

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors, Regular Meeting

Wednesday, July 24, 2013- 6:00 p.m.

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

Board Members

 O Mr. Dan Beck

 X Joseph Frodsham

 X Mr. Cliff Beneventi

 X Tracy Boykin

 X Dr. Lorraine McDonald

 X Mr. Perry Hart

 X Katherine Holden

Discussion of third chapter from *The Way of a Child*.

1. **Meeting called to order/ Roll Call:** 6:25 p.m. Dan Beck is absent today.
2. **Verse** – led by Joe Frodsham
3. **Adjustments to agenda and approval of minutes:** Adjustment to Action Item A voting on perspective board member.
I motion to approve the minutes from June Meeting by Katherine Holden 2nd by Perry Hart. Any questions? Hearing none

Motion approved

3-Aye (McDonald, Holden, Hart)

1-Abstain (Beneventi)

0- No

4. **Interview perspective board member: Lynn Sullivan:** I am living in Jacksonville now so attending meetings will be easier for me I feel like the school gave us a lot for the 2 years we were here and I really want to give back. **Katherine Holden:** What are your strengths and weaknesses? **Lynn Sullivan:** I was on the board briefly while my son was enrolled her and was very frustrated. Was glad to hear about the changes on the board. I did a lot of fundraising and have a lot of networking set already. **Perry Hart:** How long did your son attend the school? **Lynn Sullivan:** He was here ½ way through Kindergarten through 2nd Grade. I met a lady on a trip that introduced me to the Steiner philosophy and I just filed that away until I had my own son. I think there are a lot of things missing from the Public School setting not a lot of alternative enrichment for the individual students. **Cliff Beneventi:** I am just really excited to see you sitting across the table and contributing to the school. Even though Finn is at another school. **Perry Hart:**

Fundraising, can you expand on what you did? **Lynn Sullivan:** I helped with the fun run, ran the auction 2 years ago and Friday markets. **Cliff Beneventi:** I feel like the board members without children here would be able to have a lot of networking opportunities, without the feeling of collecting for your own personal child. **Joe Frodsham:** Once a month may not be all that is asked of you. I don't want you to be surprised we do have our own projects that we work on throughout the month. **Lynn Sullivan:** I can do computer work and stuff from home but to have to be here more than once a month is a little difficult for me because I have my son 50% of the time and am a Nurse practitioner at RVMC- ER so I do have to ask for a day off each month. **Lorraine McDonald** do you have any questions for us? **Lynn Sullivan** basically the time containment that is required.

5. **Public Comment: None**

6. **Discussion Items:**

a. **Director Evaluation Process: Katherine Holden-**I had a lot of fun diving into this process of evaluating and reviewing the existing documents. I went through and made sure that what was in the job description for Joe's position reflected on the evaluation paperwork. Want to start with the calendar: (see handout) would love feedback or ideas on what you saw. **Cliff Beneventi:** if possible could we bump everything up by a month or make things accomplished by September. Let's say another director (post Joe) we would need to have more time to make a selection for a new director over the summer months. **Lorraine McDonald:** Also because we have board elections in May and that would make sense to have the director's evaluation done prior to new board members coming on to evaluate when they have not had direct experience with them. **Katherine Holden:** sounds good we can bump everything up a month. Joe you were saying about the mid-year report to the District. **Joe Frodsham:** we went early this year because of the charter renewal. **Katherine Holden:** so with that the one in January will be moved to February. School wide survey? **Cliff Beneventi** I think it is good to include everyone's opinion **Joe Frodsham:** we did a survey not this year but last year and we used survey monkey we did get a lot of feedback that was useful. **Perry Hart** does it need to be simplified. **Joe Frodsham** yes the wording need to be changed and more direct questions. If it was a survey and questions well thought out then you could actually track over time people's attitudes with the school. **Katherine Holden** so we can move the survey part of the calendar to April. Going into the performance area a 6 page table (see handout) **Cliff Beneventi:** adding a key at the bottom for the satisfied/ not satisfied. **Lynn Sullivan:** might want to add a spot to add comments if your evaluation is a 1. **Katherine Holden** NBE – No Basis for Evaluation. **Lynn Sullivan:** Staff will be able to do an evaluation? **Katherine Holden** we could be putting some of these questions into a staff evaluation. **Cliff Beneventi:** have we contacted the alliance for Public Waldorf Education to see if they have any documentation we can compare this with? **Katherine Holden-** School Director self-evaluation (see handout) then to the goal statement documentation (see handout) I will go through and make the necessary adjustments and present it to the board as an action items.

b. **Improvement of school climate – Joe Frodsham** This was a letter that was given to Michelle Coull, there were some statements in the letter that was concerning.

