

**Crane Elementary School District # 4**  
**Board of Directors Regular Meeting**  
**Date: June 10, 2019**

**Board Members Present:**

Vern Brown Jr-Director  
Kelli Rose-Director  
Jake Potter, Director  
Matt Zander, Director

**Also in Attendance:**

Matt Hawley- Superintendent  
Glennie Cargill- Board Secretary  
Cori Wright- Business Manager

Guests: Lori Bogen, PH.D. Executive Director/Principal Oregon Family Schools

**Absent:** Chris Venell, Chairman

**Proceedings:** Meeting Called to Order at 6:00 PM

Pledge of Allegiance

**Budget Hearing:** The Budget Hearing was officially opened at 6:08 pm.

**Adopt the Agenda:**

- Matt Zander presented the agenda for approval. Vern Brown Jr. moved to approve the agenda, Jake Potter seconded and the motion carried unanimously.

**Minutes Approved:**

- Vern Brown Jr. moved to approve the minutes from the May 13, 2019 Board Meeting. Jake Potter seconded, and the motion carried unanimously.

**Hearing Groups:**

- Oregon Family Schools (OFS) Executive director/Principal Lori Bogen came to present an update on the year. Final payment in June for the year from the district will be \$129,896.00. This will reflect adjustments throughout the year and the payment in full for the \$25,000 advance at the beginning of the school year.
- They are still searching for a new location for their school; they have several options lined up for the one day a week Community Days.
- Totals for this year were 303; predicted for next school year at this point is 452 students.
- State testing is finished, only about 45% of the eligible students took the test. The goal for next year is to increase communication with parents regarding how we might collaborate to maximize the benefits of testing.
- OFS has been working to get the OSBA template policies edited to reflect our school and they hope to have them posted to the website by fall. Teacher conferences are going on this week.
- OFS plans to send home a parent survey with all families to collect the response to help continuing improvement and growth as a new charter school.
- The students and parents of Oregon Family School presented a large poster board thank you note to the school, Jim Kelly and Vern Brown for coming over and shuttling the students and parents around on their field trip day. The kids loved riding the big yellow bus.

- It was a very successful year and they are very appreciative of Harney county District #4 for making it all possible.

## **Superintendent Report:**

- Mr. Hawley reported on the following items.  
Graduation was a success, Mr. Hawley thanked Karen Starbuck and Glennie Cargill for they work they put into making graduation a success. We graduated 12 seniors and 25 8<sup>th</sup> graders.

We are off and running with all of the summer projects. The Maintenance crew has been busy getting all the buildings ready for new flooring. The sprinkler crew should be getting ready to pull in and start on the underground water system.

Thank you to Jim Kelley and Vern Brown for going over to Bend and driving the buses for the Oregon Family Schools Field Trip day. It was a lot of work but they really appreciated us bringing the buses over. The students over there had a great time riding the buses.

## **Action Items:**

- The June bills were presented for approval in the amount of \$62,612.97 after some discussion Vern Brown Jr. moved to approve the bills as presented Jake Potter seconded, all approved.
- Superintendent Hawley presented the July Organizational Meeting date and time for approval. He would like to meet on Tuesday July 2, 2019 at 10:00 am. Vern Brown moved to approve the meeting date, Jake Potter seconded, and the motion carried unanimously.
- The Instructional Assistant item for Action was tabled until the July meeting. Superintendent Hawley will be interviewing three candidates this week and will bring a recommendation back to the board for approval.
- Superintendent Hawley provided the board with a copy of our Title I Parent Involvement Protocol. He explained what this was used for and how the Special Education Teacher used this to work with our parents. Vern Brown Jr. moved to approve the Title I Parent Involvement Protocol for the 2019-20 school year as presented, Jake Potter seconded and the motion carried unanimously
- Each year the National School Lunch Program comes up with an approved lunch price that schools use to establish lunch and breakfast prices. This year the cost of our breakfast meals will remain the same but we will need to move the 2019-20 lunch cost up to \$3.25. Last year our lunch price was \$3.00. Vern Brown Jr. moved to approve the 2019-20 lunch price increase, Jake Potter seconded and the motion carried unanimously.
- In sponsoring Oregon Family School there were additional unexpected funds received from State School Fund for the additional ADM that was reported. Funds have been disbursed as per the Contract between Harney County School District #4 and the Oregon Family School as approved by the Harney County School District #4 board. It is requested that the Harney County Sd #4 Board of Directors authorize and approve this resolution adding appropriation authority for the additional monies and to correct account code for Reserve. Vern Brown Jr. moved to approve this resolution, Kelli Rose seconded and the motion carried unanimously.

## **Items for Discussion:**

- Mr. Hawley would like to get the board opinion of the new parking configurations by the Elementary School. We are going to be changing the parking for the safety of our students and to add more parking spaces. The staff living in the teacherages will be parking off to the side or in the back of the apartments. Buses will unload on the west end of the building to avoid students crossing in front of traffic. The board felt this would be a good change, providing there is enough space, Mr. Hawley told the board they tried the new parking out with an extended cab pickup and there was sufficient space.
- The 2019-20 Board Elections are finished and Mr. Hawley thanked the board member that ran and were re-elected.

**Budget Hearing:** The Budget Hearing was officially closed at 6:55 pm.

## **Action Items:**

- A Resolution for Adopting the Budget was proposed. Vern Brown Jr. read the proposed Budget and moved to approve the Budget as presented, Kelli Rose seconded and the motion carried unanimously.
- A Resolution Making Appropriations was proposed. Vern Brown Jr. read the proposed Appropriations and moved to approve the Appropriations as presented, Kelli Rose seconded and the motion carried unanimously.
- A Resolution Levying Ad Valorem Taxes was proposed. Vern Brown Jr. read the proposed Levying Ad Valorem Taxes as presented and moved to approve the Levying Ad Valorem as presented, Kelli Rose seconded and the motion carried unanimously.

## **Financial Report:**

- Cori went over the Disbursement Detail Listing Report for May 2019; highlights given were continued student mileage reimbursement, sports travel, Brady Industries for cleaning and maintenance, Harney ESD for the Tech and Business contracts, Kenyon Enterprises for sprinkler material and Storage On-site for the storage container. There was a reimbursement to Mr. Hawley for some things he purchased on his personal credit card, while out of town since he does not carry the District credit card. It was asked who has a District credit card and the checkout procedure was discussed. It was also asked why we had a payment to BUOY Beer Company, this was a travel expense for elementary teachers, they had stopped for a meal. We went over the procedure for itemized receipts for all District expenses to ensure the school isn't paying for alcohol. Disbursement Total for the month of \$62,612.97. The Fund Balance Report was given with a General Fund Balance of \$1,627,249.84 and All Funds Balance of \$1,974,333.38. Grants will also be drawn down to balance those fund lines that currently show as negative on this report as well as transfers from the General Fund to complete the 2018-2019 Budget obligations. The fiscal year to date spreadsheet was also presented. Cori reminded everyone that the summer paychecks came out end of May beginning of June for teachers so salaries were considerably more than a normal month. There are still some expenditures for the end of the Fiscal Year, but we are on track. There were no further questions or comments.

With no further discussion, the meeting adjourned at 7:05 pm.

---

Signature, Board Chair

---

Date