

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

REGULAR AND WORK SESSIONS MINUTES
November 11, 2025 APPROVED

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;
Daniel Petke, Facilities and Grounds Specialist (c. 4:30)

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- Bear said that the Sick Leave policy, GCBDD_GDBDD, in the November 2024 Policy Plus Packet was a little outdated, and that Jane did some research. The suggested edits reflect her research. Bear asked Jane to explain.
- Jane said that the old policy was for employers with fewer than ten employees. We still have fewer than ten in FTEs but more than ten employees. Working with our auditors, Jane saw that the policy was written so that sick time did not accrue, although our employees actually do accrue sick time. The proposed revisions make policy match practice.
- Pamela asked, "What if a medical emergency lasts a year?" Delaney said that there's no way around that; we would still pay the employee. Jane said that our Sick Leave policy wouldn't get us off the hook. Most of our leaves have been for maternity or paternity leave.
- Jane said that we are supposed to keep two separate books for Sick Leave and Paid Family Leave. They accrue over time.
- Delaney said that state law tends to protect employees.

The work session was adjourned at 3:40 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 3:40 p.m.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

- None.

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ADOPTION OF AGENDA

Jenni Green: Moved to adopt the proposed agenda. Karen Lajoy: 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.

INFORMATION AND REPORTS

Board Chair and Vice-Chair

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

- Bear said that item 3 should refer to the November (not December) 2024 Policy Plus Packet.
- Molly seconded our praise of Delaney's article in the Camp Sherman Community Association newsletter.
- Delaney explained his approach to his comments about the proposed short-term rental. Writing as school Principal, he opposed the short-term rental because 1) It's in the school's interest to have housing available to families; anything that switches a neighborhood property to a short-term rental removes an available house for a family. 2) The proposed short-term rental is quite close to Black Butte School. Neighborhoods are often impacted by short-term rentals. There is already quite a bit of short-term rental property in the BBS neighborhood, in the form of small resorts. The only real noise in these existing properties is from weddings. Delaney said that many neighbors have submitted comments.

Principal

See attached Principal Report for details.

- Bear asked Delaney to explain the precedent for the "Gary" look. It evoked hilarity all around. The kids loved it. A bunch of the little ones still call him Mr. Gary. Delaney's former long hair was enough to donate to a cause that makes wigs for children and others undergoing chemotherapy, etc.
- He said that Halloween was quite fun. The kids talk about it for months.

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- He said that we added a former student, so now we have thirty.
- We had a really good October in the classrooms. It was a normal month, which was great.
- Climbing at Smith Rock with climbing guides was good. It was pretty expensive, but memorable with good weather. Some kids showed some growth in confidence.
- The end-of-year field trip will be five days in early May at Oregon Museum of Science and Industry (OMSI) Hancock Field Station in the John Day Fossil Beds.
- Siobhan said that she was very impressed by the parent-student conferences with Killian. He had a plan for her kids' academic growth and was very organized. Delaney said that he has heard similar feedback from parents about Mr. Sump and other teachers. We tried to make it welcoming and inviting and comfortable.

Business Manager/District Clerk

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

- Bear asked Jane to explain the main differences in her new BBSD Financial Reports format. Jane said that one big change concerns the appropriations. In the General Fund, the expenditures are broken down by Instruction and Support Services. The big change here is in expenditures. She would also like to include the grant funding in the report.
- Also, she added bank balances according to each institution.
- She said that Debt Service is now pretty simple.
- She condensed the Capital Improvement fund to show what activity we will be seeing this year ~ which is mostly about furniture and technology. Showing the balance shows that we will have some options at the end of the year.
- Jane said, "Don't be scared by the orange areas; I'm not."
- Pamela asked how the utilities expense (not on this report) compares with last year's. Jane said that the electricity expense is down this year, primarily because of additional electricity needed last year during the construction; e.g., the heated painting tent.
- Bear assumed that the increase in salaries is for both Jennie Sharp and Tammy Bick. Is this correct? Jane said that the total preliminary projection from November through June seems a little high, based on historical data. Jennie's and Tammy's funds come out of restricted revenue (grants). Delaney said that the report compares this year to last year. It also includes the initial stipend for Killian's housing and onboarding.
- Bear also asked about the \$39,330 variance in Insurance/Dues/Other in Support Services. Jane said that this is an early projection, which could change.
- Molly said that it's visually very well done. Jane said that it's a work in progress and to let her know of suggested improvements.
- In her written report, Jane highlighted the part about the \$150,000 remaining in the Bond Account.

