MITCH Charter School Board Meeting 3-15-2018

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

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

1. Opening Items
   a. Call to Order at 6:32pm
      i. Present: Eric Rasmussen, Jeff Demland, Karen Forman,
         Jacqueline Fassett, Melissa Meyer, Donna Capodacqua, Lindsie
         Bailey, Caitlin Blood
      ii. Public Present: Seana Brewer & Anthony Swanson

2. Executive Director Update
   a. TTSD board asked for average charter SSF info, Melissa has found
      contracts from charters in our area, but there is no database. She will
      work on collecting and compiling that herself.
      i. Asks would board be open to approaching TTSD board with a
         request to send questions before the week of April 23rd to
         avoid last minute action items?
   b. Level 1 Threat alert
      i. Police notified and came to campus
      ii. Teacher sickness, hospitalization
   c. Parent and teacher concerns about Charter Renewal proposal at TTSD
      i. Manner of questions from TTSD board chair seemed biased
      ii. Teachers concerned about TTSD board perspective

3. PSO Update
   a. Auction is wrapped up, some items still on sale online
   b. Son movie day was fun
   c. Daughter dance is coming up
   d. Tualatin Path Cleanup will be rescheduled in spring
e. Melissa will add information about purchasing N.U.T. Day and Pajama Day to Fox Tales

4. Offer 7th Grade in 2018-19?
   a. We have 15 students registered for 2018-19!
   b. Deposits will be collected in April. If we do not get deposits, we will need to reevaluate.

5. Approve 2018-19 and 2019-20 Calendars
   a. Melissa recommends to vote for Calendars separately
   b. Add a legend
   c. Winter break 2018-19 is 2.5 weeks long to give teachers an extra break during peak busy time, and there are no other days off in that month. The next three months are incredibly busy. Would like to give teachers time to rest.
   d. Melissa needs to cut 3 budget days to manage salaries – can give raises if days are cut. Teachers are aware, some in agreement, some concerned. Will ask teachers what their preference is.
   e. Events on 18-19 calendar, “Winter” is missing an “I”.
   f. Make May 24th a day off and December 20th a school day.
   g. End on the same day as TTSD, holidays are mostly the same, professional development days are different.
   h. Caitlin makes a motion to approve 2018-19 calendar with above listed amendments. Donna seconds. All in favor, motion approved.
   i. Melissa will draft a 2019-20 calendar with edits for April board meeting.

6. February Financials
   a. We do not currently have February financials because we are still looking for a bookkeeping team.
   b. Karen would like to re-do financials from July 1, 2017 – building from the audit report.
   c. We are trying to do the books in-house, but Quickbooks online is too complex and time-consuming at this point.
   d. Melissa has tried new bookkeeping software, and prefers online single-entry system. Saves time, allows fiscal checks and balances, can be entered by one person with Melissa’s approval. Appears to be more
efficient. Susan Matlack, Jones & Associates will manage completely and do all financial records, produce documents, etc.

e. We have been providing budgeted months to date instead of annual budget to TTSD, need to update.

f. Payroll and PERS would be done in-house.

g. Karen advises allowing this business to do our books for 3-5 years.

7. Approve 2018-19 Budget

a. Enrollment is open to 263, however enrollment always drops in August. Historically 9-20 students drop. Offering more than 250 spaces, with the understanding that we will be closer to 250 enrollment come the start of the school year. Budget is also projected for less than 250 (240) students to compensate for potential financial management.

b. Fresh and Local has picked back up, three monthly reminders go out and have rallied response.

c. Reconsider projected enrollment April 4th.

d. We need a second 4th grade teacher.

e. Build cushion into budget for facility needs, and also add "Facilities and Overhead", as well as new space for transition. Melissa should have new budget in the next 5 days.

8. Approve PACE Required Policies

a. Donna moves to adopt Policy GBA, GAB, GCPD, GCPD-AR, GCN-GDN, CCG, CB, GCBDA-GDBDA-AR. Caitlin seconds. All approve, motion passes.

9. Fund Raising Update

a. 8 participants and $1000 prepared for ProFund.

b. Contract

i. Change ProFund to "Kingdom Works"

ii. Identify Top Golf as location at which to hold event

iii. Delete non-compete agreement

iv. Make clear that $3000 or 18.5% of donations collected by ProFund is of donations "collected", not "promised".

v. Omit travel costs coverage

vi. Omit agreement to arbitrate with "Peacemaker Ministries".

vii. Current agreement is obsolete June 7th.
c. Garden Fair Idea
   i. Pavers/Cement block sales, buy a paver for the garden
      1. Sponsorship levels
      2. Plaques on boxes, shed, etc.
   ii. Goal of $15-20,000
   iii. Collect donations for area weeded
   iv. Food Truck
      1. Parents’ business?
      v. Westside could participate?
     vi. Use the Frontier Property?
    vii. Dunking Booth
   viii. Unveiling of the garden
     ix. Live music
   x. Parking at Kaiser

  d. Not proceeding with Jerry, Donna will follow up.
  e. Spring Basket page is done and live on our page, please point your friends toward it! April 25-May 9th for pick-up. We have a cap of 40 for small and 25 for large.

10. Who Will Write Annual Survey
   a. Donna is up to write it again. A board parent would be good perspective, and Melissa would like to add questions about transportation.

11. Space Planning for 2018-19
   a. We have both 7th and 8th grade classes and need 1 more classroom.
   b. Storage containers, NWRESD, other spaces within this cul-de-sac options.
   c. Is remodeling an option?
   d. Jeff will investigate costs for portable, what are costs for permitting.
   e. Melissa will talk to NWRESD
   f. Lindsie will talk to Fire Station
   g. Frontier Garden space, does that lease allow a portable?
   h. This solution is only for 2 years.
   i. Sectioning off a segment of the gymnasium and holding lunch in classroom is low cost option. Are temporary walls a permitting issue?
j. Legal issues with one teacher and a classroom off campus? Or other concerns?
k. Lease is up on current property in 2019.

12. Board Comment
   a. Donna thanks board for involvement
   b. Donna moves to adjourn the meeting at 8:42. Jacqueline seconds, all approve. Meeting adjourned.

04-19-18