

MADRONE TRAIL PUBLIC CHARTER SCHOOL
Jackson County, Oregon
Meeting of the Board of Directors,
Wednesday, May 28, 2014- 6:00 p.m.
Madrone Trail Public Charter School – 3070 Ross Lane, Medford, Or 97502

Board Members

Dan Beck

Joseph Frodsham

Cliff Beneventi (on leave)

Tracy Boykin

Lorraine McDonald

Perry Hart

Katherine Holden

Lynn Sullivan

Michelle Coull

Amy Rudolph

Discussion of 'The way of a child' chapter 9

1. **Call to Order/ Roll call:** 6:23 p.m.
2. **Verse:** led by Joe Frodsham
3. **Agenda adjustments and approval of minutes: I move that we approve the minutes as recorded for the month of April- Lorraine McDonald.**
6- Aye (Beck, McDonald, Holden, Hart, Coull, Rudolph)
0-No
Motion Approved

Adjustments: Thank you and appreciation added to discussion item 'C' and add action item 'G' to form a consent agenda, move Sabbatical from 'C' under action item to item 'A'.

4. **Public Comment:**
5. **Discussion Items:**

- a. **School Climate survey – Katherine Holden** We had 77 participants for the survey, the question about priority 1st priority was the beautification of building, bathrooms and field, 2nd priority was building permanent classrooms and landscaping. As a board it is good to have this information so that we can move forward. What I see is information for the school director to take to the staff, generalizing the information for the staff. As a board target area's like financial that need to be accomplished in the future. **Joe Frodsham** I also included the last survey that was done by Daniele Anderson **Lorraine McDonald** I found that really helpful to look back and see what was on the last survey to compare to the current ones. **Michelle Coull** did you see anything that comes out? **Katherine Holden** they are worth reading and there is a lot of information that will be helpful for planning in the future to know where our strengths are where we are still struggling. **Michelle Coull** and keeping it consistent so that we can compare in the future. **Katherine Holden** I did purchase this survey and we have it for an entire year so as long as we have it before next April the survey will be free.
- b. **Complaint procedures- Dan Beck** We do have a board policy and I am not saying we need to change the board policy. I am thinking more of the administrative process needs to be cleaned up. Don't want to make this a huge discussion it is a worthy cause and investment of time to come up with a definitive procedure. **Katherine Holden** is this an adopted policy. **Dan Beck** yes, that was adopted by the previous board under the direction from the OSBA **Joe Frodsham** there is a system in place at the OSBA it is expensive, but it might be beneficial to update about every 2 years. **Lorraine McDonald** have we ever handed out any of these complaint **Joe Frodsham** no, we have never handed one of these forms out. **Katherine Holden** it says that the original complaint should be done verbally and if no resolution then the written complaint would need to be filed. **Michelle Coull** I think it would be good to have this in the parent handbook so that the parent know that it is available. I know I like things in writing. **Lorraine McDonald** so we need to create a log or binder to keep these in. So that we can review periodically. **Dan Beck** we need to have something to make sure that we are covering all the bases. **Amy Rudolph** I also noticed that some of the parents felt like they had no closure I realize that you cannot disclose because of personnel issues. **Lorraine McDonald** like if a parent complains that the bus driver is mean, they have been notified of the outcome on a formal documentation, they may not agree, but you

would have a signature. **Dan Beck** it would be ideal that the feedback comes back to the person who is making the complaint. I think this is too big to tackle in an open board meeting, we really need to have a forum and make a process. If things go on for long enough with no resolution then it will come to a point where the person who is complaining wants a pound of flesh. If people feel like nothing will happen then they will not do it; it is like answering surveys if nothing is done why bother participating. **Joe Frodsham** I have had incidents when the parent has gone to the teacher and they make a plan and then 2 days later the parent comes to me thinking it is not resolved. **Amy Rudolph** the complaint to be in writing within 10 days of the informal conversation. **Dan Beck** if the loop is closed and you have signatures it will help with closure. **Matt Dusek** I keep a journal of discussions with my parents. It would be helpful to have it more formalized. Making it as user friendly as possible each year maybe give a teacher a binder with documentations for the year. **Joe Frodsham** will follow up with the attorney to make sure those documentations cannot be subpoenaed.

