

Coburg Community School Board Meeting
Coburg Fire Department Meeting Room, Board Members
91232 Coburg Road
Coburg Oregon 97408

Tuesday, August 22, 2023 9:30am

Call to Order: 9:32am

Board members present: Mercia Petewon, Brenda Willis, Donna Villena, Jacen Miller, John Barry, Doug Young, Jamey Ritter

Staff members present: Dave Wallace, Melodi Jayne

Guests: None

Pledge

Agenda: Accepted with the following changes: addition to the consent agenda renewal of board seat #4, Donna Villena, for the 3 year term ending June 2026.

Public Comments:

1. Consent Agenda

1. The minutes from Minutes from June 5, 2023 meeting
2. John Barry requested to add motion to renew Donna Villena into position No.4 - Board member term ending 2026.

2. Welcome & Intention

3. General Reports

1. PCS Report

1. Kona Ice/Scavenger Hunt for back to school
2. Jog-a-thon Sept 29th planning under way
3. Bronco Bash scheduled for May 18, 2024
4. Trunk-or-treat planning underway

2. Finance and Budget Report

1. Same auditor as last year, Sept 28th in person

- audit begins
- 2. Updating all names on bank accounts
- 3. 4J SIA accounting manager communication, additional SIA Grant awarded
- 4. Credit Card authorization updated Dave Wallace, Brenda Willis (backup)
- 5. Parking Lot fundraiser for Antique Fair

3. **Administration Report**

- 1. Review of report
- 2. HR - school counselor title changed to mental health specialist which will have a greater capacity of pool applicants
- 3. Upcoming events- 5th grade overnight outdoor school Oct 2nd-4th. Sept 14th information meeting. Sponsored by 4J - no cost to CCCS.

4. **Budget vs. Actual (2022/23)**

- 1. Finance and Budget Report
- 2. Uncategorized revenue (did not pull from investment account)
- 3. Introduced Meal-Manage saves time for same cost, parents have the ability to pay with a check to remove additional fees
- 4. Budget differences outlined from originally proposed.

5. **Information/Discussion Items**

- 1. 22/23 School Report Card
- 2. 21/22 Oregon-at-a-glance Comparables with Gilham Elem, Ridgeline Montessorio and Village School.
- 3. Attendance: Alissa Chase has developed a series of communication to increase communications with parents as students get to different markers
- 4. 22/23 CCCS report card will be available October 12th

6. **23/24 Strategic Priority "Board Goals"**

- 1. Focus on Essentials; Mission and Vision - recrafting, work session with community immersion and defining after 10 years of existence.
- 2. Next steps: Scheduling updates and workgroups

7. **23/24 Board Development & Committees**

- 1. Board member development - Book Review -close each board meeting with a book review from an assigned reading

2. **23/24 Board appointments to Committees**
Finance Oversight committee 1. Chair: Jacen Miller 2. Jamie Ritter
3. Doug Young
Strategic planning community 1. Chair: Marcia Petewon 2. Brenda Willis.
Education excellence committee 1. Chair: Donna Villena 2. Doug Young
Governance committee 1. Chair: John Barry 2. Jacen Miller 3. Donna Villena

8. **23/24 Focus Areas for CCCS and Executive Director**
 1. Review Executive director goals set into three categories; visionary/leadership, instructional improvement, and effective management
 2. IB Update: Summarized learning of PYP and MYP

9. **Special Appointment**
 1. Board Policies will be spearheaded by Donna Villena
 2. Janel McPherson will remove herself from active board and will be available as an honorary board member
 3. Mercia Petewon and John Barry will lead scanning documents

10. **Future Board Meetings: Staff Report**
 1. Staff report is not required for future board meetings
 2. An open invitation to members of the staff is ongoing.

11. **Distribute & Sign Board Documents**
 1. CCCS Board Member Agreement
 2. Conflict of Interest Disclosure Statement

Adjourn Meeting: 2:00