

**Administration:**

Melissa Meyer, Executive Director  
 Shasta Maclean, Assistant Principal  
 Janet Peterson, Business Manager  
 Traci Laird, Registrar



## BOARD MEETING MINUTES M.I.T.C.H. Charter School

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

**Members:**

Donna Capodacqua, Chair  
 Don Zinter, Treasurer  
 Jason Holland, Secretary  
 Christa Griffiths  
 Jody Blakely  
 Ian Gordon-Knight  
 Carrie Carlson  
 Caitlin Blood  
 Brittany Leonard

**Date:** Thursday, July 16<sup>th</sup>, 2015

**Place:** 19550 SW 90<sup>th</sup> Ct.  
 Tualatin, OR 97062

**Website:** <https://sites.google.com/a/mitchcharterschool.org/board-of-directors/meetings/2015-16/01-jul15>

**Members Present:** Donna, Don, Jason, Jody, Ian, Carrie, Melissa (ex-officio)

**Members Absent:** Christa, Caitlin

**Guests:** Beth Hudson, Renea Ostermiller, Jill Donnelly, Brittany Leonard

**Call to order:** Donna called to order the regular meeting of the Board of Directors at **7:00pm on July 16<sup>th</sup>, 2015** at MITCH Charter School. Jason conducted a roll call. The following board members were present: Donna, Don, Jason, Jody, Ian, Carrie, Melissa. Melissa reads the Mission/Vision statement.

**Agenda approval:** [Motion to remove discussion of FTE, professional development items, and add financial review discussion and to enter into Executive Session under ORS 192.660 \(2\)\(i\)](#) made by Donna. Seconded by Don. All vote in favor.

**Board Minutes Approval:** [Motion to approve minutes of June 18th meeting \(draft A\)](#) made by Jason. Donna seconded. No discussion, all vote in favor.

**Public Comment:** None

**Director Update:** Melissa reviewed current enrollment numbers. Currently 241 enrolled, 52 on waitlist. Monday will be the scoping meeting with the City of Tualatin at 3pm to discuss Frontier Garden plans. Hiring new teachers is going well with offers accepted for both Kinder and 6<sup>th</sup> grade positions. Currently 3 openings still for 2<sup>nd</sup>, 4<sup>th</sup> (part time) and music (part time.) Beth Hudson is chair of the interview committee. Other interviewers were Renea Ostermiller, Joanna Shetler, Laurie Blakely, Sarah Uslan, Sandra Ottley and Shasta Maclean.

**Committee Report – Finance:** Don Zinter (treasurer) walked us through steps to improve accounting systems for MITCH. Suggested outsourced bookkeeping. Need stronger controls in place. New online system could allow for real-time reporting, would allow use of Google Docs to upload invoices and documents for immediate sharing. Outsourcing would allow front office staff more time for other activities. Need effort to review and update financial policy, which was last approved in 2010. [Motion to approve June 2015 finances with checks #9141-9193 and associated EFT/ACH transactions for \\$167,124.48](#) made by Jason. Seconded by Donna. Jason acknowledges past accounting with new board and for a fresh start of new fiscal year. All vote in favor.

**Discussion – Frontier Garden Expenditures:** Frontier lease agreement Dec '14 with ribbon cutting in Jan '15. Need bill of materials, grading, and fencing before students can use for safety reasons. Elida Rivera has designed the space for a garden and athletic field. In-kind donations for initial grading/fencing did not pan out. 3 contractor bids (All Oregon Landscaping, Merton and Son's Landscaping, Ludlow Landscaping) reviewed. Pursuing in-kind donation for equipment operator using donated equipment. 2 quotes for fencing with \$6000-\$10000 cost and irrigation cost of between \$7000-9000. Total requested to allow students to safely use the space is \$20,000. [Motion to approve expenditures not exceeding \\$30,000 for the Frontier Garden](#)

project for grading, irrigation, fencing, sod installation and other activities to allow kids to use the area safely made by Jason. Seconded by Donna. No discussion, all vote in favor.

**Board Member Election – Brittany Leonard:** Mrs. Leonard introduces herself and her background in marketing and sales. Skills in event coordination and fundraising. Volunteer with Make-a-wish, Concordia Univ foundation and Junior League. Motion to elect Brittany Leonard to immediate term serving from July 16<sup>th</sup> 2015 to June 30<sup>th</sup> 2017 (2 year term) made by Donna. Seconded by Don. All vote in favor.

Executive Session entered by the MITCH board of directors as per ORS 192.660 (2)(i) – *“To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.”*

Regular board meeting reconvened at 8:16pm

Motion to authorize a 5% salary increase for the Executive Director effective upon contract renewal made by Donna. Seconded by Don. No discussion. All vote in favor.

**Discussion – Board Structure:** Donna discusses board member orientation book. Need training plan for board members. Need committees to supplement our charter renewal and activities supporting our strategic plan. Melissa requests a facility committee. Plan is for finance, academic and facility committees. Jason suggests a governance committee due to lack of structure in policies and their robustness.

**Action – Activity Fee Policy:** Reviewed work done from last week’s work session. Proposing change in refunding activity fees not used in school year. Discussion about how to notify parents of donation or refund – tax letter will be sent for any donation of remaining fees. Discussion about removing or keeping the activity fee amounts – is operational or part of policy. Consensus is to remove the fee structure from the parent-student handbook. Motion to approve the following changes in the parent-student handbook as read by Donna made by Jason:

*“Activity fees of \$20 or more per student in a class will be refunded. Alternatively, at the start of the school year, families will have the option to donate any unused funds to the school as a tax deductible unrestricted donation. Funds for students who dis-enroll prior to the last day of school will not be refunded.”*

Seconded by Don. No discussion. All vote in favor.

**Action – Parent-school partnership pledge form:** Melissa presented annual contribution pledge page from parent-student handbook. Discussion around having dollar amounts predefined to help parents contribute. Graphic added to help illustrate funding disparity. Melissa will continue to word-smith and update.

**Public Comment:**

Renea Ostermiller: PSO has formed and has officers elected.

Jill Donnelly: asks about music teacher, foreign language, and activities.

**Board Comment:**

Jason: board@mitchcharterschool.org email is a distribution list for all board members. Use sparingly, no deliberation discussions with more than quorum in email. Will continue with online board packets using the Board of Directors Website. If any help needed with Google Apps for Education, please let me know. Offering group or individual training.

Donna: Pondering work session in 2 weeks, possible increased frequency in work sessions to get things rolling.

Motion to adjourn at 9:10 made by Donna. Seconded by Jason. All vote in favor.

Minutes Submitted by:

A handwritten signature in black ink, appearing to read "Jason Holland". The signature is fluid and cursive, with a large initial "J" and "H".

Jason Holland, Secretary (8/20/15)

**Follow up Items:**

- ✓ Melissa: get more quotes for bookkeeping services with Don
- ✓ Don: continue to meet with TTSD regarding accounting and budgets
- ✓ Jason: set up Google account for new board member Brittany Leonard