

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, September 9, 2015- 5:30 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 7 discussion began at

1. **Call to Order/ Roll Call Opening Verse led by Joe Frodsham: at 5:44 p.m.**
2. **Approval of minutes and agenda adjustments:** Adjustment: add to discussion items h: Faculty/Board get together; i: follow-up on Alyssum's letter; j: Consultant idea follow-up.

**I motion to approve the minutes from the August Board Meeting, Amy Rudolph 2nd by Mark Sievert
5- Aye (Hart, Jackson, McDonald, Rudolph, Sievert)**

0-No

Motion approved.

3. **Public Comments:** no public present

4. **Discussion item:**

a. **Public Interview of Jane Higgins board faculty representative**

Board members each gave a brief biography of themselves and their journey to board membership. Jane Higgins introduced herself and told of her journey to Waldorf and that as she was stepping down from Faculty Chair she was now able and interested in Board service.

b. **Director's search (5 min) Mark Sievert** asked if he should excuse himself at this time, due to his wife's application for the Directors position. It was felt by the group that, it would not be necessary at this stage. **Amy Rudolph** discussed that we now have two applicants, both promising candidates and that it is time to get moving on the creation of the hiring committee and the interview process itself. She stated that the two applicants are Mrs. Sarah Sievert and another applicant from Colorado, Karen Bailey. **Mark Sievert** asked if

candidates would be notified if they were not being considered for the position any longer and **Amy Rudolph** said yes they would. Amy has sent the letter she brought to the board last meeting to both of the candidates letting them know we've received their applications. **Amy Rudolph** relayed her thoughts on forming the hiring committee; we should have around three board members, three faculty members and also Mechtild Howard and Tracy Boykin on the committee. There was general agreement that Tracy should be involved as she will be working closely with the new director, and the Mechtild being available to observe the proceedings would be a valuable help. If the faculty on the committee were also board members they would be serving in the role of the faculty on the hiring committee. **Joseph Frodsham** asked about having committee members from the parent body. **Lorraine McDonald** stated she did not feel a need to be on the hiring committee, and mentioned we have board members who are also part of the parent body. **Amy Rudolph** stated she was thinking we would create opportunities for the parent to meet the candidates we bring for interviews at a social venue such as a Parent Tea with the candidate. Board members discussed involving parent council co-chair to facilitate parent involvement in the process. **Hannah Jackson** let the board know that the Faculty who have expressed interest in being a part of the hiring committee where Nancy, LeAnn and Hillary. Board members expressed interest in having Hannah and /or Jane on the committee if they were interested.

c. Formation of director hiring committee and interview process (20 min)

The interview process was discussed and faculty board members strongly agreed that having the candidate work with faculty as a group to observe their qualities working faculty, and also teach a grades class, to observe the candidates qualities with children and Waldorf teaching should be a part of the interview process. It was discussed that we would like to have the candidate just spend time on campus as well. The entire hiring committee, consisting of approximately 3 board members/ 3 faculty members, with Mechtild and Tracy participating also (as much as they wanted to) would conduct a formal interview and would come up with interview questions. It was felt that we having a large committee than this would be too much. Hannah agreed to discuss with the whole faculty which faculty members would be on the committee, taking into account the extra commitment of time for planning meetings and the interviews themselves. Jane Higgins pointed out that having more people involved from the start would allow for some flexibility in case some members were not able to align their schedules for the interviews. Joe Frodsham brought up the issue of confidentiality for some candidates who may want to keep their job search private. Amy Rudolph reiterated that the director search committee is meeting on September 22nd to discuss how to present the director search process information to the larger community.

d. Board Correspondence Thank you's Lorraine distributed the thank you card for all the helpers over the summer and just prior to school starting that were brought up, understanding that the turn-out at the sod laying event was wonderfully large and we likely missed some folks.

e. Update from Lee Magnuson on QuickBooks: Lorraine reported she had spoken with Lee and could go through the QuickBooks update document in the packet as Lee was not at the meeting. She brought to the board Lee's request that he focus on what enlivens and excites him, which is helping with our financial processes. Lee has requested to Lorraine to not attend Board meetings every month but if there was a financial report or important update he needed to explain in person he would attend. This way he can focus his volunteer hours on using his skills most effectively. All were in agreement that we were grateful for his service and would like him to continue on as treasurer of the board but that we would need to check into the legal requirements around meeting attendance. Lorraine agreed to check into this.

