

# MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, April 22, 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 5 discussion began at 6:09 to 6:36p.m.*

**1. Call to Order/ Roll Call Opening Verse led by Joe Frodsham: Called to order at: 6:36 p.m. Roll Call: Lee Magnuson excused Out of Town, Katherine Holden excused for illness. All other board members present.**

**2. Approval of minutes and agenda adjustments:** I move to approve them minutes from March’s Board Meeting – Krista Peterson 2<sup>nd</sup> by Mark Peterson

8- Aye (Coull, Hart, Jackson, McDonald, Peterson, Rudolph, Sievert, Sullivan)

0-No

Motion Approved

**Agenda adjustment:** Adjusting item d to item i in the agenda (Krista Peterson)

**3. Public Comments:** No public present

**4. Discussion item:**

**a. Director search update Amy Rudolph** our job for the Director has been officially posted on a couple of websites: Waldorf Today and the Alliance for Public Waldorf as of last Friday 4/17/15 and this Monday 4/20/15. I went and spoke with the faculty a couple of weeks ago. That is all we have for now. **Lorraine McDonald** I went to the Siskiyou School and dropped off a bag for Maya and Katherine Rozi gave me a

little heads up about their process; they didn't have a candidate stay less than 4 days. They taught classes met with the community, Etc.

- b. **Board Correspondence Thank you's: Lorraine McDonald** I pre-wrote the thank you's for the auction folks, Brian Resling (I think he was head of the band), Marilyn Osborne, Jen Coons, Linda Ford, Kristine Kruger, Eric & Julie Furrer, Naphtali Riley, Linda Beneventi, Anna Beck, Matt York, Sarah Beck, Peggy Bennett, Chad & Leslie Fitzgerald, Allen & Joah Whitt for working during the Auction. Mindy Nagle for the West Family Foundation Grant. I am willing to pre-write the Thank you's maybe even expand our lists to include getting names from the different committee chairs.
- c. **Grant Writing committee information: Lorraine McDonald** "The Seeds of Change" grant has been submitted please remind everyone to vote every day for the grant to do an edible garden. **Joe Frodsham** Tracy was notified the other day that we made the first cut for the West Family Foundation we have to go present to their grant committee on May 7.
- d. **Capital Campaign: Lorraine McDonald** Capital Campaign documentation, I did some research and came up with 12 things you should know about capital campaign. Originally the plan was to have a capital campaign, with the old board, to do a campaign and raise approximately Eight hundred Thousand dollars. This was not done. So we need to look at what we need for the school such as burning the mortgage, new updated heating and air conditioning, the energy efficient windows and doors. I do believe that a capital campaign is in our future. Yuba River Charter School capital campaign, 9 million dollars from the state and launched a fundraiser to raise 1.3 million to pay someone to run the capital campaign so they could finish up the 10 million dollar facility. Reading these documents will give you a good idea of all that is involved in running a capital campaign. Email from Sydney Rudolph she states brainstorming, working with faculty and Joe and visualizing a final product of what we want is the first priority, second to hire a professional fundraiser to run the campaign. This is a 2-3 year project. **Lynn Sullivan** I agree that the directors search needs to come first but would be a good idea to get a group together to try and get a visualization of what our dream would be. **Lorraine McDonald** We would have to invest in that process such as a landscape and architect to draw up the plans and is it realistic vision for us, so there will be some out of pocket expense. **Joe Frodsham** I rode up to the Directors meeting in Eugene with Lois Horan from the Woodland Charter School, they raised over 200 thousand dollars and they didn't have one donation over \$200. They made that money rather quickly just by reaching out to community and past acquaints. **Lorraine McDonald** we might have a community that would get behind that it isn't too soon to start the research it will take a great deal of time and energy to accomplish this. **Joe Frodsham** You might only have \$40,000 in payments but you could get loans for quite a bit because of the collateral. When I went to the charitable foundation a lot of our local banks support local plans, if you have good presentation and can show you can make the payment, then you will get the loan with low interest rates. **Perry Hart** there is the Rudolph Steiner Foundation in California they will also loan money or grants to Waldorf Schools with very low interest rates. At Summerfield we could go to them and always get a loan for the difference of what was raised. Something that could be thought about.
- e. **Board/ Faculty Communications: Amy Rudolph** This is coming from the time that I met with the faculty for the directors search and the comments about the faculty wanting to have more direct communication between the board and faculty. **Michelle Coull** it sounded like when we were small there was more communication like dinner or social activities. **Amy Rudolph** follow up on the question of the structure of the school and the roles of the board and the different bodies of the school. i.e. administration, faculty etc. we didn't really go into it because we were trying to stay on task but wanted to bring it up as a discussion. **Mark Sievert** like the structure set up in Chapter 5 of our book

