MITCH Charter School Board Meeting 10-19-2017
https://sites.google.com/a/mitchcharterschool.org/board-of-directors/home

Date: October 19th, 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 at 6:35pm.
   b. Present: Donna Capodacqua, Jeff Demland, Caitlin Blood, Todd Olson, Jacqueline Fassett, Eric Rasmussen, Lindsie Bailey, Melissa Meyer
   c. Public Present: Christina Devlin, Beth Hudson
   d. Todd moves to approve the agenda, Donna seconds, all in favor, motion passes.
   e. Jeff moves to approve August 2017 board meeting minutes, Todd Seconds. All in favor, motion passes.
   f. Todd moves to approve September 2017 board meeting minutes, Donna seconds. All in favor, motion passes.

2. Executive Director Update: Melissa
   a. Rachel Onstott had her baby this week. Her substitute is doing well.
   b. 1st teacher conferences are next week.
   c. The state report card is out – we are a “4” due to our demographics not matching the District. More of our students exceeded benchmarks than the State average. ODE is redesigning the report card.
   d. Dr. Lukich’s report was received. We’d like to post and Melissa will ask for permission as the report belongs to the District. The report is favorable.
e. Enrollment is down to 245. Families left due to transportation and too much homework. To balance revenue, we are looking to add 2-4 Kinder students, because we have a wait list in Kinder. Also and as always Melissa is exploring cutting costs.

f. Melissa let go of the bookkeeper this week. It was an amiable separation.

g. Identifies a culture change at MITCH, and issues some parents raise with student homework load.

h. Todd speaks from parent’s perspective, illuminates homework as a potential scapegoat for lack of student success. Lindsie speaks to balance of homework and after school activities.

i. Melissa commits to stay on top of enrollment numbers to maintain budget.

3. PSO Update: Christina Devlin
   a. MITCH Marathon is tomorrow, October 20th,
      i. Inclimate weather plan is in place
      ii. Fundraiser is doing well, will not hit goal of $20,000 but will hit about $10,000.
      iii. School assembly scheduled for November 3rd to hand out prizes and coupons to students.
      iv. T-shirts have been distributed, sold over 124.
      v. Other fundraisers overlapped with Marathon
         1. Lake Oswego Pizzicato restaurant dine-in on Tuesday October 24th.
         2. Willamette Pies Fundraiser forms went home this week, also a Google online form. Donations are due next Friday.
      vi. Reiterated adoption of park trail that was discussed at previous board meeting.
      vii. Maintenance Day scheduled Sunday, October 22nd.
       1. Still need to set time and get on MITCH calendar.

4. Financials
a. Todd moves to approve August 2017 Financials as presented at 9/23 work session, Donna seconds. All in favor, motion passes.
b. September financials are not complete, due to the dismissal of our bookkeeper. Minutes will be ready at November work session.
c. Melissa identifies a candidate to replace our bookkeeper in the interim, especially to help train Ashley. Her hourly rate is less than what we currently pay. She works for Hendrickson & Co. in Sherwood. Melissa would prefer if by June we do not have an external bookkeeper.

5. Quarterly update
   a. Melissa presents Quarterly update
      i. We are running a little bit over budget for September.
      ii. Melissa identifies Business Operations/Property costs as an area for savings.
      iii. Admin and teacher overtime brought our payroll costs up.
   b. Quickbooks issues:
      i. When Quickbooks was first installed, not all of our “fund lines” were entered correctly. Because of this, a lot of expenses have been entered into incorrect fund lines. We need to rebuild the Quickbooks fund lines.
      ii. Family accounts need to be rebuilt, in terms of activity fees and family contributions. We have very high pay rates for our activity fees, and this is in much thanks to Ashley’s reconnaissance work. Melissa will have numbers of families that have made contributions ready in November.

