

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, February 10, 2016- 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

Louise Lavergne

Lorraine McDonald

Amy Rudolph

Mark Sievert

Lynn Sullivan

*Review book study organizational integrity by Torin Finser*

**Call to Order/ Roll Call Opening Verse led by Joe Frodsham 5:38 p.m.**

1. **Approval of minutes and agenda adjustments:** I motion to approve the minutes of the January 2016 board meeting and the special meeting on January 27<sup>th</sup>, 2016 Amy Rudolph 2<sup>nd</sup> by Lynn Sullivan  
**7- Aye (Hart, Higgins, Jackson, Lavergne, McDonald, Rudolph, Sullivan)**

**0 – No**

**Motion Approved**

**Agenda adjustments:** public comments from Alyssum Barber tabled. Lynn Sullivan: Time and date of the board meeting as item g. Lorraine McDonald add Karen Bailey schedule for the two weeks she is here as item h. Move the consent agenda to after public comment.

2. **Public Comments:** Alyssum Barber regarding letter she wrote at the end of last year. – Tabled Alyssum was not able to make the meeting

3. **Consent Agenda –**

**CONSENT AGENDA:**

**Government Account – January 2016**

I motion to approve all deposits and expenditures in the government account for the month of January as stated in the packet. Lynn Sullivan 2<sup>nd</sup> by Amy Rudolph

**7 – Aye (Hart, Higgins, Jackson, Lavergne, McDonald, Rudolph, Sullivan)**

**0-No**

**Motion Approved**

Beginning balance \$114,305.90

Checks cleared from previous month

51362		
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\$ 450.00

Checks cleared this month

51384	51385	51386
51387	51388	51389
51390	51391	51392
51393	51394	51395
51396	51397	51398

\$3,522.20

Total amount cleared \$3.972.20

Checks not cleared

50912 Jane Higgins \$27.00	50928 Hannah Jackson \$148.31	51308 - \$20.00 Gabe Ramirez
51360-\$75.00 Edward Williams	51377-\$50.00 Richard Peters	\$ 320.31

Voided checks

Other Fee

Electronic Payment 31 transactions \$103,225.11

Voided electronic 0

Deposits 2 Deposits \$106,221.00

Ending balance \$113,319.64

**Private Account –January 2016**

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

Beginning balance \$72,281.17

Checks cleared from previous month

3047		
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\$50.00

Checks cleared this month

3063	3064	3065
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\$2,830.21

Total amount cleared

**\$2,880.21**

Checks not cleared

1767- Rachel Tribbett \$17.67	1785- Rachel Tribbett \$25.26	1859-Ash ice rink- \$50.00
3020- \$47.17 Cori Royer	3042-\$56.87 Perry Hart	3049-\$130.00 Wildlife images

**\$326.97**

Voided checks

Fees

Electronic payments    4 transactions                              **2,069.43**

Voided electronic    0

Deposits    **\$10,716.80**

Ending balance    **\$78,048.33**

#### **High Yield Savings Account –January 2016**

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

Beginning balance    \$59,304.61

Interest payment    \$        2.34

Ending balance    \$59,306.95

#### **Savings Account –January 2016**

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

Beginning balance    \$240,547.95

Interest payment    \$        15.28

Ending balance    \$ 240,563.23

#### **Savings Account – January 2016(2)**

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

Beginning balance    \$17,255.97

Interest payment    \$        .41

Transfer    \$        0.00

Ending balance    \$ 17,256.38

#### **Payroll Account –January 2016**

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

Beginning balance		\$ 4,350.76
Deposits	2 transaction	\$ 64,000.00
Electronic withdrawals		<u>\$ 66,425.51</u>
Ending balance		\$ 1,925.25

