

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, March 18, 2015- 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

Lee Magnuson

Lorraine McDonald

Krista Peterson

Amy Rudolph

Mark Sievert

Lynn Sullivan

Review book study 'Partnership of Hope' chapter 4 discussion began at 6:06 to 6:25 pm

1. Call to Order/ Roll Call 6:31 p.m. Amy Rudolph is excused for illness. All other board members are present.

2. Opening Verse led by Joe Frodsham

3. Approval of minutes and agenda adjustments: I motion to approve the minutes from the February Meeting. Katherine Holden 2nd by Krista Peterson.

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

0-No

Motion Approved

Agenda adjustments: Joe Frodsham to add the Field trip request for out of state travel form for Mrs. Barber's 8th grade class trip to the Action items #d.

4. Public Comments: Lena Anderson 8th Grade Parent of William Anderson, Thank you for volunteering your time to the students at Madrone Trail, William has been very welcomed here to this school. William has been coming to school every Monday to lead the Pledge of Allegiance. Most Monday mornings it is just William and I out there doing the pledge. The state law states that there be a flag flown in all classrooms with there is not. William has actually brought a flag in and just placed it in the classroom. **Krista Peterson** My daughter is in the 5th grade and we want

her to do the pledge. But I think it is because it is not announced in the morning reminding the students about the flag salute. **Lena Anderson** I just really wanted to bring this to your attention that each class should have a flag and the salute is offered to the students a minimum of once per week. **Lorraine McDonald** Thank you Lena for bringing this to our attention.

5. Discussion item:

- a. **Director search update- Vision/ Planning the Director Interview process:** **Amy Rudolph:** via email to Lorraine that we were going to post the Director's Job on April 1st and the Search committee is asking to possibly delay the posting until April 15th due to Spring Break. **Katherine Holden:** Amy and I met again, Lorraine was there with us and we were able to clean it up a little more. Amy put together a list of questions for the staff and emailed it out for feedback. Now we just need to envision what the interview process will look like. Also the timeline as to when the interviews will be conducted. Do we want to do interviews during the summer or in the fall of 2015? **Lee Magnuson:** Are you wanting to have them working starting in June 2016? **Katherine Holden:** the new director would actually be starting in July 2016 with a week visit in May. **Lynn Sullivan:** we start right away interviewing candidates, at the hospital, just tell the applicants that we are not making a firm decision until (then give a date) so we could start interviewing and ranking the candidates. **Mark Sievert:** So when you do that, do you let the applicants know when you will be making a decision? **Lynn Sullivan:** yes, we will give them the deadline. **Krista Peterson:** I think giving us a longer time to search is always best, so that we get a higher quality and quantity of applicants. **Lorraine McDonald:** I would like to see interviews conducted during the school year so that we can see the interactions with teachers and students, maybe getting a parent tea together. **Hannah Jackson:** I don't see that being a problem taking applications now and telling them that we will be doing interviews in September. **Krista Peterson:** do we have an amount for salary yet? **Lorraine McDonald:** no, we just stated a competitive salary. **Katherine Holden:** we are on a good schedule to post on April 15. **Hannah Jackson:** Do we have anything set for the interview committee? **Katherine Holden:** 3 staff, 5 board members, 2 parents, 2 community members and Tracy Boykin will hopefully sit on the committee. **Hannah Jackson:** I was thinking maybe someone from the parent council also. **Lorraine McDonald:** I would like to see Mechtild Howard sit on this committee also. Not all members of the board would have to be on the board interview committee. **Lee Magnuson:** if the board is hiring the candidate then I would think that many of us should be on the committee. **Lorraine McDonald:** This is why we have a committee and the board to take in consideration the recommendations of the committee.
- b. **Break-down of teacher's salary & benefits:** **Joe Frodsham** see hand out for salary breakdown. Salaries are in random order with the comparable salary compensation from the different districts with the same steps in pay that, the particular teacher would be making if they were employed elsewhere. We are pretty close in the new salary employees, the employees who have years of service is where the pay differential is wider. **Michelle Coull:** the sabbatical piece is a huge bonus for the staff, and makes the lower wage acceptable as long as we are able to keep the sabbatical in place. **Lorraine McDonald:** we also have to look at the fact that we are paying for tuition to expand your teaching credentials. This is also a benefit for the teachers who are using this service. We would need to get a feel from the faculty on what is an acceptable wage. **Perry Hart:** what are our opportunities to bringing monies into the school? **Joe Frodsham:** there are two bills that will be up for vote in the next election. If passed they help the charter schools with some additional funding. **Lorraine McDonald:** if we had a political campaign on campus, parents or community members who would be emailing the legislature to increase funding for the schools, this would be a huge benefit. **Krista Peterson:** Maybe we could get more classes here at Madrone? **Michelle Coull:** There is also a question's about the capital campaign which is still out there, if we could get this going it would free up funds for higher wages.
- c. **School Climate Survey finalizing and launched:** **Katherine Holden** So far 5 people have responded to the parent survey. I think it really needs to be up towards the top of the Newsletter. **Joe Frodsham** I will put it in the parent newsletter. **Hannah Jackson** I will add it also to my parents in my parent letter. **Lorraine McDonald:** If we could get word to all the teachers to send out an email to their parents that would be great.

