

**Coburg Community Charter School Board Meeting  
Coburg City Council Room, Board & Staff Members  
91136 N Willamette St.  
Coburg, OR 97408**

**Via Zoom for guests**

**Monday, March 20, 2023 6:00pm**

**Call to Order: 6:00 pm**

**Board members present:** John Barry, Brenda Willis, Kate Panum, Doug Young, Donna Villena, Mercia Petewon, Jacen Miller

**Honorary Board members present:** Janel McPherson

**Staff members present:** Dave Wallace Beth Monterrosa, Elise Boyum, LeeAnn Erickson, Melodi Jayne, Charity Wright

**Guests:** Kim Torrey

**Pledge**

**Agenda:** Accepted

**Public Comments:** None

**1. Consent Agenda:**

1. The minutes from Board Meeting minutes from March 13, 2023

**2. General Reports**

**1. PCS Report**

1. Read-a-thon ended today
2. Bronco Bash on May 12, 2023
  1. Jacen Miller to lead collection basket from CCCS Board
3. Logo wear going home this week

**2. Staff Report**

**3. Finance and Budget Report**

1. Audit completed

**4. Administration Report**

1. Review of provided report

**5. Public Acknowledgement of Contributions**

1. Thank you to anonymous donor of \$3500

### **3. Information/Discussion Items**

#### **1. IB Exploration Update**

1. Review of timeline
2. Main cost for this year is the time needed to invest and gather information
3. ED will come back to board in June with findings

#### **2. Education Excellent Committee**

1. Update of student assessment discussion

#### **3. Governance Committee**

1. Board Application window closed, one applicant at this time
  1. Will continue to accept applications until March 31, 2023
2. Self assessment of board composition matrix completed
  1. Results indicate Board is currently lacking community members

#### **4. 2023/24 Calendar**

1. Review of proposed calendar for 2023/24
2. Request to add potential snow make up days before next meeting

### **4. Action Items**

#### **1. Suicide Prevention Plan and Procedures**

1. Requires annual review

Motion by Mercia Petewon to adopt the updated Suicide Prevention Plan and Procedures 2022/23. Board unanimously approved.

#### **2. Staff Handbook**

Motion by Kate Panum to adopt the updated CCCS Staff Handbook. Board unanimously approved.

#### **3. 2023/2024 Budget Recommendation**

##### **1. Proposed 2023/2024 FTE Grid**

##### **2. Proposed 2023/2024 Budget**

1. Review and discussion of proposed 2023/24 budget

Motion by Doug Young to adopt the Proposed 2023/2024 FTE Grid with 26.7625 FTE and Proposed 2023/2024 Budget. Board unanimously approved.

#### **4. Request for approval to conditionally add 0.5 FTE EA for the remainder of the year**

1. Current 0.5 FTE EA leaving prior to end of the year, asking for additional 0.5FTE if right candidate applies.

Motion by Brenda Willis to approve conditionally adding 0.5 FTE for EA posting for the remainder of the 2022/23 year. Board unanimously approved.

**Public Comments:**

- Kim Torrey: historically CCCS has had more instructional days than 4j which is a draw for some families.

**Items for next agenda**

Facilities/maintenance

Policy Updates

Vote on 2023/2024 Calendar

Review of officer positions

**Adjourn Meeting at 7:29pm**

Meeting minutes compiled by Kate Panum, CCCS Board Secretary