

Madrone Trail Public Charter School

Jackson County, Oregon

Regular meeting of the Board of Directors

August 16, 2016

I. Call to order

Amy called to order the regular meeting of the Madrone Trail Public Charter School Board at 10:00 on a at JoyFull Yoga (135 S. Oregon St. Jacksonville, OR)

II. Roll call

Sarah conducted a roll call. The following persons were present: Jane Higgins, Sherri McFarland, Amy Gygax, Sarah Trujillo, Lousie Lavergne, Monica Rathjen, LeAnn Tourzan

Karen Bailey (Administrator)

Absent- Mark Sievert

III. Opening verse

IV. Faculty Board Member Interview: LeAnn Tourzan informal introductions of board members and stories of how all came to Waldorf education

- a) - Leann shared some about her background and what brought her to Waldorf school- Willow winds school introduced her to Waldorf, then had her own kids, self-education about Waldorf, started her own preschool. Kept up from the outside about M.T. Ended up at a talk at MT and was then recruited to be K assistant. Interested in the growth of our school and contribute to the board.
- b) Jane spoke to the motivation and energy that Leann brought to MT, (playground. Kinder-yard, fundraising)
- c) Lousie spoke to Leanns “mama bear” vibe. Her journey to be a member of the board. Feels she can help bridge communication and support incoming families.
- d) Monica related how much she appreciated Leann as her son’s teacher.

- e) Sarah spoke of her path to Madrone Trail board. Started as a parent volunteer, and has found personal growth in volunteering. Excited to be on the board
- f) Amy grew up in Waldorf education, witnessed her niece and nephew start in Waldorf, and did some substituting in preschool. Started with Madrone Trail as Kindergarten teacher. Has stayed connected to Madrone Trail, and was asked by Lorraine to join the board.
- g) Sherri brought her two children to Madrone Trail. Her strong book keeping experience made her an excellent recruit for the board, and is focused on bringing financial reports to where they need to be in a timely manner.
- h) Karen spoke of her admiration of LeAnn, gifts that she brings to Kindergarten, and the board. Important to have teachers on the board.
- i) Jane would like to continue to define the role of the board at Madrone Trail.

V. Approval of minutes and agenda adjustments –Take out agenda item j./ duplicated in item k. Change item j to meeting day and time.

1 motion approved -the June meeting minutes by Jane Higgins; and second by Monica Rathjen.

Motion Approved

6-Aye (Gyax, McFarland, Higgins, Rathjen, Lavergne, Trujillo)

0-No

VI. Approval of consent agenda

- a) Budget: June 2016-July 2016 (tabled) **Karen Bailey** Accountant has been given all pertinent info, but we do not have all reports needed for approval at this time **Sherri McFarland** Tracy is unable to enter new info until we get the old reports back.

VII. Discussion items:

- a.) budget updates: **Karen Bailey** Worked with Sherri and Joe through transition and is in the process of redoing it with Sherri. Full day Kindergarten gave us more money. There should be differentiation between hard income and cost and soft, so not to budget on fundraising. Red will denote what we know we have and purple will soft

cost, black contingency fund. Dayna receiving more hours will move her to full time, and require that we offer her insurance. Also, insurance has gone up. Joe buffered regular budget items. This budget will be more reflective of actual cost, and income. With the additional money from full time K, there was a surplus and wanted to try and give everyone something. Dayna moving to front desk, Tracy will have some support. Grounds should have some attention, contractor was consulted and had many potential projects. Johnny will be more consistent grounds maintenance. Josh is available on job by job basis. Most of surplus went to grounds. **Louise Lavergne** Partial pay volunteering might be a good idea **Amy Gyax** Any questions on budget? **Jane Higgins** consider salary increase for teachers **Karen Bailey** base salary was increased this year, and teachers earn more after every year of experience.

b.) Fundraising **Karen Bailey** Kick off fundraising by prioritizing all school fundraising Cori staying on fundraising committee, will move to and administrative committee, open to anyone, but the responsibility of administration. Board members are asked to contribute to the pledge drive, faculty will be asked to participate as well. Would like to come to parents with 100% participation from board and faculty. Pledge drive is priority for the year. Sprouts sliding scale tuition. Economic diversity needs to be a goal, and recognized within the pledge drive as well. Sliding scale important if asking for priority for our preschool kids, so as not to create economic barriers. **Jane Higgins** If people are encouraged to bring in outside resources if they cannot afford to pay towards pledge drive could that help? **Karen Bailey** Pledge drive should primarily be parents, but others will have opportunities to give **Louise Lavergne** Big companies are more likely to give when they know there is high participation in fundraising, because they benefit from advertising. **Karen Bailey** Parents need to be reminded that we get 80% of public school funding. **Louise Lavergne** visual reminders help **Karen Bailey** There will be flowers in the window to represent pledge money. Monica Some charter schools receive more funding. **Amy Gyax** We have asked the districted and they will not increase our funding at this time. **Karen Bailey** monthly payment options will be available for the pledge drive and we are making it an option to include supply fee and field trip fee in monthly payment. Parents can anticipate and plan. If you don't have time to volunteer, you can buy out your 20 hours. **Sarah Trujillo** Nice that there will be follow through and accountability. **Sherri McFarland** Will board donation count toward parent obligation? **Karen Bailey** I would like it to be in addition to parent donation.

