

# **Madrone Trail Public Charter School**

Jackson County, Oregon

Regular meeting of the Board of Directors

Wednesday, February 8, 2017 at 5:30 pm

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

## **I. Call to order/ Roll call**

Amy Gygax 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, Jane Higgins, Leann Tourzan, Kellee O'Shea

Karen Bailey (Administrator)

Absent- Monica Rathjen, Louise Lavergne

## **II. Opening verse**

## **III. Approval of minutes and agenda adjustments**

a) **Approval of January minutes Amy Gygax** Did everyone have a chance to read the minutes? Can we have a motion?

**Motion approved**

**Leann Tourzan** I make a motion to approve January minutes. **Jane Higgins** I second the motion.

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

**IV. Approval of consent agenda Amy Gygax** Is there any adjustment to the agenda needed? Karen, did you print out the financials? **Karen Bailey** Here a few copies. **Jane Higgins** The check to Donna Kendy was lost, so we have reissued that to her. **Amy Gygax** Any other questions? (none)

**Motion approved**

**Sarah Trujillo** I make a motion to approve the consent agenda. **Leann Tourzan** I second the motion.

**Aye – 5 (Higgins, Gygax, Trujillo, Tourzan, O’Shea)**

**V. Discussion Items:**

- a.) **Snow Day Make Ups** **Amy Gygax** Michelle from Medford School Board let Karen know that it would be up to the board, if we will make up the snow days, she wanted us to consider some things. **Karen Bailey** If you are setting a precedent consider parent expectations, if they expected a certain number of days, and we lost those, is there any impact on the community? And then, the teachers got paid for those days that they didn’t work, the whole state is going through this. We have met our minimum hours, but it is important to have a board decision on this. **Sarah Trujillo** What is the rest of the district doing to make up the snow days? **Karen Bailey** They are not making up all of them, they are making up some. They are having a hard time negotiating it with the teacher’s union. **Amy Gygax** I am not around school much so I don’t have much of an impression of what the feeling is from the parents maybe Kellee might know better. **Kellee O’Shea** I have talked to one first grade parent that was wondering why we get a two-week Spring Break, and why we get so many days off. It is hard for that person to find child care **Sarah Trujillo** Personally, I don’t mind when my kids get extra days off, we find it fun, and my husband and I are lucky enough to have some flexibility in our work schedules. But, I do know there are some families that don’t have that, and that means another day of paying for daycare, or finding a sitter. There definitely are people that are impacted. **Jane Higgins** I was hoping it would be the academics **Amy Gygax** So what is the sense from a faculty perspective about making up the days? **Jane Higgins** We haven’t really discussed it, my guess is that most would be fine with not making it up, but if we were to miss any more days we would need to make them up. **Amy Gygax** What if we were to do something similar to what other schools are doing, making up half the days? If we were to make up 2 of the 4 missed, is there any days that are currently days off that we could have school? I have not had parents talk to me specifically about snow days, but I have had parents ask me about concerns that we have a lot of days off, we have less school days than other schools in the district, so I imagine that those parents might want us to make up some of the days that we lost. **Leann Tourzan** I do feel like it would be a nice gesture to try and make those days up, if we could. **Jane Higgins** I actually disagree that it’s a parent issue. I think you are hearing those that are upset about it, but if you were to ask, most would not have a problem with not making up the days. **Kellee O’Shea** Also, I know of families that have planned trips, and if we have school on days that have been planned off, those kids would miss. **Sarah Trujillo** We’ve already changed Spring Break once, I don’t think we should change it again. **Jane Higgins** The end of the year is also tricky, because people are gone. WE have teacher training. **Kellee O’Shea** How many days are we required to have? **Karen**

