

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: Thursday, November 19th, 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
Brent Savage

Website: <https://sites.google.com/a/mitcharterschool.org/board-of-directors/meetings/2015-16/05-nov15> (note: link was updated post minutes approval to match this board meeting's website) [jmh 1/8/16]

Members Present: Donna Capodacqua, Don Zinter, Brittany Leonard, Caitlin Blood, Ian Gordon-Knight, Melissa Meyer Christa Griffiths, Jody Blakey, Brent Savage

Members Absent: Jason Holland, Carrie Carlson

Guests: Duncan Ketel, Jeff Demland, Elizabeth Dorris, Sandra Ottley, Gary Maynard, Mark Miller, Joanna Shetler, Dina Dwyer, Ernie Tishouser

Call to order: Donna called to order the regular meeting of the Board of Directors at 6:33pm on 11/19/15 at MITCH Charter School. Donna conducted a roll call. The following board members were present: Donna, Don, Brittany, Caitlin, Ian, Christa, Jody, Melissa and Brent. Reading of the Mission/Vision statement was waived.

Agenda approval: Motion made by Donna to approve the agenda. Don seconded the motion. All voted in favor. Donna called for amendments; there were none.

Board Minutes Approval: Motion made by Donna to approve the October minutes. Don seconded the motion. All voted in favor.

Public Comment: None

Recommendation: Donna explained that at the 11/7/15 Board work session, Steve Kelley recommended that the board adopt the methodology that for discussions, someone first make a motion to discuss, another person would second that. The person making the motion would be the first to speak, followed by the person who seconded the motion, then others would be allowed to speak with no one repeating a turn until all have commented. Donna recommended we adopt this methodology.

Director Update: Melissa gave the director update.

1. Appreciation and recognition for volunteers
 - a. Gary Maynard has over 140 volunteer hours since the beginning of the year
 - b. Others with 50+ hours thanked
2. Student Leadership – talent show on 11/6/15 was remarkable and thanks given for supporting
3. Barb Proctor, TTSD Training for new OSHA safety team
 - a. Emergency plan and reunification plan
4. Teachers formally thanked PSO for breakfast
5. Current Enrollment

- a. 228 students currently. One is moving away, two entering school = net 229 students
- 6. Times news article, mentioning OMSI visit to MITCH
 - a. Email Melissa for a copy
- 7. Chamber of Commerce
 - a. Melissa can supply more info
- 8. Audit Report
 - a. Full report available from Melissa upon request; TTSD to receive a copy this week
- 9. 12/14/15 Annual Accountability Presentation 6:30 p.m. at TTSD, MITCH likely first up (approx. 6:45)
- 10. 12/3/15 concert – difficulty in finding affordable, available venue that can accommodate 300-400 cars. Rescheduled to 4/8/16 at Tualatin High School
- 11. OSHA requires MITCH to have Safety Committee. Committee has had one meeting, meets monthly
 - a. Keeping Safety Committee Notebook
 - b. Goals – Emergency Plan, Reunification Plan
 - c. Will bring to Facility Committee and Board when complete
- 12. Budget year to year quarterly analysis
 - a. Change in methodology for reporting income, revenue and expenditures
 - b. Melissa lead board in review of the similarities and differences, passed out analysis
 - c. Contact Melissa for clarification

Committee Reports:

Finance Committee: Don gave an update on the finances based on the financial statements from July through October. Meeting time and cadence finalized and posted. Currently \$971k in reserves. Donna moved to approve July – October Expenditures of \$332,600.37, check numbers 9188-9241. Seconded by Christa and approved unanimously. Don gave an update on credit card transaction process improvement which is cleaner and has additional controls. Further, pushing for electronic payments where appropriate to reduce fraud risk. Melissa detailed additional layer of control, wherein card is locked and a log kept of who checked it out/back in. Receipts to Melissa immediately, who scans to bookkeeper. Book keeper reviews and reconciles all transactions before payment is made. Discussion of maximized FDIC coverage and the four financial institutions MITCH currently uses.

