

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

**REGULAR SESSION MINUTES**  
**October 10, 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; Simon Levear, Business Manager

**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 3:30 p.m.

**ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA**

- None.

**ADOPTION OF AGENDA**

Pamela Lovegren: Moved to adopt the proposed agenda. 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.

**INFORMATION AND REPORTS**

**Board Chair and Vice-Chair**

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

- Bear said that we received the Policy Plus Packet on September 24, not October 24. She will contact Pamela and Kirstin to set a Policy Subcommittee meeting date.

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**District Administrator and Head Teacher**

See attached District Administrator and Head Teacher Report for details.

- Bear asked what the different room names are. Kirstin said that: Upper Grades is Cascades; Lower Grades, Pine; the Multipurpose Room area, River. The different groups also have their own names; for example, the Upper Grades are Hodags.
- Kirstin said that the staff has been working very hard ~ kudos to all of them. Also, some students got bee stings on Friday's hike, but all turned out well. There has been a lot of excitement and challenges. The energy today is more settled.

**Child Development Specialist**

See attached Child Development Specialist Report for more details.

- Bear said that she appreciates the SafetyNet training for parents.

**Business Manager/District Clerk**

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

- Simon noted that everything's looking pretty rosy. He once again explained the figures for miscellaneous income, the insurance premium, miscellaneous local sources, and the teacherage rent.
- He said that, in September, we earned about \$7,500 interest on the First Interstate Bank bond fund.
- We just got finished paying for the playground, which is why the Long-Term Facilities fund at the bottom of the page went from \$91,017 in September to \$61,155 in October.

**Family-Community Engagement Coordinator**

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

- Bear noted that Molly's report refers to 24 students and asked if we have 24 or 25 students. Kirstin that the figure should be 25.
- Pamela asked about the various Black Butte School email lists, including the one for the bulletin. Bear suggested that Pamela email Molly to get on the relevant lists.

**Special Projects Manager**

See attached Special Projects Manager Report for more details.

- Bear wondered if the businesses that CenturyLink plans to connect to fiber will include House on Metolius ~ a significant business here that isn't close to residential areas.
- Bear said that she knows of a pile of wood chips that might be useful on the muddy path between the admin office and Chapel in the Pines ~ if someone has equipment to move the wood chips. Simon said that BBS has wood chips, too, left over from the playground surfacing. He said that pine needles also help.

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**Facilities Operations Manager**

See attached Facilities Operations Manager Report for more details.

- Bear thanked staff for organizing and pitching in on the maintenance projects.
- Kirstin said that they're all working really well together.

**Transportation Specialist**

See attached Transportation Specialist Report for more details.

- Simon explained that items in the new bus tires clumped in the bottom after sitting idle all summer (the bus must be driven to prevent this from happening). This was not communicated to Gary, so the replacement tires were free.

**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 invited Simon to give an update on recent developments.

- Simon recapped the many things that have happened since the September Board meeting. Two significant developments were the hiring of SAJ Architecture and Griffin Construction for our project.
- He said that the first design meeting will be held on October 17. The main participants will be Delaney, Molly, Simon, and HMK Company.
- Bear asked if Simon could provide a succinct written report.

**NEW BOARD GOALS DOCUMENT (UPDATED AFTER JULY 2023 MEETING)**

Bear said that this document incorporates changes suggested at the July 2023 Board meeting. She asked for any other changes. Molly would like to post this on the BBS website.

- Kirstin said to check the website to make sure that the language in Goal 1 matches our new Mission Statement, which (for example) no longer refers to STEAM programming. Bear said that she would review the website and edit the document accordingly.

**DISCUSS BUDGET CONSIDERATIONS AND CALENDAR FOR 2024-2025**

Bear invited Simon to give a brief description of the upcoming annual budget process.

- Simon said that, in December, he will present the proposed budget calendar for the Board to adopt.
- At the January meeting, the Board will fill Budget Committee vacancies by appointment. Simon will coordinate with Molly to get the word out. The Budget Committee comprises five Board members plus up to five community members. We now have three community members; it would be good to have two more.
- The commitment is two meetings per year: the Budget Committee training session in April, and the first Budget Committee meeting, held on the same day

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as the May Board meeting. We usually schedule an additional meeting for two weeks after that just in case the Board doesn't act at the May Board meeting.

- Staff puts together the proposed budget. The Budget Committee can suggest changes, within limits.
- Since Simon has been with BBS, the budgets have been passed in one meeting. After this, the Board adopts the budget in June. This must be done by June 30.
- Simon noted that we have \$835,000 in reserves ~ \$400,000 of which is for the Bond, if necessary.
- He said that we're not currently facing a budget crisis, but eventually we will need to consider doing things differently so as not to spend down reserves.
- Some things were funded by COVID money that will now go back to being funded by the general fund.
- He said that grants can be tricky because they are often of limited duration.
- By March, we will get an indication of funding for next year.
- Pamela noted that when the three eighth graders go to Sisters, we will need to make up the funding difference with new students. Kirstin said that we might have some new kindergarteners next year. Simon noted that we can still accept interdistrict transfers.

#### **REVIEW SKI & RIDE PROGRAM PLANNING & HANDBOOK**

Bear said that last year's handbook was sent in the Board packet. She asked members to review that document and send Delaney any suggested updates or questions before the end of this month. He will prepare the current year's handbook incorporating those suggestions as appropriate.

- Gary said that it looks good ~ like what we did twenty years ago! Pamela agreed.

