

Administration:
Melissa Meyer, Executive Director
Shasta Maclean, Assistant Principal



BOARD MEETING MINUTES M.I.T.C.H. Charter School

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

Date: Thursday, January 21, 2016

Place: 19550 SW 90th Ct.
Tualatin, OR 97062

Members:
Donna Capodacqua, Chair
Don Zinter, Treasurer
Jason Holland, Secretary
Christa Griffiths
Jody Blakely
Ian Gordon-Knight
Carrie Carlson
Caitlin Blood
Brittany Leonard
Brent Savage
Jeff Demland

Website: <https://sites.google.com/a/mitchcharterschool.org/board-of-directors/meetings/2015-16/07-jan16>

Members Present: Donna, Don, Jason, Jody (arrives 6:34,) Christa, Carrie, Caitlin (arrives 6:54,) Jeff, Melissa

Members Absent: Ian, Brittany, Brent

Guests: Renea Ostermiller, Mark Miller

Call to order: Donna called to order the regular meeting of the Board of Directors at 6:30pm on January 21st 2016 at MITCH Charter School. Jason conducted a roll call. The following board members were present: Donna, Don, Jason, Christa, Carrie, Jeff and Melissa.

Agenda approval: *Motion by Donna to amend the agenda to drop the 2016-17 calendar draft review.* Seconded by Jason. All vote in favor.

Board Minutes Approval: *Motion by Jason to accept the December 2015 meeting minutes as presented in draft A.* Motion seconded by Donna. Donna, Don, Jason, Jody, Carrie, Jeff vote in favor. Christa abstains due to her absence at the December meeting. The motion passes.

Public Comment: None

Director Update: Melissa gives the executive director update. Smarter Balanced is scheduled for May 2016. MAP training session on Feb 26th. Enrollment at 226 with some changes made recently. 35 completed applications (including tour.) 11 tours scheduled for next week. Melissa will be speaking at a mom's group in the following week. Melissa gives an update regarding the TTSD CFO and standard format for monthly statements. Melissa reviews a meeting held with Rachel Stuckey from TTSD regarding compliance audit. Melissa will bring an evaluation handbook from HB2186 for charter schools to use the Oregon Framework. January 30th will be a NNC work party to assemble 4 grow stations, which will allow 700 seedlings to be grown. TTSD Superintendent Ernie Brown will visit the school on January 26th. Dan Tilson will present NASA space camp information on January 25th.

PSO Update: Renea gives an update from the PSO. Upcoming events include mother/son movie night, father/daughter dance and the MITCH auction. Renea mentions that PSO is looking for leadership team members for next year.

Committee Report – Finance: Don reviews the financials. \$867,000 (approx.) in cash with ~\$7000 in general liabilities and ~\$13,000 PERS. Jason asks Don about financial modelling and budgeting process. *Motion by Don to approve the committee report.* Motion seconded by Caitlin. All vote in favor.

Action Item – Lottery Policy H-1 Change: *Motion by Donna to approve H-1 update as distributed.* Motion seconded by Don. *Jason moves to amend section 5.3 to reference ORS 338.125 and 2015 SB 820.* Motion to amend seconded by Don. All vote in favor of the motion to amend. All vote in favor of the amended motion to approve H-1 policy update with amendment made by Jason for section 5.3.

Action Item – Governance Committee Chair: *Donna makes a motion to appoint Jeff Demland chair of the governance committee.* Jason seconds the motion. No discussion and all vote in favor.

Action Item – PPM policy update to section 500 for sick leave: Donna reviews the update to section 500 of the PPM to align with recently passed legislation regarding sick leave. Melissa suggests an edit to the distributed draft to fix (remove) some extra words, and to update MITCH vs. M.I.T.C.H. *Motion made by Donna to approve section 500 to the Personnel Policy Manual (PPM) with Melissa's suggestions.* Caitlin seconded the motion. All vote in favor.

Action Item – Aftercare contract: The building use agreement draft was reviewed. Request made by Melissa to update section 5 to refer to MITCH scheduled dates instead of district dates. Need to specify gym, bathrooms, playground and back-door access only. No art area, no front entrance. Target for February 18th contract approval to allow Melissa to communicate the changes to the parents. *Motion by Christa to appoint Melissa to negotiate with YMCA for 2016-17 contract.* Motion seconded by Jody. All vote in favor.

Discussion Item – Bylaw updates: Jeff reviews the bylaw changes. Will review prior to the board annual meeting, likely at the next work session. Target for a May vote on changes.

Discussion Item – 2016-17 Budget: Melissa would like to review variables for budget – funding levels, sources. No big changes in funding expected. Need to exercise caution with poverty rate estimates. Will need to review student enrollment, PERS and contractual services. Discussion by the board about investments for strategic plan goals for the new budget. Jason asks what the teachers would want to see in the classrooms next – Melissa suggests that more computers and technology as need.

Discussion Item – Charter Renewal: Melissa reviews the timeline for charter renewal with the district and the procedure if the request is denied. No major roadblocks expected. Melissa to follow up with Core Knowledge School of Distinction program.

Public Comment: None

Board Comment: Donna and Jason both thank Christa for her service on the MITCH board of directors. Don announces his resignation from the board in February, and will remain an active participant during the budget process. Caitlin thanks Don for his involvement and that he brings a positive view. Don will make 2 spots available to board development training. Caitlin mentions the NNC event on January 30th at 9am for assembly of the shelves. NNC has entered into a contest at New Seasons and suggests we vote for their entry.

Motion to adjourn at 8:30pm made by Donna. Seconded by Jason. All vote in favor.

Minutes Submitted by:



Jason Holland, Secretary (2/18/16)