



MITCH
Charter School
Board of Directors

Inspiring colorful acts of greatness

Administration:

Melissa Meyer, *Executive Director*
Shasta Maclean, *Dean of Student Affairs*
Sandra Ottley, *Director of Curriculum and Instruction*

Members:

Donna Capodacqua, *Chair*
Caitlin Blood, *Secretary*
Karen Forman, *Treasurer*
Jason Holland, *Vice Secretary*

Jeff Demland, *Vice Treasurer*

Jody Blakely
Brittany Leonard
Jacqueline Fassett

MITCH Charter School Board Meeting 3-16-2017

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

Date: March 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

Call to Order 6:30

In attendance: Melissa Meyer, Donna Capodacqua, Jody Blakely, Jason Holland, Brittany Leonard, Jacqueline Fassett, Jeff Demland, Karen Foreman, Caitlin Blood

Public in attendance: Craig Simmons

2. Executive Director Update

- a. Calendar with a framework built around district deadlines
- b. Made alternative payroll management company estimate available
- c. Returning student confirmation
 - i. Families need more lead time
 - ii. 42 confirmed for kindergarden
 - iii. 14 students not returning 1st-8th
 - iv. 207 confirmed
 - v. 165 activity fees paid
- d. Succession planning ideas
 - i. Specific parents
 - ii. Asks board for specific individuals that she can call

3. PSO Update



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4. Approval of the Minutes

- a. *Donna moves that we approve the February minutes verbally edited per Jason's suggestion to read "meeting reconvened" from "meeting readjournd". Caitlin seconds. All approve, motion carries.*

5. Revenue to Expense Ratio

- a. Cash decreased from previous month, overall business as usual
- b. Jason voices that contribution incomes seem very low, Melissa responds that families are not donating \$500 gifts. Jason suggests we do some outreach to families from board.
- c. Lower enrollment has lowered the extracurricular contributions
- d. Jason is concerned about general admin expenses
 - i. Melissa addresses that the detail needed to create a sustainable budget was not present in 2015/16, Melissa is developing more detailed budget for next year.
- e. Board needs to pursue 20% deficit of SSF. Karen and Jeff note that deficit has been acknowledged since budget design. Board has acknowledged MITCH will be working in deficit since budget creation and is currently seeking and developing fundraising opportunities to address financial needs.
 - i. Suggestion to recruit a professional negotiator as board director for charter renegotiation.
- f. Karen and Jeff attest to Melissa's scrupulous and detailed management of MITCH administrative expenses. Jason suggests particular administrative cuts be made.
- g. Melissa: Hired to manage the school, needs to be able to do this without the board's micromanagement. It is not the board's position to manage, but to govern.
- h. *Karen makes a motion to approve February financials as presented. Seconded by Caitlin. Motion approves.*

6. Email from Elizabeth Doris



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- a. Board response to acknowledge concerns via email.

7. Aftercare Policy Revocation

- a. *Jason makes a motion to discontinue the aftercare program proposal from July 2013, Donna seconds. Discussion: This policy has no impact on our relationship with the YMCA. All in favor, motion carries.*

8. Summer Camp Contract Approval

- a. Edits to contract, paragraph one, term of the agreement and effective date. Adding exhibit to paragraph to identify available facilities.
b. *Jeff moves to approve the summer camp contract with Kids Like Languages to include noted edits. Jason seconds. All approve, motion carries.*

9. Charter Gap Audit

- a. Frameworks, Key elements for board to review: 1) Parent and Family Handbook 2) Parent Survey
i. Digital discussion to be had, reevaluate the handbook
b. Documentation on how and where we store student records, *does OSBA recommend a policy?*
c. Discuss our sustainability, where we are going in the future.
d. Who will be evaluating the school? Melissa? *Pursue a more objective perspective?* The PSU Center for Student Success will be evaluating the school for charter renewal.
e. Conducting audit every three years

10. Spring & Summer Fundraiser

- a. Al's Garden Center has basket fundraiser for Easter and Vegetable voucher fundraiser
i. Baskets are coming up fast, limited availability
ii. Vegetable Voucher, 10x4" vegetable starts runs Mothers Day through Memorial Day - 100 available
iii. Melissa had good feedback
iv. Jody will pursue both options, baskets and vegetable starts

71-02-4



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- v. Event at Al's Sherwood location – in touch with event coordinator for end of year fundraiser (May)
- vi. Top Golf from Jerry (MITCH 100)
 - 1. Make it a community oriented event, raising money for garden, tie back to MITCH, etc.

11. Meet The Board Event

- a. Use Max's as venue
- b. Host appetizers, no drinks
- c. Advertise as meet the board and teachers
- d. Foresees 50 people to attend maximum

12. Policy Updates

- a. Parent Handbook
- b. Teacher Handbook

13. Closing Comment

- a. No public comment
- b. Board comment: Jason
 - i. Identifies per student cost as a metric we should follow to identify how MITCH is operating in deficit
 - ii. Jody suggests adding palatable message to Fox Flyer/newsletter
 - 1. Jaqueline offers graphic
- c. *Donna moves to adjourn meeting at 8:25pm, Jason seconds. All approve. Meeting adjourned.*

4-20-17