

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, June 24, 2015- 6:00 p.m.

Madrone Trail Public Charter School – 3070 Ross Lane, Medford, Or 97502

Board Members

Perry Hart

Joseph Frodsham

Katherine Holden

Tracy Boykin

Hannah Jackson

Lee Magnuson

Lorraine McDonald

Amy Rudolph

Mark Sievert

Lynn Sullivan

Review book study 'Partnership of Hope' chapter 6 discussion began at 6:04 to 6:21 p.m.

1. Call to Order/ Roll Call Opening Verse led by Joe Frodsham: at 6:22 p.m.

2. Approval of minutes and agenda adjustments: I motion to approve the minutes for the April meeting Perry Hart.

6 Aye (Hart, Holden, Magnuson, McDonald, Rudolph, Sievert)

0-No

Motion Approved

Adjustments: removal of discussion item h and add discussion on

3. Public Comments: No public present

4. Discussion item:

a. Director Search update (15 min) Amy Rudolph: Joe Frodsham we did have one inquiry to the school if the position was still open and asked him to send in his resume. **Amy Rudolph** Tracy if any come into the office please let me know.

b. Board Correspondence Thank you's: for Jane Higgins, Cori Royer, Christine Cooper and Linda O'Connor for the wonderful 8th grade graduation. For Alyssum Barber for graduating a wonderful class and completing your Waldorf Master's program. LeAnn Tourzan for completing your Waldorf Master's program, Hannah Jackson for completing your Waldorf teacher training.

c. Training for new or incoming teachers Lorraine McDonald At the end of the discussion last month we talked about if we were going to require teachers to get Waldorf trained if they are not. And are we

going to help pay for tuition? **Joe Frodsham** Currently we have Matt, Allison, Alyssum, Hannah, LeAnn and Nancy. We would like to get Hillary Lowenberg started the Rudolph Steiner College is currently in disarray so we are waiting for them to get their cohort together. Ms. Higgins also would like to get her certificate but the college is not accredited and so the courses do not go towards their licensures. I talked with Mechtild before the summer and she is comfortable with the training that the teachers are currently getting. Amy asked what we were spending on training and it is \$65,900.00 per year in training. **Amy Rudolph** how much will we be able to afford in the future? **Joe Frodsham** we will be paying off the Rudolf Steiner College this year and will have the funds available. **Lorraine McDonald** a lot of time the trained teachers can act as mentors. **Joe Frodsham** we do that at the end of the year and throughout the year the teachers will get together with the previous teacher to help them through the year. **Perry Hart** I would suggest to try and find the teachers that already have the training. **Joe Frodsham** We do that also we have always been given preference for the trained Waldorf teachers. We have tried to advertise through the Rudolf Steiner College and have not been able to because we are a charter school, that is changing and we are hoping that this will change early. **Lorraine McDonald**. Would you Perry be willing to compile a list of places to recruit new teachers? **Perry Hart** I would be glad to do that **Joe Frodsham** I know that Perry and I have talked about possibly getting an in-service from the Eugene school or having them come down and training here it would be a lot less expensive than sending them to the RSC. Amy Rudolph I would like to have something to show the teachers what we are willing to spend on getting them the training. **Joe Frodsham** I need to talk with the Woodland Charter School about the policy for providing the training and what is being expected. **Lorraine McDonald** Amy would you be willing to make that policy may be working with Joe. **Amy Rudolph** I know that one of the schools in Portland also did a training for Waldorf and we can look into that. **Joe Frodsham** the RSC is a very good program both Hannah and Alyssum said that the program was a very good program. **Lorraine McDonald** are we in agreement that we would like for every teacher to be trained in the Waldorf methodology.

