

MADRONE TRAIL PUBLIC CHARTER SCHOOL

Jackson County, Oregon

Meeting of the Board of Directors,

Wednesday, May 11, 2016- 5:30 p.m.

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

Board Members

Perry Hart

Joseph Frodsham

Jane Higgins

Tracy Boykin

Katherine Holden

Hannah Jackson

Louise Lavergne

Lorraine McDonald

Sherri McFarland

Monica Rathjen

Amy Rudolph

Mark Sievert

Lynn Sullivan

Book Study: Organizational Integrity read second section Heart, Kidney and Liver

1. Call to Order/ Roll Call 5:49 p.m.

2. Opening Verse led by Joe Frodsham

3. Public Interview of Sarah Trujillo: Lorraine McDonald Sarah is the first Parent Council nominee to be submitted to the Board for a two year term. Why are you interested? **Sarah Trujillo** I thought it would be a good place for me because I have served on the parent council for a number of years and I have always been interested in what goes on with the working of the board. **Katherine Holden** What is your understanding of the board and what will you bring to the board? **Sarah Trujillo** I am interested in the policy and fundraising and accounting, just interested in learning. **Louise Lavergne** What are some of your fundraising ideas? **Sarah Trujillo** I don't have any specific ideas but I know that we need to be searching for outside sources and not relying on so much of our parents. **Lorraine McDonald** The board can take up a lot of time how do you see yourself working this into your schedule? **Sarah Trujillo** I may be stepping back on a few of the projects having people who have been helping me take the lead on things like the festival committee. **Sherri McFarland** What do you think are the strengths and/or weaknesses of the

school? **Sarah Trujillo** Our strength is the parent involvement but on the opposite side of that is that it tends to burn people out quickly.

4. Approval of minutes and agenda adjustments: Table the Woodland Charter Grievance policy until faculty has a chance to review. Table the End of Year Goals until the June meeting.

I motion to approve the minutes from the April minutes by Amy Rudolph and 2nd by Katherine Holden.

9- Aye (Hart, Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rathjen, Rudolph)

0-No

Motion Approved

5. Consent Agenda –

I motion to approve the consent agenda for April Kathrine Holden 2nd by Amy Rudolph

9- Aye (Hart, Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rathjen, Rudolph)

0-No

Motion Approved

CONSENT AGENDA:

Government Account –April 2016

I motion to approve all deposits and expenditures in the government account for the month of April as stated in the packet.

Beginning balance \$123,105.53

Checks cleared from previous month

51436	51443	

\$ 69.98

Checks cleared this month

51446	51447	51448
51449	51451	51452
51453	51454	51455
51456	51457	51458
51459	51460	51461
51462	51453	51454
51465	51466	51467

\$4880.88

Total amount cleared \$4950.86

Checks not cleared

50912 Jane Higgins \$27.00	51308 - \$20.00 Gabe Ramirez	51360-\$75.00 Edward Williams
51450 Dara Nikolic 105.46		

\$ 227.46

Voided checks	51440	
Other Fee	Software fee	\$ 9.95
Electronic Payment	33 transactions	\$110,247.37
Voided electronic	0	
Deposits	4 Deposits	<u>\$ 123,999.61</u>
Ending balance		\$131,896.96

Private Account –April 2016

I motion to approve all deposits and expenditures in the private account for the month of April as stated in the packet.

