



# MITCH

Board of Education

**Administration:**

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

**Members:**

Donna Capodacqua, <i>Chair</i>	Eric Rasmussen
Justin Cabrera, <i>Vice Chair</i>	Allison Barber
Chris Thoms, <i>Secretary</i>	Valia Eskandari
Alex Kalemkeris, <i>Vice Secretary</i>	Jason Johnston
Luke Adams, <i>Treasurer</i>	

## Annual Meeting (Regular Session) Agenda

**When: 5/21/20 6:30 p.m. to 8:15 p.m.**

**Where: Virtually via Zoom**

<u>PURPOSE</u>	<u>PRESENTER</u>	<u>DURATION</u>
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### 1. OPENING ITEMS

Call to order at 6:32pm

Roll call, record attendance and guests

**Board: Donna, Jason, Keri, Eric, Valia, Luke, Justin, Allison**

**Public: Alicia Ordway, , Dina Deyoung, Helene Cuomo, Jennifer Wytmans, Julie Hovorak, Sandra Ottley, Kimberly Hillis, Karen Birks, Scott Cannon, Melissa Snowberger, Sara?, Karisa Brown, Kirsten Zeikle, Beth Hudson, Heather Wojciechowski, Janet Baker, Elaine Hill, Carol Wojciechowski, Megan Atkinson-Young, Amber Kunz, Elaine Hill, Nicole Wong, Christina Devlin, Amanda Jones, Anna Wildish, Mary-Ellen Rasmussen, Caitlin Blood, Jeb, Claudia Cleetus, Ashley Contreras, Ashley Robinson**

Not attending

Approve Agenda

Valia moves to approve, Jason 2<sup>nd</sup>. Approved

Approve April 2020 Minutes

Donna requested some edits that Chris implemented:

Donna moved. Luke 2<sup>nd</sup> to approve the minutes as amended.

All in favor, no abstentions, no opposition - Approved

### 2. Executive Director Update

- Keri attended the state board of education
- ORCS – Oregon community of charter schools
- Both reported on the financial impact of the state, unemployment and other factors related to COVID19
- Expecting a very significant impact to the school fund until 2025. Expect cuts that many years. Schools told to plan for a 16% cut for all programs
- They talked about what school may look like next year. Update in June 8<sup>th</sup>.

- Justin asked if this will impact enrollment or funding. Keri believes it will, while we have to maintain TTSD, we have some choice.
- Chris commented on his research at NWEA. Put out about 10,000 survey. What they understand there will be a rush to go back to school. Parents who are working can't really do it. Significant willingness to return.
- Chris mentioned putting people in different places on different days to separate kids.
- Most likely the beginning of the school year will be a hybrid model. Half the students come on certain days, and the other half work from home.
- Keri hopes to work with her leadership team and communicate with the community as understood.
- Student Success Act which we applied for. It is being reduced and is based on corporate revenue which is down. Planned to pay for a counselor and reading support
- Keri wants to setup a health and safety committee. To include staff, board, parent.
- Enrollment looking at 250 students. Only have lost 1 so far.
- Would like to setup a budget committee to redo the budget. Would like it to be more than Ashley, Luke, and Keri. Start with values and what is most important to us. Then build. Need to be strategic. May need to consider spending some reserves.
- The PPP loan \$196K loan has been approved. There is some question if it really is forgivable. There is some concern about using PPP when your primary source of income is "state" funds. Could be a repayment, or a loan at 1%. Need to find out before we start using that money.
  - Luke: Asked about the total fund paid.
  - Jason: asked if there was other avenues, we could use that money.
  - Justin suggested to take offline. He has some people working on this.
- Staff is looking at offer some summer enrichment/academic classes. Originally expected to be virtual but will consider hosting at the school small groups (<10 people). Charge a fee that allows the teacher to be paid. Plus add to the needs for the building. Increased cleaning expenses.
  - Chris asked about opening up opportunities to students outside of MITCH.
    - Suggested to help market MITCH, potential some experience from NWEA indicates large market. Focused academic excellence, no more than 2-3 hours.
  - Donna mentioned the idea came from the teachers and staff, thank you.
- Started communicating with new Kinder families. A few are joining tonight. Will start doing some story time zoom calls. Will host a virtual meeting with those parents as information is available.
- Working with the PSO to get teachers with new computers. To help prepare on distance learning. They are using personal computers. Will need to increase technology for students based on expectations for next fall.
  - In TTSD every child has their own device. At MITCH had to rely on parent on whatever technology they have.
  - Luke mentioned ATT and Verizon are offering free wifi to kids who are struggling.

lead.

### 3. PSO Update

- Christina

- PSO recently did a survey out to all of the mitch community. Primary reason to help with the PSO leadership team. And begin planning out fundraisers for next school year
  - 50 respondents, less than last year (57). It was a short turn around.
  - Out of that. Full slate of PSO leadership. VP position still needs to be filled. 6 leaders returning. 9 new members.
  - Purchased 75 chromebooks. Because they are mfg in Asia. They were severely delayed.
  - Talent show
- Donna commented about Christina moving on. Expressed thanks on behalf of the board and community!!!

