MITCH Charter School Board Meeting 6-21-2018
Place: MITCH Charter School
19550 SW 90th Ct.
Tualatin, OR 97062

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

1. Opening Items:
      Roller, Nancy Curtis, Karissa Brown, Beth Hudson, Jennifer Wytman,
      Ashley Robinson, Valia Eskandari, Claire Wilhelm, Laura Lofhuis, Chris
      Thoms, MaryEllen Rasmussen, Tiffany Wallace-Anderson, Todd
      Hansen, Sunkyn Kim, Katie Watt, Donna Lyn Watson
   b. Public comment:
      i. Parents would like information on the school's reserves. Donna
         responds that board will address later on in board meeting.
      ii. Laura Lofhuis would like to use reserves to keep kids at MITCH
      iii. Kameo Hosley inquires on repercussions of maintaining 7th
           and 8th grade if a family resigns midyear. Notes challenge of
           combining 7th and 8th grade, would like to split the classes and
           draw from reserves.
   c. Board present: Caitlin Blood, Donna Capodacqua, Todd Olson,
      Jacqueline Fassett, Karen Forman, Melissa Meyer. Absent: Lindsie
      Bailey, Eric Rasmussen.
   d. Todd moves to approve the amended agenda, to add a public
      comment and rearrange a few items. Karen seconds, all in favor.
   e. Caitlin makes a motion to approve minutes from May Board Meeting
      as submitted. Donna seconds, all in favor, motion passes.

2. PSO Update
   a. Field Day was a success, great turn out
      i. Tualatin Library was there with prize wheel and summer
         reading sign ups
ii. Kona Ice – local shave ice, food truck donated $160 from her profit
b. Bottle Drop Account
i. Families can take bags home and fill with deposit items

3. Executive Director Update
a. Melissa will be using Performance Framework that we will be using when going into our next charter renewal.
   i. Organizational Performance:
      1. Thanks the PSO for 5,000 hours of volunteer time, successful Field Day.
      2. Thanks staff and teachers for successful end to year, thank you gifts from families and PSO were thoughtful
      3. Facility maintenance needs, started a Google Form
      4. NWESD will be offering a preschool program next year, this will have an impact on MITCH parking. Melissa will be meeting with them next week.
      5. Hiring Ag Teacher/Coordinator: 6 applicants, finished initial phone interviews, and need to follow up with round table interviews. Would like to have process finished in 2 weeks.
   ii. Academic Performance:
      1. Universal dyslexia screening, 3 teachers participating in professional development to become official screeners.
   iii. Financial Performance
      1. Annual audit is underway, fieldwork is scheduled July 30th and 31st.
      2. We are working on a 5 year projection
   iv. Revenue generation – increased enrollment
      1. Tualatin Valley Fire and Rescue will put up a MITCH banner on their corner
      2. MITCH yard signs are available, please sign out
         a. Thanks Heather and Ashley for their ideas
   v. PSO - Bottle Drop Account
vi. PSO - PE Uniform sales with new vendor
vii. Wrapping up 2017-18
   1. New PSO Leadership team takes over in July
   2. Help counter shows 5,925 volunteer hours logged
   3. Raised $47,000, earmarked funds for garden costs in future

4. Charter Renewal Update
   a. Final scheduled negotiation session was 6/20, nothing finalized. We have proposed more dates to TTSD, nothing has been scheduled.
   b. Ernie Brown’s last day is next week
   c. Efforts to increase our visibility at TTSD board meetings which are every other Monday, proposes that public attends board meetings. Next is 6/25 at 6:30.
   d. TTSD initial proposal was to give us what we are getting now, plus $39,000 for school bus. We would need to boost our Hispanic student population to 18% in two years in order to keep the bus.

