

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, January 13, 2016- 5:30 p.m.

Madrone Trail Public Charter School – 3070 Ross Lane, Medford, Or 97502

Board Members

Perry Hart

Joseph Frodsham

Jane Higgins

Tracy Boykin

Katherine Holden

Hannah Jackson

Louise Lavergne

Lee Magnuson

Lorraine McDonald

Amy Rudolph

Mark Sievert

Lynn Sullivan

*Review book study will order the organizational integrity by Torin Finser*

**Call to Order/ Roll Call Opening Verse led by Joe Frodsham at 5:49 p.m.**

- 1. Approval of minutes and agenda adjustments:** I motion to approve the minutes of the December 2015 board meeting. Lynn Sullivan 2<sup>nd</sup> by Lorraine McDonald

**Motion Approved**

**7- Aye (Hart, Higgins, Jackson, McDonald, Rudolph, Sievert, Sullivan)**

**0-No**

- 2. Public Comments:** Julie Furrer, Chair of the Auction Committee. Auction is coming along very nicely we have save the date cards that have been mailed this week. I have brought extras in case you have someone who you would like to invite to the event. Class Projects are going to be very cool. Painting in Kindergarten 1<sup>st</sup> grade Madrone branch, 2<sup>nd</sup> grade doll house 3<sup>rd</sup> grade bat house, 4<sup>th</sup> grade table runners, 5<sup>th</sup> grade doing a candle holder projects and a hanging wall flower, 6<sup>th</sup> grade Something with wood burners Coull, Mosaic table Nikolic class, 7<sup>th</sup> grade furniture, 8<sup>th</sup> grade hanging lamps. Kaleidoscope sponsored the band this year and Bella Union, Mustard Press are big contributor poster deadline is tomorrow for the thank you at the event. Posters will go out next week. Donations are starting to come in. If you don't want purchase a table you could always get some big donations. Tickets are available on line. There is an event on Facebook.

### 3. Discussion item:

- a. **Directors search (5 min) Amy Rudolph & Katherine Holden** We have next candidate coming in next week. Wednesday Thursday and Friday morning. Parent tea will be Friday morning in the Kindergarten room. Last candidate requested to be confidential. **Hannah Jackson:** will she be able to meet the board members? **Katherine Holden** she was given the option to meet with the board but could not be here tonight because of a conflict in schedule. Joe you have a staff meeting on that Wednesday will you be able to give her some time at that meeting. **Joe Frodsham** I think it is really important for the board to meet the candidates since it will be the board who will be making the decision. **Lorraine McDonald** I did talk with Mechtild about this also because she too had voiced a concern about this. **Katherine Holden** our first candidate was very pleased with her visit she said she felt very welcome. **Jane Higgins** she actually voiced the same to me. **Katherine Holden** hopefully after next week we will have a better feel for an appropriate candidate. **Perry Hart** we would need to meet as a committee first and then present to the board at the next meeting. **Jane Higgins** we were given a form to fill out about the last candidate who has those? **Amy Rudolph** I have them **Katherine Holden** committee will review them at the next meeting. We also have some from the parent tea and some from a few of the students. We debriefed right after the interview with Karin which was really nice then the committee met 5 days later. **Mark Sievert** in general how are the faculty sitting with the candidates. **Jane Higgins** we are really just being open with the candidates we did spend a couple of hours with her? **Mark Sievert** I may have missed something but why was Joe not more on the committee. **Katherine Holden** it was just felt that it might be a little awkward for the person who may be potentially taking over his position. **Amy Rudolph** Did you have an opportunity to meet with Karin? **Joe Frodsham** I did have a chance to sit and talk with her briefly. **Lorraine McDonald** We didn't want 16 people on the hiring committee. **Joe Frodsham** I have been on two hiring committee's for superintendent and the entire board was on the committee with a couple of other community members and parents. **Lorraine McDonald** I had a good amount of time to spend with Karin and I came back with a really good feeling. **Katherine Holden** I would like to extend the invitation to the board to meet with the candidate during the dinner with the candidate. **Lynn Sullivan** can I let you know next week I like the dinners it is more casual and you really get to know the candidates.
- b. **8<sup>th</sup> Grade exit interviews: Lorraine McDonald** 8 of the 16 have been completed 2 have been very difficult to get ahold of if you have been feeling really overwhelming give them to me and I will try to see what I can do. Joe when do you need these by? **Joe Frodsham** I would like to give them to the board when they come next week for their annual visit but if not we have to turn in by February 1<sup>st</sup>. **Mark Sievert** I know most of the families from the 8<sup>th</sup> grade class so if you want I will try and get ahold of them. I will contact the Wells family and the Catlett family this next week.
- c. **8<sup>th</sup> Grade cutoff policy (10 min) Hannah Jackson** There is a conversation with the faculty how we can affectively help the students in the 8<sup>th</sup> grade class. Some students coming in from other schools with difficulties from other schools. Or coming in mid-year, 8<sup>th</sup> grade trip fundraising, violin, handwork, Spanish, what our policies for kg and 1<sup>st</sup> grade class room if we could create a policy for admitting new students into the 8<sup>th</sup> grade class room. **Amy Rudolph** so you want to make a policy to not allow students coming into the 8<sup>th</sup> grade class room? But allowing returning students or other students coming from another Waldorf school. **Hannah Jackson** it is such a celebratory year there is a question of legalities with policy and would like to get the ball rolling **Mark Sievert** so a cut off for everyone with the teacher making an exception **Lorraine McDonald** They have already denied a waiver for our kindergarten for giving preference to Waldorf Preschoolers. I did talk with Joe a little about this to see

