

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



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

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

Date: September 17th, 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/mitcharterschool.org/board-of-directors/meetings/2015-16/03-sep15>

Members Present: Donna, Don, Jason, Jody, Christa, Carrie, Caitlin, Brittany, Melissa

Members Absent: Ian (excused)

Guests: Beth Hudson, Renea Ostermiller, Brent Savage, Kirsten Johnson, Janet Jones, Sarah Wiechec, Sandra Ottley, Kurt Ostermiller, Jolene Husted, Jill Donnelly

Call to order: Donna called to order the regular meeting of the Board of Directors at 7:00pm on Thursday, September 17th, 2015 at MITCH Charter School. Jason conducted a roll call. The following board members were present: Donna, Don, Jason, Jody, Christa, Carrie, Caitlin, Brittany, Melissa. Caitlin reads the Mission/Vision statement.

Agenda approval: Motion made by Donna to remove contract approval (nothing to review/approve.) Seconded by Brittany. *Motion to amend made by Caitlin to add NNC hoop house to discussion items.* Donna seconds. All vote in favor. Donna moves to approve all changes made, seconded by Carrie. All vote in favor.

Board Minutes Approval: *Motion made by Jason to approve draft minutes from August 20th, 2015 meeting after online review.* Seconded by Donna. Christa expresses concern about not having the final PDF version. *Motion made by Christa to not approve minutes.* Seconded by Jody. Votes in favor: Don, Donna, Christa, Carrie, Caitlin, Jody. Votes against: Jason

Public Comment: None

Director Update: Enrollment stable @ 227. State test results of Smarter Balanced test are published from ODE. Melissa reports that MITCH did well. Currently looking for 1st grade position (Shasta filling position temporarily) - 5 applicants with interviews soon. Jason asks about areas for improvement, focus/concern regarding state test scores. Melissa indicates a meeting with teachers was held to address some of the possible contributing factors. Need to break down student population to identify areas of improvement. Traci Laird resigned from the front office in addition to Janet Peterson. Front office currently staffed by temporary secretary. Melissa examining all of our business processes to help optimize front office staffing. Melissa will be sending info over the next couple of weeks, with task/responsibility matrix for the front office. Back to school night was successful. Carline having some difficulties, but working through them. 1 long-term substitute. All teachers are currently HQT - 3 are on charter registry; maximum allowed is likely 4.

Committee Report - Finance: Don indicated that July and August financials were reviewed with no irregularities. Reserves are in excess of \$900,000. Minimal debt. (~\$7000) Working to implement tighter controls of credit cards. Pauly Rogers (current auditor) suggested in audit to diversify accounts - split up for 4 banks, covers FDIC with our cash balances. Banner bank, Bank of the West have good rates, low fees. Possibly looking at Premier Bank in Durham as well. Strictly Accounting is our current bookkeeper. This will result in

faster and better reporting. The board does not have financials to review or approve again. In October, the board will be voting on 3 months of financials: July, August and September. Motion made by Christa to diversify funds with opening accounts at 3 additional banks. Donna seconds. Jason confirms finance policy needs board to authorize. All vote in favor.

Discussion - PSO Update: Updates by Renea Ostermiller and Sarah Wiehec. Volunteer software is up and running. Board members need to sign in. MITCH Marathon getting sponsors. MITCH t-shirts & jackets and vinyl decals for sale. Melissa & Renea submitted grant for Frontier Garden back in April timeframe and we received \$3400 from Bimbo Bakeries.

Discussion - Committee formation. Donna reviews committee recommendations. Don is on the finance committee, Carrie and possibly Diane Bonica tagged for the academic excellence committee. Jody, Christa, Caitlin are interested in the facilities committee - charged with safety, maintenance, garden, building needs and future expansion. Donna and Jason are tagged for the governance committee. Welcoming participation from anybody in community (broad or parent) on these board committees.

Discussion - MITCH100 fundraiser. Board decides to partner with the PSO for the MITCH100 this year. Hoping to raise \$35,000 in pledges (goal.) Tentative event date of June 4th @ Charbonneau. Beth will be the admin coordinator, but will need board team captains. January deadline for letting PSO know about board roles.

Discussion - Gail Turner exit interview. Donna reviews a summarized exit interview. Christa pointed out that interviews should not be public. Items to note: Shasta, Melissa very supportive, enjoyed colleagues and reason for leaving is financially based with less time to commute to new job.

Discussion - Work session dates. Work sessions will be posted to board calendar. Will be sending out agenda/notice as usual. A majority of meetings held at MITCH, with some offsite meetings (locations TBD.) Includes 2 Saturday sessions (strategic work, 4 hrs.)