- c. **Thank you and appreciation- Amy Rudolph** I am thinking of a thank you to Sara for graduating our first 8th grade class. And giving thanks to all of our volunteers in a newsletter. **Michelle Coull** I like the idea of thanking the families who have donated the 20 hours. **Amy Rudolph** do I send the update information to Sabrah. **Joe Frodsham** go ahead and send it to me because I am supposed to be in charge of the Friday updates.

6. Action Items:

- a. **Sabbatical-** Last time we had a consensus to offer a sabbatical **Dan Beck** we all support the idea emotionally **Katherine Holden** I don't think anyone is saying no, just need to see where we are financially. I think I would love to give a full paid sabbatical, I think it is impractical, sitting in on the budget committee, we need to be more frugal with some of the concerns long term and ground maintenance, maternity leave a PERS increase as some point, Waldorf training, the bathrooms needing updating, computers needing to be updated. I would love to do all of this but my gut is telling me to be cautious. I would be comfortable with doing \$30,000.00 and covering the insurance. **Dan Beck** the most difficult thing to fundraise for is daily operations, if we have a sabbatical it will be hard sale to potential donors. **Michelle Coull** did you allocate the budget to include \$60,000. For the director position? **Joe Frodsham** this year is \$55,000 and the next \$60,000. Which I think is a good salary up in the Eugene Village School they

have a Director and a Principal. **Amy Rudolph** I have a lot of the same concerns that you are saying, you want to be conservative so that the next director is not struggling with the budget. I have talked to some of the other Waldorf School who used to have a sabbatical but had to take it away because they could not sustain it. I would rather start small and work our way up. **Joe Frodsham** I did budget a lot of things in the budget we have several areas that were funded strong and not fully used. We will be going over the budget a little later in the meeting. I funded winter conference to take the staff to the Rudolph Steiner college we may only send ½ of the allocated funds for the staff which will save us some money. We save if we could get volunteers to do the lawns etc. there is money that we could hire but, we need to keep our parents to feel a place of value here. I could go through the budget and show you where the pockets are and I feel very good that we can continue to build the contingency fund. So we are in very good position. **Michelle Coull** what was the contingency fund when you started? **Joe Frodsham** about 125 thousand. **Lorraine McDonald** well the contingency fund should actually grow with the amount of students that we have. **Perry Hart** I agree we need to be prepared for the maintenance. There has been a promise to the faculty that they could live with less pay in the hopes of a sabbatical year. And looking at the salaries they are very lean, I feel that the faculty has been asked to address this issue whether they want an increase or a sabbatical is more important and it came back to me that the sabbatical was more important than the pay. I feel the most important part of our school is the teaching staff and I feel like I need to honor what their request is. **Lorraine McDonald** I also see that the teachers will need the break after 8 years but I don't like to see our teacher living so lean. This group felt that this would not be fair. I would like to propose some sort of graduation bonus and boost those salaries across the board. I feel like in the long term they can still take a sabbatical it would be unpaid and they could work it out amongst the staff who will be taking the position. And some kind of equity with the teacher who have been living under this ruse of sabbatical. Come up with livable wages that is fair. I don't think that it would be seen even to our donors that we are wasting \$50,000.00 to give someone a year off. **Katherine Holden** I haven't figured out how to break up the money for the teachers. I feel like we have heard the teachers speak. **Lorraine McDonald** we are not saying that you cannot take a sabbatical but I don't believe that it should be funded. **Dan Beck** where are we with the % of how much they are

