

PRESENT

Crane Elementary Board of Directors

Kelli Rose, Board Chair
Vern Brown Jr., Director
Matt Zander, Director
Jake Potter, Director

Absent: Chris Venell

CUHS Board of Directors

Mark Owens, Board Chair
Dan Otley, Director
William Dunten, Director
Mike Davis, Director

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

CALL TO ORDER

Board Chairs Kelli Rose and Mark Owens called the joint July Board Meeting to order at 6:00 PM. at the Crane Union High School Meeting Room.

PLEDGE OF ALLEGIANCE

Superintendent Hawley swore in two new Board Members: Jake Potter for District #4 Crane Elementary and William Dunten for District 1J Crane Union High School.

ELECT OFFICERS

Crane Elementary

- a. Matt Zander made the motion to appoint Kelli Rose as Chair for the 2017-18 school year, Vern Brown Jr. seconded and the motion carried unanimously.
- b. Matt Zander made the motion to appoint Chris Venell as Vice Chair for the 2017-18 school year, Vern Brown Jr. seconded and the motion carried unanimously.

CUHS

- c. Dan Otley nominated Mark Owens as Board Chair for the 2017-18 school year. Mike Davis seconded and the motion carried unanimously.
- d. Mark Owens made the motion to appoint Dan Otley as Vice Chair, Mike Davis seconded and the motion carried unanimously.

APPROVE MEETING DATES

Superintendent Hawley presented the boards with a list of 2017-18 meeting dates. After some discussion, meeting dates for joint meetings were changed to the third Monday when scheduled. Both boards will meet at 6:00 pm on approved dates.

Crane Elementary

Vern Brown made a motion to accept the meeting dates as amended, Matt Zander seconded and the motion carried unanimously.

CUHS

Dan Otley made a motion to accept the meeting dates as amended, Mike Davis seconded and the motion carried unanimously.

DESIGNATIONS FOR CRANE ELEMENTARY AND 1J

Crane Elementary

Vern Brown made the motion to accept the following designations:

- a.** Superintendent/Clerk - Chief Administrative Officer and Elections Officer – Matthew Hawley
 - b.** Budget Officer – Matthew Hawley
 - c.** Business Manager – Kaeko Blackburn
 - d.** Custodians of Funds – Kaeko Blackburn
 - e.** Depositories of School Funds – Umpqua Bank and Local Government Investment Pool
 - f.** Insurance Agent of Record – Mike Blackaby
 - g.** Newspaper for legal publications – Burns Times Herald
 - h.** Legal counsel - OSBA Legal Services
 - i.** Independent auditor – Oster Professional Group, CPA
 - j.** 2nd Monday of each month with the exception of July and Joint Meetings. Board Meetings will start at 6:00 pm, at the Crane Union High School Staff room
- Matt Zander seconded and the motion carried unanimously.

Crane Union High School

Mike Davis made the motion to accept the following designations:

- k.** Superintendent/Clerk - Chief Administrative Officer and Elections Officer – Matthew Hawley
 - l.** Budget Officer – Matthew Hawley
 - m.** Business Manager – Kaeko Blackburn
 - n.** Custodians of Funds – Kaeko Blackburn
 - o.** Depositories of School Funds – Umpqua Bank and Local Government Investment Pool
 - p.** Insurance Agent of Record – Mike Blackaby
 - q.** Newspaper for legal publications – Burns Times Herald
 - r.** Legal counsel - OSBA Legal Services
 - s.** Independent auditor – Oster Professional Group, CPA
 - t.** 3rd Monday of each month except July, 6:00 pm, at the Crane Union High School Staff room
- William Dunten seconded and the motion carried unanimously.

AUTHORIZATION

Crane Elementary

Vern Brown made the motion for the following authorizations:

- a.** Authorize the Superintendent to expend the budget
 - b.** Authorize the Superintendent and Board Chair Kelli Rose to sign checks
 - c.** Allow the Business Manager to transfer money between funds so long as all funds are in balance by the end of the 2017-18 fiscal year.
- Matt Zander seconded and the motion carried unanimously.

CUHS

Dan Otley made the motion for the following authorizations:

- a.** Authorize the Superintendent to expend the budget
- b.** Authorize the Superintendent and Board Chair Mark Owens to sign checks
- c.** Allow the Business Manager to transfer money between funds so long as all funds are in balance by the end of the 2017-18 fiscal year.

William Dunten seconded and the motion carried unanimously.