Katherine Holden read the letter out loud (see handout). **Joe Frodsham** – the things that stand out for me is the questions about the Art program. **Lorraine McDonald:** what we need to do is educate the parents the children are taught the art of painting it is not everyone be as creative as you want, they are taught about colors and blending etc. Art at other schools are just creative free play time. Not training to be artist as the Waldorf curriculum does. **Perry Hart** are there parent evenings. **Joe Frodsham:** they have 2-4 per year. **Perry Hart:** Parent education could be touched on during those times we need to do more of that type of training. We can't assume that everyone who comes here is aspiring to be Waldorf educated. We need to teach the parents as well as the children how the Waldorf education works and why the children need to do exactly what the teacher is doing on the board. **Lynn Sullivan:** I think the real reason is at the core the lack of parental involvement. **Lorraine McDonald:** Maybe we can do some kind of reward for doing their hours like getting their name in the newsletter or something. **Cliff Beneventi** the big thing that jumps out to me is the apathy. Our parent council is non-functional. Parents need a lot more responsibility if they have more input more people would show up. If we can integrate that we might have more people coming to the council meeting and volunteering to help. Celebrating the success would be wonderful; if the same people are listed all the time others will see that we all need to pull our weight. **Lynn Sullivan** at Willow wind we got a survey what are your skills what would you be willing to help with during the year. Then they are signed up and the coordinator will be able to call and say we have this coming up you signed up and would love to have you help with x project. **Joe Frodsham** Last year I started putting in the newsletter things that need to be done. I think a lot of people don't know what needs to be done. **Katherine Holden:** Like if you sign up on the garden people don't want to sign up because they don't want to head up a project. **Joe Frodsham-** This is the end of my third year so far this has been the hardest year end of the three years. We need to figure out how to invigorate during the end of the year. **Cliff Beneventi** why not just have a celebration to include all families and vendors from May Faire etc. **Joe Frodsham:** How do we put forth the image of the school and want people to understand a lot of the stuff that are accomplished. **Perry Hart** I see you at events photographing, what happens with those? **Joe Frodsham** We had our first year book and most went to that. **Perry Hart** What if we put them on a site or a bulletin board showcasing the events, so that people can maybe can relate to it differently. **Joe Frodsham** we have a Facebook and the web site we could add them to those sites for review. **Perry Hart** we could add them showing people helping out in the different areas. **Cliff Beneventi** we could do slide shows on the website to get people interested it would be easy enough to add the slide show to the website. We could also add a link to the Facebook page. **Lorraine McDonald:** Like Ted Trujillo did with the Facebook to see who has signed up to help. Each of us comes up with 5 ideas on how to improve school climate.

- c. **Seeking a waiver to our admission policy:** **Lorraine McDonald:** this is what we talked about giving priority to student who has previous Waldorf schooling. (See handout) basically appendix A is in the policies. We would have to send it to the school district prior to sending it to the State. Priority would be siblings/ staff

