

**PRESENT**

**Crane Elementary Board of Directors**

Matt Zander, Vice-Chair  
Vern Brown Jr., Director  
Jake Potter, Director  
Kelli Rose, Board Chair

**CUHS Board of Directors**

Mark Owens, Chairman  
Dan Otley, Director  
William Dunten, Director  
Mike Davis, Director  
Midge Smith, Director

**Absent** Chris Venell, Chairman

Also Present: Matt Hawley, Superintendent  
Glennie Cargill, Board Secretary  
Cori Wright, Business Manager

**CALL TO ORDER**

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

Superintendent Matt Hawley welcomed the newly Elected Board Members and swore them in. For the high school board Mark Owens, Mike Davis and Midge Smith. For the elementary board, Kelli Rose. Chris Venell will be sworn in at the next board meeting.

**PLEDGE OF ALLEGIANCE**

**Adopt the Agenda**

Vern Brown Jr. moved to approve the agenda, Kelli Rose seconded. Dan Otley moved to approve the agenda, William Dunten seconded and the motion carried unanimously.

**Items for Action**

**ELECT OFFICERS**

***Crane Elementary***

- a. Jake Potter nominated Chris Venell as Board Chair for the 2019-20 school year. Vern Brown Jr. seconded and the motion carried unanimously.
- b. Jake Potter nominated Matt Zander as the 2019-20 Board Vice-Chair, Vern Brown Jr. seconded and the motion carried unanimously.

***CUHS***

- a. Dan Otley nominated Mark Owens as Board Chair for the 2019-20 school year. William Dunten seconded and the motion carried unanimously.
- b. Mark Owens made the motion to appoint Dan Otley as Vice Chair for the 2019-20 school year, Mike Davis seconded and the motion carried unanimously.

**APPROVE MEETING DATES**

Superintendent Hawley presented the boards with a list of 2019-20 meeting dates. After some discussion, meeting dates were set for 4:00 pm during the months of November-February and 6:00 pm March-June. The July Organizational meeting will be held during the June meeting and there will not be a meeting in June.

***Crane Elementary***

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

***CUHS***

Dan Otley made a motion to accept the meeting dates as amended, Mike Davis seconded and the motion carried unanimously.

**DESIGNATIONS FOR CRANE ELEMENTARY AND 1J**

***Crane Elementary***

Vern Brown Jr. 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.** 2<sup>nd</sup> Monday of each month with the exception of July and Joint Meetings. Meeting will be held at the Crane Union High School Staff room  
Jake Potter seconded and the motion carried unanimously.

***Crane Union High School***

Dan Otley 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.** 3<sup>rd</sup> Monday of each month except July and Joint Meetings. Meetings will be held at the Crane Union High School Staff room  
Mike Davis 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 2019-20 fiscal year.  
Jake Potter seconded and the motion carried unanimously.

***CUHS***

William Dunten 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 2019-20 fiscal year.  
Dan Otley seconded and the motion carried unanimously.

## **APPOINTMENTS**

### ***Crane Elementary***

Jake Potter moved to appoint Vern Brown Jr. to the ESD Budget Committee, Kelli Rose seconded and the motion carried unanimously.

### ***CUHS***

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

## **Action Items**

Superintendent Hawley presented Mrs. Lisa Sceirine to be hired as the elementary instructional aide. She is a licensed teacher who is nearing retirement and would like to slow down. Vern Brown Jr. moved to hire Mrs. Lisa Sceirine as the instructional aide, Jake Potter seconded and the motion carried unanimously.

Superintendent Hawley presented the contract for the 2019-20 OSBA MOU for Oregon Family Schools. Vern Brown Jr. moved to approve the OSBA MOU as presented, Jake Potter seconded and the motion carried unanimously.

Superintendent Hawley presented the contract for the 2019-20 OSBA MOU for Silvie's River Charter School. William Dunten moved to approve the OSBA MOU as presented, Mike Davis seconded and the motion carried unanimously.

## **APPROVE MINUTES**

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

### ***Crane Elementary***

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

### ***CUHS***

Dan Otley made a motion to approve the minutes from the June board meeting. Mike Davis seconded and the motion carried unanimously.

## **Review/Approve Bills Disbursements**

### ***Crane Elementary***

Superintendent Hawley reported June's monthly disbursements as follows:

June- **\$78,082.04**

Vern Brown Jr. made a motion to approve the disbursements, Matt Zander seconded and the motion carried unanimously.

### ***CUHS***

Superintendent Hawley reported June's monthly disbursements as follows:

June- **\$64,376.00**

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

## **Communications and Announcement**

Superintendent Hawley introduced Eric Nichols new CUHS Principal/Counselor and Elementary Computer Tech.

**Superintendent – Principal Report**

- a. Summer Maintenance is underway with items discussed in the June meeting in full swing. Teacherages units are being cleaned and updated. The Sod House is close to being done and ready to move the elementary library in. The sprinkler system on the football field will start this week. Paving will begin in August. The volleyball pit is complete and the surrounding grass has been planted. The storage room behind the school is in the process of being turned into our Paxton Patterson construction classroom.

**Items for Discussion**

**a. 18-19 Audit #4 and 1J**

The 18-19 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.

**Information Items –**

The Buses are scheduled for services in Vale. The new mini bus will arrive August 20<sup>th</sup> and the new big bus will arrive in October.

**Financial Report**

***Crane Elementary***

Cori presented the Disbursement Detail Listing Report for June 1-June 15 2019; Disbursement Total for the month of \$78,082.04. The Fund Balance Report was given with a General Fund Balance of \$1,458,253.15 and All Funds Balance of \$1,748,492.31. Grants have been drawn down, just waiting for the deposits to reconcile the negatives on this report. The fiscal year to date spreadsheet was also presented. Cori reminded everyone that there was some summer spending not reflected on these reports but she would present the end of the year balances at the August meeting. There were no further questions or comments.

***Crane Union High School***

Cori presented the Financials for SD UH1J, highlight given was Paxton Patterson for \$34,000, Cori reminded everyone that the Disbursement Detail only listed the first half of the expenditures but she would have the remaining at the August meeting. Disbursement Total for the month of \$64,376.00. The Fund Balance Report was given with a General Fund Balance of \$725,166.16.15 and All Funds Balance of \$1,576,659.28. Grants have been drawn down, just waiting for the deposits to reconcile the negatives on this report. The McDade Scholarship was briefly discussed and Mr. Hawley explained the situation to the new board member, Midge Smith. The fiscal year to date spreadsheet was also presented. Cori reminded everyone that there was some summer spending not reflected on these reports but she would present the end of the year balances at the August meeting. There were no further questions or comments.

**Adjournment**

With no further business, Board Chair Mark Owens and Vice-Chair Matt Zander adjourned the meeting at 11:10 AM

---

Matt Zander, Board Vice-Chair Crane Elementary

---

Mark Owens, Board Chair, CUHS