



MITCH
Charter School
Board of Directors

Inspiring colorful acts of greatness

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

MITCH Charter School Board Meeting 1-19-2017

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

Date: January 19th, 2017

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

Board in attendance: Donna Capodacqua, Jeff Demland, Jason Holland, Jody Blakely, Brittany Leonard, Karen Forman, Caitlin Blood

Guests in attendance: Keli Reupena, Jennifer Whytmans, Craig Simmons, Duncan Ketel, Jacqueline Fassett, Michelle Vitali, Kate Ark, unknown parents

1. Opening Items

Call to order 6:31

Donna/Jeff - move to change vote to discussion on school hours - motion tabled.

Will need to bring December minutes to the next board meeting (vote December and January minutes)

2. Executive Director Update - Melissa Meyer

Ethernet down, worked last night, thanks to Ross Langlois, WiFi extenders issue.

Amanda Hoffman mtg for permit on garden. Need to hold a public mtg for all neighbors for 1000' radius. Crushed gravel meets ADA requirements. Will



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need a building permit for the ADA ramp. Students should be able to start using beginning of next school year (2017-18).

Kinder applications coming up.

Observations on teachers beginning.

Update on accts receiveable.

Frontier Garden Update

1/18 meeting

ADA access

City wants letter from Frontier to confirm awareness and approval

Garden should be ready for students next school year

No new student application update

3. Westside Use Agreement – Jeff

Revisions sent to WAJC, nothing back yet. Soft opening March 1st.

4. PSO Update – Michelle Vitali

Purchasing First Aid Kits for all classrooms, 2 per classroom

Purchasing large readerboard, placement by Frank the Buffalo, used to broadcast messages to parents in car line

Rollerskating event was well attended and would like to do another one

Pizzicato night in early February

Roller skating event well attended

5. Revenue to Expense Ratio – Melissa and Karen

Student count, adjustment TTSD. Students at 238, two students scheduled to shadow next week

We may have 2-3 more students join us



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District did true up with ADMW, adjusted our portion up – one time increase and monthly increase – another true up in May

Deficit of \$10k from prior month, timing of bills likely cause. Cash is only down a little bit this month. Accounts receivable increase \$25k (from district)

94% of budget (250 students -> 238, \$600/mo per student loss)

91% rev of budget. Expenses at 98% of budget

We need to start working on budget for '17/18 in the next 5-6 weeks

6. Approve December Financials

*Karen moves to approve financials for December 2016, Donna seconds.
All approve, motion passes.*

7. Approve Directorship for Jaqueline Fassett

Karen: Why would you like to join the MITCH Board?

Jaqueline: Making career transition to non-profit field over past two years, invested in bettering my community, self-care

Jason: What ideas do you have to leverage your networks to benefit MITCH?

Jaqueline: Making partnerships with local businesses, printers, gardening centers, grocers. Partnerships with parents, likes the readerboard. Digital is best, would like to help utilize social media, Next Door Neighborhood App, would like to promote MITCH through organic growth.

Caitlin: What do you like about MITCH specifically?

Jaqueline: Interested in focusing on education, it deserves more attention. Identifies a lot of love and passion from MITCH board, commitment to molding childrens' education and future.

Jason: Government experience?

Jaqueline: On a governing board in college. Interested in learning and growing from your wisdom.



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Jason: Mid-term, will complete this term until May, and then vote on membership again for next two years.

Karen makes a motion to bring Jaqueline Fasset onto the MITCH Board for the rest of the 2017 term. Seconded by Donna, all approve. Motion passes.

8. Approve Plan to make up 2017 Instructional hours due to snow days

Fidelity to curriculum while honoring commitment to teachers' development.

School will extend to June 23rd at 10:30am to recover 57 hours. These days are the only days that we have available. If we have any more inclement weather days, we will have to explore other options i.e. lengthening the days.

District is considering waving two days or allowing computer time as instructional time.

Jason: What kind of budget impacts does this have?

Melissa: We need to review contracts. There will be an impact on spring break days, some teachers have already bought tickets to leave, Melissa would have to pay for 4 sub days.

Concern about interpretation from MITCH community, specifically new families.

Jody: Can we add 30 minutes to every day?

Jeff: Saturdays?

