



MITCH

Board of Directors

Administration:

Keri Butler, *Executive Director*
Sandra Ottley, *Director of Curriculum and Instruction*

Members:

Donna Capodacqua, *Chair*
Justin Cabrera, *Vice Chair*
Chris Thoms, *Secretary*
Alex Kalemkeris, *Vice Secretary*
Luke Adams, *Treasurer*

Eric Rasmussen
Allison Barber
Valia Eskandari

3/5/20 Work Session Meeting Minutes by Alex Kalemkeris

PURPOSE

PRESENTER

DURATION

1. OPENING ITEMS

Call to order, Roll call, record attendance and guests

Alex called to order at 7:01 and performed roll call

Present: Board attendees: Donna, Keri, Justin, Alex, Luke, Eric, Allison, Valia

Absent: Chris

Guests: Jason Johnston

Friendly Amendment to remove "equity definition" from agenda was approved.

Agenda: Luke moved, Ali Second. No discussion

- o All in favor, no abstentions, no objections - **approved**

2. Executive Director Update

- Keri: day 4 of monitoring attendance of Coronavirus
 - o On Monday 14% absent. Now we are down to 9% absent. As far as we know based on input from families. Some of the absences are family vacations. No initial concerns about an outbreak. There is 1 family taking precaution.
 - o Met with the cleaning company to ensure quality of cleaning.
 - o Stopped perfect attendance challenge to avoid students from trying to push.
 - o There is a policy that students can't get their homework until their return. Keri is asking for an exception of the staff. Ali asked if we needed a special "coronavirus" policy. Keri didn't feel that was necessary.
 - o Board supported maintaining an informational/communication status.
 - One family has asked about contingency plan and perhaps doing Google hangouts as alternative. Concern on learning of <4th grade students.
 - Board agreed this was operational.
 - o New transformer was installed with the new leasing company. Previously this was acting up and was a concern it would fail. New company just sent someone out to replace it. As part of the lease, there is a fund that will pay for this.
 - o Currently at 225 students. Enrolled all 57 seats for kinder are filled. Now sending out information/committal letters for next years current students. Then will do lottery for other grades.
 - o Had to hire a part time 3hr/day teacher to help with math classes and keep sizes manageable.
 - o Keri wants to consider a change to teacher employment contracts. They are paid 12 months a year, but work ~10 months. There was a teacher last year who was paid in July/August for working 8 days in September. Traditional schools manage this by giving

3 paychecks in June from year prior. Long discussion around considering moving teacher contracts to start on Sept 1st (example).

- Employment agreements are signed annually but have not been updated recently.
- Lottery. Recent experience indicates potential room for improvement in how the lottery process is documented. Some clarity is required to ensure it reflects intentions. Plan for April 4th work session.
- Would like to request modifications to the current board approved school calendar. It has some mistakes on it. Keri would like to better align eventually with TTSD calendar once published. Keri to propose to get updates. Agenda item for 3/19.
- Luke suggested considering a “townhall” concept with the ED and board with the parents. Time to get together, voice concerns, but not formal board meeting. Needs public notice. Lengthy discussion in consideration, outcome was to review for further discussion. Will include on April 4th discussion
 - Also discussed Annual survey and how to balance.
- Keri mentioned Senate bill 14, about the correct way to instruct our students about Native Americans. In core knowledge sequence, we are teaching it earlier than TTSD. Some of the core knowledge curriculum doesn’t align very well with the new law.
 - May need to supplement/replace certain parts of curriculum.
-

3. Equity Definition = agreed via friendly amendment to table.

4. Marketing Committee Update

- Valia provided an update that she is trying to seek input from a former family/alumni from Mitch to get input for marketing. Eric agreed to follow up with PSO for help.
 - Keri mentioned speaking with Dr Hudson since she has had her kids go through school.
- Updated the marketing message. Luke highlighted its important that we filter our messaging through this.
 - Keri mentioned we should consider “M.I.T.C.H” and its acronym. She mentioned “hands-on” needs discussion. Agreed to focus on curriculum, and ag. But how to manage “hands-on” and what that means.
 - *MITCH Charter School is focused on hands-on education and the enrichment of our Student’s Knowledge and Lives. We believe that the ability to think critically, have a high level of responsibility, and gain a broad knowledge of the world is the basis for students to become better communicators, readers, and have a solid foundation in math, history, and art. Our unique agricultural program allows our students and educators to break down barriers and help increase achievement success. Our goal is for our Students’ lives to be transformed by the mighty team at MITCH.*
 - Valia requested each board member to review and provide input. She would like to have this closed by Mid-March.

