

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

**REGULAR AND WORK SESSIONS MINUTES**  
**October 14, 2025 PROPOSED**

**Board Members Present:**

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

**Staff Members Present:**

Delaney Sharp, Principal and Teacher; Jane Petke, Business Manager;  
Molly Schultz, Communication and Engagement Specialist

**Consultant/Community/Public Present:**

None

**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 3:30 p.m.

- Bear said that we typically do not recommend adopting new optional policies or even some new highly recommended policies unless they would be helpful for the staff and District. Many of the proposed policies in this packet are optional.
- Also, for Jenni's information, [bracketed items] in policies require the Board to choose to include these items or not.
- Board members had reviewed the policies and administrative regulations as presented by Bear and Delaney.
- Regarding JHCD R 1, page 2: Jenni suggested changing one term to "health care professional," as it appears in JHCD G1.

The work session was adjourned at 3:41 p.m.

**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 3:41 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

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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.

## **INFORMATION AND REPORTS**

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

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

- Bear asked if anyone plans to attend the OSBA Fall Regional Meeting in Redmond on Wednesday, October 29. No one intends to at this point.

### **Principal**

See attached Principal Report for details.

- Delaney said that things are going really well. The library project is finished, and the kids are very excited about that.
- It's been a very busy beginning of the year. We added another (former) student yesterday, and we now have thirty kids.
- We've been developing an English-language-learner program. Tammy has been a big part of the staff this year not only with Special Education (SPED) but with English as a Second Language (ESL). She also helps Delaney behind the scenes; e.g., with the thirty-page ESL paperwork.
- We have had good attendance, good vibes, and not a lot of misbehavior. We have had a bit of graffiti in the bathroom, which we are responding to with care.
- Molly showed the Board Tammy's photo on the BBS website. She is very knowledgeable and helpful.
- She said that BBS has done a lot of family outreach, including with the campout and through the Parent-Teacher Organization (PTO).
- Delaney said that he has helped Killian get up and going in the new classroom.
- Delaney said that last week, he attended the 2025 Fall Conference of Wide Open Spaces, organized by the Eastern Oregon Regional Educator Network (REN) and the Malheur Education Service District (ESD). It started eleven years ago. He said that it's a great group for him to connect with for professional development, etc. Some Oregon Department of Education (ODE) folks were there. Delaney will also attend the school law conference in early December in Eugene. It is a much larger conference with attendees from all school districts in Oregon.
- Jenni asked about the ODE pilot project and if BBS is part of it. Delaney said that we are. One complaint is that ODE has many grants with different time schedules and systems. ODE is trying to streamline some reporting systems and is getting

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input from tiny schools. Next year, we might try some of the new systems. This pilot is looking at about thirty grants, a fraction of the number of ODE grants. One consideration of the pilot program is to get input on what small schools can spend grant money on; requirements should be simpler than what's currently available. Jenni asked if the pilot program involves much extra effort for Delaney. He replied that it's a monthly Zoom meeting, which isn't too much extra work.

- Also, not on his written report, Delaney said that he met with Shay Mikalson, Superintendent of Jefferson County ESD, a couple of times. Shay is doing Delaney's evaluation this year at no extra cost to the District. He's been a great mentor. Delaney has also discussed our service plan with him, wondering if the ESD can provide some extra services to save Jane and Delaney some time.
- Jane said that High Desert ESD does the business operations and support for us. She spends a lot of time on calls with them.

### **Business Manager/District Clerk**

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

- Bear commended Jane for being forthright about the inadvertent budget violation mentioned in her Audit Update. This is a complicated business! Jane said that the appropriations transfer in June related to instruction and support services. It takes careful monitoring to know where we are and how much to transfer. We didn't overspend when looking at the total. She has some ideas of how to create reports for herself.
- She said that the auditor's other finding is not unique: the internal controls and segregation of duties. We always have this issue because of our small staff.
- Jenni asked what would have been the right thing to do, since you can't change the appropriation. Jane said that, since it's past the budget year, we cannot do anything about that but can be attentive to this issue in the current budget year.
- Delaney highlighted the state budget forecast. He said that we've seen reductions in grant funds this year. Sometimes, the State School Fund (SSF) is reduced in the middle of the school year, which makes budget planning difficult for schools. The last time was in 2011, and the SSF could possibly shrink this year. We should know the status in February or March 2026.
- In the Bond Report, Bear asked Jane to point out items of interest. It looks like the main expenses were still for furniture and technology. Jane confirmed. She said that we also needed some corrections to the HVAC access. Overall, we are doing quite well. She said that she and Simon will meet in two weeks with the bond lawyer that we worked with initially.
- Jane noted that, according to Central Electric Cooperative, the electricity rate will increase by ten percent.

