

Regular Board Meeting
Wednesday, May 13, 2026 6:00 PM Pacific

Triangle Lake Charter School--Library
20264 Blachly Grange Rd.
Blachly, OR 97412

Bobbie Jo Brewster: Absent
Ciara Clark: Present
Nicole Deering: Present
Meleah Drago: Present
Sara Gamache: Present
Bev Schiesser: Present

Present: 5, Absent: 1.

Attendees: Shane Benscoter, Dennis Boyd, Molly Rust,

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
2. **WELCOME GUESTS AND VISITORS**
3. **CHANGES OR ADDITIONS TO THE AGENDA**
4. **PUBLIC FORUM/COMMUNICATIONS**
5. **CONSENT AGENDA**
 - 5.1. **BOARD MINUTES**
 - 5.2. **FINANCIAL REPORT**
 - 5.3. **RESIGNATIONS**
 - 5.4. **HIRES**
 - 5.5. **APPOINT CHATT COMMITTEE MEMBERS---Updated Apointees**
 - 5.6. **MOTION**
6. **REPORTS**
 - 6.1. **ENROLLMENT**
 - 6.2. **FACILITIES REPORT**
 - 6.3. **TRANSPORTATION & TECHNOLOGY REPORT**
 - 6.4. **PRINCIPAL'S REPORT**
 - 6.5. **SUPERINTENDENT'S REPORT**
 - 6.6. **DIRECTORS REPORT**
7. **UNFINISHED BUSINESS**
 - 7.1. **BOARD GOALS**
8. **NEW BUSINESS**
9. **THE BOARD MAY RECESS THE REGULAR MEETING AND CONVENE EXECUTIVE SESSION**
10. **RECONVENE REGULAR SESSION**
11. **ANNOUNCEMENTS**
 - 11.1. **UPCOMING BOARD MEETING**
 - 11.2. **AGENDA SETTING TEAM**
12. **ADJOURN THE REGULAR MEETING**

Blachly School District #90

Code: BDDH-AR
Revised/Reviewed: 2/21/18; 11/17/21; 10/09/24

Public Comment at Board Meetings

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

To provide public comment in person, if the opportunity is available on the Board agenda, please complete and submit the Intent to Speak card to the Board secretary prior to the meeting. Those attending virtually and want to provide public comment should notify the Board secretary by submitting an email to comments@blachly.k12.or.us as directed prior to the start of the meeting.

A person speaking during the public comment portion of the meeting may comment on a topic not on the published agenda. A person providing public comment will be allowed three minutes. Signing up to provide public comment does not guarantee time will be available.

Any person, who is allowed to speak to the Board during a meeting, should state their name, whether they are a resident of the district and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

Comments about a specific employee or group of employees should comply with Board policy BDDH - Public Comment at Board Meetings:

“A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints published complaint procedures for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee’s rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.”

SEE FORM ON REVERSE

INTENT TO SPEAK

The Board welcomes input. To provide in-person public comment please submit this completed card to the Board secretary prior the start of the meeting.

Name: _____ Phone: _____

Name of organization (if applicable): _____

Address: _____

Email (optional): _____

Topic or comment to be presented (brief description): _____

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure NX published complaint procedures. A hearing conducted by the Board regarding personnel may take place in an executive session.

The Board requests that a topic or comment is limited to three minutes or less.

Blachly School District #90

Code: BDDH
Adopted: 12/13/93
Revised/Readopted: 1/16/08; 11/19/08; 2/21/18;
1/19/22; 10/09/24

Public Comment at Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites the district's community members to attend Board meetings to become acquainted with the program and operation of the district. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas and opinions with the Board during designated times on the agenda. The Board may conduct a meeting without public comment.

Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings and submit written comments to the Board. Individuals requesting assistance, aids or accommodations are encouraged to notify the district at least 48 hours prior to the Board meeting with the request, consistent with Board policy BD/BDA – Board Meetings.

Procedures for Oral Public Comment

The Board establishes the following procedures for public comment at Board meetings held in open session. The information will be accessible and available to all patrons accessing or attending such a Board meeting.

1. Public comment is limited to its designated place on the agenda and while time allows.
2. A person wishing to provide public comment, if an opportunity is provided by the Board during a meeting open to the public, will complete and submit the Intent to Speak card to the Board secretary prior to the Board meeting.¹ A request to give public comment in-person or electronically does not guarantee time will be available.
3. A person speaking during the public comment portion of the meeting may comment on a topic not on the published agenda.
4. A person speaking during the public comment portion of the meeting should state their name, whether they are a resident of the district, and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.
5. A person giving public comment is limited to an established time limit of three minutes. Statements should be brief and concise. The Board chair has discretion to waive time limits or extend the overall time allotted for public comment. Additional time will be allocated in a fair and equitable manner. If a person has more comments than time allows or is unable to comment due to time constraints, the

¹ When in-person attendees are allowed to provide oral comment, virtual attendees will be afforded the same opportunity.

person is encouraged to submit additional written comments to the Board through the district office as directed.

6. Inquiries from the public during the designated portion of the agenda will not generally be responded to immediately by the Board chair, and may be referred to the superintendent for reply at a later date. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.

The Board will not hear public comment at Board work sessions.

Topics raised during the public comment portion may be considered for inclusion as agenda items at future Board meetings.

Procedures for Written Comment

Members of the public may submit written comments or materials to the Board at any time at the district office, by mail or by email to comments@blachly90.com . Materials or comments submitted at least 72 hours in advance of a Board meeting will be provided to the Board before the Board meeting. Written materials or comments submitted may not warrant action by the Board.

Comments Regarding Staff Members

A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)
[ORS 165.540](#)

[ORS 192.610 - 192.690](#)
[ORS 332.057](#)

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).

Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).

Oregon House Bill 2560 (2021).

Cross Reference(s):

BDDC - Board Meeting Agenda

KC - Community Involvement in Decision Making

Regular Board Meeting
Wednesday, April 8, 2026 6:00 PM

Triangle Lake Charter School--Library, 20264
Blachly Grange Rd., Blachly, OR 97412

Attendance Taken at 6:05 PM.

