

Board approved
AK



MITCH
Charter School
Board of Directors

Administration:

Keri Butler, *Executive Director*
Sandra Ottley, *Director of Curriculum and Instruction*
Karin Bury-Roller, *Assistant Principal*

Members:

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

Regular Session Meeting Minutes

When: 11/21/19 6:30 pm to 7:15 pm

Where: MITCH Charter School

19550 SW 90th Court

Tualatin OR, 97062

Opening Items:

Call To Order	6:30 to 6:31
Roll Call	6:31 to 6:33

Present: Valia, Donna, Eric, Allison, Luke, Keri, Chris, Justin

Absent: Alex

Guests: Beth Hudson, Sandra Ottley, Ashley Contreras, Carri-Anne Wilde, Karissa Brown, Ashley Robinson, Todd Olson, Heather Wojciechowski, Jennifer Wytmans, Tyler Cook, Jagdish Konathalen, Rae Stefan Larson

Approve Agenda: Agenda approved. Equity definition pushed to next regular session.

Approve October 2019 Minutes: Motion made and seconded. Minutes approved as amended, no objections abstentions or discussion.

2. Approve Financials for October 2019:

In the October financials, we ended with the general fund net operating surplus of Total revenue through October is \$783,175 approximately 45% of our budget. We are still on target for the year within the current budget. MITCH Currently has 226 students enrolled. Our expenses are \$679,852 or 39.4% of our total budget. Cash and cash equivalents are \$543,718.

Motion made and seconded to approve October 2019 financials as amended. Passed, no opposition, no abstentions.

3. PSO Update: Christina Devlin

PSO completed the pie fundraiser and it was very successful. There were 300 pies handed out. Overall, the PSO made close to \$2000. They made \$450 more than last year's pie fundraiser.

At the PSO meeting they discussed the activities that are planned and are preparing to do for the rest of the year.

The PSO decided to have some type of educational topic at every PSO meeting and have a guest speaker to discuss the decided upon topics. The first speaker will be Keri Butler! It's called "Dessert With Keri"

The PSO voted to allocate \$15,000 to buy new Chromebooks for the school! The money was repurposed from the Agriculture development fund.

4. Executive Director Update

Continuous improvement plan: Has to be handed in to the district soon. Keri has set a goal to have each grade level to improve by 5% on the DIBELS reading assessment and the ELA assessment.

DIBELS data review: Keri is putting a plan in place to reverse some of our reading scores trending lower at the end of the year than they were at the beginning this plan is to be outline in the continuous improvement plan that is to be submitted to TTSD.

Teachers are setting their professional goals and part of all of the teachers goals is to help the student improve in reading.

Coffee With The Principal: This went well and based on this Keri is now planning on sending out a monthly newsletter/update from the principal. Additionally, Keri plans on having more open discussions with parents about how MITCH is funded. There seems to be some misunderstanding about that.

Keri has given a lot of school tours, lately. There is a lot of interest in Mitch and more than a few families are looking at coming from traditional public schools.

Keri and Donna will be meeting with Dr. Sue Rieke-Smith to discuss what the recent passing of the student success act will mean for MITCH.

P.E. teacher resignation due to family reasons. Keri will be interviewing new candidates on Monday.

Keri and Ashley attend the ORC3S meeting.

At ORC3S there was a presentation around how to make a charter school more accessible and diverse.

5. Equity Definition

This is currently on hold.

Chris is speaking to experts in his company about the definition and getting their input.

Chris will have the definition at the next regular session.

6. Budget Discussion

See Attached for details of the budget

\$95,000 budget shortfall

Fundraising efforts by the board to help address shortfall

Extensive discussion of budget decisions

7. Board Attendance Policy

Board is considering creating an attendance policy.

We have volunteer board members so the introduction of an attendance policy may make participation on the board more complicated.

Will be discussed in greater detail at the next working session and potential attendance policy will be voted on then.

