



MITCH
Charter School
Board of Directors

Inspiring colorful acts of greatness

Administration:

Melissa Meyer, *Executive Director*
Shasta Maclean, *Dean of Student Affairs*
Sandra Otley, *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 09-15-2016

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

Date: September 15, 2016

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

Call to Order: Donna called to order the regular meeting of the Board of Directors at 6:32pm on September 15th, 2016.

Directors Present: Donna Capodacqua, Melissa Meyer, Brent Savage, Ian Gordon-Knight, Karen Forman, Jody Blakely, Brittany Leonard, Caitlin Blood, Jason Holland, Jeff Demland

Guests: Tiffany Anderson, Beth Hudson, Jennifer Wytmans, Michele Vitali

Agenda Approval: Donna moves to amend the agenda, removing the discussion of AI's fundraiser. Caitlin seconds, everyone votes aye. Motion carries.

Public Comment: none

Board tables the approval of minutes for October 18th

*Caitlin to send draft of minutes to Melissa asap for district

Executive director updates:

Melissa:

Students:



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Strong start to school year, enrollment at 233, added 2 students this week.

Lost one student to lack of public transportation

Survey provided by Oregon Department of Transportation, 60% of our families are under the poverty rate. Affects our activity fees.

Fall Map assessment, wifi being very problematic. Taking 20-30 minutes to turn on wifi. We will be hearing from Mrs. Whitmans.

Discussing IEP support with district. Concerned that children that need services are not receiving what they need.

ODE Report Card, presentation to TTSD is in December.

Director of Teaching and Learning will take first tour of MITCH this coming Friday.

Mrs. Whitman's offers testimony about MAPS program and wifi problems.

Staff:

Leadership team is tired. *Teacher appreciation?

Tualatin City librarian came to discuss Mobile Maker's Space.

Financial/Operational:

Audit Fieldwork going well.

Lack of documentation of document request trail.

Facilities:



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Frontier Garden, waiting for letter from Frontier that declares MITCH is able to build garden on property.

George Fox University workday was very positive, parents in attendance. Moved shed to side of hill. Needs to be secured, Duncan is only allowed to enter shed. Frees up space in playground. Weeded!

Playground safety issue, old fence post holes has led to injuries. Getting them filled in with asphalt.

WIFI!!!

Donna: asks about teacher fatigue – “ramp up thing”? Melissa addresses enrollment and registration paperwork, lunch coverage, transition from teaching to full time employment, wifi frustration, high enrollment of children with high needs.

***Need proper support from district and WIFI solution, interest in contacting news media outlets**

***Melissa to send board information to contact Pamplin media and request a visit**

PSO Update

2nd meeting, new parents, questions

Mitch Marathon, October 7th, hoping to raise \$20,000.00.

New fundraising ideas presented

Moving Our Table CSA drop off site to MITCH and securing donation

6 parents on board, 2 from last year, 4 new this year, open slot for treasurer

***Field trips to Our Table?**



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Revenue to Expense Ratio: Karen

Revenue reporting at 91% of budget

Activity fees reclassified to "Deferred Income" so that revenue and expenses match up.

Non-essential expenses are not getting approved. Expenses are at 96% of budget.

General admin budget flowing over due to tech fees, copier fees.

Approve August Financials

Karen makes a motion to approve the August 2016 financial statements for TTSD, seconded by Jody, all in favor, motion carries.

Finalize Executive Director Goals

How to measure progress? Identifying benchmarks with deadlines and establishing if they have been hit or not.

Facility needs: *Melissa needs help with Maintenance, Safety, and What we will do when lease expires. Jason suggests developing plan and documenting benchmarks achieved to use as checklist. Safety plan needs to be send to TTSD by October 1st. Melissa will send out safety plan to Jody and Jason on 23rd/24th and needs editor and individual with eye to safety to send back to her by the 28th. *Maintenance and lease new topic for November strategy session.

Melissa addresses Dashboard on ED goals, also addresses that she needs report card for TTSD to fully develop goals.

Donna moves to approve goals as presented by our Executive Director for 2016/17 school year. Seconded by Brent, all in favor, motion passes.



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Activity Fees, enrollment, and transportation.

60% of families under poverty level, significantly reduces our activity fees.

Melissa anticipates that we will go over budget on consumables, also that we will need to raise activity fee for 2017/18. We will need a gap plan to fill in missing activity fees for 2016/17.

How do we wave activity fees or fraction it for families according to income?