- d. **School Climate Survey Results – Katherine Holden** Thank you for responding. The general interest was the field and the gym and the cleanliness around the bathrooms. The big areas for the specialty teacher area came up a couple of times. One was communication and not knowing how to have contact with them or being able to contact the specialty teachers. The teachers are only here a few hours a day and hard to get a hold of. Input around the foreign language teacher not a really strong quality in that specific class. **Joe Frodsham** that was also mentioned by the faculty. **Katherine Holden** the first year teacher will have ups and downs but we need to find out what she would need to make her a stronger teacher. **Perry Hart** Language is always a difficult subject. **Amy Rudolph** we have always had a lot of turn over with the language teacher. **Lee Magnuson** did she have a mentor helping her. **Joe Frodsham** she did have a mentor with the language teacher at the Siskiyou School and towards the end of the year we had Mechtild Howard step in and offer a lot of mentoring. **Mark Sievert** well I just want to put out one thing and that is the switching from French to Spanish was a difficult transition. **Katherine Holden** the only other thing is bring the new parents into the fold and making them feel welcome. **Joe Frodsham** that is also one of the focal point for Sabrah and the Parent Council to try and involve more people and make them feel more comfortable. **Katherine Holden** the communication between the parents and the director was more positive this year. And that Tracy need to get some help in the office area. I did feel like compared to last year it felt more concrete this year and just some little area that need to have some attention. **Joe Frodsham** How many this year compared to last year.

Katherine Holden we had about 10 less people complete the survey. **Perry Hart** Katherine did you say last meeting that you would be able to determine what grades the parents have been making comments on. I will send you an email. I did have a question about the weighted average? I assumed that meant like out of 5 stars the survey had 3.4 number of stars it would be more on the positive.

Lorraine McDonald Like some of the parents were answering question on Woodworking when their student didn't take woodworking.

- e. **Teresa Wood report from visit Lorraine McDonald** the report is enclosed in the packet, it was an in-depth report. **Perry Hart** with the little time that she was here she did a good job with her evaluation. **Katherine Holden** on page 4 it mentioned about splitting the roles between the administrator and the pedagogical leader. **Joe Frodsham** we did have one year that Mechtild would evaluate the upper grade teachers because you don't evaluate the teachers that you mentor. She and I would then set down and write the evaluation for the teacher. **Lorraine McDonald** she said we need to have a more formative assessment and I was not sure what that means. **Joe Frodsham** the only formative evaluation we do is in Second grade we have an evaluation from Paula Lynum. **Katherine Holden** Formative is looking at 'how do we know, what our kids know' and the simulative is the evaluation that is performed at the end of the school year. Like giving a little card at the end of a math lesson to see if the students understand the lesson or if you need to reteach it the next day. **Lorraine McDonald** the other thing was for the teacher goal setting? **Joe Frodsham** No we do not do a beginning of the year goal setting for the teachers. **Katherine Holden** that would be more of a site process the board would not be overseeing these processes. **Perry Hart** I am wondering if we should send her a second thank you for the informative evaluation that she did. She also did say that she would be glad to be a mentor for the upper grade science and comparing the charter schools with the private schools. **Katherine Holden** I will be happy to send her a thank you email on behalf of the board.
- f. **Health insurance benefits** We pay 25.29% of payroll for PERS and Social Security, we have a tired system because we have a young staff. For instance Mr. Gammon and Mrs. Barber 1,834.00 per month for Health insurance for the family. **Lee Magnuson** so I clear we are giving everyone a certain amount of money for insurance and they have the option to buy insurance through the school or to buy their own insurance I don't see the problem. **Amy Rudolph** I think the issue is that some of the teachers are getting insurance through their spouses and taking the insurance as cash. I also have a question about the partner verse a spouse? **Joe Frodsham** Michelle has a registered domestic partner. They are not married but they are legally registered partners. **Lorraine McDonald** so we need to get a policy written and then approve or disapprove the insurance policy. **Perry Hart** the survey that the faculty did was an exceptional result. And I am very proud of them for making that decision. One a policy is established it is really hard to take away the monetary allotment that they have. **Katherine Holden** I would like to offer another option to the teachers and make sure that it is all equitable. **Amy Rudolph** one of the things is that the teachers who are taking the monetary allotment needs to prove that they have another comparable insurance. **Joe Frodsham** This was started with the director prior to myself and it has been a common practice. **Lorraine McDonald** also do they have an equivalent insurance with what we offer. **Mark Sievert** I think that an employee who is opting to get their own insurance because of a healthy lifestyle and can find it cheaper than they should have that option. **Katherine Holden** Well I was thinking that the savings for not taking the insurance should be lumped together and then divided equally between all the staff members. **Joe Frodsham** I will provide an AR for insurance for everyone to be paid out.