- d. **Board Correspondence Thank you's – Amy Rudolph** Debbie Beck, Auction and helpers, Katie Hogan for Pizza, Carmen Kievet, Susan Fulton, Stacey VanVoorhees.
- e. **Sabbatical policy update for review: Joe Frodsham** See updated policy handout. **Lorraine McDonald** I would like to also see the 4 year employee sabbatical added. Tracy and Joe will update with a 4 year employee sabbatical breakdown and submit for approval at the next board meeting in April.
- f. **Grant Writing committee information – Michelle to bring list of projects from faculty, Lorraine to bring procedure outline:** See hand out from Lorraine McDonald. **Lorraine McDonald:** This is a beginning draft, to see if this would be a good way to start the process of requesting grants. Everything should flow thru the faculty then through the grant committee, so that we will not be double doing grants. **Lynn Sullivan** I got an email from Debbie for the fundraising committee, she felt that the auction did not do as well because of some of the fundraising things that were starting at the same time as the auction. **Lorraine McDonald** Maybe we would do well to all meet at the first of the year, prioritize what projects need to be seeking grants, and what fundraisers will be held at the different timeframes. It is definitely a process that we need to follow. Maybe even hire a grant writer who has the ins and outs of applying for grants.
- g. **Board/ Faculty Communications: Amy Rudolph – Table until April Meeting**
- h. **Plan of assistance follow up: Katherine Holden:** We don't need to go into detail just wanted to see if there is a process or tidbits that we learned along the way? **Joe Frodsham:** The plan of assistance has been implemented and is still being processed. You have a parent come in and they have a complaint we sit and listen to them. **Lorraine McDonald:** it may be something that you can offer to the parent after they have a verbal complaint, to see if they want to make it a formal complaint. **Hannah Jackson:** I would like to have the parent directed to the teacher in regards to the complaint before going to Joe. **Katherine Holden:** I think just doing a check in at the end of the conversation to see if they feel as if the problem is resolved and if they do not feel like it has been resolved offer to have them fill out the complaint form. **Michelle Coull:** I see on the policy, that number 3, if they have not resolved the situation with the director, that then it could go to the Board. And what if it is involving the daily operations in the classroom, where there is a separation from the board and dealing with the daily activities. **Lynn Sullivan:** if the parent feels strongly enough that their concerns are being met then they may need to come to the board. **Katherine Holden:** it also can help to head off a potential law suit. **Hannah Jackson:** Well the parent could come to the board and make a complaint and the board could still say that this is not in the realm of the board practices. **Lorraine McDonald:** That outcome would be better, to be heard here at the school or with the board rather than having it sent to the TSPC. **Perry Hart:** There is also a learning process, when the processes are put into place.
- i. **Parent Council follow up: Mark Sievert:** The plan is to have guidelines and to make sure there is satisfaction among the volunteers, to help promote more volunteerism. I emailed the committee chairs and I got 3 email responses back. A big complaint is volunteerism, getting more people to volunteer. Also the newer volunteers are not stepping up or effective. In general the feeling is very positive. Facilitating newcomers into the program, and giving them the tools they need to become an active volunteer. Clear and inclusive broadcasting of the information as to what each committee is doing. It would be good to have some kind of volunteering PR like in the newsletter. I am going to do some research as to 'The effects of parent volunteering and their children in the school'. Also exploring the possibility of doing a committee survey to keep the group feeling heard and fulfilled. **Michelle Coull:** I like the idea of the connection of parent volunteers and their children success. **Lorraine McDonald:** also maybe more fun activities: parent inclusive fun things like volleyball night,

getting the parents more connected to the school. **Mark Sievert** as far as PR goes what do you think of a volunteer board, or a Bio in the newsletter “volunteer of the month”? **Michelle Coull** I think that would be a great idea to spot light one of our great volunteers.

- j. **Opting out of testing: Lorraine McDonald** See the screen shot from the contract with the Medford School District. **Joe Frodsham:** In the past all that needed to be done was a letter written by the parent opting their student out of testing. Now there is a form that they have to sign and speak to the director, at that time the director is supposed to try and talk them out of it. **Lorraine McDonald** I don’t know if we are in question of having our name pop up on some list that we are having x number of students who are opting out of testing. **Joe Frodsham** Even with the parents who have followed through with the form we do not have too many so I think we are fine.

