

4. **Auction/ Parent Council update: Ted Trujillo**- recent donations primarily from Joah Whitt's contribution of getting the letters out to the various companies who have contributed in the past; Camelot Theatre tickets, Wildlife Safari, Shakespeare. I encourage everyone to visit the Facebook page to help get the word out. Siskiyou School is holding their auction on the same date. Class projects are in and hopefully teachers are working on those. I need your help; from the board, I would like some feedback on what you would be willing to donate to the Auction. I would like to see board members request from the higher end contributors from the community. Also what you are planning for tickets? are you buying a table? Tickets should be on sale starting in February. **Michelle Coull** – Were we sold out last year? **Ted Trujillo** - We sold 225 and had 250 tickets available. We have printed the same as last year. I am buying a table of 10 and people who have donated large cash or larger donation items in the past I am inviting them to sit with me. I would ask the board to look at higher level donations. Would like feedback by the end of the week. **Allen Whitt**: On the donation list is this something that we can get our hands on to see which companies needs to be contacted. **Ted Trujillo** Yes, I can make that available by the end of the week.
5. **Public Comments: Ted Trujillo** Parent council questions on policies and procedures. Policies on Whopping cough? **Tracy Boykin** There is a communicable disease policy on hand. **Ted Trujillo** Head lice issue? Is there something that we need to do? **Tracy Boykin** State nursing states that if no live lice are present the student will be sent back to class.
6. **Discussion items:**
- a. **Board Resolution granting Lorraine McDonald Website**
Administrator's Authorizations: Lorraine McDonald: about the website that Cliff was going to be bringing up to date it is a google site and would like to get it up and running to give everyone access to this site. We will vote during the action items.
- b. **Financial Report from Pauly Rogers and Co. Audit review: Joe Frodsham:** This is the final audit report we have an unqualified report which means that we meet all the requirements. We get a financial report from Tom Wilcox and they looked at some of the reports that we get each month the 4th paragraph, 'Since Madrone Trail Initiative is an Oregon public charter school its financial statements should be presented in accordance with Governmental Accounting Standard Board (GASB) standards. However, the nonprofit has elected not to present its financial statements in accordance with those GASB standards. As such, these

financial statements represent a departure from generally accepted accounting principles and users of these financial statements should be aware of that fact.' Basically we don't provide detail of every fund that we have. Because we are not providing details every month we don't meet that government required standards. The Pauly Rogers is the complete audit review that meets government requirements. **Michelle Coull** so it is audited every year. **Joe Frodsham** yes they do all of the auditing yearly including contracts and financials. **Lorraine McDonald** Can we run that by the CFO of the MSD to see if this complies with the spirit of the law? **Joe Frodsham** I will check with them to make sure that they are good with the information monthly. **Dan Beck** They get this every month from Tom Wilcox ? **Joe Frodsham** yes and they have never complained about the process.

- c. **Sabbatical:** Joe Frodsham: I sent out information on the sabbatical how they are done around the state there is no consistent way of doing this there are less and less school who are doing sabbaticals. I talked with Mechtild Howard her experience with sabbaticals is after the teacher has gone 1-8 grades they took a year off to study, prepare and get ready to do another 1-8 rotation. Some schools don't do a rotation and the teachers would apply for a sabbatical. One Seattle school took 2% of the teacher's salary and set it aside to fund a project or take a sabbatical. 1-8 rotation would equal 1 year sabbatical Ms. Bertolero has worked 4 years, so she would be up for a pro-rated sabbatical, she could be an aide in the class or work ½ a year and take ½ a year off. Teaching Waldorf classes are not an easy thing; each year developing the curriculum for another grade. My suggestion is that we fund a full year of sabbatical for the teachers. We can afford a sabbatical year, I have already budgeted for a sabbatical year, I think with proper management we can continue to offer a sabbatical year each year. One of the most critical factors in a school is the teachers, if we can support our teachers we will get the most out of them. I cannot find a school out there that is this generous. A lot of the other schools are heavy on the administrative end. I would rather keep us a little slim on the upper end and give the teachers the sabbatical. This year we have been hemorrhaging money with the new building and kindergarten rooms. My proposal to the board is that we adopt a sabbatical year policy and pro rate it for the number of years that the teacher has worked. If there is a termination then the sabbatical is forfeit. **Perry Hart** I spoke with a couple of people from Summerfield where I previously worked one who benefitted from a sabbatical year and said it was really beneficial. **Amy Rudolph** is there an expectation that after the