c.) Director evaluation/goals: **Amy Gyax** Each year we do an evaluation of the director. Director presents three goals. Karen has submitted and in September we will vote to accept those goals and check in throughout the year. Evaluating at the end of the

year in closed session. **Jane Higgins** will we discuss then vote? **Amy Gyax** We will go over goals at next meeting and adopt the final in October, we will have time to review. January we will do a goal review and revisit in May **Karen Bailey** I set pretty high goals.

d.) Leadership council **Karen Bailey** This is an invitation to the board. Monday afternoons will be a time to communicate between PC members, committee chairs faculty. Right after school at 3:30, a touching point, to keep communication between parts of the school.

e.) Learning Star: Professional Development Activities **Karen Bailey** work in progress referred to in my goals, it is in its early stage and will be worked on with the faculty. Would like to use facilitate professional development within the mandated teacher evaluation. Will be discussed at future faculty meeting.

f.) Grievance Policy **Jane Higgins** We drafted from the Woodlands Charter School Grievance Policy with a few changes. The staff should see this. It is a schedule for any kind of conflict goes through 5 levels of how to handle conflict with an attached timeline. Level 1: Direct Resolution, Level 2: Administrative Resolutions (meeting date with parties and the School Director within 10 business days of request.) Level 3: Mediated Resolution (meeting with mutually agreed upon mediator, who will provide written mediated response within 10 business days.) Level 4: Conflict Resolution Committee requires an advisory committee to the board consisting of one board member, one faculty member, and one aren't. Members appointed by the board and serve a one-year term. Not sure how this will work if the board is not available within the allotted 10 days to meet and nominate someone. **Louise Lavergne** We can have an emergency meeting. **Jane Higgins** If something comes up and the appointed board member is not available an alternative would be needed, but we would need to ensure that their appointment is within the rules of the policy. **Amy Gyax** Perhaps once policy is adopted there can be a committee formed that will be ready if any conflict arises. We can appoint someone new once the process has begun we will have time to find a back-up. **Jane Higgins** Level 5 if conflict is not resolved it moves up to the board. Within 14 days of delivery of mediated agreement any party may appeal to the board. Board will decide to hear matter and set a date for hearing or choose not to hear the matter and defer to the mediation. This will be final decision of school. Would like you all to read over and discuss at September meeting. **Amy Gyax** Date by which feedback is due? **Jane Higgins** September 1st, and I can make a final draft and at September meeting we can formulate our level 4. **Karen Bailey** Maybe we will never go past level 3 **Amy Gyax** Hopefully a committee we never need. **Jane Higgins** Also time line will end conflicts if time line is not adhered to by the parties filing complaints.

g.) Back to school potluck **Amy Gyga** Tuesday, September 13th at 5:30 **Karen Bailey** There will be an opportunity to go to the classrooms afterwards. We will meet in the gym, do a program. **Jane Higgins** Parent Council signups will be happening **Amy Gyga** We ask the board to be there, they will be introduced and a part of that event. I would like to bring, from the board to honor Lorraine McDonald, Sydney Rudolph, and Gesine Abraham, all have been integral to the beginning and ongoing function of Madrone Trail. We will plant 3 Madrone trees, and Karen has 3 felted statues that represent Sophia of wisdom to gift to them each. **Karen Bailey** I would like to have madrone wood to use for the statues. **Jane** I might be able to find some. **Amy Gyga** Me too **Karen Bailey** We need to decide where to plant the trees. **LeAnn Tourzan** Shooting Star Nursery can probably come out and tell us where would be a good spot **Amy Gyga** That is something my mom (Sydney) has always wanted, so that will be great.

h.) Board agreement, code of conduct and code of ethics **Amy Gyga** Passing this out to read over and reflect. At next meeting bring feedback to next meeting. I would like to get them adopted in. Thanks to Lorraine for preparing this . **Louise Lavergne** can we email feedback. **Amy Gyga** we cannot email between all board members, but you can email me feedback directly.

