

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

**REGULAR AND WORK SESSIONS MINUTES**  
**April 8, 2025 AS APPROVED**

**Board Members Present:**

Bear Brown, Chair; Karen Lajoy, Vice-Chair;  
Siobhan Gray (via Zoom); Gary Lovegren

**Staff Members Present:**

Delaney Sharp, Principal & Teacher; Jane Petke, Business Manager;  
Daniel Petke, Facilities and Grounds Specialist (4:52);  
Rachel O'Connor, Child Development Specialist

**Consultant/Community/Public Present:**

Star Todd, Community Outreach, Jefferson County Library; Jan Forrester, Jefferson County Library PAC; Library Foundation Board Member; Jennifer Green, Budget Committee Member (4:40); Donna Kennedy, Budget Committee Member (4:40); Koli Williams-Anderson, Parent-Teacher Organization (PTO) President and Budget Committee 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 3:33 p.m.

**ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA**

- Bear said that, according to Delaney, Integrated Programs Plan (formerly Student Investment Account and Early Literacy Grants) should be an Action Item.
- She said that, under Minutes, the item should indicate "Regular and Work Sessions."

**ADOPTION OF AGENDA**

Karen Lajoy: Moved to adopt the proposed agenda as amended. Gary 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

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appreciate you keeping comments to three (3) minutes per individual or five (5) minutes if you are representing a group of patrons.

- Rachel introduced herself. This is her fourth day here. She, herself, is in school to earn a Master's Degree in Social Work. Karen asked how many days a week she is at BBS. Rachel said that she's usually here three days a week from 11:30 a.m. to 3:30 p.m. Karen asked what school she is attending for her MSW. Rachel replied that she's attending Portland State University, with a cohort in Bend. Welcome, Rachel!

#### **UPDATE ON CAPITAL IMPROVEMENT PROJECT**

Bear invited Delaney and Jane to give an update on recent developments.

- Delaney said that the crew is wrapping things up, mostly the exterior punch list. Jerry has fixed the last sink plumbing issue. The gravel and rocks have been removed from the field. The crew is cleaning up dropped nails and screws. Two landscape companies will bid on reseeding the field, which should happen soon. They will put up plastic fencing, to stay through the summer. Work is also being done in the front section. Chris has been sealing some areas on the exterior.
- Bear asked about the widened driveway, which looks thin in the widened sections. Delaney said that we've had lots of back-and-forth with Jefferson County. We're unclear on what is allowed in that area, mainly about gravel. We need to get approval from the county. We also need to have the ballot drop box moved. Koli asked if planting native plants could be a community project, as discussed with the PTO. She asked if that is included in the capital improvement budget. Delaney said that the contractor's bid is for reseeding grass, etc. We might have enough in our budget for native plants in the front area.
- Bear noted that we've earned \$112,458 in interest, which can only be spent on bond-related items. Do we have plans for that? We also have \$42,970 for Unallocated Owner Contingency. What can we do with that? Jane said that some is for furniture, final work, etc. We have a little more than \$100,000, which is a nice amount to work with.

#### **JEFFERSON COUNTY LIBRARY CONSTRUCTION BOND ~ STAR TODD**

Bear invited Star Todd and Jan Forrester to say a few words about themselves and to tell us more about the proposed Jefferson County Library Construction Bond.

- They introduced themselves and showed a short video.
- Jan said that the Jefferson County Library is like a one-room schoolhouse. The county population has grown by eighty percent since 1990 when the current library was built. The construction estimate is \$20 million. The operational cost will not increase. Half of the staff is now in an annex. The library must always have two staff members in the building, so with all staff in the library, not in the annex, there is no increase in operational cost.
- Star said that the plan is to present just a \$10 million bond.
- Delaney highlighted the partnership in the Jefferson-Crook-Deschutes County library system, which we really appreciate.

