

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

**REGULAR SESSION MINUTES**  
**August 13, 2024 AS APPROVED**

**Meeting held by Zoom**

**Board Members Present:**

Karen Lajoy, Chair; Bear Brown, Vice-Chair;  
Gary Lovegren; Pamela Lovegren

**Staff Members Present:**

Kirstin Anglea, District Administrator; Delaney Sharp, Principal and Teacher;  
Simon Levear, Business Manager; Daniel Petke, Facilities and Grounds Specialist

**Consultant/Community/Public Present:**

Steve Earle, HMK Company

**OPENING OF REGULAR SESSION BOARD MEETING**

Board Chair Karen Lajoy called the Regular Session of the Black Butte School District Board of Directors to order at 3:32 p.m.

**ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA**

- None.

**ADOPTION OF AGENDA**

Pamela Lovegren: Moved to adopt the proposed agenda. Gary 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 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.

**UPDATE ON CAPITAL IMPROVEMENT PROJECT**

Karen invited Steve, Simon, and Delaney to give an update on recent developments.

- Steve said that they are finishing drywall installation; roofing is in process. They are building a pad for the concrete foundation for the addition in back. They encountered delay when demoing the roof; mastic sifted inside the building, and

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the work scheduled for that week stopped. The asbestos abatement crew came in and cleared the building, then declared it safe. It set us back a bit.

- Delaney said that, at the meeting today, he and Molly and Steve walked around inside to review the situation. It looks like the classrooms will not be available on September 9, so we'll be in the Community Hall for at least a week. He and the teachers are planning the first week of school, with fun ideas, including outdoor adventures. Our hope is that the smoke won't be too bad.
- Simon said that he hasn't been at BBS recently. We've had several change orders:
  - Painting RFC 911. Steve said that this was a contractor contingency. We didn't have a paint bid in the beginning. Griffin Construction put in an allowance at \$17,000. The bid came in at \$20K+, so Griffin put in \$3,436 from its contingency.
  - Remove and dispose of existing cabinets (electrical conduits had to get through, so the cabinets had to be removed).
  - Change electrical service conduit (Central Electric Coop required).
  - Add a pitless adaptor to the wellhead, eliminating the need to bring heat to the wellhead to keep it from freezing. Also add a new valve for the water line to the church.
  - Remove three additional trees. Delaney said that this happened last week. He wanted more trees gone, because they were really thick and interfered with the angle for Starlink.
  - Increase thickness to acoustical wall panels. Steve said that the design documents had an error in the thickness.
  - Add gypsum wall board (GWB) to the office ceiling.
  - Re-feed the bus barn power.
  - Simon explained that he is just pointing these things out. They are within our contingency budget. We still have \$120,000 left for contingency. We also have an amount for furniture and for technology, but we don't yet know how much we will need. We seem to be in good shape.
- Simon said that Griffin Construction took down one of the signs near the road, as we had requested.

## **INFORMATION AND REPORTS**

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

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

- There were no questions or comments.

### **District Administrators**

See attached District Administrators' Report for details.

- Delaney said that he and Kirstin have been working on some projects.
- He finished his principal licensing program in July and is eager to implement some things. For example, he is cleaning up documents and folders to make them more user-friendly for staff. He would also like to tighten some protocols,

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including hiring protocols. He is looking at moving a lot of our data into the digital world, possibly using a data management system (Synergy), which many Oregon school districts use. He is trying to figure out how to partner with Jefferson County Education Service District without breaking the budget. We're manually entering some things that could be done more quickly digitally.

- Delaney also said that he and Molly have been talking about family engagement. We estimate having twenty-three students in September. There's a lot of interest in Grades K-3, but only eight students are registered in Grades 4-8.
- Kirstin said that her current focus is discerning how best to serve the District and support Delaney. They have also asked Simon to look at his job description. We'd like to have someone of his caliber, whom he can spend time training.

