



Annual Board
Meeting Minutes – Version B
M.I.T.C.H. CHARTER SCHOOL
Thursday May 21, 2015, 7pm

19550 SW 90th Court
Tualatin, OR 97062

Members Present: Kurt Ostermiller, Jason Holland, Christa Griffiths, Jody Blakely, Steven Burke, Lindsay Childers, Julie Bosket, Wayne Laird, and Donna Capodacqua (via skype), 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.

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

II. Approval of Revised Agenda

Version B was distributed to all members.

Motion by: Christa

Second: Donna

For: All.

Motion approved.

III. Approval of the March Meeting Minutes

Version B was distributed to all members.

Motion by: Steve

Second: Lindsay

For: Kurt, Jason, Jody, Steve, Lindsay, Julie, Wayne, and Donna

Abstain: Christa

Nay: none

Motion approved. April meeting minutes ver B approved.

IV. Public Comment

None.

V. Director's Report

Melissa updated on the state of the school and progress for the last year.

Last years' Goals completed:

- 5-10 Year Strategic Plan Written
- Core Knowledge School of Distinction -in progress
- PBIS established
- School Wide Website and Monthly Newsletter
- Playground - in progress

Other notes: Ag Friday, considered a successful rollout (established a consistent framework and guidelines for team building), Professional Development is ongoing, and the Core Knowledge Mapping is proving to be success.

VI. Committee Updates

A. Finance Committee

Wayne presented the April Financial report. Fundraising has been successful and SSF consistent with planned budgets.

Christa asked about the surplus showing at this point. Wayne believes the budget will end up neutral as the District contributions decrease in May/June. IDM's are allocated heavily at the beginning of the year.

- April Financials

Motion to approve April expenditures, totaling \$127,078.06, including checks #9038-9083 and associated electronic checks and hand checks.

Motion by: Wayne.

Second: Kurt.

For: All.

Motion Passes.

B. Playground Committee

Paul Schlumpberger presented the planned final playground design, including a new surfacing solution. This new surface will be a astroturf type over a porous foam material. The approx cost at this time is \$55,000, including surfacing, playground equipment and installation. The question was asked about pricing. The playground committee has received 3 proposals all in the same price range. The Parent Committee requests that donations raised this year, be directly applied to the playground. At this time donations are approximately \$80,000, The school operating budget is anticipated to require \$54,000, approximately \$14,000 will be required to take from Surplus or Operating Funds.

The update presented for the playground can be found at:

<https://sites.google.com/a/mitchcharterschool.org/board-of-directors/meetings/2014-15/11-may2015>

C. Safety

Jody Blakely updated the board on School Safety Status. A Facility Committee - STAFF- is needed, that could help maintain safety records etc. as required by OSHA. Ways to strengthen the safety at the school should still be further explored.

VII. Discussion Items

- A. **Bylaw Review.** Bylaws are reviewed annually. At this time no updates are required as the board updated them in March. They can be found here:

<https://sites.google.com/a/mitchcharterschool.org/board-of-directors/document-library>

B. **Annual Parent Survey**

Christa and Shasta presented the Annual parent survey. Overall parent support is consistent with last year. Based on the results from the PBIS section, it can be interpreted that the new behavior program is working. The program will continue with minor tweaks in the future.

The parent survey can be found here:

<https://docs.google.com/viewer?a=v&pid=sites&srcid=bWl0Y2hjaGFydGVyc2Nob29sLm9yZ3xib2FyZC1vZi1kaXJlY3RvcnN8Z3g6M2I3MDhhNDVkODg5MjQ5YQ>

- C. **Strategic Plan - 1st Reading.** This 5-10 year Strategic Plan has been carefully crafted and reviewed over the past few months. Melissa has lead the charge and has incorporated feedback from the board, from focused planning groups -including parents, and from the teachers. A Link to the Strategic plan can be found here:

<https://sites.google.com/a/mitchcharterschool.org/board-of-directors/home/strategic-plan-2015-2020>

This will be presented to vote next month for final approval.

- D. **Instructional Hours** Melissa presented the need for increasing instructional hours. The need is based on the curriculum, and providing the maximum content for the students. She noted that the teachers support the 5 day plan, and feedback from parents is mixed, but mostly supportive. It was proposed that the board consider a 2 year phase in for the plan. Increasing hours by 2017 to 1,201 hours.

