

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

REGULAR AND WORK SESSIONS MINUTES
January 13, 2026 AS AMENDED

Board Members Present:

Bear Brown, Chair; Karen Lajoy, Vice Chair;
Siobhan Gray; Jennifer Green

Staff Members Present:

Delaney Sharp, Principal and Teacher; Jane Petke, Business Manager;
Daniel Petke, Facilities and Grounds Specialist c: 4:30

Consultant/Community/Public Present:

Jefferson County ESD Superintendent Shay Mikalson;
Sean Gallagher, Vice Chair of Jefferson County Education Service District (ESD) and
Central Region Representative, OSBA Legislative Policy Committee

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.

- Board members had reviewed the policies and administrative regulations as presented by Bear and Delaney.
- Bear said that for Black Butte School, IGBAB/JO-AR and JO/IGBAB-AR ~ Education Records/Records of Students with Disabilities Management, are generally handled by Jefferson County ESD. Jenni noted that on page 1 of both, the words should be "Birth date."

The work session was adjourned at 3:34 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 3:34 p.m.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

- Jane took the opportunity to hand out cards and treats from staff for Board Appreciation Month. Thank you to all Board members!
- There were no other amendments.

ADOPTION OF AGENDA

Karen Lajoy: Moved to adopt the proposed agenda. Siobhan Gray: 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,

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

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.

- Shay introduced himself. He said that open communications and connections are very important, which is why he has visited BBS at least once each year and is in frequent contact with Delaney.
- Sean Gallagher, Vice Chair of Jefferson County Education Service District (ESD), also introduced himself. He was recently elected to serve as Oregon School Boards Association (OSBA) Central Region representative on OSBA's Legislative Policy Committee. As a former school district superintendent, he really appreciated ESD support. He has worked on many legislative issues during his career, even as a teacher. He wants to hear from us.
- All others present introduced themselves to Shay and Sean.

INFORMATION AND REPORTS

Board Chair and Vice-Chair

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

- Bear noted that there should be only one "Sherman" in "Camp Sherman."
- Karen said that she was sad to hear that Pamela had resigned.

Principal

See attached Principal Report for details.

- Delaney said that Ski & Ride is the biggest topic these days. The lessons will start Friday with just enough snow.
- Just today, we have engaged an intern, Rylie Bick, a Sisters High School senior, to help Killian with upper grades math. Rylie's mom is Tammy.
- We will start raising baby rainbow trout tomorrow, which will be released into the nearby fish pond in a few weeks. We bought new equipment for this purpose.
- Parent volunteers are helping with Oregon Battle of the Books (OBOB). We have three teams, with positive reports. Even some reluctant readers are excited.
- We have one less kindergarten student and one new local eighth grader who prefers our small school environment to Sisters Middle School.
- We still have a robust wait list from Sisters. We currently have nineteen in-district students. In a year or two, some Camp Sherman kids will be in grade levels eligible to go to Sisters if that makes sense for them and their families.
- We will start a music class in a couple of weeks: twelve sessions with music teacher Erik Himbert from Sisters.

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

Business Manager/District Clerk

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

- Since we're still getting used to Jane's new Financial Report format, Bear asked Jane to explain any notable items not mentioned in her narrative report. Jane responded that we're halfway through the school year. Things are well on track. This new format helps us to align with appropriations. For this report, Jane looked at historical versus current tax receipts. She pointed out that we have 0.000033 percent of students in the state.
- She said that the \$100,000 PERS Investment Fund contribution was successful. We put this in our current account instead of creating a new one.
- Jane is working to incorporate Restricted Revenue Funds in her monthly report. She said that everything looks on target for the Student Success Act (SSA) and other fund reports.
- Bear asked Jane to explain the Forward Project in her new Special Use Funds (200) report. Jane said that this is for mental health, summer camp scholarships, and other things via High Desert ESD. Kassie spearheads these activities.
- Fund 288 is for Fiber Donations. Jane said that Jennie hopes to have a report next month on fiber-optic cable progress for the Metolius River Basin. Jennie met with Betsy yesterday on the subject. NOTE: Almost everyone knows who our longtime neighbor Betsy is. Ask if you don't! 😊
- Siobhan asked about the .35 FTE Educational Assistant/High Dosage Literacy Tutor. Did we not need or could we not find one? Delaney said that this was part of Early Literacy Grant funding. We changed the use of that funding; we could still use it for Educational Assistant/High Dosage Literacy Tutor if necessary.
- Siobhan noted that we're using Tammy Bick more than we thought we would. It turns out that we really need her for additional things based on her experience.

