

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, December 17, 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

Hannah Jackson

Lorraine McDonald

Krista Peterson

Amy Rudolph

Mark Sievert

Lynn Sullivan

1. **Call to Order/ Roll Call: 6:06 P.M.**
2. **Opening Verse led by Lorraine McDonald**
3. **Public Comment:** (moved to 3rd position for Public who have joined us) Tanea Browning from D.I.R.T. (Direct Involvement Recreation Teacher) new program in Central Point Oregon. I am here to let you know of a new program. I am just giving you an overview and would be happy to come back and do a whole presentation at the next scheduled board meeting. We started in Central Point, took over a parking lot and preschool children (from one of the local preschools) cleared, cultivated and built a garden. They learn about which plants are good for bees. They would play with PVC pipe and wood, while building different structures. The extension program would be presented as a seasonal curriculum, we would build the site itself for the students. We do not charge for our services we get our funding from grants and volunteers. There is a student at Crater who is doing his senior project on composting and is looking for a place to put his project to work, this is just one component. Also we do projects with animals, currently have 2 sheep that would be put on the land, for the school season. D.I.R.T. basically takes care all cultivating and set ups (with the student involvement) just looking for a new location. If this is something you would be interested in? **Lorraine McDonald** it sounds like it would fit with our curriculum, but we are the board and don't have any say in Curriculum. It sounds like it would be something that should be presented to the Faculty for the approval. **Tanea Browning**; I approached Madrone as a prototype because of the curriculum and the hands on learning. **Joe Frodsham** would you be bring students from other schools here on site? **Tanea Browning**; not necessarily it could be set up, just for this school. **Joe Frodsham**; why don't you and I get together and look at the program. See if it would be a good merge with our school. **Michelle Coull**; I would really like to bring this to the

faculty because it is wonderful opportunity for our school. **Tanea Browning**; any questions? I will be happy to answer anything I can. **Joe Frodsham** lets meet the first week in January.

Partnership of Hope: Chapter one book review

Katherine Holden joined us at 6:24 p.m.

4. **Approval of minutes and agenda adjustments: Lorraine McDonald:** I think we should move the consent agenda to just before the Action Item. Consensus from all present board members. **Perry Hart: I motion to approve the minutes from the November board meeting.**

7- Aye (Hart, McDonald, Peterson, Holden, Rudolph, Coull, Jackson)

0-No

Motion Approved

5. **Discussion item:**

- a. **Public interview for board applicant Lee Magnuson:** What is your understanding of the Madrone Trail Initiative? **Lee Magnuson** I have read the bylaws and the charter school contract with the Medford School District. It is a charter school operating under the Medford School District. I am familiar with the Waldorf curriculum. **Lorraine McDonald:** what are your thoughts on our school? **Lee Magnuson:** I was very impressed with the space that you have and the excitement of the future prospects of the school, very impressed that the future goal is to eventually have a High School. **Lorraine McDonald:** it was a 3 year project to get this school off the ground and I am just waiting for someone with the energy to start the process for doing a High school. **Krista Peterson:** What are you passionate about? **Lee Magnuson** the first thing that came to mind was my family. I have always been a business manager and I like to help to improve the skills of the staff. **Joe Frodsham:** One of the functions of the board is to raise money, what do you feel you can bring to our board? **Lee Magnuson** at the rogue valley school we had a development director who went out and got funds. But I was involved as a project manager with various fundraisers. **Michelle Coull:** What sparked your interest in being on the board? **Lee Magnuson:** I ran into Gesine Abraham downtown and she had mentioned to me the opportunity to be on the board, specifically the treasurer position. Which is what I did on the Rogue Valley School's board of Directors. I finally decided that I have come to a place, where this would be a very positive place for me to be. I wanted to give something back in memory of my daughter. **Perry Hart:** your involvement with the RV school? **Lee Magnuson:** I spent the first year as a treasurer of the board. At the time, there was some conflict at the school and I took over the director position of the school for 3 years. I also got involved in developing policies. **Katherine Holden** it does take about 10 hours a month to be on our board how do you see this level of commitment to the board? **Lee Magnuson** Not a problem at all. **Lorraine McDonald:** do you have any questions for us? **Lee Magnuson** I will have, so far my involvement has been a board meeting, a tour and tonight. **Lorraine McDonald** I did tell lee we would be voting later on in the meeting and he has elected to stay.
- b. **MSD visit board interview session – Lorraine McDonald and Krista Peterson**
Ron, Kim Wallin and Julie Evans: Krista and I were the ones who were able to meet with the Medford School Board member. They wanted more information on how are 8th graders are doing since they graduated. Wanted more quantitative information like grades etc. I don't know that we can get this information. I was able to tell them we were doing exit interviews. They suggested that we look at the MSD board minutes each month to stay up on all the updated policies. The MSD Board Members asked: How do we evaluate the job our director is doing? We were able to reply that we have just gone thru our 1st official director's evaluation. Asked about our future plans, how the school is doing financially and what the future holds. I feel like we are very sound and secure financially with a contingency fund. Overall I was pleased with how it went. **Krista Peterson:** it was hard because they are kind of intimidating individuals and Lorraine did a really nice job. **Michelle Coull** Krista you heard them say something about monies. **Krista Peterson:** I heard them say they thought our school was falling apart. We just painted the school, we are staying up on the maintenance and are working towards refining some of the issues that are giving us problems. **Lorraine McDonald** I think the parents do need to meet with the School board, but it would have been nice to sit in on that meeting also.
- c. **Exit interview, 8th graders and others follow up: Lorraine McDonald:** 10 interviews conducted strengths (see handout) weaknesses (see handouts) Transition (see handout) and list of high schools the 8th graders are attending. **Joe Frodsham** this last year the MSD did not come and talk with our 8th graders and we will do better this year. **Lorraine McDonald** I have the list of students who didn't respond Lorraine will get Tracy the names of those students who didn't do the survey to be mailed out. Tracy to follow up with Julie about the legalities of us

