



**Regular Board Meeting Minutes –VER B**  
**M.I.T.C.H. CHARTER SCHOOL**  
**Thursday April 16, 2015, 7pm**

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

**Members Present:** Donna Capodacqua, Kurt Ostermiller, Jason Holland, and Melissa Meyer (non-voting), Jody Blakely, Steven Burke, Lindsay Childers and Wayne Laird arrived at 7:12pm

**Members Absent:** Christa Griffiths, Julie Bosket

**Guests:** Ian Gordon-Knight, Brittany Leonard, Kaitlin Blood.

*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 7:03pm**

**II. Approval of Revised Agenda**

Version B was distributed to all members.

Motion by: Donna

Second: Lindsey

For: All.

Nay: none

Motion approved.

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

Version B was distributed to all members. Kurt noted, insert deflation with depreciation.

Motion by: Jason.

Second: Donna.

For: All.

Abstain: Lindsey.

Nay: none

Motion approved. March meeting minutes ver B approved with amendment by Kurt.

**III. Public Comment**

None.

## **IV. Chair Update**

Jason gave final enrollment figures for the district and reviewed charter requirements and completion of items. Reviewed the committee structure. Mentions of the status of each committee at this time. Donna discussed the recruitment committee using LinkedIn to search for individuals looking for a board position.

Jason ran through an overhead slide with "Hotsheet" items being tracked for follow through and progress. (Attachment.)

We have six open seats on the Board, assuming every one of the directors up for reelection continues on the Board.

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

Melissa gave a handout for Instructional Hours, covering new Oregon Administrative Rules governing minimum vs. Instructional hours. The handout did not include materials that do not impact MITCH. The increase to education hours requirements for K-8 are substantial. K-5 grades required more hours, and is increasing to 900. The definition of instruction time has also changed substantially.

Melissa recommends not changing next year's calendar. Next year we need to look at the cost/benefit to extend the school year and to consider educational days on Fridays all year long. Field trips are optional, so are not counted. Despite the fact our field trips are educational, the elective nature of the trips takes them out of the calculation for total educational times. Changes will need to be implemented for the 2016-17 school year. Parents are going to need to be informed of the changes by December 2015.

Burke recommended publishing this information to parents now, and to continuously publish updates to the parents on this issue given the reaction to adding the Ag Friday's. This will require a substantial change in the educational year timelines. We will want to keep parents as informed as possible to avoid unnecessary controversy. The Board discussed options to address the issue, including using the parent focus groups and other means to evaluate the best means to meet or exceed the new requirements.

Burke said that based on the figures, it will require adding 19 school days to the school year to just meet the requirements in the 2016-17 school year. Jason recommended tabling this for further discussion in additional meetings and other Board functions to work on a resolution of this significant change in the law.

## **VI. Committee Updates**

### **A. Finance Committee**

Wayne presented the report. Auction proceeds brought in about \$20,000, plus additional funds coming in related to fundraising, totaling approximately \$26,000. Other than a few other details, the month is very comparable to prior months and financials are overall where they should be. We are just above the break-even for funding.

- March Financials

Motion to approve March expenditures, totaling \$117,667.31, including checks #8989-9037 and associated electronic checks and hand checks.

Motion by: Wayne.

Second: Kurt.

For: All.

Nay: none

Motion Passes.

**B. Playground Committee**

Beth presented an update on the committee. There was a conversation regarding surfacing. They are 95% certain to move to a tile surfacing because it provided a greater flexibility, cost, and timeline. The committee is looking at getting multiple bids. Several companies gave a quote that included surfacing. There was discussion of whether getting additional bids is necessary because the original bids included a package deal, including surfacing. It was agreed it would not be necessary if they already provided that information.

We are doing well with the MITCH 100. There are nine participants at this time. We need people to participate to make this program a success. While the fundraising for the year is doing well, the commitment to this program is limited.

There will be a Tee Off party for the gold tournament as well.

**VI. Discussion Items**

- a. Discuss Annual Meeting (May) Agenda ..... All  
What items do we want/need to have?

Jason stated the bylaw requirements for the meeting. Elections are required; state of the school presentation; etc. There will be a safety presentation. Some discussion of the new school year regulations will be presented. A presentation with the parent survey is usually part of the program. Jason thought it was appropriate. Melissa brought up that the retention policy reading schedule will require that issue be considered at the meeting. Donna recommended presenting the MITCH 100 project at the meeting.

- b. Teacher Survey Results – Board review ..... Jason Holland  
Survey results from Q1 2015 survey

Jason presented information on the survey. The context of the survey was to gauge the support of the teacher and classrooms as defined by the director’s goals. There was a 62% response rate. One conclusion was the teachers need more support from the mentoring team. Overall the input was favorable and demonstrated a positive attitude.

Conclusion: the board needs to focus on teacher pay. The management team needs to focus on mentoring, training, time management skills, and stress management.

c. Retention Policy ..... Melissa Meyer

First reading by Melissa. A handout contained the current policy, and the proposed policy.

Jason asked questions concerning the substantive changes made. Kurt asked about counseling options when a decision has been made concerning not promoting a student. Melissa explained there are no resources available for counseling, but this is also a process where early intervention would be involved anyway. The older a child, the more the impact of being held back. The EBIS team handles these issues and prevention.

Lindsey recommended new language regarding parent involvement. Jason recommended language changes concerning the documentation.

**VII. Action Items**

A. Vote to move \$1907 in “ball net” restricted funds to playground.

Jason presented the issue of reallocating these restricted funds.

MOTION: Jason.  
2nd: None.

Discussion: Wayne asked if the funds can be reallocated. Jason indicated they can be moved. The funds were restricted by the donor.

Jason will look for the authority to use a board vote to change the restriction of the donation. There may also be a question concerning the specific restriction language.

MOTION TO EXTEND THE MEETING TO 9:10pm.

Motion: Kurt  
2nd: Jason  
Yay: Everyone else  
Nay: Donna, Steve  
Motion Passes

**VIII. Public Comment**

Renea Ostermiller gave a statement to ask the Board to reinvest a small portion of cash reserve funds to the school, particularly for teacher’s pay.

Someone had a question regarding the average hours of Oregon schools to the national average in comparison to MITCH. Melissa would look for the answer and add it to the report.

Another parent said the 5<sup>th</sup> grade class heard it was 10 weeks behind on the curriculum. Melissa said she had not heard anything regarding this issue, but would follow up on it. The information reputedly came from a teacher.

#### **IX. Board Comment**

None.

#### **X. Adjournment - Meeting ends 9:07pm**

#### **UPCOMING MEETINGS:**

Annual Board Meeting  
May 21, 2015, 7pm

Stay tuned for details on the Strategic Planning Meetings