Communication and Engagement Specialist

See attached Communication and Engagement Specialist Report for more details.

- Bear asked Delaney to remind us what PowerSchool is. Delaney said that it's a data management system purchased last year. We're still using paper and pencil. Last week, he used PowerSchool to upload the Average Daily Membership (ADM) attendance report to the state.
- Siobhan asked if PowerSchool is mainly for data storage or for communication with parents. Delaney replied that it's for both. It helps families not to have to fill out different paperwork with the same information. Jane said that larger districts still often have parents fill out paper forms and then staff enters this into a computer. We are currently working with trainers. Delaney said that this is one of the services we've requested from Jefferson County ESD.

Special Projects Manager

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

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

Facilities and Grounds Specialist

See attached Facilities and Grounds Specialist Report for more details.

- There were no comments or questions.

Transportation Specialist

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

- Bear noted that the bus replacement (including “when”) will be a big issue in the next few years. Is this being considered for the 2026–2027 Budget?
- Delaney said that we haven’t always had an account to save up money for a new bus. Simon started an account about four years ago. The current amount in our bus savings account would not cover the cost of a new bus at this time.
- Daniel said that more important to consider is that, if we wait, we might need to comply with new Department of Environmental Quality (DEQ) standards, which will take effect in a few years and be more expensive. If we buy now, it will be cheaper. The annual maintenance expense for a diesel bus is less, but it is more expensive if things break down. With a gasoline-fueled bus, we won’t likely have as much of a jump in expenses but would have worse mileage and less power.
- He said that if we decide to buy a new bus sooner rather later, we shouldn’t wait too long. He can investigate when we must decide to get the least expensive bus.
- Jane suggested that Delaney ask for insights from his network of other small school districts.
- Delaney said that, in budget planning for 2026–2027, we will beef up the bus replacement fund. Jane said that this could be included in our general long-term maintenance fund.

Jefferson County Education Service District

There is no written report this month.

DISCUSS STAFF STRUCTURE AND POSITIONS FOR NEXT YEAR

Bear asked Delaney and Jane to give us a heads-up.

- Delaney said that in January, we start thinking about the budget for next year. He and Jane are discussing this. By March, they would like some clear direction and a vision of the Board’s priorities. The main thing is staffing. We currently have eleven staff, with four fulltime teachers including the Principal, who teaches fifty percent of his time. It’s a very effective staff level right now. Tammy teaches six to twelve hours per week. We would like to keep her next year. We currently have three English as a Second Language (ESL) students, which we typically have not had. Tammy with her special education (SPED) experience has been very helpful for all teachers and has increased the quality of education at BBS.
- In the past, we’ve had a classroom aide, which was helpful. But with three fulltime teachers and Delaney halftime, we can’t afford the aide.

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

- We also haven't always had a counselor. Rachel's Child Development Specialist position is paid for by specific grant funds. It is good to take this responsibility off of the teachers' plates, including conflict resolution on the spot.
- Delaney said that we ask a lot of Jane, now .6 FTE, who could actually be fulltime.
- He said that Molly is very valuable in her roles.
- He said that dropping the Ski & Ride Program would save money (\$8,000 last year for eight sessions), but it is a valuable program.
- He said that field trips are all almost free because staff can do a lot of the teaching and other things.
- In short, Delaney does not recommend major changes. He thinks that we'll get State School Fund money in early March.
- He noted that we still have a healthy reserve and asked the Board to consider how comfortable we would be in using some of that.
- Bear said that people often have no idea what it takes to run even our tiny school. Jenni quipped, "Let's put on a school!"

