MITCH Charter School Board Meeting 2-15-2018
https://sites.google.com/a/mitchcharterschool.org/board-of-directors/home

Date: February 15, 2018
Place: MITCH Charter School
19550 SW 90th Ct.
Tualatin, OR 97062

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

A. Opening Items
   a. Present: Todd Olson, Jacqueline Fassett, Eric Rasmussen, Lindsie Bailey, Karen Forman, Donna Capodacqua, Jeff Demland, Melissa Meyer
   b. Donna moves to approve the agenda for 2-15-2018. Jeff seconds. All in favor, motion passes.
   c. Todd moves to approve January 2018 Minutes. Jeff seconds. All in favor, motion passes.

B. Executive Director Update
   a. Kinder packets are out for 18/19; tours for open seats in 1<sup>st</sup>-5<sup>th</sup> grade for 18/19. Lottery is Tuesday 2/20/18.
   b. Family email asking to recruit new 8<sup>th</sup> graders so we can have 8<sup>th</sup> grade in 18/19, they would like their child to continue through 8<sup>th</sup> grade.
   c. We need to enclose commons and add a set of security doors. Melissa is working with Christina Devlin to ID contractors to bid on this project.
   d. Code breaker literacy interventions are successful and will allow curriculum change for next year.
   e. Student support team – Ashley, Melissa, and Lisa – are a resource for instructional teams.
   f. Charter Renewal
i. Public Hearing is scheduled for March 12 at 6pm as a regular agenda item. Presentation will be 30 minutes.

ii. Melissa would like to open up presentation format to more MITCH voices, including students, teachers, board to address finance, Melissa to address compliance and moving forward.

iii. No deliberation at this meeting, just presentation and opportunity for questions.

iv. Public comment is saved until the end, and TTSD offered to add extra time for MITCH families.
   1. Suggest streamlining topics of public comment to groups.
   2. All School meeting and PSO meeting would be a good place to present these topics to MITCH families, and see which families would like to speak to that.
      a. Small class size, curriculum, community, character, ag in the classroom, quality of instruction & teachers

v. Site visit, requests board presence and 2-hour time frame.
   1. What makes MITCH unique in district, what makes us proud of MITCH.
   2. Should have date selected soon, Melissa will follow up.

vi. Deliberation and vote for renewal on April 23rd. Contract negotiation will occur in two-hour chunks every two weeks.
   1. Melissa has contacted other charter schools that have renewed charters within the last 4 years and has contracts on the Google Drive.

vii. Current student count is 248

C. PSO Report (sent via email from Donna)
   a. Auction
   b. All School Meeting

D. Brief Financial Workshop
a. Training needs to be done on processing financial statements in-house.

   i. May need to hire another low level staff to help handle bookkeeping, however, the cost will be less than doing bookkeeping out of house.

E. January Financials
   a. MITCH has more in total income this year than last year.
   b. Karen makes a motion to approve the January 2018 Financial Statements as presented. Todd seconds, all in favor, motion passes.

F. 2018-19 Budget
   a. Melissa will bring a budget for 2019-20 draft to the board in March to approve in April.
   b. Melissa would like to develop a two-year budget proposal and is headed in that direction.
   c. Once budget is approved, it will go to the TTSD.
   d. Lindsie asks how budget proposal will change depending on our charter contract negotiations.
      i. Melissa addresses the plan if our SSF is increased – what plans we will have for that income, including structural and physical classroom space improvements, looking at teacher salaries, where are we coming up short? Karen suggests doing a market analysis for teachers.
      ii. Budget draft will be ready by March 15.
      iii. We need to have 2-6 months of revenue in our reserves in case of emergency. We have an operating reserve policy in the financials.

G. Fundraising
   a. Pro Fund will be at our March 1st Work Session, we need 12-20 people in attendance to qualify for the Top Golf event. Donna would like to involve PSO, Lindsie suggests Facebook post. We need $8,000 of
sponsorships 10 days after Jerry's presentation. Karen will not be here on March 1st.
b. Jacqueline suggests nominating a parent from each class, and having classes compete against each other – it may provide an opportunity for parents who wanted to participate in the auction after it was sold out.

H. Diversity at MITCH
   a. Karen will bring a coworker from SEI to come speak with us on our work session at April 7th.
   b. Consensus that it is the right thing to do, that we should bring a group together of board, teacher, parents, etc. to discuss and illuminate a plan forward.
   c. Jacqueline brings up Oregon Humanities, an organization that leads guided conversations on specific topics.
   d. Todd identifies that we may not change the demographic of the school, but it is important to bring this awareness to our community.
   e. Board agrees to read Why Do All the Black Kids Sit Together for the April 7th work session from 2:30pm-6:30pm at the Chamber of Commerce.

I. Closing Items
   a. Board Comment:
      i. PACE has new training materials for Melissa, teachers, etc. Board will need to vote on those on March 15th.
      ii. Board decides not to buy the flower basket fertilizer vouchers from Al’s.
      iii. Melissa will be following up with parents to make sure that they get submit their commitments to 7th and/or 8th grade in the next week. Identifies need for one-on-one contact with those parents. Commitments from 1st-5th grade were received within one day.
   b. Public Comment:
      i. Candice Kelly thanks board.
c. Donna moves to adjourn at 8:16pm, Todd seconds, all in favor, motion passes, meeting adjourned.

[Signature]

3/15/18