

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

REGULAR SESSION MINUTES
January 14, 2025 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; Jane Petke, Business Manager
Daniel Petke, Facilities and Grounds Specialist

Consultant/Community/Public Present:

Harmony Piazza, CPA, Solutions Certified Public Accountants, PC;
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

- None.

ADOPTION OF AGENDA

Karen Lajoy: Moved to adopt the proposed agenda. Gary 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.

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INTRODUCE NEW BUSINESS MANAGER/DISTRICT CLERK, JANE PETKE

Bear welcomed Jane, who has served as a BBS volunteer for many years, especially when the two Petke boys were in school. She asked Jane to say a few words about herself and her interest in serving in this new capacity.

- Jane said that, twenty-five years ago, she and Daniel started as Suttle Lake Camp co-directors. Today is her first day of work at BBS. Delaney said that Simon will be training Jane until the end of February.

AUDIT PRESENTATION BY ZOOM

Simon and Bear introduced Harmony Piazza, CPA, of Solutions Certified Public Accountants, PC. The auditor highlighted several points in a PDF presentation emailed before the meeting. Board members and staff offered questions and comments.

- Harmony presented the purpose of the audit based on her handout. The first four pages describe what they are trying to provide. The conclusion is that BBSD is in compliance except for the “one significant deficiency related to the internal control involving inability to appropriately segregate duties. This is the same as was reported in 2023.”
- Additional findings are on pages 71 and 72. There is just one item that BBS needs to attend to: “District failed to meet publication requirements under ORS 294.426(5)(b) – Publication of budget committee meeting notice failed to include reference to website where notice was located to appease local budget law publication requirements.” This is an improvement from last year, when BBSD had three violations.
- Solutions also helped to prepare the included financial statements. They had no problems gathering the necessary information.
- Harmony said that Simon was great to work with; it’s good that there will be overlap with Jane.
- Simon said that we did publish the notice using the proper form provided by the state, but we didn’t include the website address in the notice (it wasn’t on the state’s form). Harmony said that this was a pretty small violation.
- There were no additional questions; Board members expressed appreciation for the report.

UPDATE ON CAPITAL IMPROVEMENT PROJECT

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

- Certa Building Solutions is working with SAJ Architecture LLC on issues regarding where the roof meets the wall. They noticed some ponding on the roof in one area. They’re drawing up instructions on how to fix the issue. The roofers will come back and fix the problem.
- Progress on the interior includes case work, counter tops, and plumbing. The interior will be complete next month, followed by punch out, etc. We should be able to move in during spring break, starting March 21.
- Simon said that he hasn’t seen the Griffin Construction bill for the past month. Steve said that it’s in process with Lee.

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- Simon said that he assumes that we'll be finished with all bills by June 30, so we don't need to include the construction project in next year's budget. Steve replied, "Yes."
- Delaney noted that some other things (like yard cleanup, exterior) will take place after March 21.

INFORMATION AND REPORTS

Board Chair and Vice-Chair

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

- There were no comments or questions.

Administrators

See attached Administrators' Report for details.

- Delaney said that the big news is getting Jane on board.
- Also, Sara Young will start next week as teacher of record for our Special Education (SPED) program. This is important because of the extra work required for SPED programs. Sara can do much of the work remotely. Pamela said that it will be more efficient since she's very knowledgeable. Delaney concurred.
- He said that we will move to fill the counseling position next.
- Delaney reported that we now have twenty-eight students with several out-of-district students on the wait list. It's hard to know yet how many students will be a good number for us, with the third classroom. He said that four kids have enrolled since our last Board meeting, and they're great.
- Karen said that her first grade classroom had fifty students, and there were two first grade classrooms in her school.
- Siobhan asked how the Ski & Ride Program was improved. Delaney said that he spelled it out in the email sent last week to parents, with details on:
 - Loading kids on and off the bus. We'll be packed tight with kids and gear.
 - The role of families. In the past, parents taught lessons. Now, other ski instructors teach the lessons. A number of students are harder to manage when their parents are there.
 - Pickup at the end of the day: Parents need to specify who's taking a given child home from Hoodoo. This process is more organized.
 - Safety: The most important concern is to keep it safe.
- Kirstin said that she appreciates Delaney for taking on this big program that most leaders would find daunting.

