

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

Jane Higgins

Joseph Frodsham

Hannah Jackson

Tracy Boykin

Louise Lavergne

Karen Bailey

Sherri McFarland

Monica Rathjen

Amy Rudolph

Mark Sievert

Sarah Trujillo

Book study: Organizational Integrity read the second section Spleen, Lungs and Duo Organs

Board session

1. **Call to Order/ Roll Call 5:45 p.m.**
2. **Opening Verse led by Joe Frodsham**
3. **Faculty Board Member interview: LeAnn Tourzan- Tabled until August meeting**
4. **Approval of minutes and agenda adjustments: Add to discussion item board nomination and process.
I motion to approve the minutes of the May meeting by Monica Rathjen; and 2nd by Sarah Trujillo
Motion Approved
6-Aye (Higgins, Jackson, Rathjen, Rudolph, Sievert, Trujillo)
0-No**
5. **Approval of consent agenda**
 - a. **Budget: May 2016**
I motion to approve the consent agenda for the May financials by Mark Sievert; 2nd by Sarah Trujillo.
Motion Approved
6-Aye (Higgins, Jackson, Rathjen, Rudolph, Sievert, Trujillo)
0-No

CONSENT AGENDA:

Government Account –May 2016

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

Beginning balance \$131,896.96

Checks cleared from previous month

51450		

\$ 105.46

Checks cleared this month

51469	51470	51472
51473	51474	51475
51476	51477	51478
51480	51481	51483
51484	51485	51490
51491	51492	51493
51494	51495	51496
51497	51498	51499
51500	51501	51502
51503	51504	51506
51507	51509	51510
51511	51512	

\$15,225.23

Total amount cleared **\$15,330.69**

Checks not cleared

50912 Jane Higgins \$27.00	51308 - \$20.00 Gabe Ramirez	51360-\$75.00 Edward Williams
51468 Perry Hart \$80.00	51471 Timothy Land \$150.00	51482 Donna Kendy \$500.00
51486 Jane Higgins \$500.00	51487 Michelle Coull \$500.00	51488 Dara Nikolic \$500.00
51489 Jesse Gammon \$500.00	51505 Johnny Roberts \$102.63	51508 Hattie Berg \$14.15

\$ 2,968.78

Voided checks 51479

Other Fee Software fee 9.95

Electronic Payment 20 transactions **\$115,854.14**

Voided electronic 0

Deposits 6 Deposits **\$ 117,271.88**

Ending balance **\$ 117,974.06**

Private Account –May 2016

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

Beginning balance \$73,681.75

Checks cleared from previous month

3081	3094	3108
3124	3126	3129
3130	3132	

\$5,070.02

Checks cleared this month

3134	3135	3136
3137	3138	3139
3141	3142	3146
3147	3148	3149
3150		

\$8,035.33

Total amount cleared \$13,106.35

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	3140 RV School 2 Farm \$568.00
3145 Hannah Jackson \$51.94		

\$ 3,627.32

Voided checks 3143 / 3144

Fees \$

Electronic payments 5 transactions \$7,305.95

Voided electronic 0

Deposits 8 deposits \$ 10,027.21

Ending balance \$63,295.98

High Yield Savings Account –May 2016

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

Beginning balance \$59,314.29

Interest payment \$ 2.58

Ending balance \$59,316.87

Savings Account –May 2016

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

Beginning balance	\$240,611.17
Interest payment	\$ _____
Ending balance	\$

Savings Account – May 2016(2)

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

Beginning balance	\$ 17,257.67
Interest payment	\$ 1.18
Transfer	\$ <u>11,500.00</u>
Ending balance	\$ 28,758.85

Payroll Account –May 2016

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

Beginning balance	\$ 1,513.14
Deposits	2 transaction \$ 68,000.00
Electronic withdrawals	8 transaction <u>\$ 67,561.71</u>
Ending balance	\$ 1,951.43

