MINUTES - REGULAR MEETING
CRANE SCHOOLS DISTRICTS #4 AND 1J
DATE - **MONDAY, JULY 1, 2025**

Present - SD#4:
Luke Hall, Vice Chair
Chris Venell, Chair (by phone)
Joe Witzel, New

Present - CUHS:
Bridgit Starbuck, Member (by phone)
Jeromy Adamson, New (by phone)
John O'Toole, New

Absent Excused - SD#4
Michael Doman, Member
Jacob Davis, Member

Absent Excused - CUHS:
Mike Davis, Member

Also Present:
Matthew Hawley, Superintendent
Cori Wright, Business Manager

1. CALL TO ORDER:
    a. The regular meeting was called to order at 8:04 AM by Chris Venell, Board Chair for Crane Elementary and Matthew Hawley, Superintendent for Crane Union High School.
2. PLEDGE OF ALLEGIANCE:
3. SWEAR IN NEWLY ELECTED BOARD MEMBERS:
    a. The Oath of Office was taken by the following elected Board Members -
        i. Crane Elementary - Joe Witzel
        ii. Crane Union High School - Bridgit Starbuck, John O'Toole and Jeromy Adamson.
4. ELECT OFFICERS:
    a. Chris Venell asked for nominations for Board Chair for Crane Elementary. **Luke Hall made a motion to elect Chris Venell as Board Chair for the 2025-2026 school year. Joe Witzel seconded the nomination. No discussion, motion carried.**
    b. Chris Venell asked for nominations for Board Vice Chair for Crane Elementary. **Chris Venell moved to elect Luke Hall as Board Vice Chair for the 2025-2026 school year. Joe Witzel seconded the nomination. No discussion, motion carried.**
    c. Matthew Hawley, acting as representative of Crane Union High School in the absence of both the current Board Chair and Board Vice Chair called for nominations for the Board Chair for Crane Union High School. **Jeromy Adamson made a motion to elect Bridgit Starbuck as Board Chair for the 2025-2026 school year. John O'Toole seconded the motion. No discussion. Motion carried.**
    d. Bridgit Starbuck, newly elected Board Chair, asked for nominations for Board Vice Chair for Crane Union High School. **John O'Toole made a motion to elect**

Jeromy Adamson as Board Vice Chair for the 2025-2026 school year, Bridgit Starbuck seconded the motion. No discussion. Motion carried.

5. MAKE DESIGNATIONS FOR #4 AND 1J:
    a. Matthew Hawley presented the designations as follows -
        i. Matthew Hawley as Superintendent/Clerk - Chief Administrative Officer and Elections Officer
        ii. Matthew Hawley as Budget Officer
        iii. Corissa Wright as Business Manager
        iv. Corissa Wright as the Custodian of Funds
        v. First Community Credit Union, Umpqua Bank and Oregon Investment Pool as depositories for school funds
        vi. Field Waldo Agencies as Insurance Agent of Record
        vii. Burns Times Herald as the newspaper of legal publication
        viii. OSBA, Matthew D. Lowe, Jordan Ramis - Portland OR and Jeremy Green; Bryant, Lovlien & Jarvis - SW Mill View Way, Bend OR.
        ix. Solutions Certified Public Accountants, PC as Fiscal Auditors
        x. The second Monday of each month (except Joint meetings) in the Crane Multipurpose Room as the day and place for regular Board meetings for Crane Elementary. The third Monday of each month (except Joint meetings) in the Crane Multipurpose Room as the day and place for regular Board meetings for Crane Union High School
            1. **Luke Hall made a motion to make designations as presented for Crane Elementary. Joe Witzel seconded the motion, no discussion. Motion carried.**
            2. **John O'Toole made a motion to make designations as presented for Crane Union High School. Jeromy Adamson seconded the motion. No discussion, motion carried.**
6. AUTHORIZATIONS FOR #4 AND 1J:
    a. **Luke Hall made a motion to remove Kelli Rose, Matheiu Zander and Glennie Cargill and add Chris Venell and Shelly Potter as signers to all accounts for Crane Elementary aka Harney County School District #4, authorize the Superintendent to expend the budget, authorize the Superintendent and designated Board Members to sign checks and allow the Business Manager to transfer money between funds so long as all funds are in balance at the end of the 2025-2026 fiscal year. Joe Witzel seconded the motion. No discussion. Motion carried.**
    b. **John O'Toole made a motion to remove Mark Owens and Glennie Cargill and add Bridgit Starbuck and Shelly Potter to all accounts for Crane Union High School aka Harney County School District #UH1J, authorize the Superintendent to expend the budget, authorize the Superintendent and designated Board Members to sign checks and allow the Business Manager to transfer money between funds so long as all funds are in balance at the end of the 2025-2026 fiscal year. Jeromy Adamson seconded the motion. No discussion. Motion carried.**

