



Regular Board Meeting Minutes – Draft C
M.I.T.C.H. CHARTER SCHOOL
July 18, 2013, at 7:00 PM, Thursday

19550 SW 90th Court
Tualatin, OR 97062

Members Present: Jason Holland, Wayne Laird, Donna Capodacqua, Steven Burke, Christa Griffiths, Melissa Meyer

Members Absent: Julie Bosket, Andrew Vance

Guests: No guest list collected

CALL TO ORDER

Meeting called to order by Christa Griffith at 7:07 p.m.

1. PLEDGE OF ALLEGIANCE AND MISSION STATEMENT

2. PUBLIC COMMENT: None

3. TEACHER LIAISON REPORT:

Dee Grothe - Updated on the recently attended ONREP Summit, Thanked the board members for the opportunity to attend, and thanked the Board Chair for also attending. It was a good opportunity to work with teachers and work on plans for the future and curriculum. One idea came up with having a steam fair in lieu of a science fair. These are projects that integrate areas of study; can involve a school project, and at the end of the year classes and/or individuals present projects. We would invite someone such as Ron Saxon to the event and build relations and show what the school is doing.

Dianne Wright - Made Positive comments regarding the collaborative efforts at the summit. Fundraising events are planned. She came across another grant through project learning tree and applied for a \$3000 grant. Not only fulfilling what is a science fair, but it includes science, math, and engineering.

4. APPROVAL OF THE MINUTES

Wayne motion to approve the minutes from the June 20, 2013 Regular Board Meeting. Donna second the motion. Approved without correction. No opposed.

5. DIRECTOR'S REPORT

Parent/Student Meeting. Good turnout. New curriculum was presented. A few concerns regarding the advanced math students and how they would take electives, and Spanish. Some wish to have it full time requirement. A survey was put out concerning preferences for elective topics.

Curriculum; textbooks for Spanish and science need to be purchased.

Lockers; we are looking at purchasing lockers for the middle school students.

Staff; Plan of Record has been started. Discussion of student fair; plans to implement the curriculum and classes. All but three teachers attended. Student and parent handbook is being revised, and changes were discussed. An excellent meeting

Motion: To accept the changes to include a reference to the "world" in addition to the reference to the "nation" in the vision statement. Passed. None opposed.

Community Relations; positive responses from parents regarding communications and notes to parents. Encouragement for more.

Financial and administrative. Student enrollment. 249 student enrolled. One spot is open at this time.

Facilities/ We are getting ready to accept bids for janitorial services. Director would like to see if there is a way to convert the budget item into a part time position so there is someone on site. It would serve the school better to have someone on site. The idea is being explored in a manner that would fit within the current budget.

Propose a wording change to the vision statement and mission statement.

TO DO: Include the new statement to Vision Statement and put it into the minutes.

Mission statement change. **INCLUDE THE PROPOSED LANGUAGE.** Reason for the change is we do not offer a "classical education" is so far as the term of art is interpreted. The language will be reworked and a redline version will be presented to the Board.

New version: "M.I.T.C.H. Charter School will educate students to become confident leaders in our community, nation, and world through academic excellence. Our mission is to integrate the

learning environment with proven instructional strategies and to develop an enriching educational experience for all students. M.I.T.C.H. Charter School will provide a classical education with a sequential rigorous curriculum that is rich in literacy, culture, history, language and arts using multi-sensory instruction that combines real world experiences and applied knowledge."

Update on hiring process. 40 applications for the four positions. The majority are for the language arts position. The applications are being vetted for meeting the position requirements. A panel has been set up for the language arts position. Math, Spanish, and Music have panels set up already. 28 applications for language arts. Three for math. Six for music. Three for Spanish.

The time frame for hiring is as soon as possible.

Griffiths – The Board recognizes the need for lockers, and we are pursuing the pricing by using the existing facilities budget. ED is working on pricing and researching options.

6. COMMITTEE REPORTS

Wayne. Finance Committee. Met with Melissa and Janet with the budget. The finance committee will be meeting in the next few weeks. Just got information from Matt Van Doren, (previous Treasurer) last night. The Audit is in process for the previous fiscal year Not much to report, which is good news. The auditors did send a survey to the Board members for the prior year. If any current board members have questions, please forward them. Due date: within the next couple weeks. The rest of the report will be put together soon. A work session may be necessary.

