

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

REGULAR SESSION MINUTES
August 19, 2025 AS APPROVED

Board Members Present:

Bear Brown, Chair; Siobhan Gray (via Zoom); Jennifer Green; Pamela Lovegren

Staff Members Present:

Delaney Sharp, Principal & Teacher;
Jane Petke, Business Manager; Daniel Petke, Facilities and Grounds Specialist

Consultant/Community/Public Present:

Karen Lajoy, Board Member Appointee

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 9:01 a.m.

OATH OF OFFICE FOR KAREN LAJOY, POSITION 2 APPOINTEE

Item tabled. Jane Petke said, according to Jefferson County Clerk Kate Zemke, this cannot be done until she has received and processed the Minutes of the July 8, 2025 Regular Session, during which the Board appointed Karen Lajoy to Position 2.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

- None.

ADOPTION OF AGENDA

Pamela Lovegren: Moved to adopt the proposed agenda. Jennifer Green: 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.

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INFORMATION AND REPORTS

Board Chair and Vice-Chair

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

- Jane said that David and Karen McKay of HMK Company stopped by BBS on the way back from the Oregon Association of School Business Officials (OASBO) conference in Bend. They were delighted with our refurbished school!

Principal

See attached Principal report for details.

- Bear said that it's fortuitous to have an experienced SPED teacher, Tammy Bick, right here in Camp Sherman. Delaney said that she will come next week to get started with staff.
- Delaney said that the students will arrive two weeks from today. We are still projecting twenty-six students in grades K-7.
- Next week, staff will meet for in-service, professional development, and planning for the year.
- Killian and Lauren have closed on some property outside of Sisters and are preparing a dwelling. He recently made the news by paragliding from the top of Black Butte to the Snake River.
- Staff members are getting set up physically, finding homes for everything.
- Our emphasis this year will be to settle into routines, not to do a bunch of new things.
- The Parent Teacher Organization (PTO) leaders will meet on Thursday. We hope to have an active PTO again this year.

Business Manager/District Clerk

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

- Bear noted that OEBC is Oregon Educators Benefit Board. OSCIM (our favorite acronym) is Oregon School Capital Improvement Matching Program. IV/ERP isn't a reaction to a medical procedure ~ it stands for Infinite Visions/Enterprise Resource Planning. She thanked Jane for this helpful report.
- Bear asked if the auditors will also review the Bond accounting. If not them, who will do this? Jane said that the auditors will. They provide full financials for the District.
- Jane thanked the Board for our patience with the reports. She said that much is going on right now. Next month, she should have a report on June financials, etc.
- Not on her report, Jane said she got a notice that we have an \$8,000+ credit from an unemployment claim several years ago.
- Jane also explained BBS's bill payment approval process.
- Jenni asked about the health care provider benefit: Are there providers in Sisters? Jane said that she hasn't looked through the whole list. She thinks that there are providers in Central Oregon.

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Communication and Engagement Specialist

See attached Communication and Engagement Specialist Report for more details.

- Bear noted Molly's new title and said that, henceforth, Molly will attend our Board meetings.
- She asked Jenni to get in touch with Molly about a write-up in the next "School Board Buzz" section of *Black Butte School Bulletin*.
- Delaney said that library volunteers worked all day yesterday.

Special Projects Manager

There is no written report on the Internet this month.

- Delaney said that the Confederated Tribes of Warm Springs have applied to put in high-speed Internet. Jennie has been in touch with them.

Facilities and Grounds Specialist

See attached Facilities and Grounds Specialist Report for more details.

- Bear noted on page 28 of the Facilities Condition Assessment draft report BBSD, regarding Parking Spaces: "8 total spaces all in open lot; none of which are accessible." They seem to be accessible, because cars park in them. Were they not during the assessment? Daniel said that this refers to Americans with Disabilities Act (ADA) accessibility.
- On page 35, the report describes the ratings. It seems to Bear that all of our brand-new building features should be "Excellent," based on the description. Daniel and Jane concurred.
- Daniel said that the inspector who visited was here for three hours and walked around. It was nothing like a building inspection. Delaney said that they are doing this in all schools in Oregon. Jane said that legislators want to know the condition of all schools. They are most interested in HVAC conditions.
- Daniel said that the Board will need to approve the Pest Management Plan.
- Pamela said that she sees this report as helpful in projecting future expenses in 2030 and beyond. Jane agreed that, from a financial perspective, the long-term planning is helpful.
- Pamela asked about the bus barn roof. Daniel said that there are a few odd things up there; for example, more than one layer of roofing. It's not leaking at this point.
- Pamela asked Delaney when he expects his house renovation to be finished. Delaney said reasonably, next spring. He suggests a Board field trip to the teacherage at that time.

Transportation Specialist

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

- Daniel said that the summer bus assessment resulted in a list of unbudgeted items. Most will be reimbursed by the Oregon Department of Education (ODE).

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Jefferson County Education Service District

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

CURRICULUM UPDATE

Bear asked Delaney to go over any highlights of his report.

- Delaney confirmed that he mostly copy/pasted the information from the sales material.
- He said that the State of Oregon adopts curricula that they have strictly vetted. BBS generally orders from the list of approved curricula.
- BBS will put more information about these curricula on our website.
- We generally do things a little differently, supplementing purchased curricula with our own material.
- There is nothing particularly controversial. He would be happy to dive deeper if anyone is interested.
- Delaney said that Really Great Reading includes phonics.
- In Kassie's class, teaching the building blocks is really important.
- Jenni asked if Social Emotional Learning (SEL) is integrated in the curricula. Delaney said that he introduces SEL during his classes. Much of it is woven in throughout the day, especially during outdoor activities and field trips.

