

Madrone Trail Public Charter School

Jackson County, Oregon

Regular meeting of the Board of Directors

Wednesday, October 12, 2016 at 5:30 pm

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

I. Call to order/ Roll call

Amy 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: Jane Higgins, Amy Gygax, Sarah Trujillo, Lousie Lavergne, Monica Rathjen, and Sherri McFarland, Leann Tourzan,

Karen Bailey (Administrator)

Absent- Mark Sievert

II. Opening verse

III. Approval of minutes and agenda adjustments: Sarah Trujillo I was not sure if the August budget needed to be included in the agenda. **Karen Bailey** we need to add the issue of our current accountant to the agenda That will be item i. on the agenda. **Amy Gygax** We need to do two approvals. First August minutes, then September.

a) Approval of August minutes

Motion approved

Sarah Trujillo I move to approve the August minutes **Sherri McFarland** I second the motion

Aye – 7 (Higgins, Lavergne, McFarland, Rathjen, Gygax, Trujillo, Tourzan)

No - 0

b) Approval of September minutes

Motion approved

Leann Tourzan I move to approve the September minutes **Sherri McFarland** I second the motion

Aye – 7 (Higgins, Lavergne, McFarland, Rathjen, Gygax, Trujillo, Torzan)

No - 0

IV. Approval of consent agenda

- a.) **budget updates: June 2016 and July 2016: tabled to next meeting** We are still waiting for progress from accountant.

V. Discussion Items:

- a.) **Auction update Julie Furrer** update on progress of planning annual action. Date set for March 18th 2017, with next school year auction to occur in early November of 2017. Board members will work to each find a sponsor for the auction, and will sponsor a wine tree raffle. We discussed different ways businesses and families could contribute items to the auction.
- b.) **Capital campaign/Board fundraising-** for the time being we need to work toward laying the groundwork organizational work, and look at what some of our long-term goals are before embarking on a Capital campaign. At the next meeting, we will discuss some board fundraising ideas. **Monica Rathjen** It would be good for us to consider working with other charter schools to increase funding for charter schools, and the inclusion of charter school students in school sports and. **Karen Bailey** Yesterday we met here with all the local charter school principals and looking at how we work towards more inclusion in the district.
- c.) **Board member agreement, ethics statement and code of conduct- Amy Gygax** We currently have a board members' standards of conduct, so we can have a code of conduct or replace our standards of conduct. We can vote on the member agreement, and the ethics statement tonight, and table the code of conduct until the next meeting.
- d.) **Strategic Plan – Amy Gygax** we need to start working on the performance timeline. We could form a committee to start working on the timeline. This should be a priority for us to work toward. **Karen Bailey** We need to remember that our charter renewal will be coming up next fall, so it will be important to include that on the timeline. **Amy Gygax** It goes hand in hand with the administrative inventory guidebook that lays out each school year by month. I don't know if Joe started it.

Leann Tourzan Site committee can work on long term goals. **Amy Gygax** It seems that fundraising is getting a lot of focus this year. Site Committee can work on the 5-10 year master site plan. Pedagogy committee has fizzled out the goal of which is to support the teachers and students by insuring the provision of the highest level of Waldorf principals. We had created a committee that included teachers and community members. **Karen Bailey** who does this committee answer to? **Jane Higgins** Does it have to be a committee? Mactilde functions as a mentor now. **Amy Gygax** A committee designed to support with input from as many places as possible. **Leann Tourzan** I see this as a way to support teachers in different ways, and working with budget committee to consider what we need from specialty teachers, and help with more rigorous curriculum in the upper grades, to help prioritize. **Amy Gygax** The parents that were part of the strategic plan thought it would be nice to have a committee as a resource for when parents had questions about Waldorf pedagogy. **Jane Higgins** It was useful, but I think we should be mindful of the value, and not creating an unnecessary meeting for members of the committee **Amy Gygax** It could be a committee that is available, but does not have regular meetings. **Karen Bailey** I think the faculty so strong it is the pedagogical committee. I think the faculty should see the strategic plan. **Amy Gygax** The important thing is that we have a point person for the committee, and if that could be the faculty chair, that would be enough. **Leann Tourzan** With Karen as our director, and the staff becoming more Waldorf trained, parent questions should be more easily answered than in past years. **Jane Higgins** I feel that it should not be just a faculty chair because it should be a trained Waldorf teacher like Mactilde. **Karen Bailey** I would like to take that. I feel I carry that connection, and I have more training than anyone else. **Jane Higgins** That sounds great, but what if we have another director? **Amy Gygax** We could reevaluate that that time. Is there anyone that is able to join the committee to work on the performance timeline? **Leann Tourzan** I could help **Amy Gygax** We need at least 2 board members, and not anyone that is not on the board may be included. Meetings must be posted ahead of time. **Karen Bailey** I would like to be a part of it. **Sarah Trujillo** I can do it. **Amy Gygax** And any board member can contribute so everyone can be updated about meeting times. That can be our starting place.