Business Manager/District Clerk

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

- Simon said that nothing jumps out in the two reports. We're up on State School Fund receipts, and taxes will still be coming in.
- He also included a narrative. It seems like the capital project will come in within the \$4 million budget with additional interest. In February 2023, the Board

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committed to providing \$400,000 to pay down the bond if it wasn't needed for an unexpected cost overrun. We can't do this until 2026. After that payment, we can refinance the loan, resulting in a lower tax rate for District taxpayers.

- He said that the \$600K reserve balance is good to have. It helps us to survive ebbs and flows of the economy and enrollment variations.
- We could send some money to PERS as we did before. We can't apply till July, but this would be good to consider.
- Pamela asked how the PERS payment would benefit us or not. Simon said that it would reduce regular PERS payments but we could never get it back. It would also reduce our reserves. Simon would lean toward putting in \$100,000 again.
- Simon said that we've been building up an account for bus replacement.

Family-Community Engagement Coordinator

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

- Bear said that Molly would like each Board member to send her a photo (horizontal format preferred) to include in the monthly "School Board Buzz," which can also be added to our BBS website pages.
- Delaney noted that the end-of-year-trip parent meeting is Thursday, not today. We are working on a plan to go to San Francisco from May 4 to 9, with thirteen students. We have lodging in a hostel in the Fort Mason area.

Special Projects Manager

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

- Daniel said that he needs to wait until the building is finished to shore up the Starlink dish. The dish provides heat, so that snow on top of it melts.

Facilities and Grounds Specialist

See attached Facilities and Grounds Specialist Report for more details.

- There were no comments or questions.

Transportation Specialist

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

- Bear noted that we've had quite an adventure with the bus and thanked Gary and Daniel for tending to the matter so quickly.
- Daniel reported that the extra squeak is gone.
- He said that the bus reached the 100,000 miles mark this morning.

Jefferson County Education Service District

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

- Delaney said that next month, Shay Mikalson, Superintendent, Jefferson County Education Service District, will present the 2025-2026 Jefferson County Education Service District (ESD) Local Service Plan.

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DISCUSS BUDGET CONSIDERATIONS, STAFF STRUCTURE, AND CALENDAR FOR 2025-2026

Bear invited Simon, Delaney, and Kirstin to share their thoughts.

- Delaney said that the admin team is just starting to think about this. What are the big priorities? It could be “stay the course” or shift in direction. For example, staff retention has been a goal and could remain a goal. Delaney has more questions than answers about the new space: What is the ideal number of students? What would be the new staffing pattern? Do we want to maximize the use of space or maintain the traditional size of the school? If staff retention is a goal, that would necessitate adequate salaries.
- Siobhan asked if there is a deadline for staff to say if they’re staying. Delaney said, “March 15.” Kirstin said that March 15 is also when new teachers start looking for their jobs.
- Delaney noted that for Sisters students, if we have room, they are accepted in order of the date of request.
- Karen noted that Molly’s salary is paid by the Student Investment Account (SIA) grant. She asked if that will continue. Delaney said that we’re working on the next SIA grant, due in April. That’s definitely a consideration. Karen said that she thinks the position is very important. Delaney said that the admin team is also considering expanding Molly’s role.
- Simon said that, at the state level, funding is looking positive. The flip side is what is happening at the federal level. We don’t get much federal funding (only about \$25,000).
- Delaney said that another hole to fill is an administrative assistant. It is hard for current staff to get everything done.

DISCUSS BUDGET GOALS FOR 2025-2026

Bear noted that the attachment in the Board Packet shows budget goals each year since 2011. She asked staff and Board members for any suggested changes.

- Siobhan said that we could probably remove item 3, “The budget will support additional identified building infrastructure improvements.” Delaney agreed that post-construction follow-up on the grounds, etc., will be pretty obvious and doesn’t need to be a goal.
- Delaney said that staff retention has been a goal for several years, with minimal staff turnover.

SET DATE AND LOCATION FOR BOARD SELF-EVALUATION RETREAT

Bear expressed appreciation, once again, for the beauty and hospitality of last year’s retreat location and hosts. She asked for ideas for this year’s retreat.

