

Madrone Trail Public Charter School

3070 Ross Lane, Central Point
Jackson County, Oregon 97502
Regular Meeting of the Board of Directors
Wednesday, May 10th 2023 at 4:30p.m.

The meeting will be held in person (5th grade classroom), with a virtual option for those who need it:

<https://meet.goto.com/225217629>

You can also dial in using your phone.
Access Code: 225-217-629
United States: +1 (224) 501-3412

Board Members

_____ Mr. Erik Johnsen
_____ Ms. Gesine Abraham
_____ Ms. Kelly Stofflet
_____ Mr. Justin Botillier
_____ Mr. Eric Cerecedes
_____ Mr. Jo Ferneau
_____ Mr. Billy Hague
_____ Mr. Mark Combs
_____ Ms. Kelly Ruse

Administrators

_____ Mr. Kendall Roberts, Director
_____ Ms. Cori Royer, Assistant Director

Faculty Officers

_____ Ms. Lexie Staple
_____ Mr. Daniel Nicholas

Agenda

1. **Call to order/roll call 4:30pm**
2. **Opening verse**
3. **Agenda Adjustments/Informational Items:** Motion to insert a vote on a revised school calendar above item C, vote passed unanimously
4. **Public Comments :** Alison read comments to the board.
5. **Thank you's** - Thank you to the faculty!!
Evan, Sergio and Nancy for all of their work on May Faire.
Erik Johnsen for his service and devotion as board president
6. **Informational Items 4:45pm**
 - a. **Faculty report** - Forthcoming discussion re: DEI committee restructure
Parent Handbook revisions have been passed from faculty to Kelly Stofflet.
Still looking to fill the 6th grade position.
Wrapping up testing.
Faculty has yet to sit down and do the May Faire review but in general it felt like a very positive event.

- b. Director report - Staffing:** Heidi Martin will come on board for 4th grade. Heidi Lowenburg for 3rd graders. Luke is offered the 6th grade position. Ashley Reed our kinder float has had to resign due to health issues.
Drinking fountain, Spigot and hose installed at modular.
Irrigation install is complete for the field.
Enrollment is close to full up through 6th grade.
Lottery for kindergarten would ideally happen in February.
Lottery - -Step 1 - Orientation, Step 2 - Fill out an intent to enroll form, Step 3 School gathers those forms over a year, Step 4 - Each grade has an intent to enroll list and the district pulls the names which establishes the waiting list and this step repeats each year. (Siblings are lotteried in first priority). Next year we intend to return to having the lottery in February. Kelly Ruse will let Laurel know that this year's lottery date is Monday for posting on the website.
Esser reimbursement for 58k
Account Balances were read
True Up of 18k coming next week, making the ADM payment accurate.
West Family Foundation came today, more on that later.
- c. Parent Council report** - Re-enrollment form was sent out in last Friday update.
20 volunteers showed up for stewardship day!!!
Asking for more volunteers, Parent Council Chair. Faculty is sending out encouragements.
School Dance, chaperone volunteers requested. May 18th, 7th and 8th grade from Valley School are also invited.
6-8th grade. Kelly and Kelly want to chaperone!
- d. Board report**
 - i. Faculty social** - at Hummingbird winery 5/12 Friday night. 5:30 pm. Grazing board will be out! \$200 donated by board members. 23 RSVPs, including board, staff and faculty. We will, of course, refrain from talking about school business.
 - ii. NAO trainings** – Nonprofit Association of Oregon training building an annual fundraising plan. Both Florence and Roseburg trainings.

7. Discussion and Action Items 5:30pm

- a. Consent Agenda** - Kelly S. makes a motion to approve, Mark C. seconds. Passes unanimously
 - i. Approval of April 12, 2023 minutes**
 - ii. Approval of April 2023 financial statements**
- b. Financial Update and Review**
 - i. Financial Review-** Bookkeeping is consistent and giving us a good read on where we are at. We are over budget in the kitchen program. Not yet looking sustainable. But we are waiting on the reimbursements from the state.
-**ERC money** still hasn't come in. Will get a status update by the end of may.
-Strongly urging to give Luke Barbee the Math/Science teacher the 6th graders.
-**Budget Committee** is still meeting on Tuesdays. Working on a 2 year forecast.
-**Planning on applying for MSD 100k grant. Still losing money til we close the gap.**
-**PTO tracking** may have contributed to a decrease in PTO days used.
-**2 year budget process** has begun with Erik J., Kelly R. and Justin B.
 - ii. Audit update-** - Audit process for this year has begun.
 - iii. School Calendar Revision:** New Final Day of school being Thursday June 6th. and Wednesdays school would end at 1:15. (Helps keep up with instructional hours and

consistent with Medford.) Erik Johnsen Motions to approve the revised 2023-2024 calendar, Kelly S. seconds and **the vote passes unanimously.**

Guidance for voting going forward

Motion First, then a Second, “is anyone not behind this?”, further discussion if necessary, then the final vote.

