

**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, September 26, 2022 6:00pm**

**Call to Order: 6:02 pm**

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

**Honorary Board members present:** None

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

**Guests:** Kim Torrey

**Pledge**

**Agenda:** Accepted

**Public Comments:** None

**1. Consent Agenda:**

1. The minutes from Board Retreat August 22, 2022

**2. General Reports**

**1. PCS Report**

1. Overview of upcoming events
2. Review of donations

**2. Staff Report**

1. Review of staff comments about start of the year

**3. Finance and Budget Report**

1. Official policy for investments in the works
2. Working of framework on how to run the meetings/committee

**4. Administration Report**

1. Lots of upcoming work on grounds/building
2. Looking for additional financial support in office to do some secretarial work

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

#### **1. SWOT analysis (Strategic planning committee)**

1. Plan on aligning work from all Board committees and Executive Director
2. Next meeting updated SWOT to be reviewed in more detail

#### **2. Updated Suicide Prevention Plan**

1. Waiting on second round of feedback from Lines for Life

#### **3. Handbooks**

##### **1. 2022-23 Personnel Handbook**

##### **2. 2022-23 Parent/Guardian and Student Handbook**

#### **4. Board Goals**

1. Suggestions from Board Retreat, plan to finalize/vote in October meeting
  1. Begin strategic planning process through a collaborative review of mission and vision
  2. Emergency plan of succession for key staff
  3. Ongoing board member training plan
  4. SWOT analysis

#### **5. Board Calendar**

1. Board Drive will have board calendar - leads of committees should post when meetings are taking place
2. Rules about meetings will also be published to prevent quorum but still have communication between committees/board members

#### **6. Policy Updates**

##### **1. Summary**

1. OSBA policy recommendations

##### **2. Recommendations from Dave**

1. Review and discussion of how to proceed with policy review/updates
2. Governance committee will be point group for making policy updates

#### **7. School Report Card**

##### **1. Spreadsheet data published, but not report card**

##### **2. Results in administrative report**

1. Lower participation in state testing last year due to COVID, only about 80%
2. Language in CCCS Charter to reflect the need for a certain amount of participation in state testing - something to keep in mind
3. How to look at growth measures in other ways than state testing
4. Test anxiety may have a lot to do with families opting out of testing

#### **8. Public Acknowledgement of Donations**

1. Other districts acknowledge donors at Board meetings, something we want to do?

### **4. Action Items**

#### **1. 2022/23 Executive Director Goals**

1. Review of updated ED Goals

Motion by Mercia Petewon to adopt the updated 2022-23 Executive Director Goals. Board unanimously approved.

**Public Comments:** None

**Items for Next Meeting**

- SWOT
- Board goals (action)
- Board Calendar
- Committee goals

**Adjourn Meeting:** 7:13pm

Meeting minutes compiled by Kate Panum, CCCS Board Secretary