

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, January 28, 2015- 6:00 p.m.

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

Board Members

Michelle Coull

Joseph Frodsham

Perry Hart

Tracy Boykin

Katherine Holden

Hannah Jackson

Lee Magnuson

Lorraine McDonald

Krista Peterson

Amy Rudolph

Mark Sievert

Lynn Sullivan

Review book study 'Partnership of Hope' chapter 2

1. Call to Order/ Roll Call: 6:24 p.m.

2. Opening Verse led by Joe Frodsham

3. Approval of minutes and agenda adjustments: Add School climate survey 10 min as discussion item h, Katherine Holden. Add Meeting protocol 5 min as discussion item i, Katherine Holden. Add Specialty Teachers/ Kindergarten sabbatical 5-10 min as discussion item j, Krista Peterson. Add Time Management 5 min as discussion item k, Michelle Coull.

I motion to approve the minutes of December 2014- Katherine Holden 2nd by Krista Peterson

9- Aye (Hart, Holden, Jackson, Magnuson, McDonald, Peterson, Rudolph, Sievert, Sullivan)

0-No

Motion approved

4. Public Comments: read an email from Debbie Beck. See attachment. Katherine Holden and Lynn Sullivan to be board representative to greet guests.

5. Discussion item:

a. Exit interview, 8th graders and others follow up – received one more positive review from a departing 8th grader from the mail.

- b. Director search update- Katherine Holden and Amy Rudolph/ Katherine Holden:** Amy and I met and she took on creating a draft for a Director's Job description. (see handout) **Amy Rudolph** we had come up with several different qualifications narrowed it down to this is the all-encompassing job description and see if we could find someone with all the qualification. **Lee Magnuson** I didn't see anything about the business management. **Katherine Holden** also looking at our timeline we really need to possibly move up our timeline. After talking with the Siskiyou School and Woodland Charter that we should start advertising it has taken Siskiyou close to two years to find a qualified candidate. **Amy Rudolph:** at this point we need to look at what our interview process will involve if we want faculty/ parents involved with the search process. I am planning on going to a faculty meeting soon to see what their vision for hiring a new director is. **Mark Sievert** did you intentionally leave off collegic decree's or work experience? **Amy Rudolph** I didn't intentionally leave it off I took most of the qualifications from other postings that I had seen. **Perry Hart** Siskiyou School has hired 2 full time directors to take over; they will be having a meeting with parents in February to discuss what the process may cost parents/community members. **Katherine Holden** we have asked Joe to see where we could pull approximately \$20,000.00 more and what programs would be affected. **Amy Rudolph** we could set our posting for April. **Lorraine McDonald** we hopefully will have the budgetary updates by the next meeting and be able to discuss the actuals of posting. **Perry Hart** my own thought is what we need either one or two positions and realistically what we can afford. **Amy Rudolph** most of my research has been that most schools have two positions. **Krista Peterson** what it boils down to is how much money we will have to work with.
- c. Meeting with Theresa Woods, Potential candidate review. Lorraine McDonald** Theresa stopped by with her husband Gary and met several of us from the board along with Mr. Gammon and Mr. Dusek who were here working. Her goal is to have a job this fall so that may not work with us. **Katherine Holden** she was warm and welcoming listened and seems really intelligent. **Lynn Sullivan** she had a depth of knowledge with Waldorf but also working with the board back east. **Lorraine McDonald** she is developing science curriculum for Public Schools with the new science testing thru the state. Hopefully she will be here in May for the teacher training. **Joe Frodsham** email from today things are getting a little busy still trying to get time off to come in May. **Hannah Jackson** we talked about her possibly present at a faculty meeting. **Joe Frodsham** she would need more time off then that she was going to do a one day workshop on Monday and giving the teachers two faculty meetings off to work on reports. **Lorraine McDonald** would that be o.k. to use the 2 faculty meetings to do reports instead of meeting? **Hannah Jackson** yes; as long as we have the time to work on reports it shouldn't be a problem. **Perry Hart** I really like Theresa and her energy, I am a little concerned that she has not had any directorship experience. I think it would be good to have the faculty meet with Theresa. How important is it to have a master Waldorf teacher in the position of Director? She is really a good person and that goes a long ways. **Krista Peterson** that is a lot to have one person accomplish.
- d. Board Correspondence Thank you's – Amy Rudolph:** Ritch Duron thank you for doing the floors also for coaching the Chess Club. Thank you to Theresa Woods for coming to the school during their vacation. Kim Kruetzer for helping with the Chess club. Debbie Beck for facilitating the Auction.
- e. Policy Review Sections J review** so much of this stuff is about adopting and publishing of policies. Which we have done. Several sections with education and training annually to students and parents. **Katherine Holden** we usually cover this during Health class. **Hannah Jackson** I think it is covered in the anatomy and physicality. **Joe Frodsham** I did follow up on this with the OSBA it is a required policy and IEGBA it is age appropriate and we do not have to adopt a curriculum we can create our own to fit the Waldorf curriculum. **Katherine Holden** would this be something that a couple of teachers can create for the whole school and then have it implemented. **Hannah Jackson** I think that may be a possibility, what we need to figure out is if anyone is currently teaching these processes. **Lorraine McDonald** we could incorporate fairy tales etc. **Krista Peterson** I think it would be very beneficial for the kids to have this knowledge. **Amy Rudolph** it would be just really what is age appropriate. **Lynn Sullivan** maybe a