Bobbie Jo Brewster: Present

Ciara Clark: Present

Nicole Deering: Present

Meleah Drago: Present

Sara Gamache: Present

Bev Schiesser: Absent

Present: 5, Absent: 1.

Staff in Attendance: Kelly Goodwin, Brooklyn Gilbert, Molly Rust, Ronda Gardner, Gwen Coons, Veronica Cheek, Shane Benscoter, Kara Severino,

Community in Attendance:

Attendance Update Taken at 6:16 PM.

Bev Schiesser: Present

Present: 6.

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Board Chair Drago called the meeting to order at 6:05pm.

2. **WELCOME GUESTS AND VISITORS**

3. **CHANGES OR ADDITIONS TO THE AGENDA**

We are adding an item under the Consent Agenda as item 4.4. Topic is resignation.

4. **PUBLIC FORUM/COMMUNICATIONS**

Public comments are accepted until the start of each meeting. To submit a comment, turn it in to the board secretary or email it in advance. A fillable Public Comment form, referred to in the attached AR, can be downloaded by clicking the menu/settings button. Written comments sent to comments@blachly.k12.or.us will be read during the meeting and should take less than three minutes. Verbal comments are limited to three minutes per person, with a total maximum of 15 minutes for all comments.

There were no public comments.

5. **CONSENT AGENDA**

5.1. **BOARD MINUTES**

March 11th, 2026 District Board Minutes

There were no changes to the March minutes.

5.2. **FINANCIAL REPORT**

Business Manager Molly Rust has provided the March check register, pro-card statement and financial report to the board for review.

Ms. Rust answers questions for the board with regard to the check register and the pro card statements.

Ms. Rust feels that she is confident in where these numbers are sitting. There are not any big changes. Budget books will be available next Wednesday after 1 pm.

5.3. **DISTRICT CALENDAR REVISION**

Superintendent Bottensek will present the revised calendar for the board to review and approve. There was a change to a holiday and one teacher PD day was removed.

There was one extra PD day included on the calendar that was previously presented. Also, the Thanksgiving paid days should have been Thursday and Friday, but they were previously listed as Wednesday and Thursday.

5.4. RESIGNATION

Superintendent Bottensek will present the resignation of Derek Pennel as the Head HS Football Coach.

The board is provided a copy of Mr. Pennels resignation letter.

5.5. MOTION

Director Deering moved to accept the consent agenda as amended. This motion, made by Nicole Deering and seconded by Ciara Clark, Carried.

Bobbie Jo Brewster: Yea

Ciara Clark: Yea

Nicole Deering: Yea

Meleah Drago: Yea

Sara Gamache: Yea

Bev Schiesser: Yea

Yea: 6, Nay: 0

6. REPORTS

6.1. ENROLLMENT

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
On Campus	7	17	12	19	14	19	18	14	14	18	8	15	17	192
TLCS Online	17	19	18	23	23	15	22	15	9	6	6	4	3	180
Out of District Placement														2

Total Enrollment: 374

Enrollment was up two students from last month. One student in the campus program and one in the online program.

Board Chair Drago asks if we plan to do a mailer or anything to try to increase enrollment. Superintendent Bottensek answers yes, she will talk about that more in her report.

6.2. SPECIAL EDUCATION SERVICES REPORT

Ms. Ronda Gardner, Special Education Director, will provide a report to the board. Ms. Gardner, Special Education Director, shares our SpEd numbers. We have 10 in the online program and 37 on campus. The PASS (Positive Approach to Student Success) program is starting to include some targeted skills instruction. This will affect services as the aide who has been doing the PASS program will have to adjust her schedule to include time for some guided lessons. This is K-12 instruction and is being used by some middle school students currently, as well as elementary students. She shares how many IA's she has and what type of work they are doing. She breaks down how many minutes the PASS program is taking per week.

Ms. Gardner answers questions about SpEd minutes and the Pass program and how it's going daily. She does stress the importance of the person leading the PASS program staying consistent and not being shared by multiple people for consistency for the students.

6.3. STUDENT SERVICES REPORT

Ms. Katherine Tripp, Assistant Principal, will provide a report to the board.

Ms. Tripp is not in attendance today. She provided a report for the board.

Superintendent Bottensek explains the incentive of field trips for attendance awards. This is for two full days or less of missed days from this point to the end of the school year. This trip would be a K-12 grade trip. We are also still doing Mr. Potato Head and the donuts/awards choices. If we do get a day of 100% attendance, then we will have an ice-cream Sunday party.

6.4. PRINCIPAL'S REPORT

Principal Brittany Bottensek shares a report with the board.

Superintendent Bottensek talks about advertising ideas this year. We currently have two separate fliers, one targeted towards elementary and one for secondary. Ms. Tripp went around to surrounding preschools and shared the fliers and talked to teachers about the openings that we have. We have distributed the secondary fliers in more general areas both east and west of us. We have also reached out for a radio ad quote. We are still waiting for exacts on this, but we hope to have it out soon, prior to the Open House.

She informs the board that state testing notifications have gone out to families and there is additional information in the front office. We are also offering remote testing for our online program students as well as an in-person opportunity.

6.5. SUPERINTENDENT'S REPORT

Superintendent Brittany Bottensek will give a report to the board.

Superintendent Bottensek shares that her focus over the last month has been budget.

We did have the last CEL meeting on April 3rd, Ms. Tripp attended. The last Rural Collaborate PD day will be May 8th.

6.6. DIRECTORS REPORT

The directors didn't have anything to share this month.

7. UNFINISHED BUSINESS

We are taking a 5 minute recess to get our Upbeat presenter and presentation set up, Board Chair Drago recessed the meeting at 7:12pm.

7.1. SPRING UPBEAT STAFF ENGAGEMENT SURVEY

Sharon Marino and Justine Martinez from Upbeat will be presenting our Spring survey results to the board.

Brought the meeting back to order at 7:17 pm.

