

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, September 24, 2014- 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

Lorraine McDonald

Krista Peterson

Amy Rudolph

Mark Sievert

Lynn Sullivan

1. Call to Order/ Roll Call: at 6:07 p.m. absent Katherine Holden and Perry Hart
2. Opening Verse led by Joe Frodsham
3. Approval of minutes and agenda adjustments: Mark Sievert moved to approve the August 2014 board minutes.

6- Aye (Coull, McDonald, Peterson, Rudolph, Sievert, Sullivan)

0-No

Motion Approved

Agenda adjustments tabled Sydney Rudolph until the next meeting, move Mechtild Howard in front of Hannah Jackson's interview.

4. Approval of consent agenda: Amy Rudolph: I move to approve the consent agenda for August 2014.

6- Aye (Coull, McDonald, Peterson, Rudolph, Sievert, Sullivan)

0-No

Motion Approved

- a. Budget: Expenditures for August

CONSENT AGENDA:

Government Account – August 2014

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

Beginning balance				\$77,877.32
Checks cleared from previous month				
	50717			
				\$ 81.00
Checks cleared this month				
	50749	50750	50751	
	50752	50754	50755	
				<u>\$ 722.47</u>
Total amount cleared				\$803.47
Checks not cleared				
	50716	50753		
				\$ 748.75
Voided checks	50738			
Electronic Payment	14 transactions			\$41,181.24
Voided electronic	0			
Deposits	1 Deposits			<u>\$104,874.00</u>
Ending balance				\$140,766.61

Private Account – August 2014

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

Beginning balance		\$82,955.19
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Checks cleared from previous month

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\$

Checks cleared this month

1800	1801	
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\$4,393.21

Total amount cleared

\$2765.21

Checks not cleared

1767	1785	
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\$42.24

Voided checks

Electronic payments 5 transactions

\$ 838.37

Voided electronic 0

Deposits 3 deposits

\$ 166.61

Ending balance

\$ 77,890.22

High Yield Savings Account - August 2014

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

Beginning balance

\$59,227.62

Interest payment

\$ 4.69

Ending balance

\$ 59,232.31

Savings Account –August 2014

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

Beginning balance	\$240,218.92
Interest payment	<u>\$ 19.02</u>
Ending balance	\$ 240,237.94

Payroll Account –August 2014

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

Beginning balance		\$ 37,406.54
Deposits	1 transaction	\$ 26,000.00
Electronic withdrawals	6 transaction	<u>\$ 60,851.78</u>
Ending balance		\$ 2,554.76

5. **Public Comment:** None present

6. **Discussion item:**

a. **Capital Campaign Sydney Rudolph to join us-** Tabled

b. **Pedagogical guest Mechtild Howard to speak about mentoring (20 Min):** I am officially the mentor of the school and have been with the school since the start. I normally meet with the teachers 4 times a year, I am in the class for 3 days. Mentoring is a help for the teachers, I learned to be a mentor in the LA area when I was still teaching myself. It is to build a trust relationship between the teacher and mentor. Making sure the pedagogy is being met. Mentoring is meant for all the teachers, depending on the level of training. I usually start in the summer time, I will meet with the teachers 2 to 3 times during the summer time. We look at where are the children in their development and where is the curriculum and how does it match the children developmentally. They have already gone to the training and come with many ideas. We go through the blocks depending on what they need I will help with what they are needing. This is where the child is this is where the curriculum is and this is what we need to accomplish the teaching of the curriculum. We go thru circle activities, we do them so they can get an idea of what is coming. Some may only need helps with songs, painting, etc. looking at the big pictures and where the Steiner lectures may come in handy. I then go to the class and sometimes I will interfere with the lesson with ideas and sharing some teachers like this others may just want to have a discussion afterward. So I observe then have a discussion with the teacher and let them ask questions. Some aspects I look at our relationship between the teacher and the students, the student to student relationship, are the children engaged? Are the children fidgety? Can they not sit still? Work habits: is there a route established? Is there a rhythm in the lesson? Changing of letting go an activity? and transitioning to the next task. How does the teacher attend to the individual needs verse class needs. Is there enough challenge? Do we use enough images when age appropriate? How is the teacher's preparation? Are they academically competent? I look at the