6. Action Items:

- a. **Vote on removal of Katherine Holden as the Board Treasurer**

Katherine Holden: I motion to remove myself from the treasurer on the board of directors for Madrone Trail Public Charter School. 2nd by Lynn Sullivan

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

0-No

Motion Approved

- b. **Vote for appointment of Lee Magnuson as the Board Treasurer**

Lee Magnuson: I motion to appoint myself for the treasurer on the board of directors for Madrone Trail Public Charter School 2nd by Lynn Sullivan

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

0-No

Motion Approved

- c. **Vote on clarifying statement for the AR for Public Complaint Procedures (policy KL-AR)**

Katherine Holden, I motion to approve the policy KL-AR with the addition of the letter ‘s’ to decision 2nd by Lynn Sullivan

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

0-No

Motion Approved

- d. **Vote for the approval of the Out of State Travel Form for Mrs. Barber 8th grade class field trip**

Lorraine McDonald: I motion to approve the Out of State Travel for Mrs. Barber’s 8th grade class trip. 2nd by Perry Hart and Mark Sievert

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

0-No

Motion Approved

7. Consent Agenda

- a. **Budget: Expenditures for January’s Payroll and February Expenditures:**

CONSENT AGENDA:

I motion to approve the consent agenda for February with the January payroll. Lee Magnuson. Discussion?
No discussion 2nd by Mark Sievert.

Government Account – February 2015

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

Beginning balance \$188,506.59

Checks cleared from previous month

50510	50893	50908
50911	50913	50915
50916	50925	50927
50930	50931	

\$1480.85

Checks cleared this month

50934	50935	50936
50938	50939	50940
50941	50942	50943
50944	50945	50946
50947	50949	50951
50953	50954	

\$1,018.91

Total amount cleared **\$4,461.94**

Checks not cleared

50716	50801	50896
50912	50928	50948
50950	50952	

\$ 2,496.62

Voided checks

Electronic Payment 30 transactions **\$198,794.85**

Voided electronic 0

Deposits 2 Deposits **\$112,238.55**

Ending balance **\$ 97,488.35**

Private Account –February 2015

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

Beginning balance \$77,755.12

Checks cleared from previous month

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\$

Checks cleared this month

1852	1853	1854
1855	1856	1858
1860	1861	1862
1863	1864	1868
1869	1871	

\$5,237.47

Total amount cleared

\$5,237.47

Checks not cleared

1767	1785	1807
1823	1838	1857
1859	1865	1866
1867	1870	

\$4,481.36

Voided checks 1848

Electronic payments 3 transactions

\$ 584.63

Voided electronic 0

Deposits 14 deposits

\$ 8,584.13

Ending balance \$ 80,517.15

High Yield Savings Account – February 2015

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

Beginning balance \$59,257.21

Interest payment \$ 4.53

Ending balance \$59,261.74

Savings Account –February 2015

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

Beginning balance \$240,338.96

Interest payment \$ 18.37

Ending balance \$ 240,357.33

Savings Account –February 2015(2)

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

Beginning balance	\$0.00
Interest payment	\$.21
Transfer	<u>\$17,250.00</u>
Ending balance	\$ 17,250.21

Payroll Account –January 2015

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

Beginning balance	\$ 1,746.45
Deposits	2 transaction \$ 66,000.00
Electronic withdrawals	9 transaction <u>\$ 64,991.52</u>
Ending balance	\$ 2,754.93

Payroll Account –February 2015

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

Beginning balance	\$ 2,754.93
Deposits	2 transaction \$ 67,000.00
Electronic withdrawals	8 transaction <u>\$ 67,432.03</u>
Ending balance	\$ 2,322.90

8. Informational Items:

- a. **Joe's Update Misc.** I really do not have anything extra to bring to you at this time. But I wanted to share with you a new I-Pad app called 'I-Waldorf' by Eugene Schwartz. There is a lot of information in this app. **Lorraine McDonald** could we get that app on the Friday update to parents.

9. Closing Verse: Joe Frodsham

10. Meeting adjourned 8:32 p.m.

Board President or Board Chairman Signature

List of to-do's:

- Read Partnership of Hope chapter 5
- Email ideas for interview process to Katherine or Amy
- Joe to remind teachers on Mondays about the Flag Salute, make sure there is a flag in every classroom. And getting back with Lena within two weeks what we have done.
- Add to next month agenda, discussion item on more classrooms per grade level.
- Tracy and Joe to add 4 year onto the sabbatical, add to the action item for April meeting.
- Email Tracy the people you want to recognize for Thank you's
- Board/Faculty Communication – Tabled to April meeting.
- Hannah to put a note in each teachers box asking them to send out a parent note to their parents with the link for the Parent Survey.
- Tracy to add an 's' to the AR for complaint procedures to the word decision then to update the date of the approval.
- Joe to post in the next parent newsletter the link for the I-Waldorf application.