Sharon Marino is present via Google Meets to share our staff spring results compared to our fall results. She shares the goals, participation, areas of growth, strength and opportunities. These are broken up by faculty and staff.

7.2. BOARD GOALS

The board will continue to review and work through their goals.

2025-2026 Board Goals:

1. To address or resolve property boundaries with the Grange.
2. A monthly review of the Strategic Plan: Academic Success, Reading Program, Enrollment Rate, Volunteerism.

Superintendent Bottensek shares that we have a lawyer who is working with us to write up a land use lease to present to the Grange. We are working on getting a meeting set with the Grange for the first week of May.

Superintendent Bottensek gives a brief overview of the EasyCBM data for 6th-8th graders. She answers questions with regard to the math pilots and when we will be making a decision on the math curriculum we will be adopting.

Superintendent Bottensek shares that we don't have any student data to share next month, but we will have a lot of data to share in June.

7.3. **STUDENT ATTENDANCE**

The board will revisit the attendance policy and athletic attendance guidelines discussed in last month's meeting.

Superintendent Bottensek shares that the attendance data is all secondary this time, and it shows all the absence codes, not just excused or unexcused. She explains what some of the codes mean. She explains how attendance is inputted by teachers and by office staff. Our counselor helps have conversations with students and parents when we see chronic absence trends.

Superintendent Bottensek talks about how it is a school's job to make sure that we have things that make kids want to be here. We also want to make sure we are always looking at the students' academic growth. And make sure that we are doing what we can to support families through any barriers they may have affecting their attendance.

Superintendent Bottensek shares a draft of an Athletic and Activity Code of Conduct. We have had feedback from families that they don't feel that guidelines were made clear with regard to athletic expectations. Next year we plan to set three dates, one for each sports season, where we will have meetings with the coaches, AD, Admin and then, later in the evening, add parents and then have each coach do a breakout with their team's parents. We hope this will help with both the paperwork getting filled out promptly, but also share guidelines clearly and all at one time. We hope this will also give parents designated time to be able to ask questions.

Board Chair Drago asks, about the academic requirements, the minimum number of credits needed. How does that work if we have a student who dropped a year or came to us mid-year with no credits? Superintendent Bottensek shares that OSAA has a hardship process that we can go through to see if we can make them approvable through that process. It involves creating a plan and being able to show follow-through and growth and getting it approved by the hardship committee at OSAA.

Superintendent Bottensek does say that if we do decide to move forward with this

document, we will need to also compare it with our Athletic Handbook and make adjustments so they coincide seamlessly.

Director Brewster asks if this is a little too much like a big school and not have a feel like a small district. Superintendent Bottensek says that she had some thoughts about that as well: what do we do if a family or student refuses to sign this document. But it's all things to think about and consider before moving forward.

Director Gamache feels that athletes are usually held in more of a leadership role, and so she doesn't feel it is a bad thing to hold them to these standards.

Superintendent Bottensek wants to just make sure that whatever it is that we present needs to be clear and available from the beginning so they have the information right up front.

Director Brewster says that we should look at what bigger districts have to offer.

Things like work release, open periods, or more in-person electives. Superintendent Bottensek shares that we did just recently find previous forms for work release and open periods for students in good standing, and we would like to look at bringing these things back to our district.

Director Deering shares that she feels this is a smart idea. She has heard from past students that if they don't feel like what they are coming to school for is going towards credits they need, then what is the motivation to go?

Director Clark asks if we could have these documents to review next month since we won't have any student data to go over. Superintendent Bottensek answers yes, Ms. Kara is working on the work release documents right now.

8. NEW BUSINESS

8.1. RESOLUTION #2025-26-05

The board will review Resolution #2025-26-05 for approval.

Director Schiesser moved to accept resolution #2025-26-05, which is a Reduction in Force, as presented. This motion, made by Bev Schiesser and seconded by Ciara Clark, Carried.

Bobbie Jo Brewster: Yea

Ciara Clark: Yea

Nicole Deering: Yea

Meleah Drago: Yea

Sara Gamache: Yea

Bev Schiesser: Yea

Yea: 6, Nay: 0

Superintendent Bottensek presents a resolution for the board to review and approve. This resolution is for a secondary teachers reduction by 1.0 FTE. Ms. Mooney, as the TLEA president, worked with Superintendent Bottensek to make sure that they were both in agreement and understanding of what the process was for reduction in force.

Director Schiesser asks, have we operated with this number of staff before.

Superintendent Bottensek answers yes, we have. She and Molly also looked at some

staffing models previously where we had some 0.5 FTE teachers, but we didn't feel like if we did that, we could retain those staff at just 0.5 FTE.

9. **THE BOARD MAY RECESS THE REGULAR MEETING AND CONVENE EXECUTIVE SESSION**

The board will convene an Executive session pursuant to ORS 192.660:

(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations,

(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Board Chair Drago recessed the regular meeting for an executive session at 8:58pm.

10. **RECONVENE REGULAR SESSION**

Board Chair Drago reconvened the regular session at 9:52pm.

11. **ANNOUNCEMENTS**

11.1. **BUDGET COMMITTEE VACANCIES**

The District School Board is looking for members to join its Budget Committee for the 2026-2027 Budget Process. **Our vacant zones are 1, 2, 3 and 5.** If you or someone you know is interested in serving on our budget committee, please send a letter of interest to our board secretary at bsimington@blachly.k12.or.us or call the school and speak with Bri Simington directly if you have any questions, 541.925.3262 ext. 102. If you don't know what zone you are in but are interested please see the attached zone description or contact Bri Simington for clarification. The budget committee convenes late April and can extend through late June depending on budget needs for the year.

Board Chair Drago again announced that we still need budget committee members.

11.2. **UPCOMING BOARD MEETING**

The first Budget Committee Meeting will be held on Tuesday, April 21st at 6pm.

The next Regular Board Meeting will be held on Wednesday, May 13th, 2026 at 6pm.

11.3. **AGENDA SETTING TEAM**

The board will decide who will be attending the May agenda-setting meeting.