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

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

- Simon announced that he is moving to Paris, France, at the end of February. He reiterated some points of his resignation letter, included in the Board Packet.
- He reviewed the reports. In the FY 24 report, we have a little more money coming in than going out. It's a good place to finish the year. All in all, he is comfortable with the numbers.
- In the current FY report (he forgot to change the date on it but will do so), all looks good, although there's not yet much to report. Most numbers are in green.
- About Simon's resignation letter, Bear said that she appreciates very much the long lead time to find Simon's successor, and also said, once again, how much she has appreciated Simon's professional, reliable, and personable work for BBS during the last three years ~ which have been, for BBS, momentous!
- Karen said, "I want to say the same thing that Bear just did. You have been fantastic to work with."
- Pamela said, "Heartly congratulations! France is a great country." Simon said, "I might have to learn how to say something other than how to order a croissant!"
- Karen also thanked Simon for his patience and ability to explain financial matters. Simon replied, "That's my job."

### **Family-Community Engagement Coordinator**

See attached Family-Community Engagement Coordinator Report for more details.

- Pamela noted that Molly has been busy! Hats off to her!
- Delaney said that, with her being dedicated to this, it's become a year-round effort, which is really good.
- Karen said that it looks like there's something planned for the beginning of the year. Delaney said that we'll get together on the first day of school; if necessary, we'll have a second event to show people around the school.

### **Special Projects Manager**

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

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**Facilities and Grounds Specialist**

See attached Facilities and Grounds Specialist Report for more details.

- Daniel told the story of the First Student bus from Portland breaking down on the pass en route to a weekend retreat at Suttle Lake Camp. It was convenient for Daniel (after consultation with Bear) to drive the BBS bus to pick everyone up and take them to camp.
- Karen thanked Daniel for going above and beyond. Daniel said that the hours are on camp time. He also wants to reach out to the Oregon Department of Education (ODE) to find out some protocols about bus signage in these circumstances.
- Simon said that he would submit his bus repairs report to ODE by September 1.
- Bear thanked Daniel for this report and for stepping into this role. He already knows the school and teacherage infrastructure, so this is a seamless transition.

**Transportation Specialist**

See attached Transportation Specialist Report for more details.

- The Bus Report is included in the Facilities and Grounds Specialist Report.

**Jefferson County Education Service District**

Since we don't currently have a BBSD representative, there is no report this month.

**DISCUSS POSSIBLE NEW BBSD BOARD GOALS FOR 2024-2025**

Karen said that the attached document lists the 2023-2024 goals as approved last October, which were also part of the basis of our Board Self-Evaluation in early March 2024. She asked for comments and suggestions for 2024-2025.

- Goal 1: Bear noted that we generally haven't discussed the Vision and Mission at every meeting. Should we remove or revise this goal? Pamela suggested that we discuss these at the Board retreat. Bear thought maybe twice a year ~ in the summer and at the retreat. Karen preferred discussing them at the Board retreat. Kirstin noted that discussing them with an outcome or purpose at a Board retreat makes sense. But also, how do we keep them front and center? Maybe a posted reminder of the V+M; maybe an invitation from Delaney, Kirstin, or anyone else to highlight something from the past month which aligns with the V+M. Pamela suggested that the V+M could be included as a footnote at the bottom of the agenda or on the reverse side of the agenda.
- Bear likes the idea of tracking and reporting the experience of BBSD grads, as Delaney did last year. Delaney suggested maybe every two or three years. Karen said that it was definitely helpful, but doing this too often might decrease the response rate.
- Pamela had questions about various types of data. Delaney explained different aspects and methods used by BBS and also other districts.
- Goal 2: Bear said that we haven't done most of the four Implementation Strategies and should leave them in as goals.
- Pamela suggested adding a phrase at the end of the first item on Values and Beliefs, to read as follows: "As a critical link to student success as outlined in the BBS Vision, Mission, and Beliefs"

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- Goal 3: Bear said that keeping all of these elements is important, especially as we seek Simon's successor. That person needs to be already competent in this role.
- The Board expressed general agreement on all of these suggestions.

