

PRESENT

Crane Elementary Board of Directors

Matt Zander, Director

Present by Phone:

Kelli Rose, Board Chair

Jake Potter

Absent Chris Venell, Vern Brown Jr.

CUHS Board of Directors

Mark Owens, Director

Dan Otley, Board Chair

William Dunten, Director

Mike Davis, Director

Russ Clark, Director

Also Present: Matt Hawley, Superintendent
Glennie Cargill, Board Secretary

CALL TO ORDER

Board Chairs Kelli Rose and Dan Otley called the Joint July Board Meeting to order at 11:00 AM. At the Crane Union High School Meeting Room.

PLEDGE OF ALLEGIANCE

Adopt the Agenda

Matt Zander moved to adopt the agenda, Russ Clark seconded and the motion carried unanimously.

Dan Otley moved to adopt the agenda, Mike Davis seconded and the motion carried unanimously.

Items for Action

ELECT OFFICERS

CUHS

- a. Dan Otley nominated Mark Owens as Board Chair for the 2018-19 school year. Mike Davis seconded and the motion carried unanimously.
- b. 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 2018-19 meeting dates. After some discussion, meeting dates were set for 4:00 pm during the months of November-February and 6:00 pm March-June. The July Organizational meeting time will be set during the June meeting.

Crane Elementary

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

CUHS

Russ Clark made a motion to accept the meeting dates as amended, William Dunten seconded and the motion carried unanimously.

DESIGNATIONS FOR CRANE ELEMENTARY AND 1J

Crane Elementary

Jake Potter 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 – Corissa Wright
- d.** Custodians of Funds – Corissa Wright
- 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. Meeting will be held at the Crane Union High School Staff room

Matt Zander seconded and the motion carried unanimously.

Crane Union High School

Russ Clark 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 – Corissa Wright
- n.** Custodians of Funds – Corissa Wright
- 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 and Joint Meetings. Meetings will be held at the Crane Union High School Staff room

William Dunten seconded and the motion carried unanimously.

AUTHORIZATION

Crane Elementary

Jake Potter made the motion for the following authorizations:

- a.** Authorize the Superintendent to expend the budget
- b.** Authorize the Superintendent and Board Chair 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.

Russ Clark seconded and the motion carried unanimously.

APPOINTMENTS

CUHS

Mark Owens made a motion to appoint Russ Clark 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

Matt Zander made a motion to approve the minutes, Jake Potter seconded and the motion carried unanimously.

CUHS

Mark Owens had one correction in the board minutes. Dan Otley made a motion to approve the minutes with the corrections, Mike Davis seconded and the motion carried unanimously.

Crane Elementary

Superintendent Hawley presented the new contract between Crane Elementary School and the Oregon Family Charter School. Jake Potter moved to approve the contract as presented, Matt Zander seconded and the motion carried unanimously.

**Review/Approve Bills
Disbursements**

Crane Elementary

Superintended Hawley reported June’s monthly disbursements as follows:

June- **\$28,313.36**

Jake Potter made a motion to approve the disbursements, Matt Zander seconded and the motion carried unanimously.

CUHS

Superintendent Hawley reported June’s monthly disbursements as follows:

June- **\$34,755.26**

After some discussion, Mike Davis made a motion to approve the disbursements, William Dunten 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; The Bus Barn will be started in July.
- b. Mr. Hawley will meet on Wednesday with Downright Drilling and Harney Pump to get a plan started for the new well.
- c. The Dorm is cleaned and ready in case it is needed for fire season.
- d. Mr. Hawley has been looking at new curriculum for the new Business Math Class.

Items for Discussion

a. 17-18 Audit #4 and 1J

The 17-18 audit has been scheduled for July 16 thru 19 and again in October for both districts. The auditors will be here on July 18 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. Superintendent Hawley is currently working on the details for the end of year final exams that will be put in place in 2018-19 school year.
- d. Mr. Hawley would like to hold a Joint Board Work Session in August prior to school starting.
- e. An explanation of our grading policy will be added to our handbook this school year.
- f. With the retirement of English Teacher Barbara Maher we have advertised for a new English Teacher. At this time, there are two applicants.

Information Items – Financial Report

Crane Elementary

The All Funds Balance for Crane Elementary is \$1,064,950.96

Crane Union High School

The All Funds Balance for Crane Union High School is \$645,942.80

Board Reports: Dan Otley would like to thank Mr. Hawley for his hard work in finding ways to improve our financial situation. Dan appreciates how much effort Superintendent Hawley has put into improving our schools since he has been here. The rest of the board agreed.

Late Items

None

Adjournment

With no further business, Board Chairs Kelli Rose and Mark Owens adjourned the meeting at 12:20 PM

Kelli Rose, Board Chair Crane Elementary

Mark Owens, Board Chair, CUHS