

MADRONE TRAIL PUBLIC CHARTER SCHOOL
Jackson County, Oregon
Meeting of the Board of Directors, Regular Meeting
Wednesday, September 25, 2013- 6:00 p.m.
Madrone Trail Public Charter School – 3070 Ross Lane, Medford, Or 97502

Board Members

Mr. Dan Beck

Joseph Frodsham

Mr. Cliff Beneventi

Tracy Boykin

Dr. Lorraine McDonald

Mr. Perry Hart

Katherine Holden

Lynn Sullivan

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

1. **Call to Order/ Roll call:** 6:37 p.m.
2. **Verse** – led by Joe Frodsham
3. **Agenda adjustments and approval of minutes:** Adjustments to the agenda, deleted 'a' from the discussion items, moved directors goals from the action item to a discussion item # 'g', added discussion item # 'h' change time of the monthly board meetings.

Lorraine McDonald- I move that we accept the minutes from the August 28 meeting as written. 2nd by Perry Hart.

Motion approved

3- Aye (Beck, McDonald, Hart)

0-No

4. **Public Comments:** - No public in attendance.
5. **Discussion items:**
~~Parent council guiding document/ handbook for improved structure and function of the council – dismissed off of agenda~~

- a. **Strategic Planning-** (see handout) **Dan Beck** – a gentleman out of Colorado wrote this handout for writing a strategic plan for charter schools. Send out email to board members who are not here to please read the attached handout and be ready to discuss at the next meeting, Dan is willing to do the beginnings of the strategic plan to be discussed at a retreat. Tracy will send out a pole for a date in October, Parent council representative, Faculty volunteers. Doodle pole
- b. **Community Building/ Fundraising Idea –Tabled to October meeting.** Joe met with the fundraising committee yesterday and they have a full agenda for fundraising. So that class fundraising will not be run the same time as the school-wide fundraising. **Dan Beck-** Board should be coming up with fundraising ideas to do outside of the school population.
- c. **Grant Writer: Lorraine McDonald-** One of the committees who didn't get a chair at the Parent Council. We should look at hiring someone for this position. **Joseph Frodsham-** I did get to meet someone through Daniele Anderson but they never got back to me, so that is not a good sign. There are grants to be had out there like the Meyer grant, the West Family foundation, Carpenter Grant Foundation. **Lorraine McDonald** nobody has the time to do the grant writing which is why we need to look at someone to spearhead this. **Dan Beck** since no one volunteered to chair this committee Debbie is looking into a grant writer that we used for a project in White City. **Lorraine McDonald** if we have someone who can write a well done grant then we can use the information from that for other grants. We need to identify the projects with which you want to write the grants. Generate a list of needs. Joe will start generating a list.
- d. **Review of APWE core Tenets- Lorraine McDonald** – this is the group that we joined a few months ago. What we want to strive for is being a mature school. Collaborative working with leaders and board. Skipping to item 'e' they are linked together.

Katherine Holden joins us at 7:16 p.m.

- e. **Discuss creating a pedagogical mentor/ instructional director position** – **Lorraine McDonald** when I look at Joe's job he has so many things to do that it is nearly impossible, most schools have 2 directors one who runs the business end and the other oversees the pedagogical end. We are a full K-8 school and looking at the future would be nice to have a support person to help expand the job; we have Mechtild Howard who is a great mentor and evaluator. **Joe Frodsham** I feel like that I have that

handled what I would like is to have a connected curriculum that aligns with Waldorf and the State standards that the teachers can use at the appropriate grade. We are getting good training from our summer conferences. If we had, for incidents, a math curriculum that aligns we could pass down from grade to grade. If we have it aligned the teachers do not have to create each structure from scratch each year. It would be nice to have someone who we could consult with and align the curriculum, with support materials. If we could find someone with Waldorf experience that would even be better. I would rather pay our teachers well; give them better benefits and aides in the classroom, then to have more administrative overhead. **Perry Hart**- this sounds like a perfect opportunity to approach the APWE because this is something that they would want to do, or I would think that there would be someone within the community that could come in and help out with the alignment. **Joe Frodsham** – now that we are on the core standards from the Public Sector if they would look at math or reading , hopefully we would pay them to help develop this curriculum, through a grant.

