



MITCH
Charter School
Board of Directors

Inspiring colorful acts of greatness

Administration:

Melissa Meyer, *Executive Director*
Shasia 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
Ian Gordon-Knight
Brittany Leonard
Brent Savage

MITCH Charter School Board Meeting Minutes 10-20-2016

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

Date: October 20, 2016

Place: MITCH Charter School

19550 SW 90th Ct.

Tualatin, OR 97062

Meeting called to order at 6:24pm

In attendance: Melissa, Donna, Jason, Jeff, Ian, Karen

Not in attendance: Brittany, Brent, Jody

Guests: Karin Wandtkee, Tiffany Anderson, Beth Hudson

1. Agenda Approval: Donna moves to amend agenda to table agenda items 7, 8, and 9 until our work session on November 5th. Motion is seconded by Jason. All in favor. Motion passes.

Approval of Board Meeting Minutes: Motion made by Caitlin and seconded by Jason to approve August 18th Board meeting minutes and September 15th board meeting minutes. All in favor, Motion passes.

Public Comment: Tiffany Anderson is very impressed with Mrs. Wytman's teaching method and work ethic.

2. Audit Overview by Karin Wandtkee

PERS adjustment has changed our total assets significantly.

All of this information is available to the public.

MITCH's policies are very consistent with government policies and more specifically, other charter schools.



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Lease commitments on Page 29 is important.

Management recommendation: An opportunity to improve controls.

In reference to:

- a. **Donations: Need two people opening donation mail, checks.**
- b. **Paypal Account: Not a material number, but important to track.**
- c. **PSO relationship: Should have a policy for accepting donations**
- d. **In Kind Donations: How do they get recorded? How do you keep track?**
- e. **Disaster recovery plans also important to have**

Donna asks about sample policies, Karin references non-profit sources, Karen recommends Googling.

Melissa has already instituted a change in opening mail in donations- now two people opening and signing/stamping.

Jason asks about Paypal account - Karen suggests that Strictly Accounting may have missed it in our transition away from them.

3. Executive Director Update by Melissa

Melissa deems it very important for a board member or school rep to attend the OSBA Annual Convention: "The Latest Practices in Authorizing Oregon Charter Schools" Jason says the board should expense the attendance.

Melissa had a surprise visit from TTSD Superintendent. The district got calls from parents that were concerned about the bond measure giving funding to schools, in which MITCH was not included. The SI wanted to discuss the bond measure and charter renewal. Melissa indicates importance of parent involvement in making our community's concerns known. Superintendent asked Melissa if she would be interested in partnering with him for a consultation with The Center for Student Success within the School of Education at PSU about charter reauthorization. Melissa thinks it sounds like the accreditation of a school, but SI suggests that it is not. Melissa is interested in finding out more about what they do, how they are structured, who is paying for it? Melissa is going to a meeting with the Center next Tuesday.



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Jolene Sigler and partner sent a letter to Tualatin Times about concern noted above. Superintendent responded by saying that MITCH operates facility and curriculum "independently" from TTSD, TTSD is only a "sponsor" and our charter is only a "contract". Going forward, we need to be very clear about what is in our contracts. This response is conflicting with the interaction Melissa had with the SI at MITCH.

Dashboard: Shasta has asked for a flexed schedule, and would need to pass interventions noted through Measures of Academic Progress on to Sandra. Melissa presents board with the Measures of Academic Progress. 10 students identified with IEP; 27 students qualify for interventions from district, which could lead to IEP; 40 students need support to meet the back benchmark. 33% of our student population needs interventions. PHASE program implemented only in 1st and 2nd grade this year to work out kinks before moving into upper grades. Shasta has invited 16% of students' parents to attend a meeting about these interventions. 23% of 1st and 2nd grade students require interventions. Concern that new students are behind and have higher needs. MITCH needs about 3 years to catch new students up. Donna asks how this compares to other schools in the district. EBIS program deals with academic and behavior support for students. Lowest scoring 20% are the only students that get district support. Is this a new development? These statistics may have always been true for the school, but we now have the tools to measure it? If our 27 students qualify on the track to an IEP, then why are we paying for their interventions? If we can free up Kristy Dotson from those 27 students and get the District to take care of their interventions, we can move Kristy on to help other 40 students to meet the back benchmark.

Former parent left at end of September and requested the return of their activity fee. It is written in Parent-student agreement that if a student withdraws before the end of school, the activity fee will not be reimbursed. Our payment rate is above 85%. Our solution is to offer to hold the parent's activity fee until next year, but the contract that was signed by the parent when the fee was paid specifically indicates that MITCH cannot return the activity fee. It has also been applied to classroom costs already.

