

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

REGULAR SESSION MINUTES
August 8, 2023 APPROVED

Board Members Present:

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

Staff Members Present:

Kirstin Anglea, District Administrator; Delaney Sharp, Head Teacher;
Simon Levear, Business Manager; Daniel Petke, Substitute Bus Driver

Consultant/Community/Public Present:

Lauren Lester, Legal Counsel, High Desert Education Service District; Heidi Kim, Legal
Counsel, High Desert Education Service District

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.

OATH OF OFFICE FOR NEWLY ELECTED BOARD MEMBER

Business Manager Simon Levear administered the Oath of Office to Siobhan Gray, who
was not available in July.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

- Bear noted that the July minutes item should be titled, "Approve Minutes of July
11, 2023 Regular and Work Sessions"

ADOPTION OF AGENDA

Karen Lajoy: Moved to adopt the proposed agenda as amended. Siobhan Gray:
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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LEGAL PRESENTATION: LAUREN LESTER AND HEIDI KIM

Bear introduced Lauren Lester, our long-time main legal counsel who serves on the High Desert Education Service District (Redmond), with which we have a contractual relationship. Lauren then introduced Heidi and gave her PowerPoint presentation (which later was sent to all Board members and leadership staff).

- Heidi is originally from the Beaverton School District, practiced in the Bay Area for some time, and returned to Oregon, working for HDESD for the past year.
- HDESD's legal program started twenty-five or thirty years ago in response to the needs of districts.
- Lauren advised that the BBS Policy Subcommittee should probably post a public notice in case members of the public want to attend a subcommittee meeting. The same is true for a Board retreat where decisions are made; e.g., when we worked on the Mission and Vision earlier this year.
- Board members are now Mandatory Child Abuse Reporters. Delaney will send us as well as staff the link to a training session.

ZOOM CALL WITH CHAD FRANKE REGARDING ALTERNATE CONTRACTING METHOD

For the Board's information pertaining to a later Action Item, Chad Zoomed in from Redmond to explain CM|GC. It is an alternative contracting method for public contracting and requires approval by the governing board. The Resolution 24-02 (Action Item 18.0) explains why this method might be used. He gave some pros and cons of various methods.

- Pamela asked about the difference between options 2 and 3. Chad explained some differences; mainly, owner control. She asked why an additional firm for c. \$75,000–\$100,000 (or not to exceed) is necessary. Chad explained that, among other things, CM|GC tends to eliminate change orders, which are expensive. Bear asked what are some of the reasons for change orders. Chad said that it varies and gave some examples. He also explained that change orders are more expensive than the original bid.
- Gary asked about timing and our desire to do construction in summer 2024. He asked if HMK's responsibility is to make sure that things are done on time. Chad said, "Yes. That's why we would have weekly meetings with various parties."
- Bear clarified (over-simplifying) the various roles: the architect/designer draws; HMK keeps all on schedule and according to specs; the general contractor wields the hammers and nails along with subcontractors.
- After the call, Karen asked if we could discuss among ourselves (yes). She asked Simon if he's familiar with this side of things. Simon replied, "Not this aspect." He understands that HMK anticipated this expense as part of their normal process. Pam said that she's still a little confused on the distinction between what HMK does and what CM|GC does. Gary asked, "Can we ask for a cap of \$75,000?"

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INFORMATION AND REPORTS

Board Chair and Vice-Chair

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

- There were no questions or comments.

District Administrator and Head Teacher

This month's report was a brief oral presentation.

- Both Delaney and Kirstin have been away. They are kicking into high gear today.
- Gary asked about the playdate and new kids in the community. Delaney explained that Molly's role includes helping us to be much more intentional about welcoming new families into the community. BBS has been in touch with new families, even this week. Siobhan said that it was good to have the kids here ahead of time on the playdate.

Child Development Specialist

See attached Child Development Specialist Report for more details.

- There was no report because of summer break.

Business Manager/District Clerk

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

- Simon said that we have only one month in the books (July), which is a low expense month in general. He explained some of the numbers.
- He also explained the Bond Finance Update section.
- He then discussed the Bond Capital Projects update and the meeting last week with the seven architects. Gary said that he would be willing to serve on the architect review committee.

Family-Community Engagement Coordinator

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

- Bear noted that the new BBS website is not yet up and running as of today.

Special Projects Manager

See attached Special Projects Manager Report for more details.

- Pamela said that Starlink is pretty remarkable. Last year, the business package became available. She really likes the system, and it's improving all of the time.

Facilities Operations Manager

There was no written Facilities Operations Manager Report.