**Bailey** It's hours, 900 instructional hours **Jane Higgins** We have that. **Karen Bailey** We still meet it, but it is minimal. For the future I think the lesson learned is that we need to build more instructional hours into our calendar, because the teachers don't feel like they have enough time. So the sense of time, anytime teachers are anxious about time, I say give them more time in the year, more breathing room for next year **Kellee O'Shea** So if we don't make up these days than we are maxed out, and if we have to have any more days off, where would we add those days in. Do we have any single days that are scheduled off that we could use? **Karen Bailey** It is really hard for teachers to give up those days, because they need them **Jane Higgins** Every day that we have is either for reports or in service that we have to have. **Karen Bailey** It would have to be at the end of the school year. One gesture that might be nice is that if we include more instruction time instead of the fun non-instruction stuff that happens at the end of the year. **Kellee O'Shea** Could you make any Wednesdays full days? **Amy Gyax** It sounds like it would be challenging to find places to make up those days if it came to it that we had any more cancellations we would need to make those up. If it came down to it, and we had to it might mean giving up some faculty meetings, but at this point we meet our requirements for instructional time. I am not feeling strongly either way, I will support what the majority of people want to do. **Jane Higgins** Next year when we do the calendar we should make some optional make up days that will be designated ahead of time. **Amy Gyax** Sounds like people are leaning towards not making up the snow days, because it will be difficult to find the time understanding that if we were to miss anymore school we would have to find the days to make them up. **Jane Higgins** We should figure out now what days we would use if we needed to do that. **Amy Gyax** Sounds like the only thing is the end of the school year. **Leann Tourzan** I am wondering how we communicate this. Sarah, you might know better. Do we send out an email? **Sarah Trujillo** The parents at Parent Council are definitely wondering what we are going to do. **Karen Bailey** Then I think it is a good idea to put our extra days in just in case, so that we can make the announcement that we are not going to make up those days, but if we need any more they will know when. And I think at the end of the year. **Jane Higgins** But what happens is that we move, and then we have our meeting, then there is training, that would mean you are pushing it into the next week. **Leann Tourzan** Can I ask how it came up at Parent Council? **Sarah Trujillo** It was a question that was asked "Are we going to follow what the district is doing? Are we going to make them up?" They just want to know, especially because we are so close to Spring Break, there might be some concern that Spring Break could change and they just want to know. **Leann Tourzan** I think we should just send out an email that explains we are not making them up, and if need any more school cancellation we will schedule them in. Explain it well. **Amy Gyax** I think they just need to know that we have

met our instructional hours, and that we aren't making them up. I think that will be okay. I think people just want to know. Short and simple. I think that we can let people know that if there are any more days we will make them up, and we can let the teachers decide what days to use if that happens.

**b.) Board Fundraising: Auction Wine Tree Amy Gygax** Here is mine, did everyone bring theirs? **Kellee O'Shea** I bought mine with Louise, she has ours **Leann Tourzan** I am planning on bringing in three and looking for other donations for Wild Wines. **Amy Gygax** I brought 4. We are going to figure out the logistics of that **Sarah Trujillo** We are going to be responsible for selling the raffle tickets. Julie and Louise discussed the ticket price, and Julie said she wanted it to be \$20 a ticket. WE had talked about \$20 of \$35 for 2. WE are going to split it into two, because Eric has made 2 boxes that we can use that will also increase the value of the prize. **Amy Gygax** Do you think a lot of people will buy tickets for \$20? **Sarah Trujillo** The boxes themselves are worth about \$450, and if we have about 24 bottles of wine, it's a combined total of \$1500, so yes, It the price of one bottle of wine. **Jane Higgins** I think 20 is not too much. There should be a break for multiple tickets 2 tickets for \$35. **Sarah Trujillo** Then you can get 4 for \$70. **Amy Gygax** How are we selling the tickets, just cash? In the past, people could buy with their paddle number. **Sarah Trujillo** We can do that, we will have to have a clipboard to record that on. Since we are all selling, we don't want to make it too complicated **Jane Higgins** We can have one person that takes bidder numbers, the rest of us can take cash. **Leann Torzan** We can have one person at a station that we can all check in and make deposits, and we can take shifts being that person. **Amy Gygax** Is there a time that we are doing the drawing? **Kellee O'Shea** I just had the timeline, but I can't find it now. But yes, there is a time. **Jane Higgins** You should also have a few \$5 bills to make change We can all bring \$20 worth of fives. **Amy Gygax** Do we have tickets? **Sarah Trujillo** Yes, Julie has tickets for us. I am assuming they are numbered tickets so we don't have to take names from people. **Kellee O'Shea** How will we know what shift we are working, because I am going to be checking people in as well. **Jane Higgins** Could we sell tickets ahead of the auction? **Sarah Trujillo** Maybe we can have them in the office the week before. **Jane Higgins** What is our goal? **Karen Bailey** I was thinking \$3000. **Jane Higgins** \$5000 is what popped into my head. Let's meet in the middle and set our goal at \$4000. **Amy Gygax** We're raising \$4000, and have we decided as a board that we want to be raising money for a specific project or just for the general funds? **Karen Bailey** I have a strong feeling about this, I think it is important not to dilute, and my understanding is that it is for the mortgage, and as soon as you try to take away from that you start diluting. We still have not raised enough for the mortgage. It is demoralizing for parents that have worked so hard for this, to start chipping away. I think it all goes to the mortgage. **Jane Higgins** It's also kind of nice to have something different that you

