

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, May 27, 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 6 discussion began at 6:02 to 6:15p.m.

1. **Call to Order/ Roll Call Opening Verse led by Joe Frodsham: Roll Call: Absent: Michelle Coull. Called to order at 6:15 p.m.**
2. **Approval of minutes and agenda adjustments: I motion to approve the minutes from the April Board Meeting by Katherine Holden 2nd by Amy Rudolph**
9-Aye (Hart, Holden, Jackson, Magnuson, McDonald, Peterson, Rudolph, Sievert, Sullivan)
0-No
0-Abstain
Motion Approved
3. **Public Comments:** No public present
4. **Discussion item:**
 - a. **Director Search update (15 min) Amy Rudolph:** we had a miscommunication with the Alliance and now the position has been posted. Also I contacted the Antioch College and they are posting the Job on their website and at their school. They will be having a lot of trainings over the summer.

- b. Board Correspondence Thank you's:** LoriAnne Frodsham for helping to chaperone the 8th grade trip, Todd Kievet the 8th Grade trip, Heidi Carlson so much work on the 8th grade trip. Mindi Nagle for West Family Foundation Grant, LeAnn Tourzan for the Seeds of Change and Ashland Food Co-op Grants. MAY FAIRE THANK YOUS: Jessica Bray for making the flowers for the May Faire, Gesine Abraham, Sydney Rudolph, Mark and Sarah Sievert, Ted and Sarah Trujillo, Ryan and Sabrah Maple, Janel LaJoie and Brian Mayfield, Colbee McManamon, Michael and Melissa McGuire, Jen Coons, Amy Rudolph, Linda Ford, Gary Watts for providing the sound system what a wonderful May Faire, Teresa Woods for the wonderful in-service.
- c. Grant Writing Committee information- Grants Awarded** Mindi Nagle wrote the grant for the West Family Foundation with Joe's supervision awarded a \$3500.00 for the block wall, \$750.00 from the Ashland Food Co-op for the Eatable Garden, and the \$1000.00 for the Seeds of Change grant for the eatable garden, both written by LeAnn Tourzan. Would like to get the list of ideas for grants by the 1st of October. **Perry Hart** That would be good to talk with the committee's to see what ideas are out there. **Lynn Sullivan** Ashley Teren a professional Grant writer. Lorraine will contact.
- d. School Climate Survey Results – Katherine Holden** The results were emailed and I wanted to come up with a process of what to do with the information. For me we could go through it individually then come back with 3-4 things and bring them back to the table. Or Joe could go through them and bring back to the board somethings that need to be improved. **Joe Frodsham** I think it would be good to have every board members questions and then we can try and answer them, or move forward with a way to address issues from the Survey. **Lorraine McDonald** is there a way to compare last year's results to this year's results? **Katherine Holden** I will look and see if that is possible. So everyone take some time to go through this survey and bring back a list of questions. **Mark Sievert** I noticed in the book that it says to do one every 2-3 years. **Katherine Holden** we didn't have one for a few years, so we did two in a row to get a better feel. But that is something to look at. **Krista Peterson** it seems like the same person answered a lot of the comments is there a way to track that. **Lynn Sullivan** I agree if we had one person commenting on the survey and they are negative, then it would really help to narrow down the results. **Katherine Holden** yes, I can access that as a menu report just sent the comments you have questions about to me.
- e. Discussion of 15-16 Board Session Schedule: Lorraine McDonald** we have them currently scheduled for the 4th Wednesday of each month. Lee what does that look like from a financial point? **Lee Magnuson** I would say let's move the Board Meetings to the 1st or 2nd week of the Month from a financial standpoint that would be more cohesive. **Joe Frodsham** I don't see any problem with leaving it at the spot that it is. We don't have anything that needs to approved, it is more of a review process. **Lynn Sullivan** I think if we had it sooner it would not be interfering with the holidays etc. **Perry Hart** the only one I have a question about would be in August because so many things come up at a last minute before school starts. **Lorraine McDonald** we could leave the one in August and start our new schedule in September. **Katherine Holden** I think everyone is pretty much in favor of changing them to the 2nd Wednesday of each month. **Mark Sievert** Joe are you strongly opposed to moving it? **Joe Frodsham** no not at all. **Lynn Sullivan** I would like to see it a little bit earlier like starting the meeting at 5:30 p.m. **Amy Rudolph** do we want to change the start time at the same time as the change of date. **Hannah Jackson** I will be gone in June for Vacation and July for Training. **Joe Frodsham** we could do a recess in July from the board meeting. **Lorraine McDonald** so we will have a recess in July, June and August will remain the same and the new schedule will start in September.