children's work samples. Main lesson have different stages with morning verse, songs, activities, how does the teacher do the review? What kind of possibilities can be used to keep the kids engaged with the review? That the focus is not just on the same students. Class room management: has a lot to do with rhythm, are the boundaries clear for the children, positive feedback, balance between positive and discipline. What kind of messages do we send children? Do we teach in an appropriate pace? Do we meet where the majority of the class is at academically and pedagogically? Appearance of the classroom, orderliness, chalk board drawing. Make sure the children laugh within all lessons. The 1st grade teacher is a little different, depends on if they are trained in Waldorf or not, in the summer it is nice if I have enough time, development of the child is the first thing we talk about and the different forces that are prominent with each corresponding grade or age, nature of man how to look at the human being in education, how does the child grow, the growth forces, how they meet and rhythmical. Trying to get an understanding of the child and the enormous responsibility we have to be a good role model and how we look at the whole development of the child, how does the curriculum fit with the developmental thinking feeling, willing taking in everything overnight and how do we address the different feelings for the different ages. Bringing it into the images, address the pictorial images of the child. How can we strengthen the will with repetition movement go thru the blocks in detail, I will give them homework and the next time we meet we will go thru specific lessons. 1st circle how we do this is very important for the 1st grade teachers. Moving singing games transition songs, the whole rhythm of the morning. We also know that the less you use the papers and have the thing memorized, Intro to Waldorf education some articles from the kingdom of child, some Steiner lectures. **Joe Frodsham:** can you address what you see as the striving of the teachers to stay true to the Waldorf curriculum? **Mechtild Howard:** I really see the strive that the teacher go thru to keep the Waldorf pedagogy fore front, I have been in private and now the public charter school, my perspective is that the teachers are always striving to make this a true Waldorf inspired curriculum and each one of the teachers have their own excitement and goals in what they read. It is excited to see the teacher coming back from training with new ideas and the many different questions. **Amy Rudolph:** what classes do you mentor? **Mechtild Howard:** I mentor grades 1-5. **Mark Sievert:** how long do you see yourself doing this? **Mechtild Howard:** I am happy doing what I am doing we take it on a year to year basis. **Joe Frodsham:** do you feel free to come and chew out the director? **Mechtild Howard:** I do that on the side. I do check in with Joe on a regular basis. Joe will approach me and sometimes I will go to him if I hear things. **Mark Sievert:** do you have a little reading list for parents or people who are interested that we could put out there. **Mechtild Howard:** sure I could put something together one book comes to mind, 'recovery of man in childhood'. **Lorraine McDonald** how do you feel about the amount of hours you spend with the teachers? **Mechtild Howard:** I would love to have spent more time with the first grade teacher and partially that is because of my schedule and Hillary's schedule it was not possible. I can also be flexible depending on where I am needed. **Lorraine McDonald:** How do you feel about the evaluations of the teachers? **Mechtild Howard:** I think it is good to have evaluation just to get another voice in, it is good that we know what we do both of us. **Michelle Coull:** Janice Allison did our evaluations this last year but I like the fact that you get the reports. **Krista Peterson:** so we chose to have you do the lower grades. **Joe Frodsham:** we have her do the younger grades because that is where we need Mechtild as a Mentor. **Lorraine McDonald:** we appreciate and feel so lucky that you live in our area and are able to mentor our upcoming teachers. I am reading a book about Peer mentoring what are your thoughts on that? **Mechtild Howard:** I think it is very important for the teachers to watch each other, it is valuable. **Michelle Coull:** Last year I was able to go and watch Jess teach a lesson, Cindy Selbe is coming in and relieving me so that I can go and watch Matt's class during that time. Dara and Matt are currently switching painting lessons and music. **Lorraine McDonald:** it would be nice to have a formal mentoring within the teachers. **Hannah Jackson:** It is not so formal, however, it is extremely helpful and this way it worked with my schedule.

