

Madrone Trail Public Charter School

Jackson County, Oregon

Special meeting of the Board of Directors

Wednesday, October 18, 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 special 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, Kellee O'Shea, Jane Higgins, Jodie Arellano, Brenda Stein, Leann Tourzan, Monica Rathjen

Karen Bailey (Administrator)

II. Opening verse

III. Public Comment

IV. Approval of Minutes and Agenda Adjustments

a.) Approval of September 2017 Board Meeting Minutes

Motion Approved

Kellee O'Shea I make a motion to approve the Board Meeting Minutes for September 2017.

Brenda Stein I second the motion.

Aye – 8 (Gygax, O'Shea, Trujillo, Stein, Arellano, Higgins, Tourzan, Rathjen)

No – 0

b.) Agenda adjustments- Add public comment section. Add perspective board member interview.

V. Interview with perspective Board Member: Michelle Gury- Kellee O'Shea Why would you like to be on the board? **Michelle Gury** I have three kids at this school, and

I think this is an added opportunity for me to serve. I have experience as a Head Start parent on the Policy Council, there are approximately 60 to 75 parents on that board, which I chaired and vice-chaired, as well as held a representation at a state level on that board. I think this is the nuts and bolts of what our school does, and why we do it. I think that having different perspectives and opportunities to speak up is important.

Leann Tourzan What is your understanding of Madrone Trail Charter School?

Michelle Gury My understanding could increase. I am not super aware of the Waldorf pedagogy as a whole, I continually grow and learn in that area. It is something that I feel drawn to. Being a parent of a 19-year-old who when through the traditional public-school system, I see the differences, and it makes my heart happy knowing that I have three kids here. It is a different approach, and a voice for parents. I think there is an opportunity for the school to grow, and to get the word out about what we do and why. I think having committed parents at this school is important for our kids, and our community. I would like to share with other members of our community more about our school. There are misnomers out there about our school, and that is one of my biggest draws for why I would like to serve on the board. I feel that my skills and experience can bring a different light to the board. My understanding of Madrone Trail is more of a wholistic understanding of the children that we teach.

Amy Gygax What are two things that you are passionate about? **Michelle Gury** Early learning is my biggest one, and personal growth and development. I am constantly trying to learn new things, and really seeking out where my path and journey will lead me in the future. I am really dedicated to the early learning realm, and knowing that some of the things that are going on in the world today are not in the best interest of our kids. I think it is a policy and administration issue more than anything else.

Karen Bailey If you were a board member, and a parent approached you, and wanted to tell you something that happened to their child, and asked for your help as a board member, what would you say? **Michelle Gury** I would hear that parent out, and if necessary would give advice to go talk to the teacher, or to the director. As a parent, if there is something going on in the classroom, the first step is going to be with the teacher. As a board member, that is not my responsibility, it may be a discussion that I would have with Karen, but as a rule, I don't feel that is my place. Unless there was a more serious issue, such as abuse of a student by a teacher, that I would take straight to you, Karen, and the board if necessary. My role would be to discuss and make policy, and sit on committee, look at financials, and legality of issues, not to be intervene with issues in classroom situations.

Jane Higgins I know you are very busy, do you feel that you have the time needed to serve on the board? **Michelle Gury** I think so. Saturday is my last day of being an official Head Strat Policy Council member. I've made the choice, knowing that I was done there, and hopefully moving into this role.

Amy Gygax How many hours per month did you work on that council? **Michelle Gury** I chaired and vice chaired that board, but I also participated as state rep, in those years I would say it was 8-10 hours a

month if there was a conference. On a normal month, we would have a executive board meeting that lasted about an hour and a half, and our policy meetings would last 3 hours a month. If there were additional committee meetings, there would be more time. **Amy Gygax** That seems like a comparable time commitment, depending on which boards you serve on. **Amy Gygax** Do you have any questions for us? **Michelle Gury** No,

VI. Approval of Consent Agenda

- a.) **Approval of Expenditures for August 2017** **Amy Gygax** Can we ask Tracy to start including the credit card statement again. **Karen Baily** Yes.