children/ Waldorf in district/ Waldorf experience out of district/ In District/ Out of District. **Joe Frodsham:** The staff is really split with this waiver. Both positive and negative probably 70% in favor and 30% against. **Perry Hart:** Was this addressed at a staff meeting. **Joe Frodsham** yes we discussed it at the end of the year. **Lynn Sullivan** when I was looking at other school I was told that my son would have more points to get on the waitlist like at the Bend Waldorf School. **Katherine Holden:** Joe could we get the letter from your desk. Joe read the letter given to him from Jesse Gammon from the staff. (See handout). 100% see the benefit of giving the Waldorf children the waiver. But is it fair. **Lorraine McDonald** a lot of the kindergarten teachers said it is difficult to integrate the students who come for the public school type preschool. **Joe Frodsham** They were told that the Waldorf curriculum could solve the autism/ ADHD/ etc. has it helped yes. Has it fixed all the problems no. But we were recruiting children with severe problem. I have changed the orientation and have been really frank about this is not a fix all and then I ask them why they want to come. We want you here because you want Waldorf education, not a place to drop your student just because they have issues in the regular Public school. **Lorraine McDonald** I would like to present this packet to the teachers and see where they stand on this waiver I certainly don't want to create more of an issue with the staff. I want to see parent who have a by-in to this form of academics. **Cliff Beneventi-** this is a really good way to present it to the faculty. **Lorraine McDonald** I would be happy to go to the next faculty meeting and present it from this point of view. **Katherine Holden** would you need a complete consensus? **Lorraine McDonald** I don't feel like I would need a total consensus as long as it is a majority, and then we can move forward. **Joe Frodsham** Looking at Ms. Bertolero class she has had a good retention. Ms. Barber's class had a few losing but it was due to the Woodland Charter School opening up. We will have a Parent Night just after school starts and give a list of goals for the year and I would love to see a few board members at the meeting. And maybe do a little presentation from a board member. **Katherine Holden** it might be worth a call the Bend and Portland schools and see how they are doing this preference.

- d. **Follow up discussion on school board members/ employees (beginning phase development of policy)** **Lorraine McDonald** This is in regards to Perry being on the board and being the Woodworking teacher for the upper grades. **Joe Frodsham** the short answer is yes and we are looking in the ORS and Policies that will be aligned with the policy. **Lorraine McDonald** they signed a petition stating the faculty that they want to have a faculty member on the board of directors. This will just be a step in the direction to add a faculty member onto the board. **Cliff Beneventi** – Just want to bring to the attention that we have some faculty members that would like to serve on the board of directors. **Joe Frodsham** –Let's get the policy in place before we open the door to faculty. **Katherine Holden** I am just saying we need to open the door and invite them to join the board. **Perry Hart** we had staff members on the board at the school I worked at and there really was not a big influx. **Lorraine McDonald** when I was doing the research on this there are all spectrums of the policy **Cliff Beneventi-**would it be a mandatory thing or is it an option for the faculty to sit on the board. **Katherine Holden** I think this is a good first step. **Lorraine McDonald** I like the idea

of an election that the staff chose someone who is the voice of the staff on the board. **Cliff Beneventi** – I think that is a step in the right direction. **Lorraine McDonald** I would have rather been elected by the parent then been appointed by one person. **Cliff Beneventi** Joe can you check with the Alliance and see if they have a policy already. **Lorraine McDonald-** I agree with Katherine that once the policy is adopted that we announce it to the faculty. **Joe Frodsham-** we have an all-day staff meeting the first day back and I will add this to the agenda to discuss.

- e. **Review by-laws of the percentage of parent vs. non-parent board members –** **Katherine Holden** I wanted to start the discussion about the ratio and see what the by-laws say. **Cliff Beneventi-** right now we are not within the by-laws because the by-laws state that 50% have to be community members. **Lorraine McDonald** I think it would be reasonable to expand the by-laws and see some of these parents who are excited to serve on the board of directors. When Dan forwards me the link and it says that optimal size is 9-11. I think shooting for 9 is a reasonable number. **Cliff Beneventi** I think 9 is a very reasonable number. **Joe Frodsham** I don't think that we have ever had to have a tie breaker **Lorraine McDonald** we could re write it that at least 3 members need to be community members. This would really open up the participation of parents. **Katherine Holden** Would the next step is to change the by-laws. **Lorraine McDonald-** It would be nice to have a by-law revision and completely go over and make changes to the by-laws to submit to the district. **Cliff Beneventi** I would be happy to participate in the by-law revision. **Joe Frodsham** I think we could change that one by-law and let them know that we are in the process of revising the entire by-laws for the school. **Lorraine McDonald** I will start to do the revision for the next meeting.

