

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

REGULAR SESSION MINUTES
July 9, 2024 APPROVED

Meeting held by Zoom

Board Members Present:

Bear Brown, Chair; Karen Lajoy, Vice-Chair;
Siobhan Gray; Pamela Lovegren

Staff Members Present:

Kirstin Anglea, District Administrator; Delaney Sharp, Head Teacher;
Simon Levear, Business Manager

Consultant/Community/Public Present:

Steve Earle, HMK Company

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 9:02 a.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.

ELECTION OF BOARD CHAIR AND VICE-CHAIR

Members discussed willingness to serve.

- As has been discussed in recent Board meetings, Bear Brown has served as Board Chair for four consecutive years. According to Oregon law, "No member shall serve as chairperson for more than four years in succession." However, as noted in the June 2024 Board Chair and Vice-Chair Report, the law does not specify the length of an intermission after which a Chair who has served for four consecutive years may be reelected.
- Also as has been reported and discussed in recent months, Karen Lajoy is willing to serve for one month as Board Chair to fulfill the state law requirement.
- Bear Brown is eligible to serve as Vice-Chair.
- Any other member of the Board who is willing to serve as Board Chair may also put their name forward.
- Pamela said, "I endorse the idea." Karen said that she is willing to serve for a month.
- Delaney said that the Board has functioned well with Bear and Karen at the helm.

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

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

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

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

- Bear asked if we have an archeological update. Steve said that we received a permit for testing. The archeologist developed a report and sent it to the Forest Service and the Oregon State Historic Preservation Office (SHPO). Last week, Steve applied for a permit for monitoring the site during excavation. We haven't heard back from SHPO about this. When we do, we'll have a better idea of the timing. Steve will update us when the information is available.
- Steve said that construction is ongoing. We will dig utility trenches in the concrete today. Next week, HVAC/mechanical, plumbing, and electrical work will start. Everything is looking really good.
- Pamela asked if the Forest Service allowed us to put in the construction road. Steve said that, yes, the Forest Service okayed the road. We laid down gravel for the roadway, and we're using it. Bear noted that the gravel was spread on top of large, thick, black plastic sheets.
- Simon said that Bend Heating and Sheet Metal, Inc., is doing the HVAC for the renovation and new building. He has asked them to give a cost estimate for installing HVAC in the bus barn and admin office, which is not part of the bond project, but we could save money if that work were done at the same time. We would need to get the funding from another source. Kirstin thanked Simon for investigating; it makes sense to acclimatize that office.

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- Kirstin asked Steve if he could follow up with SHPO if we don't hear from them. Steve said that he had submitted the request on July 2 and will check with them tomorrow.
- Simon said that there is not much to point out on the financial report. We're in a comfortable place.
- He said also that it sounds like procurement is going well, since we ordered early. Steve said that crew started the framing process last week.

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 Administrator and Head Teacher

See attached District Administrator and Head Teacher Report for details.

- Bear noted that Delaney was off the Internet grid when their report was being prepared.
- Bear asked how, logistically, Ethan will be able to do summer reading tutoring starting on July 11, since the power and Internet are turned off at BBS during part of the construction. Delaney said that he'll attempt to do it at the school. He has materials loaded and ready. There's no electricity, but it will work. They have an outdoor and an indoor space, and they have Internet via the construction crew's Starlink.
- Delaney said that, before staff left town, they wrapped up everything from the last school year. In July, we'll begin planning for the next school year. It looks like we'll have twenty-four students enrolled.

Business Manager/District Clerk

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

- Bear asked if we've already received revenues this fiscal year. The report seems to indicate that we have. Simon said that it's all from the year just ended. Also, we still could get bills for June expenses. All in all, the numbers look positive.

Family-Community Engagement Coordinator

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

- Bear noted that the Summer Play Date at the BBS playground was probably on July 8 rather than June 8. Delaney confirmed that it was yesterday morning.
- Kirstin said that it's cool that they're putting on all of these events. Delaney agreed that it's really nice to have this family engagement during the summer.
- Kirstin said that she also appreciates the Camp Sherman community's involvement in the summer library program.
- Karen noted that Molly's report mentions a new student and asked if that student is included in the twenty-four. Delaney replied, "Yes."

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Special Projects Manager

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

- Pamela said that she recently met with Caldera staff. They just purchased Starlink and are very excited! They're happy to be off of the T1 and T2 lines. If Jennie wants to talk to someone, the guy is more than happy to chat with Jennie. Delaney said that he and Jennie just purchased the residential version for their house. He said that David Hicks, Jefferson County ESD Information Technology Director, is working on a better system for BBS, including Starlink.

Facilities and Grounds Specialist

See attached Facilities and Grounds Specialist Report for more details.

- There was no written report this month.
- Delaney said that Daniel did a lot of work leading up to the construction activities. The playground grass is currently covered with sheeting and gravel, etc. When the project is finished, Daniel et al will revive and install the landscaping.

