

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

REGULAR AND SPECIAL SESSION MINUTES
November 12, 2024 AS APPROVED

Board Members Present:

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

Staff Members Present:

Delaney Sharp, Principal & Teacher; Kirstin Anglea, District Administrator;
Simon Levear, Business Manager;
Daniel Petke, Facilities and Grounds Specialist (4:23)

Consultant/Community/Public Present:

Steve Earle, HMK Company (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 3:32 p.m.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

- Simon asked the Board to add Approve Plan of Action Resolution as an Action Item.

ADOPTION OF AGENDA

Karen Lajoy: Moved to adopt the proposed agenda as amended. 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.

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- Bear asked about the list of Central Oregon vendors and contractors in the EOM Report. It would be nice to have a complete list. Steve said that he will do this.
- Steve said that the cover inspection went well. Insulation work will start tomorrow. On Monday, drywall will start going up. They hope to finish this by the end of month. Next month, interior painting, typing, electro-mechanical work, etc., will begin
- He said that the roof is almost complete. They will finish the details on Friday.
- Pamela asked about the siding. Steve said that weathering and windows are in process and should be finished by November 27.
- Pamela asked if the outside painting would be finished in the spring. Steve said that the outside weather needs to be forty-five degrees minimum and dry, so painting will probably take place in the spring. He will find out tomorrow.
- Simon said that we have now combined the contingency funds (owner and contractor). The list of items includes all of the surprises we've had, some (like removing additional trees) at our request. We have turned in our last Oregon School Capital Improvement Matching (OSCIM) grant claim. We have been trying to use that \$2,000,000 first.

TEMPORARY ADJOURNMENT

Board Chair Bear Brown temporarily adjourned the Regular Session of the Black Butte School District Board of Directors at 3:43 p.m.

OPENING OF WORK SESSION BOARD MEETING

Board Chair Bear Brown called the Work Session of the Black Butte School District Board of Directors to order at 3:43 p.m.

- Board members had reviewed the policies and administrative regulations as presented by Bear Brown and Delaney Sharp.
- Bear called attention to CCG G1, Evaluation of District Administrators, and asked Delaney to explain the reasons for this policy and how BBS can fulfill the requirements.
 - Delaney said that this policy resulted from recommendations and state laws on how administrators should be evaluated. Right now, his time is about 50-50 percent Principal and Teacher. If it were more than fifty percent of either, then he should be evaluated on that. If it's 50-50, then the evaluation should be done on whichever would be most useful. Kirstin can do the evaluation this fiscal year. Technically, the Board can do the evaluation, but that's not necessarily the best idea. Delaney talked with Shay Mikalson, Superintendent, Jefferson County Education Service District. BBS could add to our ESD services an evaluation of the Principal by the ESD Superintendent. The Board would still get the evaluation and could add to it; for example, the Board could evaluate how well the Principal works with the Board. There are six categories or standards that the Board can weigh in on.

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- Bear said that she and Delaney got input from Simon on the business-related policies/ARs starting with the letter “D.”
- Delaney said that KK D1, Visitors to District Facilities, was not in the Policy Plus Packet, but our legal counsel, Lauren Lester, recommended adding this policy. He looked at Jefferson County School District’s 509j’s policy and adapted it to BBSD. It gives Delaney a bit more authority concerning visitors in the school. Pamela asked about the expression, “. . . all visitors . . . must adhere to the school office . . .” Delaney interpreted that as “check in at the school office” and suggested that the Board could change the policy wording to “check in.” Bear asked who is in the office when Delaney is teaching. He replied, “Maybe Molly, Simon, or Kirstin.”
- Pamela asked about Community Benefit Contracts on page 4 of DJC G1, Bidding Requirements. She wondered if giving benefits to apprentices would be too expensive for BBS. Simon explained that BBS is unlikely to employ apprentices, so this would not be an issue for us.
- Gary asked about EBBA G1, Student Health Services, suggesting that we probably don’t need any of the optional language after item 11. The Board concurred.
- Pamela referred to GBEB D1, Communicable Diseases in Schools, which talks about confidentiality and refers to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Pamela would not want “confidentiality” to mean not talking with parents. She suggested adding “The confidentiality does not pertain to communications with parents/guardians” as a second sentence in the second-to-last paragraph. The Board concurred.