Discussion - Director Goals. Melissa reviews goals - focused in Strategic Plan (4 points.) Melissa would like to work with the committees to form goals aligned with each committee's work. High level summary reviewed:

- Improve student learning & achievement - Core Knowledge School of Distinction. Look at individual scores on state tests, but desire to use additional standardized regular formative assessments to improve student learning. Will look at assessments and possible different alternatives.
- Financial and Operational sustainability - primary goal is to ensure resources (financial, teacher, physical) is being used in wisest manner and best interest of our students.
- Enhancing staff development and retention - goal to look at professional development, assessment and articulate clearly.
- Community connection and commitment - would like to brand the school.

Discussion - NNC. Caitlin discusses Neighbors Nourishing Communities (NNC.) Provides starts, seeds, cooking classes, etc. Working on expanding - would like to push into the fall to provide more winter food for families. Want to get students involved in starting plants using hoop house (to be installed on Frontier Garden property.) NNC met last night and discussed if MITCH is interested in building the greenhouse (hoop house.) Chad Darby will donate shelving units in 4 classrooms for starts. The board expresses agreement with the idea with NNC and MITCH partnership. Looking at 14' x 20' footprint of the temporary structure/hoop house.

Action Item - Dissolution of existing committees. Donna moves to dissolve SIP, Marketing, Risk/Safety, Recruitment, playground committees. Caitlin seconds. All vote in favor.

Action Item - Family Contribution Form. Melissa reviews document being sent to parents. Not ready to publish yet. Board will get copy soon. Not required to vote on this because policy items were taken out of the document. Melissa wants to use MITCH photos (not stock pictures.) Jason insists that we get permission to use photos of minor/student if used in the document.

Action item - Board Job descriptions. Jason suggests that we change "completing goals" to "aligning goals" on all descriptions. Jason suggests adding: "...in a timely manner..." to treasurer job description for providing reports. Jody suggests changing "...on MITCH's financial health..." to "...on financial health of MITCH..." on treasurer job description. Donna moves to approve all of the job descriptions as amended. Second by Don. Jason notes that we do not have final versions of the document for this vote. Votes in favor: Donna, Don, Jody, Christa, Carrie, Caitlin, Brittany. Jason votes against. Motion passes.

Action Item - Board agreement. Jason expresses earlier concern from last meeting is no longer the case. Motion made by Jason to approve the board member agreement as presented. Seconded by Christa. All vote in favor.

Action Item - contract with new bookkeeper. Melissa indicates we do not have a contract, but instead a letter of agreement. Donna hands out photocopy of the Financial Policy page 8, section 19: *Contracts and Grants*, and indicates that the board does not need to review or approve contracts. Jason reminds the board that contract authority rests with the board per the bylaws. No contracts at this time to review or approve.

Action Item - hot lunch ordering contract. Planned start for hot lunch is tentatively October 12th. Next week or so will be finalizing agreements with food vendors. Currently lined up are Dickie Joe's, Chipotle, Jersey Mike's, a Thai restaurant in Lake Oswego and possibly a Lebanese restaurant. Melissa confirms no budget impact - the lunch program is self-sustaining.

Public Comment:

Beth Hudson asks a question about the playground final cost. Melissa to provide numbers soon. Kurt Ostermiller commented that the back to school night was good, showed good direction. Ms. Hill proactively recognized possible concern in class and emailed parents ahead of time.

Renea Ostermiller asks if board is presenting financials and being more transparent. (Donna responds yes, we should provide that info.) Christa thinks summary of financials will be good. Don says able to post once it's thru to the district.

Sarah Wiechec asks the board about a plan to address teacher retention and compensation. With large surplus, public might ask questions. Melissa responds about concerns with sustainable impacts with salary, facility. With the 20% kept by TTSD, we could pay our teachers on par with district. Christa replies for needing an emergency fund. Long-term plan needed for charter renewal/success. Don comments that funds should be set aside for facilities and impacts lending health (from banks.) Enrollment fluctuations impact MITCH's financial stability. Sarah suggests explain why the surplus exists if financials are sent.

Board Comment:

Don asks about student who broke their wrist. Melissa responds doing well.

Jason expresses gratitude for Janet and Traci and is saddened by their sudden departure. He indicates they were a large part of the MITCH culture for the past many years and were very instrumental in the school's success. Jason hopes others will learn from this issue. Their role were large shoes to fill and a big part of the culture of MITCH and they will be missed deeply.

Adjournment:

Motion to adjourn at 8:28pm made by Donna. Seconded by Caitlin. All vote in favor.

Minutes Submitted by:

A handwritten signature in black ink, appearing to read "Jason Holland". The signature is fluid and cursive, with a large loop at the end.

Jason Holland, Secretary (10/15/15)

Follow up Items:

- ✓ Board to let Beth Hudson know which role you wish to participate as during MITCH100
- ✓ Jason to publish Aug meeting minutes on website
- ✓ Jason to post calendar dates for Worksessions on board calendar
- ✓ Donna to print out board member agreements for next meeting – signatures
- ✓ Melissa to review final playground cost figures