

**Harney County SD #4 Board of Directors**

Present: Matt Zander, Vice Chair  
Jim Kelley, Director  
Chris Venell, Director

**Monthly Board Meeting September 12, 2016**

Also Present: Matt Hawley, Superintendent  
Kaeko Blackburn, Business Manager

**CALL TO ORDER**

Vice Chair called the September meeting to order at 6:00 p.m. at the Crane Union High School Meeting Room.

**PLEDGE OF ALLEGIANCE**

**VISITORS/STAFF**

Staff:

Visitors:

Jennifer Shultze

**Approve Minutes**

- Minutes from the August Board Meeting were presented.

Chris Venell made a motion to approve the minutes as corrected, Jim Kelley seconded and the motion carried unanimously.

**Adopt the Agenda**

No changes were recommended. Jim Kelley made a motion to adopt the agenda, Chris Venell seconded and the motion carried unanimously.

**Review/Approve Bills**

**Disbursements**

Kaeko Blackburn reported that the monthly disbursements for the following period are as follows:

August 1 thru 31, 2016 - **\$15,362.98**

Significant Expenditures were reported as follows:

**General Fund (100)**

- o Bill Kinghorn - \$640.00 Gym Floor
- o Harney ESD - \$206.00 Handbooks
- o Tyler Technology - \$1,284.34 SchoolMaster

**Title IA (203)**

- o Heinemann - \$1,601.60 Textbooks and Supplies

Jim Kelley made a motion to approve the payment of pre-paid bills in the amount of \$15,362.98, Chris Venell seconded and the motion carried unanimously.

**Hearing Groups and/or Early Items**

Nothing to report.

**Communications and Announcement**

Superintendent Hawley recognized Jennifer Shultze, who is an instructor from Western Oregon University shadowing him.

**Local School Committee Reports**

Nothing to report.

**Superintendent – Principal Report**

- a. School Cafeteria – Superintendent Hawley reported that the school cafeteria is finished and looks great. He would like to invite Harney Electric out to view and use the facilities.

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**Superintendent – Principal Report (continued)**

- b. Curriculum Night September 15, 2016** – Curriculum night gives parents the opportunity to meet and interact with their kid’s teacher. It is a great opportunity to open the lines of communication and view the classroom. Parents can meet the teachers and learn what the teacher’s expectations are.
- c. Water/Well Update** – The main pump broke suction during fair week. The water had to be shut off Tuesday thru Thursday. We were fortunate that this happened when school was not in session and also that Tony Hackett was in the area at the time. Tony along with Todd Vanderdasson of Harney Pump and Irrigation generously donated time and equipment to get the pump up and working. The pump had to be dropped 60’. Tony also strongly recommended drilling a backup well. The cost of the well is estimated to be approximately \$50,000. Superintendent Hawley said that he will submit a thank you to the Burns Times Herald to Tony Hackett and Harney Pump and Irrigation (Todd Vanderdasson) for their time, efforts and donation. Superintendent Hawley also said that the Crane school districts will make two athletic banners which will advertise their businesses.
- d. First week of School** - Superintendent Hawley reported that the school year is off to a great start. Enrollment is up, staff, students and parents seem happy. Class sizes are reasonable. The bus has 32 students riding. Superintendent Hawley is very positive about the future.
- e. MS Athletics** – The schedules are out today for middle school athletics. Practice has started and participation is good.
- f. The Promise of Oregon Campaign** – Superintendent Hawley informed the board that the Oregon School Board Association (OSBA) would like to feature the Crane school districts in their Promise of Oregon campaign. They would specifically like to feature the traveling science lab. Superintendent Hawley said the campaign would feature a couple of students from each districts.

**Items for Action**

- **Hire 2/3 Teacher**

Jim Kelley made a motion that the Crane School District #4 Board of Directors hire Ms. Raleigh Shepler as a second/third grade teacher for the 2016-17 school year, Chris Venell seconded and the motion carried unanimously.

- **Approve Food Service Contract with Harney County School District #4 (HCSD#4)**

Superintendent Hawley reported that best practices requires a formal contract between CUHS and HCSD#4 for food service. He presented the board with the food service contract for \$45,000. Superintendent Hawley recommended reviewing the contract each Spring and make adjustment if needed.

Jim Kelley made a motion to approve the Food Service contract in the amount of \$45,000 with 1J for the 2016-17 school year, Chris Venell seconded and the motion carried unanimously.

- **Enrollment Numbers**

Superintendent Hawley reported after two weeks of school, our enrollment is holding steady. The district currently has 70 students with 32 students riding the bus. The kids are all getting along great.

- **Radon Plan**

Superintendent Hawley presented the board with the Radon Plan that was sent to the Oregon Health Authority. The plan needed to be submitted to OHA by September 1. The Radon Plan is a new state requirement and actual testing of radon at school sites must be completed by January 1, 2021.

- **Title I Compact**

Superintendent Hawley provided to the board the Title I Compact that is being distributed to all parents in the district. The compact is part of the federal mandates and protocols required of districts who receive Title I monies.

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- **Substitute Pay Rates**

Superintendent Hawley presented the board with the 2016-17 substitute pay rates. The scale is mandated by ORS 342.610. School districts with a four day week must pay a higher daily rate for their substitutes who are paid either a full day or half day of work. The daily rate for a 4-day week is 197.38.

**Information Items**

- **Financial report**

Kaeko presented the projected ending fund balance report. She stated it is early to project but without changes to revenues, using the June 2016 estimates, and increasing expenditures to reflect the new teacher, increased worker's compensation and liability insurance... the ending fund balance with no adjustments to revenue is \$313,640.

- **Oster Professional Group Audit**

Superintendent Hawley informed the Board that the audit went very well. The auditors noted a big improvement over last year's audit. There are recommendations for improvement but nothing that cannot be corrected.

**Board Reports**

None to report

**Adjournment**

With no further business, Board Chair Mark Owens adjourned the meeting at 6:47 pm

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Matt Zander, Vice Board Chair