

**Crane Elementary School District # 4**  
**Board of Directors Regular Meeting**  
**Date: September 9, 2019**

**Board Members Present:**

Vern Brown Jr, Director  
Jake Potter, Director  
Chris Venell, Director- Chair  
Matt Zander, Director

**Absent:** Kelli Rose

**Also in Attendance:**

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

**Guests:** Jessica Hodges

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

**Adopt the Agenda:**

- Chris Venell 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 August 2019 Board Meeting. Jake Potter seconded, and the motion carried unanimously.

**Hearing Groups:**

- Jessica Hodges was present so she could be informed. She would like to see more communication about school and less about sports. She asked if the supplies list could come out sooner in the summer rather than at registration time. The board thanked her for coming.

**Superintendent Report:**

- Mr. Hawley reported on the following items.

Curriculum/Back to School Night is scheduled for September 11, 2019 at 5:30. A flyer went home with the students. He has been working with the teachers and they have everything ready to meet with parents.

Student assessment test are given six times per year for Easy CBM and Tag. Anne Sheeter and Andi Nichols will administer those tests.

Mrs. Sheeter and Mrs. Nichols will have the Title I parent meeting before Back to School Night starts.

Schedules for Middle School Athletics were given to board members.

The elementary teachers are gearing up for this years "Battle of the Books" This year the program will be organized and run by the Crane Elementary Teachers due to the number of students here at Crane.

**Action Items:**

- The September bills were presented for approval for \$640,874.80. Business Manager Cori Wright explained the amount was so large because of the Oregon Family School payment. Vern Brown Jr. moved to approve the bills, Matt Zander seconded and the motion carried unanimously.

- Superintendent Hawley presented for hire Mitch Siegner as Middle School assistant football coach for the 2019-20 school year and Lisa Sceirine as the Middle School assistant volleyball coach. Vern Brown Jr. moved to approve hiring Mitch Siegner and Lisa Sceirine as the 2019-20 assistant coaches, Jake Potter seconded and the motion carried unanimously.

### **Items for Discussion:**

- Mr. Hawley informed the board he had been advertising for a full time janitor position for three months with no luck. He asked the board if he could not find anyone if they would consider checking into a cleaning service out of Burns. They agreed we needed to get someone hired and agreed to look into a cleaning service.
- Superintendent Hawley presented a copy of his 2018-19 goals for the board to go over. He would like their input as to what goals they would like him to strive for in 2019-20. Discussion was held on many ideas ranging from more underground sprinkler systems an arena and a music teacher. They would like to make sure we are improving our communication with parents as much as possible. Mr. Hawley let them know the school could never have an arena, as we would not get coverage from our insurance. The board will think it over and get back to him if they have more ideas.
- Oregon Family School billed Crane Elementary School for \$261,048.50 for student payment.
- October 15, OSBA will hold the Fall Workshop. ESD will provide dinner at 5:30 prior to the meeting. Superintendent Hawley talked with the board about the benefits of attending this training. They need to RSVP with Hollie Held at the ESD if they plan to go.
- Mr. Hawley informed the board that he was very grateful to our community; they have really shown their support to our schools. At the Harney County Fair 6 hogs, 6 beef and a bunch of rabbits were donated to our cafeteria. The high school will only have to buy two steers for the year. This is a Hugh savings to the school district.
- Discussion was held on the Pers Side Account and the State Fund match of 25%. Vern Brown and Jake Potter asked if there was a chance, we could lose our money. Superintendent Hawley said the money would be used to offset our ULA cost. The Board agreed it was a good investment for our school and gave Mr. Hawley permission to set aside funding of \$250,000.

### **Financial Report:**

- Cori presented the Disbursement Detail Listing Report for August 2019; Disbursement Total for the month of \$640,874.80. Highlights given were; CUHS for reimbursement of Grant funds, Harney ESD for Chromebooks, cart and server, Knife River for our portion of the asphalt and Oregon Family School for the Sponsorship payment. The Fund Balance Report was given with a General Fund Balance of \$1,593,624.43 and All Funds Balance of \$1,702,334.64. Grants have been drawn down, still just waiting for the on deposits for a few to reconcile the negatives on this report. The fiscal year to date spreadsheet was also presented. Cori reminded everyone that the audits are underway and all current numbers are subject to change with audit findings.

With no further discussion, the meeting adjourned at 7:30 pm.

---

Signature, Board Chair

---

Date