1 ~ BBS Board voted to adopt with edits

GCDA\_GDDA R D1 ~ BBS Board voted to delete

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IGBAF D1 ~ BBS Board voted to approve  
IGBAF R D1 ~ BBS Board voted to approve changes with edits  
IGBAG D1 ~ BBS Board voted to approve changes  
JBA\_GBN D1 ~ BBS Board voted to approve changes with edits, including the new edit discussed in the Work Session  
JHFE\_GBNAB D1 ~ BBS Board voted to approve changes with edits  
JHFE\_GBNAB R 1 D1 ~ BBS Board voted to approve changes with edits  
JHFE\_GBNAB R 2 D1 ~ BBS Board voted to approve changes with edit

Karen Lajoy: So moved. Gary Lovegren: Seconded. All in favor. Motion Passed.

**FOR THE GOOD OF THE ORDER**

Bear asked Jane if she planned to attend Wine & Women today at 6:00 p.m. at the Community Hall. This is a great way to connect with active members of the Camp Sherman community. Jane said that she's carpooling today, so regrets. She also invited Board members to suggest information that they would find helpful.

**MINUTES**

Bear asked for suggested revisions to the Minutes of the February 11, 2025 Regular Session.

- Page 2: Bear said that one phrase should read, ". . . comes from the federal government."
- Page 3: Bear said that "half way" should be "halfway."
- Page 1: Jane said that the call to order should be 3:30 p.m., not 3:00 p.m.

Karen Lajoy: Moved to approve the Minutes of the February 11, 2025 Regular Session as amended. Pamela Lovegren: Seconded. All in favor. Motion passed.

**CALENDAR**

- Italian Dinner Fundraiser ~ Tuesday, March 18, 2025, 6:00 p.m., Community Hall
- Next Regular Board Meeting ~ Tuesday, April 8, 2025, 3:30 p.m.
- Budget Committee Training Session ~ Tuesday, April 8, 2025, 4:45 p.m.

**ADJOURN**

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

Minutes respectfully submitted,  
Jane Petke, 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