MITCH Charter School Board Meeting Regular Session

Date: July 19, 2018
Time: 6:32 – 8:02 PM
Place: MITCH Charter School 19550 SW 90th Ct.
Tualatin, OR 97062

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

OPENING ITEMS:

Meeting called to order at 6:32 by Donna Capodacqua.

Present: Donna Capodacqua, Todd Olson, Chris Thoms, Allison Barber, Karen Forman and Eric Rasmussen

Not present, Lindsie Bailey, Jeff Demland, Melissa Meyer, and Jacqueline Fassett

Guests, Christina Devlin Valia Eskandari, and Kate Ark

A motion to change Agenda items 2 Executive Director Report and 3 PSO Update, to reverse order due to Christina Devlin available time to present PSO activities, approved by board.

A motion by Donna Capodacqua to approve the Board meeting minutes from June 2018 as written with a change to correct Chris Thoms name spelling as Thoms, throughout the Meeting Minutes seconded by Todd Olson. Approved by board members no No votes and 1 abstention by Allison Barber, as she was not an active board member on the meeting date.

PSO Update:

Christina Devlin – PSO is currently finalizing FY 18.19 calendar, draft in process. Plan to finalize social/working session meeting schedule in August 2018. First official meeting with PSO Board on Sept 5, moving meetings to Wednesday night from Tuesday in the Fall hopefully to gain more parent attendance and involvement. MITCH Marathon planned later in October, date still to be determined.

Finalizing different book fair for December 2018 – possible work with Us Born, moving from Scholastic for variety in books and giving teachers more options. Possible 2 book fairs during school year.

Uniforms, Maryellen ordered all uniforms, extended on week. Will do second order mid-October.
PSO has Bottle Drop bag, bags will be available for PSO account, anyone can pick-up bottle drop bags and barcode to benefit PSO as an ongoing fundraiser.

Donna asking if PSO will do a family survey this school year. Christina indicated no survey done last year, don’t expect one this year.

Leadership change – Michelle, member at large, family not returning to MITCH, Amber Jones will be the new member at large for PSO.

**Executive Director Report:**

Melissa Meyer not present, Executive Director report presented by Donna Capodacqua

**Organizational Performance**

**Repairs & Maintenance**

- We still need to schedule summer work days
- GFU Serve Day & All School Work Day
  - Wednesday, September 12th
- 2018-19 All School Work Days: Saturdays – on the calendar
  - October 27th
  - January 26th
  - April 6th
  - June 22nd
  - July 20th
  - August 10th

**Contract Proposals for TTSD**

- Adapting the NACSA Core Performance Framework for MITCH is completed; a digital copy is attached.
- First draft of Continuous Improvement Plan (CIP) is attached.
  - ➢ The Board should look closely at each section, but will need to address the details for the diversity plan.
- Still working on three different budget proposals

**Bus Transportation**

- Communicating with Mike Hammill, First Student, to create a transportation plan for a bus shuttle run from Metzger Elementary to Fowler Middle School, to Templeton/Twality to MITCH with a reverse in the afternoon. Things to keep in mind is the length of a bus trip for elementary children – we may need two bus routes to minimize the travel time in the early morning.
- See the attached map.
- I do not have an estimated cost yet.

**MITCH Frontier Garden**

Received a letter giving us 60-days notice of termination of our revocable lease; I am working with the real estate agent in New York who has suggested we provide a contract for field maintenance so that Frontier may walk back the revocation. Otherwise, Frontier would like to re-write the lease to charge MITCH for maintenance of the property. A year-long contract with Cedar Landscape Maintenance was sent to the agent to share with Frontier.

**Academic Performance**

**Summer Tasks**

- Assign students to classroom teachers – **completed; will be shared with families in August**
• Assign math placements – first draft ready for review by instructional team leaders in August
• Review SBAC scores – still working through this one
  o Analysis of student scores according to SBAC claims/standards
  o Questions:
    ▪ Where are the teaching strengths?
    ▪ Where are the teaching deficits?
    ▪ Which students need to be added to an alert list for not meeting benchmark?

