MITCH Charter School Board Meeting 5-18-2017
https://sites.google.com/a/mitchcharterschool.org/board-of-directors/home

Date: July 20th, 2017
Place: MITCH Charter School
19550 SW 90th Ct.
Tualatin, OR 97062

Lease - July 2010
Charter - July 2008 - June 30, 2018

1. Opening Items
   A. Call to Order 6:45pm.
      a. Caitlin makes a motion to approve tonight’s agenda. Jaqueline seconds.
      b. Discussion: Caitlin requests to alter agenda to approve May and June minutes only. Jaqueline proposes to add in poinsettia fundraiser discussion.
      c. Caitlin makes a motion to approve tonight’s agenda with two above changes. Jaqueline seconds. Approved by all.

   A. Jaqueline motions to approve May 18th, 2017 and June 15th, 2017 minutes. Caitlin seconds. All approve, motion passes.
   B. Public Comment
      a. None

3. Executive Update
   A. Monday, the 24th, at 7 pm is the city council meeting for Frontier Garden. At the Juanita Poll center.
   B. Audit is proceeding, field work next week. The council will go to the auditor, Cindy, for a few days, and then the school.
   C. After school programs
      1. YMCA is on track.
      2. Play Fit Fun will be here on Mondays for 90 minutes.
      3. Yoga for Kids on Tuesdays
      4. Kids like Languages on Wednesdays.
5. OBOB on Thursdays.

6. Waiting to hear from Science Matters, not sure on day yet.

D. Melissa has created a draft of a facility reservation form and will review with Ashley next week. First draft on Drive under today's meeting, under Director's notes for board to review.

A. Building maintenance for summer
   a. School needs- Melissa presented a list of all the needs including:
      1. Lockers
      2. Insulations
      3. Lights
      4. Clock in entry
      5. Re-hang bulletin boards
      6. Weed/water
      7. Repair benches
      8. Repair art squares
      9. Install speed bump- need to be ordered
     10. Individual teacher's needs are included on this list.
        a. When will these happen?
           i. Saturday mornings, Sunday all day
           ii. July 30th, Aug. 6th possible dates

4. PSO Update
   A. Aug 1st Meeting
      B. Was hoping to get MOU signed by Board Chair to make official and begin the items in the doc.
      C. Monthly newsletter should start soon
      D. 2017/2018 Budget is in the works. Work session held earlier this month and have a draft to finalize at the Aug. 1 meeting.
      E. Amending bylaws to adjust officer/member structure and commitments. These changes will be presented Aug 1 meeting and voted on Sept meeting.
      F. Help center is being set up.
G. Kinder camp (supported by PSO volunteers) and back to school is coming up. Uniforms needed for this - to be discussed with Ashley and Shasta.

H. 4 new board members brought on Aug 1.

I. Sign is being picked up by Eric on Monday and being brought to the school Tuesday afternoon.

5. June Financials
   a. Melissa emailed financials to all board members.
   b. A few adjustments will need to be made as this was received last minute, including the activity fees.
   c. Received SSF for July. ADMW was increased. Melissa will be taking funds that we don’t need and putting them into the money market accounts (a.k.a. the reserve).
   d. Karen motions to approve financials pending edits. Caitlin seconds. All approve, motion passes.

6. New Teacher Agreements
   A. Handout from Melissa of MITCH teachers in 17-18. Hudson’s terms have a typo, need to be corrected to 2 years, not 1.
   B. Caitlin motions to approve new teacher agreements as presented, including correcting Hudson’s term to 2 years. Eric seconds.
   C. Discussion on Hudson’s terms. And term times for new positions (1 year). The same template was used with a 1% increase for all renewed and new contracts.
   D. Caitlin motions to approve the new teacher agreements for 2017-2018 acknowledging that Hudson has a 2 year contract (not 1 as listed on Melissa’s handout). Jacqueline seconds. All approve, motion passes.

7. Copier Vendor.
   A. Discussed changing copier vendors at last June meeting.
   B. $19,000+ on copies for 16-17.
   C. CTX wants to increase prices and give new copier. The cost would have been $14,000. Melissa received bids from Kelly Imaging at $11,000.
      a. No early termination fee, as Kelly is indirectly buying out this contact by continuing to pay Leaf but we will no longer use them.
b. We need to notify Leaf that the copier will be held by Kelly in a warehouse for the next 2 years. Kelly will document copier's current state.

c. Discontinue Leaf contract and beginning Kelly Imaging.

d. Karen motions to discontinue Leaf contract and allow Kelly to buy out the two year contract from Leaf. Caitlin seconds. All approve, motion passes.

e. Eric motions to accept Kelly's contract and their services. Karen and Lindsie seconds. All approve, motion passes.

8. Board Policies
   A. Caitlin makes a motion to adopt the new board policies as presented. Karen seconds. All approve, motion passes.

9. Pointsettias
   A. Time to renew and reorder for holiday season
      b. Eric suggests selling to greater community, parent offices
      c. Jacqueline will follow up with Amy at Al's Garden Center, order 200 small and 60 large

B. When is return date? Extra vouchers return policy.

C. When does Mother's Day sale start?

D. Get on mailing list.
   a. Jacqueline proposes as agenda item for future board meeting to discuss price, announcements, etc.
   b. Run fundraiser from October through November

10. Public Comment
    A. Sarah asks how board members will be attending PSO meetings. Choosing a liaison or alternating who attends? Donna will need to answer this.

11. Board Comment
    A. Eric is asking to clarify terms around Top Golf/ProFund.
       a. Discussion around terms as sent in the email from Donna.
       b. Lindsie asking about our contract with ProFund. Clarifying that we need to host one more fundraiser with him before releasing contract.
       c. We budgeted for fundraisers and we need to decide to do them.
d. PSO strongly encourages going outside of the school for funds, bringing in other community players.

e. Can we meet with Jerry at Top Golf? Do we get vouchers, what incentives can we give?

f. Jacqueline to follow up with Donna so she can follow up with Jerry and possibly bring him in.

12. Caitlin motions to adjourn at 7:57. Eric seconds. All approve, meeting is adjourned at 7:57pm.