

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, October 14, 2015- 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

Lee Magnuson

Lorraine McDonald

Amy Rudolph

Mark Sievert

Lynn Sullivan

Review book study 'Partnership of Hope' chapter 7 discussion began at 5:33 p.m. to 5:53 p.m.

1. Call to Order/ Roll Call Opening Verse led by Joe Frodsham at 5:54 p.m.

2. Approval of minutes and agenda adjustments:

I motion to approve the September minutes by Hannah Jackson and 2nd by Lynn Sullivan

6- Aye (Higgins, Holden, Jackson, McDonald, Rudolph, Sullivan)

0-No

Motion approved

Adjustment: k. add quickbook update from Lee Magnuson. m. Parent council requested a newsletter update. Add to Action Items Directors search directive.

3. Public Comments: no public present

4. Discussion item:

a. Directors search (5 min) Amy Rudolph & Katherine Holden we will meeting tomorrow after the parent council meeting with parents and to answer questions from the parent body. We have 5 very strong applicants for this position. **Lorraine McDonald** do you think it would be a conflict of interest for Matt to be on the committee if one of his parents may be applying. **Katherine Holden** I think it would be good to follow up with him to make sure this is not a problem with him. **Amy Rudolph** I will follow up with Matt. **Jane Higgins** I would like to have people on the committee who have the pedagogy who

knows all the things that will be potentially required with the new director. Having a parent may be bring up a different view of what would be wanted or needed in a new director. **Lynn Sullivan** I would be involved it need be possibly switch a day. **Hannah Jackson** Sabrah Maple is the one who came to my mind, she is very well spoken and very active with volunteering in the school. **Amy Rudolph** we did have some idea for getting feedback from the faculty and can go over that later on. **Katherine Holden** (see timeline handout) went over the process. **Joe Frodsham** it is critical for the candidates when they ask to keep it confidential, for all documentation to be held in the upmost privacy. **Katherine Holden** well I do want to make sure we are keeping confidence, they would be in the public if they make it to interview #2 (only top two candidates will move onto this interview). I am excited that we have the number of candidates that we have and can move forward. Procedure: Do we want to provide some sort of allowance or offset the cost of travel expenses? **Jane Higgins** I think we should as a school cover the cost of travel and lodging, with the understanding that the school will schedule the air fare and hotel. **Lynn Sullivan** I think it would be good to pay for the travel and lodging. **Katherine Holden** my preference would be to get a stipend and then decide on my own if I want to splurge more to upgrade. So change the working to will provide travel arrangements and lodging. Salary Range: \$62,000. - \$70,000 is what is being offered. **Joe Frodsham** you don't want to under-value the position. **Amy Rudolph** this is still lower then what most charter schools are offering their directors. **Katherine Holden** we will be going over a lot of the process for hiring a director at the parent council meeting. Then answer questions from the parent body. **Jane Higgins** are we going to have specific questions or random questions? **Katherine Holden** for interview 1 we will definitely have set questions. **Joe Frodsham** want we did was select the questions and the candidates would have 15 minutes to read over the questions and then they would address the questions. **Katherine Holden** in my experience the interview 1 is very structures and interview 2 would possibly have some structured questions but more of a conversation. **Jane Higgins** would the teachers or parent tea just be a conversation? **Amy Rudolph** my vision would be to have this be more of a conversation. **Lorraine McDonald** this would be more of a Director search committee to finalize. **Katherine Holden** added a parent onto the hiring committee and wording around the travel and lodging arrangements.

