

**Crane Elementary School District # 4**  
**Board of Directors Regular Meeting**  
**Date: April 13, 2020**

**Board Members Present:**

Vern Brown Jr, Director  
Kellie Rose, Director  
Chris Venell, Director- Chair

**Also in Attendance:**

Matt Hawley- Superintendent  
Glennie Cargill- Board Secretary  
Cori Wright- Business Manager  
Eric Nichols, Curriculum, Technology

**Absent:** Matt Zander, Jake Potter

**Proceedings:** Meeting Called to Order at 6:20 PM

**Adopt the Agenda:**

- Chris Venell presented the agenda for approval. Vern Brown Jr. moved to approve the agenda, Kelli Rose seconded, and the motion carried unanimously.

**Minutes Approved:**

- Kelli Rose moved to approve the minutes from the March 16, 2020 Joint Board Meeting. Vern Brown Jr. seconded, and the motion carried unanimously.

**Superintendent Report:**

- Mr. Hawley reported on the following items.

The staff has been working hard on reaching and helping our students with online school. It has been a challenge to get everyone logged in and working. He would like to thank the teachers for working so hard to make sure our students are continuing their learning despite the school closure. Staff have been very creative with ways to reach the students. Karen Starbuck and Gwen Haigh are coming in a copying the take home packets and having them ready for pickup. Jim Kelly is driving the bus to town with lunches every day and Jenny and Betty are preparing lunches and handing out here at school. Everyone has been helping anywhere that is needed to keep things running. Mr. Hawley appreciates everyone's hard work and dedication to our students.

He would like to thank Mr. Nichols for all his work setting up the online school. He has spent hours getting everything up and running for the students and staff. It has been a smooth transition due to his guidance for the teachers and his vast knowledge of the technology.

**Action Items:**

- Athletic Director and Mr. Hawley presented a list of coaches to hire for the 2020-2021 school year.  
Football- Russ Clark  
Assistant Football- Mitch Siegner  
Volleyball- Andrea Nichols  
Assistant Volleyball- Lisa Sceirine  
Girls Basketball- Jamie Siegner  
Assistant Girls Basketball- Raleigh Shepler  
Boys Basketball- Ryan Peila

Assistant Boys Basketball- Joe Baker  
Wrestling- Luke Hall  
Assistant Wrestling –  
Track- Lindy Williams

Vern Brown Jr. Moved to approve the 2020-2021 coaches, Kelli Rose seconded and the motion carried unanimously.

- The bills were presented for approval for \$ 305,769.96 Discussion was held on the large items being presented. Vern Brown Jr. asked if there would be any additional cost for online school. Mr. Hawley answered by letting the board know, the only cost we have incurred was to purchase license for the Odyssey Ware. Kelli Rose moved to approve the bills as presented Vern Brown Jr. seconded and the motion carried unanimously.

### **Items for Discussion:**

- Mr. Hawley presented the framework we are using for providing Distance Learning for our students. He says the most challenging to students was the time to do class work. He and Mr. Nichols ask the teachers to adjust the amount of class work. The last thing we want to be is an added stress to our families.
- Mr. Nichols just added a virtual study hall that will be covered by a teacher every day. Mrs. Sheeter is working with our Special Needs students. Mrs. Sanchez is working with our ELL students. Vern Brown Jr. asked if Mr. Hawley if our students will return in the fall behind from this school closure or will they be on track due to the online school. Mr. Hawley replied they will be a little behind but we have great staff and he believes they should be back on track by October or November.
- The preliminary revenue numbers were presented. Mr. Hawley has a balanced budget with a 20% reduction using the March forecast. The budget also included a couple of items that have already been reduced from the budget. He will present a balanced budget during the May budget board meeting. We should see a 10-15 percent increase from Oregon Family Schools next year. Items that have not yet be cut are as follows.
  - a) \$32,000 Bus Transfer
  - b) 225,000 Capital Reserve Fund
  - c) \$180,000 Pers Transfer
  - d) \$45,000 Technology

Mr. Hawley's recommendation is to put the Pers payment in the budget but not to pay it until further down the road when we have a better idea of where our school funding will land. The board was in support of the recommendation.

- Included in the budget presented has the classroom-building project still included. At this time, this is a priority for our school. At this time, we have received one bid for a stick built building and are waiting for a second bid. The stick building is just slightly under a mobile building.
- Mr. Hawley recommended that we hire a 6-8 middle school Social Studies and Exploratory teacher for the year of 2020-2021. This would extend the hands on learning opportunities for our students and allow us to teach core subjects in contained single

grade classrooms as well. The board agreed that we need to continue to improve and offer our students the best education possible. This will be on the next agenda for action.

**Information Items:**

- Governor Brown's, stay home, save lives initiative has canceled all year-end activities. Elementary teacher will clean out their students' desk and hand out the students belongings at the end of the school year when the Chromebooks are returned.
- We are currently serving around 20 breakfast and lunches daily to our students.

**Financial Report:**

- Cori went over the Disbursement Detail Listing Report for March 2020; highlights given were continued parent mileage reimbursement, Crane Elementary Student Body Fund - reimbursement for Science Fair lunch, Harney ESD for Tech contract and Oregon Family School - Sponsorship Payment. Disbursement Total for the month of \$305,769.96. Discussion Followed. The Fund Balance Report was given with a General Fund Balance of \$987,659.10 and All Funds Balance of \$1,349,895.70. The YTD spreadsheet was then presented. No further discussion.
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With no further discussion, the meeting adjourned at 7:15 pm.

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Signature, Board Chair

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Date