Motion Approved

Leann Tourzan I make a motion to approve the consent agenda for August 2017.

Jodie Arellano I second the motion.

Aye – 8 (Gygax, O’Shea, Trujillo, Stein, Arellano, Higgins, Tourzan, Rathjen)

No – 0

- b.) **Approval of Expenditures for September 2017**

Motion Approved

Kellee O’Shea I make a motion to approve the consent agenda for September 2017.

Sarah Trujillo I second the motion.

Aye – 8 (Gygax, O’Shea, Trujillo, Stein, Arellano, Higgins, Tourzan, Rathjen)

No – 0

VII. Discussion Items:

- a.) **Charter Renewal- Amy Gygax** Has the faculty come to a decision about how to track student achievement? **Jane Higgins** We are going to have 2nd through 6th grade doing iReady testing twice a year in reading, and then we will do 5th, 6th, and 7th iReady math. **Amy Gygax** Will there be any tracking for the younger grades? **Jane Higgins** We will do the tracking with the SLT group for the younger grades, so that will track for reading and math for them. We will also be able to use Dreambox, my class is using this now, which tracks progress throughout the year. 5th grade is also using that. We will use the progress monitoring of iReady reading

for 2nd through 6th. **Sarah Trujillo** Will the Dreambox follow the two classes that are currently using that, or will it always be 5th and 7th? **Jane Higgins** I am mostly talking about just this year, but we are trying to kind of pilot it, and see how it works. I would like to still use it if possible, and I am hoping 5th will too, but that is still up in the air. **Jodie Arellano** Does 6th grade use something different? **Jane Higgins** They are using a different curriculum. **Amy Gygax** Since iReady is something that we already use, there isn't any additional tracking for younger grades? My concern is that it might not meet what the district is asking. **Jane Higgins** We are doing additional in the sense that we have progress monitoring for our younger grades, that are not at grade level, or might be struggling in math and reading both. That is the SLT, or intervention. **Karen Bailey** We are focused on a case we think might be able to get on an IEP, besides the kids that might need IEP for behavior, we are talking about eight or ten kids, it is half an hour a day, four days a week, and you have to do it for six weeks, and then another round in six weeks, and usually a third round of six weeks. We are prioritizing these kids, and then hopefully Jessica will be able to do more later. **Jane Higgins** So then, she can start working with the kids that may not qualify for IEP or special education, but are not on grade level. **Amy Gygax** My understanding is that there is a difference between intervention, and what the district is asking as far as tracking student achievement for all students. I worry that if we are not doing anything additional before 5th grade, that is not going to satisfy that request. **Jane Higgins** What did you have in mind. **Amy Gygax** That should be a faculty decision, our letter from the district says that they would like to see us "evidence of academic achievement by clearly articulating and demonstrating on objective measures that students are achieving academically" and also Michelle Zundel has told us that they really want data for each student that is tracking their academic achievement. **Jane Higgins** We have been asking what kind of data will they accept, and there has not been any. Do they want us to use more computer programs? **Kellee O'Shea** That was my understanding. I think they would like to see something like iReady in 2nd and up for math and reading. **Amy Gygax** It doesn't have to be iReady, my hope for what the board was asking the faculty to research different ideas, and maybe contact other schools, and take it up to help with charter renewal. **Jane Higgins** The proposal is that we continue iReady for reading, but trying to keep the computer out of the younger classes, because it is a lot of testing. The concern is where do we give. Can we do paper pencil, and I think teachers are doing that, but we keep being told that won't work. **Amy Gygax** I don't have anything against using paper and pencil, and we give that data to the district, I am not attached to it being iReady, there just need to be consistent through the grades, that is a way we can show the district that our students are achieving. I am feeling frustrated, because I thought the faculty would be doing this research, and now we are a little behind the ball. **Leann**