- Bear asked Kirstin and Delaney for an update on this position.
- Delaney said that Chris Adams needed to resign because his additional staff member at Cold Springs Resort resigned unexpectedly. We are moving forward with some alternatives. He has discussed the situation with Daniel Petke.
- Kirstin noted that our water is now drinkable.

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Transportation Specialist

See attached Transportation Specialist Report for more details.

- There was no report because of summer break.

Jefferson County Education Service District

Bear said that Daniel Petke had informed her that he doesn't have anything specific to report for Black Butte School.

UPDATE ON CAPITAL IMPROVEMENT PROJECT

Bear noted that Simon had included an update on recent developments in his Business Manager/District Clerk Report.

MANDATORY TRAININGS AND FIRE DRILLS UPDATE

Bear said that this is a regular item on the Annual Board Calendar. She asked Delaney to explain what this means and whether or not there is anything to report.

- Delaney explained some of the trainings and said that we will have many online mandatory trainings with staff this month. The fire drills will be held regularly as they have been in previous years.

INTERDISTRICT TRANSFER REVIEW

Bear said that this is a regular item on the Annual Board Calendar. She asked Delaney and Kirstin to explain what this means and whether or not there is anything to report.

- Kirstin said that we are ready to implement the procedures as needed. Delaney said that we are currently accepting interdistrict transfers, as long as we have space (up to twenty-five students).

OSBA SUMMER CONFERENCE BOARD PLANS

Bear asked if any new or returning Board member plans to attend the upcoming conference in Salem. This event used to be held in Bend and was more reasonable for BBS Board members to attend.

- No one plans to attend.

BOARD SELF-EVALUATION INFORMATION

Bear explained that, for now, this item and attachment are for informational purposes. She suggested that the Board schedule a time apart as a group to do the actual self-evaluation, as was done in January 2022.

DISCUSS POSSIBLE NEW BOARD GOALS BASED ON LAST YEAR'S

Bear said that she has highlighted on her copy the Implementation Strategies that were accomplished in FY 2022-2023. She suggested that the Board needn't necessarily add new Implementation Strategies for 2023-2024 but could continue working on the ones that aren't yet completed.

- The group concurred with Bear's suggestion.

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DISTRIBUTE REVISED ANNUAL BOARD CALENDAR

Bear said that this document was included in the Board Packet and is included on the agenda for information rather than further discussion.

ACTION ITEMS

APPROVE STUDENT/PARENT HANDBOOK 2023-2024

Bear asked Delaney and Kirstin to highlight the few substantive edits for this year's handbook.

- Bear noted that Molly Schultz should be included as a staff member.
- Delaney said that he will take Chris Adams's name off but leave the Facilities Operations Manager email address.

Siobhan Gray: Moved to approve the revised Student/Parent Handbook 2023-2024, as amended. Karen Lajoy: Seconded. All in favor. Motion passed.

APPOINT BOARD SUBCOMMITTEE MEMBER (POLICY)

Bear said that, for now, we don't need to appoint someone to the Facilities Subcommittee until that subcommittee becomes active again. She then asked if any Board members had considered serving on the Policy Subcommittee.

- There were no questions or comments.

This item was tabled until the September meeting to give people time to consider.

APPROVE EMERGENCY RENTAL USE OF SCHOOL BUS

Bear said that Daniel Petke had sent her some proposed language for guidelines (not a policy). If the Board approves the general concept, then Simon and our legal counsel can provide more accurate wording, especially for the financial aspect.

- Daniel described reason for the various levels of emergency and related guidelines.

Karen Lajoy: Moved to approve the Emergency Rental Use of School Bus guidelines as a concept, with the understanding that Simon and legal counsel will perfect the wording. Gary Lovegren: Seconded. All in favor. Motion passed.

APPROVE CM|GC ALTERNATE CONTRACTING METHOD RESOLUTION 24-02

Simon handed out the final version (not draft) of the resolution, discussed earlier during this meeting.

- Gary asked if it can include a price cap. Simon said that the cap would be in the actual contract.

Siobhan Gray: Moved to approve CM|GC Alternate Contracting Method Resolution 24-02. Pamela 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 July 11, 2023 Regular and Work Sessions.

- Bear said that, under attendance, Daniel Petke should be listed as staff, Substitute Bus Driver
- Bear also said that, under the discussion of Board subcommittees, the correct term is "Policy Subcommittee," not "Policies Subcommittee."

Karen Lajoy: Moved to approve the Minutes of the July 11, 2023 Regular and Work Sessions as amended. Gary Lovegren: Seconded. All in favor. Motion passed.

CALENDAR

- Next Regular Board Meeting ~ Tuesday, September 12, 2023, 3:30 p.m.

ADJOURN

There being no further business, Board Chair Bear Brown adjourned the Session at 6:37 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