

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

REGULAR AND WORK SESSIONS MINUTES
February 10, 2026 AS AMENDED

Board Members Present:

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

Staff Members Present:

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

Consultant/Community/Public Present:

Koli Anderson, PTO President; Emma Prescher, BBS parent

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 3:35 p.m.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

- None.

ADOPTION OF AGENDA

Karen Lajoy: 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.

- Emma Prescher introduced herself. She is considering the possibility of serving on the BBS Board of Directors, if appointed.

INFORMATION AND REPORTS

Board Chair and Vice-Chair

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

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

- Bear said that, according to Linda and Gus Gustafson, the couple who applied for the short-term rental permit has until Wednesday, February 25, at 5:00 p.m. to file an appeal to the Oregon Land Use Board of Appeals (LUBA), if they decide to do so. This would be expensive for all concerned.

Principal

See attached Principal Report for details.

- Bear thanked Delaney for juggling teacher coverage last week to attend our Leadership Team meeting. Kudos to other staff and a substitute teacher for pitching in, too!
- Delaney offered special kudos to Kirstin Anglea, who stepped in for two days on last-minute notice.
- Karen asked about the Ski & Ride Program, given the low snow conditions. Delaney said that last week was the first we missed this season. Hoodoo probably won't be open this week, either; however, we hope to finish the program. Koli asked if more sessions would be added on after the normal ending date. Delaney said that this is not the plan right now. Jenni asked if it is pay-as-you-go for BBS. Delaney said that it is, if Hoodoo instructors are involved.
- Delaney described last week's fine field trip to Sunriver Nature Center & Observatory.
- He said that we are midway through the school year. We are wrapping up midyear assessments and getting midyear data. With this information, we will meet as a team to identify any concerns and then come up with plans to address the concerns. In March, we will communicate this information to families.
- The second round of rainbow trout are now in our fish tanks. We had about 125 last month; forty survived. These are new tanks that we're getting used to. Previously, salmon took two months to get big enough to put in the acclimation pond; rainbows grow much faster.
- Karen asked where BBS is going on the end-of-year trip. Delaney said that we are going to the Oregon Museum of Science and Industry's (OMSI's) Hancock Field Station ("Camp Hancock") in the John Day Fossil Beds National Monument. Opened in 1951, it is one of the old outdoor school camp sites, featuring fossils, geology, stargazing, and other things. We are going the first week in May. Chaperone applications have been sent out. We are figuring out trip leaders, most likely Killian and Delaney. Koli asked if anyone submitted has submitted a chaperone application. Delaney replied, "No." Emma said that Sheldon plans to do so. Delaney said that Killian might be the trip leader. Delaney will go out with the kids but maybe visit the small Eastern Oregon schools as a work trip.
- Jenni said, "Let us know if there's anything we can do to support that idea."
- Koli asked if we know what we are doing with the younger kids. Delaney replied, "Not yet." Koli said to let the PTO know if they can help in any way.
- Delaney said that music class with Erik Himbert is going well. He has taught private lessons a lot. His current contract is from now till spring break. In the future, he might be more of a regular part of the curriculum.

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.

- Bear highlighted Jane's statement in her report: "I also attended the 2-day Winter Conference that followed with OASBO (Oregon Association of School Business Officials) and COSA (Coalition of Oregon School Administrators). THANK YOU FOR SUPPORTING ME IN ATTENDING THESE LEARNING OPPORTUNITIES!" Bear thanked JANE for avidly burrowing in on these and other learning opportunities to better serve our little school.
- Bear said that she chatted with a local taxpayer (who voted YES on the bond measure) at the recent Super Bowl event at the Community Hall. The taxpayer said that she examined her latest Jefferson County tax statement. She pays about \$600 annually for the bond. Bear told her that we came in on time and under budget, and that the Board will soon discuss: 1) paying down the bond with the original \$400,000 that we voted to allocate on February 1, 2023; 2) possibly paying it down further with the bond funds that we haven't used. Bear suggested to the taxpayer that she monitor the posted agendas and attend the Board meeting when we will decide on what to do.
- About State School Fund payment calculations, Bear said that these are largely a mystery to non-nerds. We currently have thirty students but estimated ADMw of 59.33. Does this mean that the "weighted" part of the calculation for BBS is 29.33 students more than actual students, weighted by our rural location and other factors? Jane said that the bulk of the weighted part is being a rural school.
- Jane thanked Jenni for going over all of the bank statements. This is very helpful.
- Jane explained the evaluation of the trusses in the Commons, which have been an issue in some schools. Ours appear to be in good shape.
- Jenni asked if transportation reimbursements are separate from the ADMw. Jane said that they are.
- Jenni asked if our bus is nearly depreciated. Jane said that it is. We have about \$9,000 remaining for depreciation.

Communication and Engagement Specialist

See attached Communication and Engagement Specialist Report for more details.

- Bear said that she met with Molly on Monday to discuss the heretofore-unknown-to-us Toni Berke Foster Memorial Scholarship. This college scholarship grant, overseen by Oregon Community Foundation, is available to BBS alums. We tossed around some theories and ideas.

Special Projects Manager

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

- Delaney said that Jennie has had conversations recently but no big news. There is fiber up to the cell tower near Round Lake.

Facilities and Grounds Specialist

A written report is not available this month. See Board Chair and Vice-Chair Report.

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

- Daniel said that there are ants in Kassie's room (an issue for years). He will clean the trails with a solution. Delaney said that ants, remarkably, have historic memory of their trails over generations.

Transportation Specialist

A written report is not available this month. See Board Chair and Vice-Chair Report.

