Annual CCCS Board Kickoff Agenda

August 19th 2026
Coburg Fire Station Conference Room, 91232 Coburg Rd, Coburg

Snacks & Welcome 9:15am
Public Meeting Begins 9:30am — Public Meeting Adjourns 3:15pm

Call to Order
Agenda: Additions, changes, or deletions to the agenda
Public Comments (Please see "Public Participation for Board Meetings" guidelines on reverse.)

Consent Agenda (2 mins)
June 9, 2026 BoardMeeting Minutes

1. **Welcome new and returning board members, Intention (3 mins; Mercia)**

2. **Committee Overview (15 mins)**
   CCCS Board Committees Overview
   2.1. Board members are asked to join two Committee(s), optimally serving as chair for one
   2.2. Once formed, committees will
      - Set specific goals that support or enhance "Focus Areas" in alignment with Mission, Vision and Values. Examples: Values Communication, Volunteer Recruitment, Revenue generation, Long Term Space and Facilities Plan
      - Recruit non-board members as appropriate
      - Establish regular meeting cadence to support progress against identified focus areas
      - Provide regular updates against focus areas during monthly board meetings
      - Capture and record committee meeting minutes

3. **Building and Grounds updates and discussion (30 mins; Dave)**
   3.1.1. Projects in the works:
      3.1.1.1. Vestibule Security: permit acquired

   3.1.2. Projects completed in summer
      3.1.2.1. Tech upgrades
      3.1.2.2. HVAC units in library and Arts & Sciences room
      3.1.2.3. Bell professionally repainted

3.1.2.4. Cement monument “professionally” cleaned
3.1.2.5. Office window garden bed built and filled
3.1.2.6. Office window bench repaired
3.1.2.7. Flatwork: front parking, front sidewalk, path around garden, rock bed in playground, front patio
3.1.2.8. Removed and replaced degraded playground structure
3.1.2.9. Landscaping of gardens and playground mulch
3.1.2.10. Front tree removal :(
3.1.2.11. New Library, moved AZ 3.0 and returned Music & Arts room to its prior glory

3.1.3. Projects list previously include
- Vestibule security*
- Additional learning space - addition or portable
- replace Ball shed
- Gym floor (in appox. 4 years)
- More permanent track upgrade - perhaps asphalt
- Irrigation for T-ball and Soccer field
- Soccer field repairs
- Covered area for recess play during rainy days
- Activity Bus

10:15am - 10:25am Break

3.0 General Reminder: Order of operations (5 mins; Mercia)

3.1.4. First Introduction of topic
3.1.5. First Reading (ie. draft proposal introduced, recommended policy updates presented, etc.)
3.1.6. Following First Reading, the board shall agree to move the given topic forward as an Action Item for a following board meeting or assign specific tasks/action items to support further discussion by the full board prior to Actioning.
3.1.7. Actions Items for vote (following board review)

4.0 Discussion: Add Unemployment Insurance clarification to handbook (5 minutes; Dave)

3.1.8. This was already sent out in an email to staff, included in the proposed handbook update under action item

3.2. Roles & Responsibilities Group Activity - “RACI” (45 mins; Mercia)
2025_26 CCCS Leadership RACI Exercise.xlsx

4. General Reports (45 mins)

4.1. PCS Report – PCS notes provided by Jamey
4.2. Finance and Budget Report
4.2.1. 24/25 Audit follow up

4.2.2. 25/26 Audit Status

4.3. Administration Report - Dave to present

12:30pm - 1:15pm Lunch w/ Group Activity 45 mins

5. Finalize 2026/27 Annual Calendar of events (15 mins; Mercia)

Proposed 2025/26 Board Meeting Dates

5.1. Aligned timing to trigger decision making and deliverables throughout the year; decisions due dates, board meetings, budgeting decision timelines, etc.

- Golden Bell Awards; nominations and voting
- New Board Member onboarding process
- Bronco Bash support provided by Board
- Community outreach opportunities
- Annual Staff Appreciation event
- Budget approval

3.2 **CCCS Goals: Focus Areas, School Improvement Plan, PD Plan, ED Goals (45 mins)**

5.1.1. Focus Areas

5.1.1.1. Fireplace products

5.1.1.2. 26/27 Focus Areas

5.1.2. 26/27 School Improvement Plan

5.1.3. Executive Director Goals

5.1.4. 26/27 Professional Development Plan

5.2. Charter Renewal (first read; 10 mins)

5.2.1. 2017 Charter Contract

5.2.2. Charter Renewal Letter

- asking for:
  - 10 year renewal
  - increase capacity by 75 students
  - increase local Coburg percentage from 50% to 60%
  - State School fund allocation increased to 85%

5.2.3. Next Steps:

5.2.3.1. Submit Charter renewal letter by October 1st

5.2.3.2. Dave prepare evidence document and presentation as back up in case 4J requests by October 1

5.2.3.3. Respond to 4J requests if any, and prepare for yet another positive site visit

5.3. Budget Review (20 mins)

5.3.1. 25/26 Budget vs. Actuals

5.3.2. surplus analysis and retention bonus grid

5.4. ***Distribute & Sign Board E-Documents*** **(Governance Committee; 5 mins)**
   5.4.1. CCCS Board Member Agreement
   5.4.2. Conflict of Interest Disclosure Statement

6. <u>Action Items:</u> (15 mins)

6.1. Proposed 26/27 handbook
- language for pay-out for Personal Days
- Unemployment during break language

6.2. Suicide Prevention Plan
   6.2.1. Updates summary

******3pm Round Table closing comments & Confirm Items for Sept. Mtg Agenda******

Public Comments (Please see "Public Participation for Board Meetings" guidelines on reverse.)

<u>Coburg Community Charter School</u>

Public Participation in Board Meetings

1. A visitor may be recognized by the chair by rising, identifying herself/himself with her/his full name and address and stating her/his purpose for appearing.

2. A group of visitors with a common purpose should designate a single spokesperson for the group.

3. Speakers should limit their comments to 2 minutes.

4. Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the chair.

5. At the discretion of the Board chair, anyone wishing to speak before the Board either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing information to the Board Secretary on a sign-in sheet prior to the meeting. This will help the chair provide adequate time for each agenda item.

6. The Board, at its discretion may require that a proposal, inquiry, or request be submitted in writing and reserves the right to refer the matter to the administration for action or for study and to report at a subsequent meeting. The Board shall make a decision at the meeting where information is presented only if the issue is considered an emergency by the Board.

7. Statements by members of the public should be brief and concise. The chair may, at his/her discretion, establish a time limit on discussion or oral presentation by a visitor on any topic.

8. Speakers may offer objective criticism of school operations and programs but the Board will not hear complaints concerning specific school personnel. The chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

9. These procedures will be published on the back of every Board meeting agenda.