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- Siobhan asked about the \$400,000 contingency originally pledged by the Board on February 1, 2023. Do we have a plan for how to communicate the outcome and decision with the community? It would be a good way to promote community engagement and support. Delaney said that we can do this as time approaches, maybe as part of a newsletter available at the post office, etc. Molly said that we can issue a press release and get it in *The Nugget Newspaper*. We could potentially have another open house. Pamela suggested contacting Jim Cornelius directly to report on a school renovation that came in under budget.

Communication and Engagement Specialist

See attached Communication and Engagement Specialist Report for more details.

- Molly said that the teachers always discuss the Halloween event at the beginning of the school year. The event usually comes in as a priority because of the community building and fun. This year, about ninety-five percent of families were represented, mostly with both parents.
- Molly said that she now takes the school pictures, which Jennie used to do. It's time consuming but much less expensive than hiring a firm.
- Delaney said that we are looking for more Oregon Battle of the Books (OBOP) volunteers; two seem interested in helping. Jenni asked what the time commitment would be. Delaney suggested after-school practice, especially in the winter, once or twice a week. Molly said that it's structured with a lot of support materials. She's about to order the books at Paulina Springs. The competitions start in February/March. Delaney said that BBS would have at least two teams, with a volunteer committed to each group plus support people.
- Molly thanked Jenni and Karen for the food pantry work. Jenni set it up in the vestibule on Friday. We can decide how long to keep it up. It's not indefinite, but we can test it out from the end of November to the end of December. We don't need to decide all the details right now. Molly said that she could send an anonymous survey to our list. Various ideas were shared. Molly said that she would put the food pantry information in the weekly blog.

Special Projects Manager

See attached Special Projects Manager Report for more details.

- Bear noted that the Internet saga continues and commended Jennie for years of diligence on behalf of BBS and the Camp Sherman community.
- Jenni found the report interesting, especially the potential community-owned and -funded network. Pamela said that Gary Lovegren has some details of how that could work.

Facilities and Grounds Specialist

See attached Facilities and Grounds Specialist Report for more details.

- Bear said that Daniel will be here at about 4:30, after the bus run. We can ask him questions then about the Integrated Pest Management Plan part of his report, which is an Action Item.

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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

There is no written report this month.

WREATH FUNDRAISER UPDATE

Bear said that she appreciates Koli's report and the hard work of the PTO in conducting this annual fundraiser.

- Bear asked if the PTO used the same wreath-making firm. Delaney replied, "Yes."
- Delaney said that, if we have lots of volunteers, it works well.

UPDATE ON SUMMER LANE HOA MEETING

Bear asked Karen to share any highlights.

- Karen said that it was fine, longer than expected. Daniel asked if they had food. Karen replied, "Yes."
- Seven of nine homes were represented. Everyone was very welcoming.
- The water system was important, with much discussion. The HOA decided to put in pressure tanks and a pump so that things don't break down. There won't be an assessment for this because the HOA has enough money in reserves. They seem to manage the money quite tightly.
- A lot of people volunteer to mow the common areas. It seems like most people are retired and able to volunteer.
- There was much discussion about being a Firewise Community. The HOA is committed to keeping it a Firewise Community. Delaney said that it helps to have most of Camp Sherman participating as a Firewise Community.
- The potential short-term rental on Cold Springs Resort Lane was discussed. Karen said at the meeting that she, as an individual, couldn't speak for the Board unless she were specifically appointed to do so. The group hoped that someone from BBS could attend the Jefferson County Planning Commission meeting on Thursday, November 13, at 3:00 p.m.
- Karen said that she'd attend the HOA meeting again, if needed. Delaney said that if he's around, he'd attend, too.

ACTION ITEMS

APPROVE SKI & RIDE PROGRAM HANDBOOK

Bear asked Delaney to point out any significant changes from last year's handbook.

