MITCH Charter School Board Meeting Work Session

Meeting Minutes by Karen Forman
Date: August 16, 2018
Time: 6:30 – 8:19 PM
Place: MITCH Charter School 19550 SW 90th Ct.
Tualatin, OR 97062

OPENING ITEMS:

1. Call to order by Donna Capodacqua at 6:30 PM
Roll call, record attendance and guest:
Present: Donna, Jeff, Todd, Karen, Jacqueline, Eric, Chris, Valia and Melissa
Absent: Allison and Lindsey

Guests: Anthony Taylor-Weber, Jamie Taylor-Weber, Amber Kunz, Ashley Contreras, Lori Brown, Shanna Randall, Kelly Siebold, and Kate Ark

Meeting Agenda approved as presented with the following changes, removed Caitlin’s name and removed MOUs. August Meeting agenda approved, motion by Donna and seconded by Todd, approved agenda by all.

July Meeting minutes approved, motion by Donna and seconded by Todd, approved minutes by all.

2. Executive Director Report
See summary attached.

3. PSO Update presented by MaryEllen Rasmussen,
Meeting was represented by 4 PSO this week, some present as guest speakers. PSO practiced carline, ordered all PE clothes, should all be in next week. Work session August 29th, school starts, September 5.

4. Charter Renewal Update update by Donna
TTSD called to schedule meeting, Donna will reply that when TTSD reviews our contract proposal then MITCH will schedule the next meeting.

5. Approved July 2018 Financials presented by Todd
July Financials received today by bookkeeper. A comparison of current year to last year not available at this time since we changed the COA and format to match TTSD requests and change in accounting systems. FYTD Revenue $270,638, Expenses $142,529, net income $148,383. Cash was $589,783 at July 31.
6. Election of Secretary & Vice Secretary
Nominations were Karen Forman Secretary and Jacqueline Fassett as Vice Secretary. Jeff nominated Karen as Secretary, seconded by Donna, vote approved by all. Donna nominated Jacqueline for Vice Secretary seconded by Chris, voted in unanimously by all.

7. Expulsion Policy presented by Jeff
Donna moved to approve the expulsion policy after removing the diversion language, seconded by Eric, and approved by all, no abstentions no oppositions.

9. Second Revision of 2018/19 Budget presented by Todd
A loss in annual revenue $17,500 since church no longer donating after August 26. Remove ½ FTE from 7th & 8th grade support and reducing contract services to balance the budget. Jacqueline – pointing out the need for greater family support – Jacqueline wants to readdress this with the parents and how to develop more revenue for the class and sponsorship. Need to vote on revised budget after loss of contribution –
Nominated by Todd, seconded by Donna, approved by all, no abstention, no opposition. (Chris Thoms not present at vote).
Not hiring an intervention specialist, training has suggested that classroom teacher support is more important to the student vs. seeking outside or additional services.

10. CIP Diversity Plan presented by Melissa
Measure and assess diversity plan, Melissa suggesting measurable outcomes to present to the board and district, measure mid-year and end of year. Make plan and outcome part of annual meeting. Report at February and June. Make deliverables as goal outcomes for delivery and achievement.
Look at number of applications – looking as specific number, or specific increase. Demographics not on current application can add demographic questions on application to start tracking, November 2018 application date.
Marketing team, needs direction from board, needs to know number of applications for CIP plan.
Kindergarten had 80 applications but cannot determine demographics.

Recommend calling all student applicants that did not enter the program, as an opening occurs contact those applicants to see if they are still interested in entering the program.

Plan for back to school nights, parent assembly, back to school, November, March and end of school year. Planned meetings.

Top 3 priorities, outreach to community, change application to determine demographics, and the parent assembly throughout the year. Community school welcome or concerns to be tracked.