- b. **Director Retirement Party – Jane Higgins** We have discussed in the staff about doing something for Joe and wanted to know if the board would like to be involved and to think of things and email Jane Higgins any idea's that you might have.
- c. **Follow up on Alyssum's letter – Perry Hart (10 min)** Lorraine McDonald read an email from Perry Hart. See documentation.
- d. **Siskiyou update – Perry Hart (5 min)** Lorraine McDonald read an email from Perry Hart. See documentation. Carl Johnson, Pedagogical director at the Siskiyou School.
- e. **Board Correspondence Thank you's** Steve Willison, Volunteer Cross Country Coach, Kim Fiske volunteer with Music Program, Dana & Nora Hight Site Committee, Sarah Bevers thanks for the work in the garden, Jackie Zacha volunteer in the classrooms, Susan Fulton Reader board and handwork.
- f. **8th Grade graduates / family exit interviews-** **Lorraine McDonald** last year we called the 8th graders who moved onto the High Schools we divided up the students among the board of directors and asked the questions that are in the board packet. No more than 3 phone calls per student.
- g. **Board Recruitment-** **Lorraine McDonald** –Right now we have 3 faculty, 3 parent and 3 community members I think that we have the strongest board we have had in a long time. We need to think about recruiting people to the board and filling the skill set that we may need. I have had a parent Louise Lavarne come to me and said she would like to look into being on the board. We have in the past had

board members sponsor potential board members and the parent council will be nominating a candidate also. This board has been from 3 to 9 people, but can be as many as 13 members. **Lynn Sullivan** It is a commitment and so we do need to be looking for replacements my term is up in May. **Lorraine McDonald** we do stagger the terms and try to keep the same numbers on the board. **Amy Rudolph** did we ever find out about the legalities and regular attendance. **Lorraine McDonald** Requirement is that we have to have a meeting quarterly. And there is not a written law on attendance. **Lynn Sullivan**- maybe he can just come quarterly and do a treasurer's report?

- h. Board/ Faculty get together – Lorraine McDonald- Hanna Jackson** we did talk about it and it was well received. We thought maybe a Friday night and if we would be doing just faculty or faculty and families. **Jane Higgins** it was also a concern about having children come it does change the element of the night out. We did not vote but it was a concern. **Lynn Sullivan** is there a day that we could do on one of the teacher work/or inservice day's **Hannah Jackson** I don't see why we couldn't do both. I think we should just decide on a date and invite people to come. **Lorraine McDonald** so what about a 5:00 p.m. pizza room at Bella Union on a Friday night. **Joe Frodsham** I do have a food budget that we could use some out of. **Katherine Holden** I would like to just do face to face but I would like to hear how things are doing so far this year. Friday's 12-4 from 5 to 8 at the Bella Union.
- i. Strategic Management Section – seeking input –Lorraine McDonald** I didn't get any feedback handing out the paperwork for the strategic planning documentation. If no one has any feedback today that is fine but I will need to know by December if we are moving forward with this or scrapping it and starting over. **Jane Higgins** I did read it but it seemed a little wrong. **Lorraine McDonald** we can cut it down. Can we just say everyone is to give me a couple things of feedback. **Katherine Holden** I will be glad to assist you with the clarification of the Strategic plan.
- j. Salary Increase for Joe Frodsham – Joe Frodsham** I made a little hand out to provide to the board (see documentation) I have been able to be here for 6 years. I didn't feel that was enough time to go back and get my Doctorate. My background is that I have been thrown into many situations that were above my pay grade. I have always been put in positions where I have had to improvise and adjust. I have grown a lot in this position and it has been challenging. My current Salary is 55,000.00 and I am requesting \$60,000 salary. This will benefit me because in PERS they take your 3 highest years. I feel comfortable with it. I do know that we cannot vote on this today but wanted to pass this out for your information for potential vote next board meeting.
- k. Update on Quickbooks-** Lee Magnuson. Tracy will need to update payroll for July, August and September at that point I will go in and formalize the reports
- l. Parent council requested to have an update from the board on the newsletter** Lorraine handed out a brief clarification and mini-bio's of each board member and talked about what the board does. (see handout) Taken out of Charter school board handbook. **Joe Frodsham** it is a little wordy for a newsletter. **Katherine Holden** I think we could really cut these down and send people to the website to read the full bio's. I would be happy to help cut these down if you will send it to me electronically.

