

MADRONE TRAIL PUBLIC CHARTER SCHOOL
Jackson County, Oregon
Meeting of the Board of Directors, Regular Meeting
Wednesday, August 28, 2013- 6:00 p.m.
Madrone Trail Public Charter School – 3070 Ross Lane, Medford, Or 97502

Board Members

X Mr. Dan Beck

X Joseph Frodsham

O Mr. Cliff Beneventi

X Tracy Boykin

X Dr. Lorraine McDonald

X Mr. Perry Hart

X Katherine Holden

X Lynn Sullivan

Discussion of fourth chapter from *'The Way of a Child'*.

1. **Call to Order/ Roll call:** 6:48 called to order and roll call taken
2. **Verse** – led by Joe Frodsham
3. **Agenda adjustments and approval of minutes:** No adjustment to agenda.
Approval of Minutes: I move that we approve the minutes of the July board meeting as written. Lorraine McDonald 2nd by Perry Hart
Motion approved
4- Aye (Beck, McDonald, Hart, Sullivan)
0-No
4. **Public Comments:** - no public attendance
5. **Discussion items:**
 - a. **Bylaws revision regarding board composition and procedures:**
Lorraine McDonald – Tracy will forward the revised bylaws to the board. My revision was in regards to the outcry from the parents and staff to put a Waldorf trained person on the board and parent representation. Dan Beck- As far as the size of the board we could make it a minimum of 5 and a maximum of 12. As we grow we can add more onto the board so that we can get more work done. Lynn Sullivan- then the meetings may

not go as long because they could come with report on stuff being done. Lorraine McDonald no matter which board process we elect it will be sticky, parent council nominating the parent to the board and the board will elect the parent who would sit on the Board with a 50% removal of the parent sitting on the board. Dan Beck – that also fits in with the fact that we are a non-member organization. Lorraine McDonald that the board exists with a minimum of 4 parent members and the other 5 is community members. With a minimum of 2 Waldorf trained people (with at least 2 year experience). Dan Beck – I think we should make that a policy but not actually put that in the bylaws. **Lorraine McDonald** – residence of the area in which the school is located, that could be all of Oregon. **Joe Frodsham** I would take out that whole section. **Lorraine McDonald** the number of directors may need to be changed and we may not need to change anything just make new policies. Another policy could be Self- correcting policy if 5% of the parent body signed a petition with a certain board member that the board would then put the board member under review. We would have to publicly process the complaint. If board is in consensus I can work on the policies. **Perry Hart** – one of the things that jumped out at me when reading it the parent council was to nominate or select. My understanding is that the parent council is not really thriving at this point. **Lorraine McDonald** yes we are looking at this as if we have a thriving parent council, the ideal structure.- To be tabled until the next meeting

- b. **Waiver update: Lorraine McDonald**-Did the faculty want to meet with me, I don't want to step on other toes. **Joe Frodsham** there are some concerns about not seeing the students that are not Waldorf trained. I do not see that the faculty would object. **Dan Beck** have we ever written down the hierarchy as to the process of being placed on the wait list. **Katherine Holden joined us at 7:22 p.m.**

Lorraine McDonald I do have that document ready to go, and will present it to the Faculty at the next faculty meeting.

- c. **Update on Portables: Joe Frodsham** – previous tour of the in-place modular and some other improvements to the buildings over the summer. **Dan Beck** – showed pictures of the siding that we could get donated for the new structure and all other buildings that have wood siding with the trim that matches. I would like to have a specific plan before we request the donation. **Lorraine McDonald:** I think if you could tell Cliff what kind of committee members we need you could get a committee together quickly. **Dan Beck** I think we could get a building of our community if we can really get people involved. One advantage to this is for a donated

