

Crane Elementary School District # 4
Board of Directors Regular Meeting
Date: November 14, 2016

Board Members Present:

Kelli Rose-Chairperson
Vern Brown JR.-Director
Matt Zander-Vice-Chair
Jim Kelley-Director
Chris Venell-Director

Also in Attendance:

Matt Hawley, Superintendent
Glennie Cargill, Board Secretary
Kaeko Blackburn, Business Manager

Board Guests: N/A

Proceedings

Meeting Called to Order at: 6:03

Pledge of Allegiance

Adopt Agenda: Superintendent Hawley had one change to the agenda, to move the Student Body Credit Card from information to action items. Vern Brown Jr. moved to approve the agenda with the change, Matt Zander seconded. All approved.

Minutes Approved:

Kelli Rose would like one correction to the October minutes. There was a typing error that needed to be corrected. Vern Brown Jr. moved to approve the minutes from the October 10, 2016 Elementary Board Meeting with the corrections, Chris Venell seconded, all approved.

Action Items:

- The Crane Elementary School Student Body account needs to open up a visa for staff to use. Superintendent Hawley and Student Body Business Manager Glennie Cargill would like to get permission from the board to open a visa card with a \$3000 limit to be used by the staff. The card will be managed by Mr. Hawley and Glennie Cargill. Mr. Hawley and Glennie Cargill are both aware the card needs to be paid on a monthly basis. Documentation on the approval will be sent to the bank prior to opening the account. Vern Brown moved to approve opening a visa card to be used with the Elementary Student Body Account. Matt Zander seconded. All approved.
- After much research Mr. Hawley presented the information for the approval of the new well. The well was witted last week. Tony Hackett from Down Right Drilling provided information he felt was necessary for the new well. He believes the well should be drilled 4-500 feet so the well will be on a different level than the current well. Superintendent Hawley reported there was a grant available from Femma and the US Forest Service. He has recently submitted the grant and hopes to hear back before we begin to drill. Tony Hackett would like to drill during

Christmas Vacation as he is too busy in the summer months. Vern Brown Jr. moved to approval funding for the new well and water system, the cost will be paid at 1/3 the cost of the system. Matt Zander seconded. All approved.

- Superintendent Matt Hawley recommended Matt Zander as the Middle School Boys Basketball coach. Mr. Hawley told the board that Matt Zander is aware he is not allowed to be paid as he is employed by the school district. The money budgeted to the coach will be donated back to the program for equipment. Jim Kelley moved to approve Matt Zander as Crane Middle School Boys Basketball Coach. Vern Brown Jr. seconded. Matt Zander abstained. All approved.
- During the last board meeting Mr. Hawley brought it to the boards attention, that our spring break does not line up with the other schools including the colleges. He told the board he would like to move spring break back one week. Matt Zander moved to move spring break back to the 27th-30 of March. Jim Kelley seconded. All approved.
- Mr. Hawley presented the November bills for approval. After discussion of the bills Vern Brown Jr. moved to approve the bills in the amount of \$17,356.39. Matt Zander seconded. All approved.

Superintendent's Report:

- Superintendent Matt Hawley would like to thank National Honor Society Advisor Karen Starbuck along with K-1st grade teacher Angelia Sanchez and 2nd-3rd grade teacher Raleigh Shepler for all the hard work in setting up our Veterans Day Celebration. The High School Honor Society Members traveled into Burns with our elementary students in grades K-3 to sing patriot songs to the veterans at the Aspens Center. The Honor Society provided gifts for the veterans at the Aspens.
- The elementary students in grades K-6 traveled to Burns to take in the Tears of Joy Puppet Show. The group will be performing The Jungle Book. The cafeteria provided sack lunches for the students. The teachers reported the students really enjoyed this field trip and recommend taking it in again next year.
- The elementary students had a good time at the Halloween Parties in the classrooms. They did their annual costume parade through the high school where candy was passed out by several high school staff. Trunk or Treat seem to be a hit with many kids running around having a good time.
- Mr. Hawley would like to thank the Case Foundation along with Jamie and Mitch Siegner for all the work in the 100-year Crane Celebration. Dinner was held at the Crane Store with approximately 287 dinners served. The Crane Welding class built the BBQ that was used and did a great job with it. Mr. Hawley reported everyone seem to have a good time.

Financial Report:

- Kaeko Blackburn presented the Financial Report. She reported she is estimating the ending fund balance should be approximately \$350,000. The elementary should be sitting good at the end of the year

Items for Discussion:

- Mr. Hawley reported that Measure 98 was passed in the last election mandating all schools in Oregon hold one week of outdoor school for all 5th and 6th grade students. There is some concern around the state that there will be enough venues to hold all of these student. Mr. Hawley thought if Crane could build an outdoor environment and provide outdoor school for city students we could generate some funds for our school. Everyone was in agreement that this would be a great idea.
- Measure 99 also passed mandating schools to provide more money for CTE programs. This measure will really effect smaller schools. The measure reduces the ADMW for regular students to increase CTE funding. At this time Superintendent Hawley is hoping for a flat funding rate.
- Mr. Hawley reports that each year our Pace Insurance focuses on certain risk management issues. For the next two years their focus will be on Workplace Discrimination, Hiring Practices, Supervisor Practices and Termination process. We need to have a policy in place that address these issues and make sure we have a representative attend the trainings in these areas. If we have these criteria's in place, we will receive a 5% reduction in our premiums. At this time, we have the majority of these policies and will adopt the ones we may not have. Mr. Hawley will be attending the training in February and March to make sure we get the discount.
- Discussion was held on the time we will hold board meetings during the winter. There was discussion on whether we should remain at 6:00 or move back to the original time of 4:00 pm, or the suggested time of 5:30. The board decided to move the board meeting time to 5:30 same as joint board meetings.

With no further business Matt Zander moved to adjourn Vern Brown Jr. seconded. All approved.

Meeting adjourned at 6:48

Next Meeting Set for: December 12, 2016 with a Joint Board Meeting

Minutes Submitted by Secretary; _____

Signature, Board Chair

Date