- e.) **Three Sophia's celebration** **Karen Bailey** We have madrone wood to use for the dolls, and need someone to help with little plaques to go in the wood **Lousie Lavergene** I can do that **Jane Higgins** Louise and I can come up with something like a short, poetic line. **Karen Bailey** We have 3 trees ordered from Shooting Star Nursery, and they will come tell us about when and where to plant the trees and how to care for them. **Jane Higgins** Could the children be part of digging the holes for the trees. I am wondering what we want the ceremony to look like. **Amy Gygax** Could we do it a Friday? They would appreciate having kids be a part of it. **Leann**

Could we do a Friday assembly where the children sing a song. The grades could contribute to digging a hole for the trees. We can see what faculty thinks. **Jane Higgins** Lets plan a date, and I will put it in to the Friday assembly schedule. December 2nd or 9th.

- f.) **School calendar change/ update: Jane** On the schedule that we approved we had the Medieval game in May on the 4th and 5th. The next week we had a Spring concert and a teacher work day. We needed to change the Medieval Games and the Olympiad dates because of venue conflicts, so we changed Olympiad the 11th and 12th, which is Thursday and Friday. We are proposing to change it from the 12th of May, to the 19th. We found a problem with the Spring Break. Ashland school district has shifted their Spring Break, and we are now scheduled to have Madrone Trail Spring Break the two weeks following the Ashland Spring Break. This would be a hardship for our teachers because so many of us have children in Ashland schools. Can we change our Spring Break to have one week the same as Ashland schools? **Louise Lavergne** It should be okay for parents if we keep the one week off that agrees with the Medford School district. **Karen Bailey** We will need to vote on it right away and make sure that everyone is informed. **Louise Lavergne** Families should be notified in writing. **Karen Bailey** Yes, some important things need to be in writing.
- g.) **Conflict resolution committee teams Jane Higgins** for staff I have myself as first point of contact, Leann is second and Hannah is third. We need three from the board. **Louise Lavergne** I will be a part of that committee. **Monica Rathjen** I'll be on it too. **Amy Gygax** I can be the third alternate. **Jane Higgins** Now we need three parents, how should we select them? Does anybody know someone? **Karen Bailey** If you have any suggestions get in touch with me.
- h.) **Board Correspondence Thank-you's- Jackie Zachas, Julie Shurlock, Alison Cole, Nolan Briggs, and his father, and father-in-law**
- i.) **Financials and Accountant – Karen Bailey** Tracy and I feel it is time that we change accountants, and are bringing it to the board to see it is okay is we do that. We have someone in mind. Tracy found someone that knows about district rules as well as charter schools. He does the books for Kids Unlimited. We need to take a We are still waiting for our accountant to call us back, and need his work back so that Tracy can proceed with her work.

VI. Action Items:

- a.) **Approval of board member agreement**

Motion approved

Sarah Trujillo I move to approve the board member agreement **Louise Lavergne** I second

Aye – 7 (Higgins, Lavergne, McFarland, Rathjen, Gygax, Trujillo, Tourzan)

No – 0

b.) Approval of board ethics statement

Motion approved

Amy Gygax I move to approve the board ethics statement **Leann Tourzan** I second

Aye – 7 (Higgins, Lavergne, McFarland, Rathjen, Gygax, Trujillo, Tourzan)

No-0

c.) Approval of board code of conduct – tabled until November meeting

d.) School calendar update-

Motion approved

Sarah Trujillo I move to approve schedule updates, teacher workday moved from May 12th to May 19th, and change Spring Break from March 27th- April 7th to March 20th- March 31st. **Leann Tourzan** I second

Aye - 7 (Higgins, Lavergne, McFarland, Rathjen, Gygax, Trujillo, Torzan)

No-0

e.) Conflict Resolution team selection

Motion approved

Monica Rathjen I make a motion to select the conflict resolution team, Louise Lavergne, Monica Rathjen, and Amy Gygax. **Sarah Trujillo** I second the motion.

Aye - 6 (Gygax, Higgins, Rathjen, Lavergne, Sievert, Trujillo)

No – 0

VII. Informational items: Karen Bailey- Thirteen faculty, administrator, and board members are going to the Portland Village school for a conference. **Amy Gyax** to- dos- Chapter 19, 20, and 21 in book study, work on donations and sponsors for the auction, Louise and Jane are going to work on plaques for the Sophias, Leann will talk to the faculty about dates for the celebration, I will combine the code of conduct and the standards of conduct, the new committee to work on the performance timeline will select a meeting time. If you have any ideas for the parents that could be on the conflict resolution team contact Karen.

VIII. Closing Verse

IX. Meeting Adjourned

Minutes submitted by: Sarah Trujillo

Minutes approved by: _____
Board President