

MADRONE TRAIL PUBLIC CHARTER SCHOOL
Jackson County, Oregon
Meeting of the Board of Directors, Regular Meeting
Wednesday, November 20, 2013- 6:00 p.m.
Madrone Trail Public Charter School – 3070 Ross Lane, Medford, Or 97502

Board Members

Mr. Dan Beck

Joseph Frodsham

Mr. Cliff Beneventi (on leave)

Tracy Boykin

Dr. Lorraine McDonald

Mr. Perry Hart

Katherine Holden

Lynn Sullivan

Michelle Coull

Discussion of sixth chapter from *'The Way of a Child'*

1. **Call to Order/ Roll call:** 6:21 p.m.
2. **Verse** – led by Joe Frodsham
3. **Interview of prospective Board Member Amy Rudolph**
 - a. **Lorraine McDonald** Where are you at with your training? **Amy Rudolph** I have put it on hold for a while I just recently went down to the Rudolph Steiner College for a conference focusing on media with the remedial students, and how to deal with the effects that comes with the influences of too much media. **Lorraine McDonald** can you tell me what remedial means? **Amy Rudolph** It is working with students with special needs. A lot of times you are going back and redoing the basics, like movements that should have developed at a younger age. **Lorraine McDonald** There is diagnostics involved. **Amy Rudolph** Yes a lot of assessing. **Lorraine McDonald** There seems to be a greater need. **Amy Rudolph** Yes. **Perry Hart** how long is the program? **Amy Rudolph** it is a 3 year program.

- b. Katherine Holden:** Why are you interested in being on the Madrone Trail Public Charter School Board of Directors and what is your understanding of the role of the board member? **Amy Rudolph** I feel very connected with this school. I was the Kindergarten teacher here for 3 years. I was also a Waldorf student myself growing up, I feel it is a valuable form of education. I was very blessed that my parents were able to send me to a private Waldorf school. I feel like it should be available to everyone. The perspective that is taught at this school specifically. And help out with fundraising.
- c. Dan Beck:** In what ways do you see yourself contributing to the board and the future of our school? **Amy Rudolph** I would like to see more gardening, live animal instruction and continuing to grow with the community
- d. Michelle Coull:** What are two things you are passionate about in your life? **Amy Rudolph** Just recently got into bee keeping. Lately I got into being more sustainable in my personal life. Also love crafting and knitting when I have time. I made a decision in January to make every gift I have given this year and so far I have held up to that. It really makes me think and put meaning into my gifts.
- e. Perry Hart:** What are your ideas on fundraising? **Amy Rudolph** I have some ideas for the auction, after attending a couple of functions, The Portland Waldorf school auction last year had the silent action separate from where you sat down and ate the bidding was open until the salads were served then they were closed to put more of a focus on the live auction.
1. **Katherine Holden:** Board members tend to dedicate energy, resources and time (about 8-10 hours a month) participating in a variety of tasks, including:
- Keeping informed about the school and its issues by reviewing materials, participating in discussions, asking strategic questions and providing financial oversight.
 - Actively participating in one or more fundraising events(s) annually.
 - Using personal and professional contacts and expertise for the benefit of MTPCS.
 - Serving as a committee or task force chair or member.
 - Giving an annual financial contribution and supporting capital campaigns at a level that is personally meaningful.

How do you see this level of commitment fitting into your life? **Amy Rudolph** I think it is manageable, I am in a place where it will fit with my current schedule, after taking some time off I have a lot of energy and am excited to get started.

- f. **Dan Beck** What do you perceive might be some of the challenges facing this school? **Amy Rudolph** I feel like the last year or so I have not been involved with this school. I do not know what the biggest challenge is, I think from what I have heard in the community, it is the demands for their student to be in this school.
- g. Do you have any questions? **Amy Rudolph** what is the role of the board member? **Dan Beck:** we are involved in a strategic plan for where the school is heading. We don't get involved in the daily activities of the school. We are in the process right now of strategic planning, that is one of our most important roles to know where we are headed for the future. **Lorraine McDonald** also financial oversight and legal oversight to make sure we are not jeopardizing the school in anyway. DB we are corporation and we have a judiciary duty to make sure we are upholding the legal aspects of the school. I can also give you references on line for specifically the charter school. Legalities.

- 4. **Agenda adjustments and approval of minutes:** adjustments to agenda adding under discussion items: Categories of responsibility, Building usage, Waiver update, Pledge Drive update, Tom Wilcox, CPA update.