if it would be possible. **Joe Frodsham** I talked to the lawyers before Christmas and we have to accept a student if we have an opening. I asked if we could cap the class and they said yes, we could but that still leaves a possibilities of some moving and still having an opening. **Katherine Holden** if you say this is our class size then if there is an opening we have to accept students. **Lynn Sullivan** it sounds like the teachers would take the risk of not having a good student would be worth the cap of the class.

**Lorraine McDonald** I can definitely tell you that it is not legal to deny student. **Katherine Holden** this is not unique to Madrone this is District wide it is not easy with the culture of the pedagogical beliefs. Weighing this out every teacher in every public school has this dilemma. **Hannah Jackson** this is just something that has been really discussed about **Amy Rudolph** before we make any decision we would need to also look at our budget because there may be a number that we cannot go below. **Jane Higgins** I can say that it is not so much an academic problem as much as it is behaviors. If you are having the students year after year and then you get a behavior problem it throws the whole class. **Lynn Sullivan** my son has come home and said everything was fine until so and so came into class. **Jane Higgins** It may not work but we just want more questions asked. **Lorraine McDonald** It sounds like we have we have talked with the OSBA you cannot have an enrollment policy in a public school unless the State has given us a waiver. **Hannah Jackson** what I am hearing is I think, I don't know? We want a straight answer as to what we do know. **Mark Sievert** could we recommend they start in the 7<sup>th</sup> grade? **Tracy Boykin** no there is a huge process to retain a student, involving special education. **Perry Hart** the other option is what Joe does by sitting with the parent and being direct about the success of the student and Madrone Trail. Is there a way to set up a meeting or contract with children about these are your obligations and if they are not adhered to then it will result in expulsion. **Joe Frodsham** one of the students last year that gave us a lot of issues was because I took too long in implementing the suspension hoping that it will get better. **Lynn Sullivan** would be beneficial to have them do a placement test to let them know that will let them know that this is a huge commitment. **Lorraine McDonald** we could look into the process and see if we can require the placement in one grade and not another. **Hannah Jackson** We want a policy first priority for a cap on the 8<sup>th</sup> grade classroom. **Lorraine McDonald** the answer is yes, we will start the process of creating a policy. **Jane Higgins** I think however we can bring it to meet the needs of the class and the teacher, if that is the way we have to do it then it is a good start. **Katherine Holden** can we add a student component to the enrollment process for the upper grades. **Joe Frodsham** I still have some issues with taking away the possibility of getting some really great students. **Jane Higgins** we have to look at what we want for our 8<sup>th</sup> grade class, it is a year of closing out the elementary not a new beginning. **Hannah Jackson** as a faculty it was a resounding no, we would rather not accept new student into the 8<sup>th</sup> grade classrooms.