c. Public Interview process of new board member elect Hannah Jackson

Welcome you here Hannah Jackson. Lorraine McDonald: love to hear more about your journey into education. **Hannah Jackson:** I just finished my education in 2013 I moved to SOU I really believe in the charter school movement I believe that all students should have the flexibility to choose what school they want to attend. I

went on craigslist and saw the listing for Waldorf inspired charter school I had a small amount of Waldorf session. The more I read the more I felt like this is what I should be doing, I accepted the job and have recently been going to the Rudolph Steiner College for my Waldorf Certificate for the philosophy of natural human development, this feels like a continual flow. **Joe Frodsham:** Hannah and Alyssum are going thru the program also have to do presentations on the Philosophy of the human man. **Hannah Jackson:** Some of the Steiner lectures can be really hard to process but it is good to know that the things are applicable. **Mark Sievert:** what was the book that got you started? **Hannah Jackson:** it was Why Waldorf works. **Michelle Coull:** I read teaching 'from the inside out'. **Hannah Jackson:** it really is the basics. **Lynn Sullivan** what personal life experience gives you the qualifications for the board of directors. **Hannah Jackson:** last year it was wonderful not having to be on any committee's let me get my feet wet and then was able to come to the board meetings, I feel a real connection to the community. I always wanted to work at a rural charter school, with parents and faculty and really wanted to have the involvement and be able to hear what people are passionate about. **Michelle Coull:** that is something that we have learned as a faculty is to not require 1st year teachers. **Hannah Jackson:** I have never been on a board before but enthusiasm is something that I can bring to the board. **Amy Rudolph:** what are some other things in your life you are passionate about? **Hannah Jackson:** Art when I need to decompress I have a loft that have turned into a painting studio, also knitting, I love exercising (I love running) traveling little trips see other places, being outside and seeing places I have never seen, reading for pleasure every day is a priority. **Krista Peterson:** what do you perceive as some of the strengths or challenges of the school? **Hannah Jackson:** one thing I love is how fresh and new and also that they are grass roots and messing little kinks we are just all a part of making things smooth and stable and keep our feet under us. A lot that has not been processed and I like to be a part of getting thing set into a process. **Lorraine McDonald** does anyone have any questions? Do you have any questions for us? **Hannah Jackson:** No I don't have any at this time.

