

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, November 19, 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

*Review book study for 'Partnership of Hope' Option to see if the board wants to do the study. Study will begin next month 1<sup>st</sup> chapter. Order 4 books*

**1. Call to Order/ Roll Call: 6:10 P.M.**

**2. Opening Verse led by Joe Frodsham**

**3. Approval of minutes and agenda adjustments: Lorraine McDonald welcome to Lee Magnuson**

**Adjustment: add pedagogical committee to the strategic planning section. Exit interview will be tabled until next month. Katherine Holden motion to approve the minutes from October**

**7- Aye (Coull, Hart, Holden, Jackson, McDonald, Peterson, Rudolph, Sullivan)**

**0-No**

**Motion Approved**

**4. Approval of consent agenda**

**a. Budget: Expenditures for October: Lynn Sullivan I motion to approve the consent agenda for the month of October**

**7- Aye (Coull, Hart, Holden, Jackson, McDonald, Peterson, Rudolph, Sullivan)**

**0-No**

**Motion Approved**

**CONSENT AGENDA:**

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**Government Account – October 2014**

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

Beginning balance \$143,015.40

Checks cleared from previous month

50786	50787	50788
50790	50791	

\$ 660.00

Checks cleared this month

50794	50795	50796
50797	50798	50799
50800	50802	50803
50804	50805	50807
50808	50809	50810
50811	50812	50813
50814	50815	50818
50819	50822	50823
50824		

\$11,421.49

Total amount cleared \$12,081.49

Checks not cleared

50716	50801	50806
50816	50817	50820
50821		

\$ 2,010.07

Voided checks 50784

Electronic Payment 26 transactions \$111,218.24

Voided electronic 0

Deposits 6 Deposits \$133,806.37

Ending balance \$ 153,522.04

**Private Account – October 2014**

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

Beginning balance \$79,967.68

Checks cleared from previous month

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\$

Checks cleared this month

1806	1809	1811
1812	1813	1814

1815	1817	1818
1819	1820	1821

\$5,083.90

\$5,083.90

Total amount cleared  
Checks not cleared

1767	1785	1807
1810	1816	

\$184.97

Voided checks 1808

Electronic payments 3 transactions

\$ 2,609.36

Voided electronic 0

Deposits 4 deposits

\$ 4736.84

Ending balance

\$ 77,011.26

### High Yield Savings Account – October 2014

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

\$59,237.48

Interest payment

\$ 5.01

Ending balance

\$ 59,242.49

### Savings Account –October 2014

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, 258.93

Interest payment

\$ 20.33

Ending balance

\$ 240,279.26

### Payroll Account –October 2014

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

Beginning balance

\$ 2,688.09

Deposits 2 transaction

\$ 65,000.00

Electronic withdrawals 6 transaction

\$ 66,139.02

Ending balance

\$ 1,549.07

## 5. Public Comment: Acknowledgement of Lee Magnuson

### 6. Discussion item:

- a. Strategic Planning review – Lorraine McDonald:** Review of the top 5 priorities strategic planning session to discuss prior to sending it to Dan Beck to make our strategic plan change inlay to 'in place' **Amy Rudolph** regarding the pedagogical committee what exactly is their role? Will they just be making suggestions or do they have the right to require certain aspects of the pedagogical? Also in the newsletter the Parent Council is working on creating a Pedagogical committee? **Joe Frodsham** I went to the Parent council meeting and didn't hear anything about that, I believe they put that in the newsletter as a note from the strategic meeting we had. **Amy**

