

CCCS FAQs for Parents & Community Members

Questions about...	Contact...	Next Steps/Additional Info...
Volunteering at CCCS including classroom(s)	Volunteer Coordinator	<ol style="list-style-type: none"> 1. Participate in a volunteer training with the Volunteer Coordinator 2. Fill out Background and Confidentiality form Background & Volunteer form (link)
Teaching a Skill Days class	Volunteer Coordinator	c.shepard@coburgcharter.org
Free or reduced lunch	Administrative specialist	<ol style="list-style-type: none"> 1. Complete form Free & Reduced Lunch form (link)
Paying school supply fee	Administrative specialist	<ol style="list-style-type: none"> 1. Submit check or exact cash amount to school office 2. Obtain receipt for your records
Driving for a classroom field trip	Classroom teacher	<ol style="list-style-type: none"> 1. Verify you have a completed and approved background form 2. Verify you have a current auto insurance form on file at CCCS
Become a donor	Community Coordinator/Executive Director	j.kelley@coburgcharter.org l.jager@coburgcharter.org
Donating to CCCS (physical item)	Administrative Team Member	<ol style="list-style-type: none"> 1. Verify school can accept donation 2. Arrange delivery of donation 3. Obtain donation receipt
Donating to CCCS general fund (monetary)	Executive Director	<ol style="list-style-type: none"> 1. Donation can be made anytime to front office or by mail. 2. Obtain donation receipt
Donating to CCCS specific purpose (monetary)	Executive Director	<ol style="list-style-type: none"> 1. Meet with Executive Director
Making a purchase for the school using personal funds for reimbursement	Executive Director	<ol style="list-style-type: none"> 1. Verify with Executive Director approval of purchase 2. Submit receipts with reimbursement requisition to Administrative Specialist
Volunteering at PCS event or fundraiser	PCS (pcs@coburgcharter.org)	<ol style="list-style-type: none"> 1. Email PCS 2. Sign up through their system
Organizing a Fundraiser	(pcs@coburgcharter.org)	Email PCS: pcs@coburgcharter.org
Submitting receipt for	PCS treasurer	<ol style="list-style-type: none"> 1. Complete reimbursement

reimbursement through PCS	(pcs@coburgcharter.org)	<p>form for PCS (form is located just inside front doors)</p> <ol style="list-style-type: none"> Place completed form with receipts in wire basket in front office Notify PCS treasurer
Sending information out to parents and community members (including fliers)	Principal (Shara MonDragon)	Send email to: s.mondragon@coburgcharter.org
Finding information on upcoming events, fundraisers, school information, etc.	School office (office@coburgcharter.org)	<ol style="list-style-type: none"> Check the school website Check the CCCS Facebook page and PCS group page Email school office for additional guidance/questions and have your email added to the email blast list
Submitting item to for school newsletter	School Secretary and Principal	Send information to: office@coburgcharter.org
Submitting an item for an e-mail blast	School Secretary and Principal Send information to: office@coburgcharter.org	Submit item to School Secretary via email (office@coburgcharter.org) by noon on Monday
Scheduling the use of school facilities	Community Coordinator, Jen Kelley j.kelley@coburgcharter.org	<ol style="list-style-type: none"> Contact Jen Kelley at j.kelley@coburgcharter.org
Scheduling the facilities for after school sport team practice	Community Coordinator, Jen Kelley j.kelley@coburgcharter.org	<ol style="list-style-type: none"> Attend a coaches' scheduling meeting (if post meeting, first come first serve) Obtain & submit Facilities Reservation form from Community Coordinator
Scheduling an after school group	Community Coordinator to initiate process	Send email to: Jen Kelley j.kelley@coburgcharter.org
Purchasing Bronco logo wear	Contact PCS for ordering dates: pcs@coburgcharter.org	<ol style="list-style-type: none"> Check website and school email blasts for ordering information
School assemblies	Principal (Shara MonDragon)	s.mondragon@coburgcharter.org
Substituting at the school	See School Website for information: www.coburgcharter.org	<ol style="list-style-type: none"> Letter of interest Resume Copy of teaching license (if applicable) <p>*Fingerprinting is required prior to substituting for any position</p>
School-wide discipline procedures	Principal (Shara MonDragon)	
A student concern	Classroom teacher, School Counselor, or staff member directly	

	involved	
A personnel concern	The individual directly. If topic is too sensitive, Principal.	1. Follow procedure in student parent handbook.
Observe in a classroom	Classroom teacher	1. Schedule with teacher in advance 2. Sign in & obtain visitor's badge
Visiting the school	Principal	1. Schedule at least 24 hours in advance 2. Depending on the nature of the visit, the visitor may be asked to remain in a specified area, be supervised by a staff member, and/or complete a Background Check
Forming a school committee	Executive Director Lisa Jager: l.jager@coburgcharter.org	All committees must be approved by the Board of Directors
Facilities, safety and/or security	Executive Director Lisa Jager: l.jager@coburgcharter.org	Send email to: Lisa Jager: l.jager@coburgcharter.org
Lunch program	Chef/Kitchen Manager John Sepulveda	Send email to: j.sepulveda@coburgcharter.org
Refer your child for school counseling	School Counselor: Anthony LaGoy a.lagoy@coburgcharter.org	Email School Counselor or pick-up referral form in school office
Talented & Gifted (TAG)	TAG Coordinator: Kasey Rubash	k.rubash@coburgcharter.org
School curriculum	Curriculum Team Lead: Kerry Patton	k.patton@coburgcharter.org
Middle school math or science	Middle School Teaching Team: Michelle Epperson	m.epperson@coburgcharter.org
District and/or state testing	Testing Coordinator: Melissa Sepulveda	m.sepulveda@coburgcharter.org
Special Education	Principal or SPED Teacher:	s.mondragon@coburgcharter.org
Section 504	504 Coordinator:Melissa Sepulveda	m.sepulveda@coburgcharter.org
Tier III intervention	Essential Skills Coordinator: Kasey Rubash	k.rubash@coburgcharter.org
PBIS (Positive Behavior Intervention & Supports) program	PBIS Lead: Elise Boyum and Kimberly Fisher	e.boyum@coburgcharter.org k.fisher@coburgcharter.org
SWIS (School-Wide Intervention System)	Principal: Shara MonDragon	s.mondragon@coburgcharter.org
Technology	Technology Coordinator: Skip McFarlane	s.mcfarlane@coburgcharter.org

K-5 school garden or 6-8 agricultural program	K-5 Garden Coordinator: Kerry Patton or 6-8 Ag Program Coordinator: Beth Monterrosa or Michelle Epperson	k.patton@coburgcharter.org e.monterrosa@coburgcharter.org m.epperson@coburgcharter.org
School library	Principal: Shara MonDragon	s.mondragon@coburgcharter.org
O.B.O.B. (Oregon Battle of the Books)	3-5 Lead: Melissa Sepulveda 6-8 Lead: Lauren Goracke	m.sepulveda@coburgcharter.org l.goracke@coburgcharter.org
Student Council	Principal: Shara MonDragon	s.mondragon@coburgcharter.org
Middle school electives	Class instructor or member of the middle school teaching team	l.goracke@coburgcharter.org m.epperson@coburgcharter.org e.monterrosa@coburgcharter.org
8th grade transition to high school	School Counselor: Anthony LaGoy	a.lagoy@coburgcharter.org

*You will find a complete list of CCCS staff members and contact information on our school website:
coburgcharter.org