

# Coburg Community Charter School Board Meeting Minutes

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

Monday May 6, 2019 6:00pm

**Meeting called to order at 6:05pm**

## **Pledge**

**Board members present:** John Barry, Kate Panum, Paul Thompson, John Scholl, Janel McPherson, and Mindy Hayner.

**Guests:** none

**Staff members present:** Lisa Jager and Shara MonDragon.

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

**Public Comments:** none

**Consent Agenda:** The corrected minutes from the April 8, 2019 CCCS Board Meeting were accepted. Correction, Finance Report, last bullet point:

- Board consensus agrees with the Finance Committee's recommendation of using part of the surplus for a one-time payment for classified staff this year 2018-19. Moving forward, make sure increases are equal.

## **General Reports**

### Administration Report

Lisa and Shara reviewed the May 2019 CCCS Administrative Report with the Board

- Currently enrollment is full.
- 2019-20 Enrollment lottery recently took place and we are expecting all classes to be full for next year. This is also the highest number of students we have ever had on our wait list.
- Connectivity has improved but still have issues, maybe related to the printers.
- On the horizon, bell, phone and security cameras will need to be updated. Cost for this is around \$8000+.
- Finance committee meeting was very productive.
- HB 3427 was approved by the House last week and will go to the Senate for a vote this week. If approved, it would result in an additional \$2 billion for education.
- 4j Option Levy tax is on the ballot this month. 4j shares a portion of this funding with CCCS which makes up about 8% of our budget.
- Spring audit meeting went well. Fewer findings than last year and they were only "best practices" and "exit comments".

- 6<sup>th</sup> grade teaching position posted. Currently recruiting staff and Board members to help screen applicants and conduct interviews.
- 3 staff members are planning on going to Salem on May 8, we will have subs to cover.
- Congratulations to Keaton and his wife who are expecting their baby in November.
- 162 volunteers have logged 3109 volunteer hours since July 1.
- Excitement for upcoming Skill Days
  - Add Skill Days discussion to next board meeting agenda (Input from Board, teachers, Christine.)
- Volunteer brunch was a big hit
- Gearing up for the 4j Site Visit Wednesday, May 15, in the afternoon.
- In the process of completing ELA purchasing
  - Scheduling professional development for ELA in June with follow up implementation professional development in the fall.
- Kerry and the curriculum team are exploring options for the K-2 math curriculum. Looking into Math Expressions, which is the same math curriculum as grades 3-5, so scope and sequence would be the same.
- 8<sup>th</sup> grade Mentorship Night is tomorrow night.
- Student leadership: A group of students met with Shara for lunch and to negotiate allowing Tag at recess. The discussion went well. The students were very respectful and well prepared and even came back to Shara with a list of rules for Tag.
- SWIS reporting worked this month and are available to view at the link.
- No changes to the Dress code, it will stay the same as it is for 2019-20.

#### Finance Report

- Finance Committee had a good meeting last Thursday

#### New Business

##### 2019-20 School Calendar

- The Board reviewed the draft Coburg Community Charter School 2019-2020 Calendar
- Lisa and Shara also shared and reviewed with the Board a document regarding Instructional Time Discussion.
  - Staff is proposing adding 5 minutes to the start of the school day Mon-Fri (start time 8:10am), and adding 15 minutes to the end of the day for all students Mon-Thurs (K-2 release at 3:00pm, grades 3-8 release at 3:15pm).
  - This proposal increases instructional minutes significantly across the board. With these additional minutes, staff does not see a need to add potential snow days to the end of the year (June).
- The Board discussed the difference between adding on minutes to each day (increasing overall instruction time) vs. adding additional instruction days.
- Do we want to match the number of student days with 4j (172 ½ student days)? CCCS draft calendar has 169 student days. If we are exceeding the number of instructional hours, is there a need to match/add student days?
- Before approving the 2019-20 Calendar

- The Board wants to make sure data is accurate on instructional hours per day compared to 4j and state standards.
- The Board wants the draft to show
  - accurate/correct # of student days
  - October 11 and April 17 as Inservice Days in red
  - Thanksgiving week corrected
- The Board is also suggesting the following changes
  - March 13 Grading Day
  - March 20 Prep/Conference Day
  - Add March 30 and March 31 as full instructional student days.
  - April 17 as possible snow make up day
  - June 15-17 possible snow make up days
  - June 18-19 Teacher Prep days if snow make up days are used.

#### 2018-19 Final Budget Update

- JB gave the Board an updated copy of the CCCS 2018-19 Budget. The Board reviewed the updated budget.
- Adjustments from December to now were explained and shown in blue on the document.
- With the adjustments, the revised totals are:
  - \$1,823,156.00 total approved revenues
  - \$1,766,386.00 total approved expenditures
  - Surplus of \$56,770.00

Paul Thompson motioned to approve the 2018-19 Final Budget as proposed with \$1,823,156.00 total revenues, \$1,766,386.00 total expenditures and a surplus of \$56,770.00. The Board unanimously approved the motion.

#### 2019-20 Board Meeting Schedule

- The Board reviewed and revised the CCCS Board Meeting Dates for 2019-20.

Kate Panum motioned to accept as revised the CCCS Board Meeting Dates for 2019-20. The Board unanimously approved the motion.

#### **Old Business**

##### 2019-21 Budget

- JB gave the Board an updated copy of CCCS Budget, 2019-2021 Draft as of 5.6.19. The Board reviewed the document.
- The Board would like to see adjusted numbers for staffing change (open teaching position), Kindergarten EA, increase salary base for classified staff.

##### Lottery Update

- The lottery went very well. We will have full enrollment with wait lists next year.

#### HB 3313 Update

- Thanks to Janel McPherson and Andrea McGarvey for providing public testimony at the last two 4j board meetings.
- 4j will hold a work session Tuesday, May 22. They will vote at the June 5 meeting.
- JB plans to provide testimony at the regular 4j Board Meeting and provide packets with information to present to them before their work session.

#### Board Member Recruitment

- Gary Roberts will be leaving the board after the June meeting, he is moving to Coos Bay with his family.
- Terms for Paul Thompson and Mindy Hayner will be up this year. Paul is interested in serving another 3 year term. Mindy is still thinking it, and will know by the June meeting.

**Public Comments:** none

**Meeting adjourned at 9:13pm**

**Minutes submitted by Mindy Hayner**