

**Crane Elementary School District # 4**  
**Board of Directors Regular Meeting**  
**Date: May 13, 2019**

**Board Members Present:**

Chris Venell- Chair  
Kelli Rose-Director  
Jake Potter, Director  
Matt Zander, Director

**Also in Attendance:**

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

**Absent:** Vern Brown Jr, Director

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

Pledge of Allegiance

**Adopt the Agenda:**

- Chris Venell presented the agenda for approval. Mr. Hawley would like to make one addition to the agenda. Under Items for Action add item (d) declare surplus items. Matt Zander moved to approve the agenda with the added item, Jake Potter seconded and the motion carried unanimously.

**Minutes Approved:**

- Matt Zander moved to approve the minutes from the April 8, 2019 Board Meeting. Jake Potter seconded, all approved.

**Superintendent Report:**

- Mr. Hawley reported on the following items.
  - Kindergarten Roundup went well with 8 kids coming to participate. Mr. Hawley would like to thank Mrs. Sanchez for her work with that. She plans for the students to come in and see how school will work next year and takes them on a school tour.
  - A special thank you to Anne Clark for organizing Play Day again this year. It was beautiful weather and everyone enjoyed the day.
  - Mr. Driskell and Mrs. Robertson took two teams to Prairie City for the Brain Drain.
  - The Middle School will take a field trip to Bend and go to "Jump Time"
  - The 4<sup>th</sup> & 5<sup>th</sup> grade class traveled to Baker City for a field trip to the Oregon Trail Interpretive Center on May 7.
  - Graduation is Friday May 24, 2019 at 1:00

**Action Items:**

- The May bills were presented for approval in the amount of \$14,428.33 Matt Zander moved to approve the bills as presented Kelli Rose seconded, all approved.
- Recommendations were made from Superintendent Hawley to hire Mrs. Madeline Wester to teach 2<sup>nd</sup> grade and Mr. Jeff Jacobs to teach Physical Education for the 2019-20 school year. Kelli Rose moved to approve hiring Mrs. Madeline Wester and Mr. Jeff Jacobs as recommended. Jake Potter seconded and the motion carried unanimously.

- The updated 2019-20 salary schedule update was presented for approval. Jake Potter moved to approve the new salary schedule, Matt Zander seconded and the motion carried unanimously.
- After much research, Superintendent Hawley has found the two buses that would best fit our school needs. We will order with the Eugene School district that will allow us a 15% discount. A type A mini bus will be purchased from Western Bus Sales along with a 68 passenger V10 Ford Gas bus. The two districts will split the cost of these buses. The buses will total \$ 167,819.00
- Superintendent Hawley would like to go through the music equipment and take out any items we may use, save any instruments that are still in good shape and get rid of those to someone who might be able to use them. We will then discard anything that is not in good shape.

### **Items for Discussion:**

- With our growth, we need another classroom in the building for second grades students. Mr. Hawley recommended that we convert the Sod House into our Elementary Library learning center. New windows, exterior and interior paint and new flooring will be put in this summer. The plan is to give it a western theme. We will also have computers and other learning centers developed in the future. The staff is on board with this move.
- There are numerous projects scheduled for this summer. Underground sprinkler system on the football field, paving the campus, painting and re-flooring the teacherages, fence in front of the new library, converting our welding shop for the Paxton Patterson Curriculum, sealing off two bays in the bus shed and the new well. We will also be doing our regular summer maintenance. We are looking forward to all of the facility upgrades.
- Superintendent Hawley would like to recommend Tuesday, July 2, 2019 at 10:00 am for the 2019-20 organizational meeting.
- We have purchased two train car units to use for storage here on the campus. One will be out on the track field and the other behind the high school shop.

### **Financial Report:**

- Cori went over the Disbursement Detail Listing Report for April 2019. Highlights given were continued student mileage reimbursement, sports travel that we will be finishing up soon, otherwise pretty standard monthly bills. Disbursement Total for the month of \$14,428.33. The Fund Balance Report was given with a General Fund Balance of \$1,403,783.40 and All Funds Balance of \$1,614,668.77, Cori reminded everyone that the summer paychecks for teachers would be considerably more than a normal month and we still have some end of the year expenses to pay out. 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. There were no further questions or comments.

With no further discussion, the meeting was adjourned at 6:57 pm.

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Signature, Board Chair

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Date