Transportation is an equitable access issue. District has been approached and MITCH's ask for transportation has been rebuffed. We did not write transportation into our contract, so district is not required to provide it. *Melissa will create a small transportation plan, including questions like Where do our current families cluster? What TTSD school are they close to? What is the state law for transportation? How is transportation funded/provided by the state? What is district's policy for providing daycare? Who is driving those busses? Why are we not included and supported by district in providing equitable access to the school? Will provide email regarding all of conversations with district surrounding transportation. Can we find grants? Idea is to have 1 bus from a Tigard school to MITCH every day. This costs about \$250-\$350/day.

Karen: 1 year lease on van? Hire a driver? Need to identify amount of students interested.

Donna: How do we address high needs students in transportation as well?

PSO is sponsoring carpool competitions.

*This topic will be on our October work session.

Update with AI's by Jody



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Estimate: 150 units, 130 small, 20 large

\$1440 invoice, final consolidated order by November 11th, vouchers turned in by November 18th. Redeemed between November 18th and December 5th.

12 total sales at Back to School night at \$540!

Melissa will lock up vouchers, store in office and parents can pick up at office window.

Introduce poinsettia fundraiser at Mitch Marathon on October 7th, prize for students that raise most.

***Need memo of understanding for agreement with AI's.**

Fundraising for WIFI

Events Calendar for October

PSO Mitch Marathon at Ibach Park 8:30-11am: Jason, Jody and Donna

November 28th Scholastic Book Fair

Voting on and approving Board Job Descriptions

Caitlin makes a motion to approve the Board Job Descriptions for 2016/17. Donna seconds, all approve.

No public comment

Donna votes to adjourn meeting at 8:07pm, Caitlin seconded, all approve.



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Action Items:

Caitlin: Action items excel, send minutes to Melissa and everyone, file away job descriptions, post job descriptions to website.

Jody and Jason: edit and review Melissa's safety plan by the 28th.

Melissa: send board info for Pamplin media so we can say hi.

Jody: Memo of understanding from AI's to Melissa.

Minutes Submitted By:

Caitlin Blood, Secretary ()



Welcome to WebEx, Melissa Meyer. [Click here](#) to take a video tour and learn about the most useful features in WebEx. If you close this welcome note, you can take the video tour again in Help.



Melissa Meyer ▾



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Melissa Meyer's WebEx Meeting ↗

When: Today, 12:02 pm (27 min)
San Francisco (Pacific Daylight Time, GMT-07:00)

Recurrence: Occurs second Friday of every 1 month(s), ends after 10 meeting(s)

Where: WebEx Online

Host: You

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• The meeting has ended.

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(00:25:36)

Agenda | [Hide](#)

Review September Finance Reports
2016 Audit
Review Reports
Activity Fee, Family Contributions
Topics for Discussion
PayPal
Credit Card

Meeting Notes | [Edit](#)

- Review Sept Finance Reports
- Inquiry about Accounts Receivable
 - Invoiced activity fee income
 - Can we invoice the full amount for each students
 - Further education of parents about invoicing, payments, etc.
 - Income at 1700 Fund offset by expenses in Elementary and Middle School extra-curricular activity funds
 - Is it possible in QB to generate a report that will provide family donations and activity fee
 - Cindy requested class student lists
 - Inquiry about Deferred Revenue
 - at September FC meeting decision made to drop activity fee into deferred revenue and recognize it over 10 months
 - 2016 Audit
 - link for draft sent by Karen to Jeff, Cindy, and Donna
 - any questions or concerns reply to all, but Melissa will be the point person to communicate with Karen Wndlike at firm
 - confirm the auditors will present to the Board
 - PayPal
 - Add PayPal to QB as a bank account
 - one of the auditor's recommendations
 - Credit Card
 - discussion of fees for convenience of parents paying through ACH, PayPal, and QB online

Related Meetings

Previous

- Today, 11:59 am (3 min)

Next

- Fri, Dec 9, 12:00 pm (1 hr)
- Fri, Jan 13, 2017, 12:00 pm (1 hr)

All meetings are in San Francisco (Pacific Daylight Time, GMT-07:00)

▾ Who Has Access (5) | [Share again](#)

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Melissa Meyer | Host



cindy@strictlyaccountingllc.c...



dzinter@citizensbank.com



jdemland@milchcharterschoo...



kforman@milchcharterschoo...

▾ Attendance (5)

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