**Rudolph** I was also wanting to get a couple of faculty members on the committee I was thinking Allison Casenhiser and Jane Higgins, but don't want to limit it to those people. **Hannah Jackson** I don't know if they would be interested and we could put it on the next faculty meeting agenda and see who is interested. **Michelle Coull:** Our next meeting will not be until December. **Katherine Holden** the committee itself may have to come up with the guidelines for the committee. **Amy Rudolph** so they would be more of an advisory role. And not make policies etc. **Joe Frodsham** 4-5 years ago I asked for a pedagogical committee, what scared me was the pedagogical committee wanted to meet every week and oversee the staff and curriculum. I didn't want them to be an oversight committee, more of a committee to go to that can do research for us, if you go to any school and it has different opinions on what the Pedagogy should be. I guess you could do it on a regular basis like quarterly, being a resource to the school. **Amy Rudolph** Basically an advisory committee doing research and support. **Lorraine McDonald** it would be good to have additional help for Mechtild, staff, parents. **Amy Rudolph** we could put in the newsletter the chair person as a contact person. **Joe Frodsham** An example: I have a question about mirrors in the bathrooms? I called Catherine Razi at the Siskiyou School and asked them if they had mirrors in their bathrooms and she replied 'yes we have always had mirrors in our bathrooms.' **Lorraine McDonald** we do need to have some clear guidelines that if there is a complaint that they go through the chain of a complaint procedure. **Katherine Holden** I would discourage parents from going directly to the pedagogy committee that they would go to the teacher first and then the teacher could take it to the committee. **Michelle Coull** I really like the idea of direct communication. **Joe Frodsham** I would hope that the parents would not undermine the teachers. **Perry Hart** the college of teachers that many of the Waldorf schools have, we are a little bit describing what we would want in a Pedagogical administrator. I wonder about exploring that a little bit. **Lorraine McDonald** it could be a work in progress. **Lynn Sullivan** I would think that they could be great for support, but am worried about them getting bogged down by an abundance of parental questions. I would rather have them be a big help to the committee's like the Festival committee etc. **Joe Frodsham** maybe have them do an article in the newsletter as a way to enhanced parental knowledge. **Lee Magnuson** is there a pre training of parents before getting into this school? **Lorraine McDonald** all parents need to attend an orientation session prior to the student enrolling. **Lee Magnuson** do you have a list of resources? **Lorraine McDonald:** not at the present time however that would be something that the committee could put together for parents who are interested in learning more. **Michelle Coull** I was talking to a person from the Medford School District and she had stated that she wished that the parents would understand that this is really a lifestyle choice not just a school choice. **Joe Frodsham** we do start with this, but it tends to fall off over a period of time. **Krista Peterson** I have heard that many of the students were pointed to us, as a good fit for students who have a hard time getting along in the regular school. Some we have helped immensely, but some of the other have not adjusted and create problems within the environment of the classroom. **Katherine Holden** Michelle what did you really mean about your statement 'To have this in place would be great?' **Michelle Coull** having a strong library and a pedagogical committee to strengthen the needs for our families. **Lynn Sullivan** I think they would be good to get a list of reading materials together to help parents. **Katherine Holden** I just worry about them getting overwhelmed.

**C. Director Search update: Katherine and Amy:** Amy and I met again last week the conversation, and timeline what are we hiring and what are other schools doing. I wanted to spend some time going over some different options. The first page are just being pulled from our Director evaluations. 2<sup>nd</sup> page is there are some schools who have a director and a curriculum director/ pedagogical director etc. the director would be still in charge of a lot of the school, where the pedagogical director would work more with the staff, parents, curriculum. 3<sup>rd</sup> page Director and a Business manager. The director would be in charge of the school and the business management would be in charge of the fiscal management of the school, and thing such as the physical facilities, organizational management. **Joe Frodsham** Would also include the student discipline? **Katherine Holden:** page 4 represents more of a ½ and ½ job a principal on the ground with the parents and students, community resource hub. And a school manager taking on the business end of things and the ethical stuff. As we start to think about the future are we going to be replacing Joe's position with someone who does it all or do we want to have a different format. I talked with the Siskiyou School and their hiring has gone on a lot longer than they

have expected. **Lynn Sullivan** It sounds like we will have to see what is out there and see which one would fit into. **Lorraine McDonald** we could focus on our ideal job but remain flexible. **Amy Rudolph** most of the schools I have talked to have more than one person doing the job. **Katherine Holden** looking at what we want to strengthen and where we are with the budget. Last page is just what Amy had gathered from the different schools and a breakdown. **Amy Rudolph** I contacted schools who have single tracks going thru so approximately our same size and asked how their administration was organized, if they had one or two people and what the salaries were. **Lorraine McDonald** I think it is great to have an idea of what other schools our size are doing. What are they or aren't they doing to accomplish this. **Hannah Jackson** my gut feeling is that it would be great to have two people doing this job. But also that they work well together. **Lynn Sullivan** it also speaks to the strategic plan as well. It might cost us a little money but it may be well worth it and pay us back in spades. **Katherine Holden** to interview the administration about what jobs they do that could be delegated to someone else and even the teachers. **Michelle Coull** This is a great starting point and I would like to talk to the budget committee and find out what realistically we are looking at budgetary. **Lynn Sullivan** there are many things that could be done by people at a minimum wage job and take some of the pressure off of the office. **Katherine Holden** we want to start gathering information. **Amy Rudolph** I have set up a meeting with Mechtild Howard because she has been here thru all of the administrators. **Joe Frodsham** I would also like to know what the other schools are paying their teachers. The last thing we want is to be top heavy. If you ask the teachers from the Medford School District where the most money is wasted they will tell you it is in administration. Possibly send out the questions you have for the teachers and maybe have one of you come and present at a faculty meeting.

**D. Kindergarten/ specialty sabbatical:** **Lorraine McDonald**, Cori is back and Michelle was going to find out if she would be interested in sitting on the committee. **Michelle Coull** I have not talked with Cori since she has returned. **Krista Peterson** I will be happy to contact the specialty teachers and feel out what they have to say and bring it back to the board.

