

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, March 9, 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

Sherri McFarland

Amy Rudolph

Mark Sievert

Lynn Sullivan

*Book Study: All board members to do the quiz on page 210 then read part one of the 'organizational integrity'*

- 1. Call to Order/ Roll Call** Karen Bailey joined us via phone call. Absent excused: Amy Rudolph, Mark Sievert, Lynn Sullivan
- 2. Opening Verse led by Joe Frodsham 5:56 p.m.**
- 3. Public Comments: Alyssum Barber regarding letter she wrote at the end of last year.** Alyssum Barber I was here visiting First grade on Monday and I checked on the computer and had 5 new emails all about assessment and placement, then I walked outside and saw kids running on the blacktop. What a great feeling because working at Howard Elementary this year the children are not allowed to be children. The email from last year came from my training at Rudolph Steiner Training. I feel like it would benefit for a 3 fold community is to get specific training as to what each folds responsibility for. **Lorraine McDonald** can you give an example? **Jane Higgins** that is going backwards we need to move forward. **Alyssum Barber** If we have clear roles it would avoid the side stuff that is being bantered back and forth, because no one knows who is to make the decision. I met with others who have been in the same situation and they brought in a Waldorf specialist come in and separated out who is doing what. **Lorraine McDonald** we did have George Hoepffer who came in and maybe it is time to revisit this again. **Alyssum Barber** this is an ideal time for the definition to come into play again with Joe going out and Karen coming into the new

Directors position. **Joe Frodsham** I think it would be better to have Karen come in and get settled and then get the training started.

4. **Approval of minutes and agenda adjustments:** # a Director’s search is tabled. Add to discussion # b solar project, # g Board future planning and **action item # a.** Field trip to San Francisco for 6<sup>th</sup> Grade Coull and Nikolic.

**Louise Lavergne motioned to approve the minutes from the February meeting Lorraine McDonald 2<sup>nd</sup> the motion**

**6- Aye (Hart, McDonald, McFarland, Higgins, Lavergne, Jackson)**

**0-No**

**Motion Approved**

5. **Consent Agenda –**

**I motion to approve the consent agenda for February as written. Sherri McFarland 2<sup>nd</sup> by Perry Hart.**

**6- Aye (Hart, McDonald, McFarland, Higgins, Lavergne, Jackson)**

**0-No**

**Motion Approved**

**Government Account – February 2016**

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

Beginning balance \$113,319.64

Checks cleared from previous month

51377		
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\$ 50.00

Checks cleared this month

51399	51400	51401
51402	51403	51403
51405	51406	51407
51408	51409	51410
51412	51413	51414
51415	51416	51417
51418	51419	51420
51422	51423	51425
51429		

\$9,368.94

Total amount cleared \$9,418.94

Checks not cleared

50912 Jane Higgins \$27.00	51308 - \$20.00 Gabe Ramirez	51360-\$75.00 Edward Williams
51421- Nancy Escherich-\$15.85	51424 – Joe Frodsham \$316.40	51426- Joe Frodsham \$66.00
51427- Jamie York \$1,594.08	51428- Edward Williams \$300.00	

\$ 2,414.33

Voided checks	51404 & 51411	
Other Fee		
Electronic Payment	28 transactions	\$85,250.60
Voided electronic	0	
Deposits	4 Deposits	\$ 107,278.18
Ending balance		\$125,918.33

**Private Account –February 2016**

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

Beginning balance \$78,048.33

Checks cleared from previous month

3042		
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\$ 56.87

Checks cleared this month

3061	3062	3066
3067	3068	3069
3070	3071	3074
3075		

\$10,838.56

Total amount cleared \$10,895.43

Checks not cleared

1767- Rachel Tribbett \$17.67	1785- Rachel Tribbett \$25.26	1859-Ash ice rink- \$50.00
3020- \$47.17 Cori Royer	3049-\$130.00 Wildlife images	3063- Julie Furrer- \$20.00
3064- Amerititle \$2765.21	3065- Naphtali Riley \$45.00	3072 Matt Dusek \$168.00
3073 – Mt Ashland Ski \$2752.00		