APPOINTMENTS

Crane Elementary

Matt Zander made a motion to appoint Vern Brown to the ESD Budget Committee, Jake Potter seconded and the motion carried unanimously.

CUHS

Mark Owens made a motion to appoint Mike Davis to the ESD Budget Committee, Dan Otley seconded and the motion carried unanimously.

APPROVE MINUTES

Minutes from the June Board Meeting were presented to their respective school district boards.

Crane Elementary

Vern Brown made a motion to approve the minutes, Matt Zander seconded and the motion carried unanimously.

CUHS

Dan Otley had one correction in the board minutes. He would like his statement changed from having less track meets next year to having less basketball games. Dan Otley made a motion to approve the minutes with the corrections, Mike Davis seconded and the motion carried unanimously.

Adopt the Agenda

Matt Zander moved to adopt the agenda, Vern Brown Jr. seconded and the motion carried unanimously. Dan Otley moved to adopt the agenda, Mike Davis seconded and the motion carried unanimously.

**Review/Approve Bills
Disbursements**

Crane Elementary

Kaeko Blackburn reported June’s monthly disbursements as follows:

June- **\$43,433.20**

Vern Brown made a motion to approve the disbursements, Matt Zander seconded and the motion carried unanimously.

CUHS

Kaeko Blackburn reported June’s monthly disbursements as follows:

June- **\$62,452.93**

After some discussion, Dan Otley made a motion to approve the disbursements, Mike Davis seconded and the motion carried unanimously.

Hearing Groups and/or Early Items

None to report

Communications and Announcement

None to report

Superintendent – Principal Report

- a. Summer Maintenance is underway; we have installed new front doors and new back doors on the high school. New desks are coming for the extra classroom in the elementary and more ceiling tiles will be changed out in the dorm.

- b. The class of 1977 held a class reunion here on campus Saturday, there were about 9 families here.
- c. With the addition of our new PE teacher, we will meet the state requirements this year for our PE minutes.
- d. With the approval of the CTE funding allocation, we should receive about \$400 per student this year.
- e. New heater/air conditioner units will be installed starting next week in the high school.
- f. Mr. Hawley would like the fence around the football field finished this year before the season starts.

Items for Action

- a. Superintendent Hawley presented Todd Thompson for hire for the K-12 Physical Education Teacher. At this time, Todd does not have the correct license but will work to get it. The state allows a teacher to be miss assigned for three years while working on the correct endorsement. Mr. Hawley will mentor Todd this year.
Vern Brown Jr. moved to approve the hire of Todd Thompson as the K-12 Physical Education Teacher, Dan Otle seconded and the motion carried unanimously.

Items for Discussion

a. 16/17 Audit #4 and 1J

The 16/17 audit has been scheduled for August 21 thru 25 for both districts. The auditors will be here on July 26 to take care of some preliminary items and meet with Glennie.

b. Mileage Reimbursement #4 and 1J

Superintendent Hawley distributed mileage reimbursement forms to the Board for those who wish to be reimbursed for mileage to and from board meetings.

c. Lot Consolidation

The process of consolidating lots owned by District 1J is completed and the new drain field and septic system for the home Doman’s live in will begin.

d. Pace Voluntary Risk Management Consultation

The results from the consultation Mr. Hawley had with PACE is complete, and results were presented. A list of item that need correction such as the climbing wall that must be taken out and the bleacher end rails that need to be used. The Elementary Dome Climber needs to have something besides grass under it. The lift in the welding room needs to be inspected. The carpet needs to be replaced in the weight room. Superintendent Hawley will start working on the results list.

e. 1J Board Vacancy

Policy was presented on how to fill a vacant board position. After reviewing the policy it was determined, the position will be advertised in the Burns Times Herald, our school Facebook page and our School Web Site. Deadline for filing will be mid-July and the board will choose a candidate at the August Board Meeting.

Information Items – Financial Report

Crane Elementary

The All Funds Balance for Crane Elementary is \$722,865.10 Kaeko reported she is in the process of finalizing the special funds and submitting reimbursements. She believes the general fund ending balance will in good standing to begin the next school year.

Crane Union High School

The All Funds Balance for Crane Union High School is \$350,103.25 Kaeko reported she is in the process of finalizing the special funds and submitting reimbursements. She is believes the general fund ending balance will be over \$400,000 for next school year.

Board Reports: No report

Late Items

None

Adjournment

With no further business, Board Chairs Kelli Rose and Mark Owens adjourned the meeting at 7:15 am

Kelli Rose, Board Chair Crane Elementary

Mark Owens, Board Chair, CUHS