- d. **Director's goals final draft- Katherine Holden: Joe Frodsham-** I did receive some comments from the different directors. I have already talked with Katie Stumpff chairman of the Site committee and laid out the vision on how to get the area utilized and then get a landscaper and get a formal presentation to get bids. I talked to Mindy Nagle about finalizing the West Family Foundation Grant. **Lorraine McDonald:** It would be great to get the kids to all sign a thank you card.* **Joe Frodsham – Parent communication:** I did change the wording, employ the compassionate communication practices and review them with faculty so that they become a natural way for communication. Follow the board policy. See handout. **Lorraine McDonald:** I would love to have JoAnne Lescher come in on a regular basis to do refresher courses. **Krista Peterson:** even as a support person for Joe. **Michelle Coull:** JoAnne also serves as a mediator and would be open to assist us with any issues. **Lynn Sullivan:** the idea of a mediator is to be objective, so it would be better to have someone who is impartial. **Amy Rudolph:** I don't know about having JoAnn mentor, if parents come in and they know the teachers have a relationship then they would not feel like they would get a fair mediation. **Joe Frodsham:** Notes to be taken during the meetings. **Michelle Coull:** I don't know if you want to go to this extent, you could record your meetings. **Joe Frodsham:** I did have a situation where I did turn on my IPAD and recorded. **Lynn Sullivan:** that will help to keep everyone not yelling. **Joe Frodsham: Waldorf enhancement:** we are going up on October 10th for the Oregon conference, we did not go to the winter conference last year but we are going to go to the winter conference in January. We are always looking at way to bring in speakers contacted woodland charter and Siskiyou School to bring in more speakers. Set up an adoption procedure for adopting curriculum. **Lorraine McDonald:** I think these are great you have really flushed them out.
- e. **Kg, Specialty teachers mentoring and sabbatical- Lorraine McDonald:** ask Sydney to be the handwork mentor. **Joe Frodsham:** We have employed Dhayne Haynes to be the mentor for our Spanish teacher, she is from the Siskiyou School. ****LeAnn has Nancy Rush-Yates as her mentor she came in a few times. LeAnn had a mentor from Rudolph Steiner College while she was in her training, now that she is done with the training she doesn't have a formal mentor. **Lorraine McDonald:** would be a good idea to see if she wants to have a Mentor or if she knows of someone who could mentor. **Michelle Coull:** would Gesine Abraham be interested in mentoring LeAnn? **Lorraine McDonald:** regardless of who the mentor is I want all the teachers to have the option to have a

mentor. **Krista Peterson:** I talked to Nancy and it was a big deal for her. **Lorraine McDonald:** I know we talked about the KG and specialty teacher's sabbatical and I think we need to start exploring the possibilities sooner rather than later. I don't have anything to say about it in particular just that we begin the process. **Joe Frodsham:** The implementation is still about 8 years away. **Amy Rudolph:** I think it is good to have a policy in place for when that time comes. Michelle could you ask one of the specialty teachers to the next board meeting or have a representative to possibly sit on a committee or just speak with a few board members. Krista volunteer to sit on the committee, Lynn will also volunteer.

- f. **Exit interview, 8th graders and others. Create brief discussion items/ questionnaire:** **Lorraine McDonald:** I want to broach the subject of exit interviews, just two brief questions, do you think that this is something that the board should do. **Lynn Sullivan:** I think you would get a more candid answer if someone wants to talk with someone who is in authority. We could each take a few, we would excuse the faculty from calling because of the faculty aspect. It is data information for the future. **Lorraine McDonald:** do you think it would be ok to come up with just a couple of questions. **Krista Peterson:** I would think that it might be a good idea to call in November and see how they are adjusting to the High School. Lorraine: Will bring a question sheet and Tracy will bring a phone list of last year's graduating 8th graders. Email by 10 days with questions to Lorraine.
- g. **Director Job Posting / Recruitment timeline- Katherine Holden & Amy Rudolph:** Katherine, Mark and I met yesterday we have a basic outline timeline for the director's search between now and June research, job description, in more detail came up with more research before our next meeting on Post: October 16 at 5 p.m. at the Dragon fly restaurant in Ashland. I will be contacting other charter schools and asking them about how the director works in their schools. I will follow up with Mechtild on the pedagogical. Katherine will talk with someone at the Woodland Charter School since they just hired one last year, and what the duties are, also the Siskiyou School because they are looking for a new director, Mark is going to do some research as to where people are advertising what the job descriptions are and what salaries they are offering. So we can be comparable. **Joe Frodsham:** Eugene Village School just hired a new director this year. **Amy Rudolph:** Once we get those questions answered we can more solidify the job description and next meeting to see what duties would go to 1 director versus 2 directors. Next May starting to advertise and accepting resume's possibly thru December. Conducting interviews and have a potential new director by April, so they can come and be here for a little while before they start in July. Technical questions do we need to post our meetings if we have more than 4 members?
- h. **Review Committee participation sign – up – see handout:** we need a board member on the beautification committee, Faculty appreciation, and Auction committee, normally the auction chair comes to the board meeting and gives us updates. Krista Peterson is on the safety committee (administrative committee).
- i. **Sabbatical follow up:** **Lorraine McDonald:** now that it is in place, what is the plan for Sara Bertolero this year? **Joe Frodsham** she is off for September, starting in October, she will start working M-Th (4 days a week) she will be working with small groups especially in math. **Lorraine McDonald:** will she be able to serve as a sub? **Michelle Coull:** she is already coming in for both me and Matt in October.
- j. **Board Correspondence – Amy Rudolph** I think we should thank all those people who are chairing the committees.
- k. **School drug testing policy- Michelle Coull** I'm not asking for any action it is a conversation that has lived in the school since my first year. At that time we got notices put in our boxes. I talked to Sylvie Guillet we did not end up going and just died down. It was new to the faculty that it was added into the new charter and to make sure the faculty is aware, if changes are made. Also the board adopted things and none of the faculty was aware. Now that communication will be there since we have faculty on the board. One of the things that didn't sit well the idea that there are pieces, that we have to go along with, there are some things that are being asked is a pushing another thing is work samples and it is something that some of us have seen and the amount of time that it will be required. I feel as if we don't have a choice as to what we want to say yes to as a faculty. **Joe Frodsham:** I have been working with Julie and Lorraine, Julie said she was sending a letter of non-compliance and she did, so Julie made a compromise, so that everyone hired after the date that the drug policy was adopted