The work session was adjourned at 4:11 p.m.

RESUMPTION OF REGULAR SESSION BOARD MEETING

Board Chair Bear Brown called the Regular Session of the Black Butte School District Board of Directors back to order at 4:11 p.m.

INFORMATION AND REPORTS

Board Chair and Vice-Chair

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

- Bear encouraged Board members to suggest items for the new regular column, “School Board Buzz,” in the *Black Butte School Bulletin*.

Administrators

See attached Administrators’ Report for details.

- Pamela asked if would be possible to have a list of all of our library books, which might be attractive to parents. Delaney said that this would be great to have, but we do not have a resource on the existing library books; the old software is not very user friendly. We do have lists of some of the recent purchases. We are also purchasing new early reader books for the classrooms. This is a great goal, but

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perhaps we could wait till spring to get the list of titles. Kirstin pointed out that Molly's job is twelve hours a week, which she's exceeding already. One purpose of the literacy grant that we have for the next two years, and the Student Investment Account (SIA) grant, is to increase Molly's hours or add a librarian. Pamela asked if Sue Carlson would be interested. Delaney said that she might be. Linda Gustafson has also helped out. It would be easier to do this when the library is being set up in the spring. We're putting money in the grant to get a new cataloguing system. Pamela said that she found two articles about how to set up a library and would be happy to share them.

Business Manager/District Clerk

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

- Bear asked if we've gotten any responses to ads for Simon's successor. Delaney said that the *The Nugget Newspaper* ad was placed this week. Simon said that a couple of people responded to the online ad; others wrote, "Congratulations." Delaney said that we got one application last week. Also, we've added the Child Development Specialist/Counselor position to our website.
- Simon said that this month's financial report is pretty straightforward. This year's taxes are collected mostly this month, so the apparent shortfall is not of concern.

Family-Community Engagement Coordinator

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

- Bear noted that she can easily imagine Martha Dale rounding up the neighbors for the informal tour on November 1. Delaney said that we've also given unofficial tours.
- Kirstin noted that all of Molly's activities are why she's having a hard time staying at twelve hours per week.

Special Projects Manager

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

Facilities and Grounds Specialist

See attached Facilities and Grounds Specialist Report for more details.

- Bear asked where the recycled new cupboards are, created by Dick Tipton. Daniel replied that they are in Kassie's room. He explained that Dick Tipton does a lot of volunteer work for Suttle Lake Camp and Episcopal Church of the Transfiguration in Sisters.

Transportation Specialist

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

- Daniel noted some issues with the power steering and asked Gary Lovegren to give some thoughts after this meeting.

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Jefferson County Education Service District

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

- Delaney said that Shay Mikalson spent a morning here two weeks ago. We talked about our service plan, among other things. The Board might want to look into this more deeply. We plan to meet with Manda Currier, Special Programs Director, who could advise on supports that the ESD can provide with upcoming staffing changes. SPED has been challenging this year at BBS. He said that we could also use support with labor-intensive grants. Sue Taylor has been helping Kirstin and is now working with Delaney. The ESD also has a new Chief Financial Officer, Brad Henry, who could help to train Simon's successor, if necessary.

