

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, October 22, 2014- 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

Lorraine McDonald

Krista Peterson

Amy Rudolph

Mark Sievert

Lynn Sullivan

1. **Call to Order/ Roll Call: 6:09 P.M.**
2. **Opening Verse led by Joe Frodsham**
3. **Approval of minutes and agenda adjustments: Katherine Holden I move that we approve the minutes from the September Board Meeting.**
7- Aye (Coull, Hart, Holden, Jackson, McDonald, Peterson, Sievert)
0-No
Motion Approved
Adjustment Sydney will not make it change Item A to George Hoffecker information.
4. **Approval of consent agenda: Katherine Holden I move to approve the consent agenda for September.**
7- Aye (Coull, Hart, Holden, Jackson, McDonald, Peterson, Sievert)
0-No
Motion Approved

a. **Budget: Expenditures for September:**

CONSENT AGENDA:

Government Account – September 2014

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

Beginning balance \$140,766.61

Checks cleared from previous month

50753		
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\$ 248.75

Checks cleared this month

50756	50757	50758
50759	50760	50761
50762	50763	50764
50765	50766	50767
50768	50769	50770
50771	50772	50773
50774	50775	50776
50777	50778	50779
50780	50781	50782
50783	50785	50789
50792	50793	

\$10,153.47

Total amount cleared \$10,402.22

Checks not cleared

50716	50786	50787
50788	50790	50791

\$ 1,160.00

Voided checks 50784

Electronic Payment 32 transactions \$95,122.99

Voided electronic 0

Deposits 2 Deposits \$107,774.00

Ending balance \$143,015.40

Private Account – September 2014

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

Beginning balance \$77,890.22

Checks cleared from previous month

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\$

Checks cleared this month

1802	1803	1804
1805		

\$2966.11

Total amount cleared

\$2966.11

Checks not cleared

1767	1785	
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\$42.24

Voided checks

Electronic payments

3 transactions

\$ 582.63

Voided electronic

0

Deposits

11 deposits

\$ 5626.20

Ending balance

\$ 79,967.68

High Yield Savings Account - September 2014

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

Beginning balance

\$59,232.31

Interest payment

\$ 5.17

Ending balance

\$ 59,237.48

Savings Account –September 2014

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

Beginning balance

\$240,237.94

Interest payment

\$ 20.99

Ending balance

\$ 240,258.93

Payroll Account –September 2014

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

Beginning balance

\$ 2,554.76

Deposits	2 transaction	\$ 63,000.00
Electronic withdrawals	6 transaction	<u>\$ 62,866.67</u>
Ending balance		\$ 2,688.09

Credit Card Breakdown for October

merchant	desc.	acct num			amount	Transfer
Scrappy Craft	Main Lesson	1000	1111	410	\$262.25	
Office World	chalk	1000	1111	410	\$53.85	
Mercurius	supply teach	1000	1111	410	\$11,628.36	
Raand	Main Lesson	1000	1111	410	\$325.65	
McCall	Pattern Hand	1000	1111	410	\$27.90	
safeway	Rose cerem	1000	1111	410	\$29.97	
						\$12,327.98
amazon	book replace	1000	1111	430	\$6.98	
amazon	book replace	1000	1111	430	\$19.70	
						\$26.68
amazon	Eraser	1000	1111	460	\$12.39	
amazon	Recorders	1000	1111	460	\$191.34	
amazon	Recorders	1000	1111	460	\$154.38	
blick	callig. Pens	1000	1111	460	\$49.49	
mcgraw Hill	math curricu	1000	1111	460	\$196.06	
Leo's Dance	eyrthmy shoe	1000	1111	460	\$341.88	
						\$945.54
Dig Ocean	website	2210	2213	311	\$10.00	
						\$10.00
eb Legal	Conf. BOLI	2300	2310	319	\$65.00	
						\$65.00
hotel	chico 8B 1J	2400	0000	342	\$270.68	
						\$270.68
USPS	Postal	2400	0000	353	\$4.06	
USPS	Postal	2400	0000	353	\$3.36	
USPS	Postal	2400	0000	353	\$14.38	
USPS	Postal	2400	0000	353	\$19.29	
USPS	Postal	2400	0000	353	\$4.33	
						\$45.42
Abby	food	2400	0000	450	\$114.00	
safeway	food	2400	0000	450	\$28.98	
						\$142.98
TSPC	Licensure	2400	0000	640	\$25.00	
TSPC	Licensure	2400	0000	640	\$99.00	
TSPC	Licensure	2400	0000	640	\$99.00	
						\$25.00
Drake	Paint	2540	2542	000	\$296.51	x
Hubbards		2540	2542	000	\$25.24	
Big R	cart	2540	2542	000	\$100.00	