want to give to, I feel connected to when there is a specific project. **Amy Gygax** In the past, the paddle raise has been for a specific project, but I am not attached to having our fundraiser be that way. We just need to be clear, because people might ask. I can see the board would be fundraising for the school, to go toward the mortgage. We need to make sure that we fundraise enough to pay for the property without using public funds, so that our building will not belong to the state. **Karen Bailey** We haven't managed to do it yet. **Sarah Trujillo** I can see both sides of that, but I think when you start getting really fragmented the picture can seem not so complete. **Jane Higgins** Is that the goal of the auction committee? For all the money to go to one goal? **Karen Bailey** That is my understanding. When this property was up for sale the parents made that commitment to raise the money for the mortgage, \$40,000 a year. So, that is what is in the budget, that the auction goes toward the mortgage. **Amy Gygax** Kellee, have you talked about the paddle raise? **Kellee O'Shea** In just starting out, my impression was that it was all for the mortgage, but I didn't know that the paddle raise had gone toward other things in the past. **Jane Higgins** Would you be willing to talk to her about this? I want to make sure that we are following what she wants, but would you be willing to check with her? **Amy Gygax** Do we want to do something different? We would need to decide about that now. If we did we would need to know what it would be. I'm inclined to put toward the general fund, especially hearing that we have not met that goal yet. **Leann Tourzan** I like the idea of putting the money toward the mortgage, but it would be fun to present the school with a gift from the board that is separate. **Sarah Trujillo** Maybe that is something that we can think about for next year. The auction will be in the fall, so we will have more time to fundraise for the mortgage throughout the year. **Kellee O'Shea** If you relate it to your home finances, if I were late on my mortgage I wouldn't go buy something else. **Amy Gygax** Looking toward next year we could do a fundraiser as a board that is separate from the auction, toward a specific thing. Then we can focus our auction work on the mortgage. **Amy Gygax** We are all going to sell tickets, we are going to do a rotation. **Sarah Trujillo** I will be the point person, I will make a schedule for us, and I will get what I need to take paddle numbers **Amy Gygax** Everyone will bring \$20 in fives so we have change, and something to hold money in.

- c.) **Preschool Program Amy Gygax** We are going to decide if we are going to have the preschool program next year. Karen has some numbers about what that brought in and what the costs were **Karen Bailey** I have a letter of support from Sarah Bevers I won't read the whole thing but I will make it available if you would like to see it. The high points are "imbues magic, and reverence for life" "affords families in need of support extra nourishment" "affordable and fair" "a mother's hope" She has stepped forward as one of the parents strongly in support. In terms of what we are bringing in, remember it was a sliding scale, and of the 16 kids 9 are paying the