Sabbatical they actually return for the 1st grade class. If they are not a Waldorf teacher maybe have the teacher do the training during their sabbatical? **Joe Frodsham** another issue on that would be Hannah Jackson who is in the Hybrid training. Alyssum Barber who is also in the Hybrid program, we are paying for the program already so we could write something like that requirement in the sabbatical year. It is about \$15,000.00 for the training program. **Dan Beck** I am interested in Joe putting together a full package with the complete details. **Amy Rudolph** Does this apply to kindergarten teacher to having a sabbatical for them after 8 years. **Michelle Coull** with the grades we could hire a teacher to rotate where with a Kg teacher we would have to hire a teacher for only 1 year. **Joe Frodsham** I would like to get a policy in place so that they know how this is going to work. **Lorraine McDonald** Do we have a consensus of the board to move forward. **Consensus unanimous.**

- d. School Climate survey:** Katherine Holden I was just looking over the timeline and when we would like to get a parent survey in line by the 1st of April. **Joe Frodsham** We did one my first year and Daniele put it together. There were too many questions, we used survey monkey to get this accomplished, I would love to do another survey, we need to figure out what we want to learn from the survey and what question to ask. Test the survey on different people, to see if the questions are easy to get a good survey out of them. **Dan Beck** A board committee or administrative committee? **Katherine Holden** I would love to be part of that committee. I do have the John Meir survey from last year. **Dan Beck** we just need to make sure that the meeting gets noticed if a board member is on the committee. **Joe Frodsham** I am meeting with parent council tomorrow and will talk to Abby to see if we can set up a time to get together. **Dan Beck** I will check on the legal aspects.

7. Action items:

- a. Board Resolution Website Administrator's Authorization:**
Katherine Holden I move to approve **Lorraine McDonald** to be the website administrators 2nd by **Michelle Coull**.
5-Aye (Beck, Hart, Holden, Coull, Rudolph)
1-Abstain (Lorraine McDonald)
0-No

Motion Approved

- b. **Out of state travel request for 5th-6th grade trip to San Francisco, California** – North America geography trip – staying a youth hostile they have the raising the money.

I move to approve the out of state travel request for the 5th-6th grade trip to San Francisco. Lorraine McDonald 2nd by Perry Hart
6- Aye (Beck, McDonald, Hart, Holden, Coull, Rudolph)
0-No

Motion Approved

- c. **Out of state travel request for 8th grade trip to Asilomar Pacific Grove, California** - first 8th grade trip they are still \$1500.00 short everyone has an opportunity to go. And we can help out if families have issues. Because they are out of state trips they need to be approved by the board. **Lorraine McDonald** I would like the teachers to get together and have a continuity to do all the same traditions as the year prior. **Joe Frodsham** the anticipation is as much of a motivator as the trip itself. **Michelle Coull** will bring it to the faculty meeting.

I motion to approve the 8th grade trip to Asilomar in Pacific Grove California. Katherine Holden 2nd by Michelle Coull.
6- Aye (Beck, McDonald, Hart, Holden, Coull, Rudolph)
0-No

Motion Approved

- d. **Documentation for bank to update authorized users**
Need to send a letter on letterhead with Dan Beck, President and Tracy Boykin as the Secretary to make authorized changes to the account.
Motion to inform Chase bank that Dan Beck is the president and that Tracy Boykin is the Secretary to deal with all changes to the account Lorraine McDonald 2nd by Perry Hart.