Facilities Committee: Minutes from their last meeting provided. Discussed meeting times/cadence, focus goals, review of meeting minutes. Jody to contact Kurt re: helping with the garden. Discussion of use of adjacent space, possibly subletting classroom or singular space.

PSO Update: Renea not in attendance. Joanna, a guest, is on the committee and said it's 'going well', and they are ahead of their anticipated revenue. MITCH Marathon a success.

Discussion – Enrollment: Next year's enrollment was discussed. Discussion of lottery process, prioritization of underserved populations and ramifications. Discussion and explanation of SB 820 offering a chance to change the lottery process to weight differently based on underserved populations. TTSD provided forms to use in gathering demographic information so MITCH can learn whether or not an applicant is a member of an underserved population. Decision to be made regarding if Returning Student information not sent in whether that student's spot was available to

others. No decision made. "Flowchart" on enrollment process supplied explaining process – available upon request to those not in attendance.

Discussion – Board training 11/7/15. Attendees detailed 1-2 'takeaways' from the session.

- Board determines what needs to be done ED determines how it is to be done
- Do not need a policy for everything because that can be written into operational documents
- Serial meetings
- The importance of not talking for the board and being clear that something is your personal opinion
- The importance of remembering the board hat never really comes off and to recognize that the parent hat does not really either
- Talking with one voice and supporting a board decision in public once it is made

Discussion – Board training opportunities:

- 1/23/16. Don has two passes for the opportunity from Citizen's Bank 9am-4pm in Corvallis. Attorney General to speak.
- In April 2016, Steve Kelley available to come back for the Saturday work session.
- OSBA policy office available to speak at future meetings and offer guidance as we revise policies

Action Item: Vote on contract with Sonitrol to improve security. Scope of work and cost document supplied, available upon request to those not in attendance. \$15,438 for installation of cameras, magnetic locks, key FOB, extra lights on exterior. Motion made by Don to approve. Donna seconded. Unanimously approved.

Action Item: Vote to use reserve pay for salary increases for all MITCH staff of 15%, retroactive to the first of the school year using approximately \$60k from reserve. Don motioned to approve, Brent seconded. Motion passed unanimously.

Action Item: Vote on proposed language change in finance policy to increase the limit for which Melissa can sign without board meeting to approve, from \$2500 to \$5000. In absentia, Jason's recommendation read to keep the amount the same and reasons for that. Motion approved to increase, Donna seconded by Don. All vote in favor.

Action Item: Vote to change the language in Financial Policy and Procedures Manual Section XIII. Budgeting of Funds

Motion to Change the Financial Policy and Procedures Manual Section XIII. Budgeting of Funds from the Current Procedure by Donna seconded by Don. All vote in favor.

Change from: The School Director shall develop, in conjunction with the Treasurer, the charter school's operating budget. Budgeted expenses shall be allocated according to the State and District reporting categories. Reallocations to the approved budget exceeding \$2,500 shall be approved in advance by the Board of Directors. Reallocations less than \$2,500 shall be approved by the Board of Directors at the next Board meeting;

to:

The School Director shall develop, in conjunction with the Treasurer, the charter school's operating

budget. Budgeted expenses shall be allocated according to the State and District reporting categories. Reallocations to the approved budget of \$5,000 or more shall be approved in advance by the Board of Directors, except in cases of emergency in which a higher value expenditure pertinent to student health, safety, or security must be made. All budget reallocations, regardless of amount shall be approved by the Board of Directors at the next Board meeting.

Action Item: Vote on director candidate Jeff Demland. Donna motioned to approve Jeff to add to the board of directors. Brent seconded. Motion carried unanimously.

Public Comment: Sandra Ottley, Duncan Ketel, and Elizabeth Dorris made comments

Board Comment: Don, Donna, Jody, Christa, Melissa made comments.

Motion to adjourn by Donna seconded by Brent. All vote in favor. Meeting adjourned 8:20 pm

Minutes Submitted by: Brent Savage, Director