- She asked if the "Parental Responsibility" heading on page 3 could be moved up higher or to the next page so that it's not just by itself. Delaney said, "Will do."
- Delaney said that we have a newer photo for the cover.

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- Delaney said that there were no other changes, except for the dates.

Jenni Green: Moved to approve the 2026 Ski & Ride Program Handbook as amended.
Pamela Lovegren: Seconded. All in favor. Motion passed.

APPOINT DELANEY SHARP TO JEFFERSON COUNTY ESD BUDGET COMMITTEE

Bear asked Delaney to explain the need for this.

- Delaney said that he would need to be appointed for another three-year term. He has done this for the past six years. The Education Service District (ESD) likes to have people from the component districts attend a one-time annual meeting.

Karen Lajoy: Moved to appoint Delaney Sharp to serve on the Jefferson County Education Service District (ESD) Budget Committee for a three-year term. Pamela Lovegren: Seconded. All in favor. Motion passed.

VOTE ON OSBA LEGISLATIVE POLICY COMMITTEE CANDIDATE SEAN GALLAGHER

Bear said that Sean Gallagher was nominated by his district, Jefferson County Education Service District. If elected, he will serve as our representative for the Central Region, Position 3, on the Oregon School Boards Association (OSBA) LPC for a two-year term.

- Delaney said that he doesn't know Sean, but he looks very qualified.
- Pamela noted that he's also a long-time local in Jefferson County and would have an understanding of our area.

Karen Lajoy: Moved to elect Sean Gallagher to serve in Position 3 on the OSBA Legislative Policy Committee. Pamela Lovegren: Seconded. All in favor. Motion passed.

APPROVE INTEGRATED PEST MANAGEMENT (IPM) PLAN AND LOW-IMPACT PESTICIDES LIST

Bear thanked Daniel for the explanation in his Facilities and Grounds Specialist Report and asked him to explain briefly the origin of the proposed plan and list and to point out highlights for the application to Black Butte School.

- Daniel said that OSU = Oregon State University. They manage the program. One can find out more on their website; e.g., dealing with mice.
- He cut and pasted information into his report.
- He is responsible for facilities and grounds, but the plan refers to multiple grounds crew members.
- Bear said that she assumed that we had a template. Daniel explained that Jennie Sharp created this about five years ago, and he updated it.
- At the bottom, Daniel embedded the list of Low-Impact Pesticides. He'll reach out to OSU to keep this link active. That way our information stays current.
- Molly asked if she can put this on the BBS website. Bear said, "Once approved."
- Daniel said that the Board is supposed to review the plan every five years or more often.

Pamela Lovegren: Moved to approve the Black Butte School Integrated Pest Management (IPM) Plan and the Low-Impact Pesticides List as presented. Jenni Green: Seconded. All in favor. Motion passed.

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POLICY UPDATES (2ND 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:

GCBDD_GDBDD G1 ~ BBS Board voted to approve changes with edits
GCBDF_GDBDF G1 ~ BBS Board voted not to adopt
GCBDF_GDBDF R G1 ~ BBS Board voted not to adopt

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

FOR THE GOOD OF THE ORDER

- Bear said that Wine & Women is tonight at 6:00 p.m.

MINUTES

Bear asked for suggested revisions to the Minutes of the October 14, 2025 Regular and Work Sessions.

- Bear said that on page 5, the second “state” should be deleted in this phrase: “the state average is forty-two percent state . . .”
- Daniel said, “David Hicks installed the pole for the Internet, not me.”

Jenni Green: Moved to approve the Minutes of the October 14, 2025 Regular and Work Sessions as amended. Karen Lajoy: Seconded. All in favor. Motion passed.

CALENDAR

- Holiday Bazaar ~ Friday, December 5, 2025, 5:00-8:00 p.m. and Saturday, December 6, 2025, 10:00 a.m.-3:00 p.m., Community Hall ~ Student Creations and Wreaths for Sale
- Next Regular Board Meeting ~ Tuesday, December 9, 2025, 3:30 p.m.
- Black Butte School Holiday Program ~ Thursday, December 11, 2024, 6:00 p.m., Community Hall

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 4:59 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