



Regular Board Meeting Minutes
M.I.T.C.H. CHARTER SCHOOL
Oct. 17, 2013, at 7:00 PM, Thursday

19550 SW 90th Court
Tualatin, OR 97062

Members Present: Christa Griffiths, Jason Holland, Wayne Laird, Andrew Vance, Steve Burke, Julie Bosket, Donna Capodacqua

Members Absent: None

Guests: Sue Lau, Lisa Gilbertson, Dianne Wright, Beth Hudson, Monica Brisani, Lindsay Childers, Renea Ostermiller, Debbie Taylor, Michele Vitali, Danielle Brem, Janet Pederson, Deepa Serangapani.

CALL TO ORDER: 7:03 PM meeting called to order by Christa Griffiths. Role called by Andrew Vance

1. PLEDGE OF ALLEGIANCE AND MISSION STATEMENT

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."

2. PUBLIC COMMENT: None

3. TEACHER LIAISON REPORT: Dianne Wright reports that the Steam Fair is moving ahead and all classes are engaged in aligning with the Common Core. She thanks Renea Ostermiller for her work on the Whole Foods fundraiser which raised \$1300. Dianne reports that lots of community members attended including Chamber of Commerce members. Dianne reports that 2nd and 5th grade classes planted tulips on the curb. Garden plots have been divided and the 4th grade will be grading and leveling the plots and putting in some drainage. The 3rd and 5th grade have built Native American shelters. All these activities tie into the steam fair. The projects are available for viewing and the teachers have posted the "essential question" around Student Learning on the bulletin boards. Dianne reported salmon eggs are coming for the 3rd and 7th grade next week. They will be hatched and then released around December. An Urban Stewardship Grant funded this project. Classes are studying other things related to this such as the 2nd grade studying the water cycle, 4th grade is studying volcanoes and tectonics. The Greek Core Knowledge event for the 6th grade will be on the 18th of October. Finally, Dianne

reported that student/teacher conferences went well and thanked the parents for being on time which helped the flow for everyone.

4. APPROVAL OF THE MINUTES:

Motion to approve the August 2013 minutes as presented in draft “B” made by Steve Burke and seconded by Julie Bosket. Andrew Vance and Christa Griffiths abstain, all others vote in favor. Motion passes.

Motion to approve the September 2013 minutes as presented in draft “B” made by Andrew Vance and seconded by Jason Holland. All members for in favor. Motion passes.

- 5. DIRECTOR’S REPORT:** Melissa Meyer begins by talking about student development. She reports starting a two week competition among the students to try to address delays in students being ready for car line. The reward will be a free dress day and the competition is going well and have had the hoped for result. She also reported that Ms. Johnson the Language Arts teacher will be coordinating a Student Council Club rather than doing an elected Student Council. The students will have to have a parents signature to participate as well as needing to have a teacher sponsor them. The student must have had good behavior and be caught up on their work for a two week period. Once in the club if either of these areas slip the student will not be able to participate. Club will be focusing on student behavior, mediation training and service activities. They will also be creating a school mascot and will be creating a competition to do that. Ms. Meyer has also asked this club to host a contest for a school song, but not a fight or military song. Mr. Cooper will help the students put it to music.

Regarding student achievement Ms. Meyer reports that the State of Oregon report cards came out for the schools. MITCH is 4th in the Tigard-Tualatin School District and that a MITCH middle school students out performed students from the other three TTSD middle schools. Ms. Meyer reports that for conferences there was about 90% attendance by parents. One issue that came up for Middle School teachers was the schedule as the teachers had about 60 conferences and that was too many.

Staff development: Sue Lau talks about feeling energized and excited about this year, her ninth year as a teacher at MITCH and her third as an employee. She reports that she went to an Art conference in Sisters the prior week and it was an eye opener for her. The

national standards for art are not yet set but there are proposals out there and Oregon may be a bit behind. She reported being exposed to other schools that are severely underfunded for their art programs and have too many students in each class and this has enhanced her appreciation for MITCH. She reports that Art in Oregon is not promoted as it is in other states in the nation and that other states are much more transparent about Art funding. She showed some examples of work that MITCH students are doing in Art and how she is integrating science, math, history and other things into the Art curriculum. Sue closed by thanking Ms. Meyer for the “Teach Like a Challenge” work and feels like the staff is now getting mentoring and moving from having to focus on survival to focusing on thriving.