- g. **Update on new Accounting Process** I came in yesterday and sat with Joe and went through the accounting and got a chance to talk with the IT people to set up software I didn't realize that we didn't have a server here on site. **Joe Frodsham** with the district we can access the W drive from any computer in the district. So they are setting up an S drive for us to log on and access the accounting.
- i. **Strategic Planning see handout Lorraine McDonald** Dan Beck suggests using the Golden Valley plan as a template and assigning the different sections to be written. We still don't have a strategic plan and I feel as if we really need to have it secured. Dan suggested to assign different points and write them up. I would like to have a little more unity in the documentation what is everyone else's ideas? I am just giving you an update that I will be working on this over the summer and try and unify this but will be calling to get input from all about the goals etc. Hoping to have this done by the Fall.
- j. **Planning for Fall board community retreat possible dates Lorraine McDonald** I know the faculty wanted more interaction with the board and I was thinking that we could incorporate something with them. I am just asking for ideas and dates. **Amy Rudolph** I think it would be nice to have the faculty on board with us. **Lorraine McDonald** I know in the past we sat with George Hopefer and did an exercise. **Katherine Holden** how do we do this without stepping on the toes of the teachers like with the Teresa Wood in-service. **Joe Frodsham** I still have not figured out what we are doing for back to school week in the past I have brought in a teacher. The faculty mentioned that they would like to do a ropes course this is something that would be looked at for the first Monday before school starts. There are a couple of other speakers I am looking at. But if the board would like to meet on the Monday we could get this scheduled. **Katherine Holden** is there a professional development date that the teachers are not scheduled a training on? **Joe Frodsham** I have two different dates consisting of Work days which the teachers use during the conferences to get reports ready and then there are the Teacher in-service days that we do speakers etc. I get the first two days when the teachers report back to school and the rest of the week is the teachers. **Amy Rudolph** if it was brought to the teachers that this is something that we would like to do if they would want to do a Saturday. **Joe Frodsham** if it is volunteer than we do not have to pay them if they are required than we would have to pay them. **Lorraine McDonald** If that doesn't work then a board retreat would still be beneficial do we want to bring in a trainer. Does anyone have any thoughts? I know the teachers had JoAnne Lescher last year and compassionate communication.
- k. **Director evaluation process.** Katherine Holden so here is a new timeline for this next year's evaluation Joe will present the end of the year report and the board members will evaluate Joe. See page 8 each of us would go through individually and then compile and come up with the evaluation and then do the final evaluation. **Lorraine McDonald** since this is the 2nd year we are a bit behind if we should move it up to the June meeting have the final presentation up by a month so it would be due by the 1st of the month. **Amy Rudolph** just a reminder that we moved our board meetings for the 2nd Wednesday of the month. **Katherine Holden** so we will have the report by the 15th of May; than we would have 2 weeks to do our evaluation and get the evaluations to the person who will be compiling the information for the June board meeting. In term of this year since we are already late. Joe if you could please get us the end of the year report within two weeks we could do our evaluation and have it ready for the August meeting. I will send out a July August timeline for this year.

5. Action Items:

a. Approval of 15-16 School Calendar – Teacher request adjustment

I motion to approve the teacher adjustment on the 15-16 school calendar. Amy Rudolph 2nd by Katherine Holden.

6 Aye (Hart, Holden, Magnuson, McDonald, Rudolph, Sievert)

0-No

Motion Approved

b. Re-election of Mark Sievert

I would like to nominate Mark Sievert for a 1 year term Perry Hart 2nd by Lee Magnuson

6 Aye (Hart, Holden, Magnuson, McDonald, Rudolph, Sievert)

0-No

Motion Approved

6. Consent Agenda

CONSENT AGENDA:

I motion to approve the consent agenda for the month of May as written. Katherine Holden 2nd by Mark Sievert.

6 Aye (Hart, Holden, Magnuson, McDonald, Rudolph, Sievert)

0-No

Motion Approved

CONSENT AGENDA:

Government Account – May 2015

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

Beginning balance \$80,463.08

Checks cleared from previous month

50980	50990	50991
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\$294.02

Checks cleared this month

50993	50994	50995
50996	50997	50999
51000	51001	51004
51005		

\$2967.59

Total amount cleared **\$3,261.61**

Checks not cleared

50801 Costco \$699.99	50912 Jane Higgins \$27.00	50928 Hannah Jackson \$148.31
50989- Perry Hart \$70.00	50998 ?	51002 ?
51003 ?		