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- Jan said that the free passes available from the library, outdoor game cameras, etc. could also be very valuable for the school. To have more space in the library would enable more remote access in Camp Sherman.
- Star said that curriculum boxes ~ things like telescopes that schools can check out ~ would also be possible. These things are not currently available via the three-county library partnership.
- Delaney said that the bookmobile has been really good for the community.
- Bear said that Camp Sherman voters are paying off our BBS bond measure and may need to perceive tangible benefits locally of a larger library in Madras.

**TEMPORARY ADJOURNMENT**

Board Chair Bear Brown temporarily adjourned the Regular Session of the Black Butte School District Board of Directors at 4:10 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 4:11 p.m.

- Board members had reviewed the policies and administrative regulations as presented by Bear Brown and Delaney Sharp.
- Bear called attention to JEA D1, Compulsory Attendance. She and Delaney had questions about that, which Delaney was going to clarify with Jefferson County ESD Superintendent Shay Mikalson. Delaney said that it was unclear what our obligation was as a district. Shay assured us that we don't need to worry about it. Homeschool students need to register with the ESD. Bear suggested that the third paragraph should thus be edited to read: "Attendance supervisors shall monitor and report to the Jefferson County Education Service District (ESD) any violation of the compulsory attendance law."

The work session was adjourned at 4:16 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 4:16 p.m.

**INFORMATION AND REPORTS**

**Board Chair and Vice-Chair**

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

- Bear suggested that Pamela Lovegren be featured next in "School Board Buzz." The Board concurred. Bear will notify Molly.

**Administrators**

See attached Administrators' Report for details.

- Gary noted that we still have a busy few weeks coming up! Delaney agreed. He

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said that it's mostly good. There's some urgency in preparing the budget with Jane. Staff is also discussing the number of student spaces available next year.

- About the San Francisco trip, we're moving forward but still have a lot to figure out within the month. For Delaney, the safety piece is very important.
- Karen asked about the teacher position interviews. Delaney said that Ethan, Kassie, and he have been doing the interviews. We have more than ten applicants. We interviewed/will interview five. It will be a tough decision. We will, of course, do reference checks, etc. Koli asked if there is a time issue. Delaney said that sooner rather than later is good, but we don't need to create a false rush. We would love to make the decision by the end of April.

**Business Manager/District Clerk**

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

- Bear noted that the first item on the report, Current year's levy 1111, seems highly in the "orange" at (\$30,134). Last year, during the same month, we were \$15,364 in the "green." What is the difference this year? Jane said that the taxes received from the county have been more from the prior year. Overall, the taxes received will move in a positive direction.
- Jane said that it has been really good to go through the budget process and also to check in regularly with Simon.

**Family-Community Engagement Coordinator**

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

- Karen said that all went really well with the Italian Dinner fundraiser! Koli said that the net income is now closer to \$2,500, which is really good. All money from the dinner has gone directly into an end-of-year-trip fund. Delaney said that the amount raised is for special things. For the students, he is connecting these add-on trip activities to the work they did for the fundraiser.
- Delaney said that the open house will be Thursday, June 5, from 4:00 to 6:00 p.m.

**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.

- Bear smiled about the mouse issues arising AFTER the Integrated Pest Management training. :D
- Delaney said that staff is plugging away on setting things up at the school following the construction project.

**Transportation Specialist**

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

- Bear also smiled about the April Fools bus joke. :D

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**Jefferson County Education Service District**

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

**RECEIVE RESPONSES TO STAFF LETTERS OF INTENT**

Bear asked for an update on staff responses for next year.

- Delaney said that Kirstin is retiring; she will stay connected and can help out at times. Staff is thinking about how we might say goodbye.
- He said that Shawn is also retiring. She has said that she does not want a big send-off, but we think otherwise.

**PROPOSED YEAR-END FIELD TRIP REPORT**

Bear noted that Molly's report included a link to an online document that is updated regularly. Delaney discussed updates in his Administrators' Report oral comments.