Transfer from Grant

\$296.51	Drakes
\$6.48	Lowes
\$20.00	Texaco
\$63.37	Lowes

\$386.36 Total

Lowes	razor blades gr	2540	2542	000	\$6.48	X
Texaco	Gas for lift	2540	2542	000	\$20.00	X
Lowes	misc supply	2540	2542	000	\$39.57	
Valley Sew	vaccum	2540	2542	000	\$593.99	
Lowes	Paint	2540	2542	000	\$63.37	X
Lowes	misc supply	2540	2542	000	\$120.26	
Valley Sew	fix vaccum	2540	2542	000	\$104.99	
Sears	Air conditioner	2540	2542	000	\$224.93	
						\$1,595.34
					\$15,652.62	

5. **Public Comment:** None present

6. **Discussion item:**

- a. **Capital Campaign Sydney Rudolph to join us-Sydney could not make it in for the meeting today. Lorraine McDonald** read an email from Sydney Rudolph see copy of email.
 - a1. **Handout from George Hoffecker** – See Handouts in packet; Sydney Rudolph volunteered to pay for one day for a presentation from George Hoffecker including lodging.
Lynn Sullivan arrived at 6:20
- b. **Strategic Planning – Lorraine McDonald** : See Handout, November 1st 1-5p.m. Dan Beck is willing to facilitate, Joe did pass on the information to the Parent Council. Invited Grant Chair, Angela Stuhr to come. Should we invite other committee chairs? **Lynn Sullivan** I think that inviting the committee chairs. **Katherine Holden** We should at least invite Faculty to attend. Michelle and Hannah will be inviting the faculty. Lynn will invite Ted Trujillo, Fundraising chair.
- c. **Exit interviews 8th graders and others – Lorraine McDonald:** 8th grade interviews see handout. What we can improve on Curriculum, specialty classes etc. anyone have anything to add to this. Lorraine # 1, Katherine #2, Lynn # 3, Mark #4, Krista # 5, Amy #6. Lorraine will call Amy with her list.
- d. **Director Job Posting / Recruitment timeline- Katherine Holden & Amy Rudolph: Katherine Holden-** We are making good progress and starting the discussion about what we are looking for? Have been in contact with other charter schools to see what their process is. Mark has been researching different website for postings. Amy has been in contact with other Public Charter School to gather information. **Michelle Coull** We went to the Eugene Village School and they have a ¾ time person who does the finances/ business management and they only have to do a portion of PERS etc. the teacher we met with was very happy with the way things were being run. **Joe Frodsham** Joe Purrera he is a little hesitant to reveal his process because they are pushing the envelope. **Katherine Holden:** At this point just figuring out what we want and how many people we want to employ. Add 20 min for the next board meeting. next meeting 11/11/14 meet at Star of the Morning at 5:00 p.m.
- e. **Kg, Specialty teachers mentoring and sabbatical- Lorraine McDonald:** Michelle talked with the specialty and KG teacher and both Nancy Escherich and LeAnn Tourzan are interested in sitting on a board committee researching possible sabbatical. **Michelle Coull** should we set the board members for the committee. **Katherine Holden** we should also get a copy of the final process for the Sabbatical. Tracy to send out final copy. Michelle will talk with Cori when she returns in November.
- f. **Sabbatical / Insurance Discussion – Michelle Coull:** The question arises about the insurance being the same as the other employee’s instead of being required to take the insurance benefit. The question that is coming up is when they are insured can they take the cash benefit. **Lorraine McDonald** personally I like the employee’s to have insurance. **Lynn Sullivan** I think opting out and not having insurance is not something that we should condone. **Joe Frodsham** one of the reasons we provide insurance is so our employees are healthy and if a medical concerns come up they are taken care of. We pay a higher rate thru OEBB because we have a group rate. Sometimes the younger people can get better insurance on their own. **Katherine Holden** do we want to

