



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

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

**Members Present:** Donna Capodacqua, Christa Griffiths, Kurt Ostermiller, Jason Holland, Julie Bosket, and Melissa Meyer (non-voting), and Wayne Laird arrived at 8:20pm

**Members Absent:** Jody Blakely, Steven Burke, Lindsay Childers

**Guests:** Sommer Kelly, Chad Darby, Jennifer Ayers, Renea Ostermiller, Beth Hudson, and Joanna Shetler

*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 3/18/15 2nd draft of strategic plan & timeline for charter renewal.

Discussed further Community Relations/Diversity Goals. Discussed making sure SWOT was addressed in the goals.

Reviewed next steps, timeline for approval.

Timeline

April - conduct various focus groups, Draft at April Mtg.

May - Continue with cmnty. and parent feedback, Review at Annual Mtg.

June - Ready for board vote

**I. Call to order, roll call, pledge, and mission statement 7:03pm**

**II. Approval of Revised Agenda**

Motion by: Donna

Second: Julie

Approved

**III. Approval of the February Meeting Minutes**

Version B was distributed to all members.

Motion by: Christa

Second: Julie

For: Christa, Julie, Donna, Jason, and Kurt Nay: none

Motion approved. February meeting minutes ver B approved

### **III. Public Comment**

Beth Hudson gave an update on the MITCH 100 Golfing fundraiser in June, and asked for a commitment from the board. Christa asked for clarification on ProFund NW's role in the fundraiser.

Melissa introduced Guest, Chad Darby who works for Neighbors Nourishing Community. NNC helps support community food pantries. Discussed possible future partnerships for gardening and community partnerships. He is a possible partner for plant starts, as Part of the Victory Garden Movement.

### **IV. Chair Update**

Jason updated the group on existing committees and their status. Current active committees include (board and parent committees), Playground, Frontier Property Improvements, Safety, Strategic Planning, Community & Board Development, and Finance.

Jason also informed the board that the teacher survey has been sent out, with 68% response. An overview of the survey will be presented next month.

### **V. Director's Report**

Melissa updated the board on enrollment. Current we have 223 students as well 3 new students coming in. Insurance on the frontier garden and playground will increase premiums only slightly on the SAIF insurance portion. The Frontier garden is exploring partnerships with LBC Construction, and Lanphere for grading, with the expectation that materials would be "in-kind" donations. There is a possibility for a grant with Bimbo Bakeries, that Melissa is working on.

### **VI. Committee Updates**

#### **A. Finance Committee**

Kurt updated the board: the Finance committee did meet this past month Financials were distributed to board members via email prior to this meeting.

- February Financials

Motion to approve February expenditures, totaling \$132,636.65, including checks #8938-8988 and associated electronic checks and hand checks.

Motion by: Kurt

Second: Donna

For: Christa, Julie, Donna, Jason, and Kurt Nay: none

Motion Passes

#### **B. Parent Group committees**

- Auction

Renea Ostermiller gave an update on the auction. The auction is anticipated to have raised approx. \$25,000, of which \$9655 will be restricted for the playground.

- **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. Budget for this portion of the playground is still approximately \$55-58K

The committee is hoping for an August installation. A golf event is scheduled in June with ProFund Northwest. Discussions were held regarding costs and design and how it would be paid for. Fundraising vs. School Fund outlay. It is hopeful to know in advance of the event that the board may be able to vote at the annual meeting in May so that ordering could happen in June to maintain the planned installation schedule.

## **VI. Discussion Items**

- A. Kurt Ostermiller presented a brief “accounting” lesson so the the board may be better prepared to understand the financial statements each month. Jason asked about the “assets” and how those were established. Kurt explained those were established at time of School start up, and are adjusted each year for ~~deflation~~ depreciation (*noted correction at time of approval*) offset by new purchases. Christa asked about the “over/under” categories be reconciled to clearly show each year as to where the overages or shortages are either “absorbed” or placed in reserves. Jason suggested the board consider a policy to do so.
- B. Jason Holland presented an additional bylaw revision for the action items. This at the request of Mrs. Meyer and the finance committee for clarification on Financial Reporting and Budgeting to clarify board duties. Christa asked if this would be considered a policy. Most didn’t think so.

## **VII. Action Items**

- A. **Approval of the 2015/16 School Year Calendar**  
The calendar was presented. School will start on Sept. 8th and end June 2nd.  
MOTION: Christa - motion to approve calendar as presented.  
2nd: Donna  
Discussion: Julie pointed out that the 2nd Ag Friday in March was up against spring break and recommended that be changed. The Dated on the right side in May didn’t jive with the Calendar boxes. (Minor typos).  
MOTION: Julie motioned to Amend the standing Motion to Approve the calendar with the following date Change: 2nd Ag Friday will be March 11th.  
2nd: Christa  
For: Christa, Julie, Donna, Jason, Wayne and Kurt Nay: none  
MOTION To Amend the Motion is Approved  
2nd VOTE: To approve the Amended Calendar for 2015/16  
For: Christa, Julie, Donna, Jason, Wayne and Kurt Nay: none  
**AMENDED CALENDAR IS APPROVED**
- B. **Approval of the 2015/16 Fiscal Year budget**  
Melissa presented the 2015/2016 fiscal year budget as prepared by the Financial committee. She clarified a few line items including

- 2015/2016 Funding levels - includes full time kindergarten funding, but does eliminate PM kinder funds.
- ADM (per student funding) is at full level. Kinder will increase to 40 students (2 classes) and 1st Grade will add another class (@18 students each). Middle school enrollment is expected to decrease to 70 students.
- Salary increases are expected at 4%.
- PERS rates are increasing
- Facility lease increases 2.9% this year
- Professional Development will decrease this year (Core Knowledge training is prepaid)
- Facility upgrades will include the new tables and chairs needed for 2 1st & Kinder classes.

Motion: Donna - To approve the 2015/2016 budget as presented.

2nd: Wayne

Yay: Julie, Wayne, Christa, Kurt, Jason, Donna Nay: None

#### C. By Law Change Bundle

3 Bylaw Changes were presented for approval as a bundle. See revisions attached to these minutes. Changes include revisions to timing of Office elections (Officers to be appointed in June in lieu of the Annual meeting), Revised range for number of Director members to 15, and Clarifications to the Budget Reporting, to clarify financial duties.

Motion: Christa - To approve the by law revisions to section 4.6.1, 5.2, 4.3.1 and 7.3

2nd: Wayne

Discussion: Jason proposed a revision date section, Christa requested the dates be in footnotes if possible.

Yay: Julie, Christa, Kurt, Jason, Donna Nay: Wayne

Motion Passes, Revised by-laws will be updated and posted to the Board Website

#### MOTION TO EXTEND THE MEETING TO 9:30

Motion: Christa

2nd: Julie

Yay: Julie, Wayne, Christa, Kurt, Jason Nay: Donna

Motion Passes

#### VIII. Public Comment

Sommer Kelly commented on concern for teacher retention and development. She is concerned that minimal budget in that area isn't supporting the teachers.

#### IX. Board Comment

Julie commented on Sommer's comment, that she believed looking from within for teacher training is the right thing to do given the budget constraints for next year.

Donna invited the board and guests to the Tualatin Public Library Event, "Vine to Wine" April 18th.

**X. Adjournment -**  
**Meeting ends 9:16pm**

**UPCOMING MEETINGS:**

Regular Board Meeting

April 16th 7pm

Work Session will precede this meeting at 6pm

Stay tuned for details on the Strategic Planning Meetings