7. Action Items:

A. Perspective board member application of Lynn Sullivan consensus to vote.

I motion to bring Lynn Sullivan onto the Board of Directors for Madrone Trail Public Charter School. By Cliff Beneventi and 2nd by Katherine Holden

4 Aye (Beneventi, McDonald, Hart, Holden)

0-No

Motion approved

8. Budget –Expenditures for June:

Motion to approve all expenditures and deposits for the government account as stated in the packet for the month of June. **Motioned by Cliff Beneventi 2nd by Katherine Holden**

Motion approved

4 Aye (Beneventi, McDonald, Hart Holden)

0-No

Government Account Documentation

Checks Cleared from previous month:	50387	50392	50393	50394	(\$1,839.82)
	50395	50396			
Checks Cleared this month	50398	50399	50400	50401	
	50402	50403	50404	50405	
	50406	50407	50408	50409	
	50410	50412	50413	50415	(\$2,164.69)
Total amount cleared					(\$4,004.51)
Checks not cleared	50349	50411			
	50414				
					\$428.80
Checks voided					
Electronic payment	13 Transactions				(\$73,744.98)
Voided electronic transaction	0				
Deposits	4 deposits				\$3,595.76
Ending balance					\$16,327.88

I move to approve all expenditures and deposits in the high yield savings account as stated in the packet for the month of June

Motioned by Katherine Holden^{2nd} by Perry Hart

Motion approved

4 Aye (Beneventi, McDonald, Hart, Holden)

0-No

High Yield Savings Account Documentation

Beginning balance		\$59,145.90
interest on account		\$6.79
Ending Balance		\$59,152.69

Motion to approve all expenditures and deposits for the private account as stated in the packet for the month of June

Motioned by Perry Hart 2nd by Cliff Beneventi

Motion approved

4 Aye (Beneventi, McDonald, Hart, Holden)

0 No

Private Account Documentation

Beginning balance					51,165.77
Checks cleared from last month	1652	1658	1660		(\$42.72)
Checks cleared for this month	1663	1664	1665	1666	

	1667	1668	1670	1671	
	1672				(\$5,582.93)
Checks not cleared	1637				\$230.00
Total cleared					(\$5,625.65)
Voided Checks	1669				
Electronic payment	3 transactions				(\$2,869.00)
Voided electronic payments					
Deposits	7 transactions			\$6,176.52	
Bank fee & other withdrawals NSF fee from check not cleared	0				(\$13.50)
Ending Balance					\$48,834.14

Motion to approve all expenditures and deposits for the savings account as stated in the packet for the month of June

Motioned by Katherine Holden 2nd Perry Hart
Motion approved
4 Aye (Beneventi, McDonald, Hart, Holden)
0 No

Savings Account Documentation

Beginning balance		209,864.74
Withdrawals		
Interest payment		<u>\$32.14</u>
Ending balance		\$209,896.88

Motion to approve all expenditures and deposits for the Payroll account as stated in the packet for the month of June

Motioned by Perry Hart 2nd by Cliff Beneventi
Motion approved
4-Aye (Beneventi, McDonald, Hart, Holden)
0-No

Payroll Account Documentation

Beginning balance	\$154.36
Deposits	50,500.00
Withdrawals for Payroll	<u>24945.84</u>
Ending balance	\$25708.52

9. **Informational Items:**

- a. **Building for 8th grade students – Joe Frodsham Closing verse:** led by Joe Frodsham everything has come to a complete halt. Waiting on getting an engineering drawing done. I called Avi Zohar and told him I would pay him if he will just get this engineering drawing done and ready to go. The building will be here on Monday it is the only slot they had before October. Avi said he would send them a copy of the plans that didn't happen so I sent up the plans to Acc-u-Set myself. They cannot do any of the other things until August 12, **Cliff Beneventi-** I would recommend taking photos or videos of everything as documentation. **Joe Frodsham** we are still waiting on the permits. This next week is my family reunion asking for Avi to be here for the set up. We have to pull out both tetherball poles so the trucks can come in. so I am hoping that we can have the people here doing the landscaping move the tetherball. If it is put into place at the time of drop off I know that the flooring and the ceiling tiles will need to be replaced if we can get that done during the time between the drop off and August 12. **Perry Hart** will the county have to give permission for occupancy **Joe Frodsham** we got the permit but will not get the occupancy permit if the landscaping is not done. **Perry Hart** do we have a plan B? **Joe Frodsham-** that would be Mrs. Barber going back to her classroom from last year and Ms. Bertolero would be in the Gym. **Joe Frodsham** as soon as that is in place we can get the rest of it scheduled. We have rented a turf machine to take the grass out of the areas for the landscaping.

10.Closing verse- Led by Joe Frodsham

11.Meeting adjourned: 9:02 p.m.

Board President or Chairman