- d. **Board Correspondence Thank you's:** Kaleidoscope band donation, Janice Moon painting in the office and helping with decorations of the office. Penny and Lulu floral decor for the auction. Sabrah for the design work on the auction. Mustard Press printing the safe the date cards for the auction. Julie Furrer thank you for chairing the auction. Ms. Fiske and Ms. Reiten for the winter concert.

#### 4. Action Items:

#### 5. Consent Agenda –

**CONSENT AGENDA:** I motion to approve the consent agenda for October, November and December Katherine Holden, 2<sup>nd</sup> by Lynn Sullivan.

**Motion Approved**

**Government Account – October 2015**

I motion to approve all deposits and expenditures in the government account for the month of October as stated in the packet.

Beginning balance \$239,174.36

Checks cleared from previous month

51307		

\$ 20.00

Checks cleared this month

51313	51314	51316
51317	51318	51320
51323	51326	51327
51328	51329	51330
51331	51332	51333
51334	51335	51336
51338		

\$20,488.15

Total amount cleared \$21,508.15

Checks not cleared

50801 Costco \$699.99	50912 Jane Higgins \$27.00	50928 Hannah Jackson \$148.31
51308 - \$20.00 Gabe Ramirez	51315-\$231.34 Perry Hart	51319-\$114.00 Dara Nikolic
51321-\$1000.00 Kaaren Heikes	51322-\$349.00 Dara Nikolic	51324-\$73.71 Donna Kendy
51325-\$70.00 Perry Hart	51337-\$150.00 Ed Williams	

\$ 2,883.35

Voided checks

Other Fee	Software Service Fee	\$9.95
Electronic Payment	24 transactions	\$114,935.42
Voided electronic	0	
Deposits	3 Deposits	\$6,202.45
Ending balance		\$108,923.29

**Private Account –October 2015**

I motion to approve all deposits and expenditures in the private account for the month of October as stated in the packet.

Beginning balance \$64,187.83

Checks cleared from previous month

1880	3007	3013

\$6434.64

Checks cleared this month

3015	3016	3019
3021	3022	3028
3030	3031	

\$3,459.95

Total amount cleared

\$9894.59

Checks not cleared

1767- Rachel Tribbett \$17.67	1785- Rachel Tribbett \$25.26	1859-Ash ice rink- \$50.00
3009 RV Farm to Sch \$170.00	3018-\$521.00 Leann Tourzan	3020- \$47.17 Cori Royer
3023- \$135.99 Hillary Lowenberg	3024-\$90.00Pheasant Field	3025-\$216.00 Pheasant Field
3026- \$99.00 Pheasant Field	3027- \$104.00 Pheasant Field	3029- \$22.12 MTPCS

\$1,498.21

Voided checks 3017 voided

Electronic payments 4 transactions \$ 1,122.70

Voided electronic 0

Deposits 8 deposits \$10,506.80

Ending balance \$63,677.34

**High Yield Savings Account –October 2015**

I motion to approve all deposits and expenditures in the high yield savings account for the month of October as stated in the packet.

Beginning balance \$59,296.54

Interest payment \$ 3.07

Ending balance \$59,299.61

**Savings Account –October 2015**

I motion to approve all deposits and expenditures in the savings account for the month of October as stated in the packet.

Beginning balance \$240,498.45

Interest payment	\$ 16.84
Ending balance	\$ 240,515.29

**Savings Account –October 2015(2)**

I motion to approve all deposits and expenditures in the savings account for the month of October as stated in the packet.