8. Marketing Committee Update

Poinsettia vouchers have been printed and are ready to be sold

\$18 for small plants and \$34 for larger

Vouchers were given to board members to sell

Pay with cash or check

9. Fundraising

Met with Jerry from ProFund he outlined a plan for the board to start fundraising.

Jerry has a proven record of fundraising for non-profit organizations

9. Closing Items

Public Comment

Board Comment

Adjourn – motion made and seconded. Meeting adjourned.

Beard approved
OK

Mitch Board Meeting 2019.11.21

Nov 21, 2019 | 06:30 pm, 95:39 mins

Chris's Budget Notes

- There was a little bit and I'm not sure if you're not supposed to respond or not, but I don't really care at this point. So, basically, what happened was because there was an audit going on. A lot of the budget stuff was delayed a little bit and so we're catching up now from earlier in the year. Okay. That's fine. I get how it works. I just feel so thanks to everyone. Well, we had our the numbers, I just gave her the audited financials.

- Changes slipped out fiscal year June. We didn't have a hundred and sixty four one, thirty two person player contributions. I don't know how that got missed in the translation. It got said doesn't really matter. It's a moot point, but I just want.

- I've got it great. Any other public comment. You just went to this former treasurer feel some since makes related to the budget translation. So I just looked up fiscal year June. We didn't have a hundred and sixty four when thirty two.

- It's not a comment, it's just in lieu of what you were just discussing and wanted to just share the one of the boards that I used to serve on. We have an attendance policy and the actually had attendance policy as well. That I'm happy to share with you don, just so, you have that but the other board that I used to attend or participate on, it was a similar kind of concept of two unexcused absences. Meaning the lack of communication and the the way it was set up, was that then the third meeting that then the board would meet if there were two consecutive on unexcused absences at the third meeting. Then the board would meet if even if the director was there, then the director would be asked to leave and then the, the team, the board would discuss whether enough to vote the person on.

- I mean, it doesn't have to be resolved, right away, but it did come up and I did want to float it out there. So send me edits and we certainly can revisit this. Alright. We already did the marketing committee updates, and before we get into closing items, is there anything else any other directors has for the go to the order? I love that. Smiles. Like no.

- Yeah, thank you all for participating in as engaged manner as we have. So that's awesome. So, the next step is really Monday after this is we, at the strategic work session via and Alison said, you know, we really should ought to think about having an attendance policy. So, when one has been drafted, and I sent it out probably three or four weeks ago. So I'm curious what what you think about having an attendance policy at all. And what you, how you would like to edit this one.

- With the board, we shared it. Alright. So are we ready to back to the budgets? I think that the ninety five thousand could be made up with the fundraising efforts and marketing, and we may even get more than what we're looking for if it's done. Right? So, any discussion on the budget, any other questions submitted. Okay I'm gonna go ahead and second that so emotion has been made and seconded to approve the amended two thousand, nineteen two thousand and twenty budget.

- Sorry, I just got that. So, anyway, so there's a ball option. So how much does she? I didn't. I didn't call. No, I have not, but I just yeah, I would totally do it.

- That to you guys the more people in the room with that one? Yeah. Okay. Because we're asking people to sign their commitment and to we have to support them to actually. So okay, cool. So, that being said, now, coming back to the budget, are we done with fundraising? Because there's other things that I forwarded to the marketing committee there's a woman in Wilsonville. Her name is Donna grace grace and.

- We're trying to get, you know, so here's the thing. It's a step process. So the first one is just to get twelve to fifteen stakeholders to actually say that we're committed. He wants no, it's not. It's eight. It's twelve to fifteen people to come to the meeting.

- We're gonna do, I'm gonna ask you to participate in the golf and to raise money for Mitch. Haven't haven't no, but to get people to come because often. We don't often. We don't have fifteen people in this room. Yes. That's how legitimate point. I think if we, if he gave us a little pamphlet to give people or like, well, that's what he said. That's why.

