

Madrone Trail Public Charter School

Jackson County, Oregon
Regular Meeting of the Board of Directors
Wednesday, May 8th, 2019 at 5:30p.m.
Madrone Trail Public Charter School
3070 Ross Lane, Medford Oregon 97502

Board Members

Mrs. Monica Rathjen
 Mr. Erik Johnsen
 Mrs. Gesine Abraham
 Mr. William Mieger
 Mr. Steve Farrington
 Ms. Katie Stumpff

Administrator

Mrs. Cori Royer, Interim Director

Faculty Officers

Mrs. Leann Tourzan
 Ms. Nancy Escherich

Agenda

Board Session

1. Call to order/roll call

2. Opening verse

3. Public Comment

- John Bissey in attendance. Science teacher with Admin license, interested in Madrone position.

4. Book Study

- Monica motioned to postpone the study until next meeting. Very valuable read on governance.

5. Agenda Adjustments/Informational Items

- Monica motions to remove Climate Survey and item 11.G. William 2nd. Passed unanimously.
- Monica motions to discuss plan to explore a Development Director position. Gesine 2nd. Passed unanimously

6. Thank you's

- Golden & Julie for May Faire. Neighbors for parking for May Faire.
- Laney for May Faire painting.

7. Approval of Minutes

a. Approval of April 10th, 2019 minutes

- William motions to approve. Monica 2nd. Unanimous

b. Approval of April 22nd, 2019 minutes

- William motions to approve. Monica 2nd. Unanimous

c. Approval of April 29th, 2019 minutes

- William motions to approve. Monica 2nd. Unanimous

8. Approval of Consent Agenda

a. Approval of March, 2019 deposits & expenditures in government account

- Monica motions to remove this item from agenda, due to lack financials from accountant. William 2nd. Unanimous.

9. Informational Items

a. Faculty report

- Leann: We've hired a Kindergarten teacher for next year. Stewardship day on Sunday went well, but attendance was low due to being scheduled on a Sunday. Friday Stewardship day was amazing energy on campus with all the students helping out.
- Leann: May Faire was wonderful. Lots of positive feedback. Needed more volunteers though.
- Leann: Olympiad is tomorrow. Faculty goal is to get rid of plastic sporks. Michelle Coull is doing a great job bridging the office and faculty worlds.

b. Director report

- Cori: hiring committee meeting today. 4 candidates for positions in 4th & 6th. 6th grade has been offered, waiting on a response. Started doing observations of teachers. Started SBAC testing. iReady starting soon.
- Met with charter school directors last week and Michelle Cummings. Mail Tribune has contacted us about the pending state vaccination bill. Gaga ball set up.

c. Board report

- Monica: met with Matthew Beers from Siskiyou School to discuss possible collaboration. Discussed common issues we face. Enrichment budget. They look at long-term planning frequently, and occasionally have to make short-term cuts to meet those goals. Have 5-year strategic plan, and 1-year check-ups. Their entire school participates in an annual retreat. Since they don't have faculty on their board, this was very valuable.
- Monica: Cori, Erik & I attended the Oregon Nonprofit Leadership Conference. "Meet the Funders" was an important session to network with local foundations. Erik and I took a course on evaluations and strategic planning. Cori took a session on annual fundraising plans.

10. Discussion Items

a. Director search update

- Monica: board voted last special meeting not to move forward with our previous candidate. We've met with new interested applicant.

b. Monthly financial review

- Erik: there is a delay in producing financials, due to office turnover, and accountant being bogged down in tax season. That is over now, and Michelle is working to have bookkeeping caught up by next Friday (5/17). Erik will be meeting with her to review status and train.

c. Budget

- Erik: Provided overview of latest round of budget analysis, and feedback from Budget Committee. No one was particularly excited about cuts. Proposals were to increase fundraising goals, and rally the school to meet those goals. Erik not entirely comfortable with losses for a 3rd year, but would consider it because the sabbatical ends in the 2020-21 and our projections are fine after that.
- Gesine: can we propose making cuts, contingent upon meeting fundraising goals.
- Monica: Protectors Insurance said we should assume +5% costs.
- Erik: I'd like to get input from Henry Whitridge at the Siskiyou School.
- Monica: let's come back in June and vote on a final budget.

d. Mortgage—automate payments

- Monica: been in touch with Amerititle. Gotten access for Cori and Monica. Monica obtained a form to initiate automatic payments.

