



**Regular Board Meeting Minutes – Draft B**  
**M.I.T.C.H. CHARTER SCHOOL**  
**Thursday, June 19, 2014, at 6:30 PM**

19550 SW 90<sup>th</sup> Court  
Tualatin, OR 97062

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

**Members Absent: Kurt Ostermiller**

*The Multi-Sensory Instruction Teaching Children Hands-On (M.I.T.C.H.) Vision & Mission*

*M.I.T.C.H. Charter School, where every child excels academically, pursues a Core Knowledge Foundation School of Distinction designation with agriculture fully integrated throughout our curriculum.*

*Our mission is to teach a coherent, cumulative, and content-specific curriculum in language arts, history, geography, mathematics, science, the arts and agriculture so that our students become literate, knowledgeable, and confident leaders serving our community, nation and world.*

*The M.I.T.C.H. Philosophy*

*We believe students learn best when excellent teachers teach a coherent curriculum fully supported by a strong parent community.*

*We believe the integrated use of visual, auditory, verbal and motor- cognitive skills during skill & content instruction is essential to student learning.*

*We believe students learn by building knowledge upon knowledge when instructed in a purposefully sequential program.*

*We believe integrating authentic, agriculture-based content as the context in which we teach our core curriculum improves student achievement.*

*The M.I.T.C.H. Goal*

*It is our goal for 100% of our students to meet or exceed the Common Core State Standards grade benchmarks as measured through the standardized assessments established by the Oregon Department of Education without teaching to the tests.*

**1. CALL TO ORDER 6:32pm , PLEDGE OF ALLEGIANCE AND MISSION STATEMENT is read (above)**

**2. MOMENT OF SILENCE: In memory of the victims and families impacted by the school shootings at Reynolds High School and Seattle Pacific University.**

**3. APPROVAL OF MINUTES FROM MAY 15 ANNUAL MEETING.**

Andrew Vance makes a motion to approve May meeting minutes as presented in Draft B. Donna Capodacqua seconds the motion. All vote in favor and motion passes.

**4. COMMITTEE REPORTS:**

a. Finance committee: Finance committee did not meet. Finance committee requests funds to purchase technology, about \$20,000 extra was raised for technology above expectations. *Christa Griffiths makes a motion to move \$20,000 into current budget for technology.* Donna Capodacqua seconds the motion. All vote in favor and motion passes.

*Minutes Approved 7/19/14*

Page 1 of 4

MITCH currently has 2 copiers and office staff are proposing going to one that can address the needs of the school. Savings of recommended proposal is \$200 a month. *Capodacqua moves to accept CTX bid as proposed on 3/6/14.* Wayne Laird seconds the motion, All vote in favor and motion passes.

Donna

Janitorial contract: The staff would like to go back to a contract service and the low proposal is \$2500 / month from Coverall. Bathrooms will be cleaned 5 times a week, classrooms 4 times a week. *Donna Capodacqua makes a motion to accept the Coverall bid for \$2500/month.* Wayne Laird seconds. All vote in favor and the motion passes.

Staff recommends spending an excess of building maintenance funds to purchase desks and tables and other furniture for a total of about \$6000. *Christa Griffiths makes a motion to approve the purchase.* Jason Holland seconds the motion. All members vote in favor and the motion passes.

Financials: Adjustment of “your fare share” accounts - it was reduced in the budget for a correction. Otherwise things were on budget. *Wayne Laird makes a motion to approve the financials totaling \$121,170 for check #s 8516-8579 and related EFTS and ACH’s.* Jason Holland seconds. All members vote in favor and motion passes.

b. Playground committee: Four proposals were displayed for Board members and guests to review. Clipboards are available for comments on each version. Average bid was for \$42,000. This will be considered phase 1 of this project. Grant possibilities are briefly discussed.

4. **TEACHER LIAISON REPORT:**

- a. Core knowledge school of distinction process. Ms. Ottley makes a presentation about the process of becoming a “School of Distinction” and the benefits to M.I.T.C.H.
- b. Progress of the School-Wide Positive Behavior Support plan. Ms. MacLaen makes a presentation about the benefits of this plan and the steps necessary for implementation.