full price, and the rest are paying down the scale. Leann can speak about the program she has mentored Allison as a teacher and really helped get it started, some of the kindergarten kids come on Friday too. As far as the money, we are bringing in \$400 a Friday, and what we are spending is \$300 a Friday, which gives us about \$100, of that I took off \$50 for craft supplies and heating and cleaning. It did push Tina over 30 hours which gave her health insurance, which is something that we wanted to do for our wonderful employee anyway. We are still making a profit of about \$50 a Friday, which for 30 Fridays is \$1800 profit. The sliding scale was set up in hopes that we could ask the district for a waiver to give preschool students priority to get into kindergarten, and that it wasn't a financial barrier, because lower income families pay less, but they still consider that a barrier. Therefore, if we do it next year, we might go to one flat tuition and try to make more of a profit. **Amy Gygax** How many are already Madrone Trail families? **Karen Bailey** Based on siblings? **Leann Tourzan** I think about 5 **Amy Gygax** It seems like a nice option for children to start her younger that are going to move up **Leann Tourzan** It is nice for some kindergarten families that want to have somewhere for their child to go on Friday, since I don't want to go to a full week kindergarten as it is not really Waldorf, especially since its full day kindergarten now. I think that might get used more in the future. **Sarah Trujillo** If kindergarteners go on Friday, do they pay the tuition **Karen Bailey** Yes **Amy Gygax** It offers a continuity of care. **Leann Tourzan** I wasn't sure for the little 3 year olds, and if one day would be enough, but the parents love it, they want the Waldorf experience, there is a need there. **Kellee O'Shea** There is not really a way to do a 2-day program? **Leann Tourzan** There isn't enough space **Amy Gygax** It could be something, that if we keep it, years down the road that if we had a better early childhood space it could become a more days a week program **Karen Bailey** We asked that question as we started, if this would fill the needs of the families. We filled up within a few weeks and our waiting list grows, parents are coming to orientation. Unless there is a compelling reason not to do it, I am going to recommend that we do it next year **Jane Higgins** What does full mean? **Karen Bailey** Sixteen **Amy Gygax** If you have a waiting list, do certain ages get priority? In the future, we would need to know that, for instance does a 4-year-old get priority? **Leann Tourzan** I would like to give preference to 4-year old's, I'm not sure if that is legal **Karen Bailey** With a tuition model, it is legal for us to choose however we want. **Amy Gygax** We just need to be clear that it is not a first come first serve enrollment. But you with preschool there needs to be a balanced class. **Karen Bailey** Pedagogically I like the mixed kindergarten, but our space is not ideal for that, so if we want that we must really think about how to do it. **Jane Higgins** What about the pay of the staff, \$50 is not a lot, if you had to raise the pay, and if you don't do a sliding scale would you still be full. Also, the downside of having kids in there on Friday is that other classes can't use the

kitchen, but it had created challenges. Will we be able to maintain a profit? **Karen Bailey** Our goal for this year was to not lose money, and we did that. I would have no problem moving the tuition to somewhere in the middle, so that we know how much we will make and to make to goal something like \$200 a week. In the big picture, this is the basis of Waldorf education. The problems we are seeing in the grades, impulse control and lack of will, we are always getting 6 new first graders every year, that don't have to Waldorf experience before that. The way to address that is to develop our early childhood program, so that our first graders get a chance to go to our kindergarten. We can't have a kindergarten with 26 students, so what we are going to ask the district for is 2 separate kindergarten class. But we don't want too may first graders, so we are going to need those classic mixed age preschool/kindergarten programs, with 2 classes of thirteen and 5 preschoolers. The only disadvantage would be that those preschoolers might not get into kindergarten. But, they are so young, and they have been given the gift, and might get into first grade, or be a family that doesn't want to continue. **Amy Gygax** I can support having the preschool program continue. **Sarah Trujillo** Me too, I would like to see how it can grow. **Leann Tourzan** I like the idea of growing the early education program, and for us to figure out the space. **Jane Higgins** I love the idea of two kindergartens and to move toward that, and that we should be using our space and if we can make some money from that. Will we ever have to offer 5-day kindergarten. **Karen Bailey** If we are within our hours, I left it up to Leann, she wants to continue with the 4-day and I respect that. It is her classroom, and it would be nice to give a gift to you, and we are short on space, and we do have to have multi-use space.