Wayne is looking at doing another ten-year projection. No major changes are expected, but something should come out in late September.

Nothing critical in the June report.

Motion by Burke to approve the report and expenses for June 2013 as provided in the report. Jason second. Checks 7988 and 8256. Passed.
None opposing.

IT Committee – The Google apps system is up and running. It is being used and usage is growing. Training material is being prepared. Going to get Dionne to work on the hardware issues, including firewall adjustments. Training for teachers will be a priority. Long range, we are going to try to get rid of some hardware in the office and get something that is more efficient and can reduce expenses.

ED inquired about teachers being able to create individual web pages. They have that capability now, and some are already working on it. The pages can be updated real-time and customized.

Safety Committee – Going to move the bulk of the responsibilities of safety to the established team. When Amber is on site we will work on issues. Would like to explore the idea of installing a video camera system for recording the front entrance and back entrance. Costs are minimal. \$1500 maximum would be expected. Discussion was made regarding having a system. Staff saw a value in having something to monitor the back door. It gets propped open at times and the front office does not know.

Policy Review Committee – The office and Melissa put together the current policy manual. It will be reviewed and possibly revised. It needs to include the recent change in the last Board meeting as well.

Work Flow – A proposed workflow for the creation and edits to policy was handed out. It was explained to the Board and attendees. There was discussion of how it would work, recommended changes, and how it could be implemented within the scope of public meeting laws. The matter was tabled for the next work session for the Board.

Facilities Committee – Lockers. This issue was already discussed.

7. ACTION ITEMS

Motion: By Donna. Jason second. To have aftercare program in place that is perpetually that is based upon the Description of the Program already adopted and previously implemented.
Motion passed. No opposed.

After Care Program – A letter was sent to the Board proposing the keep the program the same as it is today. There was not a lot of interest for people who want to teach as part of an aftercare enrichment program. We have about 11 families that need an after care program. We have always provided this kind of program in the past. New teachers may want to participate in an enrichment program. The program would be limited to MITCH students. A request was made to have the Board approve this program for a couple of years. This avoids having to seek approval every year.

The one outstanding question is whether we would like start a drama club. A teacher would like to have it on Fridays. It was recommended to propose as a separate issue entirely.

Activity Fees – We will have credits moving forward in almost every class. Fees are collected to buy materials for classes and field trips. Every year teachers put a budget together, which varies depending on whether any students qualify for free or reduced lunch programs. The past several years have resulted in large surpluses. We are the place again where there is an excess balance. There have been Board discussions where it has been discussed to credit money back given the surplus.

Janet presented a solution. We have students that left in the sixth grade last year. That grade has \$1200 left over from the fee. The idea is we send donation letters regarding those fees to the families that left, acknowledging their donation.

Question of law: Can we convert the fees from one use to another? ORS 339.155 et al

MOTION: Send a letter to the families that left giving one of two options: 1) giving express consent to convert the fee into an unrestricted donation, which we would provide a donation acknowledgment, or 2) ... The matter was tabled for further discussion and legal research by Burke for the next meeting.

8. DISCUSSION ITEMS

Publishing of Meeting Minutes – Griffiths. Asked for Board consensus to post draft meeting minutes to facilitate communications. A draft can be circulated and marked up as a moving draft. Discussion to include a safe harbor statement at the top and watermark the draft minutes as a DRAFT.

9. PUBLIC COMMENT

Why is there a refund coming when the school needs things? The reason is due to legal limitations on how fees are used under Oregon law. There are restrictions on the use of the fees being collected for activities. There was discussion about how the policy on fees may need to be revised given the percentages of excess per student is not high. It is realistic in terms of budgeting expectations.

10. BOARD COMMENT

Wayne Laird officially welcome the new members to the Board.

Next Board Meeting: August 15th at 7:00pm.

Board work session date: August 6th at 7pm.

11. ADJOURNMENT

Meeting Adjourned at 9:02pm.