6. Discussion item:

- a. **School Climate Survey Update –Louise Lavergne** – Louise sent out the survey this year, she did say that Sabrah Maple had requested to get the survey section of communication from the survey to help facilitate the way the school is communicating with the parent body. Does anyone have any objections to releasing the information? Consensus is that the board would support giving Sabrah that specific information. **Karen Bailey** in the past have the survey ever been handed out to the parent body or community? **Amy Rudolph** it has not been published in the past, it has been for board use only. **Karen Bailey** I would like everyone to see where our areas of improvement needs to be made, there is a lot of good information on the survey, maybe not the comments but the overall survey would be helpful, would the board like a response from administration or faculty? **Jane Higgins** I couldn't really respond for the faculty. **Hannah Jackson** I think a condensed version of it would be more productive. **Jane Higgins** I think having a parent teacher evaluation would be helpful; maybe in some sort of a survey or evaluation. I think having an in-class evaluation for the teacher to work with, not so much an all school survey. **Amy Rudolph** maybe just give the faculty the highlights and they can decide if they want to pursue an in-class survey. **Jane Higgins** I do remember someone asked if the survey would come back to the faculty. So I think getting an overview would be beneficial. **Karen Bailey** this is more specific to the school climate, if the teachers relayed to their parents that we want feedback maybe we can get more participation next year. **Jane Higgins** I would suggest doing it over conference time and have the computer lab available for the parents to take the survey at that time. **Amy Rudolph** I think that it is great and overall it was really positive. **Mark Sievert** I did see where more people wanted to have parent education nights. **Hannah Jackson** we have offered them and people don't seem to show up. **Sarah Trujillo** maybe parents feel like they have a good grasp on the Waldorf

philosophy. **Monica Rathjen** maybe the parents feel like it doesn't pertain to them at this time, so they don't participate. Maybe we can offer 3 different parent evenings to span all the grade levels.

- b. **Budget for the 2016-17 School Year- Joe Frodsham** See handout on the budget.
- c. **Calendar for the 2016-17 School Year – Teacher Adjustments- Karen Bailey** reviewed modified calendar
- d. **Director Evaluation: Review of Joe's end of the year goals- Joe Frodsham** Joe reviewed all the goals established during the year. We have updated Personnel handbook. Is it done? No, because it is a working document and will be updated on a continual basis. There is room for modification to meet our Waldorf philosophy. One of the goals was to have a smooth transition with Karen coming in as the new director and that has gone very well. Handed out a list of things accomplished over the last 6 years.
- e. **OSBA Training Update** Tracy to call and schedule for the August 16th training.
- f. **Revisit Director moving expense reimbursement- Karen Bailey** I was offered the job in January and we discussed the overlap time to shadow with Joe. I did come up in February which the school paid for my airfare but I didn't charge for my time here and then found out that it ended up costing over \$4,000.00 to move here and anything that the school can afford to help out with would be wonderful. I'm so happy to be here and I get over active sometimes and put together some work that I want to get done. I am requesting that we not skip the 2nd pay in July. **Joe Frodsham** As we get closer to the end of June we will know more where we are at as a school. We don't get a paycheck in June but we get a double check in July. But we will get a better idea at the end of this next week with cash carryover. **Jane Higgins** My question would be can we afford it at this time? **Amy Rudolph** I would feel comfortable approving not withholding the July 2nd check if the funds are available. **Joe Frodsham** we could potentially be able to afford to pay her with the amount that we have currently in the bank. If you treated it like a moving expense then we would not have to pay PERS or Taxes on it. **Jane Higgins** I have a problem with that happening I have watched Joe work hundreds and hundreds of hours without that much pay. **Joe Frodsham** I think you need to treat your new director well. **Amy Rudolph** I believe that we should give her a moving expense and not pay her the 2nd paycheck in July as voted on in the previous meeting. **Jane Higgins** I feel like offering \$3,000.00 would be a good amount, it is about taking care of the needs of our people.
- g. **Board Secretary/ Minute taking: Amy Rudolph** - We voted Sarah to take the minutes of the board without her present. So we wanted to revisit this and make sure that this is something that she would feel comfortable doing. **Sarah Trujillo** I have been looking at different board minutes and feel like I will be up to the job, especially if you don't mind me recording the meeting and condensing the minutes to highlights. **Amy Rudolph** will the school be able to purchase a recorder. **Karen Bailey** I have one I can donate, and if it is not good enough we can purchase one.
- h. **Getting to know each other – Karen Bailey** I thought for us what we could answer: Is what gift are you bringing to this board? **Karen:** Love and enthusiasm, **Jane:** Clarity, **Hannah:** Fresh eyes, **Sarah:** Excitement, **Monica:** Genuine, **Amy:** Dedication.
- i. **Board Correspondence Thank you's- Amy Rudolph** to the board members who finished their service, Lynn Sullivan, Lorraine McDonald, Perry Hart, Katherine Holden and Hannah Jackson. If you have thank you's for me you can email me with the names and I will have them at the next meeting. **Jane Higgins** I think we need to thank Ms. Kendy for moving here and taking on the task of the 1st grade. Should we also thank Louise for the survey, also Sabrah and Colbee are both stepping down from Parent council. **Karen Bailey** we should do a thank you for Allison Casenhiser for all of her work getting her class through the eighth grade.
- j. **Board nomination and process – Amy Rudolph** It seems a little unclear as to the process but I did have someone who has contacted me and wants to be back on the board again. According to our bylaws they just have to be nominated by a board, faculty or parent council representative. The Parent council has a process as the well as the faculty and I believe that we need to have a clearer process. **Jane Higgins** we really do need to have a really good balance for the board because if too many parents or too many teacher would offset the balance I think we should be searching for community members. This might be a really good question to ask the OSBA at the training. **Sarah Trujillo** if we can focus recruitment on the outside we will always have parent ready to step up. Maybe we could set a limit to number of parents with the number of community members. **Amy Rudolph** we