7. SELECT REPRESENTATION FOR THE ESD BUDGET COMMITTEE FOR 2025-2026:
    a. Luke Hall volunteered to sit on the ESD Budget Committee for the coming budget to represent Crane Elementary.
    b. John O'Toole volunteered to sit on the ESD Budget Committee for the coming budget to represent Crane Union High School
8. APPROVE THE CONSENT AGENDA #4 AND 1J:
    a. Consent Agenda -
        i. Approve Minutes for the Joint Board Meeting held June 16, 2025.
        ii. Adopt Agenda for Joint Board Meeting held July 1, 2025.
            1. **Luke Hall made a motion to approve the consent agenda for Crane Elementary as presented. Joe Witzel seconded the motion. No further discussion, motion carried.**
            2. **John O'Toole made a motion to approve the consent agenda for Crane Union High School. Jeromy Adamson seconded the motion. No further discussion, motion carried.**
9. HEARING GROUPS:
    a. The School Board is interested in hearing from the public and will do so at this time on the agenda. The Board requests that patrons limit their comments to three minutes. When asked by the Board, please give your name and address for the record. If a response to your concern requires action of the Board or the gathering of information, it may be placed on a future agenda. Personnel matters may not be discussed in public at a Board meeting. Patrons who have personnel concerns should share them directly with the Building Administrator, District Superintendent and then the Board Chair.
        i. None were present at this time.
10. SUPERINTENDENT - PRINCIPAL REPORT:
    a. Summer Projects in progress - Roofs are being replaced, the parking lot repairs are done, the elementary gym expansion project has started, Ryan Curtis is working on replacing siding on the teacherages, and we have replaced the countertops in Mr. Driskell's classroom.
    b. Athletic Camps -
        i. Football camp in Dufur was last week, we had 18 student athletes attend. It was a great time for bonding and for the upperclassmen to take leadership roles.
        ii. The volleyball team just got back from Arizona - they had a week long camp/tournament in Phoenix. This was a great opportunity to play against teams from all over the country.
    c. Medquest Camp - This camp will be held July 7th - July 10th. Thirty two kids are signed up this year, they will come stay in our dorms and we will bus them back and forth to their various engagements. They meet with health professionals

around the county and will have the opportunity to use our Paxton Patterson Health modules.

11. ITEMS FOR ACTION:
    a. Approve the MOU between Crane and the Charter Schools which allows the Charter Schools to access OSBA from July 1, 2025 through June 30, 2029 -
        i. **Luke Hall made a motion to approve the Memorandum of Understanding Between Harney County School District #4 and Oregon Family School Regarding Services Provided By the Oregon School Board Association. Joe Witzel seconded the motion, no discussion. Motion carried.**
        ii. **John O'Toole made a motion to approve the Memorandum of Understanding Between Harney County School District #1J and Silvies River Charter School Regarding Services Provided By the Oregon School Board Association. Jeromy Adamson seconded the motion, no discussion. Motion carried.**
12. ITEMS FOR DISCUSSION:
    a. Administrative Assistant Position is posted - We have posted this open position on our website, our Facebook account, the newspaper and School Springs (statewide school site). Matthew Hawley recognized Glennie Cargill at a prior meeting for her retirement; she has agreed to come back on an hourly basis to help with the transition and mentoring her replacement.
    b. Mileage Reimbursement #4 and 1J - The mileage reimbursement forms for attendance at school board meetings were passed out, please be sure to mark yes or no, sign and return at your earliest convenience.
    c. Coaching Vacancies - Currently we are in need of Head and Assistant Boys Basketball Coaches. We will have recommendations for the Assistant Girls Basketball Coach position at the next meeting. Discussion was held regarding the Assistant Football Coach position. Middle School Coaching positions have been filled.
13. INFORMATION ITEMS:
    a. Annual Bus Inspections - Every summer we have all of our buses inspected by a certified professional. We have 14 buses that will get done this year.
    b. Board Training at the ESD in October 2025 - The ESD holds a training in October every year for all board members. This is good information for new board members and a great refresher course for board members that have held positions previously. More information to come.
14. BOARD REPORT:
    a. We have one open position on the Crane Union High School Board, Matthew Hawley presented the solicitation for board members that will be posted.
15. ADJOURNMENT:
    a. **Luke Hall made a motion to adjourn the meeting for Crane Elementary at 8:44 PM. Joe Witzel seconded the motion. No discussion, motion carried.**

b. **John O'Toole made a motion to adjourn the meeting for Crane Union High School at 8:42 PM. Jeromy Adamson seconded the motion. No discussion, motion carried.**

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Chris Venell, Board Chair for #4

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Bridgit Starbuck, Board Chair for CUHS