Beginning balance	\$17,254.67
Interest payment	\$ .42
Transfer	\$ 0.00
Ending balance	\$ 17,255.09

**Payroll Account –October 2015**

I motion to approve all deposits and expenditures in the payroll account for the month of October as stated in the packet.

Beginning balance		\$ 2,909.53
Deposits	2 transaction	\$ 67,000.00
Electronic withdrawals	8 transaction	<u>\$ 69,447.98</u>
Ending balance		\$ 461.55

**CONSENT AGENDA:**

**Government Account – November 2015**

I motion to approve all deposits and expenditures in the government account for the month of November as stated in the packet.

Beginning balance	\$108,923.29
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Checks cleared from previous month

51312	51315	51319
51322	51324	51325
51337		

\$ 1,073.06

Checks cleared this month

51339	51340	51341
51342	51343	51344
51345	51346	51347
51348	51349	51351
51351	51352	51353

\$7,911.75

Total amount cleared	<u>\$8,984.81</u>
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Checks not cleared

50801 Costco \$699.99	50912 Jane Higgins \$27.00	50928 Hannah Jackson \$148.31
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51308 - \$20.00 Gabe Ramirez	51321-\$1000.00 Kaaren Heikes	51323-\$1,200.00 Wendy Poer
51326-\$105.00 John Dugue	51328-\$67.50 Jessica Stapp	51329-\$330.00 Jerilyn Pool
51330-\$41.78 Allison Casenhiser	51331-\$12.69 Roger Stuhr	51332
51333-\$526.50 Amerititle	51334- \$1,200 Wendy Poer	51335-\$229.68 Edward Williams
51336-\$150.00 Bruce Standridge		

\$ 5,758.45

Voided checks

Other Fee	Software Service Fee	\$9.95
Electronic Payment	34 transactions	\$107,783.45
Voided electronic	0	
Deposits	2 Deposits	\$99,294.00
Ending balance		\$91,439.08

**Private Account –November 2015**

I motion to approve all deposits and expenditures in the private account for the month of November as stated in the packet.

Beginning balance \$63,677.34

Checks cleared from previous month

3009	3018	3020
3023	3024	3025
3026	3027	

\$1,383.16

Checks cleared this month

3032	3033	3034
3035	3036	3037
3038	3039	3041
3043		

\$1,980.62

Total amount cleared \$3,363.78

Checks not cleared

1767- Rachel Tribbett \$17.67	1785- Rachel Tribbett \$25.26	1859-Ash ice rink- \$50.00
3020- \$47.17 Cori Royer	3029- \$22.12 MTPCS	3040-\$115.09 Hillary Lowenberg
3042-\$56.87 Perry Hart		

\$334.18

Voided checks voided

Electronic payments	5 transactions	\$ 1,439.09
Voided electronic	0	
Deposits	2 deposits	\$100.46

Ending balance \$58,974.93

**High Yield Savings Account –November 2015**

I motion to approve all deposits and expenditures in the high yield savings account for the month of November as stated in the packet.

Beginning balance	\$59,299.61
Interest payment	\$ 2.50
Ending balance	\$59,302.11

**Savings Account –November 2015**

I motion to approve all deposits and expenditures in the savings account for the month of November as stated in the packet.

Beginning balance	\$240,515.29
Interest payment	\$ 16.33
Ending balance	\$ 240,531.62

**Savings Account –November 2015(2)**

I motion to approve all deposits and expenditures in the savings account for the month of November as stated in the packet.

Beginning balance	\$17,255.09
Interest payment	\$ .44
Transfer	\$ 0.00
Ending balance	\$ 17,255.53

**Payroll Account –November 2015**

I motion to approve all deposits and expenditures in the payroll account for the month of November as stated in the packet.

Beginning balance	\$ 461.55
Deposits	2 transaction \$ 72,000.00
Electronic withdrawals	8 transaction \$ 68,204.98
Ending balance	\$ 4,256.57

**CONSENT AGENDA:**

**Government Account – December 2015**

I motion to approve all deposits and expenditures in the government account for the month of December as stated in the packet.