11. Marketing & Goals presented by Chris, Jacqueline and Valia
Marketing Goals – team met on Sunday at Starbucks, selected 3 goals. Not an official meeting, just brainstorming ideas to increase marketing tactics. Their goal would be for MITCH to have a wait list in every grade, improve general retention and create local business partners. Chris is auditing social internet presence, Valia speaking to Tualatin chamber, referral program. Valia spoke to Tualatin chamber, asking for sponsors and support list. Chamber is very supportive of the school. Chris reviewing website, his goal is to pull out messaging material and edit the data. A lot of good messaging already written, need to edit and reorganize information. No landing video, MITCH has a video, according to Chris would be easy to edit and repurpose. Chris trying to be aware of costs and repurpose. Chris and Jacqueline suggested Caitlin’s AG statement (that Melissa read during Exec Director report) get videotaped and posted to website. Other suggestions were to create podcasts, interview teachers or students, share what MITCH is all about.

Marketing team inquiring about creating a subcommittee or task force group or if informal meetings are acceptable. Board will plan to discuss at next work session.
12. Bowl-a-thon Final Total
NO final count/revenue from the bowl-a-thon is available, Jacquelin and Melissa working on final numbers.

13. CLOSING ITEMS
Public Comment 8:13 to 8:16

Shanna Randle – has had student enrolled for 5 months, left previous school due to large class size. One teacher per 15 students, feels teacher cannot focus on student needs. Concerned with space size, not necessarily the teacher ratio. Feels 2nd graders need their own room, does not appreciate the AG classroom. Kindergarten class 25, parents come and helps with class size. Concerned 2nd grade 31 students

Sally Frank, 2nd grade parent, 31 students, parent upset. Spoke to Melissa yesterday, going to test for 2 months, the family will make a decision whether the student will stay at Mitch. Feels board needs to look at 2nd grade and communicate with families, feels not listening to parents and needs of students. Want to be able to meet with board members – wants the situation to be readdressed, if it does not go successful then will leave, feel feedback is owed back to the parents.

Laurie Brown, kinders, concerned about 31 students in one classroom, student on a 504, felt blindsided no communication, no input. Concerned no intervention support for her child. If class sizes continue to increase, how will we continue to attract students.

Anthony Taylor-Weber --- Emotions, parents upset- don’t want to make decisions during an emotional period, feel parents are defensive based on the information, lack of communication – short notice. Feel need to pool parents, our obligation to treat as a unique situation. Parents need to meet and work with the process and opportunity better at Mitch, then the alternatives. Feels failure of communication from the board.

Kelly Siebold – 2nd grader, tried to wait and hope for the best, concerned PE and music combined, her student’s favorite classes, concerned about the class size and how the outcome will be

Ashly Contreras– 2nd grader and Kinder class combined concerned of size, can her student get lost? Concerned that the loss of 7th and 8th grade. Concerned about next year, what happens in 3rd grade. Plans to volunteer in student’s grades but concerned who will get lost.

Jamie – 2nd grade teacher, had 27 students in her public-school class, had IA aides, no second teacher. Feel that with two teachers, not always two teachers, more directed teacher ratio. Concerned fatigue for teachers, need more parent and teacher support for the classroom. She is prepared to be support for the classroom. As a public-school teacher removed her kids from the public school to come to Mitch. Concerned to fail her child with the class size.

Kate Ark – Public Comment on dress code, parents will need to purchase long sleeve polo and short sleeve polo shirts. Cannot put other shirt under the short sleeve polos.

Sally – wants a member of the board to be present at the back to school comment night to support Melissa in the questions.

Board Comment*
Chris Thoms – joined board for diversity and things that happened last year. His child has not experienced any racial discrimination, Mitch offers a better school environment than any public school. Chris suggests that parents take stock in the Mitch process.

Todd Olson – echoes what Chris said, appreciates all of the parent volunteers – stepping up to help out. Todd reiterates look at the whole package.
Donna Capodacqua—Donna appreciates everyone coming, being honest about their concerns. Thanks, incoming secretaries.

Adjourned
Unanimous by all no abstention or opposition.

8:19 PM,

NEXT WORK SESSION THURSDAY SEPTEMBER 6, 2018 6:30 PM TO 8:30 PM
NEXT REGULAR SESSION THURSDAY SEPTEMBER 20, 2018 6:30 PM to 8:30 PM