

# **Coburg Community Charter School Board Meeting Minutes**

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

**Monday April 8, 2019 6:00pm**

**Meeting called to order at 6:04pm**

## **Pledge**

**Board members present:** John Barry, Kim Torrey, Gary Roberts, John Scholl, Paul Thompson, Janel McPherson, and Mindy Hayner.

**Guests:** Miriam Whiteley (Roehl & Yi), Andrea McGarvey, and Brenda Willis.

**Staff members present:** Lisa Jager (phone), Shara MonDragon, Elise Boyum, and Kim Fisher.

**Agenda:** The amended agenda was accepted.

**Public Comments:** none

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

## **General Reports**

PCS Report (Andrea and Brenda)

- PCS gave \$40,000 for curriculum
- Provided additional funds to help with the Cummins Grant to complete the hydration stations, as well as purchasing a mat for the gaga ball pit.
- Working with Lisa and Shara to make sure Mrs. Boyum has an assistant for kindergarten. The cost is around \$2200, PCS is willing to help with the cost if this funding is not available.
- This additional help from PCS is very much appreciated, as well as all the work they do throughout the year.
- Nice to have a standing PCS report for the board meetings, also appreciate Brenda and Andrea attending the finance committee meetings.
- Since there is uncertainty from year to year who may be on PCS leadership, Andrea wants to make sure we keep communication open and also realize that PCS may not be able to commit to attend all meetings. The Board understands this.

Quarterly Report, Roehl & Yi

- Miriam Whiteley, with Roehl & Yi, reviewed the March 31, 2019 Quarterly Report with the Board. Board members were provided copies of the report to review.
- The Board is comfortable with current performance and would like to continue without any major changes.

## Administration Report

- Lisa reviewed the April Administrative Report with the Board. The report is available in the April 2019 shared board folder.
  - Enrollment steady
  - Lottery this Wednesday
  - Facilities – phone system frustrations. Internet has improved.
  - Students are able to access the internet at steadier rates
  - 2 new copiers (paying less per month) one is a color copier
  - Yellow walking boundaries being installed by John Sepulveda in the driveway.
  - Flying insects in the office
  - Need to upgrade our bell system and phones
  - Increase in funding per student from 4j for the current year
  - Shara and Lisa have been working with staff about budget priorities for next year, will continue communication.
  - One certified staff position is open for next year.
  - Congratulations to Elise and Chris Boyum on their pregnancy, the baby is due in October.
  - Christine Shepard will be providing more kindergarten EA support, Jon Rust will be helping with recess duties.
  - Volunteer Appreciation Brunch this Friday.
  - Gearing up for spring Skills Days.
- Shara also reviewed from the April Administrative Report:
  - Staff participated in Glucagon training.
  - Teachers are excited for the new ELA curriculum.
  - Teachers are gearing up for SBAC testing.
  - 5<sup>th</sup> grade will be participating in Outdoor School this year, we are very excited for this opportunity.
  - Reached out to 4j regarding SPED scheduling. We have been told that our allocations match what is done districtwide
  - Shara is getting ready to begin classified and certified staff evaluations.
  - Getting ready for spring Skills Day
  - Beth has been getting ready for 8<sup>th</sup> grade end of year festivities (Camp Dakota, graduations).
  - Anthony Lagoy, with help from Shara, has been coordinating the annual 8<sup>th</sup> Grade Social, which invites former students and parents to come give advice/tips on what to expect transitioning to high school.
  - Preparing for the Spring 4j Visit
  - Teaching staff have started looking at the building-wide daily schedule to see if any changes may need to be made for next year.
  - TAG testing, Mrs. Rubash is currently working through several referrals for testing.
  - SWIS system is almost fully updated.

## Finance Report

- John reported that the Finance Committee met last Thursday.

- Reviewed current year's budget (2018-19)
- Looking at around \$68,000 surplus due to increased student funding and local option levy
- The Finance Committee has ideas if the board would like recommendations on how to spend the surplus (capital improvements or 1 time only).
  - Water heater/booster in the kitchen
  - Providing new classroom chairs
  - New Tier3 program cart
  - Investments in technology
  - Equity bump for classified staff. (Last year Licensed staff received a 5.4% increase, and classified received a 2% increase. Lisa recommends using the surplus to make the increase % equal.)
- Hoping to have a revised budget ready to approve at the next board meeting.
- Finance Committee also talked about the next 2 years budget (2019-2021)
- Discussed staff compensation moving forward
- Cost to make pay equitable
- Board consensus agrees with the Finance Committee's recommendation of using part of the surplus for a one-time increase (retroactive salary) for classified staff this year 2018-19. Moving forward, make sure increases are equal.

## **New Business**

### Dress Code updates

- Shara said that there have been some parents wondering about leggings and fancy hair bows.
- The Board discussed the history and rationale behind the current dress code.
- No motion was brought forth, so the dress code stands.

### Fiscal Policies

- Kim reviewed and provided the Board with copies of the Coburg Community Charter School Financial Management Policies (revised April 8, 2019).
- Note – Molly's monthly financial report prepared for the Finance Committee, will now be shared in the monthly board folder. It will be noted in the minutes that they were made available for board members to review.

Paul Thompson moves to approve the Coburg Community Charter School Financial Management Policies, as amended. The Board unanimously approved the motion.

### 2019-2021 Budgets

- John reviewed the draft budget with the Board.
- Does not include additional revenues. The revenues and expenses are around \$1.7 million.
- In May the Board will be asked to approve a 2 year budget.
- For 2019-20 most revenue areas are fairly consistent with this year.
- State school fund is the big change, current estimates for per student amount is \$8248, which means an increase of around \$80,000.
- 2<sup>nd</sup> year (2020-21) budget increases to \$8599

- Based on poverty rate (4-7 student numbers for poverty rate) that is why we are looking at enrollment of 225 instead of conservative at 220.
- Expenditure side, increase in PERS of \$80,000, 20% increase in employee health benefits.
- Very modest increase in other categories of expenditures.
- Salary line item
  - Increases are the same for all staff certified and classified staff.
  - The Board agrees that we want to do as much as we can while being good stewards of the school.
  - The Board reviewed 3 scenarios for increases for all staff. Noting these are projections, adjustments (an increase or decrease) may be made since this is a 2 year budget.
    - 3.5% increase for 2019-21
    - 5.5% increase for 2019-20, 0% increase 2020-21
    - 4% increase for 2019-20, 3% increase 2020-21
  - Staff was surveyed by administration. Results of the survey are available for board review in the board folder (April).
- The Board agrees that we want to be fair, but we need a fiscally sustainable budget.
- Important to talk with staff about alternative ways to stay sustainable, all ideas are welcome.
- Finance Committee is working on staff compensation principles for transparency.

## **Old Business**

### **HB3313 update**

- 4j deferred consideration until their June 5 meeting,
- 4j will hold a work session on May 22
- John started a questions for 4j document, board members are encouraged to add any additional questions they may have, thanks to everyone who has contributed so far.
- Planning on having a CCCS presence at the 4j board meetings during public comment.

Lisa sent an email to all board members and leaders of PCS regarding the call to action for charter school advocacy to legislators. Another public hearing will be held on April 11.

**Public Comments:** none

**Meeting adjourned at 8:59pm**

**Minutes submitted by Mindy Hayner**