- Delaney said that Kassie is working on fun plans for the younger grades; e.g., High Desert Museum, rock climbing, etc.
- Bear recommended the police horse stable and the buffalo pasture in Golden Gate Park.

**BUDGET COMMITTEE TRAINING**

Bear invited Jane and Delaney to spend about thirty minutes explaining the purpose, composition, and functioning of the Budget Committee.

- They had modified Simon's slide show a bit. They took turns discussing each slide, answering questions as they went along.
- The PowerPoint presentation is available upon request.

**ACTION ITEMS**

**APPROVE INTEGRATED PROGRAMS PLAN FOR 2025-2027 (FORMERLY STUDENT INVESTMENT ACCOUNT [SIA] AND EARLY LITERACY GRANTS)**

Bear invited Delaney to summarize these grant applications.

- Delaney and Kirstin had created a slide show for this purpose. Delaney went over it. Bear asked him to email the slide show to the Board.
- Gary asked if the SIA grant is for the next two years. Delaney said that it is. Gary noted that this will affect our budgets in FY 2025-2026 and in FY 2026-2027. Delaney agreed. The amount will be more than \$100,000 over two years.

Karen Lajoy: Moved to approve the Integrated Programs Plan for 2025-2027 as presented. Gary Lovegren: Seconded. All in favor. Motion passed.

**APPROVE ANNUAL SCHOOL CALENDAR 2025-2026**

Bear invited Delaney to explain any significant changes from the draft calendar presented last month.

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- Delaney said that there are not many changes since last month. Staff have been discussing Halloween and parent-student conferences. There will be no school on September 25 and 26. The school campout will be held that day.
- Karen asked why Veterans Day (November 11) isn't a holiday but the tenth is. Delaney said that when the eleventh is on Tuesday, many schools take a different day off attached to a weekend. This matches with Sisters. Jane noted that some schools are taking the Tuesday off.

Gary Lovegren: Moved to adopt the 2025–2026 School Calendar as presented. Karen Lajoy: 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:

JBAA D1 ~ BBS Board voted to approve changes with edits

JBAA R G2 ~ BBS Board voted not to adopt

JEA D1 ~ BBS Board voted to approve changes, including additional changes noted in the Work Session

JEA R G1 ~ BBS Board voted not to adopt

JGA D1 ~ BBS Board voted to approve changes with edits

JGAB D1 ~ BBS Board voted to approve changes with edits

JGAB R D1 ~ BBS Board voted to approve changes with edits

JH G1 ~ BBS Board voted not to adopt

JHC D1 ~ BBS Board voted to delete

JHCA\_JHCB G1 ~ BBS Board voted not to adopt

JHCC D1 ~ BBS Board voted to delete

JHCC R D1 ~ BBS Board voted to delete

JHCCA D1 ~ BBS Board voted to delete

JHCCF G1 ~ BBS Board voted not to adopt

KBA R D1 ~ BBS Board voted to approve changes with edits

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

**FOR THE GOOD OF THE ORDER**

- None.

**MINUTES**

Bear asked for suggested revisions to the Minutes of the March 11, 2025 Regular and Work Sessions.

- Page 1: Bear said that the headline should indicate "Regular and Work Sessions."
- Page 5: Bear said that "statement" should be "Statement."

Gary Lovegren: Moved to approve the Minutes of the March 11, 2025 Regular and Work Sessions as amended. Karen Lajoy: Seconded. All in favor. Motion passed.

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**CALENDAR**

- Next Regular Board Meeting ~ Tuesday, May 13, 2025, 3:30 p.m.
- Budget Committee Meeting ~ Tuesday, May 13, 2025, 4:45 p.m.
- Open House for the Community ~ Thursday, June 5, 2025, 4:00 to 6:00 p.m.

**ADJOURN**

There being no further business, Board Chair Bear Brown adjourned the Session at 5:57 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