

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

REGULAR SESSION MINUTES
December 10, 2024 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;
Daniel Petke, Facilities and Grounds Specialist

Consultant/Community/Public Present:

Steve Earle, HMK Company (Zoom); Maureen Schmidt, PTO member;
Koli Williams-Anderson, PTO President

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

Pamela Lovegren: Moved to adopt the proposed agenda. 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.

- Maureen Schmidt introduced herself as the parent of a first grader.
- Daniel Petke suggested that the Board consider paying a stipend to the Board Chair, which is now allowed under Oregon law; this BBS Board position currently requires more time and effort than in the past. OSBA had supported

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this law to encourage more citizens to run for school boards across the state. Bear said that she, herself, would decline a stipend but appreciated the thought.

UPDATE ON CAPITAL IMPROVEMENT PROJECT

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

- Bear thanked Steve for including the list of Central Oregon vendors and contractors in the EOM Report.
- Steve said that drywall installation is in the final stages. Painters will be here Friday to apply the prime coat. Drywallers will return for touchup after the prime coat, and the painters will return next week. This is a big turning point, because we can then do ceilings, countertops, etc.
- He said that grinding and polishing the floors is happening today.
- Delaney said that the new doors have all been installed. Framing and trimming are still needed. The outside door in Ethan's room (where we are meeting) won't have glass.
- Simon reported that he and Steve updated some numbers regarding maximum allowable costs. We have about \$28,000 left in contingency, which is a little tight. He pointed out the new portable classroom, which is necessary because we now have four new students. The rental is \$8,000 total until spring. This could reasonably be considered a bond cost or a regular cost. Simon decided to consider it a bond cost.
- Pamela asked if we are still on track, time-wise. Steve said that we are. He also said that there is some outside sidewalk work to be done, but it won't affect use of the building this winter. The crews are primarily doing interior work.

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.

- Bear noted that we will discuss the Licensed Special Education Teacher/Program Director as an Action Item.
- Delaney reported that today, he, Simon, and Kirstin interviewed an applicant for the Business Manager/District Clerk position. The team has not yet made a decision but hopes to do so before the January meeting.
- Karen asked how much the Board will be involved in approving the hiring of a key employee. Delaney said that, in the past, the Board would be more involved, but BBS is in a different situation now. Bear explained that, since she's been on the Board (2013), we haven't had a Principal until now, although we've had a part-time District Administrator since July 2020. Now, it is not necessary to get Board approval to hire an employee. Pamela asked if the Board would get

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involved if a new hire would affect the budget. Simon said that it would depend on how much is included in the Budget Resolution; if a new hire would increase the instruction budget, the Board might need to be involved.

- Kirstin said that the Licensed Special Education (SPED) Teacher's hours would be minimal, as needed. The Counselor would also have limited hours.
- Delaney said that staff are very busy at this time of year, which can be a little stressful at times.
- Delaney reported that he attended the Coalition of Oregon School Administrators (COSA) Oregon School Law Conference last Thursday and Friday in Eugene. About a thousand more people attended this conference than the last one (2020). He found it to be one of the most useful professional development conferences of the year, with many helpful workshops. One takeaway was the advice not to have the Board involved in hiring decisions, for various reasons. Bear again explained the previous Leadership Team model, which isn't necessary now because Delaney has a Principal license. Delaney said that the Sisters School District administrative team (six people) attended, and he sat with them. Our relationship is in a good spot. He noted that OSBA also offers trainings for individual boards, both online and in person.
- Pamela suggested that OSBA might do this at our annual Board retreat.
- Delaney highlighted the recent Forest Service in-service for the students. The kids were very engaged. Gary said that, as a former firefighter, he appreciates the students' comment about "too many trees." Siobhan said, "Now I know the names of all the trees!" Koli replied, "Me, too!" Bear recalled that, in the early 2000s, once a month for two years, the Sisters Ranger District invited representatives of every possible interest group in the Metolius River Basin to attend a series of educational classes and field trips, leading to broad support for the fuels reduction projects that have been ongoing in the Basin since that time. She represented the Metolius River Forest Homeowners Association.

