

Madrone Trail Public Charter School

Regular meeting of the Board of Directors

Wednesday, August 15, 2018 at 10:00am

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

Jackson County, Oregon

I. Call to Order/Roll Call

Meeting called to order by President Monica Rathjen at 10:00am. Roll call taken. Attendance included Erik Johnsen (acting as Secretary), Alyssum Barber, Gesine Abraham, William Mieger, Leann Tourzan, and Nancy Escherich. Executive Director Cori Royer present.

II. Opening Verse

III. Public Comment

None.

IV. Approval of Minutes and Agenda Adjustments

A. Agenda Adjustments

Monica: Added approval of Jane Higgin's 8th Grade Field trip.

V. Informational Items

A. Faculty Report

Leann: We received a donation from Home Depot and others to help with the preparation of the new preschool classroom. Lots of donations from friends. A potty training bathroom has been installed. Chelsea has been hired as the preschool teacher, and Jodie Arellano is going to be the assistant.

William: what's the age range?

Leann: 3-5 years old

Monica: Do you have any update on where our preschool enrollment is?

Leann: I just got back from a vacation, and haven't been able to check my box yet.

Monica: We can offer after-care, because we did find out that as a school, we are exempt from additional licensing.

Erik: My wife and I were curious about the two day options.

Leann: I'm not really advertising it like that, as I think for organizational purposes it would be better not to, for reasons like cubby-space sharing. If someone asks I can leave it open, but I don't plan on reprinting the flyer.

Erik: It's good to have a policy.

Monica: If someone found out after the fact, and didn't know that was an option, that might not look good.

Leann: Ok, I can reprint the flyer, and update facebook, and just say it is a 2-day or 4-day option. I also think it would be better to do the days back-to-back, for the rhythm.

Gesine: I've never been involved in a two-day program.

Erik: At Roots & Wings, you can choose any combination of 2 days, or more, throughout the week. Also, one document indicated there was a discount for paying the full fee up-front, but on the registration form, that option was not listed.

Erik: Other thing to consider is, operationally, I don't think our office staff ever invoiced for preschool. It was just up to the families to remember to pay. So we should ensure we're tracking that and things don't fall through the cracks.

Leann: Yeah, that is something Cori and I will have to work out.

Cori: For the sliding scale, how much has that been advertised?

Leann: About 3-4, and I feel pretty strongly that \$500 is a lot to ask. For example, on family has twins, and that is a lot to ask, especially when they are on the fence, and waiting to meet the teacher.

Erik: Again, I think it's important to have a policy, and make sure that is communicated to participants.

Leann: I just feel pretty strongly that we should go down and not up.

Cori: that is really a decision for the Director, and we have to look at the numbers before just putting it out there.

Monica: as far as policy goes, is this something the board needs to weigh in on?

Cori: I don't think this needs a board policy.

Leann: I'm fine for you to make a decision, I was just responding to conversations and inquiries.

Gesine: Do we have anyone signed up?

Leann: Maybe 5, but I would need to check my box.

Monica: It sounds like Leann and Cori need to get together and review the status.

Erik: There are some things the board needs to do to set policy, and we need to ensure the school is being run appropriately. We would like to fill the seats, but at the end of the day, \$500 is not huge from a budget standpoint. If \$500 would get people to sign up, we should do that. But we should see if 2-day options would work equally well. At the end of the day, it's hard to be all things to all people.

Alyssum: Has the district extended any invites to the faculty on send-offs for the teacher? They usually do a welcome for teachers as we start the new year, and I tell them to invite charter school teachers, but I'm not sure they do.

Leann: Nothing generally for the faculty. I usually get an invite about Kindergarten training specifically, but it is usually the day of the training, and I have to scramble to try and make it. So that would be something to try and follow up on.

Cori: There is a charter school welcome back event, but that is just for directors.

B. Director's Report

Cori: I've done a lot of hiring. We have a 7th grade teacher. Matt has private school experience from Southern California.

Erik: Are we getting a bio for him, and making an announcement?

Cori: I emailed the 7th grade parents just a couple days ago.

Alyssum: What are the numbers like in that class?

Cori: Not many people have left. I think there are 27. One or two were pulled off the waitlist. We have not gotten notifications from other schools requesting cumulative files for transferring students. I want to give Matt time to prepare before pushing him into a meeting with the parents. Dara is giving him a lot of her materials. I've put him in touch with Mechtilde to help mentor him.

Cori: We also have a music teacher. She also works at Sacred Heart two days a week. Tim Land is going to come in for games a couple days per week. We found a 1st grade assistant. Still looking for handwork assistant, middle school math, and 3rd grade assistant. Wendy Coull is our new office manager. Daena is our new interventionist.

Cori: I've taken over the Friday Update emails, and we're finalizing the welcome packets.

Erik: I've talked to Alyssum and Cori separately, and it sounds like it would be a good idea for Alyssum to come in sometime and share her secrets for preparing students for their district exams. Is there a time we can look to schedule that?

Alyssum: I think the best thing you can do is have the teachers look over the standards and see how it overlaps with the curriculum. The standards are really well-written if you take the time to digest them. I think people in this community may be intimidated by them, but if you take a look at the standards, there are ways to integrate them as you go along. It might be good to do some kind of in-service, so we can discuss.

Cori: There is a statewide in-service day the 2nd week of October, and that might be a good day.

Alyssum: Yeah, that way I wouldn't have to take a day off.

Monica: That sounds like a great idea. I also have to get back in touch with Sheryl Zimmer to see if we can borrow some of her resources.