The next agenda setting meeting will be with Director Clark, and it will be on May 5th at 1pm.

11.4. **REMINDER FOR THE BOARD**

The Annual Verification Statement of Economic Interest (SEI) for the Oregon Government Ethics Commission must be completed by April 15th. Notice will be going out to board members' emails after February 15th. Filing period opens March 15th.

12. **ADJOURN THE REGULAR MEETING**

Board Chair Drago adjourns the regular meeting at 9:55pm

Special Board Meeting to Appoint Budget
Committee
Tuesday, April 21, 2026 6:00 PM

Triangle Lake Charter School--Library, 20264
Blachly Grange Rd., Blachly, OR 97412

Attendance Taken at 6:00 PM.

Bobbie Jo Brewster: Present
Ciara Clark: Present
Nicole Deering: Present
Meleah Drago: Present
Sara Gamache: Present
Bev Schiesser: Present

Present: 6.

Attendees: Dawn Samel, Ellen Mooney, Larry Avery, Norma Burkert, George Chagollan, Aria Richardson

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Board Chair Drago called the meeting to order at 6:00pm

2. **WELCOME GUESTS AND VISITORS**

3. **CHANGES OR ADDITIONS TO THE AGENDA**

There were no changes or additions to the agenda.

4. **PUBLIC FORUM/COMMUNICATIONS**

Public comments are accepted until the start of each meeting. To submit a comment, turn it in to the board secretary or email it in advance. A fillable Public Comment form, referred to in the attached AR, can be downloaded by clicking the menu/settings button. Written comments sent to comments@blachly.k12.or.us will be read during the meeting and should take less than three minutes. Verbal comments are limited to three minutes per person, with a total maximum of 15 minutes for all comments.

There were no public comments.

5. **SELECT AND APPROVE BUDGET COMMITTEE MEMBERS FOR EXISTING VACANCIES.**

Vacancies for the Budget Committee have been advertised and the Board will review interested candidates and make selections. Statements of interest may be submitted prior to the meeting or at the meeting to the Board Chair. Candidates should attend this meeting.

Current Budget Committee Members include:

Zone 1	VACANT	Term Expires June 30, 2028
Zone 2	VACANT	Term Expires June 30, 2028
Zone 3	VACANT	Term Expires June 30, 2026
Zone 4	Larry Avery	Term Expires June 30, 2026
Zone 5	VACANT	Term Expires June 30, 2027
At Large	George Chagollan	Term Expires June 30, 2027
At Large	Ellen Mooney	Term Expires June 30, 2026

The Board can appoint a Blachly School District resident who lives inside the Zone 1, 2, 3 or 5 boundaries and is a registered voter for the Zone 1, 2, 3 or 5 position. Candidates who have submitted a letter of interest to the board and/or interested patrons who attend the meeting and express interest may be considered.

Norma Burkert is present and put in interest for zone 1. She reads the oath of office and is sworn in to the Blachly SD Budget Committee as the zone 1 representative, term expiring June 30, 2028.

Dawn Samel is present and put in interest for zone 2. She reads the oath of office and is sworn in to the Blachly SD Budget Committee as the zone 2 representative, term expiring June 30, 2028.

Board Chair Drago announces and welcomes our returning budget committee members, Larry Avery, George Chagollan, and Ellen Mooney.

6. **OATH OF OFFICE FOR NEW BUDGET COMMITTEE MEMBERS**

"I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States, the constitution and the laws of the state of Oregon, and the policies of Blachly School District. During my term, I will faithfully and impartially discharge the responsibilities of the office to the best of my ability."

7. **APPOINT BUDGET COMMITTEE CHAIR**

The budget committee will appoint one of the members to serve as the Chair of the budget committee for the 2026-27 budget process.

Director Clark moved to approve Larry Avery as the Budget Committee Chair for the 2026-2027 Budget Committee. This motion carried with the District Board, and the Budget Committee members agreed. This motion, made by Ciara Clark and seconded by Bev Schiesser, Carried.

Bobbie Jo Brewster: Yea

Ciara Clark: Yea

Nicole Deering: Yea

Meleah Drago: Yea

Sara Gamache: Yea

Bev Schiesser: Yea

Yea: 6, Nay: 0

Ellen Mooney nominates Larry Avery as the Board Chair, Larry accepts. Larry Avery nominates Ellen Mooney, Ellen declines. The group votes on the motion for Mr. Avery and it passes.

8. **NEXT BOARD MEETING**

The next Budget Committee Work Session will be held on Wednesday, May 6th at 6pm. The next Regular District Board Meeting will be held on Wednesday, May 13th at 6pm.

9. **ADJOURN THE SPECIAL DISTRICT BOARD MEETING**

Board Chair Drago adjourns the Special District Board meeting at 6:06pm

Budget Committee Work Session

Tuesday, April 21, 2026 This meeting will start directly after the Special District Board Meeting.

Triangle Lake Charter School--Library, 20264 Blachly Grange Rd., Blachly, OR 97412

Attendance Taken at 6:07 PM.

Larry Avery: Present
Bobbie Jo Brewster: Present
Norma Burkert: Present
George Chagollan: Present
Ciara Clark: Present
Nicole Deering: Present
Meleah Drago: Present
Ellen Mooney: Present
Bev Schiesser: Present
Dawn Wells: Present

Present: 10.

Attendees: Kelly Goodwin, Ariaah Richardson

1. **CALL TO ORDER**

Budget Committee Chair Larry Avery called the meeting to order at 6:08pm.

2. **WELCOME GUESTS AND VISITORS**

3. **PUBLIC FORUM/COMMUNICATIONS**

Public comments are accepted until the start of each meeting. To submit a comment, turn it in to the board secretary or email it in advance. A fillable Public Comment form, referred to in the attached AR, can be downloaded by clicking the menu/settings button. Written comments sent to comments@blachly.k12.or.us will be read during the meeting and should take less than three minutes. Verbal comments are limited to three minutes per person, with a total maximum of 15 minutes for all comments.

There were no public comments submitted.