Beginning balance \$73,681.75

Checks cleared from previous month

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\$0.00

Checks cleared this month

3089	3091	3092
3093	3095	3096
3097	3098	3099
3100	3101	3102
3103	3104	3105
3106	3109	3110
3111	3117	3118
3119	3120	3121
3122	3123	3125
3127	3128	3131
3133		

\$23,898.96

\$23,898.96

Total amount cleared

Checks not cleared

3020- \$47.17 Cori Royer	3049-\$130.00 Wildlife images	3063- Julie Furrer- \$20.00
3064- Amerititle \$2,765.21	3065- Naphtali Riley \$45.00	3081 SOMAC \$40.00
3094 Dara Nikolic \$70.41	3124 Siskiyou School \$2,080.00	3126 RV Farm 2 School \$78.00
3129 Ernie Ledbetter \$100.00	3130 Amsterdam Hostel \$2,278.61	3132 Bellwood 379.00

\$ 8,033.40

Voided checks 3090/3112/3113/3114/3115/3116

Fees 1 Stop Payment

\$ 25.00

Electronic payments 5 transactions

\$13,930.93

Voided electronic 0

Deposits 8 deposits

\$ 15,434.86

Ending balance

\$73,681.75

High Yield Savings Account –April 2016

I motion to approve all deposits and expenditures in the high yield savings account for the month of April as stated in the packet.

Beginning balance \$59,311.95

Interest payment \$ 2.34

Ending balance \$59,314.29

Savings Account –April 2016

I motion to approve all deposits and expenditures in the savings account for the month of April as stated in the packet.

Beginning balance \$240,595.89

Interest payment \$ 15.28

Ending balance \$ 240,611.17

Savings Account – April 2016(2)

I motion to approve all deposits and expenditures in the savings account for the month of April as stated in the packet.

Beginning balance	\$ 17,257.26
Interest payment	\$ 0.41
Transfer	\$ <u>0.00</u>
Ending balance	\$ 17,257.67

Payroll Account –April 2016

I motion to approve all deposits and expenditures in the payroll account for the month of April as stated in the packet.

Beginning balance		\$ 3,950.20
Deposits	2 transaction	\$ 63,000.00
Electronic withdrawals	8 transaction	\$ 65,437.06
Ending balance		\$ 1,513.14

6. Discussion item:

- a. **School Climate Survey –Louise Lavergne** We have a total of 36 people who have participated. I am hoping to get the teachers to forward the email to their parents so far we have not had any reply. Can we send a separate email with just the survey? **Joe Frodsham** sure just let me know when you want to send it out. **Louise Lavergne** we will be doing one last push for people to participate during the Parent Teacher Conferences and then do the drawing for the incentive. Then it will just be to pull the report and get it out to the board. Follow up at the June agenda.
- b. **Budget for the 2016-17 school year – Joe Frodsham – Tabled until the June meeting.**
- c. **Calendar for the 2016-17 School year- Joe Frodsham –** We sat down with Michelle Zundel and reviewed the school calendar and the instructional hours. Madrone Trail is in compliance with all the state regulations.
- d. **Board meeting schedule 2016-17 School year-** question about the August meeting next year. May be able to do a board meeting and the OSBA training all in one day so scheduling the August meeting for Tuesday, August 16th.
- e. **Cell phone reimbursement for staff – Joe Frodsham** I try to give the teachers a bonus each year I like to use this to give the teachers a little bonus this is a reimbursement so no taxes are taken out of it. We just got our reconciliation from the State Department and they underestimated our amount by \$13,800. From the previous year. All the full time teachers would get \$500 Specialty teachers \$500 Admin \$500, Strings \$250, Aides \$250. See documentation
- f. **Roofing estimate for solar projects- Lorraine McDonald** Solar project was brought to us by Angela Stuhr \$15,000.00 for a new roof to be able to put up the solar panels, we can no longer get 2 grants so we will end up paying 50% of the cost for the system. She will still be looking into it and following the program with different cost etc. **Jane Higgins** so can we use the roof we have? **Lorraine McDonald** No we have to have a roof with a 20 year life so we will have to re-roof it before getting the solar panels. **Sherri McFarland** how much more would it cost in the future? **Joe Frodsham** I don't think it will be much more. **Lorraine McDonald** I would like to still get a projection on how long the roof will be.
- g. **Director Evaluation: Review of Joe's end of year goals- Tabled until June**
- h. **New Director additional moving expenses: Lorraine McDonald** her moving expenses are approximately \$4000.00. Joe had an idea to add her to the payroll in June and then in July adjust her salary to reflect the difference between her salary and the moving expenses. So we will need to get board approval to put her on the June payroll. Or we can just start her on June 1st. **Jane Higgins** this also could start a precedence to others do we pay moving expenses for Teachers? **Lorraine McDonald** she would be willing to pay taxes etc. If we want her to have the two week overlap with Joe before the he leaves in July. **Louise Lavergne** I agree she is working for it. **Perry Hart** in Summerfield it was done on a case by case, I don't think it ever set a precedence. **Katherine Holden** We could just pay for her time that she is putting in, it gets a little muddy with putting it in a moving expenses. It would cost us \$6500.00 to pay her for the full month of June with the Taxes and PERS. That should have been negotiated with the contract. **Amy Rudolph** so she would be working ½ of June and getting all of her June salary and working all of July but only getting ½ of the July payment. **Louise Lavergne** I don't think that we