### **Communication and Engagement Specialist**

See attached Communication and Engagement Specialist Report for more details.

- About the library, Bear said that a number of years ago, community members could check out books. Is that being considered now? Molly said that she and

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Jennie discussed this briefly. When the check-out system was updated several years ago, we started community library hours, which were very lightly attended. Molly pointed out the historical section to the Board, which was of interest to at least one current Board member. She said that we haven't decided yet about community access. She said that maybe it could be open to Board members. Delaney said that another difference now is the Jefferson County Book Mobile coming to Camp Sherman every month.

- Pamela asked who is on the admission waiting list. Delaney said that it's mostly Sisters students.
- Molly noted that the small size of our school and existing relationships with parents is a real asset. This contrasts with Molly's reception as a parent of a Sisters Middle School student.

### **Special Projects Manager**

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

- Delaney said that we now have a pole (installed by David Hicks) elevating our Starlink dish, which seems helpful.

### **Facilities and Grounds Specialist**

See attached Facilities and Grounds Specialist Report for more details.

- Bear noted that Pest Management (mainly dealing with mice) is a big topic in Camp Sherman this year. She looks forward to reading the plan next month.
- Pamela said that the Tomcat Snap Trap works well at her home.

### **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, according to Jane, Cody Roberts is now serving as BBSD representative. She asked Jane to explain the process that the ESD followed in making this appointment.

- Jane said that Daniel had talked with Cody, the relatively new director of Suttle Lake Camp. Cody attended an ESD meeting, can be appointed by the ESD, and will be sworn in at the next ESD meeting.

### **REVIEW SKI & RIDE PROGRAM HANDBOOK**

Bear said that last year's handbook was sent in the Board packet. She asked members to review it and send Delaney suggested updates or questions before November. As appropriate, he will incorporate these suggestions in the current year's handbook.

- Delaney said that Hoodoo now has a new Ski and Ride director, who might be more organized than some in the past. Hoodoo has already reached out to Delaney. He noted that we have had great ski instructors over the years.

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**ANNUAL STUDENT ACHIEVEMENT REPORT**

Bear invited Delaney to report on student achievement, based on recent information from the Oregon Department of Education.

- Delaney said that he had tried to find a good infographic from the state. There was not one readily available, so he used the Oregon Public Broadcasting (OPB) graphic for this presentation. The statistics are not good for the state, overall.
- He said that BBS doesn't put too much stock in the state tests. For one thing, there is not much buy-in from the students. The tests are taken in May with the report issued in October.
- Delaney said that he knows the individual scores but doesn't share them because it would be easy to figure out whose scores they are. Two families opted out of the 2025 test, which they are allowed to do.
- He said that in Language Arts, BBS has the highest rate of proficiency that it's had for a long time. We usually beat the state average by about ten percent. This year, the state average is forty-two percent; BBS has more than eighty percent proficiency.
- The Math score is not quite as high, but only one student got a 1, which is better than usual.
- Delaney said that Ethan is our person trained to administer the test.
- He said that BBS teachers put more stock in iReady data.
- He also said that, typically, the kids that did best on the test have been here for many years.

**BUDGET PLANNING**

Bear asked Jane to explain the main changes (other than dates) in the Budget Calendar draft.

- Jane said that the changes mostly involved getting the dates lined up and clarifying some of the items; e.g., specifically appointing the Budget Officer.
- She said that the items on the bottom are things for the Business Manager to do.

**ACTION ITEMS**

**APPOINT SUMMER LANE HOA MEETING REPRESENTATIVE FOR NOVEMBER 2025 MEETING**

Bear said that Delaney, as Principal & Teacher, is our Board-appointed representative to the HOA while also being a renter in the teacherage. Last year, Delaney and Bear attended the annual meeting, which Bear found interesting. This year, Delaney will be out of town and would like the Board to formally appoint one of its members to attend this meeting. The meeting date is Saturday, November 8, 2025, at 10:00 a.m.

- Karen said that she is willing to attend.

Jenni Green: Moved to appoint Karen Lajoy to attend the November 8, 2025 Summer Lane HOA meeting with the understanding that this is a temporary appointment.

Pamela Lovegren: Seconded. All in favor. Motion passed.