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 the state was slow to release the scores but finally did in October. The scores are abysmal, especially after COVID. Other states are seeing rebounds, but Oregon is not. There are various factors.
- In the diagram, 3 and 4 are considered proficient. 3 is at grade level; 4 is above grade level. Our scores are not great (although higher than the state average), but Delaney hesitates to draw conclusions because our numbers are small and a few scores can swing the average. We are happy that our scores are better than the state average, but we want to be much higher.
- Karen said that she's concerned to see seven kids in the "1" category for math. Delaney said that several were struggling. Of the fifteen kids who took the test last spring, eight are not here now.
- Delaney said that one of our goals is to move kids more consistently through the grade levels. We've adopted a new language arts curriculum this year and hope for good outcomes. We can look at changing the math curriculum in the next year or two. The new literacy program could make a difference, too.
- Kirstin pointed out that this data is based on limited testing over a week. This has always been a concern ~ some people just aren't good at standardized testing. That's why we don't put a lot of weight on this and prefer the iReady format. Also, some of the test content covers things that the students haven't learned yet, which is frustrating for them.
- Delaney showed the iReady chart. With this evaluation tool, we did a lot better. Every year, the green bar (good) gets bigger and the red bar (not good) gets smaller. Delaney said that staff administers iReady three or four times per year.

WREATH FUNDRAISER UPDATE

Bear said that this is a regular item on the agenda at this time of year. The topic is covered in the Family-Community Engagement Coordinator Report.

- Delaney said that a lot of people will pick up their wreaths on Saturday, November 23, at a special event at BBS.

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STUDENT INVESTMENT ACCOUNT (SIA) 2023-2024 ANNUAL REPORT

Bear invited Kirstin to go over the highlights of the report.

- Kirstin created a screen presentation and elaborated on the various items.
- She explained that these are two-year grants. Each year, we are required to respond to two narrative questions and update the massive spreadsheet, to submit by the end of November each year.
- The current grant focuses on Molly's position (FCEC), resulting from a survey that showed desire for more communication between BBS and the community. The other part of the grant pays for part of Kassie's wages and benefits. We only have to report on one of the two; Kirstin decided to report on the FCEC. We find that a more-engaged community attracts more volunteers and more community involvement. One form of engagement is the weekly blog, to which teachers contribute weekly updates. Kirstin sees a direct impact of that engagement.
- We also needed to report on barriers or challenges. In community engagement, the gaps are more with families from Sisters who might be working parents; it's harder for them to attend afternoon/evening events. Also, Camp Sherman families do things together on their own, and it's harder for the Sisters families to connect. This year, though, the Sisters students and families seem to be better connected, including to one another.
- Delaney said that we are entering a new cycle and will develop plans for next year's grant. We will get feedback from families to direct the dollars (about \$40,000) to recommended areas. We'll have regular reporting requirements.
- Kirstin said that the whole report will be on the BBS website by the end of the month, along with a draft of the minutes of this meeting.

ACTION ITEMS

APPROVE PAY TO PLAY REQUEST

The item was tabled because the student was not present.

APPROVE 2025 SKI & RIDE PROGRAM HANDBOOK

Bear invited Delaney to highlight any important changes.

- Bear said that, on page 7, "Head Teacher" should be "Principal."
- Bear also noted, from the bill approval request that Simon sends regularly, that Hoodoo recently sent us the bill for 2024. Delaney said that we should get the bill each spring. If we get the 2025 bill in spring 2025, it will appear that the Hoodoo bill is twice as high as budgeted.

Pamela Lovegren: Moved to approve the 2025 Ski & Ride Program Handbook as amended. Karen Lajoy: Seconded. All in favor. Motion passed.

VOTE ON OSBA BOARD CANDIDATE LAURIE DANZUKA

Bear said that Laurie Danzuka was elected to this position last year and is running again. She was nominated by her district, Jefferson County School District 509J. If

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elected, she will serve as our representative for the Central Region, Position 3, on the Oregon School Boards Association (OSBA) Board of Directors for a two-year term.

- Delaney said that she worked with BBS last year, teaching about the culture and history of the Confederated Tribes of Warm Springs, of which she is a member.
- Daniel clarified that last year, she was serving the remainder of a term.

Karen Lajoy: Moved to elect Laurie Danzuka to serve in Position 3 on the OSBA Board of Directors. Gary Lovegren: Seconded. All in favor. Motion passed.