5. Action Items:

a. Hiring Standard policy and criteria directive.

I motion to adopt the Hiring standard policy and criteria directive with the changes discussed. Lorraine McDonald 2nd by Lynn Sullivan

6- Aye (Higgins, Holden, Jackson, McDonald, Rudolph, Sullivan)

0-No

Motion approved

6. Consent Agenda –
CONSENT AGENDA:

Government July 2015

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

6- Aye (Higgins, Holden, Jackson, McDonald, Rudolph, Sullivan)

0-No

Motion approved

Beginning balance \$6,819.80

Checks cleared from previous month

| | | |
|--|--|--|
| | | |
| | | |

\$

Checks cleared this month

| | | |
|-------|-------|-------|
| 51024 | 51025 | 51027 |
| 51028 | 51029 | 51030 |
| 51031 | 51032 | 51033 |
| 51034 | 51035 | 51036 |
| 51037 | 51039 | |

\$8,161.47

Total amount cleared \$8,161.47

Checks not cleared

| | | |
|-----------------------|----------------------------|-------------------------------|
| 50801 Costco \$699.99 | 50912 Jane Higgins \$27.00 | 50928 Hannah Jackson \$148.31 |
| 51038 \$639.20 | | |
| | | |

\$ 1514.50

Voided checks 51026 voided

Electronic Payment 25 transactions \$102,342.58

Voided electronic 0

Deposits 2 Deposits \$216,823.00

Ending balance \$113,138.75

Private Account – July 2015

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

Beginning balance \$91,043.37

Checks cleared from previous month

| | | |
|------|------|--|
| 1900 | 1947 | |
| | | |

\$80.00

Checks cleared this month

| | | |
|------|--|--|
| 1956 | | |
|------|--|--|

\$150.00

Total amount cleared \$230.00

Checks not cleared

| | | |
|-------------------------------|-------------------------------|----------------------------|
| 1767- Rachel Tribbett \$17.67 | 1785- Rachel Tribbett \$25.26 | 1859-Ash ice rink- \$50.00 |
| 1880 – Summer Helm \$35.00 | 1943-Kelly Hershey \$43.29 | |

\$171.22

Voided checks

Electronic payments 4 transactions \$ 694.31

Voided electronic 0

Deposits 2 deposits \$ 271.36

Ending balance \$ 90,390.42

High Yield Savings Account –July 2015

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

Beginning balance \$59,281.64

Interest payment \$ 5.02

Ending balance \$59,286.66

Savings Account –July 2015

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

Beginning balance \$240,438.05

Interest payment \$ 20.35

Ending balance \$ 240,458.40

Savings Account –July 2015(2)

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

| | |
|-------------------|----------------|
| Beginning balance | \$17,253.09 |
| Interest payment | \$.72 |
| Transfer | \$ <u>0.00</u> |
| Ending balance | \$ 17,253.81 |

Payroll Account –July 2015

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

| | | |
|------------------------|---------------|---------------------|
| Beginning balance | | \$ 263.86 |
| Deposits | 2 transaction | \$ 70,000.00 |
| Electronic withdrawals | 8 transaction | <u>\$ 66,905.54</u> |
| Ending balance | | \$ 3,358.32 |

(2) Consent Agenda

Government Account – August 2015

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

- 6- Aye (Higgins, Holden, Jackson, McDonald, Rudolph, Sullivan)
- 0-No
- Motion approved

Beginning balance \$111,138.75

Checks cleared from previous month

| | | |
|-------|--|--|
| 51038 | | |
|-------|--|--|

\$ 639.20

Checks cleared this month

| | | |
|-------|-------|-------|
| 51040 | 51041 | 51042 |
| 51043 | 51044 | 51045 |
| 51046 | 51265 | 51266 |
| 51267 | 51268 | 51269 |
| 51270 | 51271 | 51272 |
| 51273 | 51274 | 51275 |
| 51276 | 51277 | 51278 |
| 51279 | 51281 | 51282 |
| 51283 | 51284 | |