5. May Financials
   a. May is inclusive of fiscal year to date, will be submitting April and May to district and that will make us current
   b. Contracted with Susan Matlack Jones & Associates, financials are in good hands.
   c. Substantial amount raised by Board, PSO and staff.
   d. Expenses are at 101% of budget.
   e. We will not receive a check from TTSD for July, we use funds received earlier in the year to cover June costs. This happens every year and we catch up by mid-year when SSF payment begin again.
   f. Karen makes a motion to approve the May 2018 financial statements as presented. Todd seconds, all in favor, motion passes.

6. Security Upgrade for Lobby
   a. Working with Sonitrol and Todd Hess
   b. Doors we need are not in stock, waiting to hear
   c. Vendors will need 50% of cost as a deposit
   d. Todd speaks to importance of bringing this to MITCH community, believes it is worth spending money on
e. Jacqueline asks if TTSD is aware of our commitment to security
f. Todd moves to approve security upgrade project as presented by Melissa. Jacqueline seconds. All in favor, motion passes.

7. Approve 2019-20 Calendar
   a. Transitioning to 2 year calendar so families can plan
   b. District only has 1 year calendar, so we may need to revisit our second year calendar and reestablish our end of term dates. May affect parent-teacher conferences.
   c. Donna moves to approve the 2019-20 calendar as submitted by Melissa on 6/21/18. Todd seconds. All in favor, motion passes.
      i. Calendar may be brought up again in October 2018.

8. 2018-19 Student Family Handbook
   a. 3 changes
      i. pg. 7: Detail added for commitment and payment of Activity Fee in February. Hoping to add clarification and sense of importance to families.
      ii. Pg. 8: Adjustment to student attendance that Board approved in April 2018.
      iii. Uniform Guidelines: Wanted to simplify uniform choices, make easier for students as well as easier to enforce. Nothing about hair color, nothing specific about shoes and socks. Worked it down to one page.
         1. Philosophy behind uniform is that it creates a strong sense of culture, level playing field, socioeconomically, supports productive learning environment, promoting growth, self-awareness, responsibility. Teaches concept that how we present ourselves to the world is important.
         2. Team took into account parent and financial considerations, teaching point of view, ease of analysis.
   b. Todd asks about shirt requirements, suggests adding that no logos are allowed on polos.
c. Todd asks about legging color, Melissa speaks to simplicity of identification. Navy is navy vs. black could be greyish, also brings up issue of leggings vs. sweatpants.

d. Jeff makes a motion to approve the handbook with the amendment to update the footer and add “no logo” to the shirts item. Todd seconds. All in favor, motion passes.

9. Combine 7th & 8th Grade for 2018 - 19
   a. Donna describes board process of identifying 15 students as the minimum for each 7th and 8th grade.
   b. Donna reads a letter from Sandra Ottley.
      i. Speaks to vitality of K-5 program.
      ii. Advocates to combining 7th and 8th grade students under Karin Bury-Roller
   c. Melissa has made an effort to assess where 7th and 8th grade students are academically.
      i. Based on SBAC scores. 74% met or exceeded benchmark in English/language arts, 69% met or exceeded benchmark in Math – these numbers have increased over the years.
      ii. Sandra Ottley developed specific expectations for each grade, while delivering the same content. Deems it possible to provide individualized instruction under a high quality instructor.
      iii. If classes were combined, numbers would not be as high as before. But we would have a strong teacher.
   d. Anticipates more losses if classes were combined.
   e. Based on staffing, we would need to combine the classes.
   f. Believes that regardless of how many students would return next year, we would need to commit to next two years.
   g. Loss of siblings in younger classes, loss of students, loss of revenue discussed
   h. Pros and cons of MITCH middle school versus traditional public middle school
   i. Age split between 5th and 8th graders
   j. How to judge capacity of learning in 7th versus 8th graders – using Core Knowledge to offer same content, but different standards.
k. Classroom management of 22-24 is accessible and easier than 37 students