5. Update on Fundraiser Activities

- Valia is working on Tulips fundraiser
- Alex clarified intent of setting up a sub-group (committee) to get the pieces together for a future campaign. There is a lot of pieces to the puzzle, try to delegate some of those to individuals to drive action to have the structure to support a future fundraiser. Whether its this year or next.
 - Donna clarified on committee; we cannot have more than 3 board members. As >3 would create a quorum.
 - Luke mentioned concerns about trying to pull this off by this year. Suggested the time needed to get ready and would be better to target October. Vs later this year. May not have enough time this year. Some further discussion, but everyone agreed that there is a challenge with time. Luke mentioned just doing a “ask”.
 - Keri mentioned October is the biggest fundraiser for PSO in the year.

- Alex added, that we have talked high level but we need to work out the details. Maybe there is small things we can do, but we don't have things ready. Laurie mentioned February and we should start planning 1 year earlier. Luke and Eric volunteered to work.
 - Do we do Pledgestar – to ask direct
 - Can we create a list of target people to ask for money?
 - Campaign for Top Golf/Nicoli
- Discussed having a sub-committee to work on this. Alex to setup with Luke/Eric

6. Succession planning discussion

- Donna mentioned 4 people with terms expiring.
 - Allison Barber – term expires 6/30/20 – In discussion, may consider 1 year.
 - Chris Thoms – term expires 6/30/20 – Need to follow up, unclear if we signed him up for 2 years, but officially 1 year.
 - Donna Capodacqua – term expires 6/30/20 – Will not continue.
 - Valia Escandari – term expires 6/30/20 – Will not continue
 - Alex Kelamkeris - term expires 6/30/21
 - Justin Cabrera - term expires 6/30/21
 - Eric Rasmussen – term expires 6/30/21
 - Luke Adams – term expires 6/30/21
- Alex suggested we need to start on recruiting new board members. Liked advise to be focused on who we want to bring in. Also agreed to try to hit a target 1/3 parents, 2/3 outside. Depends on if we have enough members. Ali suggested board is very small, we need more people.
- Board agreed to target 10-12.
- Ali is going to submit us for Onpoint CU grant. Will need some language
- Ali suggestion if anyone knows people at Non-profit association of Oregon.
- Valia suggested business development. Alex volunteered to assist
- Divide skillsets into smaller groups so we can each bring 3 people. Bring ideas/resumes into a room to discuss.
 - We already have 4 parents; we need to reflect our community (equity).
- Keri mentioned a Latino family about being on the board. If we have 5 parents, with 7 non-parents. Agreed to avoid going over 50%. Kate Mohr has expressed interest as well.
- Luke suggested David Mills on the PSO that has background that could help. Some concern about not having a HR person on the Board.
- Valia mentioned Willow (Riverview bank) who is with non-profit now.
- Luke mentioned Scott Gallagher.
- Ask to get 3, split up areas of focus for coverage. Get names, cv, contribution, and are interested. Let's discuss during April 4. Possibly add early for transition.
 - HR – Donna to target
 - Financial Development/banking - Luke
 - Marketing – Luke & Alex
 - Banking - Luke
 - Non-profit exp experience - Ali
 - Fundraising – Luke & Alex
 - Business – Alex, Eric
 - Legal – Justin
- Transition – need to work on this. Try to capture as much of a download from Donna before she terms up.
 - Ali asked about expectations and coverage during the day. What impact would that have on people who have 9-5 jobs. Concern on availability, maybe we want someone that is retired or has more of a flexible schedule.
 - What happens if we don't have a Chair identified? We have to find someone to start transitioning. Luke suggested to cover during April 4th. Can we have a

“Chair Elect” added. Donna expressed a concern if the new members would be onboard. Need to validate bylaws allow.

- If we elect before the Annual meeting, we elect them to the Annual meeting, then re-elect in July.
- Justin volunteered to put his name in for the Chair position.
- Alex followed up on how to balance the Chair’s load by splitting duties. Luke’s concern was OK with delegation. Would it be “officially” co-chairs, or Chair/Vice Chair. By having more board members better balance work load.
 - Donna mentioned some weeks are 4-6, some are 20 hours. A lot of the time was recruiting and interviewing new ED etc. Plus because she had an HR background. Member at large with HR background would likely be the same.
- Asked for Elevator speech. What is working on the board like, what is our message? – not currently. Possibly have them join a few board meetings. Get a tour of the school.
- Closed discussion with follow up for April 4th. All members to target minimum 3 names. Goal to get 6-7 new board members by July.
- Valia asked Keri if it would be beneficial to call a Chamber AM. Discussed challenges having enough space for 60-80 people during school hours. Typically 7-9am. School opens 7:45am.
-

Adjourn

- Alex adjourned meeting at 8:36pm

**NEXT REGULAR SESSION THURSDAY MARCH 19, 2020 6:30 PM TO 8:30 PM AT
MITCH CHARTER SCHOOL**

**NEXT WORK SESSION SATURDAY APRIL 4, 2020 12:00 PM TO 4:00 PM AT
TUALATIN CHAMBER OF COMMERCE**