



# Butte Falls School District #91

P.O. Box 228 • 720 Laurel Ave • Butte Falls, OR 97522

(541) 865-3563 • Fax (541) 865-3217

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## OFFICIAL MINUTES OF THE REGULAR SCHOOL BOARD MEETING

MONDAY JANUARY 8, 2024

- DATE/TIME/PLACE:** A meeting of the School Board of Butte Falls School District 91 was held on Monday January 8, 2024 at 6:00 p.m. at the District Office 720 Laurel Ave., Butte Falls, Oregon. The meeting also provided virtual access to the public, via Zoom & YouTube.
- ROLL CALL:** Present: Katie, Misfeldt, Mark Carlton, Bonnie Freeman, Dan Murphy, Kirsten White
- ADMINISTRATION:** Dr. Phil Long  
Karina Ferre  
Angie Brownson (via zoom)
- SECRETARY:** Julie Freeman
- TECHNOLOGY:** Catherine Cogdill
- PUBLIC:** Ben DeCarlow
- CALL TO ORDER:** Chair Board Katie Misfeldt called the meeting to order at 6:02 p.m.
- PLEDGE OF ALLEGIANCE:** Mrs. Misfeldt led the Pledge of Allegiance.
- APPROVE AGENDA:** Mrs. Freeman made a motion to approve the agenda as presented. Mr. Murphy seconded. 5 aye votes, 0 opposed.
- CONSENT AGENDA/ MINUTES:** Mr. Murphy made a motion to approve the minutes of the regular board meeting of December 11, 2023. Mrs. White seconded. 5 aye votes, 0 opposed.
- 2022-2023 AUDIT PRESENTATION:** Business Manager Angie Brownson introduced Kelsie Pardon, municipal auditor from Neuner Davidson & Company.
- Ms. Pardon referred board members to page one of the Independent Auditors Report for the 2022-2023 fiscal year. She stated that their opinion was unmodified, meaning that it is the best opinion that the auditors can give. She stated that in all of the material aspects found, the audit concluded all reports were accurate.
- She stated that the statements were presented fairly, and in all material respects, the respective modified cash basis, financial position of the governmental activities of Jackson County School 91,

were in conformity with the modified cash basis of the county. She stated that the school did a good job this year and has a healthy ending balance.

Ms. Pardon also referred the board to page three and the financial highlights of the report along the overview of the financial statements. Ms. Pardon lead the board through the pages 8-14 outlining the financial statement of the district.

Ms. Pardon encouraged board members to read pages 15-29 which included the notes of the financial statements. Ms. Pardon also pointed out pages 30-35, which was a breakdown on the general fund, pages 36-40 a breakdown of expenses and where they were allocated, pages 42-43 which was the summary of the auditor report with no findings and page 44, which included supplemental information.

The board thanked Ms. Pardon for her work on the audit. Ms. Pardon stated that the district did a good job and it was a pleasure working with everyone.

SCHOOL BOARD  
RECOGNITION  
MONTH:

**School Board Recognition Month:** Dr. Long presented board members with a certificate of appreciation. Dr. Long thanked the board for their dedicated service to the district and the community.

NRC UPDATE:

Mr. DeCarlow presented a flyer with the latest updates at the NRC. Mr. DeCarlow shared he would be attending a statewide conference of the Oregon Outdoor School Gathering and the Diack Ecology Education workshop. He stated that both of these conferences would be a great opportunity for building partnerships, and continue progress towards having schools attend the NRC as an outdoor school facility.

Mr. DeCarlow also shared that that he and Ms. Noon-Toledo had high school students join them in the culinary lab for a French Friday themed cooking experience. He stated the French Friday lesson was tied to the science curriculum and the student were also able to learn some French language.

Mr. DeCarlow stated that this year all K-12 school district in Oregon are in the process of adopting a new science curriculum. He shared that he had attended a curriculum caravan in Medford, and was working with the elementary teachers on choices for adoption.

SUPERINTENDENT  
REPORT/UPDATES:

**Enrollment:** Dr. Long reported that the enrollment at the end of October was 154.

**Accreditation:** Dr. Long presented the January newsletter that included information on the upcoming accreditation process. He shared the importance of accreditation and that most accreditations involved high schools, but once completed, Butte Falls Charter School will be an accredited K-12 school.

**Welding Class Donation:** Dr. Long shared that Medford Fabrication had learned about our welding class and showed up with two new steel welding tables and two new scrap metal containers, with the value of around \$5,000 for the welding class. Dr. Long thanked Medford Fabrication for their generous donation and support of the welding program.

