

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

REGULAR SESSION MINUTES
September 9, 2025 APPROVED

Board Members Present:

Bear Brown, Chair; Karen Lajoy, Vice-Chair;
Jennifer Green; Pamela Lovegren

Staff Members Present:

Delaney Sharp, Principal and Teacher; Jane Petke, Business Manager;
Molly Schultz, Communication and Engagement Specialist;
Daniel Petke, Facilities and Grounds Specialist (arrived c. 4:30)

Consultant/Community/Public Present:

Lauren Lester, Director of Legal Services, High Desert Education Service District;
Katherine Zemke, Jefferson County Clerk

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.

OATH OF OFFICE FOR KAREN LAJOY, POSITION 2 APPOINTEE

Katherine Zemke, Jefferson County Clerk, administered the Oath of Office to Karen Lajoy.

- Kate said that next year, Jefferson County will hold a mock election for students. If BBS is interested in participating, please let the County Clerk know.

ELECT BOARD VICE-CHAIR FOR 2025–2026

Bear said that, as noted in the Minutes of the July 8, 2025 Regular Session, Karen Lajoy is willing to serve as Board Vice-Chair. Now that she has taken the Oath of Office, she is officially eligible to be elected.

- There were no questions or comments.

Bear Brown: Moved to elect Karen Lajoy to serve as Vice-Chair of the Board of Directors of Black Butte School District 41 for fiscal year 2025–2026. Pamela Lovegren: Seconded. All in favor. Motion passed.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

- Bear said that item 9.0 should also include Jennie Sharp's revised contract. This is an update from the agendas posted in Camp Sherman.
- Delaney said to add Integrated Guidance for Student Success Quarter 4 Report 2024-2025. Staff needs to give an update to the Board.

ADOPTION OF AGENDA

Jennifer Green: Moved to adopt the proposed agenda as amended. Karen Lajoy: Seconded. All in favor. Agenda adopted.

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

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.

LEGAL PRESENTATION: LAUREN LESTER

Bear introduced Lauren Lester, our long-time main legal counsel who serves on the High Desert Education Service District (Redmond), with which we have a contractual relationship. Lauren then gave her PowerPoint presentation along with a printed handout. Some highlights:

- The Oregon Government Ethics Commission (OGEC) now enforces the Public Meetings Law.
- Public Records: Note that TEXT messages, even on personal phones, can be requested in a public records request.
- It is a crime to destroy public records in response to a request (or in any case).
- Regarding the annual OGEC filing required of school board members since 2022: Bear said that she phones OGEC every year. A very pleasant staff member asks questions over the phone. It takes just ten minutes.

INFORMATION AND REPORTS

Board Chair and Vice-Chair

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

- Pamela asked when the next Vision and Mission process will begin. Delaney said maybe as soon as next summer.

Principal

See attached Principal report for details.

- Bear asked Delaney if, when new students arrive, he invites parents to attend Board meetings. Delaney said, "Not explicitly." Molly's new parent packet includes a list of community and school organizations in which to get involved.
- Delaney said that the first week was successful overall. The back-to-school day was good. It is proving to be a nice tradition, setting the tone at the beginning of the year.

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

- He said that we have twenty-nine students now, nineteen of them in Grades 1–4.
- The school will take a field trip to Lava River Caves this Friday.
- Delaney said that we are figuring out Tammy Bick's role. She is very useful. She also has an English as a Second Language (ESL) license, with which she can help some students who need that. It looks like this will fit within the budget, too. Jane confirmed that funds are available for this.