Application process for next year. Leadership team is concerned about intensity of paper use and would like to create online option. Website host options; RenWeb, Tads. Not mandatory, paper option will still be available for families that do not have internet access. Karen, is there a cost benefit? Melissa, yes – Administrative



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time and paper costs would be saved. Jeff, can this be added to our website? Melissa, if we implement this year we can have a program up in 3 weeks, but not on our website. If we implement next year, we can create our own program for our website. Jason has built a data collection program on Google Forms. Lottery information and money collection could be done manually, or we could find someone that could build automatic programs. Jason suggests trialing Google Forms to see how that helps our paper use and Admin time use. Karen suggests having computer kiosk available at school for families that do not have access to internet at home. Melissa notes that we also need a way to save birth certificates.

4. PSO Updates by Beth Hudson: MITCH Marathon raised \$20,000. Thank you Sarah Wiehech!!

5. Revenue to Expense Ratio by Karen: Jason wants to add an agenda item to accept audited reports. Karen makes a motion to accept audited reports to submit to TTSD tomorrow. Seconded by Donna. All in favor. Motion carries.

6. Approve September Financials by Karen: Cash is down from last month. Accounts receivable are the activity fees that have not been paid yet. Cindy is not collecting full activity fee, Karen worried that this will skew numbers. Melissa is in the process of signing up a few more students. There are some numbers in regards to activity fees that we need to get straight. Front fees that had to be paid to get the school year going will smooth out over the school year. Donna asked what happened with the health insurance that was double charged? Melissa says she contacted the receiver and is waiting for credit. Jeff suggests to call the receiver every 30 days, should take about a year to get money back. Melissa has set up a new system to pay bills manually, twice a month, so that she is informed and aware of all costs.

Karen sent documents to Daniel Moore at TTSD because she got an email from him requesting documents.

Karen makes a motion to approve the financial statements for September 2016, Jason seconds, all in favor, motion passes.

6. Approve wifi equipment upgrade: Donna relays that Jody met with Moda and projected costs at 1/3 of previous quotes. Jason describes concerns with Fronteir's claim to be unable to fix fiberoptic conduit to school, and the new projected cost,



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Jody claims that Fios conduit was fixed by Fronteir in his neighborhood. Would like to ask Fronteir why we cannot fix the Fios cabling?

November 5th will be at the Chamber of Commerce conference room. Stanford Skriven on commercial realty and Helen Gundlach on fundraising, Jason still waiting to hear about guest to come talk about grant writing. Will let Donna know about it by Monday.

Public Comment: None.

Board Comment: Caitlin and Mr. Ketel met about Garden Club. Melissa received approval for a fence for Frontier Garden, and requires one more drawing of location of crosswalk. Frank the Frontier Buffalo is coming to MITCH next week.

Donna moves to adjourn meeting at 8:08pm, Jason seconds. All approve. Motion passes.

Minutes Submitted by:

Caitlin Blood, Secretary ()
11/14/2016



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Regular Session Agenda

When: 11/17/16, 6:30 p.m. to 8:28 p.m.

Where: MITCH Charter School 19550 SW 90th Court Tualatin OR 97062

	<u>PURPOSE</u>		<u>PRESENTER</u>	<u>DURATION</u>
1. OPENING ITEMS				
Call to order				6:30 to 6:31
Roll call, record attendance and guests				6:31 to 6:32
Approve Agenda	APPROVE AGENDA			6:32 to 6:33
Approve October Minutes	APPROVE MINUTES			6:33 to 6:35
Public Comment				6:35 to 6:40
2. Executive Director Update	FYI		Melissa	6:40 to 7:00
3. Daniel Golder, Westside Church (potential renter)	MEET		All	7:00 to 7:15
4. PSO Update	FYI		PSO	7:15 to 7:20
5. Revenue to Expense Ratio	FYI		Karen	7:20 to 7:25
6. Approve October Financials	VOTE		Karen	7:25 to 7:30
7. Approve Pest Mgt. Plan	VOTE		All	7:30 to 7:37
8. Discuss wifi Equipment Spend	DISCUSS		Jody	7:37 to 7:42
9. Development (event, yearend Appeal, Bag It Forward, United Way, review the development link Caitlin sent)	DISCUSS		Brittany	7:47 to 8:10
10. What Will You Do?	DISCUSS		Donna	8:10 to 8:25
How will you help with development, specifically and initially the yearend appeal: donate postcards, postage; provide 10 contacts; help assemble e-mail list; help address postcards; track donations; plus donating toward the Board goal in fundraising for the appeal.				
11. CLOSING ITEMS				
Public comment				8:26 to 8:26
Board comment				8:26 to 8:28
Adjourn				8:28

NEXT WORK SESSION THURSDAY DECEMBER 1, 2016 6:30 PM TO 8:30 PM AT

ANNUAL PRESENTATION AT TTSD HEADQUARTERS DECEMBER xx, 2016

NEXT REGULAR SESSION THURSDAY DECEMBER 15, 2016

For questions or details, contact Donna Capodacqua at dcapodacqua@mitchcharterschool.org



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