study that outlines, who is involved on the board what the board does. **Lynn Sullivan** sometimes it seems like some parents come to me to tattle on something I think that they don't quiet grasp the role of the board. **Amy Rudolph** I agree I have people who come to me and I have to let them know that that is not really the role of the board. We need to find a way to let the community know what the roles of the boards are. **Joe Frodsham** I would have some issues with the Faculty going to the board rather than the administration because then they become more of an administrative role. **Lorraine McDonald** I have actually distanced myself from the classrooms and the community because I don't want to be the person people come to tattle on someone. **Hannah Jackson** I think the board can be a scary thing when the board has the power to make decisions about our policies and decisions that affect all of us. I think the faculty really wants the board members to be a part of the community.

**Perry Hart** it also has the hierarchy approach and if this is something we want to get away from.

**Lorraine McDonald** I didn't know this was going to be the way it went when we started the school. To work within the legal ramifications. **Amy Rudolph** Personally, I am not here to be the top of the totem pole, it is because I want this school and community to work. **Joe Frodsham** I sent out the sign ups at the last meeting to come and join the classrooms. The teachers view it not as 'they are here to watch me' but more that it is a time for the teacher and students to do a show and tell. **Amy Rudolph** I think maybe set up an outing so the board and faculty can get together and really get to know one another. **Hannah Jackson** I will be glad to ask the faculty to see what they want from the Board to make them feel more comfortable.

- f. **Fundraising Committee board liaison report:** **Lynn Sullivan** Ted Trujillo prepared a 2 page report on how the process of the fundraising committee is to run. So that from one chair to the next it is very easy to follow what has worked in the past. One of the things that have been an issue about how some of the fundraisers are being done, is that the process set up are not being followed. His suggestion that all the fundraisers go into the general fund instead of class funds. With the exception of the 6<sup>th</sup> – 8<sup>th</sup> grades, due to the fact that those classes are raising money for their eighth grade trip. **Michelle Coull** My question is how is the pledge drive going? **Joe Frodsham** when I first started we had a bad feeling between the board and community. But since then the amount has gone up, last year I believe that we raised approximately \$10,000. **Lynn Sullivan** We need a process as to how things work and we needed a cook book process. **Lorraine McDonald** we need to find out what % of families have done their pledge and make a push to have those who have not pay before the end of the year. **Michelle Coull** well like right now, we are getting ready to do a push for people to pay their next year's supply fee. **Joe Frodsham** I think this is a start, Ted has a lot of good ideas, and I will get some revisions to him so that he can revise the documentation. I can sit down and work with Ted so that we are following that directive. Our pledge contributions were going up, but this year it didn't happen, I think because it was introduced so late. **Krista Peterson** we used to have a meeting at the first of the year where the whole school would come and the pledge drive was something that was mentioned. **Joe Frodsham** I had a meeting with Ted at the first of the year and said that we start the pledge at the first of the year. He said that he didn't want to do it at that time. So I let him try it and it really didn't work. However that is how we learn. **Lynn Sullivan** as a fundraising person I have suggested to have an outreach person from each class to start calling and make sure that the parents are making a pledge. **Joe Frodsham** we would like to have a parent to do the follow-up's and get the parents on board.

