

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

REGULAR SESSION MINUTES
October 8, 2024 AS APPROVED

Board Members Present:

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

Staff Members Present:

Delaney Sharp, Principal & Teacher; Kirstin Anglea, District Administrator;
Simon Levear, Business Manager;
Daniel Petke, Facilities and Grounds Specialist (c. 4:30)

Consultant/Community/Public Present:

None

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 3:32 p.m.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

- Kirstin suggested adding an Action Item to the agenda: "Approve Slight Revision of Vision Statement."

ADOPTION OF AGENDA

Pamela Lovegren: Moved to adopt the proposed agenda as amended. Karen Lajoy: 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 Simon and Delaney to give an update on recent developments.

- Delaney said that we are at the end of Phase 1, with a few items to wrap up. Blue tape in places indicates something to finish. The focus now is on Phase 2. There are no major issues, just some troubleshooting, adjustments, or decisions to be made; e.g., kinds of sinks and faucets, arrangement of hallway hooks, etc.

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

- The Community Open House will be next week. It will be informal, an opportunity for people to see the space and progress so far.
- Daniel and Delaney got trained on the systems last week, to maintain and keep operable over the long term.
- Simon said that Phase 2 will be completed sometime in April. The construction team seems to understand that they need to under-promise and over-deliver.
- Delaney said that the big thing now is to get the roof on before winter. Then the crews can shift to the finish work inside.
- Delaney said that people seem to be enjoying the layout inside. Staff are working out logistics for students to get from one place to another.
- Bear said that long-time river cabin owner Judy Ervin appreciated the personal tour with Delaney last Wednesday.
- Simon said that, ultimately, we'll have a wonderful building, within budget.
- Simon said that he submitted another Oregon School Capital Improvement Matching (OSCIM) grant claim today. We've spent half of the budget, and we're halfway through the project. Delaney said that the construction team has been indicating that we're on budget, but it will be close. At today's meeting, one topic was to get the schedule dialed in, which helps with staying on budget. He hopes that we will have a clearer idea by the end of this month.

INFORMATION AND REPORTS

Board Chair and Vice-Chair

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

- Pamela asked what we had learned at the Summer Lane Home Owners Association meeting. Bear and Delaney reported on some items.

Administrators

See attached Administrators' Report for details.

- Bear asked: What should the end of this sentence be? "We are also having conversations as a staff around behavior supports, grading practices, and a": Kirstin said that the sentence should read, "We are also having conversations as a staff around behavior supports, grading practices, assessment systems, and attendance." We're working on attendance rewards. We place a star on the wall every time all students show up. When we reach fifty days of perfect school attendance, we'll have a party.
- Bear asked: Under "Current Projects," what is the PD schedule? Delaney replied, "Professional Development ~ what we think we need to learn better this year, including academic supports, grading, and assessments."
- Delaney said that he had attended the Wide Open Spaces conference Sunday evening and yesterday, in Bend. This event, sponsored twice a year by the Eastern Oregon Regional Educator Network, connects small schools and provides opportunities to learn from each other. A lot of the conversation involved the Oregon Department of Education (ODE) and burdensome reporting

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

requirements. For example, grants like Early Literacy require a great deal of paperwork. ODE often has little idea of how small schools work and the resources we have or do not have.

Business Manager/District Clerk

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

- Bear asked Simon for an update about the timeliness of our expected bond debt service payment, based on last month's conversation with Brandie McNamee. Simon said that, to pay the debt service, we can take out a loan from our reserves and pay it back next year. He'll keep an eye on it.
- He said that green (on the report) makes us happy.

Family-Community Engagement Coordinator

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

- Bear said that she's happy to see the volunteer base grow. Volunteer service is essential not only at Black Butte School but also in our broader community.
- Kirstin said that it's so fun reading Molly's report and what she puts together in the weekly blog, with teacher input.
- Karen said that the Wednesday afternoon art program at the Community Hall seems like a great idea. Delaney said that it's going well.

Special Projects Manager

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

- Pamela asked how BBS's Internet is working. Delaney said that it's working well.

Facilities and Grounds Specialist

See attached Facilities and Grounds Specialist Report for more details.

- Delaney said that Daniel has been doing a great job.

Transportation Specialist

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

- There were no question or comments.

Jefferson County Education Service District

Bear said that we don't currently have a BBSD representative; hence, no written report.

