

Annual CCCS Board Kickoff Agenda

August 18th 2024

Coburg Fire Station Conference Room, 91232 Coburg Rd, Coburg

Snacks & Welcome 9:15am

Public Meeting Begins 9:30am — Public Meeting Adjourns 3:15pm Executive Session Begins 3:15pm — Executive Session Adjourns 3:30pm

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 BoardMeeting Minutes

- **■** Board meeting Minutes 06.2.2025
- 1. Welcome new and returning board members, Intention (3 mins)
 - 1.1. General Reminder: Order of operations (10 mins)
 - 1.1.1. First Introduction of topic
 - 1.1.2. First Reading (ie. draft proposal introduced, recommended policy updates presented, etc.)
 - 1.1.3. 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.
 - 1.1.4. Actions Items for vote (following board review)
 - 1.2. Roles & Responsibilities Group Activity "RACI" (45 mins)
 - 2025 26 CCCS Leadership RACI Exercise.xlsx

10:30am - 10:45am Stretch Break

2. General Reports (45 mins)

- 2.1. PCS Report PCS Representative
- 2.2. Finance and Budget Report Melodi
 - 2.2.1. 23/24 Audit follow up Melodi
 - 2.2.2. 24/25 Audit Status
- 2.3. Administration Report Dave to present

3. <u>Information/Discussion Items (15 mins for first two agenda items prior to lunch break)</u>

- 3.1. Finalize 2025/26 Board Mtg Calendar
 - Proposed 2025/26 Board Meeting Dates
- 3.2. Inclusive Calendar of Events
 - FOC, PCS, ED inputs to inform timing of Board decision making and deliverables throughout the year
 - Board Meeting dates to be included
 - Goal is to develop visual overlay of events, decisions due dates, board meetings, budgeting decision timelines, etc.
 - Committee ownership?

11:45pm Lunch w/ Group Activity 45 mins

Session resumes at 12:30pm

- 3.2 CCCS Improvements: Focus Areas, School Improvement Plan, and ED Goals (45 mins)
 - 3.2.1. Focus Areas
 - 3.2.1.1. <u>Fireplace products</u>
 - 3.2.1.2. 25/26 Focus Areas
 - 3.2.2. 25/26 School Improvement Plan
 - 3.2.3. Executive Director Goals
 - 3.2.4. 25/26 Professional Development Plan
- 3.3. Committee Overview & Selection (15 mins)
 - **☐** CCCS Board Committees Overview
 - 3.3.1. Review Committee charters and join two Committee(s), optimally serving as chair for one
 - 3.3.2. Within Committees, 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
 - 3.3.3. Recruit non-board members to fill committees.
 - 3.3.4. Establish committee meeting cadence that supports progress against identified focus areas

3.4. Budget Review (30 mins)

- 3.4.1. <u>24/25 Budget vs. Actual, surplus analysis and retention bonus</u> recommendation
- 3.4.2. Share Dave's working budget document

3.5. Building and Grounds updates and discussion (15 mins)

- 3.5.1. <u>Vestibule security update included in August 11 email</u>
- 3.5.2. Projects list previously include, roughly prioritized
 - Vestibule security*
 - Additional learning space addition or portable*
 - West side fencing*
 - replace Ball shed*
 - Gym floor (in appox. 5 years)*
 - replace playground structure
 - I have asked PCS to consider funding
 - More permanent track upgrade perhaps asphalt
 - Irrigation for T-ball and Soccer field
 - Soccer field repairs
 - Paved path to or around garden area
 - Covered area for recess play during rainy days
 - Activity Bus
- 3.5.3. Request to consider action to approve Dave spending up to the anticipated balance of the 24/25 surplus, after retention bonus allocation, on projects listed above as the highest priority group, with first priority being completion of the security vestibule improvements

3.6. Discussion of transition of current .8 Music position to 1.0 Arts and Sciences (15 mins)

- 3.6.1. Music position update included in August 11 email
- 3.6.2. Link to ODE Arts Standards
- 3.6.3. Increased ongoing cost of approx. \$15k (always dependent on specific hire)
- 3.6.4. Anticipated rough schedule/utilization:
 - 3.6.4.1. Current Music is 4 days K-5 music and Study Hall
 - 3.6.4.2. Anticipated:
 - 2 days K-5 Music and Arts
 - 2 days K-5 Science/Engineering/Tech.
 - Middle School Science/Engineering/Tech. Electives
 - Supplemental STEAM work on Fridays, Middle School
- 3.6.5. Challenge to find the right candidate, as is music, yet 1.0 should definitely help.
- 3.6.6. Draft position posting

3.7. Distribute & Sign Board E-Documents (Governance Committee; 5 mins)

- 3.7.1. CCCS Board Member Agreement
- 3.7.2. Conflict of Interest Disclosure Statement
- 3.7.3. 2 factor authorization on CCCS account

- 4. <u>Action Items:</u> (15 mins)
- **4.1.** Suicide Prevention Plan
- 4.2. Building and Grounds allowance proposal
- 4.3. 1.0 Arts and Sciences position proposal

3pm Round Table closing comments & Confirm Items for Sept. Mtg Agenda
(All Board Members; 15 mins)

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

Adjourn Public Meeting by 3:15pm

3:15pm; CCCS Board Members to remain for Executive Session

- Call to order of Executive Session.
- 6. <u>Executive Session</u> as per ORS 192.660 (2) (a) To consider the employment of a public officer, employee, staff member or individual agent.
- 7. Board review of Executive Director's performance review conducted June 2025 for school year 2024/25
- 8. Adjournment of Executive Session

Note: The board will return to open session following the executive session to take any necessary action.

Coburg Community Charter School 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.