getting the grades from graduated students. Tracy will put on the calendar to follow up with High schools and pass on the information to the 8th graders about orientations for upcoming freshman.

- d. **Director search update- Katherine Holden and Amy Rudolph** -We did not meet this month so we have no update at this time. We will meet in January. We don't know what we are looking for so this makes it a little difficult, we will need to have a clear vision of what we will be looking for advertising. **Katherine Holden** We need to take a pretty hard look at our numbers. At the next meeting we will budget some time to really look at the budget and what we can offer for the new director's position. **Lorraine McDonald:** On that note, I got an email from Theresa Woods who will be passing thru this area in January, if anyone is available we could meet with her while she is in town. Perry, Lee Lorraine Krista and Amy will meet with her.
- e. **Board Correspondence Thank you's – Amy Rudolph**, Victor Reid for installing windows in portables, Dan Beck for facilitating the meeting, Sabrah Maple and Colbee McManaman for attending the strategic planning, Ted Trujillo for doing the Equal Exchange Fundraisers, Julie Furrer for the signs in the parking lot and the front Madrone Sign.
- f. **Policy Review Sections G & I, review of new AR for Reimbursement and Sabbatical and Health Insurance policy draft- Lorraine McDonald and Joe Frodsham** - Class teacher sabbatical AR – change to previous years salary instead of \$40,000.00. Clarify the day's works phrase in the AR for next months. Rewording done; established pay scale for the year of the sabbatical. Change the dollar amount sample to a % in the sabbatical pay columns. To be brought to next month's meeting. **Health care coverage** policy was given at the last meeting for review. May elect to receive their health care coverage as a monetary amount. **Katherine Holden** I am uncomfortable with this, as I look at hiring a new director and it is confusing to me why we are doing this. **Lorraine McDonald** I appreciate your comments, and I too have had to come to terms with this practice. One fact is that it does help to increase some of our teacher's salaries. **Joseph Frodsham:** I wanted to double check on the legality of us providing this service. Contacted the OEBC, the first person I talked with didn't know the answer so transferred me to the lady that was up to date on this issue. She said that it was o.k as long as our accountant is recording the procedure properly. Our teachers who take the Health Care in monetary form instead of insurance, pay the taxes and we are recording it with our accountant in a separate line items. It is not totally common but it is legal. I then talked with Conor at Pauly Rogers (our Audit firm) and he said as long as we are recording it. **Amy Rudolph** so we are paying for the employee and the dependents? **Joseph Frodsham** Yes, we really are not losing any money because if they opted for Insurance we would be paying it for the employee and dependents. **Amy Rudolph:** I feel that may be unfair because I would be getting less of a benefit then someone who has children and gets compensated for them. **Joseph Frodsham** I look at it as a benefit that the teachers would be offered anyway and so the school is not losing any money. **Lorraine McDonald** how much overall are we paying for the health insurance? **Joseph Frodsham** you will see it on the budget. We are not talking about a salary increase, we are talking about a benefit. This is a simple way to help the teacher come closer to what the industry standard is. **Krista Peterson** I would like to see the figures. **Health Care AR: Lorraine McDonald** we have been making the H.S.A. contribution every year? **Joseph Frodsham** yes. **AR for Reimbursement** see handout. **Lorraine McDonald** do the classes know how much they have for spending in the class through the government account. **Joe Frodsham** it is approximately \$2000.00 per classroom some classes use more some use less. **Katherine Holden:** this sentence needs to be changed. (Last sentence 3rd paragraph add prior approval and move the 2nd to the last sentence below.) **Review section G and I – Lorraine McDonald** my main concern is about the implementations of the policies. **Hannah Jackson** questions about the form on the Sexual abuse policy. And the drug and alcohol IGAEB prevention is this really for grades K-12 that they want us to teach prevention at such a young age? Is this something that we are doing? And do we want to have this in our policies? Joe will call OSBA and ask how about IGAEB policy and if it is required. If it is required how do we implement it? Joe will make sure we have posted signage about Sexual Harrassment. **Kirsta Peterson:** weapons on school grounds. Double check on the suspension with blade or gun New policy- Joe. Need to get a clear definition of Charter School sponsored fundraisers i.e the trivia night which was held at a brew house where alcohol is served this needs to be advertised as a Parent Council sponsored event. Also look into posting on the Facebook page. Personnel / employee handbook to make sure that they are reflecting these policies. Next

policy is going to be to review section J. Krista Peterson will review the Minutes from the MSD board meeting minutes for policy changes monthly.