e. 2019/2020 school calendar

- Cori: No changes to proposed calendar since last meeting. Still working on getting instructional hours.
- Cori: we had to add 3 days to get Kindergarten up to 900 hours.
- Monica: next year we will adopt calendar in February.

f. 2019/2020 board meeting schedule

- Erik: Steve generally would prefer not Wednesdays.
- Monica: Proposed moving to 2nd Tuesday of each month.

g. Salary schedule

- Leann, Nancy, and Cori recuse themselves for potential conflict of interest.
- Monica: read a letter from an employee who had thoughts on salary schedule, and how to fairly compensate staff who bring non-traditional skillsets.
- Gesine: we would like all teachers to have Waldorf training. Maybe a designated person could evaluate whether the staff has equivalent knowledge/skills. Maybe someone from outside the school.
- Erik: I think it's a slippery slope to get in to ad hoc criteria. It also makes it more difficult to be comparable with district pay.
- William: explored idea of doing our own certification program.
- Katie: I think its best in the short term to keep a more basic and clear pay structure. This could be revised in a strategic plan.
- Monica: Response will be that we will be looking to increase base pay and some kind of experience equivalency recognition.

h. Offer letters

- Leann, Nancy, and Cori recuse themselves for potential conflict of interest.
- Monica: At-will employment terms is standard in district and industry. Joe had done this in the past, but Karen had moved to 1-year contracts. It would be better to move back to At-Will. We will also be including a compensation sheet for each employee. Shared core elements of offer letter from PACE. Board President should be approving executed offer letters. Monica proposed having Cori approve the letter templates before distribution.

i. JHFF; JHFF-AR; JHFE; JHFE-AR(1); JHFE-AR(2); JHFE-AR(3)

- Monica: this is the Boundary Invasion Policy toolkit from PACE. Board reviewed policies and made suggestions.

j. Director Development position

- Erik: Reviewed history of idea to have a development director. Proposed ideas of hiring this position through a grant, versus outsourcing.
- Discussed making a motion to write a grant for a business development position. Katie, Leann, and Cori to meet with Katie LaCroix at the Siskiyou school to discuss that position. That group will also approve the hiring of a grant-writer.

k. Strategic plan

- Monica: Discussed take-aways from ONLC conference.
- Administrative Committee for Strategic Planning: Erik, Katie, Gesine, Leann, Cori.

l. Board self-evaluation

- Discussed low score areas, which were following the strategic plan, ending meetings on time, and interaction with the school community. Would like to have more visibility in Friday Updates, and maybe a summer retreat with faculty.

m. Board/faculty/staff retreat

- Tentatively discussed August 22nd.
- n. Election, re-election of board members and officers**
- Reviewed. All board members returning to board.

11. Action Items

a. Automate mortgage payments

- William motioned, Erik 2nd. Passed unanimously

b. 2019/2020 school calendar

- William motioned, Monica 2nd. Passed unanimously

c. 2019/2020 board meeting schedule

- William motioned to adopt policy, subject to modifications, Monica 2nd. Unanimously approved

d. JHFF

- William motioned to adopt policy, subject to modifications, Monica 2nd. Unanimously approved

e. JHFF-AR

- William motioned to adopt policy, subject to modifications, Monica 2nd. Unanimously approved

f. JHFE

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g. JHFE-AR

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h. JHFE-AR(1)

- William motioned to adopt policy, subject to modifications, Monica 2nd. Unanimously approved

i. JHFE-AR(2)

- William motioned to adopt policy, subject to modifications, Monica 2nd. Unanimously approved

j. JHFE-AR(3)

- William motioned to adopt policy, subject to modifications, Monica 2nd. Unanimously approved

k. Elect, re-elect board members and officers

- Monica nominated Katie for a 2-year term. William 2nd.
- Monica nominated Gesine for a continuation of a 2-year term. William 2nd
- Gesine nominated Monica for a continuation of a 2-year term as President. William 2nd
- Monica nominated William for a continuation of a 2-year term. Erik 2nd
- Monica nominated Steve for a continuation of a 2-year term as Secretary. Erik 2nd
- Monica nominated Nancy for a 2-year term as a faculty officer. William 2nd.
- Monica nominated Michelle Schmeling for a 2-year term as a faculty officer. Erik 2nd.

l. Motion to authorize a Business Development committee to review and retain a grant-writer, and apply for grants to fund a Business Development Director position.

- Erik motioned. William 2nd. Approved unanimously.

12. Review important upcoming dates

- 8th Grade Graduation, May 30th at Central HS. 6-8pm

- June 3rd, Parent Council meeting.

13. Closing verse

14. Meeting adjourned