- d.) **Board Self Evaluation Amy Gygax** I was not planning a large discussion about it, I was hoping that everyone would have a change to look over it, and let me know any feedback and we could adopt it tonight. Then move forward with us doing the evaluation. We can adopt, and revise but I would like to get one in the works, because we should be doing it yearly, and we have not done one in the years I have been on the board. So the next step is for us to be able to fill them out, electronically and have someone can volunteer to have them sent to and compile them, and make a report. Our annual meeting is in May, and that is the beginning of the year for the board. I was thinking that if we approve it today, and make sure they are done by the March meeting, and we can go over it at the April meeting, and plan for improvements and actions. **Sarah Trujillo** I can collect them.
- e.) **Strategic Plan: Communication Objectives Amy Gygax** Our goal is to come up with three objectives underneath the Communications. Let's go around and see what each person came up with. **Jane Higgins** I can start. One of the main things I have enjoyed is the Friday Update, and the Newsletter has been nice, and we have had turnover with that, it gets dropped, and new people take over. It would be good

to make that stronger. I think we need to do a hard/ print copy that gets mailed home. I get one from my daughter's school and always look at it. I think starting twice a year for that would be good. It is a way to fill the gap. Email is our number one way to communicate with parents, but some don't use email. I also think that each teacher should have a computer with wifi. That is how we are all communicating, and we are sharing one computer, it is frustrating. We could all do a better job of communicating if we didn't have to share one computer. It would be nice to have computers in our room, and printers. **Leann Tourzan** Parent Council needs to have one appointed person that communicates stuff from the meeting either to the faculty, or to the broader community either through the Friday update, or newsletter. The newsletter could be more solid. I know that Sarah Bevers is taking it over, and have it be in a better rhythm instead of somewhat random. I would love to contribute, but we need to be more clear about when they are coming out. I am wondering about how our website is used. Is our website more for outside people, and how does it work with the Facebook page? **Jane Higgins** I have another one. It would be nice to have a compiled list of class parents, and whole school email list. Every year as the volunteer position shifts we have to start over again. Maybe Dayna could be the hub for that. **Sarah Trujillo** I think it is important for us to have a point person for communication into the outside community. It would be great to have someone that oversaw publicizing our events, overseeing Facebook page and website. I think the newsletter is a valuable part of that. I also think it would be great for us to do outreach into the community, working toward a non-profit or charity that gets our name out in the public, and get our kids involved with community outreach. **Kellee O'Shea** Have we ever done something to celebrate Martinmas? In homeschooling, we would use that Festival to do coat drives or work in soup kitchens. **Sarah Trujillo** It would be a good opportunity to use the spirit of a Waldorf background to serve the wider community. That is one of our big challenges, and doing something service oriented might strengthen our relationship with the district. **Amy Gyax** My first idea goes along with what has already been said here, creating a position or point person under Karen that oversees schoolwide communication. Someone to hold the Friday Update, newsletter, Facebook page, website, and even our bulletin board. They would not have to do all of it, but one person coordinating it all. Karen has a lot on her plate, so having consistent communication throughout all the paths. Another thing is parent education. Someone in charge of setting up community wide parent education nights, with clear expectations of what we would want to set up speakers, and workshops. Moving toward a yearly rhythm. Also, communication with new families create welcome packet, and orientation. **Kellee O'Shea** It would help to have a real strong parent orientation that sets the feeling of Waldorf education. Behaviors, foods, blocks, and explanations. I would be willing to work on that. **Leann Tourzan**



