

**Administration:**

Melissa Meyer, Executive Director  
Shasta Maclean, Assistant Principal



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

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

**Date:** May 19<sup>th</sup> 2016  
**Place:** 19550 SW 90<sup>th</sup> Ct.  
Tualatin, OR 97062

**Members:**

Donna Capodacqua, Chair  
Karen Forman, Treasurer  
Jason Holland, Secretary  
Jody Blakely  
Ian Gordon-Knight  
Carrie Carlson  
Caitlin Blood  
Brittany Leonard  
Brent Savage  
Jeff Demland

**Website:** <https://sites.google.com/a/mitcharterschool.org/board-of-directors/meetings/2015-16/11-may16>

**Members Present:** D. Capodacqua, J. Blakely, J. Holland, J. Demland, I. Gordon-Knight, K. Forman, B. Savage. Melissa Meyer (Executive Director) was also present.

**Members Absent:** B. Leonard, C. Carlson, C. Blood

**Guests:** Beth Sethi, Mr. Simmons (teacher,) Michelle Vitali, Beth Hudson, Sarah Wiechec, Duncan Ketel, Shelby Gill, Brittany Hill,

**Call to order:** Donna called to order the annual meeting of the Board of Directors at 6:31pm on 5/19/16 at MITCH Charter School. Jason conducted a roll call.

**Agenda approval:** *Motion made by Donna to approve the meeting agenda as presented* and was seconded by Ian. After no discussion, all board members voted in favor.

**Board Minutes Approval:** *Motion made by Donna to approve the minutes from the April regular board meeting on 4/21/16.* Motion seconded by Ian. After no discussion, all board members voted in favor.

**Public Comment:** None

**PSO Update:** Beth Hudson gives an update on PSO activities and outlook for next year.

**Director Update:** Melissa updates the board on the annual report. Moving from 4 to 5 days resulted in teaching more of the CKS curriculum. MAP testing started in spring. Rolling out HASEP (higher achieving student enrichment program.) Reviewed PBIS successes and will work next year to correlate with academic data. Playground successful. Staffing looking good. Lots of projects to work on going forward.

**Annual Survey:** Brent and Donna review the annual parent survey. 121 responses. Feedback generally positive.

**April Financials:** Karen presents the financials. Finance committee priorities revolve around reporting. Looking to change payroll and auditor. *Motion made by Karen to approve April financials as reviewed by the board.* Motion seconded by Donna. All vote in favor.

**Board Work Session Dates:** Donna reviewed the proposed work session dates with the board. *Motion made by Brent to approve the work session dates for 2016-2017 school year as presented.* Seconded by Ian. After no discussion, all board members voted in favor.

**PACE Trust Document Approval:** Jeff reviewed PACE insurance coverage. Minor changes made by PACE including dispute resolutions. *Motion made by Jeff to adopt and approve the PACE Trust Agreement.* Motion seconded by Donna. All vote in favor.

**2016-17 Employment Agreements:** *Motion made by Donna to approve the employment agreement list en masse.* Motion seconded by Brittany. All vote in favor.

**Board Elections:** *Motion made by Jeff to elect Karen Forman to the MITCH charter school board of directors serving a term from July 1st, 2016 through June 30th, 2018.* Motion seconded by Ian. All vote in favor. *Motion made by Donna to elect Jody Blakely to the MITCH charter school board of directors serving a term from July 1st, 2016 through June 30th, 2018.* Jason seconds the motion. All vote in favor.

**Public Comment:** Beth Hudson thanks the board for their support, suggests that the board consist of more parents, and recognizes Ms. Onstott for her work with higher achieving students. Beth encourages support of high achieving students with additional resources.

Mr. Simmons thanks the board for supporting the staff and remarks on culture. He likes the ability of the older students to mentor younger grades, and asks about TTSD enrollment increases.

Michelle Vitali comments to the board. Suggests more communication and wants board presence at more events.

Sarah Wiehec suggests that MITCH offers safe bathroom spaces for transgendered students.

**Board Comment:** Karen thanks Melissa for her commitment to the students and the school. Donna thanks Melissa for the vision and the drive. Jason praises carline volunteers – the system is well functioning.

**Motion to adjourn at 7:52pm** made by Donna. Seconded by Jason. All vote in favor.

Minutes Submitted by:



Jason Holland, Secretary (6/16/16)



**Jason Holland**  
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<i>Student Learning &amp; Achievement</i>	<i>Operational &amp; Financial Sustainability</i>	<i>Staff Development &amp; Retention</i>	<i>Community Connection &amp; Commitment</i>
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