



Regular Board Meeting Minutes – Draft B

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

February 20, 2014, at 7:00 PM, Thursday

19550 SW 90th Court

Tualatin, OR 97062

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

Members Absent: Andrew Vance

Guests: Lisa Gilbertson, Beth Hudson, Julie Dunmire, Lindsay Childers, Kellie Umlandt, Patricia Saier, Nathan Saier, Shana Hildreth, Sandra Ottley, Dianne Wright, Renee Ostermiller, Michele Vital, Kendall Uslan, Janet Peterson, Kirsten Johnson

CALL TO ORDER

The meeting was called to order at 7:03 PM by Christa Griffiths.

Jason Holland performs the Roll Call.

1) PLEDGE OF ALLEGIANCE AND MISSION STATEMENT

All in attendance recited the Pledge of Allegiance. Donna Capodacqua read the vision statement. Jason Holland read the mission statement.

2) PUBLIC COMMENT Kellie Umlandt read a letter she wrote to the board regarding the Kindergarten lottery. Her son was the one sibling that was found without a spot. She asks board to consider opening one more spot so her kids are all together at MITCH. Christa Griffiths indicated we will discuss in discussion items.

3) TEACHER LIAISON REPORT See Attachment

4) MINUTES

Motion to Approve Minutes from January

Motion to approve the January minutes as presented in draft A with small change to item 12 made by Jason Holland. Second by Donna Capodacqua. All in favor. Motion passes.

5) Student Leadership Report Teacher Kirsten Johnson introduced our guests Kendall Uslan (7th grade) and Nathan Saier (6th grade) to give a report. Kendall reported that thanks to contacts made by Melissa Meyer at George Fox University, design students are working as a class to design the Fox logo to be used on student merchandise to be sold through the student store and at events. The store will be run by the leadership team. Once they have a logo, they will begin getting costs for merchandise.

Nathan Saier reported that the leadership team will be attending the next work session of the Tualatin City Council on Monday, February 24th.

6) Special Guest Officer Wes Girardi of the Tualatin Police Department Jason Holland began by asking a series of questions regarding the recent vandalism (graffiti) at the school. Officer Girardi reassured the board that this incident does not impose a threat to students, it is not believed to be gang related as it did not lead to or surround criminal activity and that this kind of behavior generally follows a pattern. Officer Girardi also indicated that they have catalogued the evidence, and it will take time to track these people...believed to be just two individuals who have also tagged nearby buildings and businesses. As far as the tag, it is new and not of an experienced hand. Officer Girardi said that the school may deter repeat offenses by putting a fence along the railroad tracks as that is most likely the access point. Christa Griffiths inquired about the length of time landowners have to cover or clean graffiti under city ordinance. Officer Girardi indicated he believes it is 72 hours. Failure to address has been assigned to a community officer who has contacted the businesses. Christa Griffiths asked if there is anything specific our school could do to increase security for safety of our students. Officer Girardi indicated that access is limited which makes the building quite secure. Lindsay Childers asked about security cameras and Officer Girardi responded that security cameras in schools are best used for monitoring students within the school or on the grounds and not a deterrent to criminal activity. In addition to providing this information, Officer Girardi confirms he has been to the school about 4 times this year, and response time for any emergency is two to three minutes.

7) FINANCE COMMITTEE REPORT

Wayne Laird reported there was no finance committee meeting this month but has plans to meet in the next week or two. He has requested wish lists from staff for budget consideration. Wayne Laird further explained cash flow and while it would appear we have a lot of money, it is due to the way the state distributes money to schools...with the greatest amount in September. He is looking forward to budgeting for next year. Wayne Laird thanked Jason Holland for showing interest and overseeing the financials with Janet Peterson who is a valuable resource in providing answers to his abundance of questions and overseeing the new bookkeeping company. He again commented that it is positive that more families are contributing through planned giving and reiterated that if we had each family giving we could start to use other monies for school improvements.

Motion to Approve January Financial Report

Wayne Laird made a motion to approve the January financials as presented with check numbers between 8329 - 8366 and related EFT payments for a total expenditure of \$113,408.84.

Steve Burke seconds the motion.

All vote in favor. The motion passes.

8) SIP COMMITTEE REPORT See Attached

Update given by Steve Burke and Melissa Meyer. Much of the discussion revolved around attendance. Of 81 days of school, there have been 810 absences school wide. Melissa Meyer spoke at length about how this affects teachers, students and learning. She has outlined a list of positive reinforcement ideas to encourage a focus on attendance. It was also identified that simply bringing parents attention to the issue and asserting the

importance of regular, full day attendance is the first action to be taken. Revisions will also be made to the attendance policy in the student handbook for next year that will reflect the school's view on absences due to any reasons other than sickness or family bereavement. There was also discussion with members of the public regarding parent attitudes and how we might address the systemic issues to perpetual absences.