- c. **Climate Survey & Board Self-Evaluation prep-** Billy and Kelly met to discuss this year’s Climate Survey. Will be sent out “as is” and we will reevaluate the Climate Survey next year. In order to incentivize folks to participate, participant names can be entered into a raffle for a prize of some sort. Will ensure that there is a question option for feedback on potential improvements.
- d. **Vote on Establishment of Executive committee to decide compensation for individual positions-** Erik Johnsen makes a “Motion to form a compensation committee empowered by the board to make decisions for next year’s salary to include: Kelly Ruse, Justin Botilier, Mark Combs and Erik Johnsen.”
Jo F. seconds and **motion passes unanimously.**
- e. **PTO Policy & Staff Handbook**
 - i. **Vote on Employee Handbook** - there is a draft on the board drive that Erik has shown to Kendall, Darla and Taurie. Faculty input, would like to be able to use sick days and PTO days interchangeably. Keeps teachers more honest. Buyback incentive up to a certain point may help.
The Problem- concern that some staff had maybe been abusing their PTO days. Accounting has helped staff realize where they are at with their PTO. Office/Taurie- works more days than teachers, deserve more days. Harmonize with MSD? 1 sick day per month you work. Committee to produce a proposal? Katie Stumpf HR help?
Concern: Kids are impacted when our wonderful, professional, great at their job teachers are gone often.
Policy should encourage the teachers to show up for their students.
Tabled
- f. **Grant Updates**
 - i. **Security Cameras** – West Family Foundation - Did a walk through, they will meet tomorrow and let us know Monday what their decision is next week. \$10 k grant
 - ii. **Playground** - Leathers sales rep has been slow. Eric C. found beautiful playgrounds in Crescent City and Bear Creek park built by Play by Design, carrying the community building torch: Volunteer labor to help offset the cost. Private donations and corporate sponsorships. Design day- \$1400-plus travel to have one of their designers integrate our feedback into design options. Funding options: we go to Home Depot, mills, asking for tool and materials donations. Wells Fargo and Rogue Federal incentivize their people to volunteer. Trying to get her out here before the end of the school year. Existing Wooden playground needs to come down this summer.
 - iii. **Grant writing initiatives-** Chat GPT technology - 2.0 is free, maybe helpful with our handbook - Justin will send an invite for a tutorial
 - iv. **Judy Barry** - Retiring principal of Ruch Elementary Outdoor School running for fire district, on the board of Anna May foundation, Erik also invited her to join our board.
- g. **School initiatives and priorities**
 - i. **Cyber Security-** Tabled

- ii. **OFLA policy- Tabled**
- iii. **Staff Handbook-**
- iv. **Parent Handbook-** Kelly will forward faculty input to Lexie and Kendall. They will review faculty input and make decisions to finalize.
Ideally done by June for faculty final review.

- **Suggestion to include policy updates in Friday update.**

h. Vote on Election, re-election of board members and officers

By laws were reviewed.

Board member votes:

Class B 2025 Erik J makes a motion to elect Kelly Stofflet as board president in class B. Billy H. 2nds, Kelly S. abstains and vote is unanimous

Class A 2024 Erik J makes a motion to elect Jo Ferneau as vice president in Class A, Billy H. 2nds, Jo F. abstains, unanimous vote

Class A Erik J. makes a motion to elect Kelly Ruse as secretary in Class A, Billy H. 2nds, Kelly abstains, unanimous vote

Class A Erik J. makes a motion to re-elect Gesine as board member in Class A, Gesine abstains, Billy H. 2nds, unanimous vote

Class B Erik J. makes a motion to re-elect Justin Botilier as Treasurer in Class B, Billy H. 2nds, Justin B. abstains, unanimous vote

Class A Erik J. makes a motion to re-elect Eric Cerecedes in Class A, Billy H. 2nds, Eric C. abstains, unanimous vote

Class B Erik J. makes a motion to re-elect Mark Combs as board member in Class B, Billy H. heartily 2nds, Mark C. abstains, unanimous vote

Class B Erik J. makes a motion to re-elect Billy Hague as board member in Class B, Gesine 2nds, Billy abstains, unanimous vote

Class A Kelly makes a motion to re-elect Erik Johnsen as a board member in Class A, Billy 2nds, Erik J. abstains, unanimous vote

8. Closing verse

9. Meeting adjourned

Minutes Prepared by Jo Ferneau

**Minutes approved by _____
Board President Kelly Stofflet**