MITCH Charter School Board Meeting 9-21-2017

https://sites.google.com/a/mitchcharterschool.org/board-of-directors/home

Date: September 21st, 2017  
Place: MITCH Charter School  
19550 SW 90th Ct.  
Tualatin, OR 97062

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

Present: Lindsie Bailey, Jeff Demland, Karen Forman, Melissa Meyer, Todd Olson, Donna, Capodacqua, Jacqueline Fassett, Caitlin Blood

Guests: Mary Ellen Rasmussen, Karin Wandtke, (from our auditing firm McDonald Jacobs CPA), Christine Devlin, Kate Ark

1. Opening Items  
   a. Call to Order at 6:30pm  
   b. Agenda edits:  
      i. Donna motions to modify the agenda to say the next two work sessions are 9/23 4:30-8:30, Thurs 10/5 6:30-830, and that Jessica from McDonalds Jacobs, is now Karin from McDonald Jacobs. Jeff seconds, all in favor, agenda approved.
   a. August meeting minute edits tabled.  
   b. Noted that header needs to be updated  
   c. No public comment

2. 2016-17 Audit Report  
   a. Audit Communication Letter- no major changes. Consistent YOY.  
   b. Accounts payable added items  
      i. Final adjustments from PayPal activity  
      ii. Edit page 6- change student numbers to 233 for all enrollment.  
      iii. Edit page 28- wrong date (June 31, 2018 needs to be changed to June 30, 2018)  
      iv. MOU has been approved and is in place

3. Executive Director Update
a. PACE offering 5% discount on 2018-19 if we have training and policies for Melissa. Training needs to be in policies. Need HR person on board.
   i. Melissa handed Donna letter from PACE. Needs decision by May 2018.

b. Renewal of Church contract. Looks positive.

c. First grade teacher maternity leave coverage. In process.

d. PSO workdays in place for the rest of the school year. On calendar. Tentative but the PSO needs to vote to approve them.

e. Quote from Comfort Flow Heating for classroom off of the multi-purpose room to get HVAC better in that room. Was very hot while weather is warm. Worried about that room when there is much colder weather. They recommend a small Toshiba wall mount unit. Under $5,000 with no electrical and no wall work to get it to fit. Melissa sending quote this week.
   i. Scott Brewer, works for local Tigard company, is an electrician. Also willing to help with transformer. Willing to donate labor, not parts.
   ii. Quote from Sonitrol (?)- tagging issue. 8 cameras quote with a monitor in the front of school. $5,000 range.

f. Discussion on cameras in back corner of building in Melissa’s first year. A camera was put in the trees by the back fence. School resource officer recommends camera for evidence and security. Flood lights are needed as well, as per Melissa. Management company will not pay for lights-only.

g. Frontier Garden
   i. If property is fenced, students and teachers can be in garden space. Still need to pay for an ADA approved ramp. Todd Hess construction has provided a quote for $4,750.
   ii. Currently applying for 3 grants: Lowe’s, ODE Farm to School Grant, Delta Kappa Gamma Educational Foundation, potentially USDA Farmers Market Promotion Program. May apply for this in the future.
      1. Possibility of a MITCH CS to meet requirement of USDA Grant.
      2. Currently talking to Matt Gordon at Cully Neighborhood Farm to address feasibility.
      3. Lowe’s application due mid October.

h. Community Commitment
   i. Letter received from neighbors in complaint of parking violations. As far as Melissa is aware, no parents or teachers park in that space.
MITCH has received a letter. Jeff advises to respond to letter or call property manager to respond to letter.

ii. Charter School Alliance
   1. Melissa met in Oregon City with local charter schools.
      a. Funding issues are difficult for all
      b. Worry that legislation will drive Charter Schools out of education
      c. Executive Director for MLA Charter Schools in Reynolds School District receives 95% funding and has strong relationship with board. Melissa will be following up on that discussion.

iii. Charter School Evaluation
   1. MITCH School Councilor visited TTSD to meet with Associate Director of Student Services, and was refused assistance.
   2. Vicki Lukich recognized communication issues with TTSD and will approach those issues in her report.