\$5,736.71

Total amount cleared

\$6,375.91

Checks not cleared

| | | |
|--------------------------------|----------------------------|-------------------------------|
| 50801 Costco \$699.99 | 50912 Jane Higgins \$27.00 | 50928 Hannah Jackson \$148.31 |
| 51280 - \$97.50 Johnny Roberts | | |

\$ 972.80

Voided checks

| | | |
|--------------------|-----------------|---------------------|
| Electronic Payment | 16 transactions | \$110,425.34 |
| Voided electronic | 0 | |
| Deposits | 2 Deposits | <u>\$117,136.01</u> |
| Ending balance | | \$113,473.51 |

Private Account – August 2015

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

Beginning balance \$90,390.42

Checks cleared from previous month

| | | |
|------|--|--|
| 1943 | | |
|------|--|--|

\$43.29

Checks cleared this month

| | | |
|------|------|------|
| 1957 | 1958 | 3000 |
|------|------|------|

\$9,621.78

Total amount cleared

\$9,665.07

Checks not cleared

| | | |
|-------------------------------|-------------------------------|-----------------------------|
| 1767- Rachel Tribbett \$17.67 | 1785- Rachel Tribbett \$25.26 | 1859- Ash ice rink- \$50.00 |
| 1880 – Summer Helm \$35.00 | | |

\$127.93

Voided checks

| | | |
|---------------------|----------------|-------------|
| Electronic payments | 6 transactions | \$ 6,712.16 |
| Voided electronic | 0 | |
| Deposits | 0 deposits | \$ |

Ending balance \$ 74,013.19

High Yield Savings Account – August 2015

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

Beginning balance \$59,286.66

| | |
|------------------|----------------|
| Interest payment | \$ <u>5.02</u> |
| Ending balance | \$59,291.68 |

Savings Account –August 2015

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

| | |
|-------------------|-----------------|
| Beginning balance | \$240,458.40 |
| Interest payment | \$ <u>20.35</u> |
| Ending balance | \$ 240,478.75 |

Savings Account –August 2015(2)

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

| | |
|-------------------|----------------|
| Beginning balance | \$17,253.09 |
| Interest payment | \$.44 |
| Transfer | \$ <u>0.00</u> |
| Ending balance | \$ 17,254.25 |

Payroll Account –August 2015

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

| | |
|------------------------|--------------------------------------|
| Beginning balance | \$ 3,358.32 |
| Deposits | 2 transaction \$ 60,000.00 |
| Electronic withdrawals | 8 transaction <u>\$ 60,129.21</u> |
| Ending balance | \$ 3,229.11 |

(3rd) Consent Agenda

Government Account – September 2015

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

6- Aye (Higgins, Holden, Jackson, McDonald, Rudolph, Sullivan)

0-No

Motion approved

| | |
|-------------------|--------------|
| Beginning balance | \$113,473.51 |
|-------------------|--------------|

Checks cleared from previous month

| | | |
|-------|--|--|
| 51280 | | |
|-------|--|--|

\$ 97.50

Checks cleared this month

| | | |
|-------|-------|-------|
| 51285 | 51286 | 51287 |
| 51288 | 51289 | 51290 |
| 51291 | 51292 | 51293 |
| 51294 | 51295 | 51296 |
| 51297 | 51298 | 50099 |
| 51300 | 51301 | 51302 |
| 51303 | 51304 | 51305 |
| 51306 | 51309 | 51310 |
| 51311 | | |

\$12,183.35

Total amount cleared

\$12,280.85

Checks not cleared

| | | |
|---------------------------------|------------------------------|-------------------------------|
| 50801 Costco \$699.99 | 50912 Jane Higgins \$27.00 | 50928 Hannah Jackson \$148.31 |
| 51307- \$20.00 Laine Fitzgerald | 51308 - \$20.00 Gabe Ramirez | |