- g. **Pedagogical Committee- Amy Rudolph** - Mechtild Howard, Sydney Rudolph and Gesine Abraham have all agreed to be on that committee and will be meeting on this in January. Did you ask if a faculty member would be interested. **Michelle Coull** – Matt Dusek asked if he could be on that committee. **Lorraine McDonald**- Perry you should be on that committee, **Perry Hart** I will think about it. **Amy Rudolph** I would like to have as many faculty members on that committee as we can. They understand that they are forming the committee and would be up to them to recruit members outside of the school as they see fit. Hannah and Michelle will try and get more faculty on this committee.

6. Action Items:

- a. **Vote for board applicant Lee Magnuson: Amy Rudolph: I motion to approve Lee Magnuson as a new board member for the Madrone Trail Public Charter School.**

7- Aye (Hart, McDonald, Peterson, Holden, Rudolph, Coull, Jackson)

0-No

Motion approved

- b. **Vote on formal adoption of Sabbatical (Tabled), Health Insurance Policies (Tabled) and AR for reimbursement.** Amy Rudolph I motion to approve the AR for reimbursement with adjustments.

8-Aye (Hart, McDonald, Peterson Magnuson, Holden, Rudolph, Coull, Jackson)

0-No

Motion approved

Krista Peterson dismissed at 8:25 p.m.

7. Consent Agenda

- a. **Budget: Expenditures for November** – handed out the Tom Wilcox, report and the budget to actuals. **Lorraine McDonald** When does the Budget Committee meet? **Joe Frodsham** usually in about March.

Katherine Holden I motion to approve the consent agenda for the month of November.

7- Aye (Hart, McDonald, Magnuson, Holden, Rudolph, Coull, Jackson)

0-No

Motion approved

8. Informational Items:

- a. **Joe's Update Misc.** We are working on getting the bathrooms put together for remodeling them over Winter Break. I contacted Lara Anders, parent she is going to pick out the colors of the countertops and back splash etc. we are looking at \$6000-\$7000 dollars. **Lorraine McDonald** I would like to delay this about a month or longer so that we can look for a grant to fund this project. If we are getting the bids and prices why don't we try for a local foundation grant? **Joe Frodsham** also we are very sort of storage space we are looking at having the boiler removed. I have someone coming from the School district to take a look in regards to asbestos etc. this will cost us \$3000.00 to have the boiler and the tank removed from the custodial closets. I have been doing a lot of research on the internet on Waldorf. I was looking on one of those Ted Talks: in regards to Brain function in regards to creativity: when a person is involved in playing music there are a multitude of area's in the brain that become very active. (For the creative parts) much more so then if you are just listening to music. The Ted talk went into a lot of detail with CAT scans etc. so it is very important that we continue the music program with the recorders, strings and the choir. **Perry Hart** it is interesting to me that the first programs that are cut from the Public schools are the Music or Art programs, especially when there is such a strong correlation

9. Closing Verse: Led by Lorraine McDonald

10. Meeting adjourned 8:59 p.m.



Board President or Board Chairman Signature

December 18, 2014 - tb

- All board members to read and review 2nd chapter or the Partnership of Hope
- Lorraine will get Tracy the names of those students who didn't do the survey to be mailed out.
- Tracy to follow up with Julie about the legalities of us getting the grades from graduated students.
- Tracy will put on the calendar to follow up with High schools and pass on the information to the 8th graders about orientations for upcoming freshman.
- Perry Hart, Lee Magnuson, Lorraine McDonald, Krista Peterson and Amy Rudolph will meet with Theresa Woods, Potential candidate for director's position in January.
- Sabbatical Policy AR: change to previous year's salary instead of \$40,000.00. Clarify the 'day's work' phrase in the AR for next months. Rewording done; established pay scale for the year of the sabbatical. Change the dollar amount sample to a % in the sabbatical pay columns. Tracy and Joe will revise and bring it to next month's meeting.
- Joe will call OSBA and ask how about IGAEB policy and if it is required. If it is required how do we implement it?
- Joe will make sure we have posted signage about Sexual Harassment.
- Joe will double check on the suspension with blade or gun new policy. Need to get a clear definition of Charter School sponsored fundraisers i.e the trivia night which was held at a brew house where alcohol is served this needs to be advertised as a Parent Council sponsored event. Also look into posting on the Facebook page.
- All board members review section J.
- Krista Peterson will review the Minutes from the MSD board meeting minutes for policy changes monthly.
- Hannah and Michelle will try and get more faculty on this committee.