Minutes for regular session on September 26, 2019

Attendees: Justin Cabrera, Keri Butler, Ashley Robinson, Eric Rasmussen, Allison Barber, Valia Eskandari, Luke Adams, Alex Kalemkeris, Chris Thoms,

Public: Mary Ellen Rasmussen

Auditor guest: Jessica Yoder

Discussion points

- Call to order at 6:32pm
- Agenda
  - Auditor review with Jessica Yoder
    - Jessica covered an overview of the draft audit with high points
      - Auditors purpose is to express an opinion on the financial statements
      - They don’t audit internal controls or provide an opinion on those internal controls
      - Clean opinion, no modifications needed. Best type of opinion
      - Other information required for Charter schools (legal and compliance)
        - MITCH is compliant in the final letter
  
- AR: Word document copy of management discussion and analysis needs to be returned

- Justin: Made a motion to approve the audit. Luke Second. All responded in favor. No abstentions. - Approved

- Financials
  - July Financials: Luke presented the financials and updated the fact that the budget was added with % of budget. No other changes. Need updated approval.
    - MITCH ended July with a net operating loss of $181,524
- Revenue through July 2019 was $44,00, 0% of budget, traditionally low due to not receiving state payment.
- Expenses were 10.5% of budget at $181,524 for the remodel and increasing school capacity to 300 students max
- Cash and Assets $386,256, down $136,843 since June due to remodel/capital improvements
- Justin asked if the lease payments from the contract extension from the landlord were included.
  - Luke to follow up and let Justin know
  - Justin made a motion to sign and approve July Financials Narrative with email vote on second page once populated. Valia seconded. All in favor, no abstentions, no nay. - Approved

- August Financials: Luke presented the financials
  - MITCH ended with a net operating surplus of $89,594
  - Revenue: $482,694 28% of budget with 226 students enrolled. 2 short of break even target.
  - Expenses: $393,100 22.8% of budget
  - Cash and Assets $677,503, up $291,247 since July

- Justin made a motion to sign, Alex second. All in favor, no abstentions, no nay - Approved

- Equity plan
  - Keri updated that there was some confusion with TTSD. The Charter requires a diversity action plan because of the transportation provision. When Keri provided the plan for feedback, Keri heard back that it wasn’t a transportation plan.
  - Transportation plan isn’t a equity plan. It’s a statement of where the busses stop, how many students, following the various schools rules etc. Document can be created easily.
  - Discussed why the confusion, but Keri will follow up.
  - Also discussed whether to vote for it. Per charter, its required.

- Luke made a motion to keep the Equity plan as a working draft/policy. Justin seconded. All in favor, no abstentions, no nay - Approved as a working draft/document

- Keri will follow up on the transportation plan
- Keri shared that we have been re-assigned a new liaison from TTSD by the name of Sue Scott. Potential advocate for MITCH. She was also confused about this situation of the equity plan vs transportation. More questions will be asked next time, learning experience. Justin asked if she would be willing to attend in the future, and believed yes.

- PSO MOU
  - Justin introduced the MOU. Reviewed the old one, streamlined the new one to simplify.
  - Luke asked in the last work session about the efforts the PSO are doing for fundraisers and board contributes if there is some sort of sharing. Feeling is
there is a opening to that, but needs a proposal. Justin mentioned the back to school event at Pizzacato on Oct 8th.
  • Alex re-raised the concept of the board trying to target different resource pools than the families. So we are not asking the same groups.
    • Luke mentioned Rebecca Lodge? Who maybe willing to contribute. Mentioned other fraternal organizations that have some time of philanthropic efforts to help MITCH
    • Justin mentioned possibly targeting Top-Golf

  • Justin made a motion to approve, Alex second. All in favor, no abstentions, no nay - Approved

0 PSO update - Mary Ellen
  • PSO paid for the music panels in the music room.
  • First meeting on Sept 11th - filled all open positions. Including the first dad. 13-members
  • Approved a couple of teacher classroom grants. Guidelines that all PSO contributions stay with the school as school property
  • New first aid kits being created/delivered.
  • Planning the first couple of events
    • Game night for families at MITCH
    • Pizzacato on Oct 8th with the board and Keri
      • They donate 20% of the sales for the entire day for all sales
      • >$700 last year?
    • Marathon - largest event Oct 18th at Ibach park
      • Getting business sponsors
  • Next PSO meeting is Oct 9th

0 Executive Director update - Keri
  • Enrollment at 226
  • Keri reviewed at a staff meeting student achievement data. For math and English/language arts (ELA). Using to lay foundation of work for the rest of the year for improvement.
    • Developing professional plans for staff. Ask that the staff focus on strategies to raise ELA performance this year.
    • Keri expressed concerns on number of professional development days. Need more, and would like board support for adding more in the future calendar
  • New health standards - Keri asked TTSD what they are doing. Statewide. School districts are not sure how they want to implement these. Not necessary to enforce any standards while things are being figured out. Can present to the board when TTSD figures this out
  • PSO helped with sound panels, but the music classroom is causing noise issues with the 2nd grade. Need to move to another solution. Remodel didn’t properly think about sound proofing between walls. Music classroom next to academic classroom isn’t working. Need to move.
    • No telecommunications in any of the new rooms. School spent ~$2000 on new communications (phone lines).
    • Proposal to replace the transformer ($7000) needs to be done. Making lots of noise, probably not enough ventilation in the room
      • Eric suggested someone he knows can help.

