

Administration:
Melissa Meyer, Executive Director
Shasta Maclean, Assistant Principal
Traci Laird, Registrar



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

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

Date: August 20th, 2015

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

Website: <https://sites.google.com/a/mitchcharterschool.org/board-of-directors/meetings/2015-16/02-aug15>

Members Present: Donna, Jason, Caitlin, Carrie, Don, Melissa, Ian, Christa

Members Absent: Jody, Brittany

Guests: Diane Bonica, Michelle Vitali

Call to order: Donna called to order the regular meeting of the Board of Directors at 6:30pm on August 20th, 2015 at MITCH Charter School. Jason conducted a roll call. The following board members were present: Donna, Jason Caitlin, Carrie, Don, Melissa (Ian arrives 7pm, Christa arrives 7:30pm.) Members absent: Jody (excused) and Brittany (excused)

Agenda approval: Motion to add MITCH 100 PSO fundraising proposal, Molly Docherty exit interview and financial reporting approval workflow was made by Donna. Jason seconds. All vote in favor (Donna, Jason, Caitlin, Carrie, Don)

Board Minutes Approval: Motion to approve minutes of July 16th meeting (draft A) made by Jason. Don seconded. No changes made from online review. All vote in favor (Donna, Jason, Caitlin, Carrie, Don)

Public Comment: Diane introduces herself. Background in education, wishing to remain involved in the community using her skills.

Director Update: Melissa informs the board that after 3 quotes of bookkeeping services, we will be going with Strictly Accounting LLC. They are familiar with MITCH, have a reasonable price and has expertise with other charter schools.

Chad Darby and Melissa made a presentation on 8/20 to the Rotary Club about our Frontier Garden/Neighbors Nourishing Community greenhouse. We were informed that the Rotary Club rejected our proposal.

Playground structure parts were delivered and are currently awaiting installation, which is scheduled to start this Monday, August 24th. We are on track for having the playground ready for the 1st day of school.

MITCH purchased a license with HelpCounter (<http://helpcounter.net/>), a volunteer tracking software. All volunteers (including parents, board members, etc.) can check-in at the school or at home. This allows for an accurate count of volunteer hours, which is important for grant proposals, etc.

A problem was detected with the transformer in the electrical room due to its age and lack of exhaust. Melissa is pursuing bids to repair the unit and modify the space to install a fan. Jason suggests to check with our NWESD neighbors to see if they are impacted, and if so, could possibly share in the cost of repair.

Enrollment numbers are significantly down to 229. We were at 247 early in the summer. More losses anticipated in 6th grade with no waitlist. This will have a major impact to our funding.

MITCH is currently fully staffed for the school year. We recently hired music, 6th, Kinder, 2nd and 4th positions. We will not be seeking a school garden coordinator due to the funding situation. Early projections show being 21 students down will impact us by approximately \$125,000.

Jason asks about 0.75 FTE for the Media Tech role and if there is sufficient work to justify that position. Donna asks about eliminating Registrar position and wants to eliminate 1 front office staff. Melissa wants to streamline front office staff and workflow efficiency. Christa asked about looking at the upper Admin positions; such as the ½ time Team “development Teacher, and looking at returning that teacher to full time, with less Admin. Melissa noted that this further delays our School of Distinction pursuit and the development of newly hired teachers. Jason ask about a timeline needed for action due to the start of school soon, and distance to the next board meeting. The board needs to see options, but ultimately staffing will be a function of the Executive Director.

Committee Report – Finance: June, July reviews are done. Looking forward for the year, in good shape with assets. Cash/CD balances around \$981,000 and will likely need to tap into that balance. Expenses \$4400 under budget for July. Just recently paid off one of the loans and another will be paid off this month.

Melissa indicates any difference in ADMw vs. enrollment will hit in January when numbers are reconciled.

Nothing to vote on. No reports to review. Jason requests from Don the reports once received from Janet. Moving to new accounting software will streamline this reporting.

Discussion – Professional Development: Melissa reviews a 2 year plan handout which includes both team/group development information, and individual professional development needed table. Connie Stauffer is scheduled for 3 hours/day all next week to review RIGGS for all classes. Sandra will also work with Connie on RIGGS training throughout the year. Duncan was sent to the school garden coordinator program put on by Portland Public Schools. We will be using “*Teach like a Champion*” strategy in classroom for individual strategies. Research shows charter schools under 300 students tend to fail due to restricted revenue sources. Need to find more revenue streams. Melissa called Katie Pattison about body of research of charter schools as we are supposed to be lab schools under the charter school law.

Discussion Item – Board Job Descriptions: Job descriptions were reviewed offline. Some members have not had a chance to review. Some feedback items were discussed. Jason suggests having the governance committee (not yet formed) review documents like these.

Discussion Item – Committee Charter Document: Jason sent Melissa a template to review for committee chartering. Includes purpose for, members, reporting structure, and other items important to understand when forming committees. Jason suggests to use parts of this document when we form committees in the future.

Discussion Item – Molly Docherty Exit Interview: Donna reviewed an exit interview that was held on August 11th. Please see board meeting documents repository for the full review.

Discussion Item – MITCH100 Fundraising Partnership with PSO: Renea asked the board for MITCH100 involvement. The PSO would coordinate for a cut of the proceeds. Melissa indicates this would be a good idea for audit reasons. As a 501c3, audit is triggered for fundraising more than \$50,000. MITCH100 is a golf-a-thon that was used successfully for the playground. Need to communicate to parents if board intends to take this fundraising event on. The board generally views this as a good opportunity.

Action – New Family Contribution Form: Form not available to review. Will need to table this item for another meeting. The parent handbook, which contained policy items, was ratified by the board earlier in the year.

Action Item – Bylaw change to §6.1 Committees of Directors: Proposal to change number of directors on a committee from 2 to 1 reviewed by Donna. Christa notes that we shouldn't make too many bylaw changes in the middle of the year and should bundle together and avoid having too many versions floating around. Motion to change bylaws section 6.1 from "Each committee shall consist of two or more directors" to read "Each committee shall consist of at least one director." made by Donna. Don seconds the motion. All directors present voted in favor (Donna, Don, Jason, Christa, Caitlin, Carrie.) Ian was not present at the vote.

Action Item – Bylaw change to §4.15.2 Conflicts of Interest – MITCH Additions: Proposal to eliminate the text in this section to instead direct to an external policy. Motion made to replace all of section 4.15.2 with text that reads: "See current Conflict of Interest policy" made by Donna. Ian seconds the motion. All vote in favor (Donna, Don, Jason, Christa, Caitlin, Carrie, Ian.)

Action Item – Separate Conflict of Interest Policy: A separate policy was reviewed for conflicts of interest. This new policy was based in the bylaw section 4.15.2, but with some additions. Don moves to approve the Conflict of Interest Policy as presented. Donna seconds the motion. Directors voted in favor: Donna, Don, Jason, Caitlin, Ian, Carrie. Christa abstains. Motion passes.

Public Comment: None

Board Comment: Jason seeks authorization from the board to add meta-data (e.g. revision dates, page numbers, etc.) to existing policy documents. Will not change the core policy text, but will add a way to catalog and organize the existing policies. The board indicated no issues with the proposal.

Motion to adjourn made by Donna at 8:39pm. Second by Don. All vote in favor.

Minutes Submitted by:



Jason Holland, Secretary (10/15/15)

Follow up Items:

- ✓ Look into audit requirements of board review of financials during board meetings

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY

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