MITCH Charter School Board Meeting 5-18-2018

Date: May 18, 2018
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 6:30 to 6:31
   b. Roll call, record attendance and guests – guests sign in 6:31 to 6:32
      i. Board Present: Jacqueline Fassett, Karen Forman, Todd Olson, Jeff Demland, Donna Capodacqua, Melissa Meyer, Caitlin Blood, Eric Rasmussen, Lindsie Bailey
      ii. Public Present: Marlene Reichman, Lindy Hughes, Candice Kelly, Beth Hudson, Allison Barber, Craig Evans, Jon Book, Sunkyn Kim, MaryEllen Rasmussen, Tiffany W.A., Christina Devlin, Kate Ark, Dina DeYoung, Beth Sethi, Shanna Randall, Amanda Sargent
   c. Approve Agenda
      i. Agenda amended items #2 (postponed), #12 (amended to only March financials), #13 (postponed).
      ii. Todd makes a motion to amend the agenda as described, Donna and Karen 2nd. All approve, motion passes.
   d. Approve April 2018 Minutes
      i. Donna motions to approve April 2018 Board Meeting Minutes. Todd 2nds. All approve, motion passes.
   e. Public Comment
      i. No public comments at this time.
2. Executive Director Update
   a. SBAC, 2 more weeks of testing but wrapping up
   b. MAP next week
   c. DIBELS final assessment 5/18/18
   d. Continuing with MacDonald-Jacobs for our annual audit
   e. Fresh n’ Local will no longer continue to provide us lunches. We would need to guarantee 50 lunches a day, currently struggling to receive 30.
   f. Staff appreciation was this week- teachers felt loved. The PSO is putting together a staff appreciation lunch for June 15th.
   g. Four teachers are leaving next year. One is moving with a spouse, the rest are leaving for reasons associated with our compensation package.
   h. Vandalism issues in the older student’s bathroom. Staff are now having to clean up urine and feces daily, sometimes more than once. There are now bathroom locks on those older students’ bathrooms. The staff have keys and the students have to check out a key at the front desk. One at a time, the key has to be returned. Today was the first day and there were no problems. To clarify- students can get a drink of water and go to the bathroom when needed, they just need a key.
   i. End of the Year Presentation; currently available on our web page.

3. PSO Update
   a. Disco dance tomorrow, 5/18/18, in the gym.
   b. June 2nd clean up around Sweek Pond
   c. Field Day 3:30-6:30 on last day of school, 8th graders are helping come up with games
   d. MaryEllen Rasmussen led the charge for finding a new PE uniform vendor, information to parents. Core values will be printed on back of the shirts. All are open to purchases shirts. Portal to purchase uniforms opens on May 29th to June 22nd.
   e. New Leadership for the 18-19 year voted in last week.
   f. MOU between PSO and Board will be updated and submitted for approval in June.
4. Family Survey Results
   a. 97% respondents ‘feel informed’
   b. Overall satisfaction with board, admin, and staff
   c. Majority of respondents agree school provides safe learning environment
      i. 10% neutral, disagree, strongly disagree
   d. 92% agree child is prepared for success in the next school year
   e. Board priorities: Improving student achievement, professional development for teachers, securing/increasing/continuing revenue sources - all in our strategic plan.
   f. 71% would use transportation system, Willing to adjust time of school day, 83%
   g. Changes: less homework, keep middle school, more fun, later start, nothing, music program, transportation, more space in building

5. Fundraising Update
   a. Bowl-a-thon in June, by June 30th
      i. Big Al’s in Lake Oswego, 100% proceeds go back to MITCH

6. Charter Renewal Update
   a. Started negotiations with TTSD board and Superintendent
      i. Will receive a copy of contract soon
      ii. 5 sessions to follow
      iii. Ask for 100% of SSF and pay back district for services
      iv. Waiting for answer as to the worth of MITCH to the District

7. Space Planning 2018-19
   a. Option one: temporary remodel of two rooms in quad to three, quote is $34,000
   b. Option two: reevaluate enrollment of double class to potentially combine.
      Melissa has approached teachers and teachers have agreed to combine.
      i. Will follow up with parents and report back to board

8. Approve Policy Changes
a. Update to governance policy, discussed in March work session.
b. Caitlin moves to approve the revised Governance Policy as of May 2018. Eric seconds, all in favor, motion passes.

9. Reapprove Bylaws
   a. Change of legal name to MITCH Charter School.
   b. Jeff makes a motion to reapprove MITCH Charter School Bylaws. Donna seconds, all in favor, motion passes.

10. Approve Financials for March
    a. Susan Matlack Jones & Associates, LLC hired
       i. Erin Zollenkopf not in attendance, due to illness
    b. Fiscal year ends June 30th, 2018
    c. Proactive approach to collecting activity funds
    d. Karen makes a motion to approve financial statements through March 31st.
       Todd seconds, all approve, motion passes.
    e. Karen recognizes Melissa and her patience and diligence working with so many different bookkeepers.

11. Board Elections
    a. 4 terms ending.
    b. Caitlin nominates Jacqueline Fassett to the MITCH Board of Directors for a term running July 1, 2018 through June 30, 2019. Donna seconds. All in favor, motion passes.
    c. Todd nominates Jeff to the MITCH Board of Directors for a term term running July 1, 2018 through June 30, 2019. Caitlin seconds. All in favor, motion passes.
    e. Jeff nominates Donna to a two year term running July 1, 2018 through June 30, 2020. Caitlin seconds. All in favor, motion passes.
12. Yearend Celebration
   a. At Max’s in Tigard on Wednesday the 30th of May from 6-8pm.

13. Closing Items
   a. Public comment
      i. Beth Sethi comments on appreciation of diversity work within MITCH board.
      ii. Mary Ellen Rasmussen recognizes board availability during difficult decisions.
   b. Board comment
      i. Lindsie recognizes how incredible Melissa is, her work for the MITCH community, her budgeting skills, representing MITCH to community and TTSD board.
      ii. Donna recognizes Karen Forman for her two years of service.
   c. Donna moves to adjourn the meeting at 8:04pm, Todd seconds, all in favor, meeting adjourned.

6/21/18