

Crane School Districts

Joint Board Meeting

July 1, 2020

PRESENT

Crane Elementary Board of Directors

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

CUHS Board of Directors

Mark Owens, Chairman
Mike Davis- By Phone
William Dunten, Director

Absent Kelli Rose,

Absent Dan Otley

Also Present: Matt Hawley, Superintendent
Eric Nichols, Principal
Glennie Cargill, Board Secretary

CALL TO ORDER

Board Chair Mark Owens and Chris Venell called the Joint July Board Meeting to order at 10:00 AM. At the Crane Union High School Meeting Room.

PLEDGE OF ALLEGIANCE

Adopt the Agenda

Vern Brown Jr. moved to approve the agenda, Matt Zander seconded. William Dunten moved to approve the agenda, Mark Owens seconded and the motion carried unanimously.

Items for Action

ELECT OFFICERS

Crane Elementary

- a. Chris Venell nominated Matt Zander as Board Chair for the 2020-2021 school year. Vern Brown Jr. seconded and the motion carried unanimously.
- b. Matt Zander nominated Chris Venell as the 2020-2021 Board Vice-Chair, Vern Brown Jr. seconded and the motion carried unanimously.

CUHS

- a. Mark Owens nominated Dan Otley as Board Chair for the 2020-21 school year. William Dunten seconded and the motion carried unanimously.
- b. Mark Owens made the motion to appoint William Dunten as Vice Chair for the 2020-21 school year, William Dunten seconded and the motion carried unanimously.

APPROVE MEETING DATES

Superintendent Hawley presented the boards with a list of 2020-21 meeting dates. After some discussion, all meeting dates were set for 6:00 pm. The July Organizational meeting will be held as scheduled at 10:00 am.

Crane Elementary

Chris Venell made a motion to accept the meeting dates as amended, Vern Brown Jr. seconded and the motion carried unanimously.

CUHS

Mark Owens 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

Chris Venell 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

Vern Brown Jr. seconded and the motion carried unanimously.

Crane Union High School

Mark Owens 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

Vern Brown Jr. 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 2020-21 fiscal year.

Chris Venell seconded and the motion carried unanimously.

CUHS

Mark Owens 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 2020-21 fiscal year.

William Dunten seconded and the motion carried unanimously.

APPOINTMENTS

Crane Elementary

Chris Venell moved to appoint Vern Brown Jr. to the ESD Budget Committee, Matt Zander seconded and the motion carried unanimously.

CUHS

Mark Owens made a motion to appoint Dan Otley to the ESD Budget Committee, William Dunten seconded and the motion carried unanimously.

Action Items

Superintendent Hawley presented Ms. Kim Schwieren for hire as the new Middle School Social Studies and K-8 Exploratory teacher for the 2020-2021 school year. Mrs. Peila will teach the first grade class in the morning while Ms. Schwieren teaches the middle school language arts. In the afternoon Mrs. Peila will have the middle school and Ms. Schwieren will have the exploratory classes.

Vern Brown Jr. moved to approve the contract for Ms. Kim Schwieren, Chris Venell seconded and the motion carried unanimously.

Memorandum of Understanding for the 2020-2021 school year, between Harney County School District 1J and Silvie's River Charter School and Harney County District #4 and Oregon Family Schools regarding services provide by the Oregon School Board Association were presented for approval.

Mark Owens moved to approve the MOE between Harney County District 1J and Silvie's River Charter School, William Dunten seconded and the motion carried unanimously

Vern Brown Jr. moved to approve the OSBA MOU as presented, Chris Venell seconded and the motion carried unanimously.

Superintendent Hawley along with athletic director Jamie Siegner presented Mr. Dave Toney as the HS assistant boys' basketball coach for the 2020-2021 school year. After some discussion Mark Owens moved to approve Mr. Dave Toney as the assistant HS boys' basketball coach for the 2020-2021 school year. William Dunten seconded and the motion carried unanimously.

APPROVE MINUTES

Minutes from the June Board Meeting were presented to their respective school district boards.

Crane Elementary

Chris Venell made a motion to approve the minutes from the June board meeting, Vern Brown Jr. seconded and the motion carried unanimously.

CUHS

Mark Owens made a motion to approve the minutes from the June board meeting. William Dunten seconded and the motion carried unanimously.

**Review/Approve Bills
Disbursements**

Crane Elementary

Superintended Hawley reported June's monthly disbursements as follows:

June- **\$398,256.99**

Vern Brown Jr. Made a motion to approve the disbursements, Chris Venell seconded and the motion carried unanimously.

CUHS

Superintendent Hawley reported June's monthly disbursements as follows:

June- **\$134,195.90**

After some discussion, Mark Owens made a motion to approve the disbursements, William Dunten seconded and the motion carried unanimously.

Communications and Announcement

Matt Zander and both boards congratulated Mr. Hawley on his OSSA 2020 Administrator of the Year award. Everyone present agreed it was a very deserving award. Mr. Hawley thanked them and humbly said it was a team effort. The board thanked Mr. Hawley for his hard work and dedication to our schools.

Superintendent – Principal Report

- a. Summer Maintenance is underway, we are just finishing up painting and cleaning the dorm. It looks really nice. The maintenance crew just started cleaning the elementary school. Bleachers for the gym should be here next week. Young's are almost ready to start the new modular at the elementary. Michael Doman is gearing up to start work on the wall in the welding shop and the office project.

Items for Discussion

a. 19-20 Audit #4 and 1J

The 19-20 audit has been scheduled for July 29 thru August 1 and again in October for both districts.

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. Reopening Plans #4 & 1J

Mr. Hawley presented the latest reopening plans with the board, he is not sure at this time how everything will play out. Meetings with ODE are held every Tuesday and Thursday and the guidelines change each week. Mr. Hawley will keep the boards informed as to what the reopening looks like. Mr. Hawley said the school will meet the requirements but probably not the recommendations at this point.

- d. With the reopening criteria Mr. Hawley would like to hire an additional bus driver. He has applied for some additional grant money to help offset the cost. We had already planned to upgrade our old bus and it will not be road worthy starting in 2021. The board agreed we should hire an additional bus driver. We will post that job right away.

- e. At this time we still do not have any applicants for the dorm position. We will continue to hold the position open until August. We will consider adding the salary to the job posting.

- f. Mr. Hawley would like to use some of the Pers payment funds to purchase the new bus. With the added restrictions for student safety we will need the bus to transport students under the new guidelines. The board was in agreement.

Financial Report

The financial report was given by Mr. Hawley.

Adjournment

With no further business, Mark Owens and Matt Zander adjourned the meeting at 11:15 AM

Matt Zander, Board Chair Crane Elementary

Mark Owens, Board Chair, CUHS