4. **Public Interview for Sherri McFarland: Lorraine McDonald** Welcome to Sherri McFarland as a perspective board member. **Lorraine McDonald** Thank you so much and I feel like you have a strong financial background and will open up the interview to the board. **Katherine Holden** Why do you want to be on the board and what is your understanding of what is required? **Sherri McFarland** I know it is really hard to find people to volunteer their time, I have extensive QuickBooks experience. Some of the requirements would be to participate as part of the budget committee from start to finish. **Lynn Sullivan** What are two things you are passionate about? **Sherri McFarland** One is family and the second is community. I have been fortunate to be able to stay home with my kids, I felt like I brought them into this world and it was my responsibility to raise them. **Amy Rudolph** What is the draw to for you and your family to attend Madrone Trail? **Sherri McFarland** I think the best thing about this school is the sense of community; knowing that you are having to ride that fine line of being a charter and staying true to the Waldorf foundation. What I have seen is the requirements from the government and State mandates Madrone has really done merged the two and created a wonderful environment for children. Things to work on: because of our budget we are limited to who we can hire an example would be the specialty teachers. We can't pay them what they would get at other buildings and so we don't always end up with the best fit for the school. **Louise Lavergne** What has been your experience with Madrone? **Sherri McFarland** I brought Hannah to Madrone in 2<sup>nd</sup> grade she has always been a gifted students, but learns differently she can't sit for 2 straight hours in a chair. After the first visit she said she would never go back to her other school. Austin started in Kindergarten and is now in 3<sup>rd</sup> grade. I try to volunteer for bake sales, class field trips and classroom help etc. **Perry Hart** What are the aspect of Waldorf that you feel might be different? **Sherri McFarland** Teaching the kids where they are at emotionally and physically, when choosing the Curriculum I looked at the heart of the school and what it represented. I have been able to work with the teacher for years since the student is with the teacher from 1-8 grades. This has created a partnership with the teacher and a respect for the teacher that Hannah hasn't had in the past. No one is going to know my child in 9 months having the teacher loop with her has made all the difference in her success. **Jane Higgins** How do you see the board working in a charter school? **Sherri McFarland** From what I understand it is to make sure we are in compliance and meeting all our requirements. Being a mediator if problems arise and make sure the budget is being utilized properly. **Lorraine McDonald** How do you see board work and your life? **Sherri McFarland** I would probably cut back on some of my volunteer work like the bake sale etc. I would still be in the classroom and see their peer groups. I still want to know what is going on in their lives and know who their friends are. **Hannah Jackson** I don't have a questions. **Louise Lavergne** You don't have a full time job, so your full time job is being a mom; that is wonderful. **Lynn Sullivan** Do you have any questions for us? **Sherri McFarland** Do you feel like the group that is in the room right now is a cohesive group? How do things work behind closed doors? **Lorraine McDonald** Well I would say the door is no longer closed, we are all welcome and having staff members on the board has really made this group a collaborative unit. **Amy Rudolph** My experience on the board has been really positive, being able to work with a group and make things run smoother. **Jane Higgins** I think that since the time I have been here, it feels like the board is really there for the school. We are really getting clear on what our roles are and moving forward **Louse Lavergne** I have just come on board and I feel the energy of everyone and the commitment to the school and my appreciation for all the work, it is challenging at times with the commitment but it is well worth it. Introductions of board members.

5. **Discussion item:**

**Directors hiring process review (5 min) Amy Rudolph & Katherine Holden- Jane Higgins**, I touched base with Michelle Coull she was confused about the last board meeting and why she needed to be there. She was concerned about adding people to the interview process after the initial interviews were done. Wanting to have more clarity prior to offering the position to candidate. It was just a timing thing. **Amy Rudolph** So the faculty want to be informed about the offer prior to the offer being made.

**Louise Lavergne** Maybe we should have said that the board would be meeting to do the final hiring process and if you have any comments that staff would be more than welcome to join them. **Lorraine McDonald** did anyone check in with Hillary Lowenberg? **Hannah Jackson** I did have a conversation with Hillary and it was a similar conversation. **Jane Higgins** I think it should be mandatory for all board members to interview or at lease meet with the candidates. Since the board is the hiring body.

