



Meeting Minutes – Version A
M.I.T.C.H. CHARTER SCHOOL
Thursday June 18, 2015, 7pm

19550 SW 90th Court
Tualatin, OR 97062

Members Present: Kurt Ostermiller, Jason Holland, Christa Griffiths, Steven Burke, Wayne Laird, Donna Capodacqua, and Melissa Meyer (non-voting), Julie Bosket arrived 7:40

Members Absent: Lindsay Childers, Jody Blakely

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 7:01pm

II. Approval of Revised Agenda

Version B was distributed to all members.

Motion by: Steve

Second: Christa

For: All.

Revised agenda approved.

III. Approval of the March Meeting Minutes

Version B was distributed to all members. Christa updated that Ver B contained some typo corrections and included a section on the Parent Survey. The new section was read.

Motion by: Christa

Second: Donna

For: all

Abstain:

May meeting minutes ver B approved.

IV. Public Comment

None.

V. Director's Report

Melissa presented her updated and is hoping to keep updates in the future; as they may apply to our 4 strategic goals:

Student Learning & Achievement 2015 Preliminary testing results have been received. Results are positive, for the most part. Across the board they are higher than state averages, and in grades 5-7, higher than the district. Melissa has plans to address the classes that may have had shortfalls. She noted also that these are Preliminary results and could change. It is not anticipated that the actual results will be published until August or September.

Operational & Financial Stability Financials/Enrollment looks good for 2015-16. At this time 236 students are enrolled and all classes have a waiting lists. Interim audit is in progress. No issues at this time. 3 Grants have been submitted for garden work.

Staff Development & Retention 13 of 15 teachers are expected to return next year. PE will be full time next year; a wellness coordinator will be needed. She noted that position is not funded currently. Melissa met with ODE STEM instruction director and AG dept Head to discuss resources for grants.

Community Connection & Commitment Ms. Meyer, Donna C., Kurt O, and Jason H. met with select TTSD Board Members and Superintendent Ernie Brown. The meeting was positive. Melissa requested more inclusion for MITCH Charter, and laid groundwork for further discussions regarding the charter. Playground still on track for August installation.

VI. Committee Updates

A. Finance Committee

The finance committee did meet this month. Budget is tracking accordingly.

- May Financials

Motion to approve April expenditures, totaling \$113, 187.43, including checks #9084-9140 and associated electronic checks and hand checks.

Motion by: Wayne.

Second: Kurt.

For: All.

Motion Passes.

VII. Discussion Items

A. After School / Summer building use.

1. After School activities - Clubs, 4-H, Boy Scouts. Through discussion it appears we have no issues and will look to Melissa's judgement to develop these.
 - a. After School Activities by a 3rd party, shouldn't be an issue if insurance can be provided and is financially viable for the school. Should a 3rd party take interest, the board will review a policy at that time.
2. Summer Building Use - Further discussions are needed. Current lease and insurance doesn't allow for easy sub-lease option.

B. Activity Fees

- a. Melissa proposed new amendments to the 2015-15 policy. The fee will not change, but the “rollover” will be modified. Refunds will not be given less than \$50, parents will have the option designate unused funds to be reimbursed or donated. This item will be reviewed in July.

Board Convenes to Executive Session 8:15

To review and evaluate the performance of an officer, employee or staff member if the person does not request an open hearing. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects.

ORS 192.660(2)(i)
ORS 192.660 (8)

Board Meeting resumes at 8:50

VIII. Action Items

A. Strategic Plan - 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 strategic plan was reviewed in detail at the annual meeting and is proposed for a approval

Motion: To approve Strategic plan as presented, dated June 2015

Made by Steve B.

Second by Donna C

Jason commented on the thoroughness of the document, and noted to the board that this should be considered a “living document” subject to regular review.

In Favor: All

Nay: none

Strategic Plan is accepted

A. Retention Policy

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 and revised June 18, 2015.

Policy J-1, effective July 1, 2015.

Motion: Wayne

Second: Jason

All approve. Policy J-1 is approved.

B. Board Member Elections

Jason introduces Board Director Candidates Don Zinter and Carrie Carlson

An outline of open seats, shows the next 2 seats (7/8) expire June 30, 2016

Donna C. Nominates Don Zinter for seat 7, expiring June 30, 2016

Steve B. 2nds

All vote in favor

Jason H. nominates Carrie Carlson to seat 8, expiring June 30, 2016

Donna 2nds

All vote in favor

C. Board Officer Elections

Christa G. nominates Donna Capodacqua for Board Chair, Jason H. seconds.

Donna accepts.

Julie B. nominates Jason Holland for Board Chair and is seconded. Jason H. declines. No other nominations.

All vote in favor of electing Donna C. to Chair position.

Donna C. nominates Jody B. for Vice Chair. He is not present to accept.

Steve B motions to table Vice Chair vote, Donna 2nds.

Christa G. confirmed that the Vice Chair position is not necessary for board operations.

All Approve

Donna nominates Don Zinter for Treasurer, Steve B. seconds

He accepts and all vote in favor

Donna C. nominates Jason H. for Secretary, Steve B. seconds

Jason accepts and all vote in favor

D. Bank Signature Approvals

The bank is requesting written clarity to authorized signers. Which traditionally has been officers of the board.

MOTION: Remove signers, Lindsay Childers, Wayne Laird, and Christa Griffiths from signing authority, effective June 30, 2015.

Motion: Jason H.

Second: Steve B.

All approve

MOTION: Add signers, Don Zinter, Donna Capodacqua to bank signing authority, effective July 1, 2015.

Motion: Jason H.

Second: Julie B.

It is noted that Jason Holland remains as an authorized signer from last year.

All Approve

X. Public Comment

None

XI. Board comment

Donna thanked outgoing members.

Jason thanked outgoing members as well, with a big Thank You to MITCH parent, and long standing board member and Treasurer Wayne Laird.

X. Adjournment -

Meeting ends 9:28pm

UPCOMING MEETINGS:

Regular board Meetings:

July 16th 7pm