had to be tested. **Lorraine McDonald:** it was in 3 different areas, Personnel Handbook, Policy and the charter contract. I talked to Dan and Cliff who were part of the charter renewal and they told me that the district has adopted a cookie cutter charter school contract. **Joe Frodsham:** Tracy went to a BOLI conference and we do have to advertise that the job is employed after a pre-employment passing drug screen. **Michelle Coull** for me I understand that we have a certain protection, one of the pieces that came up is that it is “standard practice” we are not a standardization school. **Lorraine McDonald:** I would like us as a board to each take a section and go thru the policies and see what is relevant. The board website has them downloaded but it is really hard to navigate. Personnel handbook needs to be completely gone thru and revised. Lorraine will email how to get onto the board website. We will divide up the policies next board meeting. Tracy to copy the policies for next meeting.

7. Action items:

- a. **Hannah Jackson election vote for 2 year term:** Michelle I nominate Hannah Jackson to be on the board for the next two years.

6-Aye (Coull, McDonald, Peterson, Rudolph, Sievert, Sullivan)

0-No

Motion approved

- b. **Director’s goals:** Lynn Sullivan: I motion to accept Joe’s typographical goals for the 2014-15 school year.

6-Aye (Coull, McDonald, Peterson, Rudolph, Sievert, Sullivan)

0-No

Motion approved

8. Informational Items:

- a. **Joe’s update Misc.** I have details and lots of budget to actual budget for the 2013-14 school year. The mentor budget is outlined last year we spent a little less than ½ of the budget. See attachment. Can we go in more detail next month after Sidney’s presentation.

- b. **Contact list for Board Members** updated contact list – Tracy will update with Hannah’s information

9. Closing Verse

10. Meeting Adjourned: 8:30 p.m.

Board President or Board Chairman Signature

- It would be great to get the kids to all sign a thank you card for the West Family Foundation.
- October 16 at 5 p.m. at the Dragon fly restaurant in Ashland. Next Director’s Recruitment/Hiring Committee Mtg.
- Michelle Coull will ask one of the specialty teachers to the next board meeting or have a representative to possibly sit on a committee or just speak with a few board members. Krista volunteer to sit on the committee, Lynn will also volunteer.
- Lorraine: Will bring a question sheet
- Tracy will bring a phone list of last year’s graduating 8th graders.
- Email by 10 days with questions to Lorraine.
- Lorraine will email how to get onto the board website.
- Tracy to copy the policies for next meeting.
- Tracy will update with Hannah’s information