### 4. Approve April 2020 Financials

- Luke

- Surplus is approximately \$214,109
- Total revenue through April was \$1,700,646 assuming a student capacity of 225.
- Will need to repay \$33,133 soon. We were off on our headcount on 2018/2019
  - We are also short this year.
- Keri mentioned we have to true-up. Apparently the original budget was for a larger sum and maybe it was missed. What is shows it its important to be really give the best guess.
- Luke commented owning \$35K over 2 years against 1.7M is not a significant percentage.
- Cash and equivalents is \$740,736 which is up \$56,560. We are above last years number by ~\$36K
- Keri was reviewing the charter to see if there is a requirement on amount of reserves. She could not find anything. Need to double check.
- Justin made a motion, Jason 2<sup>nd</sup> to approve the financials as presented by Luke
- Any discussion? None.
- All in favor, no abstentions, no objections. - Approved

### 5. Approve Policy Changes and Readopt Policies Including Retiring Current Lottery Policy so it can be Updated as a Procedure

- Justin had them reviewed and no change recommended. He recommends approving as is and push till next year.
- Justin makes a motion to retire the lottery policy, Allison 2<sup>nd</sup>.
  - Any discussion, No
  - All in favor, no abstentions, no opposition = Approved
- Donna makes a motion to readopt all other current policies, Valia 2<sup>nd</sup>
- Any discussion: None
- All in favor, no abstentions, no opposition – Approved
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- Justin reviewed the bylaws as well. Good to affirm this year.
- Donna based on Justin's recommendation, Donna makes a motion. Jason 2nd
- Any discussion? No
- All in favor, No opposition, No abstention, - Approved
- Donna mentioned that all the bylaws, minutes etc are published on the website under the directors. Need to change the dates to update.

#### 7. Approve 2020-21 Teacher Agreements

- Keri provided context
  - Originally hoped for 4% increase, but due to issues its currently 0% increase for next year. Focus is to keep all teachers.
- Teacher agreement. Keri wants to advocate to add everyone to a 2 year agreement.
  - The only reason why a person is on a 1 year agreement, is because its their first year.
  - Keri needs help in clause in yellow. Wants to improve wording.
  - Donna: Need to approve the salaries and agreement.
  - Discussed wording made some changes.
- 3 motions
  - Teacher agreement
    - Luke moved to accept the teacher agreement as presented on screen, Valia second
      - Any discussion, No
      - All in favor, No abstention, No objection - Approved
  - Teacher compensation
    - Donna moved to approve teacher compensation, Jason 2<sup>nd</sup>
      - Any discussion, no
      - All in favor, no abstention, no objection - Approved
  - Staff compensation (3 staff members)
    - Luke moved to approve staff salary compensation, Justin 2<sup>nd</sup>
      - Any discussion, no
      - All in favor, no abstention, no objection - Approved

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#### 8. Board Elections

- Context/protocol. Typically do re-elections first, then new elections
- Directors up for re-election
  - Jason Johnston
    - Luke made a motion re-elect Jason Johnston from July 1<sup>st</sup>, 2020, June 30<sup>th</sup> 2022, Donna second
    - Any discussion, no
    - All in favor, No abstention, No objection - Approved
  - Allison Barber
    - Donna made a motion re-elect Allison Barber from July 1<sup>st</sup>, 2020, June 30<sup>th</sup> 2021, Valia second
    - Any discussion, no
    - All in favor, No abstention, No objection - Approved
  - Chris Thoms
    - Luke made a motion reelect Chris Thoms from July 1<sup>st</sup>, 2020, June 30<sup>th</sup> 2021, Donna second

- Potential directors
  - Carol Wojciechowski
    - Donna asked about the conflict question. Carol mentioned she would withdraw. Would depend on the seriousness of the situation.
    - Would like to do a 1 year term.
    - She has done a lot of fundraising. Good at carrying out duties, willing to ask. Her experience is on auctions.
    - Vote:
      - Donna made a motion to elect Carol to the board July 1<sup>st</sup>, 2020, June 30<sup>th</sup> 2021, Valia second
      - Any discussion, no
      - All in favor, No abstention, No objection – Approved

#### 9. Marketing Committee Updates

- Eric gave an update. No response from Pledgestar until today but went to VM.
  - Eric will include Valia's contact info.

#### 10. CLOSING ITEMS

##### Public Comment\*

- Donna highlighted: \*Public and Board comment limited to three (3) minutes per person. Note, neither the Board or the Executive Director will address questions and issues during the comment period.
- Dr Hudson: Thank you to everybody, its not an easy time of year. A quick question about PERS, in her own house in consideration of participating more than the state mandated amount. There was some indication that Mitch needed to have an account/participant to allow staff members to create an additional account that they can add more funds too. Request that the board look at other ways to compensate the staff, to enable staff can contribute more.
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##### Board Comment\*

- Donna, we appreciate Keri and all of the staff and community have done to help and support with what they are doing.
  - Sharon Fox emailed earlier this week. Donna bragged.
- Luke: Welcome the returning and newest board members.

##### Adjourn

- Meeting Adjourned at 8:33PM
- Donna motioned, Luke 2<sup>nd</sup>
  - All in favor, No abstention, No objection – Approved

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