Ms. Meyer reports on the Urban Stewardship Development and that the staff plotted out the gardens and divided up the landscape. She will be attending the COSA annual Principals Conference which will be focused on learning about development of school safety plans and dealing with formative assessment. She reports that a RIGGS refresher course will be provided for the teachers in November. The Spanish teacher will need to be replaced as Mr. Berho has moved on. A long term sub will be sought to allow time to conduct a recruitment.

Community relations: Beth Hudson talks about the parent group and fundraising. Conferences happened to help out the book fair which sold enough to purchase \$1474 in books for the classrooms. Additionally, \$90 have been raised throughout MITCH vehicle sales. This can be an ongoing fundraiser and similar stickers could be used as thank you gifts for fund contributors. The Willamette Fruit Company Pie Sale fundraiser is happening through the end of October. The Pizzacato fundraiser will be November 5th and will include the ability to purchase gift cards in addition to dining in that day. Beth updated progress on the auction. This year the auction will be March 8, 2014 at the Crown Plaza in Portland near the Convention Center. The reasons for the location change include a good deal from this hotel which also has everything that will be needed (tables, chairs, etc.) and there will be heavy Hors d’oeuvres and a bar. They have done school fundraisers before and so have some experience. This will also help deal with volunteer burnout in terms of setting up and tearing down the auction. The goal is to keep the cost below \$30 a head. The next focus will be procurement. Online participation is being explored for this event as well. Beth also reports that sponsors are being sought as a way to keep costs down in exchange for advertising during the event. There is now also a fundraising thermometer in the front hall. So far \$10,206.73 have been raised. Finally, Beth reports that the parent group is happy to help with a parent survey with assistance from the Executive Director and approval from the board for the direction of the survey.

Ms. Meyer reports that social media communication have increased. There are currently two blogs done by Ms. Meyer. There is also a Twitter feed @mitchcharter and a Facebook page hosted by Ms. Meyer. There is a family service day coming up and being headed up by Lisa Gilbertson. On October 10th was a second RIGGS workshop for parents and 12 parents turned out for that. Ms. Meyer went around to the neighbors to introduce herself and solicit parking for the dessert event and as a result, there was plenty of parking with no complaints and neighbors were very supportive. She also reports that she has been selected to be part of the Career and Technical Education Revitalization Grant review Team. Ms. Meyer wanted to be a part of this team because as an agricultural focus school MITCH could possibly receive grants from this in the future and Ms. Meyer wanted to know what they were looking for to see if MITCH is a good fit.

Financial and Administrative management: A family contribution request letter will be going out with the report cards. The parent group provided feedback for this letter. The goal is to have 50 families participate this year at some level of financial contribution. Ms. Meyer again challenged Board members to participate noting that three have made contributions. She reported that there will be a Kindergarten Informational Open House on Tuesday Oct. 22 at 6:30. This will be for next year Kindergarten students.

Facilities and Safety Management: Ms. Meyer reports that she will be meeting on Oct. 18 with Sonitrol to do a walkthrough and assessment. The update on the ball net has been sent to the property management company and there has been no response. Ms. Meyer will follow up with a phone call. Regarding the playground, Ms. Meyer would like to create a committee to look at fundraising next year for playground equipment. There are community members who work for playground companies that would like to work with us. Andrew Vance will work with Ms. Meyer and an unofficial committee to explore options, space, liability, grants and equipment. Tiffany Wallace Anderson, Renea Osermiller, Michelle Vitali Monica Brisson, Jason Holland and Christa Griffiths express interest in helping.

Other: Ms. Meyer reports that after doing some research, HB 2220 does not apply to Charter Schools.

