

M.I.T.C.H. Charter School
Board of Directors Meeting Minutes
August 15, 2013

Call to Order at 7:05 pm.

Attending: Melissa, Jason, Vane, Donna, _____, _____, Burke

Donna moves to approve the July minutes as amended. Second by Julie. No opposed.
Version "C" with amendments to the last sentence of page 4.

Teacher Liason – No report.

Executive Director Report –

Student Achievement and Development. Change in Dept of Education regarding the report cards was discussed. A handout was circulated. New information requirements regarding individual school "annual report cards."

Last year, changes to MITCH annual report card. Changed scoring from 1 to 5 range. We cannot meet level 5 due to demographic issues. There are weighted percentages for the criteria. MITCH is currently scored at 83.3%, which merits a high "4." It is mathematically impossible to merit a five due to the methodology of the scoring. MITCH lacks enough of a sample of various groups to score a "5."

Issues which can be addressed to improve our score where it can be improved:

Reading – the CIP will have information based on reading scores to focus on where we need improvement. Based on OAKS testing. This year the test is only given once. We do not want to "teach the test" but need to focus on certain areas to improve scores. While MITCH student scores are good, the students are not improving better than other schools, which should not be the case given the teacher to student ratio and the learning environment. We should be improving faster than other schools.

Staff & Professional Development. Meeting on Monday regarding the start of the year. District training next week regarding "Synergy" the new grading system. Please encourage and support our teachers.

Employment. Posted positions received 53 applications. Hired a language arts teacher. Kirsten Johnson. Middle school Spanish teacher. Benoit Bercho. Music position is still being interviewed. Middle school math. Position is combined with school interventionist. Interviews are next week.

Currently working on a substitute pool.

Janitor position is being interviewed. Hoping to hire next week.

Community Relations. Parent Student Handbook. A draft was handed out. Revisions were made, with board comment on items. Parent financial contribution is \$400. Board members will review the handbook further and make any last comments before being sent out.

Motion – Laird. To approve the handbook as present with amendments as noted, and make the Executive Director terminology consistent. Second by Burke. No opposed.

Financial Affairs. 247 students enrolled. Calls have been placed for open positions. One in Kinder open, and two in 8th.

Facilities & Safety. A group of volunteers came through the building for cleaning, swepts, vacuum, windows, and much more. Need to replace rubber gasket covering in the gym. Loose insulation in gym ceiling needs to be fixed, and balls removed from the lights/beams.

Continual Improvement Plan. The Board needs to establish a committee and meetings.

Motion – Burke. No second, no vote.

Lockers. ED prefers to locate the lockers on the far wall in the gym due to safety concerns with having smaller children enter through alternative door. The floors will get wet on rainy days and are going to be slippery. Lockers will not be installed by the first day of school. Discussion of budget (\$8k) and locker options.

Motion – Chair. Allow ED to purchase lockets NTE \$8,000, exclusive of installation fees. Julie 2nd. No discussion. No opposed.

Open House. Coordinated and ready.

Finance Committee. July financial statement sent out. “Pretty routine.” Some requests for budget changes. Nothing major. Changes will be shared soon. Finalized in September.

Audit. Still pending. Will review materials with ED. Target is 10/15.

Motion to approve financials and check Nos. 8061-8080, 8257. \$61,241.64. Second Donna. Comment: why are checks out of order. Treasurer would confirm the reason. Might be due to starting new book, special check. Motion passed unopposed.

Discussion Items:

Board and Staff Policies.

Burke gave legal opinion on unspent activity fees. Fees can be used within limitations of state law, but there is not a legal obligation to refund unspent budget allocation. Discussion of giving parents the option to “donate” in order to remove restrictions on the use of activity fee designation.

Chair. Discussion of policy to make policy. Handout given. (Flow chart)

Community Relations. ED has not had time for much but has reached out to establish relations with Tigard Tualatin School Dist.

Public Comment: None.

Burke: This Board is great.

Adjourned at 8:33pm.