

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

REGULAR SESSION MINUTES
May 13, 2025 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; Daniel Petke, Facilities and Grounds Specialist (c. 4:30)

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 3:30 p.m.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

- None.

ADOPTION OF AGENDA

Karen Lajoy: Moved to adopt the proposed agenda. 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 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.

- Jane and Steve met last week to discuss final invoices.
- Steve said that the list of things to do is getting smaller and smaller. Sod is going down tomorrow in front of the school. Contractors are still working on the

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sprinkler system. Hydroseeding will be done next week. The plan is to be one hundred percent finished on landscaping by the end of next week.

- The contractor is still working on the vibration issue from the fan in the utility room; they still need to get final approval from the engineer.
- Delaney said that Sam Griffin has been here recently to see if there's anything else we'd like them to do.
- Delaney has ordered a few more tables for the extended learning area.
- A parent donated a bookshelf.
- Delaney said that SAJ Architecture will soon bring a professional photographer to document completion of the project.
- The June 5 Open House is our deadline for all things to be finished, except for organizing the library, which will be a big summer project involving community volunteers.
- On the Bond Report, Bear asked Jane to refresh her memory about the \$400,000 transfer in. Is that the money committed by the Board early on? Jane said that it is. It's in the account and in this report in case we need it.
- Bear also asked about right column numbers on Jane's sheet all being zero. Jane said, to get full picture, look at the Estimated column.
- Bear said, "Be here June 5, Steve!"

INFORMATION AND REPORTS

Board Chair and Vice-Chair

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

- Bear asked for thoughts about the next item to feature in "School Board Buzz." Delaney said that people are getting their ballots. We could highlight the value of Board membership; however, people are already returning their ballots, and this item might be too late for the upcoming edition of the newsletter.

Administrators

There was no written Administrators' Report this month.

- Delaney said that he was in San Francisco last week for the end-of-year trip. Siobhan accompanied as a volunteer chaperone and said that the trip was fantastic. The kids were constantly busy and did great. They used public transportation to get everywhere. Her big takeaway was how excellently Delaney and Shawn kept the kids organized and safe. Bear said that she was happy to read about the Dolphin Club tour with Tor Lundgren. Delaney said that Shawn was in contact with Tor to make it happen. Delaney said that the kids will remember this for a long time. It was years in the making. The trip really connected people. Now, the younger kids are learning all about it.
- Kirstin said that they finished the Integrated Programs Grant, due at the end of April, and turned it in on time. BBS will have access to \$100,000 over a two-year period. Working out the details will involve back-and-forth communication.
- Delaney said that BBS started state testing yesterday.

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- He said that the big project now is to wrap up the bond work.
- Delaney also announced that we hired a new teacher, Killian Sump. He currently teaches in a multigrade classroom in a tiny school in Eastern Oregon. Working in such a setting is something that he WANTS to do. He's also a wilderness first responder. He's wrapping up next week at his other school and will attend the Open House. Finding nearby housing (especially while the teacherage is not currently available) is an issue.

Business Manager/District Clerk

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

- Bear asked Jane if she's been in touch with Jefferson County about the low rate of tax payments for the current year's levy. Jane said that she and Simon have looked at this; she hasn't yet spoken with Gabriel Soliz, Jefferson County Finance Director, Tax Collector, Custodial Officer, and Treasurer. The good news is that prior year collections are higher than usual. We are still ahead on the revenue in general. The state picks up what the county doesn't. Oregon Department of Education (ODE) is correcting some things from the past two years.

Family-Community Engagement Coordinator

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

- Pamela said that she's willing to help organize the library. Delaney said that he would let Molly know. She is figuring out a day to do some volunteer training.
- Siobhan asked how staff will decide how many transfer students to accept. Delaney said that it's been a conversation for months, weighing many factors, partly financial. The budget is built around having a certain number of students. It is also important to balance the numbers per classroom.

Special Projects Manager

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

- Delaney said that Jennie's current special project is working on the library along with Molly. It's a big job. They need well-trained volunteers to do a few things but not to have volunteers totally in charge. The day-to-day continuity provided by assigned staff is important.

Facilities and Grounds Specialist

See attached Facilities and Grounds Specialist Report for more details.

- Bear asked about the teacherage wood stove. Daniel said that this refers to the fireplace insert. The fan was acting up. Delaney said that it's working a bit better.

Transportation Specialist

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

- Daniel said that the kids are behaving better this week on the bus. Delaney credits the new seating chart.

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Jefferson County Education Service District

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

- Delaney reported that the ESD approved their budget last week.

YEAR-END PROGRAM AND GRADUATION PLANS

Bear asked Delaney for a brief report.

- Delaney said that the event will be held on Thursday, June 12, at 6:00 p.m. at the Community Hall. A few students will make presentations. Teachers will give out a few awards. The event will include goodbyes to two retiring staff members and to three kids moving on to Sisters schools. We hope to keep the event to an hour.

ACTION ITEMS

APPROVE STAFF CONTRACTS FOR FY 2025–2026

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

- Delaney said to disregard the contract for Sara Young, as we will be making other arrangements.
- Bear noted that we will not have a District Administrator in the upcoming year; hence, that wording needs to be changed in the "Salary Adjustments" section of all of the contracts. Delaney, Kirstin, and Jane concurred on a suggested change to "District administration."
- Bear asked if the Certified Salary Schedule has different numbering from last year's schedule. At least one of the contracts (Kassie's) seems to jump two spaces instead of just one (maybe that was done so that her salary is higher than our new teacher's). Also, she thought that Ethan was maxxed out on step increases. Jane said that we added two more rows/columns for Ethan. For Kassie, we skipped a step so that her salary would be higher than Killian's.
- Karen asked if the highlighted questions on Ethan's and Jennie's contracts got answered. Jane said not yet. She and Delaney are still in conversation with those two teachers. Bear noted that the Board will consider contracts for Ethan Barrons and Jennie Sharp when details have been decided.

Bear Brown: Moved to approve the FY 2025–2026 contracts with Delaney Sharp, Kathryn DeMarsh, Killian Sump, Rachel O'Connor, Jane Petke, Molly Schultz, Daniel Petke, and Gary Gray, with revisions suggested above. Karen Lajoy: Seconded. All in favor. Motion passed. Siobhan announced an actual conflict of interest and abstained from voting on Gary's contract.

FOR THE GOOD OF THE ORDER

- Bear thanked Pamela and Gary Lovegren; and Gary's wife, Paula, for their beautiful job of painting the non-bond-funded part of the school, as volunteers.

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MINUTES

Bear asked for suggested revisions to the Minutes of the April 8, 2025 Regular and Work Sessions.

- Page 1: Bear said that the headline should indicate “Regular and Work Sessions” (not “Session”).

Karen Lajoy: Moved to approve the Minutes of the April 8, 2025 Regular and Work Sessions as amended. Siobhan Gray: Seconded. All in favor. Motion passed.

CALENDAR

- Budget Committee Meeting ~ Tuesday, May 13, 2025, 4:45 p.m.
- Community Trail Raking ~ Friday, May 23, 2025, 1:00 to 2:30 p.m., Toni Foster Trail, Community Hall to Camp Sherman Store. Meet at school.
- Black Butte School Open House ~ Thursday, June 5, 2025, 4:00 p.m.
- Next Regular Board Meeting ~ Tuesday, June 10, 2025, 3:30 p.m.
- End-of-Year Program ~ Thursday, June 12, 2025, 6:00 p.m., Community Hall

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 4:42 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