Tourzan Can we talk directly with Michelle Zundel about this? **Amy Gygax** I'm sure she would be happy to help, there are probably other Waldorf charter schools that have dealt with this **Karen Bailey** Woodland Charter School they had to assess all of their students. I'm sure Michelle would be happy to come to a faculty meeting to help figure it out. **Leann Tourzan** It will be tricky, because we are trying to hold our line, because we want to protect the younger grades, because once we start there is no going back, so it is confusing. It is a lot to take on researching something that nobody is really excited about. **Kellee O'Shea** What is the alternative? If we don't do it we could lose our school. **Amy Gygax** I was hoping that the faculty would do the research, because I don't want to do it, come up with a plan, and feel like we are putting it on the faculty, because I am not in the classrooms, and I don't know what will work best. **Jane Higgins** We felt like any options other than computer testing were unacceptable to the district. Are we saying as a board that we can take on testing that young? **Amy Gygax** I don't want to do that, but I do want the school to stay open, so we need to figure out a solution that will preserve the Waldorf piece as much as we can, and satisfy what the district has asked of us. **Jane Higgins** We are trying to do that, but our interpretation, is not that we have to test in 2nd and up. **Amy Gygax** Michelle was very clear that we needed a way to track all students' achievement. My hope is that we can figure out a way to demonstrate that our students are achieving in a standardized objective way, that doesn't require a lot more testing. **Jane Higgins** We are still doing 2nd, 3rd and 4th with the progress monitoring with our lower performing students. But what I am hearing you say is that you want 2nd, 3rd and 4th progress monitoring for math. **Amy Gygax** We need a way to show that our students are achieving. I am not saying that I want testing for certain kids. **Karen Bailey** Jessica and I suggested to the faculty was iReady math for 3rd through 6th for the twelve lowest scoring kids, it doesn't have to be the teachers in the classroom, I asked to try it for six weeks, and we got a lot of push back. It would have given us some data. But it is the teachers in 3rd and 4th that said they don't want to do iReady math. We have also taken off the iReady reading in the spring along with other schools in the district that were finding that it was taking too much classroom time. WE already do the Smarter Balance in the spring, but those numbers are not going to help us with charter renewal. What we need to have is some immediate showing growth from the beginning of the year, and we are already 5 weeks in. **Amy Gygax** I think that plan you have in place is great to show that we are taking seriously the kids that need help, but I don't think that fulfills the request of the district. To me that satisfies the testing, but there is another bullet point that is showing academic achievement that is a separate issue. **Karen Bailey** The issue is that we want to know what is the minimum that will satisfy the district, and that is what we need to talk to Michelle about. When she met here she gave her professional opinion of what it would take to get our charter renewed, and she can

do that for the teachers. **Jane Higgins** We have implemented progress monitoring for 2nd through 7th grade that is new this year, we are doing way more than we did last year. I just want to make sure that we are doing the right thing for the students.

Brenda Stein Do you feel that you have enough to talk to Michelle, and that is sufficient? **Jane Higgins** I think with our intervention, and math testing, and targeting 5th, 6th and 7th. **Kellee O'Shea** Would you be open to having her come to the next faculty meeting? **Leann Tourzan** I think we should invite her to a board meeting for a 20-minute slot, and present this to her, I am not sure a faculty meeting is the right setting. I worry that it might become more of a debate. We want to just present her with this, and see if it is enough. **Monica Rathjen** Which classes are giving grades? **Jane Higgins** 6th, 7th and 8th. **Monica Rathjen** She did say that they would accept grades and an objective standard showing achievement. Is it possible to have grades from other classes? **Jane Higgins** The younger grades use proficiency grading, I don't think we have ever turned that in to the district. **Amy Gygax** That could be an option. **Karen Bailey** We did go to computers last year, from Diebels, and there is no going back, but I don't see the trauma, and this year there were no 2nd graders that were in the red. They are doing really well. We are supposed to be doing kindergarten and 1st, but I chose not to, to maintain our Waldorf curriculum, since we don't teach reading in kindergarten, and 1st, but the 2nd graders are doing well. **Jane Higgins** We need to check with Michelle, and see if what we are proposing would be enough, or if there is something else we need to add. **Karen Bailey** I can talk to her. We can put one foot in public school by bringing in skills class, and keep main lesson as it is, I've seen it done, you can become a performing school, you can prove that Waldorf curve, but there must be a little bit more acknowledgement that we are a public school, or the faculty can say that we would rather not have a school if we must test in that way. **Leann Tourzan** Karen, do you feel comfortable bringing that to Michelle? **Karen Bailey** I do, especially if Amy is with me, I would still like a little more faculty involvement, because it make it second hand information, so if I bring back something that it isn't okay, will I be to blame? **Leann Tourzan** No, I think that is your role as the leader of the school. **Karen Bailey** If she says it is not enough, I want 3rd and 4th graders assessed in math, the faculty will support that? **Leann Tourzan** If it is very clear that it is what we need to do. We could set up a meeting with you and faculty chairs. **Karen Bailey** That would be much better. I would like to talk about something exciting. Raina and I went to a training called Universal Design for Learning, and the district invited this consultant from Georgia about this approach to engagement to learning. There is a measurement tool to measure engagement. They have figured out how to intervene and increase level of engagement. I think that is a strong point for us, and I would love to be able to measure our student engagement in a way that the district likes. Raina and I are both trained in how to