- f. **Site Committee Board Liaison Report** Mark Sievert, all I have are the minutes from the meeting. I could go over what are in minutes. A lot of the stuff going on is pretty self-explanatory. A lot of irrigation going in, focus on the grant area with the terrace and the walls general layout with the irrigation. Is there a date for the block walls? **Joe Frodsham** I want to get with Mike McGuire and get the ground ready, then figure out how much of the block we will need. The first thing we need to do is widen the sidewalk. When we did the presentation to the West Family Foundation they asked when the project would be finished and I said hopefully before school starts. **Mark Sievert** do you know if the ditch was ever dug for the irrigation? **Joe Frodsham** for the planter behind the stage area? No we will be doing that after school is out. Initial estimate the block came in at about \$1800.00 from 'Leave Your Mark' in Phoenix. **Mark Sievert** the southeast wall by the playground: we want to protect the wall so a mural can be done. By adding wood chips to keep the back splash from getting on the wall. The irrigation for the Sequoia's to be planted. Reworking a picnic table by the chicken coop, Contact DIRT about the Sheep, They will pick up next Friday June 5th. Future Projects hiring a volunteer gardening teacher, green house, outside kitchen, gathering information for future grants. **Lorraine McDonald** they could contact the grant committee about the mural. **Perry Hart** removal of the tree prior to doing any of the ground work for the courtyard. It is not doing well so it will be coming down either way. It will not be an easy project to take that tree down.
- g. **Proposal for new Accounting Process (10 min)** **Lee Magnuson** Everyone received a copy and some of you asked me questions and I kind of have the feeling that there are a lot of you who do not understand the budget, I sat in on the budget committee and that was a big eye-opener. The reason I have come to this proposal is the timeliness of the process and Peachtree does not have a monthly budget tracker as QuickBooks does, or a cash-flow sheet. I also believe that QuickBooks is much easier to use. I talked with our CPA and he agreed also that QuickBooks would be good. Also talked with Logos business manager and they have QuickBooks and they have been using since inception, with no issues. **Katherine Holden** Hiring a part time bookkeeper required? **Lee Magnuson** It is not a requirement. It has an accounting module in it, the CPA can make adjustments and can apply the adjustment to the running current accounting, so we are not waiting to receive the accounting back from the CPA then having to reenter all the checks and payments while he had the Peachtree. Some financial banks can transfer, if they are compatible. Part of the problem is if you don't go from QuickBooks to chase then you can lose some of the data. Tom suggested that he could have us do the PERS, Health Insurance etc. and that would be a saving of about \$2,100.00 per year. **Katherine Holden** your experience to have it up to date is that more for businesses? **Lee Magnuson** I think it is important to know up to date. **Joe Frodsham** I like to enter in the payments because I can sense if something is going on, or needs to be adjusted. **Lee Magnuson** I don't think the time wasted is your time doing the payments from Chase, it is putting it into the system. **Joe Frodsham** I would rather have Tracy doing the financial input and have someone else who can cover the office. **Lee Magnuson** I think we need to ask the parents if someone is capable of doing this, I would like to also do the actual bookkeeping until the process is clear. I am talking more of a sequential structure. It could be also an assistant to help Tracy out in the office freeing you up to do the bookkeeping. **Mark Sievert** How long do you think it would take to get a handle on the process? **Lee Magnuson** I have no idea it will be at least a couple of months. **Lorraine McDonald** we could do this in a 2 step process let's get the accounts set up and running then see if it would be more beneficial to hire an office assistant or bookkeeper. **Lee Magnuson** There is a lot of upfront stuff that needs to be done. Nothing can be implemented until June. Unanimous support to go ahead with the purchase and installation.