VOTE ON OSBA RESOLUTION TO AMEND THE OSBA DUES SCHEDULE

Bear said that BBS is in OSBA District 3. According to the information provided, dues have not increased since FY 1998-99. Our annual dues are currently \$778.00. If this resolution passes, our dues next year would be \$1,028.00 (an increase of \$250). By FY 2030-2031, our dues would be \$2,101.61 (an increase of \$1,323.61 over this year).

- Pamela asked, with such an increase in dues, what is the value of the organization? Bear said that she has found helpful the Policy Plus Packets, online training and resources, in-person events, and legislative activity that makes sense for schools. Delaney said that he appreciates the legislative input to represent how bills would or would not work for schools.
- Gary asked, "Don't we have a caucus?" Bear replied, "Yes ~ the Oregon Rural School Board Members Caucus. We will discuss this in the next Action Item."
- Pamela asked if OSBA is more agenda focused or more general. Delaney replied, "Probably both. OSBA in theory represents school boards."
- Simon said that anything tripling is not good. For the most part, he thinks OSBA generally does good work. It's been in a bit of turmoil over the past couple of years. In the grand scheme, our increase isn't big numbers but the increase would be for a bigger district.
- Pamela observed that ours would be nearly triple in 2030-2031; others would not be triple. Simon pointed out that we get more funding per student as a rural district.
- Karen noted that OSBA does a lot for us, and that it's not that much money.

Karen Lajoy: Moved to approve the Resolution to Amend the OSBA Dues Schedule as presented. Gary Lovegren: Seconded. All in favor. Motion passed.

VOTE ON OSBA RESOLUTION TO AMEND OREGON SCHOOL BOARDS ASSOCIATION'S BY-LAWS RELATING TO COMPOSITION OF THE BOARD OF DIRECTORS

Bear explained that OSBA is proposing an amendment that will create the PRIDE Caucus of the Oregon School Boards Association (OSBA), which would, among other things, designate a seat on the OSBA Board of Directors and Legislative Policy Committee.

- Bear said that she has served on the BBS Board since 2013. Like all BBS Board members, she was elected by the local community to serve the best interests of our local school district. She is accountable to our voters and to our very small school district. An OSBA caucus is, by nature, an advocacy group that is distant from local voters and taxpayers, with minimal direct accountability to them.

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- Only in recent years has OSBA added caucuses, which could serve either special interests or general interests. Bear considers the OSBA Oregon School Members of Color Caucus (2018) a special interest group, because being a “person of color” pertains only to a subset of people within the taxpaying community ~ a very small subset in our District. In 2018, the BBS Board voted “no” on the proposed Color Caucus, for various reasons. In 2023, the Oregon Rural School Board Members Caucus was approved (BBSB voted “yes”). Bear considers this a general interest group, because “rural” pertains to every person who lives part-time or full-time, and pays taxes, in a rural community like ours. The proposed PRIDE Caucus, in Bear’s view, would fall into the special interest category.
- A caucus requires OSBA staff time and resources to facilitate (meetings, minutes, etc.). Bear does not know what the accounting breakdown is in the OSBA budget.
- Special interest groups are part of the American way (we have a few in Camp Sherman). They have a right to exist! If a group can ally itself to a larger influential group like OSBA, this enhances its special-interest advocacy efforts while diminishing a school board’s direct accountability to voters. Bear questions if the current OSBA direction of adding caucuses is the way to go.
- Pamela responded, “Well expressed.”
- Delaney said that this is a discussion statewide: Do we want to keep adding caucuses? There could be more if we continue down this path.

Karen Lajoy: Moved to approve the Resolution to Amend Oregon School Boards Association’s By-Laws Relating to Composition of the Board of Directors as presented.

Gary Lovegren: Seconded. All in favor: None. All opposed: Gary Lovegren, Pamela Lovegren, Bear Brown. Abstaining: Karen Lajoy. The motion was not approved.

VOTE ON OSBA RESOLUTION TO AMEND THE OSBA’S 2023 BY-LAWS

Bear explained that OSBA is proposing amendments that would, among other things, add caucus members to the Board rather than just serving in advisory roles (see page 7 of the resolution). Our vote on this resolution will be affected by our vote on the previous resolution.