DISCUSS BUDGET GOALS FOR 2026-2027

Bear noted that the attachment in the Board Packet shows budget goals each year since 2011. She asked staff and Board members for any suggested changes.

- Bear wondered if, given information in Daniel's report, we should include funding for a new bus in 2026-2027. See discussion above.
- Delaney said that COLA is a big factor to consider. We want to stay competitive with other districts. Schools with unions are having a lot of hard discussions. Jane asked if the ESD can advise on this. Shay that the ESD can, indeed, advise.

IMMUNIZATIONS REPORT

Bear noted that this is a regular Board calendar item. She asked Jane to give a report.

- In her written Business Manager report, Jane indicated that we have twenty-five fully vaccinated students and five with non-medical exemptions.

REPORT ON SHORT-TERM RENTAL APPLICATION AND JEFFERSON COUNTY COMMISSIONERS

Bear asked Karen and Delaney to explain the recent development with the Jefferson County Commissioners.

- Karen said that, in the upcoming hearing on January 14, anyone who has not given input before is not allowed to give input. Neighbor Gus Gustafson would like to have our recent minutes so that he can comment on the fact that the Black Butte School Board has indicated that we do not support the short-term rental application, and that we DO support the Planning Commission's recommendation to deny the application. It seems that Jefferson County's legal advisor will be stringent that nobody gets to talk except those who have before.
- Delaney said that he submitted testimony on the record, and that Jennie plans to attend the hearing. He would like Karen or Jennie to be able to speak, if possible.
- Karen said that it would also be good to have a lot of people there.

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

ACTION ITEMS

**ADOPT 2026–2027 JEFFERSON COUNTY EDUCATION SERVICE DISTRICT (ESD)
LOCAL SERVICE PLAN**

Bear invited Jefferson County ESD Superintendent Shay Mikalson to give an overview of the Local Service Plan, including any significant changes since last year. She noted that the ESD services that Black Butte School District has used over the years have been invaluable.

- Shay gave an overview of what ESDs do.
- Page 1: The ESD’s vision and mission. There are nineteen ESDs in Oregon. Ours is county wide. We try to provide areas of service with efficiencies at scale.
- Page 2: List of board members.
- Page 3–4: Staff members.
- Page 4: The menu of services starts here. It is the same as it has been for the past few years. There are four broad categories of services that the ESD is obligated to provide. Under Services for Children with Special Needs, audiology and speech services are used the most and Technology Services (David Hicks), second most.
- Pages 6–13: The more specific menu of services that the ESD can provide with State School Fund services. In addition, for a fee, items in blue boxes may be provided. Some may be eligible for grant funding.
- Delaney represents BBS on the ESD Budget Committee and was re-appointed by the BBS Board last November.
- Shay said that, by law, the ESD needs two-thirds of its districts to vote “yes” on the ESD Local Service Plan. For the past four years, all of the Jefferson County ESD schools have approved the plan.
- He said that the ESD offers some additional support through grants.
- Shay said, “You have some amazing staff! The lift that these folks do have teams doing them in other districts. Delaney also serves as a voice in the whole state.”
- Delaney said that some ESD staff members are here this week helping. The benefits are very tangible.
- Shay said that ESD staff are very open to having us call any time.
- He also noted that Daniel served on the ESD Board for many years; it is good to have Cody finally on the Board for Black Butte School District.
- Bear thanked Shay for stepping into the role of evaluating Delaney.
- Page 5: School Improvement Services: Bear asked Shay to explain “address school-wide behavior and climate issues.” Shay said that this is not a regular service. Bear clarified her question: Does “climate” refer to the temperature of Earth or something else? Shay said that it refers to the school culture.
- Siobhan asked if the ESD helps with ESL. Shay said, “Not as a regular service.”