Joe expressed that the process of changing over to QuickBooks did not go as easily as it was hoped and may not be as beneficial as we had hoped. He felt the process was putting an extra burden on Tracy, and that we were asking her to do more and he recommended we continue to have Tom doing all the tasks he has been doing up until this change, instead of asking Tracy to do some of the tasks Tom has been doing. He stated it was not very

expensive to have Tom continue as before. Board members asked about getting clerical office help for Tracy so that she had dedicated time for financial data entry and Joe reported they had interviewed a couple of folks, but they both took full time jobs elsewhere. Joe stated he asked Tracy whether scraping the whole thing and going back to Peachtree would be worth it at this point and he stated Tracy said at this point continuing with QuickBooks would be better. Lorraine mentioned that Lee had worked with the LOGOS financial person and that Logos is using QuickBooks with a much larger budget. Joe pointed out that he figured Logos has a full-time financial person on staff. It was generally agreed that it is important to continue looking for front office help for Tracy. Lorraine stated that Lee has volunteered to do Tracy's financial work when she is called away for her partner's month long surgery/recovery.

- f. **Strategic Planning – see handout – Lorraine McDonald:** Lorraine asked about whether or not to keep the "core values" section, leaning toward removing it. The board members present asked for more time to review and consider the Strategic Management section rewritten to be more aligned with the goals section. The tools designated to be created would take work but be helpful in the long run in creating a guide book for our school processes, a calendar for all types of activities at the school. It was decided to continue to look this section over and review at next month's meeting with a goal to finish revisions if needed and decide upon adopting a plan by the December meeting.
- g. **Joe's goals for the year: Joe Frodsham** stated one goal he had was to make sure we are in compliance with the newly passed HB 2186 regarding charter school evaluations. Another goal he mentioned was updating the employee handbook. A third goal he wanted to work on was preparing the school for the 'Smarter Balance' new assessment process. Joe will fill out the director annual goals form for the board to review prior to the next meeting.
- h. **Faculty Board Get Together:** Jane and Hannah will check in with the faculty about whether and when a social event with the board could take place, and what sort of gathering the faculty might be interested in attending. Lorraine offered to host is a home event was what was decided on.
- i. **Letter from Alyssum:** Perry had tried emailing Alyssum to get clarification on several issues brought up in the letter, but did not receive a reply. It was suggested to him that she could be contacted through Facebook. Amy offered to contact her through Facebook to see if there is a way to email her and will let Perry know. Joe also offered to get Perry her physical street address if email contact was not possible.
- j. **Interest in a Consultant and specifically the new pedagogical director at the Siskiyou School. Perry Hart** brought up the discussion from the last board meeting prompted by Alyssum's letter recommended the school hire a consultant to get clarification on whether we had agreed to contact Carl at the Siskiyou School to see what type if any of consulting work he might be able to do. Perry was wondering if he might be able to serve as a pedagogical administrator to our school on a part time basis. There was general discussion around what Alyssum's letter was recommending, and whether there was consensus amongst the faculty about the issues Alyssum brought up and whether the faculty would be interested in the type of consulting that Alyssum was recommending. It was reiterated that the letter called for a person to work with the board, with faculty, with administration and with parents specifically around clarifying roles and building trust. Joe brought up the OSBA board training which is a 1/2 day seminar costing \$500 plus travel, as a board training possibility. We agreed this was not what Alyssum was asking for but that an OSBA training was of interest to the members present. Perry will make contact with Carl to begin the discussion about what he may be able to offer.

