

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

REGULAR SESSION MINUTES
September 10, 2024 AS APPROVED

Board Members Present:

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

Staff Members Present:

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

Consultant/Community/Public Present:

Steve Earle, HMK Company (Zoom); Brandie McNamee (Zoom)

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 3:30 p.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.

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 about the list of Central Oregon vendors and contractors in the EOM Report. Walking by the school frequently, she has noticed a lot of other vendors with names on their vehicles. It would be good to have the full list, eventually.
- Steve said that we are currently getting the HVAC system connected, to stabilize the room temperature in order to install the flooring (meeting warranty

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requirements). Hence, move-in can occur next week. Delaney said that staff is aiming for Friday, September 20, to move in, with September 23 as the first day back in the classrooms.

- Gary said that it is impressive, with everything they went through, that they are doing so well. Delaney said that a few issues slowed us down along the way that fed into each other. It's all coming along. That's construction! Gary agreed: "It is! They're doing great, with all that has happened!"
- Delaney said that the temporary restroom trailer was installed yesterday, which will get us through the winter. It's expensive but functional. Karen asked if there are any restrooms inside. Delaney said that the one for the little kids is working. Siobhan asked why the portable bathroom cost was not anticipated. Steve said that it was a planning error. At one point, we talked about the possibility of having the new bathrooms available, but ultimately that didn't work. There were no portable bathrooms available in Central Oregon, so we had to go to Salem. The company has a minimum rental time frame of seven (?) months.
- Simon said that we're down to about \$125,000 in owner contingency funds. He understands that the Board does not want to dip into the \$400,000 authorized in 2023; we would rather return that to the taxpayers. Gary said that remodels often have surprises; new construction, fewer.
- Kirstin asked, "When does framing start?" Steve replied, "September 23."
- Karen said that Bear had mentioned the interest we have earned, currently \$94,928. She asked if that has to go back into the project. Simon replied, "Yes."
- Steve said that we improved the roof to last longer, and other things. He said that Chris Inman of Griffin Construction is one of the best superintendents he's ever worked with. We're trying to keep the costs down as much as we can. Karen said that we're so close to being on budget, she'd like to see that happen.

PORTLAND GENERAL ELECTRIC (PGE) PROPERTY TAX REFUND

Bear introduced Brandie McNamee, previously the Jefferson County Treasurer until a few years ago, and currently a citizen running for County Commissioner. She asked Brandie to say a little about herself, her reasons for contacting Black Butte School, and her analysis of the PGE issue. She had sent some documents concerning the Commissioners' decision to assess various tax districts, including school districts, to contribute to the refund owed to PGE for a major accounting error. These documents are in the Board Packet.

- Brandie said that she's been attending county commissioner meetings and hasn't noticed that Black Butte School is represented. Delaney confirmed that we haven't attended.
- Simon said that he clarified today with Oregon Department of Education (ODE) that, at the end of the day, it's not going to cost BBS anything. Simon explained the formula, similar to what he wrote in his email (one of the documents in the Board Packet). We have to pay it now, but we will get repaid at the end of the year. He does not know the actual process for transferring the money. Brandie said that it will be deducted from the tax distribution in November. Simon and

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- Brandie discussed the financial aspects in CPAese.
- Brandie said that some school districts might use remaining COVID money. Simon said that we've already spent our COVID money, as we were supposed to do by a certain deadline.
 - Brandie said that the bond fund side is more complicated (she and Simon continued to talk shop about this). Simon said that he would look into that further. He said that he will ask ODE to send the money sooner.
 - Bear said that everything within the school district boundaries is served by Central Electric Coop, not Portland General Electric, and asked why we have to pay this assessment for PGE. Brandie gave some history. The last time a big error was made was in 1974, and the operative law was passed then. Simon said that PGE is a property holder in our district. Brandie said that the person from PGE turned in the wrong paperwork (for the Beaverton area instead of Jefferson County); it wasn't caught, so PGE paid the much higher Beaverton amount. Simon said that, at the end of the day, it's because PGE is a taxpayer in Jefferson County; it doesn't matter from whom we get our electricity.
 - Brandie noted that her kids went to school in Ashwood, so she appreciates small schools close to home. Delaney said that he knows the head teacher there.

INFORMATION AND REPORTS

Board Chair and Vice-Chair

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

- There were no questions or comments.

Administrators

See attached Administrators' Report for details.

- Siobhan asked, "How does it feel to be Principal?" Delaney chuckled. He said that the first day of school was yesterday, followed by the back-to-school event. We're off to a good start.
- Delaney said that staff (Daniel, teachers, and others) have been awesome in adjusting to the schedule, holding classes in the Community Hall, etc. Gary said that it is good for students to learn that life is full of surprises, and we adapt.
- Delaney said that Molly has helped to keep things organized by staying on top of details, communicating with parents, getting the necessary paperwork, etc.
- Kirstin noted that Delaney did a really great job with staff in-service last week, anticipating anxieties, coming up with a plan, and also talking about big-picture things (goals, academic progress, etc.).
- Pamela said that it's impressive to see all that Delaney and Kirstin have been up to; she knows that the report covers just a fraction of all that is happening.
- Kirstin noted that the campout is next Friday, on move-in day. Delaney said that the final walk-through will be in the morning, with move-in in the afternoon. Bear asked if the community can help. Delaney said that he would let us know.

