



Regular Board Meeting Minutes –Ver B
M.I.T.C.H. CHARTER SCHOOL
Thursday November 20, 2014, 7pm

19550 SW 90th Court
Tualatin, OR 97062

Members Present: Jason Holland, Wayne Laird, Julie Bosket, , Donna Capodacqua, Christa Griffiths, Jody Blakely, Lindsay Childers, and Melissa Meyer (non-voting), and Steven Burke (via phone)

Members Absent: Kurt Ostermiller

Guests: See sign in sheet

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.

I. Call to order, roll call, pledge, and mission statement 7:00pm

II. Approval of the Modified Agenda

Motion by: Jason

Second: Donna

For: Jason Holland, Wayne Laird, Julie Bosket, Donna Capodacqua, Christa Griffiths, Jody Blakely, Lindsay Childers
Steve Burke Abstains

Modified Agenda approved as presented

III. Approval of the October Meeting Minutes

Version B was distributed to all members.

Motion by: Christa

Second: Wayne

For: All

Motion approved October meeting minutes version B

IV. Public Comment

Chen Wern asked about T.A.G. testing and math leveling. Melissa responded that we do not currently have a TAG policy or testing available, but it is something she is looking into for the future. The math leveling question was not addressed at this time.

V. Board Communication

The board communication “hot sheet” was reviewed. Julie commented that she has sat in at lunch, and it seems to be going well. Christa asked if this issue could be considered closed. Ms. MacLean responded that it would be a partial topic at an upcoming parent meeting and it would be best to get feed back at that time, and then

review at next month's meeting. Other communication tools include the Fireside chat, which is this Friday. (11/21). Other communications seem to be working.

VI. Committee Reports

A. Finance Committee

Wayne updated the board: the Finance committee did meet this month, including Wayne, Kurt, Janet, and Melissa. Kurt & Wayne to review the current ADM impact, and update the board next month. Regular meetings have been set for the second Wednesday of the month. Financials were distributed to board members via email prior to this meeting.

- **October Financials**

Wayne makes a motion to approve October expenditures, \$130,398.22, including checks #8729-8796 and associated electronic checks and hand checks.

Motion by: Wayne

Second: Christa

For: All

Motion Passes

B. Safety Committee

- Jody updated the board on the safety review by Joe Mullens with Safety Northwest LLC. The walk went well and for the most part the building is operationally safe. A few items are slated to be addressed during the winter break. Jody will update the list in January. Donna noted that OSHA might require employers at 10+ employees have a safety committee and regular meetings. She will look into it and advise.

C. Director's report

- Melissa presented her draft presentation for the upcoming annual TTSD board review. She encourages all to attend. December 8th. A copy of the presentation will be posted on the MITCH website. Highlights include plans for Core Knowledge school of distinction, Goals for testing for the next three years, PBiS, and other ways to measure improvements.

D. Parent Group

Beth updated the board on parent committee. Next meeting is Dec. 4th. Auction will be March 6th. Location has been set for Mountain Park rec center.

E. Committee Review

Jason reviewed the status of the committees to date.

The SIP committee has been idle, but is still intact & relevant

The finance committee has set routine meeting times

Playground committee has a new leader and met 11/10 and will meet again 12/2 at 7pm.

Executive committee has been disbanded. Informal work sessions will be held as Melissa sees fit.

Risk/Safety – active –see above

Recruitment – Active board members will need to be recruited again this year.

Marketing Strategy – Active – discussion ensued about how the SIP and Marketing group may dovetail into each other or possibly be combined.

VII. Discussion Items

- A. Jason presented the Executive Director goals for discussion. Most items are on track.
Donna asked about developing community relations. Melissa felt that this falls under the communication line. Christa requested more info on what the teachers are doing in classrooms and for development. Jason advised that in January a survey will go out for the teachers. Christa requested to help with this.
- B. Discussions were held regarding the need for developing the 5/10 year strategic plan. It was determined it would be best to hold another Board Retreat for this discussion. Jan. 17th was set for this. Time is TBD.

VIII. Action Items

- a. Review & approve Frontier Property Agreement.
Jason and Melissa presented the Revocable license for use of the neighboring Frontier green space. Wayne asked about the insurance limits. Melissa said those had been taken care of. MITCH insurance is now in place with the requested limits. It was noted that insurance will indemnify Frontier in case of any lawsuits.
MOTION: To approve Frontier Property Agreement as presented.
Motion by: Jason
Second: Donna
All Approve
Motion Passes
- b. Review and approve Section 500 of the Personnel Policy Manual
Donna presented the redline revision of Section 500, of the PPM. The intent is two-fold. One to make minor corrections and bring document in line with OFLA. Two to clarify and improve PTO and extend PTO to full time hourly employees. (30+hrs per week). Christa requested clarification on the 4th paragraph and it's deletion. The intent is to clarify the allowed use of paid leave during an OFLA leave. One other line, "teachers are required to secure a qualified substitute" was also requested for deletion. Donna notes the request to make this Retroactive to Sept. 1 2014.
MOTION: To approve PPM section 500 with discussed revisions
Motion by: Lindsey
Second: Julie
Discussion:
Wayne notes conflict of interest, and mentions he would abstain from the vote, but objects to this revision because he believes it to be in response to a particular instance occurring now.
Christa & Wayne requested the last sentence be deleted.

2nd MOTION: To approve PPM section 500 with discussed revisions and deletions.
Motion by Donna

Second by Lindsey

Roll call is requested for 2nd vote, after confusing 1st vote.

Jody – Y

Julie – Y

Jason –Y

Steve – Y

Donna – Y

Wayne –Abstain

Lindsey – Y

Christa – Y

Donna will provide a final approved document for verification and inclusion the PPM.

MOTION TO EXTEND THE MEETING to 9:45

Motion by: Jason

Second: Wayne

VIII. Public Comment

none

X. Board Comment

none

XI. Adjournment -

Motion by: Jason

Second: Donna

For: All

Meeting ends 9:25pm

UPCOMING MEETINGS:

Fireside Chat

November 21, 2014, 5:30

December 12, 2014 5:30

Parent Group Meeting

December 4th, 7pm

Regular Board Meeting

December 18th 7pm