**Mark Sievert excused at 8:00 p.m.**

- g. **Insurance Policy:** **Hannah Jackson** The staff has sent me documentation that they would like for the insurance to stay the same or for the insurance to be equal between the employee's. If it is going to be

equitable to change the insurance, that the employees who have been getting the cash payout be grandfathered in (so the employee won't be taking a pay cut) and from this point forward for the cash payout to be equal. As far as requiring that the employee has insurance the faculty believes that this is fair. Some faculty members take the cash payout, for instant if you have a family you get more stipend than if you are a single person. If we change the policy than the people who have been getting the stipend would feel as if they are getting a pay cut. – See handout. I don't feel like we need to have a discussion right now, just wanted to bring it to the board to review and possible discuss at a later date.

**Joe Frodsham** I would like to keep this option because it keeps our talented teachers closer to the salaries from the other Public Schools in the area. **Lorraine McDonald** we have teachers who loop, to me it looks like we need to look at the teacher's salaries and adjust the salaries. Being paid for the work that they are doing. So look this over and we will revisit this at the next board meeting.

h. **More classrooms per grade level:** Krista Peterson – Tabled to next month's meeting

## 5. Action Items:

a. **Vote on Sabbatical Policy AR: I move to adopt the sabbatical policy as corrected, by Krista Peterson. 2<sup>nd</sup> by Lynn Sullivan**

7- Aye (Coull, Hart, Jackson, McDonald, Peterson, Rudolph, Sullivan)

0-No

Motion Approved

**Lynn Sullivan dismissed at 8:13 p.m.**

## 6. Consent Agenda

a. **Budget: Expenditures for March Expenditures:**

### CONSENT AGENDA:

**I move to approve the consent agenda for March. Amy Rudolph 2<sup>nd</sup> by Krista Peterson**

7- Aye (Coull, Hart, Jackson, McDonald, Peterson, Rudolph, Sullivan)

0-No

Motion Approved

### Government Account – March 2015

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

Beginning balance \$97,488.35

Checks cleared from previous month

|       |       |       |
|-------|-------|-------|
| 50933 | 50948 | 50950 |
| 50952 |       |       |

\$659.45

*Check # 50933 was not on not cleared last month \$51.95 added above*

Checks cleared this month

|       |       |       |
|-------|-------|-------|
| 50955 | 50956 | 50958 |
| 50959 | 50960 | 50961 |
| 50962 | 50964 | 50965 |
| 50966 | 50967 | 50968 |
| 50969 | 50970 | 50971 |
| 50972 | 50973 | 50974 |

|       |  |  |
|-------|--|--|
| 50975 |  |  |
|-------|--|--|

\$3,213.24

Total amount cleared \$3,872.69

Checks not cleared

|                             |                             |                               |
|-----------------------------|-----------------------------|-------------------------------|
| 50801 Costco \$699.99       | 50912 Jane Higgins \$27.00  | 50928 Hannah Jackson \$148.31 |
| 50957- Joe Frodsham \$33.99 | 50963- Debbie Beck \$371.25 |                               |
|                             |                             |                               |

\$ 1180.54

Voided checks

Electronic Payment 20 transactions \$110,598.14

Voided electronic 0

Deposits 2 Deposits \$102,064.00

Ending balance \$ 85,081.52

### Private Account - March 2015

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

Beginning balance \$80,517.15

Checks cleared from previous month

|      |      |      |
|------|------|------|
| 1865 | 1866 | 1867 |
| 1870 |      |      |

\$ 3,474.85

Checks cleared this month

|      |      |  |
|------|------|--|
| 1872 | 1878 |  |
|------|------|--|

\$2,525.95

Total amount cleared \$6,300.80

Checks not cleared

|                              |                               |                             |
|------------------------------|-------------------------------|-----------------------------|
| 1767- Rachel Tribbett \$1767 | 1785- Rachel Tribbett \$25.26 | 1807- Katie Stumpff \$28.23 |
| <b>1828- SOU \$413.00</b>    | 1857 – Cori Royer \$17.91     | 1859-Ash ice rink- \$50.00  |
| 1873-Aces \$27.00            | 1874- Scott River - \$1500.00 | 1875- Aces \$27.00          |
| 1876 –Debbie Beck \$77.70    | 1877- Debbie Beck \$15.94     |                             |