4. **DELIVERY OF BUDGET MESSAGE**

Superintendent Bottensek will deliver the budget message.

Superintendent Bottensek reads her budget message to the budget committee. She highlights some hard decisions that were made throughout this budget process. And highlights achievements that the district has had in the recent past. She expresses the lense in which she and Ms. Rust used while preparing this budget was always students' wellbeing.

Superintendent Bottensek thanks Ms. Rust for her countless hours in preparing this budget book.

5. **PRESENTATION/DISCUSSION OF PROJECTED REVENUES**

Business Manager Molly Rust will present to the group.

Ms. Rust gives a brief overview of the budget and shares some high-level information with the committee today. She highlights that we are preparing this budget on the lower state school fund ADM number provided by the state. She feels this is the safest way to

budget.

MS. Rust starts sharing how our revenue is reflected in this book. And how our revenue is dropping because of less ADM. She does explain that this budget will look like a higher ending fund balance. She explained that it's because of the ending fund balance from this year, that is going into reserve. Some things, such as property tax revenue goes up slightly each year. She shares that last year, when preparing our budget, we spent enough on services from Lane ESD that we ended up owing them money. This budget reflects us receiving \$44,000 coming back to the district. Now this is kind of a wash because we brought a position we paid them for in house now, so we are paying it in salary. The Common School fund is down, so we are receiving less than last year. She adjusts the timber revenue and state school fund based on what comes in.

Budget Committee Member Mooney points out that we did well with budgeting on actuals last year and it shows. Director Gamache asks for more explanation of how the timber revenue works.

Ms. Rust shares that this is a balanced budget presented to the group.

Superintendent Bottensek shares that it is also within the parameters of our policy put in place by the board earlier this year with the contingency percentage they felt was responsible for our school district.

Director Schiesser asks if we receive more students next year than projected, will we get more funds than expected? Ms. Rust answers yes, they do adjust what they pay based on ADM a couple of times a year.

Superintendent Bottensek shares that we feel that if we do get additional revenue this year, we should be trying to put some money aside and prioritize putting it in place like special revenue funds that we haven't been able to in the past.

Budget Committee Member Burkert asks if, with fewer students, have we been receiving feedback on why they left. Superintendent Bottensek shares that we lost some of our online families, mostly due to another online program. In person, we have lost students, and we have done exit survey interviews with these families so that we are getting feedback on what works and what we could do differently. We are doing some advertising again this spring. You will hear our radio ads starting later this week as well as we have hung some fliers and reached out to surrounding preschools.

6. **PRESENTATION/DISCUSSION OF PROJECTED EXPENSES**

Business Manager Molly Rust will present to the group.

Ms. Rusts starts taking the committee through some high-level expenses they will see throughout the budget. She talks about how our salary and insurance will go up each year. She explains that some general fund end of year transfers that used to not be included are now included.

Director Clark asks about the fuel expense. Ms. Rust shares that it's the natural fuel used for heating, not transportation fuel. It went down because we switched providers. The actual gasoline price is increasing a little, so we might see a little increase, but we had previously budgeted for 4 routes, and we only have 3, so we have remained in our budgeted amount. We also left out the 4th driver from this presented budget as a cut, because we haven't filled the route all year and we are down enrollment, so we can't justify it.

Director Gamache asked about the out-of-district student placement, why it's so much.

Superintendent Bottensek explains the cost of sending a student out of the district and how the state funds special education students.

Superintendent Bottensek shares one area she would like to add a special revenue account would be textbook adoption.

Ms. Rust shares that the insurance bucket is an estimate because we haven't gotten our quote for next year yet. This is just based on trends being seen.

Director Clark asks about the transfer to the food program. Ms. Rust shares that we get money from the federal program, but we still have additional expenses.

Budget Committee Member Mooney asks about the unappropriated ending fund balance, should this be in the contingency fund. She feels that this makes it untouchable for the upcoming year. Ms. Rust will check in on this and bring back an answer.

7. INFORMATION REQUESTS FOR NEXT MEETING

Superintendent Bottensek shares that we did apply for a PEAK grant for K-8 PE instruction. And so now all the salary for our K-8 PE is being paid from this grant. So when you see a reduction in FTE in elementary, know this was just the salary being moved into the PEAK grant.

Ms. Rust also shares that the Fresh Fruits and Vegetables program is back, so you will see that again in the budget.

Budget Committee Member Mooney asks if we will have the KITS program again this year. Superintendent Bottensek shares that yes, we do. We still need to check in with staff to see who would be available to work it for the 6 weeks, 3 hours a day, 4 days a week. This is funded out of Early Literacy funds.

Budget Committee Member Mooney commends the district team for how they are handling the budget and the budget process. It's wonderful.

Superintendent Bottensek reminds the committee to email Ms. Rust and Ms. Bottensek before the next meeting. We will share the answers at the next meeting with the entire group.

8. ANNOUNCEMENTS

The next budget committee meeting will be held on Wednesday, May 6th, at 6pm.

9. ADJOURN THE BUDGET COMMITTEE MEETING

Budget Committee Chair Avery adjourned the meeting at 7:43pm.

Attendance Taken at 7:05 PM.

Bobbie Jo Brewster: Present

Ciara Clark: Present

Nicole Deering: Present

Meleah Drago: Present

Sara Gamache: Absent

Bev Schiesser: Present

Present: 5, Absent: 1.

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Board Chair Drago called the meeting to order at 7:06pm.

2. **WELCOME GUESTS AND VISITORS**

3. **CHANGES OR ADDITIONS TO THE AGENDA**

There were no additions or changes

4. **PUBLIC FORUM/COMMUNICATIONS**

Public comments are accepted until the start of each meeting. To submit a comment, turn it in to the board secretary or email it in advance. A fillable Public Comment form, referred to in the attached AR, can be downloaded by clicking the menu/settings button. Written comments sent to comments@blachly.k12.or.us will be read during the meeting and should take less than three minutes. Verbal comments are limited to three minutes per person, with a total maximum of 15 minutes for all comments.