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

After having heard and asked questions about the Local Service Plan, Bear asked for any additional questions or comments before approving the plan.

- There was no further discussion at this time.

Siobhan Gray: Moved to approve the 2026–2027 Jefferson County Education Service District Local Service Plan. Karen Lajoy: Seconded. All in favor. Motion passed.

APPROVE JEFFERSON COUNTY TREASURY INVESTMENT SERVICE AGREEMENT AND FUND TRANSFER AUTHORIZATION

Bear asked Jane to explain this item, including the name of the person(s) authorized to request transfers/withdrawals.

- Jane said that this agreement is with Jefferson County, which holds a couple of accounts for us. We need to approve the agreement and fund transfer authorization annually. Jane recommends that she, Delaney, and Bear be those authorized on the account.
- She explained the number of signatures needed.

Siobhan Gray: Moved to approve the Jefferson County Treasury Investment Service Agreement and Fund Transfer Authorization as presented, with Jane Petke, Delaney Sharp, and Marie Sheahan “Bear” Brown authorized to request transfers or withdrawals. Jenni Green: Seconded. All in favor. Motion passed.

APPOINT BUDGET OFFICER FOR FY 2026–2027

Bear noted that, according to the 2026–2027 Budget Calendar approved last month, the Board needs to appoint the Budget Officer this month. For Black Butte School District, that person would normally be the Business Manager.

- There was no discussion.

Karen Lajoy: Moved to appoint Jane Petke, Business Manager, to serve as Budget Officer concerning the FY 2026–2027 Budget for Black Butte School District No. 41. Siobhan Gray: Seconded. All in favor. Motion passed.

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:

August 2025 Policy Plus Packet

BCF G1 ~ BBS Board voted not to adopt

BHD D1 ~ BBS Board voted to approve changes with edits

CEA G1 ~ BBS Board voted not to adopt

DBEA D1 ~ BBS Board voted to approve changes with edits

G CBD_GDBD G1 ~ BBS Board voted not to adopt

GCBDE_GDBDE G1 ~ BBS Board voted not to adopt

IF G1 ~ BBS Board voted not to adopt

IGBAB_JO R D1 ~ BBS Board voted to approve changes with edits including those noted during the Work Session

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

JHCA G1 ~ BBS Board voted not to adopt

JO_IGBAB R D1 ~ BBS Board voted to approve changes with edits including those noted during the Work Session

JOA D1 ~ BBS Board voted to approve changes with edits

LBEA G1 ~ BBS Board voted not to adopt

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

FOR THE GOOD OF THE ORDER

- Bear reminded everyone of Wine & Women tonight from 6:00 to 8:00 p.m. at the Community Hall.
- Jenni said that the food pantry has had minimal activity. She and Karen plan to take the items to the Kiwanis Food Bank in Sisters in a day or two.

MINUTES

Bear asked for suggested revisions to the Minutes of the November 11, 2025 Regular and Work Sessions.

- There were no suggested revisions.

Jenni Green: Moved to approve the Minutes of the November 11, 2025 Regular and Work Sessions. Karen Lajoy: Seconded. All in favor. Motion passed.

Bear asked for suggested revisions to the Minutes of the December 9, 2025 Regular and Work Sessions.

- Bear said that on page 4 in the short-term rental paragraph, "Lejoy" should be spelled "Lajoy."

Karen Lajoy: Moved to approve the Minutes of the December 9, 2025 Regular and Work Sessions as amended. Jenni Green: Seconded. All in favor. Motion passed.

CALENDAR

- Next Regular Board Meeting ~ Tuesday, February 10, 2026, 3:30 p.m.

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 5:10 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