- material it is already finished and just needs to be put up. **Joe Frodsham-** I do not know the actual cost on how much the new construction is going to end up costing us and we may need to dip into the contingency fund a little but we need to get it done and done right in the next two days.
- d. **Parent Council guiding document/ handbook for improved structure and function of the council: Lorraine McDonald-** How the parent council needs to be strengthened. Ted Trujillo is putting together a document on how parent councils are put together and run from other school. I think we will have the strength needed to get the parent council on line, we are moving in the right direction now. **Dan Beck:** I believe that those actually have the go ahead with the running of the parent council I would be happy to look at but I believe that Ted Trujillo has the knowledge to make the document happen. I think it is good that we show support but it needs to stay with Joe's approval. **Joe Frodsham:** once you have a board committee it would be under the same rules as the board meeting laws. So I think it is really important that the community knows that the board is really behind the parent council etc. **Dan Beck:** I think that we do need the structure and actual guidelines as to how things are run. We have to have controls in place and that is Joe. **Lorraine McDonald:** there needs to be clear coordinated and communicated. **Joe Frodsham** this is why I have a faculty member is placed on each committee. **Katherine Holden:** if you can maybe Lorraine could call Ted and encourage and Joe could be of any help. **Joe Frodsham** I would like to see it put into the Parent Handbook.
- e. **Strategic Planning: Dan Beck-** I'm not excited about the couple of examples they are really over whelming. This is just a starting point ultimately we are not creating a document to show people when we go looking for a grant we really want to have a strategic plan in place. It is more of a creative thing and thinking of the Future. **Joe Frodsham:** I would like to have a board retreat this year. **Dan Beck:** I could put together the program and then we can sit and go through the documentation. **Katherine Holden:** is this involving as many people as we can or if it is just the 6 of us? **Dan Beck:** I agree with you but we will be doing a lot of high level thinking the best one we came up with right now. But an overall thought process of where we want to be in a few years. Then everyone would have input with their section of the strategic plan. **Katherine Holden:** I would rather have at least one person from each committee to be involved. With the process, I think it would have more of a buy in. **Dan Beck:** I don't disagree but the larger the group the less work gets done. We are only doing the frame work not dictating to

- them how we will get there. **Lynn Sullivan:** what would be too many people would 12 people be too many? **Dan Beck** Oh I agree with that I was thinking you were talking like the entire staff. I can come back with more of what the process would look like at the next meeting.
- f. **Community Building/ Fundraising Idea Report and Planning:**
Lorraine McDonald: Come up with 5 great ideas and bring them back to the board meeting. I think those this might be a better process at a strategic planning meeting. **Perry Hart:** I did, 1. Talked about photojournalism connected to the Madrone Trail site, so parents could see different festivals. 2. Logo ware Madrone Trail t-shirts shopping bags. 3. Renewal Magazine – we do get that 4. Art shows with the kids art work. Display art in the office on the bulletin boards. **Katherine Holden** my only idea was a parent table. Maybe more a parent teacher council type thing to head up. **Lorraine McDonald:** a parent resource library. **Perry Hart:** We had a book sale rack also at the other school about Waldorf. **Dan Beck** we could have a contest for a t-shirt design for the school. **Katherine Holden:** we talked last time about the volunteer appreciation bar-b-que. **Dan Beck** we bid on the band at the auction and we could use that as an appreciation. **Joe Frodsham** I would love to publish a thank you to all the volunteers. Parent night on the 12th of September I would like to have the board there and maybe have a little something for a board member to present at the pot luck. **Dan Beck:** Maybe two different time's one in the beginning of the year and one at the end of the year. **Katherine Holden:** are we looking at the beginning of the year we need to plan it soon. **Joe Frodsham:** I would like to just do a really good one at the end of the year. **Lynn Sullivan** I think we need to provide the desert for parent meeting night. Lynn will do fruit tray, Katherine could do mini cupcakes and Lorraine will do a sheet cake. **Dan Beck:** I will donate the band for the volunteer appreciation at the end of the year. We could have Debbie coordinate this as a fundraising opportunity for the 8th grade trip.
- g. **Director Evaluation process:** **Katherine Holden:** I only asked Tracy to print out page 2 and 3 because it is a 16 page document. This is the process outline and the timeline for review. **Dan Beck:** Do we have anyway for the board to set some goals in addition to Joe's goals. **Joe Frodsham:** part of the retreat could be creating goals for the director. **Katherine Holden:** he would print out goals from us to review and then we could make suggestions and review at the following meeting for approval. **Lorraine McDonald:** Senate bill 290 is for Teacher and Directors goals does this apply to our school? **Joe Frodsham:** I have

already started setting the goals in alignment with this bill but I am not sure that they apply to the Charter School. **Dan Beck:** The revision was done by the lawyer for the MDS 549C he should have caught that but I will follow up on the Senate bill 290 and report back at the next meeting. **Katherine Holden:** Board member will make suggestions and specific goals before the process is approved. **Lorraine McDonald:** I think it is ready for adoption. **Katherine Holden:** Executive session it says that we can convene in to discuss. The timeline I add the May 15th on to the line as a potential time to meet in executive session. **Joe Frodsham:** this is a great outline for standard operating procedures of the board however I don't think that you really will want to wait until June to start your search for a new Director you would want to start that process in February. **Lorraine McDonald:** I think we need to push back the timeline for this year because we are starting a little late in the year.