\$ 845.30

Voided checks

Electronic Payment 22 transactions **\$81,856.34**

Voided electronic 0

Deposits 6 Deposits **\$102,191.87**

Ending balance **\$ 97,537.00**

Private Account – May 2015

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

Beginning balance \$100,870.19

Checks cleared from previous month

1879	1885	1888
1889		

\$1,925.76

Checks cleared this month

1892	1893	1894
1895	1896	1897
1898	1901	1902
1903	1904	1905
1906	1907	1908
1909	1910	1911
1912	1913	1915
1916	1917	1918
1919	1920	1921

\$15,024.91

\$16,950.67

Total amount cleared

Checks not cleared

1767- Rachel Tribbett \$17.67	1785- Rachel Tribbett \$25.26	1859-Ash ice rink- \$50.00
1880 – Summer Helm \$35.00	1899 ?	1900 ?
1914 ?		

\$127.93

Voided checks

Electronic payments 8 transactions

\$ 2,266.46

Voided electronic 0

Deposits 10 deposits

\$ 12,654.75

Ending balance

\$ 94,307.81

High Yield Savings Account –May 2015

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

Beginning balance

\$59,271.77

Interest payment

\$ 4.69

Ending balance

\$59,276.46

Savings Account –May 2015

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

Beginning balance

\$240,398.02

Interest payment

\$ 19.03

Ending balance

\$ 240,417.05

Savings Account –May 2015(2)

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

Beginning balance

\$ 17,251.66

Interest payment

\$.68

Transfer

\$ 0.00

Ending balance

\$ 17,252.34

Payroll Account –May 2015

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

Beginning balance		\$ 1,021.64
Deposits	2 transaction	\$ 63,000.00
Electronic withdrawals	6 transaction	<u>\$ 54,105.05</u>
Ending balance		\$ 9,916.59

7. Informational Items:

8. Joe's Update Misc.: I did get a call from Christine Cooper and she has accepted a full time position with the Medford School District. So we are looking again for a new Music Teacher. If you look at the courtyard you will see that we have the sprinkler systems done. I also had Mike Bartlett come and look at the trees and he said that we need to get the mistletoe out of the trees before they kill the trees. I had him evaluate all the trees, we have two in the back that need to be removed. And we will be putting bark around the oak trees for 10-12 feet and we will be putting lawn in the gravel section on the other side of the gym. Also one of the ladies from Shooting star nursery came and will be setting up the grow boxes for the terrace area. We are also redoing the office with paint and wood flooring. We cannot take up the carpet because of the asbestos. The pile on the carpet is so short and compiled that we will not have to take it up and will be able to put the floors down on top. **Lee Magnuson** we do not have problems with water. **Lorraine McDonald** we have city water, we are the only ones in the area with city water. **Joe Frodsham** we also have irrigation rights that we pay for each year to keep. **Perry Hart** The linoleum in the kitchen ever been tested? **Joe Frodsham** it is actually a roll so it is much newer. **Perry Hart** any word from Peter Buckley? **Joe Frodsham** I keep calling and emailing Mr. Buckley and still have not gotten a response. But I am sure that they have a person who is compiling the yes and no's. **Perry Hart** so it says that he is the hold-up does that mean he is opposed to the change. **Joe Frodsham** Yes that is what it means by hold-up.

9. Update on To-do's see below

10. Update from Process Coach I think we had an incredible meeting we did well with the problem solving and staying up with the time of the meeting. I felt like a lot of things could have been obstacles and we didn't go off to far on the tangents and there were no interruptions when people were talking.

11. Closing Verse: Joe Frodsham

12. Meeting adjourned 8:15 p.m.

Board President or Board Chairman Signature

- Read and re-do the inquiry #3 and #4 in chapter 6 of the Partnership of Hope.
- Amy to work on a draft for the policy
- Katherine Holden to email Teresa Woods a thank you
- Tracy to send Teresa Woods email to Katherine Holden
- Joe to draw up the health insurance policy
- Joe to follow up with Jane and Nancy about the board joining with the faculty for an outing.
- Tracy to put on calendar that the year-end evaluation write up is due to the board by May 15th for the June 2016 meeting.
- Lorraine will work on strategic planning.
- Joe to get the year-end evaluation to the board within two weeks.
- Katherine Holden to send out timeline for the director evaluation for July and August.