\$ 6,020.31

Voided checks

Fees

Electronic payments 4 transactions \$1,077.22

Voided electronic 0

Deposits 15 deposits \$11,855.33

Ending balance \$77,931.01

**High Yield Savings Account –February 2016**

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	\$59,306.95
Interest payment	\$ 2.50
Ending balance	\$59,309.45

### Savings Account –February 2016

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

Beginning balance	\$240,563.23
Interest payment	\$ 16.33
Ending balance	\$240,579.56

### Savings Account – February 2016(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	\$17,256.38
Interest payment	\$ 0.44
Transfer	\$ 0.00
Ending balance	\$17,256.82

### Payroll Account –February 2016

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

Beginning balance		\$ 1,925.25
Deposits	2 transaction	\$ 65,000.00
Electronic withdrawals	8 transaction	<u>\$ 66,065.75</u>
Ending balance		\$ 859.50

#### 6. Discussion item:

- a. **Directors hiring process review (5 min) Amy Rudolph & Katherine Holden-** Tabled
- b. **Solar project.-** Angela Stuhr Last year we had an audit of our building from Energy Trust they will be working with us to try and get us a rebate on the heating and cooling for the out building. So I am working with Energy Trust and they use a grant writer for solar project potentially we could get a \$55,000.00 solar system for our school. There are two grant that fund solar projects. One picks up 35% ODE and the other would pick up the remaining 65 % thru Blue Solar. But to pay the person to write the grant would cost our school approximately \$7,000.00. **Joe Frodsham** I have looked at putting solar on my own house and they will only put Solar on newer roofs? **Angela Stuhr** yes that is the other part of the potential problem is how long our roof is still good for? It would entail getting a roofer to come out and give us an estimate as to the longevity of our roof. We do have roof top units that would have to be lifted to put a new roof down. Even with the application it is not a guaranty. **Louise Lavergne** so the cost would be \$7,000 plus a new roof to get a solar system? **Angela Stuhr** Yes. **Joe Frodsham**

would we get a credit for the energy that is produced go back into the grid? **Angela Stuhr** that is a questions that we would need to follow up on. **Lorraine McDonald** so it looks like we need to move forward and get a roofer to come and take a look at the roof and see how much life is left in the roof. **Joe Frodsham** There are a number of roofers at the school district that they use who are used to working on school facilities. I can get you the information. **Angela Stuhr** I would like to have at least 3 bids

- c. **8<sup>th</sup> Grade cutoff policy (10 min) Hannah Jackson** – The week after the board meeting I brought the request back to the faculty. One of the worries of the board was the budget potentially to up the classroom sizes in the lower grades. There is a lot of understanding about where the necessity was coming from. Another possibility was that Alyssum and Sara had small classes to begin with and they feel that the class sizes will continue to maintain and not drop down in the upcoming years. We talked about how to strengthen our programs in the younger grades to keep our core group of student and offering more sports ect. to the upper grades. We didn't have a lot of drawn conclusions at this meeting but we are still working on to bring in full classes as the children change and curriculum. **Louise Lavergne** having support for the upper grades teachers they seem to be really overwhelmed in the upper grads supporting the teachers to create classes that are strong and programs. **Jane Higgins** How are we creating our overall classrooms we will have some students leave but why are they leaving? Seeing more work possibly doing open houses and making sure we are looking at the root of the problem. **Hannah Jackson** having open houses to have the older students present to the younger students. **Louise Lavergne** I think a lot of the families need more than just the initial orientation session. **Hannah Jackson** I believe that the parents feel as if this is an easy school. **Louise Lavergne** the students are not ready to "Real School" when they are graduating from our school and heading into High School. Which is actually just the opposite but I didn't even know that until I did the exit interviews. **Joe Frodsham** we had some people leave saying that they wanted to give their student a chance to participate in sports. They don't know that we do Cross Country, Volleyball, Track and Field etc. Some of the kids that have come in at the 7<sup>th</sup>, 8<sup>th</sup> grade levels are kids who don't necessarily participate in extracurricular activities. Advertising on Website, PBS, JPR we have current opening in \_X\_ grades. **Karen Bailey** we started in school tours open houses and this was a huge attractor for the upper grades to be able to watch a teacher teaching a main lesson. **Louise Lavergne** they did an open house at St Mary's where the parents would be put through a lesson plan **Jane Higgins** I am putting together a book about what is expected in the upper grades like samples of the main lesson books this will be valuable for my parents. **Joe Frodsham** we have data to back up a lot of the great successes about how all of the students in 8<sup>th</sup> grade exceeded the benchmarks. We need to target our advertising as 6<sup>th</sup> and 7<sup>th</sup> grade options. If we target those things, and then targeting our own families so that they are aware of the positives and success to our own parents. **Lorraine McDonald** These are all great ideas but who will take the lead in this. **Jane Higgins** our language program has had a very high turnover rate and needs to be strengthened **Joe Frodsham** I will get with Sabrah Maple and get a section in the newsletter a promotion each month to toot our own horn. **Louise Lavergne:** the 6<sup>th</sup> grade teachers need to be preparing their parents for the upcoming years and why they want to stay. **Lorraine McDonald** I would like to see an open house in May. **Joe Frodsham** we seem to get a lot of the older kid's enrollment in the fall. So I think that we could make this pledge in May.
- d. **Student component for admission into middle school aged students** *draft review* - Tabled

