



MITCH
Charter School
Board of Directors

Inspiring colorful acts of greatness

Board Approved July 20, 17

Administration:

Melissa Meyer, *Executive Director*
Shasta Maclean, *Dean of Student Affairs*
Sandra Ottley, *Director of Curriculum and Instruction*

Members:

Donna Capodacqua, *Chair*
Caitlin Blood, *Secretary*
Karen Forman, *Treasurer*
Jason Holland, *Vice Secretary*

Jeff Demland, *Vice Treasurer*

Jody Blakely
Brittany Leonard
Jacqueline Fassett

MITCH Charter School Board Meeting 6-1-2017

<https://sites.google.com/a/mitchcharterschool.org/board-of-directors/home>

Date: June 01, 2017

Place: MITCH Charter School
19550 SW 90th Ct.
Tualatin, OR 97062

Lease - July 2010

Charter - July 2008 - June 30, 2018

1. Call to order at 6:35pm

- a. **Present:** Jacqueline Fassett, Jeff Demland, Karen Forman, Jason Holland, Donna Capodacqua, Caitlin Blood, Melissa Meyer
- b. **Absent:** Jody Blakely, Brittany Leonard
- c. **Public Present:** Lindsie Bailey, Kate Ark, Shawna Brewer, Craig Simmons

2. Executive Director Update

- a. Charles Benson, City Planner, requests more info on retaining wall. Amanda Hoffman and the subcontractor should be able to help and draw this. Charles said this is the last thing needed, though we could use a check list to be sure of this.
- b. June cash flow - we've received final SSF for school year 16-17. Final payment was based on 235 students, but we budgeted for 250.
 - i. Deficit \$86,224 in FSF-Budgeted for \$55,000
 - ii. Potential gift from PSO projected to be \$20,000
Difference came from 15 students, resulting in a cash flow issue in June.
 - iii. Final deficit, after PSO gift, will be about \$6,100. Teachers turned in around \$1,000 in receipts today so this total may go up.



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- c. Lunch Contracts-increase from Fresh n' Local around 2%, there would be no changes from Y, but there would be changes from SAIF. Melissa to share contracts with Board. Jeff could review these and report back.
- d. PSO asked about speed bumps - concern over speed of drivers in parking lot/safety issue. We can purchase ones similar to the ones on the side of the building. Online vendor quoted \$479 plus installation, Deering Mgmt quoted \$400 each.
- e. Communication to parents about 2017-18 Teachers.
 - i. Two teachers taking on a first grade class, one with .8, one with .4- in the budget.
 - ii. Open positions for third grade have been posted with more than 20 applications.
 - iii. Middle School- 7th and 8th will be taught on two year curriculum, all being taught will learn 8th grade (7th has already learned 7th). Allows to go deeper and add in an overnight trip. This makes it a 39 student classroom with 2 teachers. May lose some families due to this (0-6 students). We do have a wait list we could pull from for the middle school (5-15 students). Making sure that in the future we cap 6th grade classes so those going into 7th, and 8th grade classes have no more than 38/39 students.
 - iv. Art for the middle school program - guest artist and residence program from several colleges.

3. PSO MOU

- a. Loop in PSO on formation of school budget to keep them updated on what financial aid MITCH needs.
- b. Jeff will look over the MOU so that we can edit and vote for next board meeting.

4. Request for PSO Gift 2016-17



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- a. Donna made a request and sent to entire board, requested \$25,000 from PSO, regarding transformer and garden
- b. Kate Ark asks if Board needs certain amount of money in reserves for charter renewal

5. Addressing Lysol Wipe use at MITCH

- a. Melissa references EPA rubric and three approved products that are alternatives, Benefect, Seventh Generation, Pure Green 24 Disinfecting spray. These items will be the supply options for teachers.

6. Process for Melissa's Evaluation

- a. Survey Monkey responses needed
- b. Executive session as part of regular session June 15th so that we can get Melissa's evaluation to her by June 30th.

7. Jason's Conversation with Lobbyist Bobbie Jager

- a. Asking for a fee to lobby for charter schools
- b. Tells board that directors need to be up to date with legislation
- c. Melissa identifies need for association to represent all schools in state, to represent charter schools legislatively
 - i. Oregon doesn't have charter school association to represent
- d. Joint Board/PSO meeting, bring Bobbie Jager in to speak about legislation

8. Marketing and Events Calendar

- a. Board:
 - i. Family contributions, check ins
 - ii. Top Golf Fundraiser, MITCH 100
 - iii. Al's Winter - Spring
 - iv. Westside Jesus Church, Kids Love Languages



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- v. Community based, not just ask events
 - 1. Fall event, start year off
 - a. September
 - b. AI's?
 - c. Jacqueline will reach out to Jody
- vi. Board supports operational, PSO supports teachers and students
- vii. Change "Fun Run" to "MITCH Marathon"

9. 2017-18 Work Session Dates

- a. Todd and Jeff will not be able to make July 6 work session
- b. Caitlin can not make Saturday work sessions
- c. Will keep July 6th work session

10. 2017-18 Regular Session Dates

- a. Will move December session so that it is not during winter break
- b. Will vote on dates at the latest in the July meeting

11. Strategic Plan

- a. Todd absent, Melissa addresses that many specific objectives have been accomplished and Strategic Plan should be updated. Should present good leverage at charter renewal.
- b. Solid educational foundation. Biggest challenge is space. Making a significant investment in Frontier Garden requires us to stay in current location. How do we remodel this building. Touching base with contractors, architects. We cannot ask for 300 students if we are committed to this space. The 300 figure is where research shows most charter schools break even.
 - i. K-5 vs. K-8 debate, Melissa believes middle school program is very strong.



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- ii. Craig Simmons agrees that middle school program is very strong, suggests moving middle school to second location. A second location would require a second charter.
- c. Melissa will follow up with Todd and craft calendar to rebuild Strategic Plan

12. Officer Elections

- a. Please follow up with Jeff and check out job descriptions on Google shared spreadsheets.

13. Closing items

- a. Meeting adjourned at 8:09pm