i.) Committee Board reps for the 2016-17 school year **Amy Gyga** Each year we ask board members to be part of each of the committees. The committees we have are fundraising, festival, outreach, beautification, Parent Council, auction, and site committee. **Louise Lavergne** I will do fundraising **Sarah Trujillo** I am the chair person of festival committee and will be working on auction this year as well. **Louise Lavergne** we don't have a welcome committee? **Amy Gyga** Welcome is part of outreach **LeAnn Tourzan** I have worked with site committee, beautification could be under the umbrella of site committee. **Amy Gyga** talk to the committee chairs of site and beautification to decide that. **Jane Higgins** Beautification and Site should work together and have a plan **Karen Bailey** Do we need a separate committee for master planning, or should site committee take on master planning? **Louise Lavergne** I think so, there should be a beautification team within the committee. I think they need to work together, like a subcommittee. **Amy Gyga** These committees are administrative committees, so Karen, you can do what you want, board does not have to make decisions. I will send you list that Sabrah gave me of committee chairs as so the end of last school year. **LeAnn Tourzan** We need to have a focus of renewal for site committee, bringing idea that site committee will be working on master plan. **Amy Gyga** LeAnn you will be on site/beautification. **Monica Rathjen** I will do beautification committee. **LeAnn Tourzan** Beautification can deal with more immediate things, like lawn chairs, clean up coordinating parent volunteers. **Amy Gyga** I know last year Gesine was on that committee and they went to teachers asking

what they wanted to see and got the gym painted and the curtain made. Amy I will take outreach, and check in with Mark, he has been the Parent Council rep and I will see if he wants to continue that. The

j.) Meeting Day and time **Amy Gygax** There was at one time a question about if we could change the day and time of board meetings. I know that there has been a faculty meeting added to that day. I wanted to put it out there that we could change and take suggestions on different day and time, we can keep it the same. **Karen Bailey** maybe board reps can skip faculty meeting on days of board rep. **Jane Higgins** The time from that meeting was also used as classroom prep time. **Karen Bailey** I know there is never enough classroom time, but I faculty meeting time is so important. **Lousie Lavergne** is there a day that would be better for faculty? Would Monday work better. **Jane Higgins** My best day would be Monday. **Lousie Lavergne** What is the current time? **Amy Gygax** 5:30 Wednesday, we could do 5. **Jane Higgins** 5:30 was chosen because people are coming from work. **Louise Lavergne** we should make it earlier so teachers don't have to wait around. Would it be more convenient? **Amy Gygax** We don't have to change it but we can. **Karen Bailey** There will be after care until 5:30 to help both parents and teachers who have meetings. You have to pay for it, but it is reasonably priced. **Amy Gygax**, we don't typically have public, but we want to make it convenient if public wants to attend. **LeAnn Tourzan** So we are leaving it on Wednesday for now? **Amy Gygax** We can leave it and just know that it is open, and if it's not working let me know we can bring the conversation back.

k.) Board Correspondence Thank-yous -**Amy Gygax** I printed up new cards with thank you message from the board to send to community members who have done things for Madrone Trail. Throughout the month, if you know of someone doing something email me so I can add them to the list, and you can add it during the meeting. **Karen Bailey** I would like to add the Jacksonville Applegate Rotary Club, they have let the 8th grade use the popcorn poppers. **Amy Gygax** The ones that I have are for Hannah Jackson for her service on the board, one for Hattie Berg the chair-person for the Beautification committee, and all the committee chairs from last year. One for Hattie, one for Dana Hight, chairperson for site committee, Sarah Trujillo for festival committee, Ted Trujillo for fundraising committee, Sabrah Maple for her work in communication, Jessica Bray from outreach committee. **Jane Higgins** Can we add one for Dana in the front office for extra work when Tracy was gone, she has been a sweet presence.

VI. Action Items:

a.) Approval of new Director Expenses Reimbursement **Amy Gygax** At the last meeting we had agreed to give Karen a moving expense, but we didn't have enough

board members here that were non- faculty to approve that, so we will vote on it this meeting. **Sarah Trujillo** I make a motion to approve moving expenses for the director. **Lousie Lavergne** I second the motion.

Motion approved

Aye: 5 (Gygax, McFarland, Rathjen, Lavergne, Trujillo)

No:0

- b.) Vote on perspective faculty board member **Lousie** I move to approve LeAnn Tourzan as faculty board member. **Sarah Trujillo** I second.

Motion approved

Aye: 6 (Gygax, McFarland, Higgins, Rathjen, Lavergne, Trujillo)

No:0

- c.) Approval of the 16-17 Budget adjustments **Lousie Lavergne** Are these final numbers? **Amy Gygax** This will make them final. **Karen Bailey** As final as a budget gets, there will be monthly adjustments. **Lousie Lavergne** I move to approve the budget. **Sherri McFarland** I second.

Motion approved

Aye: 6 (Gygax, McFarland, Higgins, Rathjen, Lavergne, Trujillo)

No:0

- VIII. Informational Items: Amy Gygax** Karen, anything else you need to discuss. **Karen Bailey** I want to make sure everyone is getting email updates. **Leann Tourzan** Wondering if site committee can plan a back to school clean up. I would like to organize that. **Karen Bailey** Anytime during the week of August 22nd would work. **Leann Tourzan** wondering when would be best weekend, or afternoon or evening.

IX. Closing verse

X. Meeting Adjourned

Minutes submitted by: Sarah Trujillo

Minutes approved by: _____

Board President