- And Beth reminds me Beth participated in this when we did it, because Beth was head of the parent organization fifteen people though I don't really know what we're asking them for. What's up no, we, they, he wants fifteen stakeholders. People that are interested. How do we get the other fifteen?

- You guys are interested I would move that. We actually ask Jerry to come and commit to getting. He said that we need to have the board and key stakeholders. Twelve to fifteen at our first work session in January. I would say that we invite him. There is a caveat he said that if there's not that many people there, it does if there is a one hundred dollar cost of him coming out, because he said that he wants to make sure that the organization is.

- Need a better because you have somebody that explains it. Yep. Yes. I've actually done it before. Just so you're aware we did this. We contracted with this agency probably five or six years ago and at that point, they were doing an instrumental golf course even that took us not a lot of participation. And even at that, I myself raised about three thousand dollars and the first year we did it. We got we raised twenty three thousand gross and the second we did it.

- Raised five thousand, it just depends on people's networks and what they do, but they're looking at, like, a hundred dollar donation per person on average, but sometimes it's fifty. Sometimes it's a thousand.

- Not a whole lot. It helps. So we're all gonna take vouchers to celebrate all vectors tonight. So you're not going to do the pay piling because it's expensive. It just going to delay it. And then you have to pay three percent to pay. Okay. I don't see, I see what.

- So forth this is we tightening our budget ourselves, our budget and and the chemical every penny, we decided not to do that not to pay pay pal.

- Our proposed new, but yes. All right. Yeah, we have been able to do this. This is our new proposed budget based on the cuts that Carrie and Ashley are looking at without cutting any teacher salary value. Do you want to talk about fundraising? Oh, one of them.

- Goes into our reserves, so when we say we pull out of reserves, it's out of the fundraising or whatever. So, and that is on the docket for value and I, during the marketing piece, maybe we do talk about that because I'm thinking that we need to become. Okay, so let's postpone our for Intel.

- So, the top page, which is right here, the, the summary of it was just to tell you about the differences between it, but the new budget is based on a revenue of one million, six hundred. It's right now looking like, we have a shortfall that we'll have to pull from reserves at ninety five, but that does not include any fundraising activities that the board can do. So, you were talking about fundraising now.

- Chris, I think what we do is just include that packet in the minutes that I will tell him. So sharing it with everybody is totally fine. Okay, so do we need to approve another budget? Yes. So the top page, which is right here, the summary of it was just to tell you about the differences between it.

- Actually doing a revenue based on one lane, six versus one million seven so this bullet points cover relevant for our discussion. Yes yeah, that's true. Yeah. What we did was we calculated in to the budget rather than actually that different that sixty one thousand isn't. It's, it's been taken into effect, but it's, it's more of a talking point not a number. Sorry what's happened to these minutes?

- Now, it's one million six, six so that's why the sixty one thousand dollars is not there is because we actually reduced it in the budget. The rest of it actually is where we pulled the money out of to help balanced budget to be more accurate. Makes sense. Now that we have an actual count, we put the budget based on our actual student count, rather than on propose last year we were.

- Taking care of in that situation, so we increase the budget, we decrease the budget of revenue right? So, it's it's, it's not apples to apples because if you look at here on the budget, on on our approved budget that we approved earlier, it says it's one million seven, twenty four and now it's one million six, six. So, that's why the sixty one thousand dollars is not there is because we actually reduced the budget.

- Actually, that's that's I think that's where it is so we actually reduced the we have the revenue so the revenue has been reduced to six, one million six versus the budget

that's on. If you go to if you go to the budget that was approved today. If you go to that page, it's a one million seven hundred so that's been taken care of in that situation. So we increase the budget. We decrease the budget revenue, right?

- So, basically, what they're doing is they're saying that from the shortfall that we had here sixty one thousand. Plus, plus this hundred eighty thousand that we didn't have in the budget and then we take all those off of those two numbers. And then your executive director salary, it's forty six thousand dollars difference.