- Delaney said that staff has been meeting at Lake Creek Lodge. They’ve been very friendly, and it’s free. We can buy their snacks. Bear and Karen concurred.
- The Board and staff discussed possible dates and settled on Tuesday, February 11, from 9 to 11 a.m. at Lake Creek Lodge. It’s on the same day as the February

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Board meeting. Bear will contact Lake Creek Lodge to verify that the space is open that morning. She will confirm with the admin team and Board members.

IMMUNIZATIONS REPORT

Bear noted that this is a regular Board calendar item. She asked Simon to give a report.

- Simon said that he will prepare the report tomorrow or next week.
- The agenda item was tabled until February.

UPDATE ON FAMILY, STAFF, AND COMMUNITY SURVEY

Bear explained that this survey is part of the required process for our next two-year Student Investment Account (SIA) grant. She asked Kirstin and Delaney for an update.

- Delaney said that the survey process is pretty simple. We're trying to get out into the public as much as we can. We're finalizing the surveys this week for students, families, staff, and community (Board members can fill out the community survey unless they are also in the family category). We'll share the results probably in March. Kirstin said that the grant application is due by April 30.
- Delaney said that to support kids with extra needs, we might consider funding for a classroom aide.
- Kirstin said that we're also working to find a retired teacher to serve as a tutor a couple of times per week for students who could benefit. The Early Literacy Success Initiative grant has enough funds to pay someone.

ACTION ITEMS

APPOINT BUDGET COMMITTEE MEMBERS

Bear said that two community members have expressed interest in serving on the Budget Committee: Donna Kennedy and Jennifer Green. She would like to send them the approved Budget Calendar before actually appointing them, which we can do in February. She proposed tabling this item until February.

- There were no questions or comments.

The item was tabled until February.

ADOPT BUDGET CALENDAR FOR 2025-2026 BUDGET

Bear noted that this was discussed earlier. She offered some suggested changes:

- February 11, 2025, Board fills by appointment
- Tuesday, April 8, 2025, Budget Committee Training Session, 4:45 p.m.,
- Tuesday, May 13, 2025, Board Meeting, 3:30 p.m.
- Wednesday, May 14, 2025, Publish Financial Summary and Notice of Budget Hearing
- Tuesday, May 20, 2025, 2nd Budget Committee Meeting, 4:45 PM (if needed)
- Tuesday, June 10, 2025, Board Meeting, 3:30 PM

Pamela Lovegren: Moved to adopt the 2025-2026 Budget Calendar as amended. Karen Lajoy: Seconded. All in favor. Motion passed.

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**APPROVE RESOLUTION SETTING FORTH PROPOSED PLAN OF ACTION
PERTAINING TO DEFICIENCIES NOTED IN ANNUAL AUDIT REPORT AND PLAN OF
ACTION CONCERNING 2023-2024 AUDIT**

First: Bear noted that the Resolution was discussed during the Audit Presentation. It concerned publication of the second budget committee notice in 2024.

- There were no questions or comments.

Karen Lajoy: Moved to approve the Resolution Setting Forth Proposed Plan of Action Pertaining to Deficiencies Noted in Annual Audit Report for Black Butte School District No. 41 as presented. Siobhan Gray: Seconded. All in favor. Motion passed.

Second: Plan of Action for Black Butte School District No. 41

Bear asked Simon to explain the Plan of Action and the need for it.

- Simon said that we have had to do this every year. Our internal checks and balances are minimal, although several people participate in the monthly process of approving bills, reviewing the bank records, and doing the accounting. This will always be an issue because of our small staff.

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

FOR THE GOOD OF THE ORDER

None.

MINUTES

Bear asked for possible revisions to the Minutes of the December 10, 2024 Regular Session.

- There were no suggested revisions.

Karen Lajoy: Moved to approve the Minutes of the December 10, 2024 Regular Session.

Pamela Lovegren: Seconded. All in favor. Motion passed.

CALENDAR

- Board Retreat ~ Tuesday, February 11, 2025, 9:00 a.m., Lake Creek Lodge (location to be confirmed)
- Next Regular Board Meeting ~ Tuesday, February 11, 2025, 3:30 p.m.

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 5:13 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