 MITCH Charter School Board Meeting Regular Session

Meeting Minutes by Karen Forman
Date: January 17, 2019
Time: 6:30 PM – 7:56 PM
Place: MITCH Charter School 19550 SW 90th Ct.
Tualatin, OR 97062

1. OPENING ITEMS

Call to order by Donna Capodacqua at 6:30 PM
Present: Donna, Karen, Valia, Jeff, Eric, Alison, and Melissa
Absent: Todd Jacqueline, and Lindsey
Guests: PSO Christina Devlin, Beth Hudson, MaryEllen Rasmussen, Alex Kalemkeris

Approve Agenda motion by Donna with amended date to January 17, 2019, seconded by Jeff and Valia, all approved, except Chris Thoms who abstained
Approve December 2018 Minutes, amend minutes to change – Karen Forman, not present, Donna made a motion to approve, seconded by Valia, all agreed, except Jeff and Karen abstained since not present at meeting.

2. Executive Director Update – teacher evaluations in process, goal setting, lesson plan review by Melissa, then observe. Kindergarten open house on Wednesday, January 23, 2019. Article in Tualatin’s life about MITCH. Academic performance: 59 applications, 16% siblings of existing students. The diversity was mentioned by applications. National Report Card assessment, MITCH 8th graders will participate in test. The test is confidential and will not count against students. DIBELS assessment – district has provided assistance in the past. Changing process – MITCH teachers will provide the student assistance. Benefit of using current students the results are immediate, not have to wait for results. Financial: 5 year look out budget prepared and sent to Todd and Donna, will be sent to the board for review. Does not include transportation or remodel. This year’s budget may have negative financial result since loss of students, Melissa working with admin staff to cut costs and have a balanced budget.

3. Healthy and Safe School Plans – OR Legislation requires all schools write plan that reports all facility hazards to students and how the school plans to address them. Schools must provide update – annual statement that shows MITCH is on schedule with the plan. Test for lead in the water is required, other hazard tests may be required MITCH has to do lead tests at same time as the district, MITCH will be reimbursed for the expense. MITCH board must review and approve the plan, Melissa will be sending to the board for review.

4. PSO Update – by Christina Devlin, before Christmas U’s Born book fair, most purchases for MITCH history, sold $6,000 in books, teachers had $3,000 to purchase books. Several parents purchased books for
the teacher classroom. A second book fare for May, Scholastic book fair as preparation for reading in the Summer. Scheduled PSO Meeting Feb 13, all MITCH community teachers, parents and board invited. Several dine arounds as fundraisers, McMenamins March 5, all proceeds support the MITCH reconstruction, 50% of all night’s sales will be returned to PSO fundraiser. Daughter date dance and Son date mini-golf planned, movie night planned. Committee for field day planning in process and PSO assisting teachers auction. A lot of activities and planning going on with PSO.

5. Charter Renewal Update – Jeff, a mediation with Judge Herndon, looking to reach an agreement with TTSD, planned for the 30th of January.

6. Approve December Financials – December 2018 financial reports presented by Karen Forman, Revenues at 63% of budget, expenses at 51% of budget, cash balance $575,472 at December 31, 2018. Motion to approve financial statements as presented made by Karen Forman, seconded by Alison, Financial statements approved by the board as presented.

7. Sign Form of Joinder to Trust Agreement for Members to enable MITCH to access PACE Insurance. Motion by Donna to approve and sign, Jeff seconded the approved by all present, except Chris voiced NAY on the vote.

8. ED Search Committee and discuss plan to hire before end of academic year. MaryEllen representative from PSO and Beth Hudson as teacher have already requested to be on the committee. The committee members will be composed of 1 family member, 1 teacher, possible TTSD Board member, and 2-3 Board Members will be on the search committee. Chris waiting on ED search survey questions he will reach out to the teachers also. A survey will be going out to see what qualities to look for in the new ED search.

9. Marketing & Goals including Year End Appeal – moving meeting from Sunday, to Thursday after the meeting. Working to update the website. Will be preparing a quarterly board newsletter, gathering ideas to report in the newsletter. Reporting on OBob, academic reporting, Viking raids, Viking feast etc. per Melissa. The teacher audit will be at St. Lutheran Church, catered meal, will have silent auction, live auction, games, paddle raise, etc. to get experienced people who have done auctions in the past. For entertainment suggested having kids entertain at the event. The date will be May 4, 2019. Teachers will need assistance in spreading the word in getting the event details out to the local community, sending out in Fox Tales, PSO web page, reader board, sending to have MITCH community spread by social media.

10. 2019-20 Budget Needs to be Done by March – Transition plan to prepare next ED, need biennium budget and needs to do the budget and school calendar for the next year.

11. CLOSING ITEMS
   Public Comment – Job Posting seems to be more office administrative, not so much student engagement sense. Per MaryEllen. for next year, better clarity on student dress code for parents make sure the parent community is fully aware of the expectations. Question whether branded sweat pants are necessary, long sleeve/short sleeve polo should be revisited, need a more multi-purpose shirt. Attract more families with financial means and required dress code, really get the communication to the parents. Have an open forum for clarification and communication. Per Mary Ellen, Christina and Alex agree as parents. PSO state the policies need to be addressed with the board. Beth appreciates what has been said about the dress code, dress code has been an issue every year. The current dress code less restrictive and feels the message is more clear than prior years. Beth suggests that some unspoken language leaves interpretation open, suggests that every year there will be some comment, like Pandora’s Box. Per Alex, give choice looking at the language if not explicit or expressly prohibited you will get questions or comments by parents.

   Board Comment: Chris as a board member and a parent agrees with public comment regarding student uniform attire. Chris asking if a parent night dress code what to and what not to – wear, or a fashion show, parent survey for dress attire. Chris agrees that a uniform dress code is important to break barriers. Chris will continue to think about ideas and readdress to the board and to the admin. Alison agrees the financial barriers need to be kept in mind when requiring outfitting a student.
Adjourn: The meeting was adjourned at 7:56, motion by Donna, seconded by Karen, Eric and Alison, all approved, except Chris who voiced a NAY comment.

*Public and Board comment limited to three (3) minutes per person. Note, neither the Board or the Executive Director will address questions and issues during the comment period. We are happy to set appointments outside of meeting times to discuss those.

**NEXT WORK SESSION THURSDAY FEBRUARY 7, 2019 6:30 PM to 8:30 PM**

**NEXT REGULAR SESSION THURSDAY FEBRUARY 21, 2019 6:30 PM to 8:30 PM**