MITCH Charter School Board Meeting 11-16-2017

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

Date: November 16, 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 6:30pm
      Present: Donna Capodacqua, Lindsie Bailey, Jeff Demland, Karen Forman, Eric Rasmussen, Jacqueline Fassett, Caitlin Blood
      Guests: Duncan Ketel, Seana Brewer
   b. Donna motions to amend agenda to delete Item 4 to approve the September and October financials.
      Jeff seconds.
      All vote in favor, motion passes.
   c. Karen motions to substitute legal name change for quarterly budget discussion.
      Donna seconds.
      All vote in favor, motion passes.
   d. Donna motions to approve amended agenda.
      Karen seconds.
      All vote in favor, motion passes.
   e. Donna motions to approve October Minutes.
      Jeff seconds.
      All vote in favor, motion passes.

2. Executive Director Update, via Donna
a. Melissa met with staff on Monday to discuss Shasta’s email regarding her opinions of MITCH’s curriculum in practice.
   i. We are not undermining our curriculum. We are being faithful to our charter in our current curriculum.
   ii. Interventions went into to place yesterday- students getting 15-30 minutes of interventions a day
   iii. Melissa says School of Distinction designation is earned by teaching core knowledge sequence and it would not be jeopardized by serving only grades K-5.
   iv. No plans to hire another assistant principal right now, plan is to delegate those tasks and responsibilities to teachers staff and parents with interest in helping.
      1. Opportunity to develop future MITCH leaders for potential school growth

b. It is necessary to decide if MITCH is K-5 or K-8 in order to write Charter Renewal letter.
   i. Lindsie inquires as to staff input on K-5 v. K-8. Donna replies that admin is interested in K-5 model, Donna also sees K-5 as more sustainable model.
   ii. Donna and Melissa also met with Stanford Scriven, a local commercial realtor, who advised that our most economical option is to stay where we are.
   iii. Transitioning to k-5 would maintain current staff and we could still maintain current student count of 256.
   iv. The board will discuss further in our next work session.
   v. If we proceed as K-5, MITCH would offer 7th grade curriculum for one more year.
   vi. If the K-5 model is decided upon, it would be up to Melissa to decide how to transition current middle schoolers.
   vii. Melissa has had two tours this week from potential families. There are 13 2018 kinder applications already, only three are from siblings.

c. Discussion about the definition and interpretation of “multi-sensory”. Some prospective families misinterpret what “multi-sensory” means and
mistake MITCH as a school that goes beyond what we define as multi-sensory in our charter – visual, auditory and kinesthetic

i. Discussion about the word "multi-sensory" leads us to discussion of our legal name change. Legal name change can be done the next time we submit our tax information. Our current name is Multi-Sensory Instructional Teaching Children Hands-On, which is an acronym for one of the cofounder's names - Mitch Anderson. The consensus is to change our name to MITCH, because that is relevant to our brand. There are few legal documents on which to find the full acronym, so transitioning to "MITCH" would be closing the loop.

ii. Donna adds it as an agenda item on the 30th and December 14.

iii. We need Melissa's feedback as well.

3. PSO Update from Nov. 7th
      i. Next steps need to come from the District, mostly funding assistance and confirmation about our second emergency locations
   
      ii. MITCH Marathon did very well and ended up exceeding their goal of $20,000
   
      iii. 143 volunteers on Help Counter, lunchtime has pulled a lot of volunteers in. Alana from the YMCA is also helping 3 days a week.
   
      iv. Third grade math classes are over capacity and PSO is reaching out to grandparents for volunteer help
   
      b. Kate Ark is chair of PSO Auction with Christina Devlin as support and Alicia as procurement monitor. The silent auction will be February 10th at the Community Center.
   
      c. Parent-student nights, Blazers games, Book Fair in December, Pizzicato/Restaurant nights doing well
   
      d. Jacqueline requests an updated calendar from PSO

4. Strategic Plan
   a. Updated page 4 on Leadership to note we do not currently have an Assistant Principal.
b. Updated data with current city data and statistics.

c. Some grammatical errors are noted.

d. Lindsie makes a motion to approve the Strategic Plan as amended with grammatical corrections. Todd seconds. All in favor, motion passes.

5. Approve Board-Executive Director Policy
   a. Jeff moves to approve the Board-Executive Director Working Agreement as presented. Karen Seconds. All in favor, motion passes.

6. Approve Gift Policy
   a. Todd makes a motion to approve the Gift Acceptance Policy. Caitlin seconds. All in favor, motion passes.
      i. We will need to ask Melissa to find a code for it.

7. Fundraising Update
   a. Board will contributing $1150 to match
      i. Jacqueline suggests sending 2 more emails out at end of the year because that is the most profitable time for non-profits.
      ii. Board will write thank you notes
      iii. Jacqueline would like to come up with a plan to more properly cultivate a donor list.
      iv. Donna will share her personal email that secured a donation from her niece. Encourages board to involve personal and professional circles.
      v. Jacqueline will be in charge of the Thank you letters

   b. Poinsettias
      i. We are at 40% of our goal, which matches last year, but we need to reach our new goal.
      ii. Donna will pick up vouchers, if we have the physical voucher, people will be more inclined to buy.
      iii. Folks can start picking up poinsettias tomorrow.
      iv. Please post poinsettia link to your Facebook and reach out to your friends and family.
8. Defining Board Help with Auction
   a. Board will come up with an auction item or basket
   b. Board is up to help with manual labor, set-up, tear-down and check-in
   c. If the PSO decides to do a raffle or Golden ticket, the Board offers to sell at the auction.
   d. Caitlin offers Concentrates basket, Jeff offers estate/will plan for one (1) couple
   e. Four offer to contribute to wine wall

9. Prep for Presenting Director to present to PSO
   a. Donna will discuss that we approve the strategic plan, charter renewal and the facilities update.

10. Public comment
    a. Duncan speaks to ability of teachers to move forward with behavior management plan in absence of an Assistant Principal. Is interested in community input at next work session about K-5 versus K-8.

11. Todd moves to adjourn the meeting at 8:01, Karen seconds. All in favor, motion passes, and meeting is adjourned at 8:01pm.

12-14-2017