

Coburg Community Charter School Board Meeting Minutes

Coburg City Hall, 91136 N Willamette Street, Coburg, OR

Monday March 11, 2019 6:00pm

Meeting called to order at 6:01pm

Pledge

Board members present: John Barry, Kim Torrey, Gary Roberts, John Scholl (phone), Paul Thompson, Janel McPherson, Kate Panum and Mindy Hayner.

Guests: Andrea McGarvey and Brenda Willis.

Staff members present: Lisa Jager, Shara MonDragon, Kerry Patton and Michelle Epperson.

Agenda: The amended agenda was accepted.

Public Comments: none

Consent Agenda: The minutes from the February 11, 2019 CCCS Board Meeting were accepted.

General Reports

Administration Report

Lisa's report:

- Hydration stations installed last Friday, still need an electrician to come before they are up and running.
- The school experienced a power outage during the recent snow storm and as a result we lost about \$1000 in food.
- Our new outdoor chess and checkers set are here thanks to the grant from Cummins Diesel. Henry Shepard will help construct the Octoball pit that will hopefully be completed this June.
- The Governor's initial budget proposal did not go well through the first round. As the legislative session continues, we expect things to change. The budget plan is about half of what the Governor originally proposed. Advocacy days are coming up in Salem if people want to go.
- We received updated SSF numbers of about \$90 per student resulting in an increase of about \$20,000 in funding for the school.
- PERS costs will be increasing about 12.5% resulting in about \$58,000 increase in expenses.
- Survey has gone out to staff on their plans to come back next year.
- Congratulations to Lissa Rutter on the birth of her son, Graham Rutter.
- Bingo night was amazing, great turn out.
- Senior lunch not happening anymore, the group still meets once a month, so opportunities to visit are still there.
- Wood Turners - all students in grades 5-8 will be making a pen.
- Volunteer raffle - 3 people who had 10 hours or more of volunteer time, have been awarded.

- Still experiencing internet connectivity issues. Discussed the possibility of looking into renting a Hot Spot during state testing to help secure connectivity.

Shara's report:

- Professional development – Two staff members were planning on attending the recent Big Ideas Math Conference in Portland but were not able attend because of the recent snowy weather.
- Instructional balance, the link - Instructional Time Curriculum Overview was included in the March Administrative Board Report. The Board is asked to review the spreadsheet to see how much time teachers are spending on each of the core 4.
- Testing, 3rd-8th are getting ready to start state testing. Since we are experiencing internet connectivity issues, Melissa will be creating a testing schedule to help prevent students from being kicked off during testing. The Board is interested in looking into renting a Hot Spot to help with connectivity during state testing.
- Behavior PBIS/SWIS system finally back up. Lauren Purcell is entering data this week.

Finance Report

JB's report:

- Finance committee had a meeting last Thursday. Talked about 2018-19 finances, on track with income side. Getting an extra \$91 per student about \$21,000 for the school.
- The office sent notices home to families who had not yet paid their student supply fee for the year. We now have collected about \$48,000 which is more than last year. 18 families still have not paid, some are on a payment plan, one more reminder to go out.
- Over budget for Substitutes line item.
- Good news on the lunch program, expenses are running at about half of what was budgeted. \$1000 loss of food from the power outage. Planning on crediting families for lunches for the 4 snow days. For next year, the Finance Committee is recommending an increase in lunch fees from \$3.85 to \$4.00, and make lunches free for all families who qualify for free and reduced lunch (eliminating ½ price for those qualifying for reduced lunches).
- Discussed state budget.
- Creating the 2019-20 Budget, talking with all stakeholders.
- Looking at an increase in health care costs
- Deficit will be around \$50,000-\$60000, keeping revenue line flat.
- Finance Committee is asking for board input on staff compensation. Draft CCCS Staff Compensation Principles was given to board members and reviewed.
- CCCS Licensed Salary Schedule, a working document from JB, was shared with board members for reference. (The document caps at 10 years).
- Next meeting, the Board would like to see costs (loaded numbers) for ½ time versus full time EAs

New Business

PCS Annual Auction Review – Andrea McGarvey and Brenda Willis

- This year the auction raised a record amount \$67,500.

- A huge thank you to Andrea for leading the Auction Committee again this year and to the many volunteers who help to make it a fun and successful night. Hundreds of hours are put in by many volunteers preparing for and running the auction every year, their time and generosity is greatly appreciated.
- Andrea reviewed the results from the auction, and provided a detailed list of expenses, proceeds, and donations.

Old Business

ELA Curriculum

Kerry and Michelle gave a review of the proposed ELA curriculum from Pearson, My View (K-5) and My Perspectives (6-8), samples were provided to look at as well.

- This is an ELA curriculum that is fully common core compliant.
- Right now not many of our teachers are teaching from Storytown (our current ELA curriculum), many are using Teachers Pay Teachers, etc...
- They like the speed at which it introduces phonics at the primary level. That's one big reason why they chose it.
- Has leveled readers, quality of text is super high.
- Every child gets a workbook.
- The new curriculum would have a 7 year contract. All costs are included and cover the 7 year contract for 25 students per grade (K-8).
- What does the Board envision?
- Staff are proposing a 90 minute daily (M-Th) commitment to the new Pearson ELA curriculum. Will need to check-in and possibly revisit half way in, and see if we need to rebalance if we are not hitting on everything we want to. Already using 90 minutes a day for ELA.
- Important to have balance.
- Total cost is about \$43,000 and includes professional development for the first year. Professional development for year 2 could be an additional \$1500, and novel sets may be an additional cost as well.
- Does not have an intervention program, mostly Tier 1 and Tier 2.

Looking ahead:

- For all curriculum, lifespan and cost is needed for future planning

Gary Roberts made a motion that if we choose to move forward and purchase a new ELA curriculum, the choice is My View (K-5) and My Perspectives (6-8) from Pearson. The Board unanimously approved the motion.

Focus Area

Leadership – Shara MonDragon and Lisa Jager

- Links (Staff Leadership and Student Leadership) included in the March Administrative Report for review.
- Please review, and give feedback/questions.

New Business

2018-19 School Calendar Updates

- There were four snow days in February.
- Lisa and Shara are confident that we have more than enough instructional minutes.
- Based on the instructional hours missed, they propose adding April 1 and April 2 back to the school calendar as student contact days. These were originally scheduled as conference days, but teachers can schedule the conferences individually with families during the month of April as needed.
- Board members discussed the need to make clearly communicated plans for make-up days in the future.

Paul Thompson moved to add April 1 and April 2 back to the school calendar as student contact days as well as making all Fridays in April full days to make up for the four snow days we had in February. No second on the motion.

Gary Roberts moved to add April 1 and April 2 back to the school calendar as student contact days to make up for the four snow days we had in February. The motion passed by majority. 5 were in favor of the motion, 1 opposed (Kate wanted to add only April 2 back), 1 abstained (Paul – since make up days for this year were previously decided).

Fiscal Policies

- Kim reported that we need to update our Fiscal Policies, last time they were updated was 2012.
- Keep it in packet form, as long as there is a reference page.

Old Business

HB3313 Update

- 4j tabled the decision until the June 5 meeting. They want to have more information.
- 4j will have a work session in April, we need to come up with questions that can be asked during their work session.

Public Comments: none

Executive Session as per ORS 192.660(2)(f), Exempt Public Records.

(9:05-9:20pm)

Meeting adjourned at 9:23pm

Minutes submitted by Mindy Hayner