5. Action Items:

- a. **Electing new board member:** Amy Rudolf motioned to approve Jane Higgins to the board for a two year term. Perry Hart 2nd the motion.

5- Aye (Hart, Jackson, McDonald, Rudolph, Sievert)

0-No
 Motion approved.

6. Consent Agenda –
CONSENT AGENDA:

Government Account – June 2015

I motion to approve all deposits and expenditures in the government account for the month of June as stated in the packet. Motioned by Amy Rudolf 2nd by Mark Sievert

5- Aye (Hart, Jackson, McDonald, Rudolph, Sievert)

0-No

Motion approved.

Beginning balance \$97,537.00

Checks cleared from previous month

50989	50998	51002
51003		

\$261.58

Checks cleared this month

51006	51007	51008
51009	51010	51011
51012	51013	51014
51015	51016	51017
51018	51019	51020
51021	51023	

\$7,956.36

Total amount cleared \$8,217.94

Checks not cleared

50801 Costco \$699.99	50912 Jane Higgins \$27.00	50928 Hannah Jackson \$148.31

\$ 875.30

Voided checks 51022 voided

Electronic Payment 18 transactions \$94,594.64

Voided electronic 0

Deposits 4 Deposits \$12,095.38

Ending balance \$ 6,819.80

Private Account – June 2015

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

Beginning balance \$94,307.81

Checks cleared from previous month

1899	1914	

\$111.30

Checks cleared this month

1922	1923	1924
1925	1926	1927
1928	1929	1931
1932	1933	1934
1935	1936	1937
1938	1939	1940
1941	1942	1944
1945	1946	1948
1949	1950	1951
1952	1953	1954
1955		

\$10,218.45

\$10,329.75

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	1900- Iyla Wells \$20.00	1943-Kelly Hershey \$43.29
1947- Cassie Boykin \$60.00		

\$251.22

Voided checks 1931 Voided

Electronic payments 4 transactions **\$ 682.94**

Voided electronic 0

Deposits 9 deposits **\$ 7,748.25**

Ending balance \$ 91,043.37

High Yield Savings Account –June 2015

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

Beginning balance	\$59,276.46
Interest payment	\$ 5.18
Ending balance	\$59,281.64

Savings Account –June 2015

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

Beginning balance	\$240,417.05
Interest payment	\$ 21.00
Ending balance	\$ 240,438.05

Savings Account –June 2015(2)

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

Beginning balance	\$17,252.34
Interest payment	\$.75
Transfer	\$ 0.00
Ending balance	\$ 17,253.09

Payroll Account –June 2015

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

Beginning balance		\$ 9,916.59
Deposits	3 transaction	\$ 70,000.00
Electronic withdrawals	13 transaction	<u>\$ 79,652.73</u>
Ending balance		\$ 263.86

7. Informational Items:
8. Joe's Update Misc.:
9. Closing Verse: Led by:
10. Meeting adjourned 7:52 p.m.

Board President or Board Chairman Signature

- Hannah & Jane will discuss with faculty interest in social gathering with the board, type of gathering, when/where desires.
- All board to think about the interest in having an ongoing pedagogical consultant.
- All board to suggest and/or volunteer to be on the hiring committee along with 3 faculty members
- Lorraine McDonald will check into meeting attendances requirements.
- Amy will contact Hannah about the faculty members for the director hiring committee and will contact the absent board members to inquire about their interest on serving on the committee.
- Amy will schedule a meeting of the Hiring committee to begin crafting the actual interview process
- Amy will connect with the Siskiyou Hiring committee to inquire about their process and get feedback about how it went for them, any recommendations or tips they might have to share.
- All board members will read chapter 7 of 'Partnership of Hope'
- All board members will review the strategic plan, especially the goals and strategic management section for suggestions, comments at the next meeting.
- Amy will attempt to reach Alyssum through Facebook and let Perry know if there is a way to resend his email to her.
- Perry will contact Carl at the Siskiyou School to inquire about his availability and what sorts of services he might offer to our school.