getting? **Joe Frodsham** it is one of the options in the outline. **Lorraine McDonald** I don't think it should be option 1, 2, or 3 there are a lot of issue that should be worked out. I think there is a lot of thing that could go wrong. It is a lot harder to cut every body's salaries then to take away a sabbatical and what would happen to the teacher who has been on track for 8 years and then I'm sorry we can't fund it. I feel like a salary increase is a better way to look at it. **Michelle Coull** that is a point with the faculty also that is the sabbatical going to be around. **Amy Rudolph** even if we want to do this there needs to be a lot of stipulations that are set into place and I have said in the past but I will say again we need to look at the Kindergarten teacher, it is an extremely trying and hard job and even though we do not get paid the same. **Joe Frodsham** can we at lease set a compensation committee with board and faculty members **Katherine Holden** I feel uncomfortable with that if that is something that should have been started 2 months ago. **Perry Hart** we will hold the 1st grade teaching position in 2 years. **Joe Frodsham** I told Sara that if no sabbatical was approved that she would have a position to come to with the money that has been saved for the sabbatical. **Perry Hart** where would the money come from if we are bring Sara back. **Joe Frodsham** that would be what the sabbatical committee would be looking at. **Perry Hart** if they were only getting a portion of the sabbatical or a lot of restrictions that the staff would take the increase in salary. **Dan Beck** I think the concept wasn't out there and it is here now so no matter what we do if it is fully funded or $\frac{3}{4}$ funded it will really cost the same. **Lorraine McDonald** I don't think you can just bring in another staff member without contacting the board. **Dan Beck** I don't think that we would do the double dip if she is back to work full time. **Michelle Coull** we have 2 parts sounds like we have the sabbatical and then the issue of Sara. **Lorraine McDonald** if she wants the bonus then comes back and does a $\frac{1}{2}$ time employee not a full time. Sara's been here 4 years we have had teachers come and go and we will always have that. It will cost us more initially but I think that we need to make a decision based on fiscally sound and not emotional. I would be comfortable with her coming back with a full time position or $\frac{1}{2}$ time with a bonus. **Katherine Holden** I was just hoping for a win win. **Dan Beck** this is a contingent decision but that it needs to go to committee. **Michelle Coull** they would like to see the sabbatical what Lorraine is proposing feels like a meeting of the sabbatical and the salary. **Dan Beck** it needs to go to a committee because we need to know where the money is coming from. consensus

is that if approved it would end up being $\frac{3}{4}$ of a salary. **Lorraine McDonald** I don't want to vote on it today look at the broader picture for the compensation of the faculty. **Michelle Coull** the window of having a sabbatical is still there. Part of the question for me is the honoring of a teacher who takes the class and is it only a sabbatical for someone who chooses to take the sabbatical. Could we decide to form a committee and decide what we do with Sara? **Lorraine McDonald** I think we can approve a full time person for next year. **Dan Beck** having a person comeback and work would help to alleviate some of the substitute pay, would save us some money. **Joe Frodsham** I was always under the understanding that she would get $\frac{1}{2}$ the sabbatical and work $\frac{1}{2}$ the year. **Dan Beck** I think we need to do a resolution.

Katherine Holden: I motion to make a Compensation Benefits committee, exploring options to adjust compensation and benefits to allow faculty to have an opportunity for sabbatical, graduation bonuses, and making sure it is affordable. Consisting of a minimum of the director, 2 board members and 3 faculty members. Time line to be put in place at the first committee meeting. First meeting to be held on Monday the 16th or Tuesday the 17th in the evening.

Discussion: Perry Hart if we do it this way and raising salaries teachers will not be able to save out \$6,000.00 per year for a sabbatical how would they be able to take a year off. From a practical standpoint if they are living at a poverty level and they get the raise. **Joe Frodsham** Who would be on the committee 2 board members and 3 faculty, minimum. You don't have to exclude or limit the number of members.

6- Aye (Beck, McDonald, Holden, Hart, Coull, Rudolph)

0-No

Motion Approved

Kathrine Holden I would be willing to facilitate it, **Amy Rudolph** volunteered to also be on the committee.

- b. Board application –Krista Peterson-** submitted her application for the board of directors. She will be invited to the next meeting for interview.
- c. 2014-15 school board approval and officer elections**
Cliff Beneventi regrets that he will not be able to continue with the board of directors.

I move that we reappoint Lorraine McDonald to the board for a 2 year term – Dan Beck

5-Aye (Beck, Holden, Hart, Coull, Rudolph)

0-No
1 abstain (McDonald)
Motion approved

I move to reappoint Amy Rudolph to a 2 year term – Lorraine McDonald
5-Aye (Beck, McDonald, Holden, Hart, Coull,)
0-No
1 abstain (Rudolph)
Motion approved

I move to reappoint Michelle Coull for a 1 year term – Amy Rudolph
5-Aye (Beck, McDonald Holden, Hart, Rudolph)
0-No
1 abstain (Coull)
Motion approved

I move to reappoint Lynn Sullivan for a 2 year term – Lorraine McDonald.
6-Aye (Beck, McDonald, Holden, Hart, Coull, Rudolph)
0-No
Motion approved

I move that we accept Cliff Beneventi's resignation from the board of directors, with our thanks. Lorraine McDonald
6-Aye (Beck, McDonald, Holden, Hart, Coull, Rudolph)
0-No
Motion approved

I nominate Lorraine McDonald for Position of president for the board of directors
5- Aye (Beck, Holden, Hart, Coull, Rudolph)
0-No
1 abstain (McDonald)
Motion approved

I nominate Katherine Holden for the position of Treasurer for the board of directors.
5- Aye (Beck, McDonald, Hart, Coull, Rudolph)

0-No
1 abstain (Holden)
Motion approved

I nominate Tracy Boykin for the position of Secretary for the board of directors as a compensated position.