- Delaney said that the big news is navigating the Lake Creek Bridge closure. The repairs could be finished this week.
- Concerning a new bus, Daniel said that he spoke with Sean Gallagher last month after the Board meeting. Daniel thinks that there's no rush on getting a new bus based on what Sean advised. Sean thinks that we should wait a few years. A new bus might be in the shop just as much as our current bus (Daniel has noticed this at times when bringing our bus in for repairs) even though a new bus would be on warranty. He said that we can grow our bus fund even without depreciation.
- Daniel said that part of the lower hatch got broken and stuck; it is being replaced.

Jefferson County Education Service District

There is no written report this month.

OVERVIEW OF INTERIM EVALUATIONS, CERTIFIED AND CLASSIFIED STAFF

Bear asked Delaney to give a brief report.

- Delaney said that he has a beginning-of-year meeting and a midyear meeting with each staff member. He is behind right now but is working closely with all staff. He is confident that everyone is doing really well. He is trying to support Killian as the newest staff member.
- He said that we legally need to send Letters of Intent to licensed staff in March; BBS usually sends letters of intent to all staff.
- He said that he has no concerns about any staff members.

FINALIZE BUDGET GOALS FOR 2026–2027

Bear referred to Jane's report, above, and also to the Board Chair and Vice-Chair report. She proposed that we table this discussion until March.

SWIM PROGRAM REPORT

Bear noted that this is a regular Board calendar item. Delaney included this information in his report.

- Delaney said that the dates are posted on the BBS Calendar page, online. We have had a Swim Program for years, with five sessions scheduled this year. We usually have six to eight, but the slots are often filled by the Redmond schools.

REPORT ON SHORT-TERM RENTAL APPLICATION AND JEFFERSON COUNTY COMMISSIONERS

Bear said that Karen's report is included in the Board Chair and Vice-Chair Report.

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

DISCUSSION OF STRATEGIC PLANNING BOARD RETREAT

Bear said that, according to our Board of Directors Annual Calendar of Activities, we normally would hold a Board retreat in April. The subjects would include a Board self-evaluation based on the OSBA rubric and Board goals. However, Delaney has an alternative suggestion.

- Delaney said that it would be beneficial to engage in a strategic planning process. He has talked with Shay Mikalson about this. There is no legal requirement, but it's a good practice. For quite a few years, the bond and construction have been a focus. Now might be a good time to look at what's next. He said that it would be nice to meet in a retreat setting, maybe during the summer. We could bring in a facilitator. Bear said that this must be held within the District. Delaney said that we would need to get our calendars in line; he thinks that we could set a date by email.
- Bear noted that it would be good to have a full Board on deck (and we have an interested party) before setting the date.

ACTION ITEMS

APPOINT BUDGET COMMITTEE MEMBERS

Bear said that the three-year terms of two Budget Committee members are finished, and that they need to be reappointed if willing. These members are McKenzie Ruckman and Hazel Wood. Bear asked Delaney if he has contacted them and if they are willing to be reappointed. If so, that would bring the number of Budget Committee members to four, which is equal to the current number of Board members.

- Koli (currently on the Budget Committee) said that she thinks both are willing, because they all discussed this recently.

Bear Brown: Moved to appoint McKenzie Ruckman and Hazel Wood to serve on the Budget Committee for three years. Jennifer Green: Second. All in favor. McKenzie Ruckman and Hazel Wood were appointed.

APPROVE LETTERS OF INTENT FOR ALL STAFF

Bear said that each February, BBS sends Letters of Intent regarding Annual Renewal of Contracts to employees whose positions we expect to include in the next year's budget. Letters of Intent are not a guarantee of employment because they ultimately depend on available funding. They also give the employees an opportunity to tell us their plans for the next year: to stay with BBS or not. This year, we prepared Letters of Intent for all Certified and Classified Staff. A full-time or part-time position with BBS would have to be considered as part of the budget, which is not yet prepared. She also noted that, because Siobhan Gray has an actual Conflict of Interest (her husband, Gary, is one of the bus drivers), her vote will include a tacit abstention from voting on his Letter of Intent.

- There were no questions or comments.

Bear Brown: Moved to approve the Letters of Intent 2026–2027 for the eleven named employees (Delaney Sharp, Ethan Barrons, Kassie DeMarsh, Killian Sump, Jennie Sharp, Tammy Bick, Rachel O'Connor, Jane Petke, Molly Schultz, Daniel Petke, and Gary Gray)

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

as presented. Karen Lajoy: Seconded. All in favor, with the exception of Siobhan's abstention from voting on Gary Gray's Letter of Intent. Motion passed.

APPROVE SOLUTIONS CPAS 2025-2026 ENGAGEMENT LETTER

Bear explained that this accounting firm has satisfactorily performed our required annual audit for the past several years. Jane asked that the Board approve the Engagement Letter for the current year's audit.

- Jane said that this firm is very good to work with.

Karen Lajoy: Moved to approve the Solutions CPAs 2025-2026 Engagement Letter.

Jennifer Green: Second. 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.

MINUTES

Bear asked for suggested revisions to the Minutes of the January 13, 2026 Regular and Work Sessions.

- Jane said that, in the Business Manager/District Clerk report, the minutes are missing two zeros on the percentage. The sentence should read: "She pointed out that we have 0.000033 percent of students in the state."

Jennifer Green: Moved to approve the Minutes of the January 13, 2026 Regular and Work Sessions as amended. Karen Lajoy: Seconded. All in favor. Motion passed.

CALENDAR

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

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 4:45 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

Formatted: Centered

Deleted: ¶