**Lorraine McDonald** Why don't you think that the board should trust the people who are representing us? **Jane Higgins** The thing is that we really need to make the effort to make sure all the board members have a say. **Lynn Sullivan** Maybe in the future we can have a committee, but one of the final meetings could be with the candidate to meet with all of the board members. **Hannah Jackson** It is an accountability of the board to hire and/or fire the director if it came to that. **Katherine Holden joined us at 5:55 p.m.** **Amy Rudolph** We will have to make more of a conscious effort to make sure all board members meet the perspective candidates in the future. I will make sure we write this up about the procedure what worked and what didn't work. **Hannah Jackson** I feel like there was a lot of transparency and appreciate all the work you both have done in representing the board and the hiring committee. **Amy Rudolph** Any feedback is always welcome to refine this process and make it more streamlined. **Katherine Holden** The only thing I was wondering is if we could have posted it anywhere else to get another candidate, and I don't think that there was. **Lorraine McDonald** Thank you Joe for giving us the advanced notice to go through this process.

- a. **8<sup>th</sup> Grade cutoff policy (10 min)** **Lorraine McDonald** The teachers felt really unanimously that they would like to stop accepting students in 8<sup>th</sup> grade, we called the OSBA and the lawyers said we could do a cap at 8<sup>th</sup> grade that we could change yearly. Our charter says that our cap is 30 students per class we have a cap at 26 per classroom, this is not documented in the bylaws or contract it is just understood. We just have to make sure we are not exceeding 262 students in the school. **Amy Rudolph** our contract states that we have 30, but we cap at 26, do we need a policy or can we just say how many students are in the classroom. **Lorraine McDonald** we can write a policy, this will actually potentially back us into problems, we can get students who are a really problem but we also have the opportunity to get a really great student. **Lynn Sullivan** So do we need to write it down and make a policy? **Jane Higgins** Is it the end of 7<sup>th</sup> grade or the beginning of 8<sup>th</sup> grade that we set the cap? **Lynn Sullivan** I think the end of 7<sup>th</sup> grade would be more realistic. **Katherine Holden** There really is no official reason to have a policy; we just need to have an official understanding that the end of the 7<sup>th</sup> grade year is the cap to 8<sup>th</sup> grade. **Lynn Sullivan** What they want is an official way to make the 8<sup>th</sup> grade a secure and positive environment. **Hannah Jackson** The faculty really liked the idea about doing the student assessment. **Louise Lavergne** Can we establish a prerequisite for the kids entering? **Lorraine McDonald** We tried that with kindergarten, giving preference to students with Waldorf experience and it was declined at the District and the State level. **Katherine Holden** I'm sure you can have an evaluation prior to enrollment, but if a parent pushed back I don't think we could require it. **Lorraine McDonald** We could do a pre-evaluation where the perspective student could meet with the strings teacher and play the violin or meet with the handwork teacher and see what knitting that they can do. This is a healing curriculum, the diversity of kids who learn from each other. You lose a piece when you close the doors. But the 8<sup>th</sup> grade year is such