**E. Thank You's – Specialty teachers.**

**F. Policy Review – Sections D & E:** **Lorraine McDonald** there was a lot in there and I have some questions about **Fiscal Management and support services. Public charter school budget, Investment of funds** – look into by the budget committee, **Authorize signature** - ? Annual organizational meeting after June 1<sup>st</sup>. isn't our annual meeting in May? **Change the date to May 1<sup>st</sup>**, **Financial support and statements policy DIC**, I think we could do better on this, maybe see the budget to actuals on a monthly basis. **Get budget to actuals each meeting.** **Krista Peterson** I would like to volunteer to get a price on getting a new accountant. **Audit**, move the review from the policy that says **review audit contract find out who KU uses**, **Public Charter School Purchasing, Reimbursement** it would be good to have something written up about purchases under a certain amount can be purchased and reimbursed. **Joe to do an AR for reimbursement Disposal of Charter school supply. Section E: Safety program, Krista Peterson will come with Joe and Roger once a month and take notes.** What are OSHA requirements? **Joe Frodsham** we have the MSDS sheets and the proper dispense unit. Coordinator for safety is Joe Frodsham. **Use of charter school and equipment** exceptions must be approved by the director. **Research requirement for the lock down drills. For December read on sections G (personnel) & I (Instruction).**

**G. Fundraising report:** **Lynn Sullivan** Auction is scheduled for February 28 at the country club, there will be things that Debbie will want the board to do. She will be showcasing the kids' projects, so will need pictures of the kids working on the projects. **So please talk to the faculty at the next meeting so the teachers know to take pictures or let someone know when they will be doing their projects so they can be documented.** Fundraising committee less class specific fundraising in the lower grades, until they get up into the upper grades to start fundraising for the 8<sup>th</sup> grade classes. Ted is feeling like the fundraising police, he is frustrated with people not going thru the proper channels. He is looking for a direction as to how he should proceed. All fundraisers should go thru the committee for approval. 6<sup>th</sup> – 8<sup>th</sup> grade have options to do their own fundraising for the 8<sup>th</sup> grade trip. This should be coming from the Fundraising committee, Faculty and Pedagogical committee as a final approval. **Joe will facilitate this.**

## 7. Action items:

**a. Approval of cell phone reimbursement for Faculty:** **Joe Frodsham** I do not budget a bonus in the budget. In working with Logos last year there are certain legal reimbursement that we can do. IRS will allow us to

reimburse a reasonable amount for Cell phone usage. **Lorraine McDonald I move to approve the reimbursement for the Cell phone for the 2014-15 School year.**

**6- Aye (Holden, Hart, Rudolph, McDonald, Peterson, Sullivan)**

**0-No**

**2 – Abstain (Coull, Jackson)**

**Motion Approved**

**b. Add Lorraine McDonald to the signature card at Chase Bank. Amy Rudolph I motion to put Lorraine McDonald on the Signature Card with Chase bank.**

**8- Yes (Coull, Hart, Holden, Jackson, McDonald, Peterson, Rudolph, Sullivan)**

**0-No**

**Motion Approved.**

**8. Informational Items:**

**a. Joe's update Misc.:** I only have one thing on my agenda, wanted all of you to see the ceramic's in the bathroom at my house during the Strategic Planning Meeting, I just want to make you aware of the fact that in the public school the teachers do the same lesson plans year after year, as you can see by the same figuring's from each of my children and our teachers recreate their lesson plans each and every year their dedication to the school, curriculum and students at Madrone is to be commended.

**9. Closing Verse**

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

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Board President or Board Chairman Signature

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- *All board members: Read 1<sup>st</sup> chapter of Partnership of hope.*
- *Tracy to Order 4 copies of the Partnership of hope.*
- *Hannah and Michelle to ask at the next faculty meeting which faculty members would be interested in sitting on the Pedagogical Committee.*
- *Krista Peterson will contact the specialty teachers about sitting on the committee to research potential sabbatical for Kindergarten and specialty teachers.*
- *Tracy to change the date on the Policy DGA from June 1 to May 1.*
- *Tracy to add the budget to actuals for each meeting.*
- *Review audit contract*
- *Tracy find out who KU uses for their audit's*
- *Joe will create an AR for reimbursement's*
- *Krista Peterson will join with Joe and Roger once a month and take notes for the safety committee.*
- *Joe or Tracy to research requirement for the lock down drills.*
- *All board members to read sections G (personnel ) & I (Instruction) for December's Meeting*
- *Hannah and Michelle to talk to the faculty at the next meeting, so the teachers know to take pictures or let someone know when they will be doing their projects so the auction committee can showcase.*
- *Joe will facilitate a meeting with the Fundraising, parent council and pedagogical committee.*