Would these be volunteer or paid positions? **Amy Gygax** I think it would be great if we could pay the person in charge of communication. **Leann Tourzan** I would love to take on the parent education piece. I know a lot of resources and I know what would be good to bring. I worry that if it were volunteer, we would have someone for 6 months, and if we lost that person we would have to start all over. **Amy Gygax** Ideally, it would be a part-time paid position. We will get someone that is more focused. For tonight we just need to set up the objectives, and we can work out the details later. **Sarah Trujillo** Also, something to consider as we create this position, is making it something that is structured in a way, that it is easily passed on to a new person instead of having to start from scratch with each new person. **Karen Bailey** At my previous school, we didn't get that part-time communication director until we reached 450 students, but we always wanted that. In the meantime, I would like Dayna to take over the Friday update. Also, I love to idea of mailed newsletters to parents. Ideally every 2 months, but anything that give different channels to parents. I also think Parent Council need to be strengthened. With a strong parent council, they can do the parent education and run the festivals. I think we can get there. I would like to do a State of the School Address, with financial, and educational picture. I would like it to be sponsored by the board. Telecommunications is something to consider. It would be great to have an event, but then videotape it, for those that cannot attend. **Amy Gygax** Now we decide on three objectives. We can work out the details when we go back to make the timeline. First goal is to create the position of communication coordinator. Second parent education. **Kellee O'Shea** Most of what we talked about falls under those two categories. **Leann Tourzan** The third thing can be wider community outreach. **Amy Gygax** Our goals are; create a communication coordinator, create a parent education committee or plan, and community outreach committee. Next time bring in facility objectives and we can do the same thing with those.

- f.) **Family Support Fund Amy Gygax** We had previously had two different proposals from the faculty, and we decided to move forward with the one that is funded by roll-over sick days, the next step is to make that policy so that faculty can use that time. **Jane Higgins** We need to make this policy, but this will be for next year. What I recommend is that we make a board work session and invite the faculty, because we need to figure out where them money is coming from and how much is there. What would it look like for family leave, and how long would emergency leave last? It is one of the top priorities that the staff voted for. We should figure out when we could have it done by. We should decide on a date. **Amy Gygax** Maybe do an evening, and schedule it for two hours, and if we need to meet further, we can schedule another at that point. So, we should schedule it and make an outline of what we are going to accomplish. What would be a good objective for the first work session? Maybe our objective could be to look at the financial piece,

and what we would like to include. **Jane Higgins** Where can we find the money and how much. Then we can decide how long the leave can be. We also need to figure out how much it would cost for a long-term sub. **Amy Gygax** First work session will focus on financials. **Leann Tourzan** We should also look at other options for funding, like getting insurance. **Amy Gygax** A discussion about ways we can make a policy, and how to support it. The cost, and different ways to approach support for teachers. **Karen Bailey** Might be a good idea to research what other schools do. **Amy Gygax** We will need to look at from the perspective of our needs at the school and what we can afford to put there. Let's set a date. **Jane Higgins** What works best for the board? **Karen Bailey** Could we do it after a faculty meeting? **Amy Gygax** It would be beneficial if we could all be there. **Kellee O'Shea** Could we do it in lieu of the regular faculty meeting? Or cut it short? **Jane Higgins** We could do a 3-5 meeting. It could be optional for the faculty **Karen Bailey** We can make the first part a chance for those that want to express their opinion, but may not want to stay for the whole meeting. **Jane Higgins** Let's do it after the auction. March 1<sup>st</sup> 3-5. **Amy Gygax** That works for everyone, and then March 8 will be our next board meeting. **Sarah Trujillo** I will post it on the website. **Amy Gygax** We will post it, and anyone can come, but we will invite the faculty specifically. There will be time at the beginning for faculty to comment.

**g.) Board Financial Priorities** **Amy Gygax** This item is just to get the ball rolling. We got the priorities from the faculty, and I thought it would be a good idea for the board to start thinking of what our financial priorities are as we head into the next school year. We can set up a contact person and between now and the next meeting we can email ideas that might be priorities for the board and we can set it up like the faculty did, and then we can go through, and rank what we think is most important. For planning and moving into making a budget. For example, when we were in the process of hiring a director it was the intention of the board to hire a support person once the director was in place. That got lost, but for me that is a priority. Ideas like that, we can put on a list, and then rank them. Each person can think of their top three. Can someone volunteer? **Leann Tourzan** I can take that on, and compile a list. **Jane Higgins** Should we focus on long-term, or short term specifically? **Amy Gygax** Specify if you feel it is a long term or short term goal.