measure this, and the way they suggest you do it is to have two different people come in, and independently assess, and then you get the teachers assessment, so that you have the bigger picture. It could be a strong measure for our school. I would include it in our presentation in January. I will also ask Michelle for the student satisfaction survey that we talked about the last time she came to a meeting. **Amy Gygax** We need to schedule a Charter Renewal Committee Meeting, we didn't discuss everything I'd hoped we would, but I think we can get some of it done at a committee meeting. I could do either the next Wednesday, or the one after that. (Everyone agreed to Wednesday, October 25th 8:45)

- b.) Family Leave Policy- Amy Gygax** Karen sent a copy of our family leave policies to OSBA, the person that reviewed it is a policy expert and he gave us input. He felt that we are doing more than is required by law. He mentioned that some of our definitions came from state law and some from federal, and questioned if we want to make that consistent, and my thought is that I got those straight from the Medford School District policy, so I'm not sure it would be an issue. **Monica Rathjen** It would be good to be consistent, just because it is on the Medford School District policy does not mean that theirs is golden. I can go back and look at those. State is probably more specific, and if we are going above, we might want to go the State standard. (**Karen Bailey** read the letter from the OSBA reviewer) **Karen Bailey** He is saying that we are going above what is required. **Monica Rathjen** How different are the definitions between state and federal? **Karen Bailey** How hard would it be to take out any reference? **Amy Gygax** There were several pages of definitions, it would take some time to go through. **Kelle O'Shea** But, what we have is fine. **Jodie Arellano** It sounds like there are a few places that we can just state the policy without referencing a definition. **Karen Bailey** It says because we are under 25 employees we have flexibility in implementing it. **Amy Gygax** We were trying to make sure we meet the requirements of the state, because there is the possibility that we might go over 25 employees at some point. I think we confirmed that we are meeting and exceeding the Oregon law. **Karen Bailey** He said most of the policy meet or exceed, and that they are all fine since we don't exceed 25. **Sarah Trujillo** Will we still be fine if we go over? **Amy Gygax** Since we are not voting on it, we could ask. Hopefully he can clarify sooner than later, and we can do a final draft and vote on it next month. **Monica Rathjen** I can look those definitions. **Jane Higgins** I wanted to clarify the if the funds will accrue over time, and can we state that in the documentation **Amy Gygax** I will put that in there. **Monica Rathjen** We should change that we guarantee the same job back after leave, and although we would like to do that, we should say that we will try to have a similar position, but not at guarantee. **Amy Gygax** I also wanted to talk about if we want to have any guidelines about how fundraising can be managed. **Karen Bailey** It may be enough that the Fundraising Committee approval is enough.

