

Madrone Trail Public Charter School

Jackson County, Oregon

Regular meeting of the Board of Directors

Wednesday, July 12, 2017 at 5:30 pm

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

I. Call to order/ Roll call

Amy called to order the regular meeting of the Madrone Trail Public Charter School Board at 5:30pm at Madrone Trail Public Charter School 3070 Ross Ln. Central Point, OR 97502.

Sarah conducted a roll call. The following persons were present: Amy Gygax, Sarah Trujillo, Monica Rathjen, Leann Tourzan, Kellee O'Shea,

Karen Bailey (Administrator)

II. Opening verse

III. Approval of minutes and agenda adjustments

a.) June 2017 minutes

Motion approved

Kellee O'Shea I make a motion to approve the minutes for July Board Meeting **Leann Tourzan** I second the motion

Aye – 5 (Gygax, Rathjen, Trujillo, Tourzan, O'Shea,)

No – 0

b.) June Work session minutes

Motion approved

Kellee O'Shea I make a motion to approve the minutes for the June work session meeting. **Monica Rathjen** I second the motion.

Aye – 5 (Gygax, Rathjen, Trujillo, Tourzan, O'Shea)

No – 0

IV. Perspective Board member interview- Jane Higgins - tabled

V. Approval of consent agenda

a. March Expenditures for March 2017

Motion approved

Leann Tourzan I make a motion to approve to expenditures for March 2017.

Amy Gygax I second the motion

VI. Discussion Items:

- a.) **Charter Renewal Process- Amy Gygax** Thanks to Michelle Zendell, for joining us to help us understand the process of charter renewal that we will need to start working on. **Michelle Zundell** I am providing you with a calendar of the renewal process. Before Winter Break you will send in a letter of intent to renew your charter. In that letter you can request any changes that you want to be made. Within 15 days of receiving that letter the district responds with requesting changes they need, and if the schools requested changes will be acceptable. Within 15 days of the district letter the school responds with additional information. Within 45 days of initial renewal request a public hearing will be scheduled. Ten days after that the district tells you of the intention to renew, within twenty days they tell you in writing. Within 90 days of the district decision the parties meet to negotiate the charter. Were the district to decide not to renew you would have 10 days to re-submit charter.
- b.) **Strategic Plan – Amy Gygax** We need for a committee to meet and put together a timeline for the objectives that we have come up with. I will get those objectives written up as part of the Strategic Plan, and we can start that committee in the fall. **Leann Tourzan** I would like to meet before school starts. 10 am. July 31st.
- c.) **Board Self Evaluation- Amy Gygax** One thing that I noticed that we could use some improvement on is the greater community relationship. **Monica Rathjen** It could be valuable to invite board members from other schools to attend our meetings, and, in turn go and visit their meetings. **Amy Gygax** I have been approached by the Siskiyou Board president, about how we could work together. We should also have a goal of getting more work done ahead of the meetings, so that we can use our meeting time more efficiently. **Kellee O’Shea** Since we have so much to do, should we start meeting more regularly? **Amy Gygax** We could add a work session, where we can talk about a few things. Let’s plan it for Sept. 16th, at 5:30.

- d.) Family/Medical Leave Amy Gygax** I revised the document from our last work session, and would like everyone to look over it, and send revisions and edits to me well before the next meeting. I am still working on the document about the fund that would allow for paid emergency leave. I was not sure if we wanted to make it something that all employees could apply for, or it should only be for employees that receive paid sick and personal days. I am inclined to say that it is available to everyone. **Karen Bailey** I also looked into short-term disability insurance, and that is something that is available to our employees.
- e.) Faculty Feedback of Director- Amy Gygax-** When we were going through the Board evaluation of the Director, the faculty expressed that they would like to have a way to give feedback, and we said that we would create that opportunity, but not have it be a part of our evaluation of the director. Whatever we use, I would like it to be a way for it to be in a positive light. They should have an opportunity to say what is working well, and what might need improvement. **Lean Tourzan** Faculty would also like to have a follow up meeting with the board. **Monica Rathjen** Could we invite the faculty to come to a board meeting, or plan on the board going to a faculty meeting? **Amy Gygax** We can plan on having a questionnaire and follow up meeting between board and faculty in March or April.
- f.) Board Retreat- Amy Gygax** We had talked about bringing someone in to do our biography work, but we haven't found anyone. Karen, would you be willing to run that part of the retreat? **Karen Bailey** Yes **Amy Gygax** The second half of the retreat we will work on charter renewal. **Amy Gygax** Should we start with lunch at noon? We can have a potluck.
- g.) Financial /PERS work session - Amy Gygax-** We should plan on doing a work session in September.
- h.) Thank you's**
- i.) Board Faculty- Amy Gygax** Jane is away, and she was selected to come back and serve another term on the board, but since Jodie is now a faculty member, she might take her place. I also think that we need to reevaluate having a faculty member as a voting board member. In the past, they have recused themselves on votes that might be a conflict of interest, but I am not sure that it is a good idea to have faculty members as board members. My main concern with Jane serving on the board, is that all the parents that are on the board have a child in her class. If any issues were to happen in that class, it could be a problem.
- j.) Reimbursement for Training- Karen Bailey** There are two teachers, Hannah Jackson, Leann Tourzan and one former teacher Alyssum Barber, who have a

balance due to Rudolf Steiner College, and they have told me that Joe Frodsham promised to pay for their tuition there. I want to know what the board thinks I should do. **Amy Gyax** We should consider what the numbers are. We can leave it up to what you think Karen. **Karen Bailey** I think we can pay for Hannah, and Leann, but I don't know about Alyssum, she is no longer a teacher here.

VII. Action Items

a.) Vote on Perspective Board Member- Jane Higgins -tabled

VIII. Informational items

a.) Director's report Karen Bailey- I want to invite you all to a potluck at my house for faculty and board families on Aug. 27th from 3-8. Good news, we have about \$8000 from unused sick and personal days to start our Emergency Leave Fund. Other good news, is that we have more money than expected from the last payment, so I will present a new budget at the next meeting

b.) Faculty report- Leann Tourzan Not much to report over summer.

IX. Closing verse

X. Meeting adjourned

Minutes submitted by: Sarah Trujillo

Minutes approved by: _____

Board President