**Asbestos Management Plan/Radon Water Testing/Long Range Planning /Seismic Grant:** Dr. Long reported that the required Asbestos Management Plan had been reviewed and updated along with the Radon Water Testing. He stated that the cost of these updates and testing would be reimbursed through a grant.

Dr. Long shared that he would be applying for the Long Term Facility Planning grant and that the current facility manager would be involved in the planning and that he would also be applying for the Seismic Rehabilitation Grant to complete the high school shop.

**High School Gym Restorations:** Dr. Long shared that the high school gym visitor restroom had received a new door. He also stated that a new drinking foundation, one of which can fill bottles, had been installed in the gym and that the entryway for guest had received a makeover. He also stated that PACE would be visiting the campuses in the near future to complete a risk management assessment.

CHARTER SCHOOL  
UPDATES:

Mrs. Ferre stated that the Winter Program was a success and had standing room only. She stated that the Oregon Lions Sight and Hearing Foundation provide a K-12 free vision screening for the students. The screening results will be shared with parents and identify any student that should be referred for further testing.

Mrs. Ferre also shared that three new students had enrolled at the elementary. She stated that that 6<sup>th</sup> grade class had a snowshoe trip to Crater Lake and had learned survival skills, identifying animal footprints and other outdoor skills. Mrs. Ferre shared that they had a good turnout of volunteer parents to help on the trip.

Mrs. Ferre shared that she had met with Rogue Community Health to help provide more resources for families and that Rogue Community Health would also be working with The Landing on their Resource Friday's. She also shared that the elementary was ramping up professional development for teachers in Language Arts and Special Education.

Dr. Long shared they were working with a company to help update the fire alarm system at the elementary campus.

PAYMENTS:

Board members reviewed the expenditure report and asked for clarification on various expenditures. Mrs. Brownson provided answers.

FINANCIAL  
SUMMARY:

Mrs. Brownson provided the board with the current financial reports and was able to answer questions presented by the board. Mrs. Brownson stated that she had numerous meetings with administration on grants and the general fund. Mrs. Brownson encouraged board members to reach out to her with any questions on the audit or any other financial questions.

SITE COUNCIL/PARENT  
INVOLVEMENT:

Mrs. Freeman stated that the parent volunteer list is growing and she was pleased to see more parents being involved in the schools. Mrs. Misfeldt stated that anyone that is interested in helping to head up the parent group to contact her.

BUTTE FALLS  
COMMUNITY  
SCHOOL

PARTNERSHIP:

Mr. Murphy stated that any visitors visiting the pre-school require a background check.

Public Comment:

None

OLD BUSINESS:

None

- NEW BUSINESS:**       **Legislative Reception Dinner:** Dr. Long stated that there would be a local legislative reception on Monday January 15 at Phoenix High School. He stated that this was an opportunity for superintendents and board members to hear from their local representatives. Dr. Long said to contact Julie Freeman if anyone was interested in attending.
- PERSONNEL:**       **Hire Middle School Girls Basketball Coaches:** Mrs. Misfeldt made a motion to hire Billie Myers as the Middle School Girls Basketball Coach & Bonnie Freeman & Kirsten White as the Middle School Assistant coaches. Dr. Long stated that Mrs. Freeman & Mrs. White would be declining the stipend and would be volunteering for the position. Mr. Carlton seconded. 3 aye votes, 0 opposed. Mrs. Freeman and Mrs. White abstained from the vote.
- Hire Middle School Wrestling Coach:** Mrs. Freeman made a motion to hire Ted Birdseye as the Middle School Wrestling Coach. Mrs. White Seconded. 5 aye votes, 0 opposed.
- COMMENTS/  
FUTURE ITEMS:**       **Mr. Carlton:** Mr. Carlton asked if there were other personnel positions open. Dr. Long stated that classified subs and substitute bus drivers were still needed.
- Mrs. White:** Mrs. White asked questions about IEP process. Mrs. Ferre was able to answer her questions. Mrs. White inquired about funds for Logger gear to sell, who the group was in charge of the concession stand at games, and the sound system in the high school gym. Dr. Long was able to answer her questions.
- Mrs. Misfeldt:** Mrs. Misfeldt suggested that the parent involvement group could utilized parent involvement money for Logger gear fundraisers.
- ADJOURNMENT:**       The board meeting adjourned at 7:30 p.m.