

**Coburg Community Charter School Board Meeting**  
**CCCS Library, Board Members**  
**91274 N Coburg Rd**  
**Coburg, OR 97408**

**Via Zoom for all guests**

**Monday, April 19, 2021 6:00pm**

**Call to Order: 6:02**

**Board members present:** John Barry, Brenda Willis, Jessica Clark, Sarah Brooke, Kate Panum, Paul Thompson (via Zoom)

**Honorary Board members present:** Janel McPherson

**Staff members present:** Lisa Jager, Holly Campbell, Beth, Monterrosa, Laura Ralls, Katie Brushett

**Guests:** Donna Villena, Andrea McGarvey, Austin Brushett, Collen Tuman, Erica Piquette, Kim Torrey, Rachel Hadley, Rose Upton, Lori Schmid

**Pledge**

**Agenda:** The agenda was accepted.

**Public Comments:** None

**Consent Agenda:** The minutes from the March 15, 2021 Board meet accepted.

**General Reports**

- **PCS**
  - Unauction a success raising over \$25,000 by direct donations
  - PCS has given over \$55,000 to school this year
- **Finance**
  - On track for current year budget
  - Review of investments
  - Committee advises no changes with investments and current budget at this time
  - Advise the Board accept and update the Board investment policy

Brenda Willis motion to approve IPS with the following changes: replace Kim Torrey with John Barry as a signer on the account, and R&Y needs to correct the asset allocation parameters for “cash equivalents”, Board unanimously approved.

- **Administration Report**

- Enrollment remains full, waitlists in all classes except 4th grade
- Conversations around lease will start in late summer/fall, but at this time 4j is planning to renew building lease.
- Working with Lane County Public Health to handle first positive COVID case of a student
- 4j planning visit May 10th.
- Possibly to add some form of summer enrichment for all grades at CCCS if we have a desire, also an option for our students to work with 4j for this option. More information to come.
- More information to come about state testing. 4j to discuss at their board meeting on Wednesday.

- **Staff Report**

- 4th and 5th graders coming to school every day like K-3 has been. Currently about 4 feet apart. Overall things going great.
- Request for sensory walk for 3rd grade.
- Challenging to keep students apart.

## **Old Business**

- **Review Strategic Board Goals**

- Goal 1: ensure CCCS has a 'HOME' for the foreseeable future
  - According to Kyle at 4j, the plan is to renew lease. Discussions to start in late summer/early fall.
    - Concerns over major repairs not covered in lease, would be the responsibility of CCCS to cover.
- Goal 2: Optimize Board Governance and Structure
  - Three Board applications, interviews to take place over next 2 weeks
    - May 3rd Board meeting will include open forum for candidates
    - Looking for members willing to move corporation forward, commitment to CCCS mission and vision, willingness to participate, work on at least one Board committee
    - Priority list for members with skills in business, education, and/or finance
  - Goal for positive onboarding experience
- Goal 3: Create a sustainable fundraising model
  - No significant changes
- Goal 4: Ensure that middle school offering is competitive and enrollment is stable/quality academic program
  - No significant changes

- **Plans for next year and budget implications**

- Comparisons of proposed budgets for 2021-22
- Suggestion from finance committee for school to pay 6% PERS for all eligible staff members
- Discussion of salary schedule and budgetary impact, continue discussion at May 3rd meeting

- **Planned staffing for 2021/22**
  - Discussion of creative funding and staffing based on available ESSER grants
- **Discussion of school location**
  - See above re lease
- **CCCS staff evaluation and administration and the board**
  - Review of responses

### **New Business**

- **Look ahead to 2021/22 calendar planning**
  - First day of school on draft calendar for CCCS Sept 7th, 4j planning on Sept 10th
- **Administrative configuration for 2021/22**
  - Review of proposed admin configuration
  - Goal for staff and families to understand who has ownership for specific responsibilities
- **Board of Directors Configuration for 2021/22**
  - Review of proposed Board officer responsibilities

### **For next meetings**

- **May 3 meeting**
  - Board applicate forum
  - Next round of budget review/final FTE count
  - Discussion about salary steps
  - Calendar 2021/22
- **May 17 meeting**
  - Budget vote
  - Potential new board member vote

### **Public Comments**

- Kim Torrey - not sustainable for teachers to do in person and CDL if that is a requirement for schools next year. Ms.Young has gone above and beyond this year.

### **Adjourn meeting at 9:00**

Minutes submitted by Kate Panum