community resource officer to come in and talk with the students. **Lee Magnuson** Are there other Waldorf schools doing this? **Joe Frodsham** at the Village school they are using a program that is too explicit. **Lorraine McDonald** we just need to know these policies are being followed. Compile a list of all the questions and email them to Lorraine and she will sit with Joe and Tracy to see if those policies are being upheld.

- f. **Follow up on suspension with blade or gun new policy – Joe Frodsham** I called the OSBA about changes for policies. A lot of the changes are being done on a regular basis dealing strictly with Charter Schools. I think it may be wise to get their updates on policies however that will cost us some money. They are up to date on all new laws and create new policies to implement the new laws. Not something we need to jump on right away but it is something we may need to look at.
- g. **Pedagogical Committee- Lorraine McDonald:** Matt and Jane said that they would be interested to sit on the committee. Hannah will talk with Jane, Matt and Mechtild this week.
- h. **School Climate Survey 10 min – Katherine Holden** mostly just the timing of the survey I will sent the questions out to you and maybe get some feedback for the next meeting. Making it somewhat shorter of a survey. And get the survey out sooner than March. Will look into how long we have to get the survey done.
- i. **Meeting Protocol 5 min – Katherine Holden** I think having public comment at the beginning of each meeting to help meet the needs for time for our parents/ community member's. Comment prior to the meeting starting, so that we can be consistent with the order in which the meeting is run. Public Comment will be put in first after the Verse.
- j. **Specialty Teachers / Kindergarten sabbatical 5-10 min- Krista Peterson** I met with 3 of the four teachers Gloria was not there. To ask what they thought about the teachers getting a sabbatical. It was interesting we have one full time specialty teacher and 3 that are not. I asked what they thought of a sabbatical that they would also like to have a similar policy after 8 years of service. Talked about maybe having some of their training money covered. **Joe Frodsham** we have helped with training for both LeAnn and Nancy. **Lorraine McDonald** when they came to our school and they go thru the training we have been covering the tuition. If they were already in the training program then we have helped with financials for the teachers to continue training. **Krista Peterson** the health insurance policy is a big thing for us to look into what I would like to do is a time study on wages that teachers get paid thru the charter schools. I would like to sit with Joe and go thru the wages that other charter schools teachers are making. **Joe Frodsham** Village Charter School and Woodland Charter have had their ADM increased to 85% and 90%. **Krista Peterson** I would like to just look into this option and see if it is feasible. **Joe Frodsham** I have tried to make a pay scale so that it is fair for everyone. **Amy Rudolph** are you meeting with them again? **Krista Peterson** so we started to talk about the sabbatical and it went into a bunch of other areas. **Katherine Holden** we need to possibly get thru the Directors search and then after that is done form a study group and follow up with the Sabbatical for Specialty/ Kindergarten teachers.
- k. **Time Management 5 min – Michelle Coull- Tabled until February Meeting.**

6. Action Items:

7. Consent Agenda

- a. **Budget: Expenditures for December–** handed out the Tom Wilcox, report and the budget to actuals (budget to actuals will be emailed out to board members and added to the minutes documentation.)

