

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, April 13, 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 Welcome Karin Bailey visiting from Colorado

2. Opening Verse led by Joe Frodsham 5:49 p.m.

3. Public Interview of Monica Rathjen: Lorraine McDonald Why do you want to be on the board? **Monica Rathjen:** I have been involved with the school for the last 5 years my daughter is in Jane's class and I have 2nd grader in Hillary's class I never had enough time to commit to the board. At this time I have the time to commit to the time commitment of the board. I want to see the school to continue to succeed even when I am no longer at this school and I have a unique skill set. **Louise Lavergne:** Monica was one of the first people I thought of to sit on the board she is a lawyer and has a legal mind with a Waldorf Heart I am really happy that you have submitted your application. **Lorraine McDonald:** What are you most passionate about in your life? **Monica Rathjen:** When I commit to do something it has to align with my truth I am a Waldorf geek you would say my husband and I traveled around the states and visited Waldorf School. This community is small but has a strong Waldorf support. One of the main reasons we moved to Oregon is for the Waldorf education. I am very passionate about children have been involved with the Oregon Children's Foundation training volunteers to be with at risk children. I actively solicited individuals monetary and actual to support the Start Making A Reader Today program in public schools. I was a Spanish teacher at a Waldorf school and as an attorney I work in family law basically helping families with rehabilitation from

abusive or drug related issues. Immigration attorney to reunite families who have been separated sometime for years. **Hannah Jackson:** Is there something in particular about our school you are passionate about? **Monica Rathjen:** My personal experience is I was home schooled with a Waldorf based school. My brother attended the Siskiyou School. My husband and I moved to Colorado for his forest service and got my first job in a Waldorf school as the Spanish teacher there. It really solidified within me how much I love this system because it involves the whole person. I love big picture and I think Waldorf exemplifies that and combines it into a whole system. **Lorraine McDonald:** Do you have questions for us? **Monica Rathjen:** I have never served on a board before and wanted to ask some of you what is your schedule with the board? **Lorraine McDonald** Learning what your role is one of the most important issues not involved in the daily running of the school more financial, legal and allocations. Meeting once a month and reading and studying up on all the things you are responsible for and usually there is a summer retreat like maybe just 1 full day. Most of use sit on at least one committee so there would be about an hour once a month for that meeting. To help facilitate communication between the board and committees. **Katherine Holden** there is a lot of opportunity to develop different processes. Example the Director Evaluations, parent survey, Director’s search etc. **Jane Higgins** a new development implemented last year is graduating student and how they are doing in the High Schools and outside the Madrone Trail community. **Lorraine McDonald** there are projects that land that you can’t really foresee so that might create a little more time like the site committee would be taking a bit of time. **Monica Rathjen** it sounds like you have a developing base of processes and there may be a lot of room for improvement and that is exciting to me. I’m really looking forward to serving if you would like to have me.

4. **Approval of minutes and agenda adjustments:** Add Julie Furrer to the agenda to go over the results of the Auction discussion item b. Agenda Items d-i are all sub points under C.

I motion to approve the minutes from the March 2016 meeting. Katherine Holden 2nd by Amy Rudolph 8-Aye (Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rudolph, Sullivan)

0-No

Motion Approved

5. **Consent Agenda –**

I motion to approve the consent agenda for April. Katherine Holden, 2nd by Amy Rudolph 8- Aye (Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rudolph, Sullivan)

0-No

Motion Approved

CONSENT AGENDA:

Government Account –March 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

51383	51421	51424
51426	51427	51428

\$ 2,483.77

Checks cleared this month

51430	51431	51432
51433	51434	51435
51437	51438	51439
51441	51442	54144
51445		

\$1,868.01

Total amount cleared \$4,351.78

Checks not cleared

50912 Jane Higgins \$27.00	51308 - \$20.00 Gabe Ramirez	51360-\$75.00 Edward Williams
51436- Allison Casenhiser \$39.98	51443- Johnny Roberts \$30.00	

\$ 191.98

Voided checks	51440	
Other Fee		
Electronic Payment	25 transactions	\$101,040.07
Voided electronic	0	
Deposits	2 Deposits	\$ 102,589.00
Ending balance		\$123,105.53

Private Account –March 2016

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

Beginning balance \$77,931.01

Checks cleared from previous month

3060	3072	3073
------	------	------

\$2,925.88

Checks cleared this month

3076	3077	3078
3079	3080	3082
3083	3084	3085
3086	3087	3088

\$3,338.53

Total amount cleared \$6,264.41

Checks not cleared

3020- \$47.17 Cori Royer	3049-\$130.00 Wildlife images	3063- Julie Furrer- \$20.00
3064- Amerititle \$2765.21	3065- Naphtali Riley \$45.00	3081 SOMAC \$40.00

\$ 3,047.38

Voided checks

Fees		
Electronic payments	4 transactions	\$3,359.04
Voided electronic	0	
Deposits	14 deposits	\$ 27,794.22

Ending balance \$96,101.78

High Yield Savings Account –March 2016

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

Beginning balance \$59,309.45

Interest payment	\$ 2.50
Ending balance	\$59,311.95

Savings Account –March 2016

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

Beginning balance	\$240,579.56
Interest payment	\$ 16.33
Ending balance	\$ 240,595.89

Savings Account – March 2016(2)

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

Beginning balance	\$17,256.82
Interest payment	\$ 0.44
Transfer	\$ 0.00
Ending balance	\$ 17,257.26