- Right so that says that's a difference of sixty one dollars plus there's one sixty one looking better. Yes, but okay. You're right. But then you also have to take into the fact that we reduce the budget by twenty eight, fifteen, three and two and forty nine thousand. So you take you take that sixty that one eighty that's two forty. If you want to add up all the other ones that we reduced the budget by.

- Hundred and sixty thousand we'd have to go into our reserves ninety five thousand dollars with all the expenses with the old budget doesn't count for the sixty one thousand no. Was it? Because the old budget had two thirty five as a guess at the enrollment, and we really only have two right now. Right? So this says that's a difference of sixty one thousand. Plus there's one sixty one.

- Most of sixty for the enrollment no, no, no, no we're right now the current budget if you're looking at the front of this page, we were anticipating thirty five. Correct okay. So, currently speaking with the new budget that if you look on the front page, it's saying we have two hundred, twenty six students.

- Students said about seven thousand that's seventy thousand dollars that gives us if we get to the two hundred and thirty five students were closer to breakeven again. I mean, we're not that far off to get to where we need to be. Right. And so there's and then that's also not including any fundraising activities that the board's gonna possibly be able to do this year as well. And I'm really hopeful that enrollments gonna be higher next year because currently we only have sixty eighth graders.

- Consulted with the the accounting firm that does our audit to make sure we're we did it. Right? You guys remember the same budget that we looked at? I do. Yeah, and it didn't have a ton, I don't think a hundred and sixty towards which point last year's last year.

- It's not here. So, here's the thing and I wasn't sure I can answer there's a spreadsheet and it's included on the spreadsheet, but I believe that last year, the budget was created in a completely different format than this year. And I think it was just totally missed and adding it.

- The difference between budget executives is actually fifteen thousand is that less or more more. Okay, so that's where, that ninety five thousand dollars that we have left on the table that we need to either pull out of our reserves. And right now we do have cash and cash equivalents of about let me see what's the budget? It's five hundred and forty three thousand. So if at the end of the school year, nothing changes will probably be at

four hundred and forty thousand dollars versus five hundred. Forty thousand dollars in our reserves probably miss first.

- On the front page, it says, we're going into reserves based on the current budget of ninety five thousand dollars unless the board finds ninety five thousand dollars someplace else, whether that'd be additional students, donations or fundraising activities I'm not America, but it says about a hundred eighty thousand dollar shortfall and then another fifteen thousand one ninety five made up about a hundred bucks. Yes. So the difference between budget executive is actually fifteen thousand. Is that less or more?

- Sixty one thousand, which is a reduction of twenty four thirty there were no reduction of supplies and materials and a reduction of business operations forty, nine thousand, eight thirty, which I believe is primarily from the rent the rent that's getting credited. Okay. Yeah, but we're already well, no, the in our budget that was approved last year, that was not in there. So that's that's we're still right now in a shortfall. If you look.

- Normally the number I pull it really close. How long last so so, just just so that it's on record. So support services right now we're at sixty five thousand, five, forty one in the new proposed budget and that's reduction of twenty eight thousand dollars in all of the key items. So, there's probably several things that were copied out fifteen thousand dollars how technology services reduced by fifteen to five. So it was twenty thousand before instructional staff development.

- Peach everything in here on this sheet it's broken down bookkeeping. So it was a took that out. No, no, no these are this is the new. This is the new proposed budget, right? Oh, yeah. So, basically, there's this process in bookkeeping services. So the sixty five thousand is the new after they've made the cuts.

- Which is very expensive, so we, once we learned that we were, we needed to come up with a hundred and eighty thousand dollars actually, and I went through the budget and then looked at it with Luke to see where we could take anything extra out for the year and so we reduced support services by twenty eight thousand dollars. If you're looking at the this page here that he has the one with all the colored lines on it.

- What we found out was that there was not optimization for our liability and the cost of substitute teachers, and that those two items added up to like, a hundred and eighty thousand dollars per liability is a huge expense. So our teachers put six percent of their salary into their own account, but employers have to pay the liability, which is very expensive. So we, once we learned that we were, we needed to come up with a hundred and eighty thousand dollars.