- e. **School climate survey – Lorraine McDonald** It is time to compile the survey again and get it out to the parents. If no objections I will call Katherine Holden and get this launched again. Same survey as the last two years.
- f. **Sample notebook for Board:** I have put together a sample notebook of what are the rules of the board and what I really wanted to start is to have a board code of conduct (sample) and code of ethics (sample) to have the board members read and sign the agreement. Also a timeline of what we should be doing every month i.e. When we do Directors evaluations, when we do survey's, Board Policies, self-evaluation policies, contracts. Looking for feedback as to what should be included and what should not be included.
- g. **Board future planning** looking forward to the May meeting and re-elections. For the upcoming meeting I know that we have several members who are ready to step down from the board. Lorraine McDonald, Perry Hart, Lynn Sullivan, Jane Higgins, Hannah Jackson, Katherine Holden all possibly stepping down. Staying on is Louise Lavergne, Sherri McFarland, Mark Sievert, Amy Rudolph. But we need to be looking for potential new board members who are qualified and also to start thinking about who would be willing to step into the president's position.
- h. **Board Correspondence Thank you's** I will ask Julie about all the people who were involved in the Auction as volunteers and will be listing this in the Friday Newsletter

**7. Action Items:**

**a. Vote on Field Trip Request for Out of State Travel for 6<sup>th</sup> Grade Coull and Nikolic**

I motion to approve the Out of State Travel for the 6<sup>th</sup> Grade classrooms. Sherri McFarland and 2<sup>nd</sup> by Lorraine McDonald

**6-Aye (Hart, Higgins, McDonald, McFarland, Lavergne, Jackson)**

**0-No**

**Motion Approved**

**Perry Hart – Dismissed at 7:20 p.m.**

**8. Informational Items: Lorraine McDonald** I did drop off a grant for the Carpenter Foundation. Unanimous show of support.

**9. Joe's Update Misc.:** Nothing new to report

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

**11. Meeting adjourned 7:45 p.m.**

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Board President or Board Chairman Signature

- Review and discussion of metals per each member.
- Joe to contact John Petech and names of the roofers they use to Angela Stuhr.
- Joe to talk with Sabrah to add a new section about the benefits of upper grade Waldorf education.
- Hannah and Jane to bring the idea to the Faculty: Open house for the 7<sup>th</sup> and 8<sup>th</sup> grades for both current families and the community. Possibly bring in an alumni to come in and talk.
- Advertise on JPR a specific date for the open house (talk with the upper grade teachers.) – Potentially in May. Consideration for a parent night/ open house where the parents can view the older classrooms then break off and do the individual teachers.
- Louise volunteered to spearhead the open house for the upper grades.
- Lorraine to Advertise in JPR about openings in 6<sup>th</sup> Grade.
- Lorraine to talk to Julie about who volunteered at the Auction for the Newsletter.