



**Regular Board Meeting Minutes – Final**

**M.I.T.C.H. CHARTER SCHOOL**

**January 16, 2014, at 7:00 PM, Thursday**

19550 SW 90<sup>th</sup> Court

Tualatin, OR 97062

**Members Present:** Christa Griffiths, Wayne Laird, Jason Holland, Donna Capodacqua, Steve Burke, Andrew Vance, Julie Bosket and Melissa Meyer (non-voting)

**Members Absent:** None

**Guests:** No guest list was collected.

**CALL TO ORDER**

The meeting is called to order at 7:01 PM by Christa Griffiths.

Andrew Vance performs the Roll Call.

**1) PLEDGE OF ALLEGIANCE AND MISSION STATEMENT**

The Pledge of Allegiance is recited. Andrew Vance reads the vision statement. Capodacqua reads the mission statement.

**2) PUBLIC COMMENT** None

**3) TEACHER LIAISON REPORT** See Attachment

**4) MINUTES**

**Motion to Approve Minutes from December**

Motion to approve the December minutes as presented in draft B by Christa Griffiths. Second by Steve Burke. (Add version B). All in favor, Wayne Laird abstains - motion passes.

**5) Student Leadership Report**

Melissa Meyer invited our guests, Kirsten Johnson, middle school teacher who oversees the student leadership club and student representative Kira Shetler of the 6th grade to speak about what the club has accomplished thus far. Kira reported that the students had selected a school mascot from the options of the fox, the mammoth or a moose (the fox was chosen) and school colors (blue/silver/gray) by popular vote. Design of a new logo was requested to incorporate them onto merchandise to be sold at events or in a school store. The group would like to know about the possibility of a budget to hire this done by a professional graphic designer. Melissa Meyer asked some questions and suggested having a contest to choose a design and asked what kind of time frames we would have. Steve Burke suggested checking into colleges for Graphic Design where college student(s) could be recruited for the job or a contest. Wayne Laird recommended that this be a logo for student use only and that MITCH keep the current historic logo for school identification and business. Julie Bosket suggested using MITCH students for a design contest and Kira reported that that was considered but the students ruled it out due to concerns about hurting other feelings. Melissa Meyer suggested that she and the students talk more about the budget. Wayne Laird suggested that the students bring this back to the board with a financial proposal. Julie Bosket recommended reconsidering a MITCH student contest because learning to win and lose gracefully is a life skill that can be part of school.

## 6) Directors Report

Melissa Meyer began her report with student achievement and development. The second round of dibbles tests have been given. Students can score in one of three categories: meet, just below or Intensive (well below). Initially it looks like all classes improved except Kindergarten which has to do with teaching strategies that differ between the state test and RIGGS teaching. This will be looked at as the students progress. The OAKS test is set for last week in April. Parent teacher conferences were to be held on January 17, 2014. Students who don't meet benchmark may retake the OAKS test by May 20th. The winter music concert is scheduled for Jan. 17<sup>th</sup> at Tualatin High School Auditorium.

In regards to Staff Development, Ms. Meyer is almost done with teacher observations and will begin follow up with teachers soon after.

In regards to Community relations the goal was to have a minimum of 30 families participate in continued giving and we currently have 32. New goal is for 50 families. If every family participated at \$400 a year, the budget shortfall would be met and fundraising done by the Parent Group would go entirely to extras such as upgrading teacher and student technology.

Facility and Safety Management: Melissa reported there have been two incidents of vandalism. They have been reported to the proper authorities and immediately painted over. The option of adding a strategically located fence and a security camera is being pursued and will hopefully be in place by the following weekend. The visible graffiti on other buildings near the school is still up and we may approach those business to see if MITCH can paint over them so the students need not be subjected to it.

There have been seventy-three applications submitted for the Kindergarten lottery. Of those there are nineteen in district siblings and two out of district sibling applications.

## **7) FINANCE COMMITTEE REPORT**

Wayne Laird reported there was no finance committee meeting this month. He did attend the TTSD board meeting where MITCH was discussed. Wayne commended Melissa Meyer on her presentation to the TTSD School Board. Finances are moving along well with more revenue than expected and fewer expenses. Wayne Laird commends Jason Holland in asking questions about the financials. He also commented that it is positive that more families are contributing through planned giving. Questions about the formatting of the current report were asked by Christa Griffith.

### **Motion to Approve November Financial Report**

Wayne Laird made a motion to approve the November financials as presented with check numbers between 8234 - 8509 and related EFT payments for a total expenditure of \$121,2611.42.

Steve Burke seconds the motion.

All vote in favor. The motion passes.

### **Motion to Approve December Financial Report**

Wayne Laird made a motion to approve the December financial as presented with check numbers between 8294 - 8328 and 8510 and related EFT payments for a total expenditure of \$121,562.38.

Jason Holland seconds the motion.

All vote in favor. The motion passes.

## **8) SIP COMMITTEE REPORT**

Update given by Steve Burke. Professional development processes are in place. Working on taking data and individual student and teacher plans to class based plans. Working on putting this process in writing. Also discussed school climate and environment - what can be done to continue to develop community and further multi sensory, integrated learning. The committee met on January 14<sup>th</sup>. They also worked on a timeline for deliverables.

## **9) Playground Committee: Will meet Jan. 28, 2014.**

### **10) Parent Committee**

Beth Hudson reports that \$21,231.38 have been fundraised. \$17,300 from donations. There is another Pizzacato fundraiser scheduled for April, and up coming fundraisers including student or family portraits, student faculty basketball game. See attached.

Alice reported on the auction: See attached. Tickets are for sale online. Tickets will be sold at the Winter Concert. Invites to community members will be sent. Twenty-eight local businesses have been asked for sponsorship of MITCH. Band performance at the auction is up in the air. (Ask ERIC about playing). Volunteer needs exist for day of event.

### **Discussion Items**

a) Building safety: Work session was discussion about vandalism and school security and safety. Christa Griffiths reports that Melissa Meyer will be putting together for the board an overall plan for security that will then be graded by priority for implementation. There was also discussion about an immediate fix for the graffiti and a trail cam will be purchased and installed this weekend. Melissa Meyer is working with the management company to try to get a fence installed in the back to close a access point. An effort will be made to involve the immediate community. Also maybe having TTPD conduct a safety audit.

b) Board agreements: Donna Capodacqua provided updated descriptions. A discussion ensues regarding the origin of the updates and the historical descriptions of duties. Steve Burke speaks about the current by-law descriptions of executive positions and feels a need for some updates. Christa Griffiths tables this topic pending further discussion.

c) Bylaws: Steve Burke talks about his desire to update the by-laws regarding the position descriptions, term limits, changing the structure to have the parents elect the board members. Having a teacher, elected by the teachers serve on the board. That would allow staff more input into decision making. The merits and downfalls of these ideas are discussed.

### **11) PUBLIC COMMENT**

None

### **12) BOARD COMMENT**

Andrew Vance asked about Melissa Meyer to seek out and provide more information on TTSD's threat of harm policy.

### **13) ADJOURNMENT**

Steve Burke moved to adjourn the meeting.

Julie Bosket seconded the motion.

All in favor, meeting adjourned 9:01PM.