a challenging year. We had comments from kids who joined us in 7<sup>th</sup> grade, about how they loved to be in orchestra and that they are the best reader now and ready for High School. **Perry Hart** it gets into grey areas, if you don't have things really laid out. **Lynn Sullivan** There would have to be the understanding that the 8<sup>th</sup> grade is closed not accepting new students, just as it is understood that our Kindergarten is full at 20 and our other classrooms are full at 26 students. **Jane Higgins** For the faculty it is not about picking and choosing students, that we only want the good students, it is about making sure that year is held for the teacher and the students who have worked so hard to get to this level. **Katherine Holden** I want to go on record as saying that I understand that the teachers want to keep that special, to keep it strong for those students who have made it strong. **Louise Lavergne** One of the kids I interviewed said she came in at 8<sup>th</sup> grade and the school had been a very positive experience. **Joe Frodsham** We had a real challenge with 3 boys and it really threw off the kids and the class. However we had 3 girls that came to us last who jumped right in and made the class that much better. I asked Alyssum if this would be a good thing to cap the 7<sup>th</sup> grade at the end of the year. She said she was blessed to have the additional girls come into the class. She said she didn't think it would be right to cap off the 7<sup>th</sup> grade. **Jane Higgins** she had a mental breakdown. **Joe Frodsham** she did, and she still feels it would not be right. **Jane Higgins** This is what the faculty is asking, it is just the teachers with the students for 8 years and this is a beautiful way to finish out their time at our school in a positive way. **Lynn Sullivan** if we don't write a policy and it is an understanding, then if in the future we want to revisit this it would be easier to open it back up. **Louise Lavergne** If we cap at the end of 7<sup>th</sup> grade year and 3 student move, then that will open 3 spots, we just need the teachers to understand that we have to accept new students. **Joe Frodsham** if you are going to have a student component for 8<sup>th</sup> grade why would you do it for all grades? **Louise Lavergne** It should be for middle school level like 7<sup>th</sup> and 8<sup>th</sup> grade. **Amy Rudolph** I don't want it to be a negative thing and discouraging students from joining the 7<sup>th</sup> grade. **Jane Higgins** I think that parents see this as a school with a smaller work load, which is not true. **Lorraine McDonald** I did talk to a family that were discouraged when they first joined, they felt like they would have liked to know more about what would be expected of the students. **Louise Lavergne** I think it would attract the right kind of students in the upper grades if they knew that we would be doing a placement evaluation. **Jane Higgins** What if when our double track gets to the 8<sup>th</sup> grade and then the enrollment drops what is the financial end of the burden. **Katherine Holden** we would combine the two classes if the attendance dropped dramatically. **Lorraine McDonald** Maybe we need to do advertising for the openings that we have. Or raise the lower class sizes to 27 to make up for the upper grades. **Joe Frodsham** When I took over the class size was 25 and I promised them that I would not raise the class sizes above 26. I love my faculty, however, I don't necessarily think that everything that comes from the faculty is right on target. **Katherine Holden** So we can just make it an understanding that the 7<sup>th</sup> grade is capped at the end of the year. How would the faculty feel about adding an additional student into the lower classes? **Jane Higgins** We could not do more than 26 in the 1-3<sup>rd</sup> grades. **Joe Frodsham** even in the public schools they keep the lower grades at a lower level. **Lorraine McDonald** Where will the extra money come from? **Perry Hart** We had open houses on Saturday's at Summerfield, some of the classes would present a snip-it from a play or art work would be displayed and it brought in kids who would be interested in the Waldorf Curriculum. **Lorraine McDonald** I also know as a teacher that the smaller the class sizes the happier I would be. **Katherine Holden** 4<sup>th</sup> and 5<sup>th</sup> and 6<sup>th</sup> grade maybe taking one more kid at that grade level? Knowing that your class size will most likely drop back down when you get into the 7<sup>th</sup> / 8<sup>th</sup> grade. **Jane Higgins** I personally would not want to have only 14 kids in my 8<sup>th</sup> grade class. **Lorraine McDonald** it is a hard balancing act. **Hannah Jackson** I will ask the faculty about their opinion about where the monies