should mention moving expenses at all. **Katherine Holden** she will be getting paid for 6 weeks within an 8 week period. And working 6 weeks in an 8 week period.

- i. **Portable rehab project update** Lorraine McDonald I have been emailing back and forth with the Carpenter Foundation we got the siding donated. We are looking for execution who is going to put it together. We have a company to install the heating and air conditioning units do we need to have the siding on first? **Joe Frodsham** we need to have the siding on Jesse's air conditioner is gone so we bought him a portable and it is bearable. Allison's air is still working. I will spear head this project hoping that we get the grant. **Lorraine McDonald** Will include new windows, and air conditioning units. Approximately \$10,000.00 is what we asked for
- j. **Distribute Woodland Charter School Grievance Policy for review against MTPCS policy for discussion at June meeting.**
- k. **Board Correspondence Thank you's:** Thanks to Sarah Trujillo a wonderful May Faire Event, Krista Peterson for kicking off the first Track and Field Team and Tiffany Schechter for manning the bake sale at the May Faire.

7. Action Items:

a. **Vote on Board Member Sarah Trujillo**

I motion to approve Sarah Trujillo on to the board for a two year term as the first nominee from the Parent council. **Lorraine McDonald 2nd by Katherine Holden.**

9- Aye (Hart, Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rathjen, Rudolph)

0-No

Motion Approved

b. **Vote on proposed out of state trip for Ms. Casenhiser 8th grade class**

I motion to approve the out of state trip for Ms. Casenhiser's 8th grade class. **Lorraine McDonald 2nd by Amy Rudolph**

9- Aye (Hart, Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rathjen, Rudolph)

0-No

Motion Approved

- c. **Joinder to trust agreement for members of PACE** We have to approve it to continue having out Liability insurance. **Monica Rathjen** do we have to approve it or does this under the umbrella of the Medford School District. **Joe Frodsham** we have our own insurance. **Monica Rathjen** is there any other insurance companies that we have looked at? **Joe Frodsham** They are the only insurance company we have every used and because of that our rates are rather low. **Monica Rathjen** I have read over this and basically PACE wants to limit their liability. We are required to have insurance by the state of Oregon. Because of change of law we are now required to sign something that says if we don't sign we will not be insured by the company. Mandatory arbitration without a legal recourse they are limiting their risk for having to pay out, if they can't or don't pay then we are liable for the payouts example: if someone mismanages funds then the school is liable. Basically it is saying that by signing you are essentially giving away some of your rights. **Louise Lavergne** so if we have a claim and they say sorry we don't have the funds then the school is liable? **Monica Rathjen** Yes that is what it is saying. **Joe Frodsham** they have been around for a very long time and many schools use them and have not had any problems. I would suggest that we approve it but not turn it in until we have clarification. **Lorraine McDonald** can we rescind the approval? **Lorraine McDonald** I move to approve the joinder from PACE with the understanding that Joe will get information from MSD and the broker for the PACE company.
2nd by Katherine Holden.