Motion to Delegate to SIP Committee

Steve Burke made a motion to delegate the rewriting of the attendance policy in the student handbook to the SIP committee. Christa Griffith gave the second. Motion passes.

- 9) **PARENT COMMITTEE** Beth Hudson gave her report. She outlined upcoming months meetings. March will be devoted to the Lottery. April will be a townhall style meeting where parents may ask question regarding various topics including lottery, curriculum and possibly uniform and attendance. May's meeting will focus on planning for the next school year. June's meeting will be more social. The auction is coming up on March 8th. There is \$18,000 in fair market value merchandise up for bid at the auction. Current ticket sales are at 65, the goal is for 100 to attend. (see attached)

10) **PLAYGROUND COMMITTEE**

Christa Griffiths reported that the group met and a lively discussion ensued regarding ideas for improved playground equipment. They came to the table with hopes and dreams for consideration. They will take these ideas and see how they might integrate them and come up with a plan, costs and identify possible sources of revenue to fund the project. They will break down the plan into short term and long term solutions.

- 11) **DIRECTOR'S REPORT** (see attached) Melissa Meyer spoke of adopting a school Vision, Mission, Philosophy and Therefore statement. Jason Holland recognizes it is not only maintains our historical vision, but clarifies it. Christa Griffiths encouraged the board to take time to consider it and asked to add it as an action item next month. Melissa Meyer the presented the Middle School Faculties idea and desire for an Ag Day program for next year that will require student attendance at school 2, ½ days per month (total 16 days for the year). This is a cost neutral but adds to school instructional hours and will enhance learning. The idea was well supported by the board. Wayne Laird brought up issues that may come up regarding childcare of younger siblings and transportation issues for parents. Steve Burke suggested a parent survey to find solutions to these issues not permission.

Point of Order...Motion to extend meeting.

Jason Holland made a motion to extend the meeting time by 30 minutes. Steve Burke seconded. All agree. Motion passes.

Director's report cont...

Annual teacher observations have been completed. Teachers have submitted mid-year self reflections to Melissa Meyer.

Community relations. Ms. Meyer reported that there are now 34 families participating in the annual giving. The goal is still for a minimum of 50 families. The school also received a one time \$200 gift from someone in the business community.

Facilities (see attached). Discussion on priorities to make the building more secure are listed, however, after Officer Girardi's visit, these will be re-evaluated based on what was said.

12) DISCUSSION ITEMS

a) Grant writing and fundraising was brought up by Steve Burke. This gave way for Jason to report that the grant committee had just met prior to the start of the evening's board meeting. Jason Holland will submit notes. This will not be a quick process as it requires research and focus. The committee's desire is to be a resource for teachers and to facilitate the process. Jason Holland agrees with Steve Burke the board should take a more active roll in fundraising within the community (never stop asking). Jason Holland and Wayne Laird commended the parent committee for doing an exceptional job at fundraising. There is a need to identify specific needs for fundraising so those giving will understand the need and how they can help it achieve fulfillment. This can also be used for grant writing in identifying classroom sized projects that need to be funded. Wayne Laird also reminded everyone that he needs an extended wish list from teachers as they may be included in the budget for next year.

b) Christa Griffiths addressed Kellie Umlandt's letter to the board regarding kindergarten enrollment for her son. Discussion ensued regarding how we might add one more to kindergarten and when we would know if we can do that. This will be an ongoing process, but the general consensus is to find a way to make it work so this family can have all three of their children at the same school.

c) Bylaws: Steve Burke submitted a set of revisions to the by laws. Board members are to examine by-laws and an individual work session will be scheduled to discuss the changes.

13) ACTION ITEMS None

14) PUBLIC COMMENT

Lindsay Childers drew the board's attention to the voting policy suggesting a revision in the By-laws. This is in regard to one vote per child at the school as opposed to one vote per family. She feels this is not fair. The board assured her they will discuss.

Michelle Vitali asked about the possibility of allowing 2 excused absences for AG days for next school year. Kirsten Johnson countered that if they are counted as instructional days, this would adversely affect the attendance record and absences could still only be excused for legitimate reasons.

15) BOARD COMMENT

Christa Griffiths announced that May's board meeting is the Annual Board Meeting and will be at the Heritage Center and not at the school. It will also be a longer meeting and times may vary. She also indicated we have a spot to fill on the board immediately. This is an optional position we have simply not filled. We will also be electing 2-3 new board members in May as terms are expiring. She encouraged others to get the word out to those who may be interested.

16) ADJOURNMENT

Steve Burke moved to adjourn the meeting.

Donna Capodacqua seconded the motion.
All in favor, meeting adjourned 9:37PM.