Coburg Community Charter School Board Meeting
Coburg City Council Room, Board & Staff Members
91136 N Willamette St.
Coburg, OR 97408

Via Zoom for guests

Monday, June 5, 2023 6:03 pm

Call to Order: 6:00 pm

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

Honorary Board members present: Janel McPherson

Staff members present: Dave Wallace, Beth Monterrosa, Elise Boyum, LeeAnn Erickson

Guests: None

Pledge

Agenda: Accepted

Public Comments: None

1. **Consent Agenda:**
    1. The minutes from Board Meeting minutes from May 22, 2023

2. **General Reports**
    1. **PCS Report**
        1. Ems baseball game rescheduled due to scheduling conflict with UO baseball
        2. Already planning for next year
        3. PCS helping to fund field day
    2. **Staff Report**
        1. End of the year a busy time!
    3. **Finance and Budget Report**
        1. Current budget update review
    4. **Administration Report**
        1. Review of report

3. **Information/Discussion Items**

1. **Continuation of IB progress**
   1. Dave working on IB training
   2. Dave is working with Laura Ralls and Melissa Sepulveda to gather information on IB and how it fits with CCCS
   3. More information coming at board retreat in August
2. **2022/23 Committee Progress Reports**
   1. Educational Excellence committee report
   2. Strategic Planning committee report
   3. Financial Oversight committee report
   4. Governance committee report
   5. Needs for all committees for next year:
      1. Additional members (ideally not board members - except Governance)
      2. More efficiency in scheduling meetings
      3. Breaking down silos of each committee to build momentum
3. **Confirmation of Committee Structure and Responsibilities**
   1. Board in agreement of current committee structure and responsibilities
4. **2023/24 Committee Priorities**
   1. Educational Excellence committee goals for next year:
      1. Adopting math curriculum
      2. Scope and sequence social studies and science
      3. Aligning curriculum with IB program
   2. Strategic Planning committee goals for next year:
      1. Continued community relationships
      2. PCS collaboration
   3. Financial Oversight committee goals for next year:
      1. Review fiscal and finance policy
      2. Risk management policy review
      3. Consolidate fraud procedures
      4. Increase cooperation with PCS
      5. Long term funding model
   4. Governance committee goals for next year:
      1. Board self evaluation
      2. Training opportunities for board members and tracking/sharing information
      3. Continue long term board recruitment
5. **Proposed 2023/24 Board Meeting dates**
   1. September 25, 2023
   2. October 23, 2023
   3. December 4, 2023
   4. January 22, 2024
   5. February 26, 2024
   6. March 4, 2024
   7. March 18, 2024
   8. April 22, 2024

9. May 20, 2024
10. June 3, 2024
6. **Schedule Board Retreat**
1. Tuesday, August 22nd, 0900-1300 at Coburg City Hall

4. **Action Items**
1. **Policy Updates**
1. KL-AR
2. JHCD

Motion by Donna Villena to adopt changes to KL-AR and JHCD policies. Board unanimously approved.

2. **Board Application & Election process**
1. Review of updated document

Motion by Jacen Miller to adopt the updated CCCS Board Application & Election Process document. Board unanimously approved.

3. **Vote of Board Members**

Motion by Donna Villena to elect Jamey Ritter to Board seat 3, term serving 2023-2026. Board unanimously approved.

4. **Vote on Officer positions**

Motion by John Barry to elect Mercia Petewon as CCCS Board president, Brenda Willis as CCCS Board Vice President, Jacen Miller as CCCS Board Treasurer, and Donna Villena as CCCS Board Secretary. Board unanimously approved.

Public Comments: None

Items for next agenda
• IB updated
• Board documents (board member agreement, conflict of interest)
• Board Goals
• ED Goals
• Overlap of committee work
• Increasing revenue
• Budget review
• Student handbook review
• Team building exercise

Adjourn Meeting at 7:55pm

Meeting minutes compiled by Kate Panum, CCCS Board Secretary