- d. **Approval of the 2016-17 school calendar:** I motion to approve the 2016-17 calendar as published
Katherine Holden 2nd by Perry Hart
9- Aye (Hart, Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rathjen, Rudolph)
0-No
Motion Approved
- e. **Approval of the Cell phone reimbursement for staff** I motion to approve the cell phone
reimbursement for staff **Lorraine McDonald 2nd by Louise Lavergne**
7- Aye (Hart, Holden, Lavergne, McDonald, McFarland, Rathjen, Rudolph)
0-No
2- Abstained (Higgins, Jackson)
Motion Approved
- f. **Re-election of board members**
Lorraine, Perry, Lynn, Hannah and Katherine are retiring from Board Service.
- a. I move that we reelect Mark Sievert for one year **Lorraine McDonald 2nd by Katherine Holden**
9- Aye (Hart, Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rathjen, Rudolph)
0-No
Motion Approved
- b. I move that we reelect Amy Rudolph for one year **Lorraine McDonald 2nd by Louise Lavergne**
9- Aye (Hart, Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rathjen, Rudolph)
0-No
Motion Approved
- g. **Elections of board positions**
- a. I move that we elect Amy Rudolph for the President of the board for a one year term. **Lorraine
McDonald 2nd by Katherine Holden**
9- Aye (Hart, Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rathjen, Rudolph)
0-No
Motion Approved
- b. I move to re-elect Sherri McFarland as board treasurer for a two year term. **Lorraine McDonald
2nd by Katherine Holden**
9- Aye (Hart, Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rathjen, Rudolph)
0-No
Motion Approved
- c. I move to elect Sarah Trujillo as the board secretary contingent on her agreement. **Hannah
Jackson 2nd by Katherine Holden**
9- Aye (Hart, Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rathjen, Rudolph)
0-No
Motion Approved
- h. **Approval of new authorized administrator for Financials** I motion to approve the new authorized
administrator for the Financials as of June 1st 2016 Karen Bailey, Amy Rudolph and Tracy Boykin as
signers on the bank accounts. Joseph Frodsham will remain as an authorized signer until July 1,
2016 and Lorraine McDonald will be removed as an authorized signer. **Lorraine McDonald 2nd by
Katherine Holden.**
9- Aye (Hart, Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rathjen, Rudolph)
0-No

Motion Approved

- i. **Adoption of Board Meeting Schedule for the 2016-17 school year:** I approve the meeting schedule for the 2016-17 board schedule with the adjustment to the August meeting. **Lorraine McDonald 2nd by Katherine Holden**

9- Aye (Hart, Higgins, Holden, Jackson, Lavergne, McDonald, McFarland, Rathjen, Rudolph)

0-No

Motion Approved

- j. **Approval of new Director Expenses reimbursement** start pay for Karen Bailey starting on June 1st with her being paid 2 weeks in July **Lorraine McDonald and 2nd by Amy Rudolph**

7- Aye (Hart, Holden, Lavergne, McDonald, McFarland, Rathjen, Rudolph)

0-No

2- Abstained (Higgins, Jackson)

Motion Approved

8. Informational Items:

9. **Joe's Update Misc.:** 27th of May we have two students being honored by the Rotary from Gammon's class the 2 students are Beto Chappero, and Siana Yohai, I have worked with 3 Board presidents and have created this plaque to honor your hard work.

10. Closing Verse: Led by: Joe Frodsham

11. Meeting adjourned 7:40 p.m.

Board President or Board Chairman Signature

- Read the Organizational Integrity Spleen Lungs and Dual Organs.(8,9,10)
- Add Parent survey to the June agenda.
- Lorraine to email Sabrah about changing the time and date on the website.
- Contact OSBA about doing a training for the board on August 16th
- Joe to call and talk with the district about the PACE Joiner.
- Add new faculty board member interview at the June meeting
- Amy to welcome Sarah and ask her if she is willing to be the board secretary