

**Coburg Community Charter School Board Meeting**  
**CCCS 8th Grade Classroom, Board Members**  
**91274 N Coburg Rd**  
**Coburg, OR 97408**

**Via Zoom for all guests**

**Monday, December 6, 2021 6:00pm**

**Call to Order: 6:04pm**

**Board members present:** John Barry, Brenda Willis, Kate Panum, Donna Villena (Zoom), Doug Young (via Zoom), Paul Thompson (via Zoom)

**Honorary Board members present:** Janel McPherson

**Staff members present:** Lisa Jager, Molly Rust, Liz Bruno, LeeAnn Erickson, Beth Monterrosa, Alyson young, Katie Bruschet

**Guests:** Josh Bevard, Kristen Foster, Randy Willis

**Pledge**

**Agenda:** Accepted

**Public Comments:** None

**1. Consent Agenda:**

1. The minutes from the October 25, 2021

**2. General Reports**

**1. PCS**

1. Fulfilling requests as they come in, purchased chairs
2. Read a ton raised just over \$14,000 for future Eugene Public Library cards
3. Talking with Em's Baseball team for community baseball game, tentatively June 12, 2022

**2. Finance & Budget Report**

1. Investment summaries in board packet - plan to contact investment managers to give report at January 2022 meeting

**3. Administration Report**

1. Review of report

**4. Staff Report**

1. Streamlining communication for needs

2. Gathering information/needs/struggles based on grade levels
3. In an effort to prevent burnout there is a request from staff to match 4j on current prep days January 21, 2022 & April 15, 2022
  1. These days would be non student days to allow for staff preparation, connection with each other, opportunity to connect with Anthony about student needs.

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

#### **1. Review Board Goals**

1. Continued work on board goals

#### **2. 2020/2021 Audit Report and Letter to the Board**

1. Discussion of audit results

#### **3. Golden Bell Nominations**

1. Nominations to be voted on next meeting

#### **4. COVID Guidance Updates - Masks, Test to Stay, Vaccinated Students**

1. Ultimate guidance comes from Lane County Public Health
2. Discussion of current guidelines

### **4. Action Items**

#### **1. Governance/Committee Structure**

1. Review of proposed Board Committees, recommendation to start committees next school year
  1. Finance Oversight Committee
  2. Strategic Planning Committee
  3. Governance Committee
  4. Educational Excellence Committee

Motion by Kate Panum to approve the committee structure to include finance oversight, strategic planning, governance, and educational excellence committees, to start 2022/23 school year. Board unanimously approved.

#### **2. Suicide Prevention Plan**

1. Review and discussion of document

Motion by Brenda Willis to approve the proposed suicide prevention plan. Board unanimously approved.

#### **3. Executive Director Goals**

1. Continuation of conversation about ED goals. Review and discussion of new document with SMART goals.

Motion by John Barry to approve 2021/22 Executive Director Goals. Board unanimously approved.

#### **4. Policy Updates IL - Assessment Program**

Motion by Kate Panum to approve Policy IL, assessment program. Board unanimously approved.

**5. Fire Alarm Replacement/Repair**

1. Fire alarm system starting to fail with loud alarms throughout the day disrupting students.
2. Recommendation by repair company to replace alarm panel.

Motion by Donna Villena to replace fire alarm panel and the associated expenses up to \$12,220. Board unanimously approved.

**6. Mid-year Budget Revision**

1. Review of adjustments to budget.
2. New proposed ending fund balance \$240,209.00 minus cost of replacement fire alarm panel approved above.

Motion by John Barry to approve new ending fund balance of \$240,209.00.

Above motion amended by John Barry to increase Expenditures to include \$12,220 for fire alarm panel replacement making ending fund balance \$227,989. Board unanimously approved.

**7. Board Vacancy Position #3 and Treasurer**

1. Applications open for vacancy left by Jessica Clark, file added under Board member recruitment for nominations.
2. Doug Young put name forward as Treasurer for the remaining 2021/22 school year.

Motion by John Barry to elect Doug Young as Treasure for the remaining 2021/22 school year. Board unanimously approved.

**Public Comments:** None

**Items for next Agenda**

- Staff prep days
- Investment update by Roehl & Yi
- Guidance about role of school and resources for social/emotional support

**Adjourn Meeting: 8:57pm**

Minutes submitted by Kate Panum