have our employees have insurance they should have to prove that they have insurance on their own. **Mark Sievert** So we are saying that they have to have insurance before they can take the compensation. **Michelle Coull** for me I got the bronze plan thru the OEBC and it only cost me about 180.00 per month. It is basically the catastrophic plan. **Krista Peterson** I am paying 270 per month for a catastrophic plan. **Lynn Sullivan** I think that the employee's should be the same amount of coverage that the school is offering. **Michelle Coull** then who would be in charge of the insurance to make sure it is acceptable. **Joe Frodsham** they would have to go thru me to make sure that they are comparable. **Mark Sievert** what would be the liability is for allowing the teacher to not have insurance. **Lorraine McDonald** Our view is that all of our teachers have to have insurance. **Perry Hart** another of our aspects. If one of our faculty gets sick and don't have insurance we are not going to say see you we would pass the hat and the community would feel the pinch on it also. **Lynn Sullivan** Basically we are giving the staff free insurance and they take the money as salary, is not what is intended. **Michelle Coull** so what I am hearing is that if the employee can prove that they have comparable insurance they can take the insurance money as salary. **Joe Frodsham** I think there is a set amount that the district in Eagle Point and depending on what plan you choose will depend on the how much out of pocket that you have to pay. **Hannah Jackson** is this for all staff and the person on sabbatical? **Lorraine McDonald** all staff member, we want all employees to have health insurance and if they choose to take that money and get a better policy is that o.k. **Lynn Sullivan** it is the law that anyone who is employed full time need to be offered insurance. Tracy will check with the OEBC to see about a change of the insurance stuff. **Joe Frodsham** I am thinking that we may need to make a policy for the insurance policy. I will call the OEBC and talk with the person who led us last time with the board policies. **Hannah Jackson** clarification that the employee can take the insurance as salary as long as they can prove they have insurance. **Katherine Holden** is we talking dollar for dollar or service for service. **Michelle Coull** I think that as an adult I would not like to have it done service to service, if I acknowledge that I know that I have insurance and am responsible for my own health insurance. **Joe Frodsham** deductible should be equivalent. **Lorraine McDonald** I think we can entrust our director to see that the insurances are comparable. **Joe Frodsham** we will have a preliminary board policy.

- g. Board Correspondence** – Thank you for Mary Jane Durham, Aimee Disharoon Health nurse for the school. Who else needs to be honored this month? **Krista Peterson** What about all of our Specialty Teachers? **Lorraine McDonald** Tracy who are some of the volunteers who have put in a lot of work at the beginning of this school year? **Tracy Boykin** Julie Furrer for the doing the reader board and beautification of the office and bulletin boards. Soo Lee for weekly volunteer in Michelle's classroom. Akiko Ellis for volunteering, Linda Beneventi for volunteer commitment. Gayla Snow for artistic contributions to our school.
- h. Policy Review part 1/ Drug Screening Policy** – **Lorraine McDonald and Michelle Coull:** Lorraine McDonald enter into a discussion to go through the policies. My first thought was to break it up and each board member to go through it. On a closer look we need to all know what is in the board policies. We need to either change the policies or come into compliance with our policies. **Lynn Sullivan** maybe we should invite the faculty or community to be involved with this. **Lorraine McDonald** I think that might end up being too much. I just want to make sure we all know what the policies are and pick up on the things that we need to make sure we are in compliance with. **Joe Frodsham** a lot of these policies are required by law and the ORS are at the bottom of each policy. **Krista Peterson** the policies are really pretty standard. If we have a problem we should be able to go to the policy and know how to address the issues. **Perry Hart** it was good to just read the policies not that I will remember what the policy is but will remember that I have read it and can go to it. **Lynn Sullivan** a lot of the issues that we may have to tackle was brought to us from the faculty. **Michelle Coull** both Hannah and I are here to take any issues to the faculty and/or the board. **Joe Frodsham** we are getting into legislature again and it might be good to have someone from the OEBC to update the policies. **Lorraine McDonald** Will you bring us a price on what that would cost. For instance we have a policy about evaluating the director we have been in school for going on 7 years and this is the first year we have done an evaluation so we need to make sure as a board that we are in compliance. In the interest of time please have everyone read and come to meeting with section D, Fiscal Management and E for next meeting.