Business Manager/District Clerk

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

- Simon pointed out that Current year's levy is in the red, which is okay because November-December taxes are still coming in. The Debt Service Fund is also good; we made our interest payment on time.
- He reported that Governor Kotek came out with her budget, with a proposed 11 percent increase for school funding. This is positive but has yet to be approved.
- He said that there is some concern among superintendents about what will happen to the US Department of Education. BBS gets a Rural Education Achievement Program (REAP) grant from the federal government. We'll wait and see what happens. Pamela asked how much we receive from REAP. Simon said that we get about \$40,000 in different pots. Delaney said that this was a topic at the school law conference. School boards can advocate with the state legislature, which has a long session in 2025. This could be better than relying on grants, which have heavy-duty reporting requirements and strings attached.

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Family-Community Engagement Coordinator

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

- Bear asked Delaney to tell us more about Sue Sheets, who will be teaching music on Wednesday afternoons at the Community Hall. He said that BBS met Sue on a field trip at Santiam Pass Ski Lodge in 2023. Sue and her husband are behind that major restoration project! <https://www.santiampassskilodge.org/> Sue is also a music teacher; they live in Sisters. We've talked for a while about Sue providing activities in the District.
- Bear clarified that BBS pays for these Wednesday afternoon classes. Delaney said that we've been using a grant, which expires this year. We'll decide how to proceed from there.
- Bear asked for suggestions for the January 2025 "School Board Buzz" section of the *Black Butte School Bulletin*. Kirstin suggested that we run a series of Board biographies. Bear noted that we have all of the bios on the website and that Molly could just pluck the information from there. Karen liked the idea. Pamela suggested that we start with someone whose term might be finishing, to get their stories first. Delaney also suggested that we include an item about serving on the Budget Committee.

Special Projects Manager

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

- Bear noticed that the Starlink dish has been moved to a better location on the roof. Delaney said that Daniel is working on sturdier mooring for the dish.

Facilities and Grounds Specialist

See attached Facilities and Grounds Specialist Report for more details.

- Daniel said that he hopes to move things into the temporary classroom on Friday. That will give some of the admin staff an office again. Delaney said that we hope to get electricity tomorrow.
- Daniel said that he's also doing fill-in cleaning, especially in the little kids' bathroom.

Transportation Specialist

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

Jefferson County Education Service District

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

- Daniel said that his former ESD position will be on the spring 2025 ballot.
- Delaney said that he recently met with Shay Mikalson, Superintendent, Jefferson County Education Service District. We've had conversations about getting more support in some areas, including data management. We are getting closer to a

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solution. Shay will present the 2025–2026 Jefferson County Education Service District (ESD) Local Service Plan in February.

WREATH FUNDRAISER UPDATE

Bear asked Parent-Teacher Organization (PTO) President Koli Williams-Anderson to give a report on this year's wreath fundraiser.

- This year was a transition year for the PTO with a slight learning curve to get all things figured out. But we have a lot of family involvement this year and were even able to create a wreath committee to assist in making decisions. Maureen was on that committee.
- We ordered 350 wreaths, which included 11 special-sized wreaths for Black Butte Ranch. Thank you, Simon, for picking up all of the wreaths!
- The biggest issue we had this year was that the original order of 204 wreaths (the 22-inch size) we received weren't up to the standard that we usually sell. I expressed our frustration and disappointment and they made it right and re-made 204 wreaths for us. My husband, Kyle, picked them up in Forest Grove, so we had the correct wreaths for the customers! That also left us with 200 extra wreaths that we called the "reject" wreaths. We donated the majority of them to Habitat for Humanity and the Sisters-Camp Sherman Fire District. Daniel Petke also sold some for us to Hoodoo and his church.
- Inventory Issues: There was some possible theft or miscommunication. The final wreath count was off slightly. I think next year we will consider a different method for storing the wreaths between pickups.
- We tried something different this year and held an additional wreath pickup on Saturday, November 23, prior to Thanksgiving, which was a huge success! We continued the traditional wreath pickup at the Holiday Bazaar (we sold out on Friday night).
- We had huge community support with making bows this year. Thank you to everyone that helped! We have a lot of bows left over that we can store at the Community Hall, so that gives us a head start for next year!
- Total Sales: \$17,174.02 (This number could vary slightly; we don't yet have the final numbers from the Bazaar.)
- Expenses were moderate. We had bow supplies left over from last year, which helped. Teufel Holly Farms, Inc., gave us a 15 percent discount, which helped our bottom line. A summary follows:
 - Wreath Sales (including reject wreaths): \$17,174.02
 - Teufel Holly Farms, Inc. (our cost for wreaths): \$6,835.10
\$8,175 last year; difference, \$1,340
 - Additional Expenses: \$1,640.63
Including \$420, Square processing fees; *The Nugget Newspaper* ad, \$234;
Square website fees; domain fees; ribbon; Black Butte Ranch lights, etc.
- Total Net Profit: \$8,698.29
- 2023: 17k sales, profit of \$7,700