Transportation Specialist

See attached Transportation Specialist Report for more details.

- There was no written report this month.

Jefferson County Education Service District

Bear said that, since we don't currently have a BBSD representative, there is no written report this month.

REVIEW DRAFT STUDENT/PARENT HANDBOOK 2024-2025

Bear asked Delaney to point out any significant differences between this year's handbook and the previous year's handbook.

- Bear asked for clarification on Daniel Petke's title, since the one in the handbook is different from that in his contract.
- Bear noted that, if we modify the Vision and Mission Statement, this will need to be changed in the handbook.
- Bear will send her marked-up document to Delaney.
- Kirstin said that she might think of a different title for herself, since her job description is changing because of Delaney's soon-to-be acquired principal license.
- Pamela said that she didn't remember seeing the Title IX statement before. Kirstin responded that it was there before, and it's required to be posted. By August 1, it's supposed to be followed but it's not clear if the wording has to be actually printed out. Delaney said that he's the Title IX coordinator. There's quite a bit of regulation about posting. It's a federal law, not a state law. He will double check with the state Title IX person about what must actually be posted.

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REVIEW ANNUAL BOARD CALENDAR FOR POSSIBLE UPDATES

Bear noted a few changes from last year's calendar.

- July:
 - Appoint Board Chair and Vice-Chair
 - Review Vision and Mission
- September: Change Annual Curriculum Presentation to Back-to-School Day including parents
- October: Annual Student Achievement Report ~ delete (Ethan)
- April: Add Board retreat: Self-evaluation based on OSBA rubric and Board goals

REVIEW VISION AND MISSION STATEMENTS FOR POSSIBLE UPDATES

Bear noted that Pamela suggested a review a few months ago and offered some suggestions. Since, as we saw in the Student/Parent Handbook, these statements appear in various places (including on the website), it can get rather complicated to make big changes ~ especially since the last revision took many months with input from various school communities (teachers, families, Board). She asked for comments from others.

- Pamela explained her view of importance of academics.
- Kirstin explained the difference between vision (future outcome) and mission (what we do every day to reach this outcome).
- Pamela suggested also to add "succeed academically" under the summary. Kirstin made a note on the Google Docs document.
- Delaney said that he will consult with Molly about this. He likes the academic piece, but we don't want to sound boilerplate; i.e., many schools routinely talk about academic success.

ACTION ITEMS

APPROVE 2024-2025 ANNUAL BUSINESS PROCEDURES RESOLUTION 25-01

Bear asked Simon to give an overview of the 2024-2025 Annual Business Procedures, particularly to note any changes from the current year.

- Bear noted that, for the signature, she will not be the Board Chair in July.
- Simon noted that the main change is designating Daniel Petke as AHERA (Asbestos Hazard Emergency Response Act) Designation Person and as the water system operator.

Karen Lajoy: Moved to approve the 2024-2025 Annual Business Procedures Resolution 25-01 as amended. Siobhan Gray: Seconded. All in favor. Motion passed.

POLICY SUBCOMMITTEE

Delaney said that he is willing to take on more of a policy role. According to High Desert Education Service District Attorney Lauren Lester, there are a couple of ways to do this. If a Board subcommittee first reviews policies and make recommendations to the full Board, then the subcommittee meeting is subject to public meeting laws. If one Board member and Delaney review the policies and make recommendations, then the public

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meeting law wouldn't apply. Karen said that it makes sense to have just one Board member meeting with Delaney, not as a subcommittee. Pamela concurred, saying that the Board still would carefully review the recommended changes. Delaney suggested that he and Bear serve in this capacity this year, pulling in Kirstin as needed. Bear confirmed that we don't need a subcommittee appointment. Delaney said that the same work would be done as before, and the Board will be able to review the policies before taking a vote at meetings.

FOR THE GOOD OF THE ORDER

None.

MINUTES

Bear asked for suggested revisions to the Minutes of the June 11, 2024 Regular Session.

- Bear noted that she had made a few minor changes (added one or two commas, capitalization, and contracts dated FY 2024-2025 instead of FY 2025-2025).
- Also, Karen Lajoy will be the current Board Chair signing these minutes.

Karen Lajoy: Moved to approve the Minutes the June 11, 2024 Regular Session. Siobhan Gray: Seconded. All in favor. Motion passed.

CALENDAR

- Next Regular Board Meeting ~ Tuesday, August 13, 2024, 3:30 p.m. BY ZOOM ONLY

ADJOURN

There being no further business, outgoing Board Chair Bear Brown adjourned the Session at 10:15 a.m.

Minutes respectfully submitted,
Simon Levear, Recording Secretar

SIGNED APPROVED MINUTES ARE ON FILE IN THE BBS ADMIN OFFICE.

Marie Sheahan "Bear" Brown, Board Chair

Date approved