Business Manager/District Clerk

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

- Regarding Jane's narrative, Bear asked for clarification of fund balances being carried over from the previous year "after the audit." Does this mean late September or does it mean months from now when the auditors issue their report? Jane said, "Hopefully in October." She said that High Desert ESD has been very helpful with the computer aspect.
- Bear noted that in the June 2025 General Fund & Debt Service Report, which we reviewed in July, the Current year's levy amount was still \$34,134 in the red. In the August report, we seem to be on target. Is that correct? Jane said that it is. This pertains to the change in the school year. This will be fixed after the audit. Overall, we didn't take a big hit.
- Jane said that she is in the process of creating a monthly report on restricted funds.
- In the Bond Report, Bear asked Jane to point out items of interest. It looks like the main expenses were for furniture and technology. Jane confirmed that that is correct and that this is still the case.
- Pamela asked about the money set aside to pay down the Bond. Jane said that it's the \$400,000 that we could use in refinancing the loan in July 2026.

Communication and Engagement Specialist

See attached Communication and Engagement Specialist Report for more details.

- Delaney said that he asked Molly to attend most Board meetings. She is very useful, is doing more things than in the past, and would benefit from attending.
- He said that Molly is also helpful in getting us organized to start the school year.

Special Projects Manager

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

- Bear asked about the Confederated Tribes of Warm Springs fiber project. Delaney said that they would connect to the AT&T tower near Suttle Lake.

Facilities and Grounds Specialist

See attached Facilities and Grounds Specialist Report for more details.

- Bear read aloud Daniel's short report, received this morning.
- Daniel said that he would do a lead sample in the morning, as requested by the Oregon Department of Education (ODE). We have all-new plumbing. If we come out clean this time, we won't need to do this every six years.

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

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.

REVISED CONTRACTS FOR JANE PETKE AND JENNIE SHARP

Bear asked Delaney to explain the small increases in FTEs for these two employees. She noted that, since Delaney is now Principal, the Board no longer needs to approve staff contracts, but it's good for us to review them.

- Delaney said that this reflects a change in Board roles and responsibilities, since we now have a principal.
- He said that the down side of including contracts in the Board packet is that it opens the documents to edits ~ which is not a Board role.
- Delaney pointed out that Jane's hours were increased to 0.6 FTE based on a realistic assessment of hours needed.
- Delaney also said that Jennie's slightly increased hours correspond to a revised fall schedule, with more class time for Jennie.
- He said that both increases fall within the approved budget.
- Pamela said, "Thank you so much for staying on top of all of that."

BOARD MEETING SET-UP AND TECHNOLOGY

Bear asked Delaney to explain this topic.

- Delaney said that we haven't set up technology in the commons area. In the future, that might be the spot for our meetings or for public presentations. The technology might involve a large screen on a cart. We would use the screen currently in Killian's room and get a nicer screen for his room. We might also purchase a Meeting Owl camera/audio that tracks whomever is speaking. He said that when he's on an ESD budget meeting, the Owl camera is really helpful. It costs about \$1,000.
- Jenni said that this could maximize access to Board meetings. It might be good to invest at the same time in the way of moving the screen. Delaney said that we bought what was suggested at the time, but it's a bit wobbly.

INTEGRATED GUIDANCE FOR STUDENT SUCCESS REPORT

Bear asked Delaney to explain.

- Delaney said that he is working on this. For us, it's a report for the 4th Quarter of FY 2024–2025. We used Student Investment Account (SIA) funds last year for Molly's salary and for some teaching salaries. This year, the plan is a little different.

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

- We thought that the money was well used to increase Molly's hours and to improve instruction in math and literacy.

ACTION ITEMS

None.

FOR THE GOOD OF THE ORDER

- None.

MINUTES

Bear asked for suggested revisions to the Minutes of the August 19, 2025 Regular Session.

- Bear said that the date on the actual minutes should be August 19.
- Under Oath of Office, change to "appointed Karen Lajoy TO Position 2."
- Under Business Manager/District Clerk Report, change to "AN \$8,000+ credit"

Karen Lajoy: Moved to approve the Minutes of the August 19, 2025 Regular Session as amended. Pamela Lovegren: Seconded. All in favor. Motion passed.

CALENDAR

- Next Regular Board Meeting ~ Tuesday, October 14, 2025, 3:30 p.m.
- OSBA Fall Regional Meeting ~ Wednesday, October 29, 2025, c. 5:00 p.m., Redmond

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 5:30 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