Lorraine McDonald lets table this for now and do a little more research.

Dan Beck I see what you are saying there are things with the non-profit that we are not tapping into. Think it is something to keep an open mind about maybe getting some help with the bigger picture.

- f. **Board member interview questions: Katherine Holden** – I feel like we need to update our questions. I don't think we referenced the questions at all when we interviewed Lynn. I would like to have just a few core questions that we ask people. **Dan Beck** I wouldn't be against having a list of optional questions. **Katherine Holden** do we want to spend a couple of minutes giving out samples or do it through email. **Dan Beck** would you be willing to spearhead this? Each of us will email you a couple of questions to be put into a format for suggested questions.

- g. **Director Professional Development goals for the 13-14 school year.** Everyone should have a copy of those goals I mentioned them at the parent meeting so I just generally typed up a few of the goals. Some of my goals I can't accomplish by myself like the parent council. So what I would like you to do is look at those goals and if you have any other interest you would like me to address please let me know or if you have questions on the goals, I have given, I would like to sit down and go over them with you. I was looking at the timeline and it looks like we are in compliance with the timeline then next time we can formally adopt them. **Lorraine McDonald** –we will add that to an action item for next meeting.

h. Changing of the times of the monthly board meetings. Lynn Sullivan asked that we maybe do the meeting from 5:30 – 8:30 **Dan Beck** I suggested 6:00 so that we were giving opportunity to anyone who wanted to come, we need a workable schedule for the members of the board and the people involved. We need to be sensitive beyond just ourselves. We should just say that we are starting at 6:00 and be done by 8:00 with a hard stop at 8:30p.m. this way it meshes with everyone's schedule.

6. Action items:

- a. Bylaw revision regarding board composition and procedure-**
Lorraine McDonald we are staying away from restricting ourselves in the bylaws and our policies could be the defining procedures. I have worked more on policies than the actual bylaws this month. Change the limit of board members from 7-11 to 5-14. Strike out stays and the rewording will be removed. **Dan Beck** Bylaws are something you very rarely want to change so we shouldn't be discussing changing the bylaws every month but policy can be updated and have our goals and objective written into our policies not the bylaws. Specifically; revisions to our bylaws have to be submitted to our sponsoring districts. **Lorraine McDonald** being part of the group that wanted Waldorf board members I do understand how keeping it out of the bylaws and putting them more into the policy will be more beneficial. This way we can get more people involved. **Dan Beck** We have a lot of very talented people within our community and we do not want to restrict ourselves. We can get as specific as we want in policy. – **Tabled until next meeting**, for action to take place when we have a clean documentation. Tracy will update and send to Lorraine for final review.
- b. Staff Board member policy-** Michelle Coull has been elected as the Faculty liaison to the board. If you will look at the staff board member policy in your packet. Lorraine will re-type the staff board member policy, there would have to have a formal vote to elect Michelle to the position. – **Tabled until next meeting for action to take place.**
- c. Waiver application process** **Lorraine McDonald** I just want to get permission to get this letter to Julie Evans to precede with the waiver. Just needs to be approved and signed by the board president. **Lorraine McDonald: I move to give Dan Beck the authority to sign and submit the waiver application to the Medford School District. 2nd by Katherine Holden.**

Motion Approved

4-Aye (Beck, McDonald, Hart, Holden)

0-No

7. Budget expenditures for August
Government Account - August 2013

Lorraine McDonald: I motion to approve all deposits and expenditures in the government account for the month of August as stated in the packet. 2nd by Katherine Holden.