- h. Updating Family Handbook & Employee Handbook (2 min) Lorraine McDonald** we did a lot of work this year and I have summarized all the policy work we did narrowed down into a 4 page document. This goes along with the employee handbook and family handbook. I have already sent Sabrah the things that the families need to know and she is updating the family handbook. The employee handbook is from 2008 so this needs to be updated also. So we also have this to review and make sure we are doing all the things that are required by the policies. The policies are on the website.
- i. Update on Staff hiring for 15/16 school year (5-10 min) Perry Hart** I'm just asking about the staffing for the 1st grade next year? **Joe Frodsham** Ms. Bertolero will be coming back to teach the 1st grade class, she has been meeting with the Kindergarten students on a regular basis, helping out in the classroom. **Perry Hart** did she do any training while on Sabbatical? **Joe Frodsham** No, I talked with a couple of the teachers about proceeding with training they have expressed that they are waiting until the Rudolf Steiner College gets accredited before they do any additional training. She is doing the Art of Teaching for 1st grade this summer. I have talked with Hillary about starting the program and we have opted to wait one more year before starting the program. I also talked to Lois Horan from Woodland Charter they give the teachers \$1,000.00 per year for training. While we are spending \$60,000.00 per year in mentors and training. **Perry Hart** but the teacher training is an immersion with the Waldorf philosophy and training and a commitment to the philosophy, I thought that was our commitment from the school to see all the teachers coming in to do the training, the mission almost requires for all the teachers to be trained in the Waldorf philosophy. Not starting the training until you are a 3rd grade teacher is not ideal. **Krista Peterson** how much does the training cost? **Joe Frodsham** it is costing about \$18,000 to \$20,000. Per teacher. Woodland Charter have 2 teachers in the cohort and they are paying for the training, also we need to look at making a contract that if we pay for the training then they will need to stay with us for X amount of years or they need to reimburse the school for some of the tuition. **Lynn Sullivan** I do not see a problem with asking for a tuition reimbursement. **Amy Rudolph** I would like to see this put on the agenda next month so we get a clear idea of what our expectations are for new or incoming teachers. **Lorraine McDonald** I think if this is something that we are going to require we will find the money. **Perry Hart** I just want to say I am extremely pleased that Sara is coming back nothing is better than a seasoned training.

5. Action Items:

- a. Election of Officers for Board positions 2015-16 school year Lorraine McDonald** we need to vote on reelections for Perry Hart, Katherine Holden, Krista Peterson (will vote on next month) Mark Sievert (will vote next month), Officially vote Lee Magnuson as the Board Treasurer
I nominate Perry Hart to remain on the board for the term of 1 year. Krista Peterson 2nd by Hannah Jackson
8-Aye (Holden, Jackson, Magnuson, McDonald, Peterson, Rudolph, Sievert, Sullivan)
0-No
1-Abstain (Hart)
Motion Approved

I nominate Katherine Holden to remain on the board for the term of 1 year. Krista Peterson 2nd by Hannah Jackson
8-Aye (Hart, Jackson, Magnuson, McDonald, Peterson, Rudolph, Sievert, Sullivan)
0-No
1-Abstain (Holden)
Motion Approved

I nominate Lee Magnuson for a 2 year term on the board. Krista Peterson 2nd by Hannah Jackson
9-Aye (Hart, Holden, Jackson, Magnuson, McDonald, Peterson, Rudolph, Sievert, Sullivan)

0-No

0-Abstain

Motion Approved

Thank you Michelle Coull for your service to the board of Directors.

I nominate Lorraine McDonald for President of the Board of Directors Katherine Holden 2nd by Lynn
Sullivan

8-Aye (Hart, Holden, Jackson, Magnuson, Peterson, Rudolph, Sievert, Sullivan)

0-No

1-Abstain (McDonald)

Motion Approved

I nominate Lee Magnuson for Treasurer of the Board of Directors. Katherine Holden 2nd by Krista
Peterson

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

0-No

0-Abstain

Motion Approved

I nominate Tracy Boykin for the Secretary of the Board of Directors. Katherine Holden 2nd by Krista
Peterson

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

0-No

0-Abstain

Motion Approved

I nominate Katherine Holden for the Vice President of the Board of Directors. Krista Peterson 2nd by
Lynn Sullivan

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

0-No

1-Abstain (Holden)

Motion Approved

- b. Approval of 15-16 Board Session Schedule. Change to 2nd Wednesday at 5:30 p.m. starting
September 2015. Lorraine McDonald 2nd by Perry Hart

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

0-No

0-Abstain

Motion Approved

- c. Approval of 15-16 MTPCS Budget see version # 6 I motion to approve the budget for the 2015-2016
school year as presented by the Budget Committee by Kathrine Holden 2nd by Perry Hart

8-Aye (Hart, Holden, Jackson, Magnuson, McDonald, Rudolph, Sievert, Sullivan)

1-No (Peterson)

0-Abstain

Motion Approved

- d. Approval of 15-16 School Calendar I move to approve the 15-16 calendar Lorraine McDonald 2nd Lynn
Sullivan

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

0-No

0-Abstain

Motion Approved

e. **Approval for Budget Adjustment – Joe Frodsham** We are scheduled to receive true up for the 13-14 school year. So I am asking for approval of the bonuses to be paid contingent upon deposit. **Lorraine McDonald** I am asking that the games and language people get the amount of the bonus for the amount of time they work, so that language is ¾ time should get a ¾ bonus. **Katherine Holden** I am questioning the sabbatical person getting a full bonus? **Hannah Jackson** She has been working since October 4 days a week sometimes 5. **Krista Peterson** What about our other people who work with our teachers. **Lorraine McDonald** All of our people work hard and deserve to get a bonus also. **Joe Frodsham** I will be glad to do the math.