There were no public comments.

5. **THE BOARD MAY RECESS THE REGULAR MEETING AND CONVENE EXECUTIVE SESSION**

The board will convene an Executive session pursuant to ORS 192.660:

(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations,

Board Chair Drago Recessed the regular meeting at 7:06pm

6. **RECONVENE REGULAR SESSION**

Board Chair Drago called the regular session back to order at 8:48pm.

7. **ANNOUNCEMENTS**

7.1. **UPCOMING BOARD MEETING**

The next Budget Committee Meeting will be held on Wednesday, May 6th at 6pm.

The next Regular Board Meeting will be held on Wednesday, May 13th, 2026 at 6pm.

8. **ADJOURN THE REGULAR MEETING**

Board Chair Drago adjourned the meeting at 8:49pm.

Budget Committee Work Session
Wednesday, May 6, 2026 6:00 PM

Blachly School District #90---Board Zoom
Meeting Link, 20264 Blachly Grange Rd.,
Blachly, OR 97412

Attendance Taken at 6:02 PM.

Larry Avery: Present
Bobbie Jo Brewster: Present
Norma Burkert: Present
George Chagollan: Absent
Ciara Clark: Present
Nicole Deering: Present
Meleah Drago: Present
Ellen Mooney: Present
Bev Schiesser: Present
Dawn Wells: Present

Present: 9, Absent: 1.

1. **CALL TO ORDER**

Budget Committee Chair Avery called the meeting to order at 6:03pm.

2. **WELCOME GUESTS AND VISITORS**

3. **PUBLIC FORUM/COMMUNICATIONS**

Public comments are accepted until the start of each meeting. To submit a comment, turn it in to the board secretary or email it in advance. A fillable Public Comment form, referred to in the attached AR, can be downloaded by clicking the menu/settings button. Written comments sent to comments@blachly.k12.or.us will be read during the meeting and should take less than three minutes. Verbal comments are limited to three minutes per person, with a total maximum of 15 minutes for all comments.

There were no public comments.

4. **REVIEW/DISCUSSION OF BUDGET**

Business Manager Molly Rust and Superintendent Bottensek will answer any questions that were presented or arise as the budget committee works through the budget.

Budget Committee Member Mooney moved that they move the dollar amount in unappropriated funds to contingency. This motion, made by Ellen Mooney and seconded by Bev Schiesser, Carried.

Larry Avery: Yea
Bobbie Jo Brewster: Yea
Norma Burkert: Yea
George Chagollan: Absent
Ciara Clark: Yea
Nicole Deering: Yea
Meleah Drago: Yea
Ellen Mooney: Yea

Bev Schiesser: Yea

Dawn Wells: Yea

Yea: 9, Nay: 0, Absent: 1

Committee Member Mooney moved to take \$5,000 out of function 6110, which is operating contingency and move that into 5200 transfers for the newly created textbook fund. This motion, made by Ellen Mooney and seconded by Ciara Clark, Carried.

Larry Avery: Yea

Bobbie Jo Brewster: Yea

Norma Burkert: Yea

George Chagollan: Absent

Ciara Clark: Yea

Nicole Deering: Yea

Meleah Drago: Yea

Ellen Mooney: Yea

Bev Schiesser: Yea

Dawn Wells: Yea

Yea: 9, Nay: 0, Absent: 1

Ms. Rust shares that Committee Member Mooney was correct about the unappropriated funds. Also, our software did go up a little. This was due to some help with some grade level supplemental learning. We have also eliminated some software that wasn't being used enough. There was a question about the library FTE that went up significantly. That was an error from last year, because we made the change to bump that position up. But this year is correct, FTE is .83. Fund 298, Athletic fund, it was noticed that if you look at licensed salary it says 0, but previously we had salary, but we still have benefits in it. This is due previously the Athletic Director prep was originally shown here, but this shouldn't have been listed there. You will see it was moved down to 130 because it's extra duty wages. Committee Member Mooney asks if we are going to be at the \$30,070 for Athletic Salary. Ms. Rust says that we may be a little under due to different sports maybe not happening or assistant positions not being filled, but it will be close.

Committee Member Mooney feels that the speakers in the gym need replaced, and she has brought with her an example of a speaker system: If we have money to spend in the athletic department, could we put money towards speakers. Superintendent Bottensek shares that she has been saying no to several purchases like this at this time. She doesn't want to commit dollars to things at this point when we don't know what next year will look like financially and when we have been cutting positions this year. But yes, eventually we do need to be doing improvements like this. Board Chair Drago asks about donations, and we could create a donation plaque system of some sort. This would be a better way to go about things that we want right now as far as smaller improvements. Superintendent Bottensek shares a question from a board member, on page 67, about technology administrator FTE. She shares that when we went from contract services 2 days a week to a full-time tech person for a year, then a year later the previous superintendent added transportation manager to this and made it .5 for each job. As we looked back at what we have done staffing wise in the past, and what other

districts our size do, we realized we have more students and more software and digital components than ever. Transportation is a very daily intensive need, and tends to take more of your day. We have spoke with other tech directors as well, and they all say that .5 FTE is not enough time to do their job accurately. She feels that we could support a .8FTE for this position. Previously, this position was being funded with a grant that we no longer get, which is why it's .8 instead of a 1.0 FTE. We have changed transportation to being a classified staff member being the transportation manager, with Superintendent Bottensek taking over as supervisor of that staff. The staff member that is becoming the transportation manager will be given some extra time in their day for the extra duties. Budget Committee Member Mooney shares that she likes the way Superintendent Bottensek is approaching the budget process, and how she is using the help of other similar districts. This adds help to the district and is a very open process. And this, in conjunction with Ms. Rust going through and being willing to question how things have been done in the past and supplying a very thorough budget and being hopeful and ready to answer questions. She really appreciates how this is being handled.