iv. Student Learning
   1. SBAC Scores, Smarter Balanced Assessment Consortium
      a. English/Language Arts scores have fallen, but Math scores have held firm. However, English/Language Arts scores have fallen across the state. MITCH fared very well relative to the State and relative to the entire TTSD.
      b. Currently aggregating a full 'tracking system' for all students to visually track every student and whether or not they are on track to test proficient or not. This will help address particular students that need assistance vs. those that do not. Perceives this taking about three years to fully develop a program.
         i. DIEBLS
         ii. SBAC
         iii. Measures of Academic Progress

i. Meeting with Stanford Scriven, Realtor
   a. Discussed renewal with building. Lease is renewable after our charter renewal. This schedule is preferable in relation to the plan for MITCH facilities going forward.

j. PSO Update
a. September 5th, first meeting of the year, with over 30 parents in attendance. Finalized leadership and calendar. Supported Back to School event, have approved three requests from teachers. Raffled off parking spaces and raised $380, raised $220 from MITCH stickers. Clothing exchange was successful. Planning movie night, father daughter dance, school-wide dance, parent mixers.

1. October Marathon on the 20th. Packets have gone out to parents and $1500 have been raised thus far.
2. Community Service Project: Kate Ark met with ... and MITCH will be stewards of the trail that will go past the Squeak Pond. Will be a good opportunity to interact with the environment, gather volunteer hours, field trips, etc.
3. Tracking additional teacher grants, helped Mrs. Baker approve her grant electronically.
4. Adding a 15 minute “networking time” to PSO meetings. Opportunity for parents to arrive and connect.
5. Car Line Management has brought members of the PSO in early to enforce the car line timeline and etiquette.
6. Melissa asks about the utility of morning care? Discussion of approaching the Y.

4. Financials
   a. July Financials addressed
   b. We are officially running at a profit as of July 31st.
   c. Karen makes a motion to approve the July financial statements as presented. Donna seconds. No discussion. All in favor, motion passes.
   d. Dissatisfaction with bookkeeping firm, Karen addresses a lack of communication and tardiness in reporting.

5. Budget update
   a. Appropriate amount has not yet been recognized for activity fees and family contributions. Ashley is rebuilding quick book accounts and this is holding back the process.
   b. MITCH needs a new treasurer so Karen can focus on helping Ashley with in-house bookkeeping.

6. Fund Raising with Al’s
   a. An online portal on the MITCH website has been established. We need to avoid overselling poinsettia vouchers. Once they are sold, they will be held at the front
desk. Vouchers can be purchased October 23rd (I think we can order now) through November 17th. Poinsettias may be picked up November 17th through December 4th. We would like to avoid overlap with the PSO’s MITCH Marathon (that was with the Giving Tuesday Appeal).

b. Giving Tuesday Appeal

i. Jacqueline will not be present at Saturday’s work session. She will be sending a Google doc that outlines how to perform a ‘DRIP campaign’. Board objectives are to come up with a monetary goal and what fund the money will be going toward. We also need to figure out what photos and visual aids we will be using, as well as the ‘sustaining membership’ model or a one-time donation. Jacqueline will write three or four emails to provide examples, and the board can bring our ideas to brainstorm. We need to finalize by our meeting on October 5th.

e. Melissa emphasizes collecting our relevant personal email and snail mail contacts by October 5th.

k. Ad in Tualatin Directory

a. Cost is $475 for quarter page and $650 for half page
b. Directory goes to every home in Tualatin, as well as every potential Tualatin business residence
c. Primary goal would be recruitment for enrollment
d. Website and phone number would be included in ad
e. Jacqueline suggests adding particularity to add to track what the ROI is, i.e. extra phone number or website that redirects
f. Including marketing in budget for next year

l. Board Planning Document

a. Everyone appreciates it. Donna will send it out with every Agenda.

m. Board comment

a. Clarifying discussion on MITCH ‘drip campaign’.

n. Todd moves to adjourn, Lindsie seconds, all in favor, meeting adjourned at 8:28 pm.