l. Jeff proposes adding part-time teacher to separate 7th and 8th grade to ease cost and keep students separate
   i. Karin describes plan to bring in other teachers to combined 7th/8th grade class, can see bringing part-time teacher to cover some curriculum.
      1. Parents comment that a blended classroom with a part time teacher would keep them at MITCH.
      2. Tiffany comments that a small 8th grade in 2019-20 would be too small and she would move her children to a public school now vs. later.
      3. Kameo amends earlier comment that she would keep her son at MITCH with discussed blended and part-time teacher, as well as a smaller class. Would prefer team teaching. Would current 7th graders be behind if entering public school next year. Melissa responds that attention to core knowledge content has prepared middle school students fully for public school 8th graders.
      4. Karin asks if students could have separate Specials to keep groups separate for PE, Music, Ag, etc. Should be a possibility.
      5. Chris Thoms asks about parents’ concern in combining classes. Class size and behavioral issues from 2017-18 is discussed.
      6. Parents speaking to the importance of awareness of fundraisers. Jacqueline asks parents if they and their networks would help fundraise to make up financial difference.
      7. Melissa assumes with 170 families at $500 each and 60% payment. If we make up that 40%, that would be $40,000.
8. Todd motions to offer a part-time combined 7th and 8th grade for 2018-19 school year, supported by 1.5 FTE. Jeff seconds.
   a. Discussion:
      i. Karen: Concern for financials. What if we only have 5 students enrolled? Our intent is 1.5 FTE, but we need to learn enrollment numbers and TTSD charter agreement.
      ii. Jacqueline amends the motion to combine 7th and 8th grade class for 2018-19 school year. Caitlin Seconds. Donna, Jacqueline, Karen, Caitlin in favor, Todd and Jeff oppose. Motion passes.
      iii. Motion made to continue 8th grade through 2019-20 in acknowledgement that it may cause a deficit. All in favor, motion passes.

b. Meeting adjourned for exec session at 8:35
c. Meeting called back to order at 9:14pm

10. Approving 18-19 Teacher Agreements
    a. Changes to new agreements are 2% pay increase, but 3 less instructional days
    b. How can we retain more teachers?
       i. Increase benefits, update benefits
       ii. Differentiate income depending on education
    c. Donna makes a motion to approve the agreements as presented in the 2018-19 Contracts - Combined as presented. Karen seconds.
       i. Karen would like to continue looking at ways to increase teacher salaries.
       ii. All in favor, motion passes.

11. Director Elections
    a. Donna nominates Chris Thorns for a term on the Board of Directors to begin July 1, 2018 through June 30, 2019. All in favor, motion passes.
b. Todd nominates Karen Forman for a one year term on the Board of Directors beginning July 1, 2018 through June 30th, 2019. All in favor, motion passes.

c. Jeff moves to elect Donna as Chair, Caitlin as Secretary, Todd as Treasurer, Jeff as Vice Chair for a term running July 1, 2018 through June 30, 2018. Karen seconds. All in favor, motion passes.

12. Bowl-a-thon
   a. We currently have 5 teams secured, but 12 lanes.
   b. Todd suggests to post to the PSO web site an offer for parents to come play. The Board will cover their cost.
   c. Next year we can do in the winter, or at the end of the year for our end of year party.

13. 2018-19 PSO MOU
   a. Tabled until next meeting

14. CLOSING ITEMS
   a. Public Comment
   b. Mary Ellen thanks Board for engaging parents in Board meeting format.
   c. Jacqueline has early poinsettia voucher, we will receive 25 cents off each poinsettia we buy early.
   d. Donna thanks Karen for her service as Treasurer and for coming back to the Board. Thanks Todd for stepping into Treasurer role. Thanks Jeff for being Vice Chair. Thanks Donna for an incredible year. Thanks Mary Ellen for being the PSO representative and doing great work.
   e. Donna votes to adjourn meeting at 9:48pm. Jeff seconds, all in favor, meeting adjourned at 9:48pm.

7.19.18

Donna Capodacqua
Board Chair