The Director's presentation can be found here:

<https://docs.google.com/viewer?a=v&pid=sites&srcid=bWl0Y2hjaGFydGVyc2Nob29sLm9yZ3xib2FyZC1vZi1kaXJlY3RvcnN8Z3g6NDNkMTlkY2QyMzNiMmZhNA>

Julie also did some fact finding on other schools of distinction. Their hours were well beyond our current hours as well, ranging from 1,020 to 1,221

VIII. Action Items

A. **Instructional Hours Change**

Given the above discussion this change will make changes to the 2015-16 calendar, and needs to be amended in two parts.

MOTION: *to adjust the 2015-16 school year calendar to include an additional week in June, now ending June 9, 2016.*

Motion: Julie

Second: Donna

Favor - All

Nay - none
Motion is Approved

Second, Hours and Operating times.

MOTION: *to implement a 2 year phased increase to instructional hours, to reach 978 hours of seat/instructional time, thus extending our schedule from four days, to five days a week beginning September 2015.*

Motion: Julie

Second: Donna

Wayne asked for clarification on the actual school hours. Hours in 2015 would be 1,147 hours and 1,201 hours in 2016-17. Melissa commented that she fully understood and hopes that all will understand that this is a paradigm shift, essential to be a school of distinction and bring about the best education for our students as our Mission Statement says it does.

Favor - Kurt, Jason, Jody, Steve, Lindsay, Julie, Christa, and Donna

Nay - Wayne

Motion is Approved

B. Retention Policy

Second Reading reading. A handout contained the proposed policy.

The proposed retention policy can be found here:

<https://docs.google.com/viewer?a=v&pid=sites&srcid=bWl0Y2hjaGFydGVyc2Nob29sLm9yZ3xib2FyZC1vZi1kaXJlY3RvcnN8Z3g6NDBlZWZiYjlyOWFhNWVhZQ>

MOTION to approve the Retention Policy as presented May 21st, 2015.

Motion: Donna

Second: Julie

Christa asked about the policy numbering and why the new policy doesn't maintain the same numbering as the previous policy . There was some confusion regarding an effective date and formating. The board decided to table action on this item until next meeting.

C. Playground Expenditure

Discussions regarding this request were held during the discussion period.

MOTION: *to approved the playground purchase and installation costs, in an amount not exceed \$53,000.*

Motion: Christa

Second: Donna

Wayne noted that the budget will need to be resolved to be sure the expenditure fits within this years budget, reallocating as necessary.

Favor - Kurt, Jason, Jody, Steve, Julie, Christa, and Donna

Nay - Wayne, Lindsay

Motion is Approved

MOTION TO EXTEND THE MEETING TO 10pm.

Motion: Christa

2nd: Jason

Yay: Everyone

Nay: none

Motion Passes

D. Board Member Elections

Jason noted that the Kurt, Donna, Steve, Julie, and Jason all have seats that are expiring. Kurt, Julie, & Steve have declined the invitation for further terms.

Jason Motions to

Re-elect Donna Capodacqua to a Second term expiring June 30, 2017.

Jody 2nds

All vote in favor

Christa Motions to:

Re-elect Jason Holland to second term expiring June 30, 2017

Donna 2nds

All vote in favor

Jason introduces Board Director Candidates Caitlin Blood and Ian Gordon Knight. Each introduces themselves. Caitlin is a Farm Manager and Ian is a PTO coach from Portland Jewish Academy. The 3rd candidate was unable to attend this meeting.

Donna Nominates Caitlin Blood for a 2 years Term

Wayne 2nds

All vote in favor

Lindsay nominates Ian Gordon Knight to a 2 year term

Wayne 2nds

All vote in favor

VIII. Public Comment

Christina D commented that she was a new parent and asked if a year round school had been considered.

Beth H. thanked parent volunteers

Joanna S. Would like clarification on teacher workload vs. salary given the new hours. She hopes that teacher salary would be given a priority

Tonya E. Commented on the need for teacher development. She would like to be sure the teachers are taken care of. She also gave kudos to Shasta and the teaching staff for this past year.

Nui D. Commented that she felt the middle school still needs more, more interactive learning. That going to 5 days is not fixing middle school.

IX. Board Comment

Jason thanked our outgoing board members Steve, Kurt, Wayne, and Julie for their service. Kurt acknowledged the school parents and teachers for their collective passion and thanked Melissa for her doggedness this past year.

X. Adjournment -
Meeting ends 10:06pm

UPCOMING MEETINGS:

Regular board Meetings:
June 18th 7pm
July 16th 7pm