- c.) **Strategic Plan Committee- Amy Gygax** I don't know if the Strategic Committee has met, but I will be keeping this as a rolling agenda item, just so that we can be updated. **Karen Bailey** Site Committee is doing a survey that goes along with our Strategic Plan. Jesse has put that together **Leann Tourzan** He put it out to the faculty for feedback in hope that will start to guide the site committee working with the Strategic Plan, looking at a 20-year plan and taking it back to 15, 10, 5 and 1-year plans. Thinking about what we want to ask for in charter renewal, if we want a bubble class, if we want a double track, that sort of thing. The site committee is compiling a list and working with Beautification to come up with plans for the future.
- d.) **Director's Goals- Karen Bailey** My first goal is to secure 5-year charter renewal, the actions steps are analysis of the test scores, support new intervention program and SLT assessments with a goal of getting three or more students on an IEP by winter break, end of the year budget analysis in which we can increase our reserves budget by \$10-40 thousand. Goal two is to support that Parent Council, faculty and committees, by attending most of the Parent Council meetings, serving on the Site, Finance, and Fundraising committees, I will edit to include Charter Renewal and Strategic Plan Committees also, and work with a mentor to improve communication between faculty and myself. I am looking for someone, and have talked to Phil Centers, he won't be able to be my mentor. I am looking for someone to meet with me, observe me, and debrief afterwards on how I can improve my communication. **Amy Gygax** Katherine Holden might be a good person to talk to. **Karen Bailey** The third goal is to support the board development. I would like to help recruit a new board member, and I have a few people in mind from the larger community. I would like for us to consider a joint in-service between the board and faculty in February to build community. I would like to rewrite a new employee handbook based on the template and vetted by the faculty and board.
- e.) **8th Grade Trip- Amy Gygax** At our last meeting we heard from a representative from our liability insurance company about several different issues, and I would like to go through each one and talk about them at meetings coming up. First 8th grade trip and out of state travel. What are our guidelines with out of state travel, and how do we address the increased liability when we are not covered by Oregon's TORT laws. We need to look at the educational benefit versus the risk. We need to decide how we are going to make those decisions. We did get an out of state travel request from Ms. Coull's class. I am hoping she knows that we won't be voting on this tonight. I think I would like to see more in the section about curriculum and instructional time. I would like to know what usually happens on the 8th grade trips, I had assumed there was an educational aspect, but I don't know if that is true. **Leann Tourzan** In a traditional Waldorf school it is a culmination of a family

celebrating being together for eight years, kids look forward, and planning for years before hand, it is like a rite of passage. I very important and meaningful experience.

Jane Higgins The trips that I have seen have not emphasized the educational aspects, but they were there, and could have been highlighted. **Leann Tourzan**

Anytime you visit a new environment there is so much learning that goes on.

Maybe we just need to bring it to the faculty, when you plan a trip make sure you are really planning the instructional aspects of the trip, that would be something they would be behind **Jodie Arellano** I found several examples for travel and field trip policies, and brought one that that has a separate 8th grade trip policy that is different from their regular field trip policy. I also brought a letter from a woman that has taken over 72 classes on 8th grade trips, and she wrote about the meaning and purpose of the 8th grade trip. She mentions the importance of the pedagogic value, and how the trip can enhance the education of the students as individuals and as a class.

Karen Bailey I talked to Mr. Gammon about this, and asked if he thought teachers would prefer to have the 8th grade trip be during school hours and therefore need to be instructional hours and be accountable for those, or make the trip just for fun. He said that his trip would have easily been identified as more educational, and he thought the teachers would rather have it be part of the school year. I would like to highlight having a more educational plan for the trip, and go into greater detail about learning goals, methods, and report back to the director at the end.

Jane Higgins The kids can have an attitude of vacation and entitlement, but it should be educational, and also socially important and it is important for the teacher to hold the structure and make sure it is more educational. **Amy Gyax** On our 8th grade trip forms we should have teachers attach what the educational plan is, with goals, so that we can take that into account for approval. I think that should be the case for all out of state travel that there should be a clear explanation of educational value, and plan. We are tasked with balancing the risk of it being out of state versus the benefit of it. **Jane Higgins** Are these forms enough? Is this enough information? **Amy Gyax** I would like to see an attached lesson or day by day plan.