- may come from. **Jane Higgins** What else is out there from the board connection if we can get monies from other avenues. **Lorraine McDonald** I have looked and I don't know of any other avenues that we could go down. For me it is not realistic to look for more fundraising opportunities. The board is supportive of this idea and we will see what the faculty take on the more students. **Katherine Holden** I would like to see a draft of what the student component might look like at the next board meeting
- b. **Board Self Evaluation process Lorraine McDonald:** one of the uses of the OSBA training would be to help the board do some self-evaluation. Knowing that we need to create and adopt a board evaluation process.
  - c. **Strategic Plan: next steps Lorraine McDonald** not going to spend a lot of time on this and Joe has been creating a clear chronological account of what is taught in each grade level.
  - d. **Scheduling OSBA Board training for Spring Lorraine McDonald** this could be Spring or Summer training **Lynn Sullivan** it would be good to have Karen Bailey sit in on this. **Lorraine McDonald** I think that is really good, so we may look at the summer training. I have asked the Parent Council to nominate a potential board member. **Lynn Sullivan** it might be hard to get us all together in the summer. **Lorraine McDonald** we could do it in May or end of June. **Lynn Sullivan** how about the first part of the school year. **Louise Lavergne** I am wondering if we have any bylaws about the parent ratio on the board? **Lorraine McDonald** it only states 7 – 14 members and we have nothing written down as to the parent to community ratio. So we will look at August for the OSBA Training. Will schedule the meeting at the May meeting.
  - e. **Board Correspondence Thank you's:** Lynn Sullivan have we thanked the Chess Coach? Rich Duron **Jane Higgins** It might be nice to have a welcome card to Karen Bailey since she will be here next week. **Katherine Holden** what if we did a card and I will get a little bouquet for her room.
  - f. **Board meeting date and time:** **Lynn Sullivan** I have a friend who would love to sit on the board as a community member but she cannot make the meetings on Wednesday's so I just wanted to see if we would be willing to change the date and time. **Joe Frodsham** this coincides with the faculty as a Wednesday where we are on a half day and we have made adjustments not to have Faculty meetings on Board Meeting days. **Lorraine McDonald** How would that feel for the faculty, changing the date? **Jane Higgins** it would be harder. **Lorraine McDonald** something to think on.
  - g. **Karen Bailey schedule:** **Lorraine McDonald** she is staying with Katherine Holden from the 14<sup>th</sup> to 19<sup>th</sup> will stay with Joe on the 20<sup>th</sup> and 21<sup>st</sup> then will be in the apartment in Jacksonville from the 22<sup>nd</sup> to the 26<sup>th</sup>. We really didn't have a schedule, she was just going to be with Joe and Tracy and see how things run. **Amy Rudolph** I think she needs to have a lot of time with Joe and Tracy to see how the school runs from day to day, that would be the most valuable. I think it will be a lot for her to take in. It would be nice to have a time to meet the parents. **Katherine Holden** if the parent council want to set up another parent tea that would be acceptable. Probably best to let the parent council head that up. **Lorraine McDonald** Joe has a big meeting with the other charter school directors, which is perfect timing, because Karin will be here and will be able to go and meet the other directors prior heading up on her own. **Jane Higgins** we should put her on the schedule for the faculty meeting on Wednesday, the 2<sup>th</sup>. **Amy Rudolph** Parent council is meeting tomorrow they can get out to the chairman that she would be willing to meet with parents or committees. **Katherine Holden** we could connect her with email addresses and let her make those appointments. We could block out certain times in her schedule for time with Joe.

**Lynn Sullivan dismissed at 7:20 p.m.**

**Joe Frodsham** Tuesday night we were going to have dinner with Jamie York and the faculty. That Friday we are off. And she can go look for housing. The 26<sup>th</sup> she is only here in the morning then will catch a flight.

**6. Action Items:**

- a. **Voting on potential Board candidate Sherri McFarland** Lorraine McDonald as her sponsor I would like to move that we elect Sherri McFarland to the board of directors in the role of Treasurer.

**7 – Aye (Hart, Holden, Higgins, Jackson, Lavergne, McDonald, Rudolph)**

**0-No**

**Motion Approved.**

**7. Informational Items:**

8. **Joe's Update Misc.: Goal review,** I have been working with Hillary Lowenberg to put together the teacher evaluations and update the parent / student handbook. **Lorraine McDonald** Some schools who have gotten grants to disseminate on the evaluation, can help us with this? **Joe Frodsham** we can ask Phoenix or Eagle Point school districts who received grants. **Lorraine McDonald** Can we get a copy of their matrix? **Joe Frodsham** We will be able to get a copy of the matrix, also it may change some of the way we do the director's evaluation. **Pauly Rogers report** We got out final copy of the financial report, the management letter said we got a clean report with no discrepancies. *Handed out the School Improvement Plan* that was given to the Medford School Board 549C. I only got 20 minutes and just touched on a few key points. Mostly on the testing. **Lorraine McDonald** one thing they had asked is if a student leaves our school at 4<sup>th</sup> grade if they are way far behind. **Joe Frodsham** I talk with most all student/ parents who leave our school and the comment I get is that they are ahead of what the regular public schools are doing.

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

**10. Meeting adjourned 7:38 p.m.**

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Board President or Board Chairman Signature

- All board members to do the quiz on page 210 then read part one of the organizational integrity
- Amy and Katherine will write up the director search process.
- Hannah will ask the faculty about the cap for 8<sup>th</sup> grade possibly raising the 4-6<sup>th</sup> grade.
- Would like to get a draft of the student component for review.
- Lorraine will write up Karen's schedule.
- Schedule the OSBA training at the May meeting for some time in August.