6. COMMITTEE REPORTS:

Finance Committee: September statement went out there were no concerns noted. Jason Holland asks a couple of questions about school supply costs and a difference of \$400. Janet reports that this will be spent down ordering paper over the rest of the school year. Jason then asks about an expenditure of \$1500 for the Spanish class. Janet reports that the cost was for text books. Jason then asks about a returned check for \$4000. Janet reports that it was just an issue of timing for that check. Jason then asked a question about musical instruments and asked if the cost was split between classes. Janet reports that it is a training issue. Wayne reported that there will be a debt payment coming up.

Motion to approve the September 2013 finance report for checks 8116 to 8176 and 8258 (out of order) totaling \$82,040.76 made by Wayne Laird. Seconded by Jason Holland. All members vote in favor - motion passes.

Wayne goes on to talk about the school audit. It was completed and reviewed. The fund balance was reduced because there was no income from an auction last year.

Regarding the budget, the finance committee will be Wayne Laird, Melissa Meyer and Janet Pederson as well as whomever else want to be involved. There will need to be a draft of the budget to the TTSD Board by March 15, 2014. To accomplish this years budget, some changes may be necessary. There will need to be a \$29,000 change because activity funds dropped, PM Kinder increased about \$4000 and state school funding was higher by about \$20,000. There was a drop in the admin. budget of \$4000, lunch person's FTE increased from .4 to .6, the Education Assistants went from 1.5 FTE to 2.0 FTE and went to salary. The music teacher position went from .75 FTE to .6 FTE. These changes total increased \$6,000. The state testing costs added \$2000 to this years budget and there was an increase of \$3000 for textbooks.

Motion to approved the revised budget for 2013-2014 in the amount of \$1,375,300 made by Wayne Laird. Seconded by Steve Burke. All members vote in favor - motion passes.

7. **ACTION ITEMS:** None
8. **DISCUSSION ITEMS:** Executive Director Job description: Donna Capodacqua talked about some of the categories as highlights. Some thing have been brought together by Donna and Ms. Meyer into one place.

A motion to accept the Executive Director job description summary as presented made by Jason Holland. Steve Burke seconds. Jason amends motion to revise by adding today's date. Wayne Laird seconds amended motion. Members vote to accept as revised by adding a date. All members vote in favor - motion passes.

This document will be posted.

Discussion about publishing documents. Some would like to see documents posted prior to a board meeting and Jason Holland volunteered to help get items posted. The intent will be for items to be posted 24-48 hours before meeting time. Wayne Laird expressed concern about drafts being mis-marked. Some items such as financials should remain available by request only instead of being posted.

CIP vs. Strategic plan. Steve Burke provided a definition for each of these items. See attached document. A discussion follows and a recommendation to form both committees was made

Jason Holland makes a motion to create a committee under the authority of the MITCH Charter School Bylaws in section 6.8 tasked with developing the CIP plan. The CIP committee will have the following members: Melissa Meyer, Steve Burke, Julie Bosket, the chair will be Melissa Meyer. The CIP committee will provide monthly updates to the Board chair during any regular board meeting.

Seconded by Wayne Laird. All members vote in favor - motion passes.

9. **PUBLIC COMMENT:** Dawnelle Brem would like to be involved in the playground research committee. Deepa Seringapani. asks if we have approached the City of Tigard about technology and the possibility of obtaining their used equipment. She also suggests approaching area Chamber of Commerce members with tickets to the auction to broaden the draw. Renea Ostermiller asked if technology needs/wants have been identified. Ms. Meyer states that originally money had been set aside to purchase 30 laptops and headphones for testing. However, could get 60 Chromebooks for the same price. it is not certain that the Chromebooks will work with the new testing to be released for next year. The cost of Chromebooks cost about \$200 each. She then asked if we have leveraged the school district to see about getting a better purchase deal.
10. **BOARD COMMENT:** None
11. **ADJOURNMENT:** Meeting adjourned at 9:00 PM. The next Board meeting will be November 21, 2013 at 7:00 PM. There will be a work session on November 21, 2013 at 6:00 PM.