CONSENT AGENDA:

Government Account – December 2014

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

Beginning balance		\$149,551.80
Checks cleared from previous month		
50841	50843 50854	
50860	50867 50869	
		\$ 3,570.00
Checks cleared this month		
50872	50873 50874	
50875	50876 50877	
50878	50879 50880	
50881	50882 50883	
50884	50885 50886	
50887	50888 50889	
50890	50891 50892	
50894	50895 50897	
50898	50899 50900	
50901	50902	
		\$7,780.48
Total amount cleared		\$11,350.48
Checks not cleared		
50716	50801 50893	
50896		
		\$ 2,113.40
Voided checks		
Electronic Payment	22 transactions	\$93,510.35
Voided electronic	0	
Deposits	4 Deposits	\$120,490.61
Ending balance		\$165,181.58

Private Account –December 2014

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

Beginning balance		\$73,355.74
Checks cleared from previous month		
1810	1816 1831	
1835		
		\$ 117.67
Checks cleared this month		
1839	1840 1841	
1842	1843 1844	
		\$3,551.83
Total amount cleared		\$3,669.50
Checks not cleared		
1767	1785 1807	
1823	1838	
		\$946.60

Voided checks

Electronic payments	7 transactions	\$ 3,854.62
Voided electronic	0	
Deposits	5 deposits	\$ 10,976.09

Ending balance **\$ 76,807.71**

High Yield Savings Account – December 2014

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

Beginning balance	\$59,247.02
Interest payment	\$ 5.34
Ending balance	\$ 59,252.36

Savings Account –December 2014

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

Beginning balance	\$240,297.63
Interest payment	\$ 21.65
Ending balance	\$ 240,319.28

Payroll Account –December 2014

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

Beginning balance	\$ 10,298.28	
Deposits	2 transaction	\$ 70,000.00
Electronic withdrawals	4 transaction	\$ 78,551.83
Ending balance		\$ 1,746.45

merchant	desc.	acct num			amount	Total	Transfer from Private	
Target	pencils	1100	1111	410	\$2.44			
Office Depot	cable ties /card	1100	1111	410	\$34.51			
Walmart	cable ties /card	1100	1111	410	\$9.94		Safety / Private	\$1,125.00
McGraw Hill	Math curric	1100	1111	410	\$502.61		Music grant / private	\$449.95
McGraw Hill	Math curric	1100	1111	410	\$372.14		7th gr class / private	\$167.66
Brown Sheep	Yarn	1100	1111	410	\$209.15			
Cash n Carry	lantern walk	1100	1111	410	\$57.25			
Office Depot	paper/envelop	1100	1111	410	\$45.94		Total	
						\$1,233.98	to transfer from pr.	\$1,742.61
Office Depot	Printer	1100	1111	460	\$132.88			
Amazon	Music Stands	1100	1111	460	\$229.37			
Amazon	music st /cart	1100	1111	460	\$415.00			
One Beat	AED	1100	1111	460	\$1,125.00			
Amazon	Bose Wave	1100	1111	460	\$449.95			
						\$2,352.20		
Enchanted	Site membersh	2210	2213	311	\$125.00			
						\$125.00		
Budget Renta	Reimbursemen	2400	0000	342	-\$70.75			
						-\$70.75		
USPS	postal	2400	0000	353	\$50.97			
USPS	postal	2400	0000	353	\$7.15			
						\$58.12		
Chipotle	Ins. Lunch	2400	0000	450	\$69.10			
						\$69.10		
Or TSPC	expidite	2400	0000	699	\$99.00			
						\$99.00		
Craft Wareh	7th gr fundraise	2400	0000	700	\$167.66			
						\$167.66		
Office Depot	easel pad	2400	1111	410	\$35.99			
						\$35.99		
Office Depot	Tool kit	2400	1111	460	\$55.20			
Aladdin lock	keys	2400	1111	460	\$60.50			
						\$115.70		
Walmart	lightbulbs	2540	2542	000	\$13.88			
Lowes	9X11 20 ct	2540	2542	000	\$9.47			
						\$23.35		
Digital ocean	Web page	2600	2660	000	\$10.71			
						\$10.71		
					Total	\$4220.06		