Director Schiesser asks about the SpEd FTE, code 12 in 141, what is this change? Ms. Rust feels that this is an area where she feels we have been coding incorrectly in the past. Historically, all IA positions have been coded to SpEd, but they are doing other jobs as well, so she is trying to clean this up and code things more specifically. Director Gamache asks if this is to save us money? Ms. Rust shares no, not in this instance. But we feel that SpEd is one area where we need to be very specific and careful with how we are spending this money. Board Chair Drago agrees with Ms. Mooney's statement about the ability that Ms. Rust and Superintendent Bottensek have to answer every question thoroughly and accurately. Director Gamache asks if other districts run their business office with only one person. Superintendent Bottensek answers no, they don't, and we know it will be a struggle to run next year without the assistant business manager. Committee Member Mooney shares she likes the idea of setting aside transfer money for textbooks. She would like to suggest that we take \$5,000 of contingency and put it in a fund for textbooks. If something catastrophic happened, then we wouldn't have to make that transfer, but the sooner we make it a habit to move money into a reserve fund the better. Ms. Rust shares that we could take up to \$5,857 and still be at the 8% ending fund balance. The \$5,000 would keep us above the 8%.

5. **INFORMATION REQUESTS FOR NEXT MEETING**

Director Schiesser moved to approve the Blachly School District 90 revised budget as revised for \$6,475,712 for the 2026-2027 fiscal year. This motion, made by Bev Schiesser and seconded by Ciara Clark, Carried.

Larry Avery:	Yea
Bobbie Jo Brewster:	Yea
Norma Burkert:	Yea
George Chagollan:	Absent
Ciara Clark:	Yea
Nicole Deering:	Yea
Meleah Drago:	Yea
Ellen Mooney:	Yea

Bev Schiesser: Yea

Dawn Wells: Yea

Yea: 9, Nay: 0, Absent: 1

Board Chair Drago moved that the budget committee of Blachly School District 90 approve property taxes for the 2026-2027 fiscal year at the rate of .0051023 per \$1,000 of assessed value for the permanent rate tax levy. This motion, made by Meleah Drago and seconded by Ciara Clark, Carried.

Larry Avery: Yea

Bobbie Jo Brewster: Yea

Norma Burkert: Yea

George Chagollan: Absent

Ciara Clark: Yea

Nicole Deering: Yea

Meleah Drago: Yea

Ellen Mooney: Yea

Bev Schiesser: Yea

Dawn Wells: Yea

Yea: 9, Nay: 0, Absent: 1

The board didn't have any remaining questions or requests. They offer up a motion to approve the revised budget.

6. **ANNOUNCEMENTS**

The next regular District board meeting will be held on Wednesday, May 13th, at 6pm.

The next budget committee meeting will be held on Wednesday, May 20th, at 6pm.

There will be no more budget committee meetings. The next regular meeting will be next Wednesday, May 13th, at 6pm.

Board Chair Drago thanks the budget committee for their willingness to volunteer and serve on this committee and for giving their time to support our school.

7. **ADJOURN THE BUDGET COMMITTEE MEETING**

Budget Committee Chair Avery adjourned the budget committee meeting at 7:16pm.

Blachly School District
April 30, 2026

	Original Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Estimate	Jun Estimate	Final Total	Over/ (Under)
Revenue															
State School Fund	5,384,130	929,989	464,716	464,716	414,285	414,285	414,040	414,040	-	409,712	409,712	573,957	(43,619)	4,865,833	(518,297)
State Timber Sales	100,000	-	540,390	-	-	-	-	-	390,916	-	-	-	-	931,306	831,306
Property Taxes	394,801	-	939	665	706	271,997	92,738	5,250	2,991	9,553	2,054	5,900	2,906	395,699	898
Federal Forest Fees	-	-	-	-	9,010	-	-	-	-	-	-	-	-	9,010	9,010
Interest Earnings	70,000	3,685	6,090	6,726	6,607	6,031	7,151	7,304	6,613	7,108	6,701	4,000	3,185	71,201	1,201
Common School Fund	60,967	-	-	-	-	-	-	-	21,281	-	-	-	21,281	42,563	(18,404)
Other County Revenue	800	-	82	-	-	105	-	-	100	-	-	66	-	352	(448)
Rentals	-	-	-	150	150	150	150	150	300	-	150	150	75	1,425	1,425
Other Small Grants	-	-	-	-	-	-	4,154	-	-	-	2,174	-	-	6,328	6,328
Lane ESD Flex Dollars	-	-	-	-	-	-	25,060	-	-	-	-	-	25,060	50,120	50,120
Miscellaneous	5,000	-	518	137	(5)	506	10,223	18,769	243	100	1,038	100	100	31,729	26,729
County School Fund	2,000	-	-	-	-	-	-	-	-	-	-	-	2,000	2,000	-
Indirect	31,342	-	-	-	-	-	-	-	-	-	-	-	26,541	26,541	(4,801)
Interfund Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sale/Comp fixed asset	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	200,000	255,526			-	-	-	-	-	-	-	-	-	255,526	55,526
Total Revenue	6,249,040	1,189,200	1,012,734	472,394	430,752	693,074	553,516	445,514	422,444	426,473	421,830	584,172	37,530	6,689,633	440,593
Expenditures															
Salaries	2,649,647	66,448	66,953	218,614	226,187	230,985	221,563	222,485	236,270	221,966	200,851	234,956	525,647	2,672,924	23,276
Benefits	1,677,074	35,710	42,261	131,561	137,264	138,427	134,706	134,986	142,424	136,990	138,237	145,717	327,825	1,646,109	(30,965)
Purchased Services	669,621	31,139	30,910	27,304	51,338	60,806	31,853	63,640	43,577	45,599	79,515	128,969	216,746	811,396	141,775
Supplies and Materials	424,385	48,513	45,887	33,283	22,461	21,619	20,989	17,561	26,704	23,939	22,207	56,473	185,751	525,389	101,004
Other	154,621	4,274	112,905	6,143	3,991	5,567	3,501	7,580	3,431	3,814	7,007	5,000	2,273	165,487	10,866
Transfers	333,500	-	-	-	-	-	-	-	-	-	-	-	333,500	333,500	-
Contingency	340,192	-	-	-	-	-	-	-	-	-	-	-	-	-	(340,192)
Total Expenditures	6,249,040	186,084	298,917	416,905	441,241	457,404	412,612	446,252	452,405	432,308	447,817	571,116	1,591,742	6,154,804	(94,236)
Ending Fund Balance	-													534,828	534,828