Financial Performance
Westside Jesus Church – requested a change of day from Saturday to Sunday. No change in monthly donation.

Charter Renewal:
No update, MITCH will propose next 6 meetings take place at MITCH.

Financial Reports:
Enrolment at end of year 244 students, Revenue 109% of budget, Expense 110% of budget. Substitute costs higher than budget due to turnover. Intervention and Counselor not budgeted but actual expense cause the overrun.

Cash balance 445,862, decrease $97,501 from last month.

Motion made by Karen to approve February and June 2018 financials as presented, seconded by Todd, and approved by all.

Questions asked of Valia by board members.

Donna makes a motion to vote Valia on the board for 2 years, beginning today, July 19, 2018 ending on June 30, 2020. Allison Barber second the motion, discussion. Chris thinks having marketing representation on the board to compliment Chris and Jacquelyn’s expertise on the board. Board voted unanimously to have new board member, no No votes s or abstentions for the vote.

Review and vote on meeting dates for work session and board meeting dates:
Donna motions to approve the meeting dates for work sessions and board meetings as presented on the schedule. Todd seconds. All approve. Location for the Saturday, November 3, work session will be at Colab, address to follow.

Westside Agreement:
Westside agreement automatically renewed, with one change to move meeting dates to Sunday. Since day change, recommended to vote on by board.

Motion made by Todd, to approve new agreement on Westside. Donna, seconded the motion. Donna explained the Westside agreement to the new board members, Allison, Valia and Chris. All members approved the new agreement with Westside, no NO votes and no Abstentions.

Expulsion and Gun Policy:
Weapons policy – Donna explained difference from MITCH’s proposed policy compared to TTSD policy. Todd makes a motion to adopt the weapons policy as written. Chris seconds the motion. Allison, asks how will parents be notified? Donna believes in Fox Tales and through board policies, student handbook and back to school night. All members voted on the weapons policy, no NO votes, no Abstentions.
Expulsion policy – MITCH has not had an Expulsion policy, moving further discussion to the August work session and make available for voting on policy, if needed, at the August board session.

Bowl-a-thon – no update since Jacqueline not at meeting.

Marketing and Fundraising, presented by Chris, recommend 12 themes one theme per month, or 8 themes? Themes would be related to important things, academics, volunteerism, student enrollment, and fundraising. Chris would prepare digital marketing plan. Recommend a blog on the current website, assign writers throughout the month. The postings would have comments turned off, allow direct postings.

What is it we want to get out of the digital marketing? What focus, or outcome are we looking for? Help others realize what MITCH is doing, how can they help, work on getting more volunteers.

For student enrollment, Kate recommends booth at Tigard Tualatin Street Fair, she suggests getting a booth to pass literature to potential parents and students, get the MITCH name and word out about our school.

The marketing plan will focus on volunteerism, Student enrollment, and fundraising events. Suggested that Chris, Valia, and Jacqueline work through a committee and bring ideas/suggestions to the board.

Closing discussions:

Public comment, discussion, by Kate, from the handbook, Dr. Notes are required for extended absences. She suggests this could cause issue with HIPAA policy having medical information at the school. Donna will have as an agenda item on an upcoming work session. Kate also pointed out several parents not happy with specific color leggings for school uniform.

Board Comment. Donna, Welcome to Valia. Allison may know contact at Latino Network to assist with diversity, inclusion and student enrollment needs.

Donna made a motion to adjourn the meeting at 8:02, Todd Seconded, no No votes and no Abstentions.
2018-19 work sessions – all on Thursdays from 6:30 p.m. to 8:30 p.m. unless noted otherwise

9/6
10/4
Saturday 11/3/18 at Colab noon to 4 p.m.
12/6
1/3
2/7
3/7
Saturday 4/6/19 at Tualatin Chamber of Commerce noon to 4 p.m.
5/2
6/6

2018-19 regular sessions – all on Thursdays from 6:30 p.m. to 8:30 p.m.

9/20
10/18
11/15
12/20
1/17
2/21
3/21
4/18
5/16
6/20