

**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, December 5, 2022 6:00pm

Call to Order: 6:02 pm

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

Honorary Board members present: Janel McPherson

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

Guests:

Pledge

Agenda: Accepted

Public Comments: None

1. Consent Agenda:

1. The minutes from Board Meeting minutes from October 24, 2022

2. General Reports

1. PCS Report

1. Blue bag \$1400 raised
2. Trunk or treat a success and more manageable for volunteers

2. Staff Report

1. Highlights from staff: glad to have community days back
2. Discussion of challenges and successes

3. Finance and Budget Report

1. Budget vs Actuals

4. Administration Report

1. Review of admin report
 1. Recommend budgeted building sub to help with staff absences

5. Public Acknowledgement of Contributions

1. Thank you to those making reoccurring/automatic monthly donations and encourage others to do likewise via donor box on the Coburg Charter School website

3. Information/Discussion Items

1. Policy Updates process

1. Document being created as a 'how to' keep policies updated
2. Policies for review: AC.AR G1, GBEA G1, JEA G1, JGAB G1

2. Board committee updates

1. Educational Committee

1. Review of International Baccalaureate and how it fits with CCCS
2. Agreement to have strategic planning committee to take a closer look at IB and the SWAT analysis

2. Governance Committee

1. Encourage active recruitment for new members

3. Golden Bell Nominations

1. Review of nominations

4. Roehl and Yi Update

1. Review of recommendations/updates from Roehl and Yi

5. Lottery Update proposal

1. Updating lottery priorities discussion

6. School Caretake job description

1. Review of updated position description

7. Staff Holiday gathering

1. Tentative date: January 27, 2023

4. Action Items

1. Operational Reserve Policy

1. Review of policy

Motion by Doug Young to adopt the Operational Reserves Policy as written. Board unanimously approved.

2. Mid-Year FTE increase of 0.6 FTE for Secretary

1. FTE increase would provide additional support for extra projects and business manager support.
- 2.

Motion by Mercia Petewon to approve a 0.6 FTE increase for secretary. Board unanimously approved.

Public Comments: None

Adjourn Meeting: 8:28pm

Meeting minutes compiled by Kate Panum, CCCS Board Secretary