- And as Ashley, and I learned there were some missing things in the budget. So, what we found out was that there was not optimization for our purse liability and the cost of substitute teachers, and that those two items added up to, like, a hundred and eighty thousand dollars per liability is a huge expense.

- For the point two, five percent of assistant principal, just because we are looking at being able to save every single dollar possible. So that was my recommendation. And I'm actually going to lead carrying actually talked about the.

- Truth was what we were going with for tonight or for october's meeting but there is there's been a couple of things that we've looked at and because of our attendance so far as well, as some things that were left off of last year's budget, we are looking at having a possible shortfall, unless we have massive funds coming in. Great Thank you very much to Ashley and Carrie for revisiting and really looking at all the different items. We cut a lot of stuff and.

- Very much for tapping the expertise residence in your workplace. That's a nice approach. So, yes, you don't have to pay him in candy bars. Not this time next the moment waiting for president. Ashley is here tonight to answer questions about the budget it's going to come up. So, I wanna I wanna get this kicked off and just say the last couple of weeks.

- Remember I see Tom. That's great. See, Tom's in H. T. H. L. M. S. at MIT, charter school, if you'd like to talk to me about or have some questions, I would love to chat with you. I think it's a, I think it's a, it's a sensitive topic. It's uncomfortable for a lot of people, because I think that whenever we talk about inclusion and equity.

- Note, if you facilitate a session on something like that you don't necessarily participate. So, my my opinion is not actually in this, but I agree with where it's heading. So, there's that, so it was a really, it was a really good session, and we spent like, two hours.

- Got it, or you said it's under that so I think that's an important thing to do. And twelve hundred dollars is not going to break our budget. It's there's a lot of other things that are breaking. I would say, I'd say, definitely if you found that much value in it too.

- Want to do we have to vote on that. You don't because it's less than five thousand dollars. I mean, my only question to the board would be given the budget revisions that we're trying to make. Is that still? Because we're watching every single penny right now. So, I just wanted to be clear about that before I considered I think that yeah, we gotta figure what we got, where we're going long down the road.

- Will not learn and then also, I mentioned when I went to the meeting last night that we need a better financial cushion around families who cannot do the five hundred dollar family donation. And I think we have to prepare ourselves that more and more families may not be able to donate and we don't want that to be a deterrent to coming to this school. And they was very quick to say, let us know what the amount is that your short this year and then they can.

- To reopen this and talk about giving them more money. So, aside from the students being successful here, and as they move on a lot really does depend on this a lot of our marketing efforts. Exactly. I'm really grateful for the. So they did the Chromebooks. We said something about our broken coffee maker for the teachers and poof a new one.

- Well, it's in next time, we renew and negotiate that rate, especially if we can demonstrate increased achievement, we have a chance of getting more funding that way as well. I guess I want to clarify about funding because probably some of you in this room were thinking, gee, had a great big bond issue a couple of years ago and they're remodeling all the schools. So all, we don't get any local levies like that.

- Was was to just be a member when you're a member you get access to, like let's say, I had a human resources type of problem, or something that I could call them and they could coach me or connect me with people, or if I'm having. I don't know how to navigate this thing at the state level. They could help me. So.

- So, I will be presenting our data and the need for a reading coach and a counselor here at the school two questions one. The parents know about this. I don't think they've seen that. The teachers. I don't think the teachers had seen this prior to this year. And number two, the money that is coming is independent scores. We're improving. I do not know. So.

- It's it's not on the table anymore, because of our current situation but that leads me to my next point. The legislature passed the student's success act a year ago and Donna, and I will be meeting with Dr sue Ricky Smith, the superintendent of Tiger toilets and tomorrow. And we're gonna be able to get in on that application for Monday, for money. It's being run a grant. And if we get money, a rough estimate would be approximately a hundred, fifty thousand dollars, which is huge. It would come to us starting in August. And they have requirements about what you can spend your money on it's not.