6. Strategic Plan: Todd Olson
   a. We need to address which statistics are important to highlight.
   b. Encourages a meeting between Donna, Melissa and Todd to look through pages 6-18 to identify important statistics.
   c. Donna believes statistics do need updating, in addition to information about Tigard/Tualatin. Can Melissa delegate this to someone on staff? Could this be an opportunity for professional development?
d. Melissa is not sure if this information about the city is relevant any longer.

e. Todd identifies the importance of identifying who our greater community is, and that it is important to research the demographics of Tigard/Tualatin to understand how we are serving the community.

f. We will be voting on the Strategic Plan in the November 16th meeting.

g. Donna has included the last page of the strategic plan, we discuss that the Goals of MITCH are not changing, but the Milestones will change.

7. Emergency Preparedness: Melissa

a. We have been working with TTSD on an Emergency Preparedness document, based on FEMA guidelines. Since we began this process 2 years ago, our staff has changed. Melissa has partnered with NW Regional ESD (our neighbor) as they shape their plan as well. She has identified our first off-site location as Cascade Coil. She would like our secondary location to be Kaiser or a space just as safe.

b. We will need to coordinate all of our plans with Emergency Response.

c. We need to prepare first-aid bags for all teachers.

d. FEMA recommends we be prepared to take care of children for three days.

e. Teachers are passionate about taking on leadership roles.

f. Severe weather, flooding, fire, chemical spill, and train derailment are our five top hazards that we need to be able to respond to. Intruder is also included on that list.

g. Melissa would like to have a first draft by our December work session.

h. Jacqueline asks where the funds for these items will be sourced. Melissa identifies outside resources that may be available to schools, and that a conversation needs to be had with PSO.

i. Christina identifies that Mike Luke came to speak to parents about Emergency Preparedness. PSO has asked Melissa to speak at the November PSO meeting about planning process and how the PSO and parents can contribute to fill gaps. Identifies the Red Cross program, “Prepare Out Loud” to provide parents with emergency preparedness information.
j. Todd identifies agencies that raise money to provide emergency preparedness kits. Is this a fundraising opportunity for MITCH Board? Christina would like to use the auction as an opportunity to raise money for this cause, as well as funds to build a kitchen.

8. Fund Raising Update: Jacqueline
   a. There are overlaps between PSO fundraisers and Board fundraisers
   b. Pie fundraiser will overlap with board’s Poinsettia fundraiser. PSO has asked us to push back Poinsettia fundraiser by one week. Vouchers can be redeemed 11/17-12/4.
   c. Donna suggested reaching out to Westside Church.
   d. Jacqueline brings up reaching out to church for DRIP campaign by putting up fliers for ADA ramp.
   e. Poinsettia vouchers will be distributed at the school. Outreach methods will be a display in front office, Fox Tales & Westside.
   f. Poinsettia page is live and Jacqueline will share with Board.

9. End of Year Appeal
   a. It is a four part appeal.
   b. Reminder to email Melissa with your contribution capacity. We have already raised $900 as a board!
   c. Jacqueline was at MITCH on a Teacher Development Day and took videos of teachers testimonies for why they value MITCH.
   d. Discussion of local business outreach.
   e. Discussion of Chamber Ad in Chamber Ad email blast.
   f. Board decides to offer plaque with donors names on ADA ramp.
   g. Jacqueline shares landing page on website.
   h. First email blast will go out October 23rd.
   i. Melissa will send blast to Ida Hecker at Chamber in Donna’s absence.

10. Facilities Options
    a. Tabled, Stanford Scriven has not responded to Donna.

11. PSO Meeting Preparedness
a. Topics for Lindsie to discuss are: Fundraising and the progress on the Strategic Plan

12. Board Comment
   a. Jeff will be running the next meeting.

13. Public Comment
   a. Beth Hudson thanks Board for their effort. Board topics of conversation are very appreciated as a teacher and parent. Specifically from a historical perspective.

14. Closing Items
   a. Donna moves to adjourn meeting at 8:13pm. Todd seconds, all in favor. Meeting is adjourned.

[Signature]
1-4-18