**h.) Director Evaluations: Mid-year report** **Amy Gygax** Everyone got a chance to read the report. WE don't have to spend a lot of time, but if we have any questions we could go over that now. In May, we get an end of the year report from Karen, and we all have a director evaluation, those are then compiled, and then we have an executive session to go over that. We will add a component where the faculty gives their evaluation as well.

i.) **Teacher Training Amy Gygax** Karen has been working hard to come up with an option for teacher training for our school and other charter schools in the area. As a board, we will need to decide if we will require that training. If we require a training, we are required to pay for it. We need to start thinking about that, so that Karen can get it started. **Kellee O'Shea** What is the current requirement? **Amy Gygax** There isn't a standard in place. There is a hope and expectation that when people are hired we want them to get the training. As a Waldorf Charter Alliance member that is what we are supposed to be working toward. **Karen Bailey** We should look at what our charter requires. **Amy Gygax** We need to starting thinking about it, and put it on the agenda for next month. It might be another thing for us to have a work session about, so that we can have feedback from the faculty. **Jane Higgins** Teachers are required to do the Art of Teaching of some sort, and we usually go down to the January or February conference. Then we also do the in-service training which is usually Waldorf training.

j.) **Yearly Audit Report Amy Gygax** We received our yearly audit, in the past we have not really talked about it, but if we got one that had some issues we would have more of a discussion, I wanted to give anyone who had a question a chance to ask now.

k.) **Climate Survey Amy Gygax** I am hoping Louise can continue doing that. It's our March meeting that we want to launch that. I was hoping we had someone to volunteer, but we can ask Louise. We can put that for next meeting. **Karen Bailey** Can I bring one from another school to see if we want to expand it a little bit. **Amy Gygax** You can, it was our intention to keep it the same every year. It had been different, and then we changed it, and then changed it again. We wanted to have to continuing data, but bring it in, we might change our mind. **Jane Higgins** What do we do with that information. **Amy Gygax** We would like to distribute the relevant information to faculty or director, and to see if there are any issues that need to be addressed. We want to provide the parents an opportunity to give feedback.

l.) **Thank-yous None**

## VI. Action Items:

a.) **Snow day makeups**

### **Motion Approved**

**Jane Higgins** I make a motion to not make up missed snow days. **Amy Gygax** I second the motion.

**Aye – 5 (Higgins, Gygax, Trujillo, Tourzan, O’Shea)**

**No- 0**

**b.) Adopt Board Self-Evaluation**

**Motion Approved**

**Leann Tourzan** I make a motion to adopt the Board Self-Evaluation. **Sarah Trujillo** I second the motion

**Discussion:**

**Aye – 5 (Higgins, Gygax, Trujillo, Tourzan, O’Shea)**

**No – 0**

**c.) Approve Strategic Plan Communication Objectives**

**Motion Approved**

**Amy Gygax** I make a motion to approve our Strategic Plan Communication Objectives. **Kellee O’Shea** I second the motion.

**Discussion:**

**Aye – 5 (Higgins, Gygax, Trujillo, Tourzan, O’Shea)**

**No – 0**

**d.) Preschool Program**

**Motion Approved**

**Sarah Trujillo** I make a motion to continue the preschool program for 2017-18 school year. **Leann Tourzan** I second the motion.

**Discussion:**

**Aye – 5 (Higgins, Gygax, Trujillo, Tourzan, O’Shea)**

**No – 0**

**e.) Out of State Field Trip Request**

**Motion Approved**

**Leann Tourzan** I make a motion to approve the out of state field trip request. **Kellee O'Shea** I second the motion.

**Discussion:**

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

**No – 0**

**VII. Informational items: Karen Bailey** I am forming the Finance committee I would like to invite a board member to join. I have asked Jesse Gammon, and Tracy. We might hire someone to consult with, the goal is to give everyone a clear picture of our finances.

**VIII. Closing Verse**

**IX. Meeting Adjourned**

Minutes submitted by: Sarah Trujillo

Minutes approved by: \_\_\_\_\_  
Board President