REVIEW SKI & RIDE PROGRAM HANDBOOK

Bear said that last year's handbook was sent in the Board packet. She asked members to review it and send Delaney suggested updates or questions before November. As appropriate, he will incorporate these in the current year's handbook.

- Pamela said that it is very well written. Delaney said, "I'm happy with where it's at. There will be minor revisions each year on dates, etc."
- Simon said that Hoodoo hasn't billed us for last year, which sometimes happens.

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

ANNUAL STUDENT ACHIEVEMENT REPORT

Bear invited Delaney to report on student achievement, based on recent information from the Oregon Department of Education.

- Delaney said that we got the report mid-week last week in a user-unfriendly format. He's been working on it, aiming to present it to the Board in November. He said that some of the students who took the state test last spring are not here now. When he presents our data, he will give a snapshot of the whole.
- Kirstin said that we also have iReady data from this fall.

ACTION ITEMS

DIVISION 22 ASSURANCES

Bear read aloud the basic description of Division 22 Assurances: "The Division 22 Standards are the requirements that the Oregon Legislature or the State Board of Education has determined must be met in order to be a standard school district. These requirements are codified in Chapter 581, Division 22 of Oregon Administrative Rules and can be found on the [Secretary of State's Oregon Administrative Rules Database](#). The standards that districts must meet contain requirements relating to curriculum and instruction, district policies, performance and accountability, and human resources and staffing. Compliance with the Division 22 Standards ensures every student in Oregon public schools is provided with a standard, or baseline, level of service." While this item is on the agenda as an Action Item, the Board is not required to approve the report but just to receive it. She invited Delaney and Kirstin to go over the report.

- Delaney explained that this report is for accountability. The District's leadership must present to the community evidence that we are complying with these rules.
- Kirstin said that she and Delaney went through each category and discussed whether or not we are in compliance in each category. We determined this year (again) that we are in compliance.
- In years past, we determined that we were not in compliance in a few categories, met with ODE, and (with their help) created strategies to be in compliance.
- She pointed out the hotlinks in the document and invited Board members to get in touch with her or Delaney if we have any questions.

APPROVE BUSINESS MANAGER/DISTRICT CLERK JOB DESCRIPTION

Bear said that, as we know, Simon will be actually retiring, and we need to hire his successor. Delaney, Kirstin, Simon, and Bear have reviewed Simon's old job description and made changes. They hereby present the proposed job description to the Board.

- Simon pointed out that, at a smaller district, the business manager has to know more than at a bigger district; at the same time, larger districts offer higher-paying jobs. The market is not good right now with some shortage of qualified staff. This is a good job for someone who wants to be semi-retired.

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

- Karen asked when this will be posted. Delaney said that the Oregon Association of School Business Officials (OASBO) will email this to their list. Other platforms charge money; one is less expensive. We'll also post it in *The Nugget Newspaper*.
- Karen Lajoy: Moved to approve the revised Business Manager/District Clerk Job Description as presented. Pamela Lovegren: Seconded. All in favor. Motion passed.

APPROVE SLIGHT REVISION OF VISION STATEMENT

Kirstin noted that, in Molly's report, she wrote: "I might suggest changing the word 'doing' to *creating* or *producing* in Academic Foundation part of the Vision."

- Kirstin read aloud online definitions of "creating" and "producing." Delaney said that he prefers "creating." Other staff and Board concurred.

Pamela Lovegren: Moved to approve the revised Vision Statement as discussed. Karen Lajoy: Seconded. All in favor. Motion passed.

FOR THE GOOD OF THE ORDER

None.

MINUTES

Bear asked for any revisions to the Minutes of the September 10, 2024 Regular Session.

- Bear said that, under Update on Capital Improvement Project, one phrase should read: "Delaney said that staff is aiming for . . ."
- Bear said that, under Administrators' (report), "camp-out" should be "campout."
- She said that, under Facilities and Grounds Specialist, "bark ships" should be "bark chips" (although the students did, recently, make bark ships to launch on Metolius Pond!).

Karen Lajoy: Moved to approve the Minutes of the September 10, 2024 Regular Session as amended. Pamela Lovegren: Seconded. All in favor. Motion passed.

CALENDAR

- BBS Community Open House ~ Thursday, October 17, 2024, 5:00-6:00 p.m.
- OSBA Legislative Road Show in Redmond (High Desert ESD) ~ Thursday, October 17, 2024, 5:00 p.m. (dinner), 5:30 p.m. (meeting)
- Next Regular Board Meeting ~ Tuesday, November 12, 2024, 3:30 p.m.

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 4:52 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