- Pamela said that she would like to limit caucuses, etc.

Gary Lovegren: Moved to approve the Resolution to Amend the OSBA’s 2018 By-Laws as presented. Karen Lajoy: Seconded. All in favor. None. All opposed. Gary Lovegren, Pamela Lovegren, Bear Brown, Karen Lajoy. The motion was not approved.

APPROVE PLAN OF ACTION RESOLUTION

Simon found the required piece of paper the other day. He explained what it means and what is needed. We will get the significant deficiency every year because of our small size and limited accounting staff. We have methods of overcoming the deficiency.

Delaney is now reviewing the monthly bank statements, which Kirstin used to do.

- Delaney said that Simon has set up check-and-balance systems that work for BBS.
- Simon pointed out that there’s not a great deal of money here. Delaney agreed but acknowledge that, unfortunately, fraud has happened in schools.

Karen Lajoy: Moved to approve the Plan of Action for Black Butte School District No. 41 as presented. Pamela Lovegren: Seconded. All in favor. Motion passed.

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POLICY UPDATES (2ND READING AND BOARD DECISIONS)

Bear Brown proposed a motion to approve the following Policy Updates as recommended by Bear Brown and Delaney Sharp, and the Board voted as follows:

April 2024 Policy Plus Packet:

2024 04 April 2024 summary

AC D1 ~ BBS Board voted to accept changes with edits

BBF D1 ~ BBS Board voted to accept changes with edits

BBFC D1 ~ BBS Board voted to accept changes with edits

BCBA G1 ~ BBS Board voted not to adopt

BCBA R G1 ~ BBS Board voted not to adopt

CB G1 ~ BBS Board voted not to adopt

CBC G1 ~ BBS Board voted not to adopt

CBG G1 ~ BBS Board voted not to adopt

CCG G1 ~ BBS Board voted to adopt

DJC D1 ~ BBS Board voted to delete

DJC G1 ~ BBS Board voted to adopt with edits

DJC R D1 ~ BBS Board voted to delete

DJC R G1 ~ BBS Board voted to adopt with edits

DJCA D1 ~ BBS Board voted to delete

DJCA R D1 ~ BBS Board voted to delete

EBBA D2 ~ BBS Board voted to delete

EBBA G1 ~ BBS Board voted to adopt with edits, including those discussed in the Work Session

EBBAA G1 ~ BBS Board voted not to adopt

EBBB D1 ~ BBS Board voted to accept changes with edits

EBC G1 ~ BBS Board voted to adopt

EBCA G1 ~ BBS Board voted to adopt

EBCB D1 ~ BBS Board voted to accept changes with edits

GBEB D1 ~ BBS Board voted to accept changes with edits, including that discussed in the Work Session

GBEB R D1 ~ BBS Board voted to accept changes with edits

GBEBA D1 ~ BBS Board voted to delete

KK D1 ~ BBS Board voted to adopt, with amended wording proposed in the Work Session

Karen Lajoy: So moved. Gary Lovegren: Seconded. All in favor. Motion Passed.

FOR THE GOOD OF THE ORDER

None.

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MINUTES

Bear asked for suggested revisions to the Minutes of the October 8, 2024 Regular Session.

- Bear said that, under Special Projects Manager (report), the first sentence should read: "Pamela asked how BBS's Internet is working."

Karen Lajoy: Moved to approve the Minutes of the October 8, 2024 Regular Session as amended. Gary Lovegren: Seconded. All in favor. Motion passed.

CALENDAR

- Holiday Bazaar ~ Friday, December 6, 2024, 5:00-8:00 p.m. and Saturday, December 7, 2024, 10:00 a.m.-3:00 p.m., Community Hall ~ Student Creations and Wreaths for Sale
- Next Regular Board Meeting ~ Tuesday, December 10, 2024, 3:30 p.m.
- Black Butte School Holiday Program ~ Thursday, December 12, 2024, 6:00 p.m., Community Hall

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 5:55 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