

**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, October 25, 2021 6:00pm**

**Call to Order: 6:03pm**

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

**Honorary Board members present:** Janel McPherson

**Staff members present:** Lisa Jager, Molly Rust, Liz Bruno, Laura Ralls, Elise Boyum, Alyson young, Katie Brushett

**Guests:** Kelsey Bedortha, Janelle Settlemyer, Kim Torrey, Rachel Hadley

**Pledge**

**Agenda:** Addition of Travel Absences Clarification added to action items

**Public Comments:** None

**1. Consent Agenda:**

1. The minutes from the September 27, 2021

**2. General Reports**

**1. PCS**

1. Staff meeting communication about general fund requests, fundraisers
2. Starting this week: Read-a-thon. Funds raised to cover Eugene Public Library card fees for next year
3. Working to change financial tracking for PCS to Google Forms

**2. Finance & Budget Report**

1. Investment down 2.8% in September
2. Collected 75% of student fees so far
3. Increase in the school state fund, however down 4 students
4. Audit is not complete at this point due to changes in person completing audit
5. Amy Brewer added as member to finance committee

**3. Administration Report**

1. Enrollment is stable, currently 221 students
2. 4j approved lease agreement received
3. Johnson electric volunteered to repair kinder/first grade drinking fountain
4. Experiencing large impact with staff due to personal/family illnesses - actively seeking substitutes
  1. Posted position for substitutes
  2. Staff also looking for personal contacts that might be interested in being a sub
5. Temporary solution for performing arts position - candidate will be here through winter break and has experience outside Oregon with teaching, still looking for permanent solution
6. Walk and Roll starting next week - come to school in a non-motorized way
7. Students are starting to settle into a routine. Dean of Students to provide education/information about how parents can help support students transitioning back to school

#### **4. Staff Report**

1. Survey out to staff regarding highlights and needs
  1. Struggles to meet students where they are emotionally/socially and trying to move forward
  2. Prep time is an issue for due to lack of performing arts teacher
  3. Volunteers needed in the building
  4. Great to have students back in the building but staff is feeling the pressure to move kids along academically
2. Discussion about what additional support looks like for staff

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

#### **1. Review Board Goals in alignment with Governance**

1. Breakdown of 4 suggested Board committees including:
  1. Strategic Planning Committee
  2. Academic Excellence Committee
  3. Governance Committee
  4. Safety Committee

#### **2. SIA Grant**

1. Report to ODE regarding how the SIA grant funds are being used, how we are aligning expenditures and goals

#### **3. Academic philosophy**

1. Start of this was the math discussion from last time
2. Two was to move ahead with our identity as a community immersion
3. What is our identity moving forward?
4. Still in development phases

#### **4. Suicide Prevention Plan**

1. Review of suicide prevention document

### **4. Action Items**

#### **1. Executive Director Goals**

1. Review of Goals and making sure they are measurable
2. Board to give feedback on goals to Lisa and Brenda to ensure measurable in nature.  
Review next meeting for action.

## **2. Lease Agreement**

1. Discussion of history of building lease with 4j.

Motion from Kate Panum to approve lease as presented by 4j. Board unanimously approved.

## **3. SIP Plan 2021.22**

1. Recommendation to focus on SIP goals for one year.
2. Review of SIP document

Motion by Doug Young to approve SIP plan 2021.22. Board unanimously approved.

## **4. Policy update approval**

1. Review of language changes to policies

Motion by John Barry to approve all policy update changes with the exception of IL, assessment program. Board unanimously approved.

## **5. Travel Absences Clarification/Update**

1. Discussion of current travel absence policy
2. Goal with the safety of school community in mind

Motion by John Barry for the board to direct the admin staff to send updated messaging to school community that CCCS is only recommending CDC guidelines regarding quarantine after travel. Board unanimously approved.

Motion by John Barry to change November 12th from instructional day to staff preparation day. Board unanimously approved.

**Public Comments:** None

## **Items for next Agenda**

- Midyear budget revision
- Action items
  - 3.1 board committee structure
  - Suicide prevention plan
  - Executive director goals
  - Policy IL, assessment program

**Adjourn Meeting:** 9:43pm

Minutes submitted by Kate Panum