Payroll Account –March 2016

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

Beginning balance		\$ 859.50
Deposits	2 transaction	\$ 71,000.00
Electronic withdrawals	8 transaction	<u>\$ 67,909.30</u>
Ending balance		\$ 3,950.20

6. Discussion item:

- a. **School Climate Survey – Katherine Holden and Louise Lavergne** I've gone through it I don't believe in changing just to be making changes. I also want to get it out to the teachers or Class representative and have them forward the email to their respective classrooms. It will also go in the newsletter for parent to do the survey. Do we want to offer an incentive for a chance to win a gift certificate? **Katherine Holden** how would you track it? **Louise Lavergne** is there a way have the names of the people doing the survey. I could add a tag line that says at the end you may enter to win a gift certificate by clicking here. If the board could put in money I will match it for the gift certificate. **Lorraine McDonald** It is really to have a year to year comparison.
- b. **Julie Furrer – update on the Auction: Julie Furrer** here is a printout of the Auction income. There was some communication break down so some stuff didn't get paid or didn't get written down during the auction. Most everyone has been really great to come in and make sure they paid. Sponsorship didn't work out quit as well as I was hoping. Someone would like to sponsor instead of donating product. Because it also involved the tickets which Sherri help me break it down. Any input you could have to help with the sponsorship next year; that would be wonderful. We will keep the tickets straight pricing next year also. The Country Club gave us a huge discount all of our service charge, projector and screen and booking fees were waived. The hard part I haven't found the expenses from the last two years so it makes it difficult to compare. \$17,000.00 was the net which is not as much as I was hoping for. I am looking for feedback to improve next year. **Lynn Sullivan** this is the first year that almost everyone at my table bought stuff this year. It depends on what our focus is, if we are looking to get money from the community then closing the silent auction is a great idea. As far as the amount it depends on the luck of the draw and who is bidding on the items. **Jane Higgins** it really needs to have community

members more our parents are tapped out. **Louise Lavergne** to create interest from the community to have a place for the patrons to go and dance. **Lynn Sullivan** I also had people ask me if there is a way to put things on line to bid on. I don't know how challenging that would be to do. **Louise Lavergne** it might be a great fundraiser for the 8th grade to offer daycare during the auction here at the school. Any other ideas just send them to Julie Furrer.

- c. **Upper grade retention & enrollment boosting ideas- Lorraine McDonald:** **Louise Lavergne** enhancing what we do have like bring in a drama club in the middle school or a choir group. I have talked to Ms. Fiske about it and we will have another meeting we have a strong artistic group of children and we could charge for tickets and after expenses the rest could go to the school. I think it is an unserved area in the middle school.
 - 1. **Upper grade open house** scheduled in May, 5:30-6:00 parent night then 6:00 to 8:00 p.m. rotation through the other grades.
 - 2. **Jefferson Public Radio advertising progress** Ads are going onto the air for our current opening we are doing 8 spots a week for 5 weeks. **Lorraine McDonald** Was the date of the open house added onto it? Let's look at the wording and see if we can add that on. We are also going to do an ad in Southern Oregon Family.
 - 3. **Monthly tours**
 - 4. **Write ups on how are graduates are doing in high school for the newsletter**
 - 5. **Alumni day**
 - 6. **Website updates on our sports activities and Website notice of openings at the school.** I asked Sabrah and Joe to post updates on the website.
- d. **Roofing estimate for solar projects Joe Frodsham** we have a time set up at 11:00 on Friday to give us an estimate on the solar project. I have submitted the water samples for lead testing, should have results back in 10 days.
- e. **Board Correspondence Thank you's:** We thanked all the auction volunteers by name in the newsletter and sent Julie a nice card.

7. Action Items:

- a. **Vote on Board Member Monica Rathjen,** Discussion on process to nominate board members, we usually talk about potential board members prior to inviting them to the interview but the last few we have fast tracked. Any questions or comments.

I move to make Monica Rathjen a Board Member for a two year term. Louise Lavergne 2nd by Katherine Holden

8-Aye (Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rudolph, Sullivan)

0-No

Motion Approved

8. Informational Items:

- 9. **Joe's Update Misc.:** Jill and I have been accepted to teach English in Beijing China, we will be there for two terms and we have the opportunity to do this for 3 years. But will be home during the summer time. This is our AR for entering age on our process for enrollment and waitlist procedures. Please take a look at it and let us know if you have questions or have other things that need to be identified. **Sherri McFarland** do we have the ability to get any history with the new incoming students. **Joe Frodsham** I do like to call their current principal and or teacher to get a little history to have maybe some more questions for the parents when they come in to meet with me. **Lorraine McDonald** that brings up the questions on the middle school placement where are we at with that from the faculty? **Jane Higgins** I think we asked them to have it by June. **Katherine Holden** If you are looking for students to come here then they have to actively to participate in the placement at our school. **Lynn Sullivan** it doesn't matter what they write just the fact that they are participating.

10. Closing Verse: Led by: Joe Frodsham

11. Meeting adjourned 7:30 p.m.

Board President or Board Chairman Signature

- All Board members to read the second section Heart, Kidney and Liver sections only of Organizational Integrity.
- Louise to forward the Parent survey to the teachers to send home with their families via email. After the next faculty meeting we will start putting it in the newsletter and emails home by Friday 22nd
- Lorraine will contact Jefferson radio about adding the Open house into the advertisement.
- Jane and Hannah to take to the Faculty about a minimum or a write up on how the cap for 8th grade would look and if there would be flexibility for the teacher's wishes.
- Amy will send the new thank you cards to Tracy to print for the next meeting.
- Make sure that the 8th grade trip documentation is submitted to the board for the next meeting.

tb