

Crane School Districts

Joint Board Meeting

February 21, 2017

PRESENT

Crane Elementary Board of Directors

Kelli Rose, Board Chair
Matt Zander, Vice-Chair
Vern Brown Jr., Director
Jim Kelley, Director

CUHS Board of Directors

Mark Owens, Board Chair
Dan Otley, Director
Jeff Dorroh, Director
Mike Davis, Director
Marc O'Toole, Director

Absent: Chris Venell

Present: Matt Hawley, Superintendent
Glennie Cargill, Board Secretary
Kaeko Blackburn

CALL TO ORDER: Mark Owens called the meeting to order at 5:32 pm.

PLEDGE OF ALLEGIANCE

VISITORS/STAFF: Heather Epling

Approve Minutes

a) Minutes from the January Joint Board Meeting were presented to their respective school district boards

CUHS

Jeff Dorroh made a motion to approve the minutes; Dan Otley seconded the motion carried unanimously.

Crane Elementary

Vern Brown Jr. made a motion to approve the minutes; Matt Zander seconded the motion carried unanimously.

Adopt the Agenda

Both boards unanimously approved the agenda, with one addition. Under Items for Discussion, Jim Kelley wanted to add the "District Consolidation".

Review/Approve Bills

Kaeko Blackburn reported the January monthly disbursements as follows:

CUHS

December - **\$58,734.70**

Dan Otley made a motion to approve the disbursements for **\$58,734.70** Jeff Dorroh seconded, the motion carried unanimously.

Crane Elementary

December - **\$24,791.57**

Vern Brown Jr. made a motion to approve the disbursements for **\$24,791.57** Matt Zander seconded, the motion carried unanimously.

Local School Committee Reports:

Bryce Otley, CUHS Student Body President, reported the student body raised \$5040.00 by selling tickets and raffling of the donated bumpers. The student Body Secretary will send a thank you note to the companies that donated the gift certificates for the bumpers. The welding class is still working on the trailer they are building to sell for a fundraising item for the welding class. Superintendent Hawley asked Bryce what he thought of Teen Court he participated in last month. Bryce thought it was a good way for students to see how a court of law works and it keeps the violation off a student's record.

Communications and Announcements:

Debbie Arntz from Oster Professional Group was present to give the 2015-16 audit. A copy of the audit was provided to all board members. She reports the Audit went well and the books were in much better shape for the audit this year than in years past. Debbie reports the internal controls are in good order with no deficiencies to report. Under the letter topic, Oster's reports there were a few Journal Entries that need documentation. A Capital Assets List along with the inventory list was not available to audit. Oster Professional Group did not find any items of significance to report on this year, but will need to see the Capital Assets, Inventory List and the Food Lists for audit next year. Mr. Hawley thanked Debbie and Oster Professional Group for their time.

Superintendent – Principal Report

- Mr. Hawley is working with Meysa G. A CPR and First Aide trainer out of Lakeview to set up CPR and First Aide training for our students in 4th-12th grade. The training will last for 2 days. Mr. Hawley feels it is important to the rural kids who may face emergencies and have to wait for help to come.
- Mr. Hawley attended a Crisis Response Training for all administrative staff in the county. After the crisis in our county in December, the administrators feel it is necessary to get the team trained and ready in case they are needed.
- At the end of February Mr. Hawley and Business Manager Kaeko Blackburn will attend a PACE meeting, by attending this meeting it will give us lower insurance rates for both districts.
- District Basketball and Wrestling just ended, our boys' basketball team ended up fifth in the district and our girls' basketball team won the district tournament sending them to the state playoffs. Four wrestlers qualified for the State Tournament and will head to Portland next weekend.
- Mr. Hawley reports the high school sent 14 students in to Teen Court. Mrs. Northrop chaperoned the students to Teen court and explained how the procedure works. Students were given extra credit for participating.
- On Thursday February 23, the rural schools will be at Crane Elementary to compete in Battle of the Books. The students seem to enjoy this day and are learning to make reading fun. Jen Schultz will be here with about six college students to help for the day.
- Superintendent Hawley will be attending a session in the legislature to testify on District Consolidation. He has just found out if the bill passes, it would have to be presented to the people of Oregon in November of 2018 for approval.

Jeff Dorroh asked if Mr. Hawley had gotten anything set up to train our students on lock down procedures. Mr. Hawley has set these programs up in past years and will look into getting something done here. Mark Owens said he had a conversation with the sheriff and his office is willing to help. Mr. Hawley said he would contact him.

Kelli Rose wanted to let the board know that the annual livestock sale for FFA and 4-H will start at 4:00 pm this year. She wanted to give the athletic director warning so games would not be scheduled during that time.

Items for Discussion:

- Superintendent Hawley presented a proposed calendar for school year 2017-18. The calendar complies with the state hour requirements and meets the language provided in our policy. Mr. Hawley received a call from Chelsea Harrison from the Harney County Chamber of Commerce; they are interested in renting

our dorm during August for the Solar Eclipse. Mr. Hawley says that would be our first week of school so we would have to move school back a week. The board felt it was necessary to check into what they are willing to pay for our dorm. The board thinks we could make up days on Fridays or during Fair Week to compensate for starting later. Mr. Hawley will call the Chamber to see what is involved.

