



MITCH

Board of Directors

Administration:

Keri Butler, *Executive Director*
Sandra Ottley, *Director of Curriculum and Instruction*

Members:

Donna Capodacqua, *Chair*
Justin Cabrera, *Vice Chair*
Chris Thoms, *Secretary*
Alex Kalemkeris, *Vice Secretary*
Luke Adams, *Treasurer*
Eric Rasmussen
Allison Barber
Valia Eskandari

12/19/19 Meeting Minutes by Alex Kalemkeris

OPENING ITEMS

Call to order

Roll call, record attendance and guests

- Donna called to order @6:30pm and performed roll call.

Present: Board Attendees: Keri Butler, Donna Capodacqua, Justin Cabrera, Alex Kalemkeris, Eric Rasmussen, Allison Barber, Luke Adams, Valia Eskandari

Absent: Chris Thoms

Guests: Jennifer Wytman, Christine Devlin, Mary Ellen Rasmussen, Melissa Snowberger, Ashley Contreras

Approve Agenda, Donna moved to approve agenda as published, Luke second. No discussion, all verbalized in favor with no abstentions or objections. - *Approved*

Approve Nov 2019 Minutes, Luke moved to approve agenda as published, Justin second. No discussion, all verbalized in favor with no abstentions or objections. - *Approved*

Approve Nov 2019 Financials

- Luke provided overview of financials narrative
 - Total revenue 56% of budget at \$938,707 based on 228 students
 - Expenses are at 48% of budget at \$798,716
 - Cash & equivalents are at \$589,902, which is up \$46,184
- Keri asked if this is the first with adjustments on salaries - Keri requested that bookkeeper indicates salaries.

Justin moved to approve agenda as published, Donna second. No discussion, all verbalized in favor with no abstentions or objections. - *Approved*

PSO Update

- Christina PSO update
 - Dine out fundraiser @ Love bites
 - 25% of the proceeds for the day will go to the PSO for the school
 - Small fundraiser on the side, handing out platters. Additional to the PSO
 - Helped with finishing after school art program - Tuesday the last day. Art projects distributed today. Parents appreciated
 - Jan 6th community event, board is invited. Rented roller rink. All families (not drop off). 1-3 skate private party. This is the 4th year.
 - Last year had about 95 attending. Fliers went home today

- Several subjects for next several PSO meetings
 - Love & logic - PSO leader & trained will be doing a board overview
- Finalizing the purchase of the chrome books. Working with Keri
 - Ordering about 75-80 chrome books
- Desert with Keri went very well, good attendance.
- More community events being planned for the 2nd half of the year.

Executive Director Update

- Keri shared, enrollment going down 9 kids as of today. Gaining 2 new students, down net 7, plus a family returning that previously attended. Adds 2. Down net 5 students
 - 2 families that had 3 kids
 - 1 out of state
 - 1 had an 8th grader move to traditional public
 - 1 in Hillsboro
 - 1 going back to home school
 - Budget is on 228
 - Justin asked how we are paid. Ashley has explained to Keri that watches our enrollment. There is an adjustment towards the end of the year. Concern is the true up.
 - Luke wants to keep budget at 226 and adjust in the spring?
 - Prorating for the month form district
 - Hired a new music teacher (Nicole Wong). Teaching at a private school and able to support us. Extensive music knowledge/background. Keri is excited that Nicole wants to do music programs.
 - 2021 enrollment process for Kinder is open now. Last update was 24 applications. Need to target at least 80.
 - -There is a handful of siblings. Didn't have the number
 - Keri wants to quickly in January to get the word out.
 - Keri wants to get the parent together with Valia/Luke.
 - We are on break until Jan 6th, kids return on the 7th
 - Intervention
 - Keri wants to follow an intervention model (response to intervention).
 - Cannot recommend help for a student without using the response for intervention protocol
 - Typically, there is a reading specialist on staff.
 - Work on TTSD with special services.
 - Have to follow TTSD means to be evaluated, but we don't have the things in place to show we have done everything we can. (3 cycles of 9 weeks intervention each)
 - Donna asked about some parents' concerns.
 - You teach everyone, 80% of the kids will meet the benchmark. The others may need more, try different approaches for a certain amount of time/day. You want to avoid special education without saying you tried everything prior.
 - Keri wants to hire someone that has the expertise to systematically look at the data, to make sure we are doing the right things.
 - Wants to maintain what they are doing
 - Luke asked if TTSD could support?
 - Keri indicated its tricky. The model requires the use of very short list of curricula. TTSD reading specialist can't help very well.
 - Need to look at the way they look at the data, the process they use.