#### **ANNUAL STUDENT ACHIEVEMENT REPORT**

Bear invited Kirstin to give Delaney's report on student achievement.

- Kirstin explained the graph on the screen. She said that the state scores are not that great, with less than 50 percent proficiency in all categories. COVID school closures affected these scores.
- 67 percent of our students are proficient in reading and writing.
- 42 percent of our students are proficient in math; this is significantly better than the state average but still not great.
- We know that we have a lot of work to do. We have strong teachers. At our Wednesday staff meetings, staff is learning how to make on-the-spot assessments of students' comprehension and make adjustments then and there.
- Kids need to be reading a lot. We need to put more emphasis on having students reading a lot of books. We are happy to have signed up for the Battle of the Books, which students are excited about. We are encouraging families to work with their kids at night, which can be hard for working parents.
- To summarize, we're glad that we're above the state average, and we know that we have a lot of work to do.

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- Pamela remembered the flashcards requirement back in the day: Students would beg their parents to do the flashcards the night before the Ski Program so that they wouldn't have to sit in the lodge doing flashcards. Siobhan said, "I would support that." Kirstin said that students do have to finish their homework, but the flashcards are also a good idea.
- Kirstin said that tomorrow, staff will look at the iReady data.
- Pamela said that she once asked a pediatrician how much TV is acceptable. He said "Thirty minutes a day." Limiting TV time encourages reading and creativity.
- Kirstin said that the BBS library includes some lower-level readers that are engaging for students.
- Siobhan said that the math scores are surprising because Miss Kassie and Shawn are excellent teachers. The methods are different from how Siobhan learned ~ teaching concepts, not just teaching for the test. Kirstin said that these test scores are a snapshot: One day, one week in the spring. It's one form of assessment. The iReady data, gathered on a regular basis, give a better idea. The question is, how does the state score line up with how the kids are showing on the iReady? We want to see how they might be different. To Kirstin, iReady is much more accurate. For example, some kids don't test well on the timed state tests. iReady allows students to take a break and come back; it can give additional practice questions, etc. The results will be shared with parents.
- Pamela noted that boys and girls might have some differences in the ways they process math problems. Is that a factor? Kirstin said that both Kassie and Shawn use a variety of creative ways to reach different students. As Gary pointed out, we also have different age levels in the same room. We can individualize instruction more than schools with larger class sizes or non-multi-grades.
- Bear asked when we started using iReady. Kirstin said at least five years ago.
- Gary asked if the kids who "get it" help the kids who don't. Kirstin said that we have student do peer checks and analyze each other's work to figure out who's got the right answer. We need to be careful not to set one kid up as the smarty.

## **ACTION ITEMS**

### **DIVISION 22 ASSURANCES**

Bear read aloud the basic description of Division 22 Assurances: "The Division 22 Standards are the requirements set by the Oregon Legislature and the State Board of Education that school districts must meet in order to be a standard school district. Each year, districts report on their compliance with Division 22 Standards to their community by presenting a report to the local School Board. This annual practice provides an opportunity for school districts to demonstrate compliance with rigorous standards, reflect on areas in need of attention and alignment, and plan for how to improve. As part of a shared responsibility to provide quality service for our students and communities, districts also submit a report to the Oregon Department of Education (ODE). While this system promotes reciprocal accountability between school districts and ODE, it also facilitates the provision of technical assistance and support as districts implement corrective action." While this

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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 Kirstin to go over the report.

- Kirstin explained that BBS is required to present these to the Board and also to post them on the school's website.
- She said that we are compliant in all areas, but we haven't always been compliant. After Kirstin joined the staff (July 2020) and, later, Simon, we have been able to focus on certain areas and remain in compliance.

**APPOINT DELANEY SHARP TO REPRESENT BLACK BUTTE SCHOOL DISTRICT AT SUMMER LANE HOMEOWNERS ASSOCIATION MEETINGS**

Bear explained that Delaney has requested to be formally appointed by the Board to represent the District at these meetings.

- Gary said that this is a good idea.

Karen Lajoy: Moved to appoint Delaney Sharp to represent Black Butte School District at Summer Lane Homeowners Association meetings. Siobhan Gray: Seconded. All in favor. Delaney Sharp appointed.

**FOR THE GOOD OF THE ORDER**

Simon reported that the kids loved Gary's playground at his home. Gary replied, "We loved having them! They're welcome any time."

**MINUTES**

Bear asked for suggested revisions to the Minutes of the September 12, 2023 Regular Session.

- None.

Gary Lovegren: Moved to approve the Minutes of the September 12, 2023 Regular Session. Karen Lajoy: Seconded. All in favor. Motion passed.

**CALENDAR**

- OSBA Legislative Road Show in Redmond (High Desert ESD) ~ Thursday, October 19, 2023, 5:00 p.m. (dinner), 5:30 p.m. (meeting)
- Next Regular Board Meeting ~ Tuesday, November 14, 2023, 3:30 p.m.
- Karen asked, "When is the Winter Performance?" Kirstin replied, "December 7."

**ADJOURN**

There being no further business, Board Chair Bear Brown adjourned the Session at 4:56 p.m.

Minutes respectfully submitted,  
Simon Levear, Recording Secretary

**SIGNED APPROVED MINUTES ARE ON FILE IN THE BBS ADMIN OFFICE.**

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Marie Sheahan "Bear" Brown, Board Chair

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Date approved