Beginning balance	\$91,439.08
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Checks cleared from previous month

51321		

\$ 1000.00

Checks cleared this month

51355	51356	51357
51358	51359	51361
51363	51364	51365
51366	51367	51368
51369	51370	51371
51372	51373	54174
51375	51376	51378
51379	51380	51381
51382		

\$7,221.67

Total amount cleared

\$8,221.67

Checks not cleared

50801 Costco \$699.99	50912 Jane Higgins \$27.00	50928 Hannah Jackson \$148.31
51308 - \$20.00 Gabe Ramirez	51323-\$1,200.00 Wendy Poer	51326-\$105.00 John Dugue
51328-\$67.50 Jessica Stapp	51329-\$330.00 Jerilyn Pool	51330-\$41.78 Allison Casenhiser
51331-\$12.69 Roger Stuhr	51332	51333-\$526.50 Amerititle
51334- \$1,200 Wendy Poer	51335-\$229.68 Edward Williams	51336-\$150.00 Bruce Standridge
51360-\$75.00 Edward Williams	51362- \$450.00 Katherine Holden	51377-\$50.00 Richard Peters

\$ 5,333.45

Voided checks	51354	
Other Fee	Software Service Fee /stop pmt	\$34.95
Electronic Payment	16 transactions	\$83,752.21
Voided electronic	0	
Deposits	4 Deposits	<u>\$111,161.12</u>
Ending balance		\$114,305.90

**Private Account –December 2015**

I motion to approve all deposits and expenditures in the private account for the month of December as stated in the packet.

Beginning balance \$58,974.93

Checks cleared from previous month

3029	3040	



I motion to approve all deposits and expenditures in the savings account for the month of December as stated in the packet.

Beginning balance	\$17,255.53
Interest payment	\$ .44
Transfer	\$ <u>0.00</u>
Ending balance	\$ 17,255.97

### **Payroll Account –December 2015**

I motion to approve all deposits and expenditures in the payroll account for the month of December as stated in the packet.

Beginning balance		\$ 4,256.57
Deposits	2 transaction	\$ 69,000.00
Electronic withdrawals	8 transaction	<u>\$ 68,905.81</u>
Ending balance		\$ 4,350.76

#### **6. Informational Items:**

**7. Joe's Update Misc.:** Have the final audit report 'draft' the management letter should be coming soon. There is a big section on PERS what they are doing is if all the liability on PERS were to all come forward what would the school have to pay. But it doesn't really affect us or our bottom line. Pace boundary invasion poster to be posted in the faculty room, which it has been done going through the process to lower our premium by 5%. Next Thursday besides the candidate we have the Medford School Board visit I would like to have board members attend if possible. **Mark Sievert** what takes place at this meeting? **Lorraine McDonald** last year it was 2 board members and the director of elementary education Krista and I met with them. They asked about how the kids are doing in High School and updates on policy? Just being an emissary for the school. **Mark Sievert** I can be here for that. **Joe Frodsham** Show up at 8:30 – 9:00 a.m. want to visit a class for an hour, I would like to have them only go to one classroom 10-10:30 meeting with the parents 10:30 – 11 meet with teachers 11-11:30 meet with school board then instant feedback at 11:30. We are going to have a local conference this February the first two day by Kent Ratekin, Director of Eugene Village School. And Sara do conferences all over the states; then Jamie York, Colorado with 'Math Your Way' to do a 2 day work shop

#### **8. Closing Verse: Led by: Led by Joe Frodsham**

#### **9. Meeting adjourned 7:20 p.m.**

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Board President or Board Chairman Signature

- Tracy to order the Organizational Integrity by Torin Finser for the board.
- Joe to talk with the OSBA can we add a student component to the upper grade enrollment.
- Lorraine to write a policy about a cap for 8<sup>th</sup> grade classroom for the next board meeting.