5.44%

8.56%

BOARD MAINTENANCE REPORT APRIL 2026

- **Spring is here and with that comes a lot of grounds maintenance.**
- **The new sod has been installed in the front lawns and is growing nicely.**
- **Irrigation is on for the front and the back lawns.**
- **Irrigation for the Football Field will be turned on soon.**
- **Color Rich Bark mulch has been applied to the flower beds in time for Open House and Graduation.**
- **Annual Fire Marshall Inspection was completed with re-inspection to follow.**
- **Annual testing of the Fire Alarm System is scheduled for May 22nd.**
- **New exit signs replaced in the little gym.**
- **Relocation of Electrical outlets in little gym for Wi-Fi.**
- **Relocation of an Electrical outlet for Gym Water Fountain.**
- **Finished up the Storage Racks in Outdoor School shed just in time for them to be filled up after Outdoor School.**
- **Got a good start on Class Photos in the upper hall. (More Coming Soon)**
- **Water System testing has been completed.**
- **Custodial Staff are doing an excellent job keeping the school clean and being flexible to ever changing events and schedules and deserve a Thank You if you see them.**

Technology and Transportation

Board Report for May 2026

1. Recycling competition with NextStep Recycling is completed and we should hear the results by the end of this week.
2. Annual backup exercise was completed the first week of May 2026. This test the ability of our infrastructure to recover lost data from our backups. We currently use a triple backup for staff files only as all other data of significance is managed and stored off-site. This triple backup has files 24 hours or less old stored in two separate locations and an additional storage of files seven days old or less stored in a completely different building.
3. Changes to the Wi-Fi System in the buildings will increase security in response to the requirements of no student access during school hours.
4. Preparing the start Annual Inspections of the bus fleet. Looking at options of using an outside resource other than 4J depending on the cost associated with it compared to 4J.

District Board Meeting: Triangle Lake Charter School Report

May 2026 Meeting

- **K-12 Social Studies Adoption:**
 - **K-5: TCI History Alive**
 - **6-12: Imagine Learning**
- **Secondary Math:**
 - **5-9: Mid-School Math**
 - **Geometry & Algebra II: TBD**
- **Spring Testing:**
 - **State Testing**
 - **In-person students: Students have begun testing and should wrap up state testing by the end of May. Ms. Bottensek includes who is testing each week and what subjects in her Week at a Glance post each week.**
 - **Online students: Students have begun testing and should wrap up state testing by the end of May.**
 - **Both remote and in-person testing sessions are available**
 - **District Testing**
 - **In-person students: About half of our in-person students have finished testing and the other half should wrap up prior to the first week of June.**
 - **Online students: Almost finished their MAP testing for the year.**
- **Open House:**
 - **We hosted this event on May 7th, attendance seemed lower than previous years. We did have some new families attend for students ranging from elementary to secondary.**
 - **Kindergarten information night had 6 students' families in attendance.**
- **Spring Sports Update:**
 - **MS Track & Field- District Meet is May 16th**
 - **HS Track & Field- District Meet is May 22nd and State Meet is May 28th**
- **Annual TLCS Lottery**
 - **Our annual lottery happens each year on the first Thursday of June. The lottery day for 2026 is June 4th. After the lottery is completed family communication will be mailed out to inform them if they've been accepted or placed on the waiting list.**
 - **This process is the same for both our in-person and online program.**

▪ **Upcoming Events:**

- **Tuesday, 5/19: Senior Declaration Assembly @ 2:45pm, Academic Awards Banquet @ 6:30pm**
- **Friday, 5/29: Seniors check-out, May Student of the Month Assembly @ 3pm**
- **Thursday, 6/4: Graduation Rehearsal 2pm-4pm (required for all seniors), Senior Grad Walk @ 3:15pm**
- **Saturday, 6/6: Graduation @ 1pm**
- **Monday, 6/8: June Student of the Month @ 8am**
- **Tuesday, 6/9: MS/HS Semester 2 Finals**
- **Wednesday, 6/10: MS/HS Semester 2 Finals**
- **Thursday, 6/11: Last Day of School**
- **Saturday, 6/13: Celebration of Life for Linda Richardson @ 1pm (Location: TLCS Gym)**

May 2026 District Board Meeting

Superintendent Report - Ms. Bottensek

- **Blachly School District Budget**
 - On May 6th the Budget Committee approved the budget to be presented to the District Board for adoption at the June board meeting. As a result of this approval the last two budget committee meetings that were scheduled have been canceled.

- **Summer Programs**
 - **KITS**
 - We are excited to be able to offer the summer program KITS for our incoming kindergarteners.
 - July 20th - August 27th
 - **Summer School**
 - On April 28th we found out we received the summer learning grant. This is a three year competitive grant. We now have funding for the next 3 summers. Grant agreements have been received and signed by the district.
 - Molly and Ms. Bottensek had their first state summer learning meeting on May 12th.
 - August 10th - August 27th

- **Lane County Rural District Professional Development Collaborative**
 - This partnership with:
 - Blachly
 - Crow-Applegate-Lorane
 - Mapleton
 - Marcola
 - McKenzie
 - Lane ESD.
 - Our final session of the year was on Friday, May 8th. It was a wonderful way to end year one of this collaborative! In the morning, staff participated in their PLC groups in their final session of learning for the year. Then in the afternoon PLCs competed against each other in different fun activities. Thank you Marcola for hosting all of us!

- **Professional Development:**
 - **COSA New Superintendent Academy**
 - Yearlong group

- Monthly virtual meetings
- 4 in-person learning sessions at conferences throughout the year.
- Administrator University Course
 - ADMN 648 – Admin Practicum I
 - ADMN 649 – Admin Practicum II