6- Aye (Beck, McDonald, Hart, Holden, Coull, Rudolph)
0-No

Motion Approved

8. Budget expenditures for November and December

Government Account – November 2013

I motion to approve all deposits and expenditures in the government account for the month of November as stated in the packet. Motioned by Katherine Holden 2nd by Parry Hart

6- Aye (Beck, McDonald, Hart, Holden, Coull, Rudolph)
0-No

Motion Approved

Beginning balance \$103,138.62

Checks cleared from previous month

50490	50514	50523
50527		

\$459.69

Checks cleared this month

50529	50530	50531
50532	50533	50535
50536	50537	50538
50539	50540	50541
50542	50543	50544
50546	50547	

\$5363.55

Total amount cleared

\$ 5,823.24

Checks not cleared

50534	50545	

\$52.99

Voided checks

Electronic Payment 37 transactions

\$102,118.66

Voided electronic 0

Deposits 4 Deposits

\$95,053.24

Ending balance

\$90,249.72

Private Account – November 2013

I motion to approve all deposits and expenditures in the private account for the month of November as stated in the packet. Motioned by Lorraine McDonald and 2nd by Katherine Holden

6- Aye (Beck, McDonald, Hart, Holden, Coull, Rudolph)

0-No

Motion Approved

Beginning balance \$52,710.42

Checks cleared from previous month

1687
1689

\$225.00

Checks cleared this month

1691	1692	1693
1994	1696	1697
1699		

\$2,426.89

Total amount cleared

\$2,651.89

Checks not cleared

1698		
------	--	--

\$21.98

Voided checks 1- 1695

Electronic payments 4 transactions

\$1,729.96

Voided electronic 0

Deposits 9 deposits

\$16,011.68

Ending balance

\$64,340.25

High Yield Savings Account –November 2013

I motion to approve all deposits and expenditures in the high yield savings account for the month of November as stated in the packet. Motioned by Lorraine McDonald 2nd by Katherine Holden.

6- Aye (Beck, McDonald, Hart, Holden, Coull, Rudolph)

0-No

Motion Approved

Beginning balance	\$59,183.01
Interest payment	<u>\$ 5.17</u>
Ending balance	\$59,188.18

Savings Account – November 2013

I motion to approve all deposits and expenditures in the savings account for the month of November as stated in the packet. Motioned by Katherine Holden 2nd by Michelle Coull

6- Aye (Beck, McDonald, Hart, Holden, Coull, Rudolph)

0-No

Motion Approved

Beginning balance	\$185,024.436
Interest payment	<u>\$23.52</u>
Ending balance	\$185,047.95

Payroll Account – November 2013

I motion to approve all deposits and expenditures in the payroll account for the month of November as stated in the packet. Motioned by Katherine Holden 2nd by Amy Rudolph

6- Aye (Beck, McDonald, Hart, Holden, Coull, Rudolph)

0-No

Motion Approved

Beginning balance		\$1,420.47
Deposits	2 transaction	\$64,000.00
Electronic withdrawals	9 transaction	<u>\$56,419.56</u>
Ending balance		\$9,000.91

December Expenditures

Government Account – December 2013

I motion to approve all deposits and expenditures in the government account for the month of December as stated in the packet. Motioned by Amy Rudolph 2nd by Lorraine McDonald.

6- Aye (Beck, McDonald, Hart, Holden, Coull, Rudolph)

0-No

Motion Approved

Beginning balance \$90,249.72

Checks cleared from previous month

50534	50545	
-------	-------	--

\$52.99

Checks cleared this month

50548	50549	50550
50551	50552	50553
50554	50555	50556
50557	50558	50559
50560	50561	50562
50563	50564	50565
50567		

\$13,263.40

Total amount cleared

\$ 13,316.39

Checks not cleared

50566		

\$23.12

Voided checks

Electronic Payment 17 transactions **\$82,719.93**

Voided electronic 0

Deposits 4 Deposits **\$95304.19**

Ending balance **\$89517.59**

Private Account – December 2013

I motion to approve all deposits and expenditures in the private account for the month of December as stated in the packet Motioned by Perry Hart 2nd by Lorraine McDonald.