Board: Hahahahaha

Public Comment:

Duncan Ketel: Please delay the vote until TTSD meeting on January 23rd. OBE will be proposing idea of waving two days of instructional time. Core value of MITCH is being a reflective learner, would like to give teachers time to provide feedback. Please do not alter spring break, substitutes will be costly.



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Craig Simmons: Please don't mess with spring break. Suggests to add an hour on to each day.

Jennifer Wytmans: Please wait to vote, teachers deserve more of a say. As a teacher, in terms of core knowledge, that curriculum would be lacking depth, but students will get education in 5 extra days instead of 10 days. Most students leave for spring break, and that

Jason: Will teachers miss professional development days?

C. Simmons: Appreciates professional development days, but is open to sacrificing them this year.

D. Ketel: Appreciated professional development days for the testing preparation, but open to cutting them for this year.

J. Wytmans: Appreciates the professional development days, but willing to give up professional development.

Jason suggests we vote to make professional development days instructional days.

Parent asks teachers if they are open to extending half days to whole days on professional development days. Teachers respond they would like to teach all day.

Parent asks about computer hours, why are we not exploring technology as an option? Taking instructional part, put in video, and do activity part at home?

Ms. Wytmans: Too time consuming.

Parent: Can we use other videos? Are there videos for Saxon?

J. Wytmans: Yes, I don't like the quality.

M. Meyer: Worried about using third party.

C. Simmons: Not every student learns the same way.

Michelle Vitali: Are these three teachers representatives for majority teachers?

D Ketel: Big opposition to taking away spring break.



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Karen: Agrees with Jason

**K Ark: Let's keep the teachers happy
February 3rd, March 10th, and April 14th into**

Jason moves to turn February 3rd, March 10th, and April 14th into full instructional days to alleviate stress from the inclement weather days. Caitlin seconds, Jeff, Jody, Brittany, Jason, Karen approve, Donna abstains, motion passes.

9. Approve Authorization for Melissa to purchase two access points.

Jason points out that board has voted to allow Melissa to make purchases up to \$3000 without board consent.

10. Update Melissa's Goals

We would like to revisit goals

1. Improve student leadership and achievement
 - a. Maps is going well, we have completed 1st round. Goals were set for students based on 1st round of assessment. Will engage in 2nd round as soon as ethernet is up and running.
2. Engage and grow community commitment and connections
 - a. Activity fees, volunteer hours calculations, PSO
 - b. K Ark will be engaging volunteer time fundraiser in February with Caring Closet
 - c. Can board members involved in marketing use this to help develop our MITCH voice?
3. Teacher development and retention
4. Operational and financial sustainability
 - a. Frontier Garden
 - b. Facility Needs
 - c. Working with City of Tualatin



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12. Closing items

Public Comment:

J. Wytmans concerned about usage and abuse of school and classrooms from church attendees. Board acknowledges contract and encourages teachers to report any upset to Melissa.

Board Comment:

Donna welcomes Jacqueline, need to set her up with a Google account.

Thanks to parents and teachers for attending and weighing in.

Acknowledge the unique partnership between parents and teachers and admin at Charter schools.

Donna moves to adjourn meeting at 8:26pm, Jeff seconds. All approve, motion passes. Meeting is adjourned.

2-16-17

BOARD APPROVED



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Evaluate facilities and data coming in from MAPS, transportation/bus

11. Update Board Goals

1. Sustainability
 - a. Financial
 - i. Poinsettia sale
 - ii. End of year ask
 - b. Community connection
 - i. Donna is very active board chair
 - ii. Events check in
 - iii. Attract board members
 - c. Charter renewal
 - d. Leverage committees
 - i. Governance
 - ii. Mostly inactive
 - iii. Finance
 - iv. Academic excellence committee idea
 - v. Community outreach committee idea
2. Academic Excellence and Achievement
 - a. MAPS
 - b. Present data from first assessment to second assessment
3. Ensuring organization is run well
 - a. Updating policies, key for charter renewal
4. Connect to community and family
 - a. Ask the board info session, wine event?

Melissa suggests we put together SMART goals for board.

We need to check in with events for 2017

Keep recruiting new board members

Updating policies, Jason created new board secretary account

Ask the board info session, wine event