6- Aye (Beck, McDonald, Holden, Hart, Coull, Rudolph)
0-No
Motion approved

- d. 2014-15 Budget approval** – see attached 3rd draft of the budget.
I motion to approve the budget for the 2014-15 school year as amended. Lorraine McDonald
6- Aye (Beck, McDonald, Holden, Hart, Coull, Rudolph)
0-No
Motion approved

Michelle Coull – dismissed at 8:30 p.m.

- e. Bonus approval for teachers/ staff** see attached documentation, please add to this \$250.00 cell phone bonus
I motion to approve the bonus for the teachers and staff as amended. Lorraine McDonald
5- Aye (Beck, McDonald, Holden, Hart, Rudolph)
0-No
Motion approved

- f. West family foundation grant-** we received the grant to get the paint from the grant and we need to get the volunteers to come in and paint during the summer, have the volunteers/teachers paint their own classroom areas. We would potentially rent a scissor lift to help paint the high area around the gym. Jesse was looking for a summer job and said he would be willing to paint this summer. I believe it is possible to get people who don't usually volunteer involved.
I move that we authorize our president to sign the Grant. – Dan Beck
5- Aye (McDonald, Beck, Holden, Hart, Rudolph)
0-No
Motion approved

g. School calendar 2014-15 school year
I move that we approve the calendar for the 2014-15 school year as amended – Dan Beck

5- Aye (McDonald, Beck, Holden, Hart, Rudolph)

0-No

Motion approved

h. Consent agenda for the Month of May. I move that we include in this meeting and in further meeting for budget expenditures and minutes to be approved in a consensus vote. Lorraine McDonald

5- Aye (McDonald, Beck, Holden, Hart, Rudolph)

0-No

Motion approved

7. Budget Expenditures for April – Consensus agenda for expenditures. I move to approve the consent agenda for the budget expenditures for April. Lorraine McDonald

5- Aye (McDonald, Beck, Holden, Hart, Rudolph)

0-No

Motion approved

Government Account – April 2014

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

Beginning balance \$122,613.06

Checks cleared from previous month

50618	50636	50646
50647		

\$ 658.29

Checks cleared this month

50649	50650	50651
50654	50655	50656
50657	50658	50659
50660	50661	50663
50664	50665	50669

Total amount cleared

\$2,228.08
\$2,886.37

Checks not cleared

50595	50639	50652
50653	50662	50667
50668		

\$673.28

Voided checks 50666

Electronic Payment 22 transactions

\$96,908.66

Voided electronic 0

Deposits 5 Deposits

\$102,519.93

Ending balance

\$125,337.96

Private Account – April 2014

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

Beginning balance

\$79,367.00

Checks cleared from previous month

\$

Checks cleared this month

1763	1764	1765
1766	1770	1771

\$9,132.58

Total amount cleared

\$9,123.58

Checks not cleared

1767	1768	1769
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\$460.16

Voided checks

Electronic payments	6 transactions	<u>\$6,323.39</u>
Voided electronic	0	
Deposits	13 deposits	<u>\$12,103.11</u>
NSF Checks returned	1 transactions	<u>\$132.00</u>
Ending balance		\$ 75,882.14

High Yield Savings Account –April 2014

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	\$59,207.90
Interest payment	<u>\$ 4.85</u>
Ending balance	\$59,212.75

Savings Account – April 2014

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

Beginning balance	\$185,140.53
Interest payment	\$24.31
Transfer from Checking	<u>\$ 17,000.00</u>
Ending balance	\$202,164.84

Payroll Account – April 2014

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

Beginning balance	\$1,687.14	
Deposits	2 transaction	<u>\$ 59,000.00</u>
Electronic withdrawals	transaction	<u>\$ 59,215.58</u>
Ending balance		\$ 1,471.56

- 8. Informational Items:**
 - a. Joe's update Misc.- None noted**
- 9. Executive session ORS 192.660(2)(b) – Tabled**
- 10. Closing verse led by Joe Frodsham**
- 11. Meeting adjourned at 9:33**

TB 5/28/14

Signature Board President or Chair