Lorraine McDonald I will move to approve the minutes of the October 23, 2013 board meeting minutes as written. 2nd by Perry Hart

5 Aye (Beck, McDonald, Hart, Holden, Coull)

0-No

Motion approved

- 5. **Public Comments:** - none

- 6. **Discussion items:**

- a. **Full Day Kindergarten:** Joe Frodsham (10 Minutes) I looked at the legislation of the full day kindergarten, my understanding is that the Waldorf curriculum is 4 days a week and ½ day program. The legislation does not say we are required to provide a full day kindergarten. At the beginning of next school year the districts that offer the full day program will be offered the full weight of the students. **Dan Beck** could we provide a full day and have the parents choose if they want their students to stay? **Joe Frodsham** I will have to research that aspect. The current

Oregon law states that ½ day kindergarten must meet state standards. Which we do not do, because of the Waldorf curriculum. **Michelle Coull** – If we are not providing that now is it something that they will require. **Joe Frodsham** I will have to look into that just from looking at this we do not have to change anything. **Perry Hart**– is this legislation going to require all public schools to provide full day kindergarten? **Joe Frodsham** Yes, all have to provide full day Kindergarten by 2015. **Katherine Holden**– do we have to follow the full minute allotment as the state? **Joe Frodsham** – Yes we have instructional minutes that have to be met. **Michelle Coull** – I would think that we need to ask the parents to see if there is need for the students to stay all day. **Joe Frodsham** – it is a fine line to balance the state standards with the Waldorf pedagogy as we flush out our program and make sure our programs are we staying true to the Waldorf methods.

- b. Sabbatical for next school year:** Joe Frodsham (10 Minutes) Next year we will have a teacher eligible for sabbatical we have been talking about this and we have budgeted for it this year, I wanted a place holder in the budget. What I need the board to do is develop a sabbatical policy for the teachers, they are looking forward to their sabbaticals and it's a huge benefit for them. My personal preference would be, if they have gone 1-8 they get the full year off. Sara will have been with us for 4 years she would get a ½ year of sabbatical she could work ½ days all year or work the first ½ of the year and take the second ½ of the year off. **Lorraine McDonald** One thing I was noticing is how much we are spending on Substitutes what if they want to come in and sub when they are off on sabbatical? **Dan Beck** we don't say they are limited, but it is prorated for the number of years you have worked. **Joe Frodsham** we are pretty much on the 1-8 track, so if we can make a policy that outlines how we implement sabbaticals. **Dan Beck** could you please make a rough outline as to what you would like to see. **Lorraine McDonald:** I know at the Siskiyou school they have the 8th grade teacher, rotate to the 1st grade aide, this gets them ready to be a 1st grade teacher again and is only a 3 hour position. **Katherine Holden** maybe you could start getting feelers out to the teachers to see what they would want to see as a sabbatical year. **Joe Frodsham** we will be discussing this at a faculty meeting in the near future .
- c. Strategic Planning:** Dan Beck (10 Minutes) We put some time into this and want to keep people involved in the process. See sample of the weaknesses plan, starting point for our strategic planning. Now we need to focus on the upper left hand corner and figure out what projects we

want to work on first. Still working on documenting what we did before so that we can prioritize what projects we need to work on, assign team leaders etc. be thinking about when we want to get together and work some more on the strategic plan. **Joe Frodsham** I think that maybe the first part of the year would be good so that we can proceed. **Dan Beck** – I will work on getting the threats, challenges and strengths together. **Lorraine McDonald** we need to think about the passion that each of us have as an individual and what we want to take on.

- d. **Draft of different categories of the responsibilities of board members.** Lorraine McDonald – will send it directly to Joe Frodsham for review for next board meeting.
- e. **Building usage agreement-** Joe Frodsham we are getting people requesting to use our facilities. We did have gentleman who used our gym for a 2 week science class. We have had a request from Jen Coons to have the fencing class use our facilities 4 nights a week. That the organization refinishes the floor each year for use of the facilities. I would like to come up with a usage schedule to present to the board. I will see if I can come to an agreement with the fencing club about the price. **Lorraine McDonald:** they would have to be flexible with our plays and evening activities; security and heating and wear and tear of the building. **Joe Frodsham** we did go over the security and the activities, they do have liability insurance.
- f. **Waiver update Lorraine McDonald** I tried to contact the alliance of Waldorf education to let them know that we are seeking a waiver. **Joe Frodsham** I had a conversation with Rainbow from the Alliance: He said he knew of no public charter school that has that type of a waiver, and that if we get it approved to let him know. **Dan Beck**– I believe Julie Evans wants to make sure we are not being exclusive. **Joe Frodsham** I don't know if they were her concerns or coming from Phil Long, how is that we are a Public school and how can we prove that we are still being fair to the public as a whole by making this waiver. This is a catch 22 I explained how it is better to the school for the cohesiveness. She said we are discriminating. **Katherine Holden** – Lottery goes hand in hand with the charter school, so I knew this would be a hard one to get approved. **Lorraine McDonald** we don't have to go through the school district and when asked by the State, we just say we do not have district support. **Michelle Coull** part of the way we got our charter was that we would be servicing these children. **Lorraine McDonald** we believe we would be bringing children into the district by offering the school to this specific population. We are trying to serve the children that the school was

created for. **Joe Frodsham** if we just inform them that we are doing this they may not even have to take it to the board, this does not necessarily have to come up to the board for a vote for the Medford board. It will be a long shot. **Lorraine McDonald:** For the overall health of our school this is the best thing for our school.

g. Pledge drive update: Joe Frodsham Last time we were at 32% we are now at 37% participation. If we can show that the parent body is behind us it will make getting funding from grants etc. easier. **Lorraine McDonald** I think we need to put out in the newsletter that we have jumped from 4% participation from last year to 37% for this year. So let us celebrate this and say if you can just send in your pledge drive card, also let them know we are reaching for the 100% participation .

h. Tom Wilcox meeting: Joe Frodsham: we are required and legally liable and responsible for all fundraising expenditures and all monies have to be receipted we are currently having issues with students taking home monies for fundraisers and parent controlling the funds this is not acceptable.

