



Regular Board Meeting Minutes –Ver B
M.I.T.C.H. CHARTER SCHOOL
Thursday February 19, 2015, 7pm

19550 SW 90th Court
Tualatin, OR 97062

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

Members Absent: none

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.

Worksession Held at 6pm

General Notes:

Reviewed 2/19/15 draft of strategic plan & timeline for charter renewal. Reviewed 4 goals:

1. Improve Student learning
2. Optimize Operations & Financial Stability
3. Enhance Staff Development
4. Community Relations

Review next steps, timeline for approval and obtaining feedback from the MITCH Community as well as the TTSD community as a whole.

I. Call to order, roll call, pledge, and mission statement 7:02pm

II. Approval of the January Meeting Minutes

Version B was distributed to all members.

Motion by: Donna

Second: Wayne

For: All

Motion approved. January meeting minutes version B

III. Presentation

Board Member Julie Bosket read her written dissertation/assessment of a day in the life of MITCH.

IV. Director's Report

Melissa presented her Director's report. She noted that the 2015-16 School calendar is due to TTSD in March and it will be presented to the board next month. The School office now has 2 clear staff positions. Traci Laird is now the school Registrar, and

Janet Peterson is our Office Manager and Bookkeeper. Melissa discussed that the State Testing is in progress for 5th & 8th for Science, mostly going smoothly. The Smarter Balance test will be in April. Melissa commented that the Tech teacher is previewing the website for the students, but not teaching to the test. This exposure will help the kids get used to the new computer format.

V. Committee Updates

A. Finance Committee

Wayne updated the board: the Finance committee did meet this past 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. The committee is also working on the 2015/2016 budget. Christa asked about the debt service line, and outstanding debts. Currently the debts are being paid regularly and there is no big advantage to paying off early. The debt service is occurring, just in a different budget line. Despite the ADM shortfall due to enrollment, the budget is still holding for 2015.

- **January Financials**

Motion to approve January expenditures, totaling \$117,152.41, including checks #8886-8937 and associated electronic checks and hand checks.

Motion by: Wayne

Second: Kurt

For: All

Motion Passes

B. Parent Group committees

- **Auction**

Renea Ostermiller gave an update on the auction. Sponsor and other donations have covered the event expenses. All ticket sales will go directly back to the school. To be held March 6th. The committee expects approximately 100 guests and proceeds to be around \$20k.

- **Playground Committee**

Beth updated the board on the playground. The plan is to fundraise and write grants in order to install by the start of the new school year. Playcraft has submitted a new revised plan. Still approximately \$50k. The committee is hoping for an August installation. A golf event is scheduled in June with ProFund. Discussions were held regarding costs and design and how it would be paid for. Fundraising vs. School Fund outlay.

VI. Discussion Items

- A. Jason Holland presented a bylaw revision for 1st Reading. It is requested that the Officer elections be held in June instead of the annual meeting. Christa asked if the board thought it was an issue since members and staff are on break, but most didn't think so. This will be up for vote at the next meeting.
- B. Donna Capodacqua presented her bylaw change to revise board members from 9 to 15. Donna agreed to present the written version of this bylaw change next month for review.
- C. Jason discussed the Budget & Board responsibilities. He would like to see the board filling financial gaps that fundraising by parents/parent group currently fills.

VII. Action Items

The Agreement for fundraising services by ProFund Northwest was presented. Using this service will allow for bigger fundraising event services for a fee. The fee is \$3,000 or 18% whichever is greater. An event to benefit the playground has been scheduled for June. Lindsay asked if this contract is retroactive. It is.

MOTION: To ratify the contract with ProFund Northwest, in the amount of \$3,000.

Motion: Steve

2nd: Kurt

All board members approve. Motion Passes to approve the agreement with ProFund.

MOTION TO EXTEND THE MEETING TO 9:20

Motion: Christa

2nd: Julie

Yay: Julie, Wayne, Steve, Jody, Lindsay, Christa, Kurt, Jason Nay: Donna

Motion Passes

VIII. Public Comment

Beth Hudson thanks Wil Hoskin for the Kinder Night. The response from incoming families was very good. She also informed the board and guests that she will be stepping down as parent co-leader, and encouraged others to take the position.

Michele Vitali commented that she agreed with a need for a playground, but also agreed that it should be fundraised for.

IX. Board Comment

Lindsay commented that in regards to contracts etc, it be made clearer in the future about what is presented.

Jason thanked Beth Hudson for her service as Parent Group leader.

Christa asked the board to consider what happens to funds raised above and beyond anticipated fundraising income. Further discussions regarding the budget are needed to clarify the use of fundraising funds.

X. Adjournment -

Meeting ends 9:21pm

UPCOMING MEETINGS:

Regular Board Meeting

March 19th 7pm

Work Session will precede this meeting at 6pm

1st-8th Grade Lottery

April 2nd 6:30 pm

Parent Group Meeting

April 2nd, 7pm