\$2,199.71

Voided checks

Electronic payments 4 transactions \$ 1,231.42

Voided electronic 0

Deposits 14 deposits \$ 32,321.89

Ending balance \$ 105,306.82

### High Yield Savings Account –March 2015

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 | \$59,261.74 |
| Interest payment  | \$ 5.18     |
| Ending balance    | \$59,266.92 |

### Savings Account –March 2015

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

|                   |               |
|-------------------|---------------|
| Beginning balance | \$240,357.33  |
| Interest payment  | \$ 21.00      |
| Ending balance    | \$ 240,378.33 |

### Savings Account –March 2015(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 | \$17,250.21  |
| Interest payment  | \$ .75       |
| Transfer          | \$0.00       |
| Ending balance    | \$ 17,250.96 |

### Payroll Account –March 2015

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

|                        |               |
|------------------------|---------------|
| Beginning balance      | \$ 2,322.90   |
| Deposits               | 2 transaction |
| Electronic withdrawals | 8 transaction |
| Ending balance         | \$ 1,499.79   |

**Michelle Coull dismissed at 8:15p.m.**

### **7. Informational Items:**

- a. **Joe's Update Misc: Follow up on Flag's in classrooms and pledge on Monday mornings; Teresa Woods visit i.e. parent evening, reimburse for plane & rental car, etc.; May Faire information; Siding for portables update.**

**Joe Frodsham** I just came back from the Director meeting in Eugene, we are already planning our next State in-service in October. Portland Village School is being dismissed from their location, have three years to relocate. Also the Eugene Village School is currently sharing space with a middle school and looking for another location. We are really looking really good. There is a bill in the senate to get the school's to receive 90 % ADM they think there is a really good chance that the bill can make it out to the floor. I said to Paul, from the Portland Village School, is there really a chance that we will get this onto the next election? He said yes, I told him to give me a

call and I will come up and do a presentation about our school. I need a date for the budget committee to meet and hopefully get the budget ready to go for the May board meeting. Any suggestions for dates? **Lorraine McDonald** Lee will want to be there and Katherine wanted to be the other board member on the committee.

**Joe Frodsham** We will put out a request for dates for the committee to meet. Update on Flag and Pledge of allegiance, we now have flags in all the classrooms again and we are still working on the Monday morning pledge. I believe we have everything coordinated for Teresa Woods we have a rental car and her plane ticket was forward to us Sydney was gracious enough to pay for transportation. She will make a tax donation and the school will reimburse Teresa. Teresa will do a parent presentation on May 30<sup>th</sup> in Ms. Jackson's room. We can't use the Gym because of the 8<sup>th</sup> grade play. **Lorraine McDonald** how is it to have Teresa present and the 8<sup>th</sup> grade play on the same night. **Perry Hart** it is not ideal. What is the presentation about? **Joe Frodsham** about how to meet the state standards in regards to Science with some hands on activities. Siding all the people I have talked with about the siding on the building have not gotten back to me. **Lorraine McDonald** did you get in touch with Tim Mast? **Joe Frodsham** I will try and get in touch with Brooke Mast again to see if this is a possibility. **Lorraine McDonald** it might be a good idea to just pay someone to come out and tell us what they need. **Joe Frodsham** May Faire, we are going to have it. **Perry Hart** the site committee will have a clean-up on this Friday afternoon.

8. **Closing Verse:** Joe Frodsham
9. **Meeting adjourned 8:33 p.m.**

---

Board President or Board Chairman Signature

List of to-do's:

- All board members to read chapter 6 of Partnership of Hope for book review.
- Tracy to send a logo to Amy Rudolph for the Director's position posting.
- Add Insurance Policy on next month's board meeting.
- Tabled more than one classroom per grade level.
- Get a date for the budget committee to meet to go through the budget.