6- Aye (Beck, McDonald, Hart, Holden, Coull, Rudolph)

0-No

Motioned Approved

Beginning balance					\$64,340.25
Checks cleared from previous month					
	1698				
					\$21.98
Checks cleared this month					
	1700	1701	1702		
	1703	1704	1705		
	1706	1707	1708		
	1709	1710	1711		
					\$9,266.92
Total amount cleared					\$9,288.90
Checks not cleared					
					\$0.00
Voided checks					
Electronic payments	6 transactions				\$7,557.55
Voided electronic	0				
Deposits	9 deposits				\$9,224.74
NSF Checks returned					\$27.00
Ending balance					\$56,691.54

High Yield Savings Account –December 2013

I motion to approve all deposits and expenditures in the high yield savings account for the month of December as stated in the packet. Motioned by Amy Rudolph 2nd by Michelle Coull.

6- Aye (Beck, McDonald, Hart, Holden, Coull, Rudolph)
0-No

Motion Approved

Beginning balance	\$59,188.18
Interest payment	<u>\$ 5.17</u>
Ending balance	\$59,193.35

Savings Account – December 2013

I motion to approve all deposits and expenditures in the savings account for the month of December as stated in the packet. Motioned by Katherine Holden 2nd by Amy Rudolph.

6- Aye (Beck, McDonald, Hart, Holden, Coull, Rudolph)
0-No

Motion Approved

Beginning balance	\$185,047.95
Interest payment	<u>\$24.28</u>
Ending balance	\$185,072.23

Payroll Account – December 2013

I motion to approve all deposits and expenditures in the payroll account for the month of December as stated in the packet. Motioned by Amy Rudolph 2nd by Katherine Holden.

6- Aye (Beck, McDonald, Hart, Holden, Coull, Rudolph)
0-No

Motion Approved

Beginning balance		\$9,000.91
Deposits	2 transaction	\$58,000.00
Electronic withdrawals	9 transaction	<u>\$63,341.71</u>
Ending balance		\$3659.20

9. Informational items:

- a. **Building update:** Joe Frodsham we are basically done with building projects still need a volunteer for some plaster walls in Kg room and portables. We have taken expenditures and put all the expenditures in one account under the Facilities acquisition and development KG playground, bathroom, staircase, landscaping, ramp, cement sidewalk, electrical upgrades, purchase of the modular, came up to \$60,000.00 total I put \$50,000 in Facilities maintenance and \$38,000.00 in the sabbatical account and so we have the monies to cover the upgrades. The ramp for the portables I thought would be 3-4 thousand dollars ended up being about \$9,000.00. LM I think it is phenomenal that we got all this done for \$60,000.00. DB My plant that I work at was bought by another company that we will get a donation of the siding for the school.
 - b. **Letter submitted to District office for Waldorf experience waiver**
Joe Frodsham We have sent the letter off and the district would like to meet with me and a board member along with Julie Evans and Dr. Long. **Lorraine McDonald** I will go along. My understanding is that once we meet with them if we do not have district approval we will still send it up to the state.
 - c. **Mid- Year Directors evaluation update** **Joe Frodsham** I don't have anything formal written up but can fill you in via email with where we are at with the many projects.
 - d. **Joe's Updates Misc.** amount pledge was \$16,000. Amount received was \$8472. Budgeted \$8,000.00 we have 71 families who have donated, that is 48% and the board has donated 100% and staff had donated 100% . The parent pledge along with the auction funds will take care of mortgage payment. **Lorrieanne Miller**, parent handed out a packet of information with letters.
- 10.Executive session ORS 192.660 (2)(b)- The board met in executive session and have come to a consensus to not review the packet handed to the board by LorrieAnne Miller until due process has been accomplished.**
- 11.Closing verse led by Joe Frodsham**
- 12. Meeting adjourned : 7:33 P.M.**

Signature Board President or Chair