REVIEW ANNUAL BOARD CALENDAR FOR POSSIBLE UPDATES

Bear noted a few changes from last year's calendar.

- July:
 - Appoint Board Chair and Vice-Chair (this must be done each year)
 - Review Vision & Mission
 - Appoint Board subcommittee members if needed (we don't currently have any subcommittees)
- September:
 - Annual Back-to-School Day including curriculum presentations in classrooms, with parents and teachers.
 - Legal Update
- October: Approve Division 22 Assurances
- March: Add teacherage field trip for the Board
- April: Add Board retreat: Self-evaluation based on OSBA rubric and Board goals.
- June: Delete "maintenance" in summer project list; it could include other projects.

REVIEW VISION AND MISSION STATEMENTS FOR POSSIBLE UPDATES

Bear noted that the Vision and Mission Statements adopted in 2024 involved an intensive process with various BBS constituencies, including the Board. Thus, any significant changes might warrant a similar process. Last year, we added an emphasis on academic success.

- Pamela suggested that, on the BBS website, "ever-changing" should be consistent with the paper version.

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- Jenni suggested changing “So they may become” to “So students become”
- Delaney proposed changing “communities in which they live” to “communities in which we live.”
- Under “Beliefs,” Jenni suggested deleting “one’s” in “essential for one’s success”
- Delaney will discuss the proposed changes with Molly.

DISCUSS POSSIBLE NEW BOARD GOALS FOR 2025–2026

Bear said that the attached document lists the 2024–2025 goals as approved last August, which were also part of the basis of our Board Self-Evaluation in February 2025. She asked for comments and suggestions for 2025–2026.

- Under Goal 1, Implementation Strategies: Action: Keep the Mission and Vision Statements on the printed monthly agenda as a reminder
- Under Goal 1, Implementation Strategies: Action: Encourage staff to track the experience of BBSD graduates via outreach to Sisters High School and to present findings to the Board at least twice per year
 - This was discussed, but no changes were made. Delaney said that accountability is a big topic at the state level. A lot of BBS information is anecdotal. Jenni said that this kind of information can be very useful and that there are ways to capture it through qualitative research methods. It sounds like the state is leaning toward quantitative information.
- Under Goal 2: Implementation Strategies:
 - The first strategy is to “Participate in continual professional development as Board members.” Bear thinks that we could improve; each Board member can access the many resources on the Oregon School Boards Association (OSBA) website. There were no recommended changes on this item.
 - The second strategy is to “Enhance methods of communicating BBSD’s strengths to the community.” Bear thinks that “School Board Buzz” in the emailed *Black Butte School Bulletin* is a good start. There were no recommended changes on this item.
 - The third strategy is to “Add Board member photos to the BBSD website.” This still needs to be done. There were no recommended changes on this item.
- Under Goal 3: The Money Goal: Change the Goal Mindset to “Financial Sustainability and Resource Stewardship.”
- Under Goal 3: Implementation Strategies:
 - The Board suggested changing the first strategy to “Wrap up the Capital Improvement Construction Project, including reflection and review for future reference”
 - We suggested deleting the second strategy concerning the Facilities Planning Committee, since the work has already been done.
 - We suggested keeping on the list “Continue to develop transparent, prudent, efficient systems to manage various grant funds” Jane is in the process of doing this.
 - We suggested adding “Update the ‘Guidance for Rental of Teacherage on Summer Lane.’”

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MANDATORY TRAININGS AND FIRE DRILLS UPDATE

Bear said that this is a regular item on the Annual Board Calendar. She asked Delaney to explain what this means and whether or not there is anything to report.

- Delaney said that we are doing a training next week with all staff; someone from ODE will lead the training.
- We are supposed to do monthly fire drills, ten a year. He thinks it's a waste of time to do this many, but we comply.
- We will post the Standard Response Protocol (SRP) in various places.
- Staff will strategize on how to train the kids in different age groups.
- ODE reviewed our School Safety Plan; they liked it.

OREGON DEPARTMENT OF EDUCATION DRAFT FACILITIES REPORT

Bear said that this was included in the Facilities and Grounds Specialist Report.

ACTION ITEMS

APPROVE STUDENT/PARENT HANDBOOK 2025-2026

Bear asked Delaney to highlight any substantive edits since last year.

- Delaney said that there were not significant changes this year except for dates and staff listing.
- Bear asked if Tammy Bick should be on the staff list. Delaney said that he thought about it but doesn't think so. Her role is more to support staff. We can add her if she ends up being more involved.
- Page 2: Remove reference to Kirstin.
- Page 3: Please use the updated Mission and Vision Statements.
- Pages 14-15: There's a very large blank area; please remove extra line spaces.
- Jenni suggested that on page 6, School Rules, on the fifth line concerning wrong choice, the wording might read: "Students must be willing to accept the consequences of their choices."
- Jane said that on page 15, the cell phone rule seems fine based on the new state policy.

Jennifer Green: Moved to approve the revised Student/Parent Handbook 2025-2026 as amended. Pamela 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 June 10, 2025 Regular Session.

- There were no suggested revisions.

Pamela Lovegren: Moved to approve the Minutes of the June 10, 2025 Regular Session as presented. Jennifer Green: Seconded. All in favor. Motion passed.

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Bear asked for suggested revisions to the Minutes of the July 8, 2025 Regular Session.

- There were no suggested revisions.

Pamela Lovegren: Moved to approve the Minutes of the July 8, 2025 Regular Session as presented. Jennifer Green: Seconded. All in favor. Motion passed.

CALENDAR

- Next Regular Board Meeting ~ Tuesday, September 9, 2025, 3:30 p.m.

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 10:48 a.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