Karen Bailey It could be like lesson plan, keeping in mind they are still accountable for the regular educational hours for those school days. **Jodie Arellano**

One of these documents has a list of requirements that this other school has including a service component, the trip has to relate to the curriculum, a major goal of the trip is to enhance social dynamic. There are some with expenditure limits, all procedures for other field trips should be followed and no more than five school days should be missed.

Karen Bailey We currently have a \$1000 cap. The idea is that access to any student cannot be limited, and the class is automatically limited by fundraising. **Jane Higgins** Does that mean that if a child and family are not participating in fundraising they cannot be left out of the trip. **Karen Bailey** Yes. It

does become a social experience, how to work within the classroom. **Jane Higgins**

What feedback should I bring to the faculty on this? **Amy Gygax** For the 8th grade trip approval we would need a clear educational plan for each day, and how it will all be implemented. **Jodie Arellano** I could write something up to make it more specific, and we could edit it **Amy Gygax** Is that something we could look at for our next meeting? **Karen Bailey** I do think we need to recognize a difference between what can get approval for this year, and a larger policy. **Jodie Arellano** Ms. Coull just needs to provide a little more information from an educational standpoint. I will make copies of the letter for faculty members. **Amy Gygax** There was also the question of out of country travel, I am wondering how we would feel about approving that. **Sarah Trujillo** It seems like it would be a significant difference in cost for the individual, most kids probably don't have passports. **Jane Higgins** If it can be done within the cost parameters, the board can always choose to not approve it if there are other concerns. **Amy Gygax** One thing that would need to be considered is that out of country travel might require us to buy extra insurance, and that might be included in the cost of the trip. There are some other things from this list that we can talk about next meeting, we can focus on other field trips, including swimming field trips. **Jane Higgins** I wondered if anyone else notice, if Michelle Coulls first aid certification seems to be expired, or maybe she has a more up to date certificate.

f.) **Enrollment Policy-** **Amy Gygax** Our enrollment policy has been needing to be updated for a while. One of the things the district wanted us to look at was the different cut off day for enrollment into kindergarten. We did talk to a lawyer that said he didn't see any legal problem with it, and we talked to someone from the State Board of Education, she said she didn't see a problem if it is in our contract with the school district. We can start updating and clarifying that policy. Last year the Woodland Charter School updated their policy and it is written quite nicely, so I thought we could do something similar.

g.) **Thank you's**

VIII. Action Items

a.) **Vote on perspective Board Member: Michelle Gury**

Motion Approved

Amy Gygax I make a motion to approve Michelle Gury as a member of the board for a one-year term.

Leann Tourzan I second the motion.

Aye – 7 (Gygax, O’Shea, Trujillo, Arellano, Higgins, Tourzan, Rathjen)

No – 0

(Stein abstained)

IX. Informational items

- a.) Director’s update- Amy Gygax** We are starting our exit interviews, I will send each of you a few students to contact along with a form and the deadline to have those is the end of November. **Karen Bailey** For the first time we don’t have a waitlist for 2nd grade. We are about to enroll our last sibling off the waitlist. I have taken a break from Faculty Meetings, and I will be back next week with a renewed commitment to communication. I met with the director of Siskiyou School with the director of Woodland charter school with the intent of networking together and helping to support each other last week at Siskiyou, in the future they will come here to visit, and we will all go to Woodland for a visit.
- b.) Faculty update- Leann Tourzan** The faculty has written a letter that they would like us to read to the board regarding the current climate of the school specifically with communication with Karen. **Karen Bailey** Do we need to have an executive session? **Leann Tourzan** It does. **Amy Gygax** We can do that at the next meeting. If Karen can read the letter before the next meeting. **Jane Higgins** I am concerned about waiting another month, what are the other options. **Amy Gygax** We could call an emergency meeting or special session. **Amy Gygax** We can move up the next board meeting to Nov. 1st.

X. Closing Verse

XI. Meeting adjourned

Minutes submitted by: Sarah Trujillo

Minutes approved by: _____

Board President