- Provided in the board packets is information from the Oregon Small Schools Association concerning Physical Education minutes. At this time, Superintendent Hawley states the schools are not meeting our physical education requirements. If legislature passes on this measure, Crane schools would be forced to hire a physical education teacher. There will be more information to follow on this in the spring.
- March is the month for board members to evaluate the superintendent. Mr. Hawley provided each board member a form to use for the evaluation and ask the members to return them before March 13; the evaluations need to be returned to their respective board chair for processing.
- Mr. Hawley provided the board members with copies of contract extensions and Probationary Contracts renewals that he will present for action at the next board meeting.
- Superintendent Hawley provided information on the State School funding, at this time the 2017-18 budget has not been approved.
- Elementary Board Member Jim Kelley asked to have some discussion on the two districts consolidation. He feels like if the high school is in a need of extra funds then the elementary school could help the high school with some of the grade schools funds. Mr. Hawley appreciates Jim's concern for the high school budget but because he is employed by both districts, he has to watch out for both districts budgets and the money the elementary could give to the high school is not sustainable for more years than one. Superintendent Hawley cannot, in good conscience have the elementary district give money to the high school district. We have to find sustainable income to keep the high school going, and offer more programs for our high school students.
- Mr. Hawley presented the contract on the sale of the Yellow House. No action needs to be done at this time.
- Mr. Hawley thanked Janet Arnold, Kitchen Supervisor on doing a good job in maintaining the food budget this year in spite of the additional 30 new students. So far this year the budget has not gone up from last year.
- Mr. Hawley presented the board with a site that the Oregon State Police just launched call SafeOregon, This is a tip line available to all public K-12 schools in Oregon at no cost to use. Schools must complete a sign up process to be available. This site allows students, staff or other members of the public to anonymously report and share confidential information of a threat or possible threat to student safety. Trained staff are available 24 hours a day, 365 days a year to be reached through phone calls, text messages, mobile application or websites. The main goal of SafeOregon is to intervene at the earliest possible point in the life of a young person who is struggling, helping them when they need it, before the situation turns into a tragedy.
- Mr. Hawley reminds the board of those members whose term is expiring at the end of June.

Items for Action:

- **The audit was presented for approval, for both District 1J and District 4.**

Matt Zander moved to approve the Audit for District #4, 2015-16 school year as presented by Oster Professional Group. Vern Brown Jr. seconded, the motion carried unanimously.

Jeff Dorroh moved to approve prove the Audit for District 1J 2015-16 school year as presented by Oster Professional Group. Mike Davis seconded, the motion carried unanimously.

- **Mr. Hawley presented for approval the 2017-18 school year Open Enrollment Numbers for both Districts. District 4 will be accepting limited student placements for the 2017-18 school year. Open Enrollment students must contact the school office by April 1, 2017. Crane Case Foundation will pay for Open Enrollment advertisements.**

After a lengthy discussion, Mr. Hawley explained some of the ideas he is working on for our next school year. In the Elementary, he would like to add a new 6-8 grade teacher who is qualified in the area of Math and have some job sharing in that grade level with the current teacher. Students would receive instruction at his/her level of understanding. He would also like to add a full time aide in the elementary school. Superintendent Hawley presented a future forecast of rural students coming into the high school and the number are going to continue to go down. We have to find a way to bring our high school enrollment numbers up to have the funds to offer more variety of programs here at CUHS.

Mike Davis moved to approve the Open enrollment numbers for Crane High School District # 1J, Marc O'Toole seconded, the motion carried unanimously.

Matt Zander moved to approve the Open enrollment numbers for Crane Elementary School District #4, Jim Kelly seconded, the motion carried unanimously.

- **Connie Robbins would like to start a CUHS Trap Club; the club will not be sanctioned by the school but would be name after the high school. Mr. Hawley met with Mrs. Robbins and feels like this would be a good opportunity for the students. He would like the board's approval for Connie to start the club and meet with students. There will be no school support or insurance coverage from the school. The club would be recognized at a separate entity from the district. The club would be allowed to use the school logo and have photos in the yearbook. Students will not be awarded letters for this sport.**

Marc O'Toole moved to approve the CUHS Trap Club, Mike Davis seconded, the motion carried unanimously.

Financial Report:

- **Kaeko Blackburn presented the Financial Report for the month of January.**

District #1J has currently spent 75% of the yearly budget. At this time, the projected ending fund balance will be \$194,870.91.

District #4 has currently spent 55% of the yearly budget. The projected year-end fund balance should be \$401,449.98 dollars. Leaving the elementary in good standing.

Adjournment

With no further business, Board Chair Mark Owens and Kelli Rose adjourned the meeting at 7:55 pm

Kelli Rose, Board Chair Crane Elementary

Mark Owens, Board Chair, CUHS