7. Action items:

a. Vote on Prospective Board Member Amy Rudolph.

Katherine Holden- I motion to add Amy Rudolph as a new board member 2nd by Michelle Coull. Lorraine McDonald: Discussion I am excited to have you joining the board.

5- Aye (Beck, McDonald, Coull, Hart, Holden)

0-No

Motion approved.

8. Budget expenditures for October

Government Account – October 2013

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

Motioned by Lorraine McDonald 2nd by Perry Hart

5- Aye (Beck, McDonald, Coull, Hart, Holden)

0-No

1- Abstain (Rudolph)

Beginning balance

\$83,870.60

Checks cleared from previous month

50474	50486	50494

\$505.75

Checks cleared this month

50496	50497	50498
50499	50500	50501
50502	50503	50504
50505	50506	50507
50508	50509	50511
50512	50513	50515
50516	50517	50518
50519	50520	50521
50522	50525	5526
50528		

\$13,467.09

\$ 13,972.84

Total amount cleared

Checks not cleared

50490	50510	50514
50523		50527

\$459.69

Voided checks 1 - 50524

Electronic Payment 26 transactions

\$96,343.94

Voided electronic 0

Deposits 5 Deposits

\$129,584.80

Ending balance

\$103,138.62

Private Account - October 2013

I motion to approve all deposits and expenditures in the private account for the month of October as stated in the packet. Any questions? Lorraine McDonald explain to me about the scrip. All scrip

monies are paid to the school then the % is kept and the school pays only the amount due less the percentage.

Motioned by Katherine Holden. 2nd by Perry Hart

5- Aye (Beck, McDonald, Coull, Hart, Holden)

0-No

1-Abstain (Rudolph)

Motion approved

Beginning balance \$41,476.12

Checks cleared from previous month

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Checks cleared this month

1683	1684	1685
1686	1688	1690

\$6,774.21

\$6,774.21

Total amount cleared

Checks not cleared

1687	1689	
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\$225.00

Voided checks 0

Electronic payments 4 transactions \$2,554.08

Voided electronic 0

Deposits 9 deposits \$20562.69

Ending balance \$52,710.42

High Yield Savings Account –October 2013

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

Motioned by Lorraine McDonald 2nd by Perry Hart

5- Aye (Beck, McDonald, Coull, Hart, Holden)

0-No

1-Abstain (Rudolph)

Motion approved

Beginning balance \$59,175.49

Interest payment \$ 7.52

Ending balance \$59,183.01

Savings Account – October 2013

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

Motioned by Katherine Holden 2nd by Lorraine McDonald

5- Aye (Beck, McDonald, Coull, Hart, Holden)

0-No

1-Abstain (Rudolph)

Motion approved

Beginning balance	\$184,993.06
Interest payment	<u>\$31.37</u>
Ending balance	\$185,024.43

Payroll Account – October 2013

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

Motioned by Lorraine McDonald 2nd by Perry Hart

5- Aye (Beck, McDonald, Coull, Hart, Holden)

0-No

1-Abstain (Rudolph)

Motion approved

Beginning balance	\$30,912.21
Deposits 2 transaction	\$60,000.00
Electronic withdrawals 9 transaction	<u>\$89,491.74</u>
Ending balance	\$1,420.47

I did bring the audit report, we got a clean report from the auditors. Each year we make a few modification to help clean up the accounting even more. Some of our teachers take the health insurance pay out instead of taking insurance, which we will need to make another line item for. So each year we are making advances with our audit. **Lorraine McDonald** I would like to have a breakdown of the private account so that we can move forward with possibly splitting the entities? **Dan Beck** – do we need to split them or can we just put it in the books. I would feel more comfortable splitting the entities just so everything is very clean. To rent the school building from the Initiative. **Joe Frodsham** – my biggest goal is to make sure we can give the teachers raises each year and I don't want to tie up too much of the monies from the government account so that this doesn't happen. **Dan Beck** we are not saying that, we are very supportive of the teachers being given their raises. We are only talking about a small investment in creating this entity. If we know of other schools who are doing this it would be really great to get some guidance. **Joseph Frodsham**: I will call Conor who is with Pauly Rogers Compan and see if he can give us some directions. **Dan Beck** I would like to get some more information and know the ins and outs of the way it is handled. I will do some research also.

9. Informational items:

- a. **Building update: Joe Frodsham** –We did our building update in the discussion items.
- b. **Cliff Beneventi leave of absence.** Joe Frodsham called the OSBA and they said that if we do not have a policy then he is a voting member. Lorraine McDonald will create a policy for the next meeting. **Dan Beck** can we please get a copy of the new bylaws submitted to the district electronic.

10. Closing verse led by Joe Frodsham

11. Meeting adjourned : 8:02 p.m.

Signature Board President or Chair