

## Coburg Community School Board Meeting Minutes

Coburg City Council Room, 91136 N Willamette St, Coburg

**Monday, October 21st 2024, 6:00 p.m.**

**Call to Order: - 6:00 PM**

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

**Guest in person:** Dave Wallace, Melissa Sepulveda

**Pledge**

**Agenda: Approved**

**Public Comment: No public comments**

### **Consent Agenda**

**1. Consent Agenda**

Approved [Minutes from September 23rd, 2024](#)

**2. General Reports**

PCS Report - Jamey Ritter

Bronco Dash: Net approximately \$20K, \$5K over goal

PCS Gave an annual donation of \$90K to the CCCS in October 2024.

Trunk or Treat on Friday - October 25th

Blue Bag donations are coming up in November, First Come/First Serve for 20% matching funds.

Signage approved, out of production November 17th.

Staff Report - Melissa Sepulveda

1st Grade - New math curriculum, math rotation set up and going well.

5th Grade - Outdoor school at the coast, went well. Now working on Biztown curriculum.

4th Grade - New program for diagnostics, iReady, is extremely in depth. Covers many reading and grammar skills. Does well at showing the gaps, access to mypath which creates an individual path specific for each student in outstanding. Students have been engaged and lessons are interactive with completion reports.

Finance and Budget Report - FOC, Dave

Reviewed [Budget vs. Actuals Oct 2024](#)

Supply fee is already at 92+%

Investment account YTD up approx. 8.6%, \$68K

Reviewed [Administration Report](#)

Vacations have dipped the attendance rate a little.

4J has invited Charter members and families to attend the 4J meet and greet..

Currently working on aligning Social Studies to state standards

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

Board Contact info - CCCS website send updated as requested  
Board Committee Priorities; discussed overarching need to link committee objectives to the School Improvement Plan for 24/25 school year (ie. "focus areas")

[Updated Governance Committee Charter](#) - John Barry

Discussed the inclusion of Board Policies to become part of GCC as oversight.

Board member onboarding & development - Mercia Petewon

Discerning the need for a process to onboard new member onboarding and improving this through the Governance Committee initiatives.

Golden Bell Award

Strategic planning committee will be discussing the Golden Bell nominations and the best way to work with our PCS and community to highlight these outstanding relationships.

Investment Account Disbursement Proposal - Jacen Miller

[10/7/24 FOC meeting minutes](#)

Discussed the updated language in the [WIP Investment Account Operating Reserves and Annual Disbursement Policy](#)

Recommended a maximum of 4% of the investment account to be used for operating expenses. Feedback to FOC no later than November 4th.

HVAC discussion (HVAC Committee)

New vendor and anticipate a lower cost for the HVAC purchase and installation of ground units. Considering an installation over winter break '24.

4J Annual Report and SIP (Dave) Reviewed Reports

- [Full report](#)
- [School Improvement Plan](#)
- [Charter Self Assessment](#) (new form)
- \*\* 4J Site Visit - November 13, 9AM

### **4. Action Items**

Motion by Jacen Miller to adopt the revised [Financial Management Policy](#) as presented. Motion seconded Jamey Ritter. Board unanimously approved; Mercia Petewon, John Barry, Donna Villena, Jacen Miller, Jamey Ritter, Matt Hilton, Jacob Corliss.

**Public Comments: None**

**Agenda Items for November:**

- Updated reimbursement policy
- Committee updates - based on school improvement and mission/vision
- Governance Committee Charter Update
- HVAC Update

**Adjourn Meeting: 7:50 PM**

Meeting minutes compiled by Donna Villena, CCCS Board Secretary