- Two families who donated just from that meeting alone. I've gotten a lot of positive feedback about the coffee and the appreciation for an explanation about how the finances of our school work. So, desert with the principal is next month. And then I will continue that periodically throughout the rest of the year and I've been giving a lot of tours lately. We're looking at.

- Doing our interventions since the first test yeah, we several people on staff believe that things are more solid this year in terms of in K to the CO breaker reading program and the support we're receiving this year. So, professional development has been stronger this year and.

- Everyone to the whole district. Yeah, we get compared. So I have a question just just a clarification. So like kindergarten falls. It says the goals. Twenty six. Is that meaning that eighty percent are hitting the goal? Twenty six whatever the score is and then one. Twenty two. And one, nineteen, or is that how many students took.

- Looked at the previous four years, and this is the story for the last four years. So we have a lot of work to do Tegra, twelve school district called it out to me in September October and in terms of continuing to build the reputation of the school. I think turning the dial on both doubles, which is this assessment and the smarter balanced assessment is gonna be critical.

- Make a lot of copies. Okay, what you're looking at is last year's reading, fluency and accuracy doubles data and we give that screener along with and most of the state three times a year. And if you look at.

- Whoever else is gonna be working to help us figure out and we're kind of trying to expedite it as quickly as we can, because of Black Friday and Cyber Monday, just to see if we can take advantage of any special pricing. So, that we can maximize that money, my goal is to spend at least twelve thousand dollars, if not up to the fifteen on the Chromebooks. And so my goal was thinking, because on the information that Beth provided us, we could find a Chromebook for about a hundred dollars. But we want to make sure that what.

- Then the question has to come to asking if we could Chromebook for her and Justin versus classes. So, that kind of just expedited. We really need to make this happen and the board and the parents all approved a fifteen thousand dollar expenditure. So I'm working with Ashley. And Carrie, and whoever else is gonna be working to help us figure out and we're kind of trying to expedited as quickly as we can, because of Black Friday and Cyber Monday to see if we can take advantage of any special pricing that we.

- Finalize who that speaker will be parenting, safety, tips and information on the Internet, emergency preparedness and then we have, of course our annual meeting where we vote in our new officers, and all that and work on the budget for them, the next school year. So, that's kind of our plans for the next. So, meetings coming up, we have lots of other community events that we're planning for the rest of the year.

- I mean, December meeting will be desert with carrier desert with our principal. And so we're gonna have an opportunity for parents to be able to come. And if following in carries great idea for the coffee, with the principle, we wanted to give parents additional opportunities to meet and greet and get to know Carrie. And so we thought just offering a different time of day would be really great for folks that maybe couldn't comes during the middle of the day.

- You look on the very back page, just flip the whole thing over. So the percentage is based on the budget what we've actually brought that's forty five point. Four percent revenue. Okay. Does anybody want to make the motion to approve? The October second, second motion has been made and seconded to approve the October two thousand linked.

- Before we discuss what we have to discuss tonight before we discuss, because that's not our reality. Right okay. This is the operating budget that was approved last year as it is our current budget. We haven't done in the other budget.

- And two hundred and fifty two, since September, this is based on the, as of October not. This is actually of the current budget that we're operating on and you haven't met a comma, right? Above the award expenses. I see that all.

- He didn't get changed so, it's October or six hundred and seventy nine thousand, eight hundred and fifty two or thirty nine point four percent of the budget and the cash

and cash equivalent says that. We currently have our five hundred and forty three thousand eight, seven, eighteen. Which is up ten thousand, two hundred and fifty two since.

- October financials, we ended with the general fund net operating surplus, so positive money one hundred and three thousand three, twenty three revenue to revenue through. October is seven hundred and eighty three thousand one seventy five, approximately forty five percent of our budget. Currently. We're still on target. For the year with the current budget.