\$ 915.30

Voided checks

| | | |
|--------------------|-----------------|---------------------|
| Electronic Payment | 30 transactions | \$82,924.35 |
| Voided electronic | 0 | |
| Deposits | 2 Deposits | <u>\$220,916.00</u> |
| Ending balance | | \$239,174.36 |

Private Account – September 2015

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

Beginning balance \$74,013.19

Checks cleared from previous month

| | | |
|--|--|--|
| | | |
| | | |

\$0.00

Checks cleared this month

| | | |
|------|------|------|
| 3001 | 3002 | 3003 |
| 3004 | 3005 | 3006 |
| 3010 | 3011 | 3012 |
| 3014 | | |

\$9,621.78

Total amount cleared

\$9,665.07

Checks not cleared

| | | |
|------------------------|---------------|---------------------|
| Beginning balance | | \$ 3,229.11 |
| Deposits | 2 transaction | \$ 64,000.00 |
| Electronic withdrawals | 8 transaction | <u>\$ 64,319.58</u> |
| Ending balance | | \$ 2,909.53 |

7. Informational Items:

8. Joe's Update Misc.:

- a. Update in the past I have been very conservative in figuring the number of enrollment and this year I did not do that, we are approximately \$36,000.00 behind budget. But we always underrun certain categorize so we are still looking o.k. I looked at what categorize that would potentially be underspent. I budget time for teachers to work with Mechtild Howard each summer which most teachers do not use. If I get the \$60,000 as a director that will leave about \$15,000 left in that account. Along with various other accounts. All total it will get us close to the \$36,000.00. **Jane Higgins** what about the Roof? **Joe Frodsham** the roof is doing very well. **Jane Higgins** what about the heating and air? **Joe Frodsham** we met with the energy trust people and they said they may be able to help us with different projects updating. Thinking about putting out publications about the openings in the 6th grade. Mr. Gammon's class is down two students. Miss Casenhiser's class is down to 14 students. We are down on enrollment and it will be tighter but we will be able to cover it. Goals: I have 3 goals teachers have to put in achievement goals for their students I have been researching that and the standards that they have to meet. Personal handbook needs to be updated. I would like to get these things all in order for a smooth transition to the new director. Inventory that we have to submit to the district for depreciation, here is 7 copies of the current goals that I am working on. If you see anything else that needs to be done please let me know. **Lorraine McDonald** would it work for us to read over this and get comments back to you?

9. Closing Verse: Led by: Led by Joe Frodsham

10. Meeting adjourned 8:00 p.m.

Board President or Board Chairman Signature

- All Board members read chapter 8 of the Partnership of Hope.
- Amy to talk with Matt about potential parent, and Sabrah about being on the Hiring committee.
- Katherine Holden to update the directives and email to Tracy Boykin for the board packet
- Email Jane Higgins ideas for Joe's Retirement party by October 28th.
- Lorraine McDonald to follow up on the upcoming talk at the Siskiyou School in November.
- Tracy Boykin to bring the graduating class list for 8th grade/ exiting interviews. For the November meeting.
- Lorraine McDonald will follow up with Lee about potentially doing quarterly reports.
- Lorraine McDonald will call and make reservations at the Bella Union for 12/4 from 5-8 and order the Pizza and salads.
- Hannah and Jane will let the faculty know about the Faculty/Board get together.
- All board members to send email to Lorraine McDonald and Katherine Holden feedback on the Strategic plan.
- Lorraine McDonald and Katherine Holden will work together to take the feedback and reformat the strategic plan
- Tracy to talk to Tom about doing a dedicated line would it make the accounting process easier.
- Katherine Holden will cut down the documentation for the newsletter.
- Lorraine will forward the electronic copy to Katherine for the newsletter.
- All board members to review Joe's goals and give feedback to Joe.