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**DIVISION 22 ASSURANCES**

Bear read aloud the basic description of Division 22 Assurances: “The Division 22 Standards are the requirements that the Oregon Legislature or the State Board of Education has determined must be met in order to be a standard school district. These requirements are codified in Chapter 581, Division 22 of Oregon Administrative Rules and can be found on the Secretary of State’s Oregon Administrative Rules Database. The standards that districts must meet contain requirements relating to the five Priorities for Student Success as identified in Oregon’s Reimagined Accountability Framework (pg. 3): High-Quality Learning Experiences for All Students; Aligned and Focused Educational Systems; Engaged Partners and Communities: Safe and Inclusive Schools; Committed and Supported Staff. Compliance with the Division 22 Standards ensures every student in Oregon public schools is provided with a standard, or baseline, level of service.”

While this item is on the agenda as an Action Item, the Board is not required to approve the report but just to receive it. She invited Delaney to go over the report.

- Delaney explained that this report is for accountability. The District’s leadership must present to the community evidence that we are complying with these rules. Some have a little grey area, but Delaney is pretty sure that we are in compliance, as we have been for the past few years.
- Bear pointed out the hotlinks in the document and invited Board members to get in touch with Delaney if we have any questions.
- We will then put this item on the BBSD website.

**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:

November 2024 Policy Plus Packet:

AC D1 ~ BBS Board voted to approve changes with edits  
GCBDA\_GDBDA G1 ~ BBS Board voted not to adopt  
GCBDA\_GDBDA OR G1 ~ BBS Board voted not to adopt  
GCBDA\_GDBDA OR R 1 G1 ~ BBS Board voted not to adopt  
GCBDA\_GDBDA R 1 G1 ~ BBS Board voted not to adopt  
GCBDC\_GDBDC G1 ~ BBS Board voted not to adopt  
GCBDC\_GDBDC R D1 ~ BBS Board voted to approve changes with edits  
IIA D1 ~ BBS Board voted to delete  
IIA G1 ~ BBS Board voted to adopt with edits  
IIA R 1 G1 ~ BBS Board voted not to adopt  
IIA R 2 G1 ~ BBS Board voted not to adopt  
IIA R 3 G1 ~ BBS Board voted not to adopt  
IIA R 4 G1 ~ BBS Board voted not to adopt  
IIA R 5 G1 ~ BBS Board voted not to adopt  
IIA R 6 G1 ~ BBS Board voted not to adopt

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IIA R D1 ~ BBS Board voted to delete  
IKF D1 ~ BBS Board voted to delete  
IKF G1 ~ BBS Board voted to adopt with edits  
IKF R D1 ~ BBS Board voted to delete  
IKFB G1 ~ BBS Board voted not to adopt  
IKJ G1 ~ BBS Board voted not to adopt  
JECA D1 ~ BBS Board voted to approve changes with edits  
JFE R D1 ~ BBS Board voted to approve changes  
JHCD G1 ~ BBS Board voted to adopt with edits  
JHCD R G1 ~ BBS Board voted to adopt with edits, including small change proposed in today's Work Session  
JHCD\_JHCD A D1 ~ BBS Board voted to delete  
JHCD\_JHCD A R D1 ~ BBS Board voted to delete

December 2024 Policy Plus Packet:

GBNAA\_JHFF D1 ~ BBS Board voted to approve changes with edits  
GCAA G1 ~ BBS Board voted not to adopt  
JHFF\_GBNAA D1 ~ BBS Board voted to approve changes with edits

August 2025 Policy Plus Packet

JFCEB D1 ~ BBS Board voted to delete  
JFCEB G1 ~ BBS Board voted to adopt with edits  
JFCEB R G1 ~ BBS Board voted to adopt with edits

Karen Lajoy: So moved. Jenni Green: Seconded. All in favor. Motion Passed.

**FOR THE GOOD OF THE ORDER**

- Bear said that Wine and Women will follow this meeting at 6:00 p.m. at the Community Hall. It's proven to be a great gathering of active members of our community, including PTO members and BBS Budget Committee and Board members who were recruited at this event in early 2025!
- Delaney said that the PTO is organizing Trick or Treating on Friday, October 31. Many students and alumni are preparing. Molly said that the fire truck will be there again.

**MINUTES**

Bear asked for suggested revisions to the Minutes of the September 9, 2025 Regular Session.

- There were no suggested revisions.

Karen Lajoy: Moved to approve the Minutes of the September 9, 2025 Regular Session.  
Pamela Lovegren: Seconded. All in favor. Motion passed.

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**CALENDAR**

- OSBA Fall Regional Meeting ~ Wednesday, October 29, 2025, c. 5:00 p.m., Redmond
- OSBA Annual Convention ~ Thursday, November 6–Saturday, November 8, 2025, Portland Marriott Downtown Waterfront
- Next Regular Board Meeting ~ Tuesday, November 11, 2025, 3:30 p.m.

**ADJOURN**

There being no further business, Board Chair Bear Brown adjourned the Session at 5:09 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