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Business Manager/District Clerk

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

- Simon said that there's not a whole lot to report; the fiscal year is just getting started. There is no payroll yet.
- Simon said that, about construction, although stuff happens, he's struggling with some of the last-minute unexpected changes. He called Steve Earle this morning about some details that were previously overlooked, resulting in change orders and delays. When that happens, we have to write bigger checks. Delaney acknowledged that some details got overlooked, and it's unclear who dropped the ball. Simon said that, when he talked with Steve today, Steve indicated that we wouldn't have to dip into the \$400,000 from the Board.

Family-Community Engagement Coordinator

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

- Bear said: "Whew!"
- Pamela said that Molly sure knows how to make herself invaluable! Delaney said that this time of year requires more hours. She has also been engaged with the construction project; she pays attention to details.

Special Projects Manager

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

- Bear said that CenturyLink (Lumen) recently notified all Camp Sherman Internet customers that this service will be discontinued in September. Cabin owners as well as local residents are now seeking other options.
- Kirstin surmised that Lumen might be going defunct, based on information she received from a friend who works for them and just got laid off.
- Karen said that she hasn't had phone reception at home for at least a week.
- Delaney said that this is an issue for the school's emergency alarm system. If the electricity is out, Starlink is out. Gary suggested getting a back-up generator.
- Delaney gave kudos to David Hicks, Information Technology Director for Jefferson County Education Service District. David installed the Starlink dish temporarily on the southwest corner roof of the multipurpose room, in time for the first day of school. He also installed extra equipment in the bus barn. Later, he will move the Starlink dish to a better spot on the roof of the new addition.

Facilities and Grounds Specialist

See attached Facilities and Grounds Specialist Report for more details.

- Gary said that the lawn looks awesome! (sarc)
- Delaney said that the fencing in front will be removed next week. We might get bark chips to reduce the mud factor.

Transportation Specialist

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

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- Daniel said that things have been going well with the bus schedule for the past two days. Today, we were within a minute of the scheduled time in Sisters.
- Delaney said that today, we went over bus safety rules with the kids. Thursday, we will have the bus evacuation drill.

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 BUS ROUTES

Bear said that this is a regular agenda item on the Board Calendar. The brief report is included in the Facilities and Grounds/Transportation Specialist Report.

- Gary said that his grandkids live at Blue Lake. He asked what transportation will be available when they reach school age. Delaney explained that BBS is responsible to provide transportation within the District, but it could be provided via mileage reimbursement. Daniel said that, when the kids are older, we will discuss with the families what will work best.

ANNUAL BACK-TO-SCHOOL DAY AND CURRICULUM PRESENTATION

Bear said that this is a regular agenda item on the Board Calendar. More information about this year's event is included in other reports.

PROTOCOL FOR SUMMER LANE TEACHERAGE

Bear said that the Board last worked on this protocol in February 2022, when it seemed that the Sharp family would soon move into their new (old!) home in Camp Sherman. Significant work needed to be done, however, on the historic log cabin, so the Sharps have remained in the teacherage. Bear asked Delaney to give an update.

- Delaney said that it would be good to have something in writing. Bear noted that she had attached Draft 4 of the protocol (February 2022) to the Board Packet.
- Pamela asked about the fair random lottery. It seems to her that the fairest approach would be to have a lottery with the different categories. The wording could be, "... fair random lottery for each category, in order of 2, 3, and then 4."
- Delaney said that the rent is now \$1,500.
- He said that the Sharps hope to move to their new home in 2025. An employee might be interested in renting the teacherage. He asked, if a staff member and family are in there, do they get to stay indefinitely, or is there a priority system? Pamela said that the Principal should have priority and be the exception. Daniel said that, by state law, if a person has been in a rental for less than a year, the owner must give adequate notice; BBS should check the lease agreement. This information should be included in both the lease agreement and the protocol.
- Pamela asked if the District owns the home free and clear. Delaney said that BBSD does, and that we don't have to pay taxes on it.
- Pamela asked if the District sets aside money for repairs, etc. in the budget. Delaney said that we do.

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- Pamela shared information about her property management experience, knowing what needs to be done and when. She would be happy to share her spreadsheet with BBS staff. Delaney suggested that Pamela might work with himself and Daniel this year to create a similar spreadsheet for the teacherage.

ACTION ITEMS

APPROVE REVISED VISION AND MISSION STATEMENTS

Bear said that Delaney and Kirstin had brought Pamela's suggestions to other staff for consideration. Staff had one small recommendation in the Mission Statement, highlighted in yellow on the attachment. Bear also had some minor punctuation edits.

- Delaney said that staff liked the general goal and wanted to keep it concise. They liked the academic component.
- Kirstin said that she would send the updated version to Molly for the website.

Gary Lovegren: Moved to approve the revised Vision and Mission Statements as presented. Karen Lajoy: Seconded. All in favor. Motion passed.

FOR THE GOOD OF THE ORDER

None.

MINUTES

Bear asked for suggested revisions to the Minutes of the August 13, 2024 Regular Session.

- Bear said that, under Family-Community Engagement Coordinator, "Hat's off" should be "Hats off."
- Also, under Mandatory Trainings and Fire Drills Update, "Board member" should be "Board members."

Karen Lajoy: Moved to approve the Minutes of the August 13, 2024 Regular Session as amended. Gary Lovegren: Seconded. All in favor. Motion passed.

CALENDAR

- Next Regular Board Meeting ~ Tuesday, October 8, 2024, 3:30 p.m.

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 4:56 p.m.

Minutes respectfully submitted,
Simon Levear, Recording Secretary

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

Marie Sheahan "Bear" Brown, Board Chair

Date approved