VI. Discussion Items

A. 8th Grade Field Trip

Monica: I spoke with Jane and Cori. Jane has decided not to go to the Marble Mountains, due to fire concerns. Historically, out-of-state travel requires board approval. Given everything going on, it seems best that the trip be relocated to Oregon, so they can be more flexible on destination. Right now, Jane is looking to go to the Oregon Coast, and not make it a rigorous backpacking trip. I've obtained some waivers with standard release of liability language.

B. Book Study

Monica: The book study started as a nice informal way to start our meetings, since the public never really showed up to our meetings prior to this last year.

Gesine: maybe I can bring in some quotes and materials for discussion, that would require less prep time.

C. Electronic devices work session update

William: the policy we have was ok, but the issue was really enforcement of that policy. There were a few changes we made, but what was said was that the policy worked well at the beginning of the year, but it deteriorated thereafter. Also, the major problem was after school, in the yard, parking lot, and on the bus and bus stops. It is unclear if we even have the right to police the bus areas.

Cori: We read the bus policy, and the administrator has the right to implement their own rules.

Cori: There is a policy form going in the welcome packet, and I'm going to check and ensure every parent has signed it. If a parent doesn't sign it, then I will know where the potential problems might be.

Monica: Do we want this to become a board policy?

Cori: I do want some feedback. I don't know if it needs board approval, but what I would like is some approval that this is OK.

William: I think it should be a board policy, as it takes the heat off the administrator.

Monica: Also, it shows we are united in this effort. You might want to run this by PACE to ensure it is ok, then we can schedule a final work session to finalize it and bring it back to the board.

D. Field trip work session update

Monica: Cori, Erik and I met to continue the field trip policy, based on work started by Jodie Arellano. We had our insurance agent from PACE come and share info on our policy. There's a lot of issues that came up, even with just approving this 8th grade trip. We have more work to do, and will schedule another meeting to continue the work.

Alyssum: There is some environment education grant money available through OSU Extension. I'll make sure Cori gets the information. There is also funding available for bussing. It has to be at least 3 consecutive days.

Cori: We need to have an actual field trip request form. Right now, we just have a bus request form.

Erik: My current thinking is that we should set a framework for field trip requests and approvals, so that funding is reasonable and expectations are known, and then leave it to the administration and faculty to work through the details.

E. Possible work session to discuss vision statement, strategic plan, school growth

Monica: Nancy had brought up the idea of abundance and moving to a more sustainable place for our school. Erik has also been discussing the idea of revisiting our strategic plan and setting goals, and he had some input on school growth and finances. I mention it now to see if we want to schedule time to have these conversations, as they could get lengthy.

Nancy: I think it would be good to schedule time to get the board and the faculty together to discuss these things.

Erik: Yes, I think this is something this school has been needing to do for a while, and it's tough to take a step back from all the individual issues we've been dealing with, and come up with a long-term plan. It is a large conversation, but at this point, we should decide if we all want to do that, and then find some time to schedule it.

Monica: Do we need to decide if this is a work session, or another committee?

Erik: I think it should be everyone, the whole community.

F. Possible board/faculty retreat

Monica: This is an idea that has been floating around for a while, as some faculty don't know all the board members, and some board members don't know all the faculty. This would be a nice way get to know everyone.

Erik: Maybe we could incorporate this into the previous topic.

Monica: Cori, maybe you can take this back to the faculty and get their thoughts on scheduling.

Gesine: Maybe a potluck, but also include a structured part for people to get to know everyone. Tentatively decided on October 10th as part of or after the faculty meeting.

G. Possible work session for teacher evaluation policy

Monica: We're putting together a policy for teacher evaluations, given that they didn't happen until the end of the year this last year. Soliciting feedback from the OSBA. Also we will look to add faculty members to help give input on the policy.

H. Possible work session on sabbatical issue

Monica: Jane has asked if the board can address her sabbatical prior to the end of the school year, so she can factor that into her future plans. We should look at this independently from our other work on looping.

Erik: I would say that the policy still stands that it is not guaranteed, but we have every intention of honoring that commitment for her, and then ending the program.

I. Finance Management

Erik: I'm going to start with the topic I'd like to hopefully vote on today. We have a large amount of operating reserves, sitting in a savings account, earning a whopping 0.08% per year (about \$200). A while back, I asked the Controller for the MSD about what they do with their operating reserves, and he mentioned the Local Government Investment Pool, which is a relatively safe and liquid investments. Most of it is in bonds, mostly in US Treasuries, with some corporate bonds. The current interest rate is 2.25%, and it has typically increased 2-3 times per year. I've researched alternatives, and in terms of safe investments, there really isn't anything comparable. I have the top 10 holdings here, which includes large companies like Toyota and Wells Fargo.

Discussion continued on appropriateness of individual holdings in the portfolio, and whether they were consistent with our values. Certain members requested to research further before making a decision.

Also reviewed draft financials from FY ended 6/30/2018. Discussed Erik providing financial training to the board and school community.

J. Clarification on committee roles and reporting

Monica, we're running out of time, so we'll need to table the rest of the items so we can get to the executive session, which will be short, and then we can do our voting items.

K. Board recruitment and nominating process

L. Looping as a matter of policy

M. Climate survey

N. Finance management

O. Website development and tech issues

P. Open Executive Session ORS 192.660(2)(f) (to consider records exempt from public disclosure (attorney client privileged communications))

Q. Close Executive Session ORS 192.660 (2)(f)

VII. Action Items

VIII. Review important upcoming dates

IX. Closing verse

X. Meeting Adjourned

Minutes submitted by: Erik Johnsen

Minutes approved by: _____

Board President