- h. **Board application response request – Abby Hatfield: Lorraine McDonald** She has withdrawn her application for the board of director's position to head the Parent Council committee. Tabled until everyone has a chance to read the email. Dan Beck volunteered to send a thank you back to Abby Hatfield.
- i. **Open meeting law and communication protocol: Dan Beck** Just remember that we need to not respond back to all board members in emails so that we do not violate open meeting laws. If we have information that needs to go to all board members we need to route those through Joe or Tracy. **Katherine Holden:** I feel like we could be more productive if we can communicate. **Dan Beck:** The main thing is to go through Joe or Tracy to make sure that it is being documented. It is better to just not do it. **Katherine Holden:** Just to clarify that if we have a conversation between board members as long as we do not have a quorum, that is ok. **Dan Beck:** no that is fine you can have conversations one on one as long as you do not have a quorum.

6. Action items:

- a. **Adoption of School director evaluation process: Lorraine McDonald**
I move that we adopt the school director's evaluation process as presented by Katherine Holden with the one revision on the timeline as previously discussed. 2nd by Lynn Sullivan

Motion approved

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

0-No

7. Budget expenditures for July

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

| | | |
|-------------------------------------|-------------------|---------------------|
| Beginning balance | | \$16327.88 |
| Checks cleared from previous month: | | |
| | 50411 50414 | <u>\$185.24</u> |
| Checks cleared this month: | | |
| | 50416 50417 50418 | |
| | 50419 50420 50421 | |
| | 50423 50424 50425 | |
| | 50435 | <u>\$10,144.57</u> |
| Total amount cleared | | \$10329.81 |
| Checked not cleared | 50422 50427 50428 | |
| | 50429 50430 50431 | |
| | 50432 50433 50434 | \$6,867.92 |
| Checks voided | 50426 | |
| Electronic payment | 20 transactions | <u>\$118,740.26</u> |
| Voided electronic payments | 0 | |
| Deposits | 2 deposits | <u>\$231,073.00</u> |
| Ending balance | | \$118,122.81 |

**Motioned by Lynn Sullivan second by Lorraine McDonald.
 Motion approved
 5 – Aye (Beck, McDonald Hart, Sullivan, Holden)
 0-No**

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

| | | |
|-------------------------------------|---------------|-------------------|
| Beginning balance | | \$48,834.14 |
| Checks cleared from previous month: | | |
| Checks cleared this month | 1673 1674 | <u>\$3,820.47</u> |
| Total amount cleared | | \$3,820.47 |
| Checks not cleared | 1637 | \$230.00 |
| Electronic payment | 3 transaction | <u>\$273.00</u> |
| Voided electronic payments | 0 | |
| Deposits | 2 deposits | \$436.87 |
| Ending balance | | \$45,177.54 |

Motioned by Lynn Sullivan second by Lorraine McDonald

Motion approved

5 – Aye (Beck, McDonald Hart, Sullivan, Holden)

0-No

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

| | | |
|-------------------|---------------|--------------------|
| Beginning balance | | \$209,896.88 |
| Withdrawal | | <u>\$50,000.00</u> |
| Deposits | 2 transaction | <u>\$50,032.97</u> |
| Ending balance | | \$209,929.85 |

Motioned by Lynn Sullivan second by Lorraine McDonald

Motion approved

5 – Aye (Beck, McDonald Hart, Sullivan, Holden)

0-No

I motion to approve all deposits and expenditures in the High yield savings account for the month of July as stated in the packet

| | | |
|-----------------------------|--|---------------|
| Beginning balance | | \$59,152.69 |
| Interest earned this period | | <u>\$8.00</u> |
| Ending balance | | \$59,160.69 |

Motioned by Lynn Sullivan second by Lorraine McDonald

Motion approved

5 – Aye (Beck, McDonald Hart, Sullivan, Holden)

0-No

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

| | | |
|-------------------------|---------------|--------------------|
| Beginning balance | | \$25,708.52 |
| Deposits | 2 transaction | \$55,000.00 |
| Withdrawals for payroll | | <u>\$78,631.98</u> |
| Ending balance | | \$2,076.54 |

Motioned by Lynn Sullivan second by Perry Hart

Motion approved

5 – Aye (Beck, McDonald Hart, Sullivan, Holden)

0-No

- 8. Informational items: Alliance for Public Waldorf Education.** Perry Hart handed out some paperwork from the alliance that is recommended for all board members. Also I have an article from the New York Times that directly correlates video games and violence in an older age. Will send it out through Tracy to go to the whole board.
- 9. Closing verse led by Joe Frodsham**
- 10. Meeting adjourned 9:13 P.M.**

Signature Board President or Chair