- Asking about SSA funding with Super indent and Sharon Fox.
- Alex asked if we could develop our teachers.
 - Yes, there is requests for ELA as well.
 - Can we help pay for the endorsement?
- Other possibility from TTSD learning specialist that is assigned to us. She knows how to do these processes.
- As we look at new budget - professional development and reading specialists + counselor
 - The super let us know. That when this money comes through, there will be a hiring craze. Competition.
 - Possible person on loan.
- Keri wants to know with a 95K deficit, the concern about hiring.
 - Luke commented with what we currently have, avoid our reserve.
 - We have ~\$589K in reserves.
 - Alex asked about how much are we asking for how much value
 - Hard to be a quick achievement turn.
 - Keri things \$1600/mo. Luke is suggesting to budget \$2K/mo
 - Luke suggested maybe going after the counselor
 - Eric ask about drafting a job listing, target new college grads. Since its mid-term.
 - Thinking full time.
- Donna mentioned we need to modify the bank accounts now that Karin is no longer with MITCH and we need a formal vote to perform.
 - Justin moved to approve agenda as published, Alex second. No discussion, all verbalized in favor with no abstentions or objections. - **Approved**

Equity Definition

- Not discussed

What we are working on for MITCH

- Keri "school of distinction" asked teachers for a voice. Only 2 at the time responded. Keri wants to have this conversation again to see what themes are surfacing.
 - Keri was approached by a teacher the next day.
 - Keri received another response -
 - Data analysis and thinking through how to inform instruction
 - Curriculum & standards alignment so we can
 - A counselor & reading specialists

Marketing Committee Update

- Fundraising
 - Poinsettia did OK. We should have sent earlier. The person who did it previously didn't share what we did.
 - In the end, there was about 20 vouchers that were not redeemed.
 - About \$260 expenses we are liable for.
 - Luke suggested to explain the situation. Valia to follow up with Amy.
- Next meeting is January 9, 2020. We will be talking about the fundraising activity
 - Need to look at ProFund NW website
 - It is very pitchy,
 - The idea is to have 15 people in the meeting. At least 8 to sign up that night.
 - Pledge min \$100 and to go raise a certain amount
 - Plus get friends to join in. They are only looking for donation of \$100
 - Go hit 100 balls
 - Can we get 40-80 people?

- Donna says it only takes about 4-5 hours to reach out their network.
 - Donna asked Christina to get the PSO to drum up attendees for golf fundraising. Try to drive their friends outside the school network.
- Marketing - need to drive enrollment
- Parent willing to help with marketing.
 - Luke has a board task via email.
 - Wants to get 3 questions answered by 20-30 people
 - What is MITCH
 - Why MITCH
 - How is MITCH different
 - Need to get better at marketing to those that are outside our network
 - Need regular communication going out.
 - Messaging needs to be down so it focuses where we want to go.
 - Eric commented about posters for day car, preschool.
 - Target board, teachers, and PSO
 - Perhaps ask parents of graduates
 - Donna is going to ask Laurie Tarter
 - For 20 years she ran a non-profit with some CEO's on her board
 - Has a lot of ideas on fundraising
 - May try to get her in the Feb 6th.

CLOSING ITEMS

Public Comment*

- Mary Ellen - PSO does have \$3500 for teacher training. In the past the teachers would submit to ED for approval.
- Christine - \$4000 set aside for helping families with activity fees and contribution. Keri will have Ashley follow up
- Melissa - mentioned we didn't know about the poinsettia. Offering the pies or poinsettia to neighbors. Can we combine next year?
 - Didn't go home? Valia will document.
 - Pie went out the middle/end of October. Due back end of October in time for thanksgiving.
- Mary Ellen - on facebook?
- Ashley - no discipline policy? Would like to know what to expect?

Board Comment*

- Luke mentioned during the holidays during parties. Look for board members to join in January.
- Donna said thanks have a Happy Holidays

Adjourn, Donna brought meeting to a close for adjourn at 7:48pm

***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.**



1/16/20