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- We will have a recycling program for wreaths at the Camp Sherman Dump starting in January. Kenzie Ruckman will remove all of the wires before taking the items to the Dump. Dumpmeister Doug Hancock said that the Dump can do something with the wire. A recommended donation of \$2 at the time of drop-off could provide additional profit.
- PTO in general: We don't have a big fundraiser planned for the springtime; those meetings are going to be focused on brainstorming sessions for student enrichment. We are also going to work on the mission/purpose statement of the PTO and possible new logo/merchandise.
- Siobhan asked how the number of wreaths (350) was determined. Koli said that they based it on Rachael's number in the past. We sold out this year; it's good not to have wreaths left over.
- Delaney said that this is a good number if we continue to have a lot of people helping. Koli said that the number might vary, depending on volunteer support.

DISCUSS BUDGET CONSIDERATIONS AND CALENDAR FOR 2025-2026

This item was tabled until January.

- Simon said, concerning the Budget Committee, that we can have as many appointed members from the community as we have Board members. It would be good to communicate this.
- Delaney said that we will probably want to begin the process earlier this year because of new staff.

ACTION ITEMS

APPROVE PAY TO PLAY REQUEST

The item was tabled because the student was not present.

ADOPT BUDGET CALENDAR FOR 2025-2026 BUDGET

This item was tabled until January.

**APPROVE LICENSED SPECIAL EDUCATION (SPED) TEACHER/PROGRAM DIRECTOR
DRAFT CONTRACT AND JOB DESCRIPTION**

Bear asked Delaney to explain the rationale for this new, very part-time position.

- Delaney said that BBS has never had a staff member doing this. It's part of federal law, complicated, and easy not to be in compliance. We've always gotten the services through our ESD Local Service Plan, but we've been using them in ways that other districts don't. District 509j and the Culver School District have SPED teachers. Jefferson County ESD has been advising us to have someone on staff do this because it's not really their job to manage our program. Our numbers have grown a little bit. We're at the point of it being beneficial for us to have someone in this minimal part-time position involving behind-the-scenes administrative work. Delaney is exploring getting someone who is already doing this who can add on this minimal work for us. He has been playing phone tag

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with Lauren Lester, our legal counsel, about how best to do this. We drafted a job description and ran it by the ESD's SPED teacher and program director. This will be better for our students and better for our program. There will be a cost to it. The Oregon legislature is looking at increasing the funding for SPED programs, which is based on the percentage of SPED students in a district.

- Pamela asked what our percentage is. Delaney said, 15 to 20 percent.
- Karen asked if this is consistent with the past. Delaney said that it is, roughly.
- Karen said that, from her professional experience, she knows how much work is required and can see the need for this. Delaney said that the numbers have grown, across the country.

Pamela Lovegren: Moved to approve the draft contract and job description for the Licensed Special Education Teacher/Program Director as presented. Siobhan Gray: Seconded. All in favor. Motion passed.

FOR THE GOOD OF THE ORDER

Pamela said that she was talking to her son, who has a technology company. Unexpectedly, he said that the flash cards that she made him do were one of the most useful things! He was thanking her for that. Delaney found the basket of flashcards on a shelf and showed everyone. Now, there are apps for such purposes. Kirstin said that Gary Gray was shouting out math quizzes yesterday. :D

MINUTES

Bear asked for suggested revisions to the Minutes of the November 12, 2024 Regular Session and Work Session.

- Bear said that, on page 4, the title of the Child Development Specialist/Counselor should have initial caps, according to our conventions.

Siobhan Gray: Moved to approve the Minutes of the November 12, 2024 Regular Session and Work Session as amended. Gary Lovegren: Seconded. All in favor. Motion passed.

CALENDAR

- Black Butte School Holiday Program ~ Thursday, December 12, 2024, 6:00 p.m., Community Hall
- Next Regular Board Meeting ~ Tuesday, January 14, 2025, 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