I motion to approve the budget for the bonuses for the 13-14 adjustments contingent on the deposit

Lynn Sullivan 2nd by Mark Sievert

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

0-No

0-Abstain

Motion Approved

6. Consent Agenda

CONSENT AGENDA:

Government Account – April 2015

I motion to approve all deposits and expenditures in the government account for the month of April as stated in the packet. Katherine Holden and 2nd Amy Rudolph

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

0-No

0-Abstain

Motion Approved

Beginning balance \$85,081.52

Checks cleared from previous month

50957	50963	

\$405.24

Checks cleared this month

50976	50977	50978
50979	50981	50982
50983	50984	50985
50986	50987	50988
50992		

\$9,465.75

Total amount cleared \$9,870.99

Checks not cleared

50801 Costco \$699.99	50912 Jane Higgins \$27.00	50928 Hannah Jackson \$148.31
50980- Matt Dusek \$32.46	50989- Perry Hart \$70.00	50990- Joe Frodsham \$161.56
50991- Lemongrass- \$100.00		

\$ 1,139.32

Voided checks

Electronic Payment	27 transactions	\$95,790.33
Voided electronic	0	
Deposits	9 Deposits	<u>\$101,042.88</u>
Ending balance		\$ 80,463.08

Private Account – April 2015

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

Beginning balance \$105,306.82

Checks cleared from previous month

1857	1873	1874
1875	1876	1877

Check # 1876 cleared for \$7.70 instead of \$77.70 will be processed by Wednesday 5/27/15 and show as a misc. debit next month.

\$1,595.55/ 1665.55

Checks cleared this month

1881	1882	1883
1884	1886	1887
1890	1891	

\$5,539.48

Total amount cleared \$7,135.03/ 7,205.03

Checks not cleared

1767- Rachel Tribbett \$17.67	1785- Rachel Tribbett \$25.26	1859-Ash ice rink- \$50.00
1879- Siskiyou \$1,750.00	1880 – Summer Helm \$35.00	1885- Matt Dusek \$48.76
1888 – RV Farm to sch \$96.00	1889- Jackson County \$31.00	

\$2,053.69

Voided checks

Electronic payments 7 transactions \$ 5,593.02

Voided electronic 0

Deposits	10 deposits	\$ 8,291.42
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Ending balance		\$ 164,573.74/ 164,503.74
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High Yield Savings Account –April 2015

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

Beginning balance		\$59,266.92
Interest payment		\$ <u>4.85</u>
Ending balance		\$59,271.77

Savings Account –April 2015

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

Beginning balance		\$240,378.33
Interest payment		\$ <u>19.69</u>
Ending balance		\$ 240,398.02

Savings Account –April 2015(2)

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

Beginning balance		\$17,250.96
Interest payment		\$.70
Transfer		\$ <u>0.00</u>
Ending balance		\$ 17,251.66

Payroll Account –April 2015

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

Beginning balance		\$ 1,499.79
Deposits	2 transaction	\$ 63,000.00
Electronic withdrawals	8 transaction	<u>\$ 63,478.15</u>
Ending balance		\$ 1,021.64

7. Informational Items:

- 8. Joe's Update Misc.:** Kaaren Heikes she is the lobbyist for the 95% bill. The next 6 to 8 weeks will be intense. Peter Buckley we need to reach out to him. **Lorraine McDonald** I am going to call Peter Buckley directly and I encourage all board members to do the same.
- 9. Closing Verse: Joe Frodsham**
- 10. Meeting adjourned 8:33 p.m.**

Board President or Board Chairman Signature

List of to-do's:

- Re-read chapter 6 of the 'Partnership of hope', do the exercise on pg. 131.
- Tracy to adjust the last name from Peterson to Sievert 1st page of April's minutes
- Tracy to email Angela Stuhr the Grant from the West Family Foundation.
- Lorraine to contact Ashley Teren, Professional Grant Writer.
- School Survey on next month's schedule.
- Email Questions on the survey to Katherine Holden.
- Lorraine to work with Joe and Tracy on updating the employee handbook.
- Tracy to order the QuickBooks Pro program for Lee Magnuson to install.
- Lee Magnuson to install and write procedures for QuickBooks Pro when licensure comes in.
- Training for New or incoming teachers to be added to June's agenda as discussion.
- Tracy to update the Board meeting dates on the 15-16 approved school calendar and submit to the District Office.
- Joe to submit the 15-16 approved budget to the District Office.
- Joe to update the bonuses to reflect the board's directions.
- Bonuses to be handed out upon deposit of the True up from 13-14 School Year.