

Coburg Community School Board Meeting Minutes

Coburg Community Charter School, 91274 N Coburg Rd, Coburg, OR 97408

Monday, November 18 2024, 6:00 p.m.

Call to Order: - 6:14 PM

Board members present: Mercia Petewon, John Barry, Donna Villena, Jacen Miller, Jamey Ritter, Matt Hilton, Jacob Corliss

Guest in person: Dave Wallace, Elizabeth Monterosa, Melodi Jayne

Pledge

Agenda: Approved

Public Comment: No public comments

Agenda: None

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

Consent Agenda

Approved [Minutes from October 21st 2024](#)

General Reports

PCS Report

Foodie Fundraiser \$215

Blue Bag fundraiser receive 20% up to \$600. Over 200 bags donated.

Clothing closet, increased prices to \$5 for logowear, \$2 non-logo

New reader board goes in week.

Dec 4th, Food Truck Foodie Fundraiser. 10% for CCCS.

Staff Report

Preparing for conferences

Finance and Budget Report

Reviewed [Budget vs. Actuals](#)

Another new oven is needed, equipment purchases are on the books, check has not been written yet.

Reviewed [Administration Report](#)

Vans needed for community engagement and field trips.

Community: Gym is booked solid through basketball season
HVAC installation will be completed over winter break 2024
Clarifying qualifications for F/R increase in percentage of the student population to 22% from single digits.
4J site visit went well, high intrigue and well received communication by the 4J and CCCS members present.

Information/Discussion Items

Discussed individual compliance – [Oregon Government Ethics Commission](#) (OGEC)

Board Committee Reports

Committees affirm regular meeting cadence established (meetings scheduled in advance, agendas and minutes published)

EEC Committee met and discussed testing, Tiered needs and learning outlines.

Governance: Next meetings will be for board member recruitment and onboarding process.

FOC: Following a cadence for the budgeting process, would like to finalize a budget for offers to be ready in April.

Strategic planning: Revenue, Communication and Facilities.

Golden Bell Recognition going forward, coordination between board and strategic planning committee. Closer relationship with SPC and PCS to define and recommend conversations for funding.

Discussed the [24/25 Calendar](#) calendar and comparison to 4J calendar and options for 25/26 student days, student days and professional development scheduled days. Target to have a calendar approved for Feb or March.

- 1.1. Board Policy Updates ([summary document](#)):
Reviewed proposed changes to the existing board policies: [AC](#), [AC-AR 1](#), [GBN/JBA](#), [GCBDC/GDBDC](#),
Delete [JBA/GBN-AR Sexual Harassment Complaint Procedure](#)

Action Items

Governance Committee Charter

Motion by John Barry to approve the updated governance committee charter description, including oversight of the board policies as presented, Jacen Miller seconded the motion. Board unanimously approved; Mercia Petewon, John Barry, Donna Villena, Jacen Miller, Jamey Ritter, Matt Hilton, Jacob Corliss.

Investment Fund Disbursement Policy

Motion by Jacen Miller to approve the updated investment fund disbursement policy as presented, Mercia Petewon seconded the motion. Board unanimously approved; Mercia Petewon, John Barry, Donna Villena, Jacen Miller, Jamey Ritter, Matt Hilton, Jacob Corliss.

Next Agenda Items

25/26 School Calendar Discussion

Approval of proposed update to board policies

Introduction of new policy updates

ODE facility assessment

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

Adjourn Meeting: 7:50 PM

Meeting minutes compiled by Donna Villena, CCCS Board Secretary