5. **DIRECTORS REPORT:**

a. Review of middle school, 2013-2014: Where We’ve Been and Where We’re Going  
Mrs. Meyer gives a recap about Middle School achievements and areas for improvement. She also outlines proposed schedule adjustments for the 2014-2015 school year. These include for middle school including physical education, spanish, study skills, media/technology. For school wide improvement - continuing professional development including teachers becoming certified in Institute for Excellence in Writing, development in Saxon Math and further development of agriculture in the classroom. Finally, implementing a school-wide positive behavior support plan.

b. 2014-2015 Teacher Hiring: There are currently four hiring committees for vacant positions: Music, elementary positions, middle school math and middle school science. Parents, teachers, Board members and the Executive Director will be present on each committee and all committees will be chaired by parents. Jobs will post on EdZapp and Netchemia on June 20, 2014. This will allow review of applicants by the committees prior to interviews. She outlines the position description. More parents are needed chair-persons of the hiring committees. online  
to be

**6. DISCUSSION ITEMS:**

a. Board Retreat: Set for July 19, 2014 from 9:00 to 4:00, location TBD. Purpose is for strategic planning and board training. The agenda will not be a traditional board agenda.

b. Final Review of 2014-2015 Parent and Student Handbook. A discussion about time allowed for make up work due to illness ensues.

c. School security: Tabled. TUPD has a liaison officer who reportedly feels that overall MITCH is a reasonably secure building.

**7. ACTION ITEMS:** Adoption of Uniform Policy: Donna Capodacqua makes a motion to adopt uniform policy. Second by Steven Burke. All vote in favor and the motion passes.

**8: PUBLIC COMMENT:** Jamie Cedarberg comments that she feels that administration is not fulfilling the mission of MITCH based on the choice not to extend contracts to former employees.

Helen Cain: A letter is read in her absence: Generally Mrs. Cain expresses support for the Executive Director and the Board.

Ty Hildreth: comments that he believes staff that were not renewed were not given the opportunity to improve or given information that they were not meeting standards.

Beth Hudson: Comments that since she has been involved deeply in the school and talked with teacher, directors and board members she believes that although she may not have every bit of information, she knows enough to support the director in making difficult decisions. She also advocates for more parent involvement at board meetings and in the parent group.

Kris Hillgartner asks a question about improving communication between teachers and parents. Mrs. Meyer gives some update about new webpages that will be consistent among all the teachers.

Nui Darrow comments that even though MITCH has lost good teachers she is hopeful that MITCH students will compete well when they get into high school and encourages the hiring committees to keep the best interest of the children in mind.

Tracy Laird comments that changes sometime hurt but that we'll get through. She comments that if more people are involved in the beginning and not just when problems come up things will move better.

Michele Vitali wants to recognize the four staff who were not renewed by encouraging parents to recognize them. And asks the Board if there is anything that the parents can do to better support teachers? Melissa Meyer encourages parents being involved in activities and hiring committees.

Rene comments that she did not receive effective communication from the Executive Director. She also comments that if the students have to abide by a uniform code that the staff should have to abide by a dress code. She further comments that changes that have happened are difficult and challenging with inadequate communication.

Michael Cardinas comments that his wife volunteers at MITCH and that a teacher yelled at his wife as volunteer and that his son has to stay up late doing homework and encourages better communication.

**9. BOARD COMMENT:**

Christa Griffiths thanks guests for attending and comments about the challenge of board participation. She comments that staff work very hard and that this year has been a time of transition and moving forward. She endorses Ms. Meyer in her direction of the school and encourages guests to volunteer and contribute.

Steven Burke comments that the board works hard and that comments that student attendance rates are terrible and that if the MITCH charter was up this year it would not be renewed. He called for the cessation of derogatory comments that have been made toward the Executive Director and the board. He further comments that decisions to not renew teachers were made to move MITCH forward and bring MITCH to the excellent place that it can be.

Jason Holland comments that decisions to not renew contract was not based solely on test scores. That other elements were considered but that due to privacy requirements they cannot be shared. He further states that Mrs. Meyer was brought on because of her passion and desire to bring MITCH to the great school it can be. He shows slides of test scores over five years noting that there is a downward trends over the past five years. Also that this is the first year that comprehensive data was analyzed.

**10: ADJOURNMENT: 9:09 P.M.**

**The next scheduled M.I.T.C.H. Board meeting will be held on July 19, 2014 from 9:00 a.m. to 4:00 p.m. for a Board retreat. The location is still to be determined.**