Beginning balance \$118,122.81

Checks cleared from previous month

50422	50427	50428
50429	50430	50431
50432	50433	50434

\$6867.92

Checks cleared this month

50436	50437	50438
50439	50440	50441
50448		

\$7413.09

Total amount cleared \$14,281.01

Checks not cleared

50442	50443	50444
50445	50446	50447

\$17,482.94

Voided checks 0

Electronic Payment 14 transaction \$50,267.47

Voided electronic 0

Deposits 1 Deposit \$91,768.00

Ending balance \$145,342.33

Motion approved

4 –Aye (Beck, McDonald, Hart, Holden)

0-No

Private Account - August 2013

Lorraine McDonald: I motion to approve all deposits and expenditures in the private account for the month of August as stated in the packet. 2nd by Katherine Holden

Beginning balance		\$45,177.54
Checks cleared from previous month		
	1637	
		\$230.00
Checks cleared this month		
	1675	1676
		\$2,956.05
Total amount cleared		\$3186.05
Checks not cleared	0	
Voided checks	0	
Electronic payments	3 transaction	\$575.63
Voided electronic	0	
Deposits	2 deposits	\$76.53
Ending balance		\$41,492.39

Motion approved

4 –Aye (Beck, McDonald, Hart, Holden)

0-No

High Yield Savings Account – August 2013

Lorraine McDonald: I motion to approve all deposits and expenditures in the high yield savings account for the month of August as stated in the packet. 2nd by Perry Hart.

Beginning balance	\$59,106.69
Interest payment	\$ 7.28
Ending balance	\$59167.97

Motion approved

4 –Aye (Beck, McDonald, Hart, Holden)

0-No

Savings Account – August 2013

Lorraine McDonald: I motion to approve all deposits and expenditures in the savings account for the month of August as stated in the packet. 2nd by Perry Hart

Beginning balance	\$209,929.85
Interest payment	\$31.85
Transfer from Savings to Government	<u>\$ 25,000.00</u>
Ending balance	\$184,961.70

Motion approved

4 –Aye (Beck, McDonald, Hart, Holden)

0-No

Payroll Account – August 2013

Lorraine McDonald: I motion to approve all deposits and expenditures in the payroll account for the month of August as stated in the packet. 2nd by Katherine Holden.

Beginning balance	\$2,076.54
Deposits	2 transaction \$50,000.00
Electronic withdrawals	6 transaction <u>\$51,608.53</u>
Ending balance	\$468.01

Motion approved

4 –Aye (Beck, McDonald, Hart, Holden)

0-No

8. Informational items:

- a. **Building update Joe Frodsham** – Hiring a board member policy the reference at the bottom are the ORS from the previous board policy BHD, many of the regulation apply also to this new policy. I still need to find the ORS that states that we can hire a board member; this is just a first draft. See handout. Building – Landscaping is completely done we are ready to have the inspection from the city for the permanent permit for the modular. We will be checking on all the requirements that they are fulfilled; question as to if the siding needs to be complete prior to final approval. Avi Zohar will be following up on the requirement stipulations for the building. If we can get the options for the siding we can get Ted Trujillo involved and get a committee together in a matter of days. Need to have a simplified list of options. Dan will put some stuff together maybe just the catalogs with the different options. The front

classroom has been painted the base color came out a little more red than we wanted. I called Drakes paint to see if they had a consultant that could come out and see how the color reproduces in the lights. She came up with these different samples. (Joe presented different paint options for the school.) At the next faculty meetings I will have Beverly come and present the colors to the Faculty along with the reasons why the different colors look good or don't look good. I hope next meeting to have the final costs on all the building projects from this summer, and the current thoughts on the computer room. OSBA has sent a bill; it is \$541.00 I can call them for legal questions with this membership. There are some benefits to having the membership, I haven't paid it because of the new membership to the AWSNA – **Lorraine McDonald** I believe it is different services, if you feel it is beneficial then I would say to go to it.

9. Closing verse led by Joe Frodsham

10. Meeting adjourned 9:19 p.m.

Signature Board President or Chair