  • Keri expressed concern about safety and wants to address as soon as possible.
• Keri will follow up with contacts to get proposal to bring to work session with board. Recommendation is to get a few bids, ask questions, learn

○ PSO meeting assignments for board attendance
  • Agreed to table for work session
  ▪ Oct 9th meeting - Eric
  ▪ The rest will be followed up in working session

○ Equity discussion
  • Keri asked what is the difference between a diversity action plan and a transportation plan?
  • Everyone agreed we should continue to support Equity plan

○ Public comment
  • Mary Ellen made a suggestion to have a target to help with contributions

○ Board comment
  • Keri asked about the Saturday work session on Oct 26th. Wanted to know the agenda/plan.
  • Luke will have something on marketing, Chris will have an ideation session for equity.

○ Meeting called to a close a 7:46pm
2019-2020
Memorandum of Understanding
MITCH Charter School Board of Directors
and
MITCH Charter School Parent Support Organization

This Memorandum of Understanding (MOU) sets the terms and understanding between the MITCH Charter School Board of Directors (SBOD) and MITCH Charter School Parent Support Organization (PSO) for the 2019-2020 school year.

Purpose
The purpose of this MOU outlines the fundraising and community building activities and events both organizations support to enrich the MITCH Charter School community.

Background

MITCH Charter School Board of Directors
The SBOD is focused on the success of MITCH via strategic planning, policy development and fulfilling opportunities that enhance the future of our school.

The goals and responsibilities of the SBOD are to support the school with continuous improvement in student learning and achievement; optimize strategic operational and financial sustainability; enhance staff development and retention; and increase our community connection and commitment.

MITCH Charter School Parent Support Organization
The primary purpose of the PSO will be to solicit and accept donations of funds, goods, and services; and to promote education, communication, and understanding among the entire MITCH community. The PSO is an organization through which the families, teachers, students, and administration can work cooperatively to achieve the goals of MITCH. The PSO does not set or interpret policy. Anyone seeking policy clarification will be directed to the executive director or the SBOD as appropriate.

The PSO is an inclusive family group focusing efforts on the following goals:

• **Fundraising**: Funds raised support our school,老师包括专业发展, classroom grants, students, community events to build up: an important extra need for the year (to be identified at the beginning of the year. Examples from previous years: playground, garden. The PSO board sets a budget each year and approves requests from the executive director and staff by majority vote.

• **Volunteering**: The PSO encourages active and positive engagement in our students’ education. Family volunteers are vital to daily classroom operations and school-wide operations, such as car line, field trips, lunch/recess duty, and special events, such as our MITCH Marathon.

• **Community Building**: MITCH has a small student population, but a strong sense of community. The PSO sponsors events that further the sense of community among MITCH families. We will publicize these events on the school calendar, on the PSO Facebook page and in monthly newsletters to foster the relationships among MITCH families, students, and teachers.

September 15, 2019
Joint SBOD and PSO Goals
The joint goals for the SBOD and the PSO include: a.) Reporting, b.) Communication, c.) Funding.

Reporting
A representative from the SBOD shall attend each of the PSO monthly meetings to report on the fundraising activities being organized by the SBOD when applicable. A representative from the PSO shall attend each of the SBOD monthly meetings to report on the fundraising activities being organized by the PSO. Activities from the month prior shall be part of each SBOD and PSO meetings to ensure effective communication and adherence to the MOU agreement.

Each year, authorized officials from the SBOD and the PSO will make a best effort to meet and review the contents of this MOU and update/modify the agreement as needed for the next school year, identify the possible activities calendar, identify possible extra budgetary items (i.e. garden, technology upgrades), and identify possible budget contributions.

Communication
Communication of SBOD and/or the PSO fundraising, community building activities, and events will be sent out to the entire MITCH Charter School Community via the school’s website and calendar, the PSO website, the PSO Facebook page, and take-home fliers.

Funding
This MOU is not a commitment of funds or and amount of funds by the SBOD or the PSO to be given to the MITCH Charter School. It is an explanation of what each organization will do to assist the MITCH Charter School accomplish the goals of the strategic plan outlined in the Background section of this document.

It is recommended that the SBOD fundraising efforts should be broader; targeting the surrounding Tigard Tualatin community businesses and PSO fundraising efforts should focus on the families within the school community.
2019-2020
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Duration
This MOU is at-will and may be modified by mutual consent of authorized officials from the SBOD and the PSO. This MOU shall become effective upon signature by the authorized officials from the SBOD and the PSO and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from SBOD and the PSO this MOU shall end at the conclusion of each school year and be reviewed annually.

Contact Information
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Donna Capodacqua, Chair
MITCH Charter School Board of Directors
Date: 9-30-19

Christina Devlin, President
MITCH Charter School PSO Leadership
Date: 09-15-19