**MANDATORY TRAININGS AND FIRE DRILLS UPDATE**

Karen said that this is a regular item on the Annual Board Calendar. She asked Delaney to explain what this means and whether or not there is anything to report.

- Delaney had nothing new to report. The whole staff will do the usual trainings (in person and online) next month. We do those that our insurance company requires to reduce our rates. This includes mandatory reporter training; Delaney can sign up any Board members who want to take this training again.
- As far as evacuations, etc., go, the state has regulations including monthly fire drills, a yearly earthquake drill, and a yearly lock-down drill. We'll do the lock-down drill this year in our new space.

**ACTION ITEMS**

**APPROVE STUDENT/PARENT HANDBOOK 2024-2025**

Karen asked Delaney and Kirstin to highlight any substantive edits since last year.

- Delaney said that there's not much new. He incorporated most of Bear's minor edits. He tried to clarify the attendance policies.
- Bear asked if Daniel's title is Facilities and Grounds Specialist, or Facilities and Grounds Manager? Delaney said that Daniel is a Transportation Specialist. Kirstin added that he is also a Grounds Specialist in his contract. Delaney said that he would use the word "Specialist" in line with Daniel's contract.
- Delaney's title is "Principal" throughout. The staff title in the suspension policy needs to be revised accordingly.
- Bear noted that the Vision and Mission Statement does not include reference to "academic excellence" and asked if Delaney had had a chance to discuss this with Molly. Delaney said that he hadn't yet but would discuss this with Molly.
- Bear said that there should be a page break at on Page 15 so that the whole contract is on Page 16.

Pamela Lovegren: Moved to approve the revised Student/Parent Handbook 2024-2025 as amended, including any Vision and Mission changes if needed. Gary Lovegren: Seconded. All in favor. Motion passed.

**APPROVE REVISED VISION AND MISSION STATEMENTS**

Karen asked if Delaney had discussed with Molly the possible changes suggested at last month's Board meeting, particularly concerning mention of our academic focus.

- Delaney said that he talked about it with Molly and looked at the website. Molly agreed that it makes sense to highlight the academic piece, and she likes Pamela's suggestion. She can do a couple of things on the website to highlight academics with graphics and icons without actually changing the wording until it has been decided on and approved.

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- Bear said that we can go ahead with the handbook, which refers to academic success, and later update the Vision and Mission Statement.

This Action Item was tabled until we have actual wording to approve, which is preferable to editing something on the spot that has yet to be carefully worded.

**ELECTION OF BOARD CHAIR AND VICE-CHAIR**

Karen reiterated that, as has been discussed in previous Board meetings and documented in the minutes, while she was willing to serve as Chair for a necessary interim period (one month), she hereby resigns as Board Chair. She is willing to serve, however, as Vice-Chair. She asked if anyone is willing to serve as Chair.

- Bear Brown said that she is willing to serve as Board Chair once again.
- No one else is willing and able to serve as Board Chair or Vice-Chair at this time.

Karen Lajoy: Moved to elect Bear Brown to serve as Chair of the Black Butte School District Board of Directors for FY 2024-2025, starting after today's meeting. Pamela Lovegren: Seconded. All in favor. Motion passed.

Bear Brown: Moved to elect Karen Lajoy to serve as Vice-Chair of the Black Butte School District Board of Directors for FY 2024-2025, starting after today's meeting. Gary Lovegren: Seconded. All in favor. Motion passed.

**FOR THE GOOD OF THE ORDER**

None.

**MINUTES**

Karen asked for suggested revisions to the Minutes of the July 9, 2024 Regular Session.

- No amendments were suggested.

Karen Lajoy: Moved to approve the Minutes of the July 9, 2024 Regular Session. Pamela Lovegren: Seconded. All in favor. Motion passed.

**CALENDAR**

- Next Regular Board Meeting ~ Tuesday, September 10, 2024, 3:30 p.m.

**ADJOURN**

There being no further business, outgoing Board Chair Karen Lajoy adjourned the Session at 4:55 p.m.

Minutes respectfully submitted,  
Simon Levear, 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