- i. **Fundraising Committee Meeting report/ Pledge Drive – Lynn Sullivan** Maybe not doing so much individual fundraising from each class, doing more school wide fundraising. If the faculty as some point can come up with a budget of what they would need for incidentals for the classroom and or field trips this is a long term goal. Also there are fundraising forms that must be filled out and approved by the principal. Also discussed the pledge drive and the cross reference of the parents and faculty. Parents are feeling tapped at the end of the year. If we could do a fundraiser to reach out to the community so that our parents who are always reaching into their pockets to help support our school. **Krista Peterson** I don't know that I agree with that you can select to do a \$25.00 a month pledge. **Lynn Sullivan** the feeling that I was getting is that the parents who pledge are tired of seeing it every month in the news letters. **Joe Frodsham** I am totally for a 2 week annual giving campaign. My only concern is that it is right after Christmas. **Lynn Sullivan** it's at the first of the school and as a parent you are dealing out checks constantly during the first of the year. We decided that after the holidays would be a good time to try and do a 2 week annual pledge. We will be taking this to the parent council meeting. **Mark Sievert** do we have the option to do a monthly draw? **Joe Frodsham** you can go into your account and set up an automatic bill pay. **Michelle Coull** do we have a time to check in with different board members on the committee's like the welcoming committee. **Lorraine McDonald** if you have a report just make a request to have it put on the agenda. **Lynn Sullivan** would it be feasible to come up with an approximate amount for each year. **Michelle Coull** I wouldn't know what we would use until I am in that grade level year. **Hannah Jackson** a goal for each year what you would need for field trips etc. each year. **Lorraine McDonald** even if we have only 2 classes raising the money for the school I don't want any of the classes to not go because of circumstances. **Lynn Sullivan** it's not that you have to do the same field trips that the class before you went on but you would have a set amount to fund whatever the field trip would be. With the exception of the 6th – 8th graders who will be raising monies for their 8th grade trip. **Katherine Holden** the potential is that field trips taken from 1-7th grades those field trips would be fundraise by school wide fundraising. However when they enter 6th grade they would also start fundraising for their 8th grade trip. **Joe Frodsham** I suggested to Ted that the Equal Exchange and the Jog-a-thon go for the school wide. **Lynn Sullivan** I think what Lorraine is saying is that just because my son sales more equal exchange then Krista's daughter he should have a better field trip.

7. Action items:

Approval of the adjusted school calendar: **Joe Frodsham** we are planning on going to the alliance conference we would be leaving on the 16th of January and then the 20th January would be a teacher work day. **Lorraine McDonald** will we still meet the instructional requirements. **Joe Frodsham** yes we did the calculations and we are fine with the instructional requirements with the exception of 4th and 5th grade which we had to make an adjustment of 10 min per day taken away from Lunch time to make up the difference. As long as we do not have more than 2 snow days, if we do we will have to make another adjustment. **Katherine Holden** **I motion to approve the adjustments to the 2014-15 school calendar with the highlighted dates on the calendar.**

8- Aye (Coull, Hart, Holden, Jackson, McDonald, Peterson, Sievert, Sullivan)

0-No

Motion approved

8. Informational Items:

- a. **Joe's update Misc.:** You should all have the budget to actual in your packets (see handout). We had a lot going on last year with putting in a new classrooms, stairwells and ramps. So when you look at the budget to actual some of the figures are really daunting which are only one time expenses. Also I use those to budget for this year's budget (see this year's final budget 2014-15).

Katherine Holden Left at 8:25 p.m. / **Lynn Sullivan** left at 8:29 p.m.

- b. **Contact list for Board Members** – see handout

9. Closing Verse

10. Meeting Adjourned: 8:45 p.m.

Board President or Board Chairman Signature

- Michelle and Hannah will be inviting the faculty to the Strategic Planning meeting on November 1st from 1-5 p.m. at Joe's House
- Lynn Sullivan will invite Ted Trujillo to attend the Strategic Planning meeting on November 1, from 1-5 p.m. at Joe's House
- Lorraine McDonald will call Amy with her call list for 8th grade exit interviews.
- Lorraine, Krista, Amy, Katherine, Lynn, Mark to make calls for 8th grade exit interviews by next meeting.
- Tracy to add Directors search to next month's meeting with 20 minutes
- Next Directors search committee meeting on 11/11/14 at 5:00 p.m. at Star of the Morning in Jacksonville.
- Tracy to send out final Sabbatical copy
- Michelle to talk with Cori when she returns in November and bring to next meeting.
- Tracy will call the OEBC to see about changing the insurance
- Joe will see about the comparability of the insurance.
- Joe will call the OEBC and talk with the person who led us the last time with board policies.
- Joe will call the OEBC and see how much it would cost to update our policies.
- Lorraine will send out the next list of policies D & E and the policies that are on hold.
- All members to review D & E and come ready for discussion at the next meeting.