want to be careful with putting it in writing to limit the number of community members and/or parents then if we don't have enough community member then we are not a legal board because we are breaking our bylaws. **Monica Rathjen** Maybe just looking for skill set also like we are looking for a strong business leader. **Amy Rudolph** I think having more community members on the board would be helpful. **Karen Bailey** thinking like partnerships like the Britt festival etc. would not only benefit us, but benefit them also. **Jane Higgins** we could ask what kind of board member would be beneficial for our board. **Amy Rudolph** Krista Peterson is wanting to rejoin the board and interview at the August meeting but I don't want her to interview if we are looking for outside community members. **Karen Bailey** we could maybe redirect her to become a chair for one of our committees. Consensus is that we have several parents on the board and for her to keep an eye out for the next opening.

7. **Adjourn regular meeting at 7:48 p.m.**

8. **Executive Meeting ORS 192.660(2)(b) – Personnel – Called to order at 7:48 p.m.**

9. **Adjourn Executive Meeting at 8:03 p.m.**

10. **Regular meeting – Called to order at 8:03 p.m.**

11. **Action items:**

a. **Approval of new Director Expenses Reimbursement**

I motion to approve a \$3,000.00 moving expense Mark Sievert; 2nd by Monica Rathjen.

This will be ratified at the August meeting.

b. **Vote on perspective faculty board member – Tabled until August**

c. **Approval of the 16-17 Budget**

I motion to approve the 2016-17 budget Mark Sievert; 2nd by Monica Rathjen

Motion Approved

6-Aye (Higgins, Jackson, Rathjen, Rudolph, Sievert, Trujillo)

0-No

d. **Approval of the 16-17 school calendar adjustments**

I motion to approve the adjustment to the 16-17 school calendar Sarah Trujillo; 2nd by Mark Sievert

Motion Approved

6-Aye (Higgins, Jackson, Rathjen, Rudolph, Sievert, Trujillo)

0-No

12. **Informational Items:** The track and parking lot are on schedule for this summer, also the siding for the upper grade building along with the new air conditioning units. **Karen Bailey** Lorraine and I have applied for a \$10,000.00 grant so hopefully it will be covered. **Joe Frodsham** If we do not get the grants then I would suggest taking it out of the contingency fund so it doesn't affect the budget this year. **Amy Rudolph** did you check on the joiner for the PACE Company? **Joe Frodsham** I did talk with the district and they basically said it is a common documentation and I feel comfortable with the update.

13. **Closing Verse**

14. **Meeting Adjourned 8:15 p.m.**

Board President or Board Chairman Signature

- Read the Organizational Integrity chapters 11,12 and 13 for August meeting.
- New faculty chair interview added to August meeting.
- Tracy OSBA training.
- Ratify the motion to approve director moving expenses