Credit Card - Breakdown for December 2014

I motion to approve the consent agenda – Katherine Holden 2nd by Amy Rudolph
9- Aye ((Hart, Holden, Jackson, Magnuson, McDonald, Peterson, Rudolph, Sievert, Sullivan)
0-No
Motion approved

- b. **Pauly Rogers Audit ending 6/30/14-** we had an unqualified audit the only questions they had was the bids for projects over \$10,000.00 – Joe did get the bids but I neglected to keep the bids, so that is the only ding we got on the audit and the MSD said just to make sure we keep good records from now on. I did let Conor from Pauly Rogers know that we were looking for bids for Audit Companies.

Lee Magnuson excused at 8:15 p.m.

8. Informational Items:

- a. **Joe's Update Misc.** Last weekend while we were in Sacramento Tracy was in Tigard to meet with the State department in regards to PERS. **Hannah Jackson** Conference in Sacramento, we got to leave in a van at 7:30 in the morning and drove to California for the alliance conference. There were several lectures put on by Goldstein fostering will in children, creating a balance between the kids who are all in their limbs verses all in their heads. As a faculty we did a pretty good job of spreading out and going to several different workshops. I went to a workshop with Susan Johnson in regards to children and labeling and medicating children gave a lot of really good hands on practical practices. She was a pediatrician for several years. The breakout session was on translating anthroposophy with Rainbow Rosenbloom this was really interesting for me to read the heavy lectures and then applying it to my classroom and my training. Just being in Waldorf and how it can create barriers and bridges. Integrating common core in a Waldorf school was the first part of the conference. A lot of the things we are already teaching just to be aware of the standards and implement them not as a main lesson but to put them in conjunction with the main lesson. It was good to sit with other schools and talk with other teachers. **Joe Frodsham** when we were doing our hiring they used to have an employee fair they wouldn't even let us attend. Now they are inviting us. Charter schools are the future.
- b. **Documentation to be presented to the MSD Board of Directors.** February 9th at 5:00 p.m. will be the presentation to the board. I would like to have as many board members there as we can get.

9. Closing Verse: Joe Frodsham

10. Meeting adjourned 8:35 p.m.

Board President or Board Chairman Signature

1-28-15 TB

List of to-do's:

- All board members review chapter 3 of the Partnership of Hope.
- Tracy to ask Sabrah to put the committee chairs on the website.
- Lynn and Krista will be the greeters at the Auction.
- Grant writing committee to be added to the agenda under discussion item for next meeting.
- Email Amy about comments for the director's position job description
- Joe to have budget for new director position by the next board meeting.
- Katherine and Amy will set a date for next director's position meeting and get to Tracy to be posted.
- Email list of Policy questions to Lorraine and she will sit with Joe and Tracy to make sure things are being done.
- Review section K/L policies for February meeting.
- Tracy to Talk with Sabrah about updating the rest of the policies on the website.
- Tracy to email the rest of the policies to Lee.

- Lorraine find a way to circumvent the price from the OSBA
- Krista will look on the MSD board site for policy on Knife/ gun
- Katherine to send out survey questions to board for review.
- Public comments will be on the agenda as the first order of business after the verse.
- Tracy forward budget to actuals to all board members.
- Joe to have preliminary report of our pay scale with other Charter schools.
- Joe to check into the part time teachers buying in to the OEBC insurance.
- Invited all board members to attend the Medford School Board presentation on Feb 9th
- Tracy to follow up with Allison from PERS.
- Lynn with talk with Ted about doing a fundraising committee meeting and starting the Pledge drive.