

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: June 16th, 2016
Place: 19550 SW 90th 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/2015-16/12-jun16>

Members Present: Donna, Jason, Jeff, Brittany, Ian, Karen, Caitlin, Melissa

Members Absent: Jody, Carrie, Brent

Guests: Mrs. Wytmans, Kate Arc, Deanna & Garry Mainerich

Call to order: Donna called to order the regular meeting of the Board of Directors at 6:40pm on June 16th, 2016 at MITCH Charter School.

Agenda approval: *Motion made by Donna to remove board member elections from the proposed agenda.* Jason seconds the motion. All vote in favor.

Board Minutes Approval: Amendments to the minutes as presented: changed meeting to reflect annual meeting, update attendees. *Motion made by Donna to approve the amended May minutes.* Seconded by Jeff. All vote in favor.

Public Comment: None

Director Update: Radon/lead testing process has begun. 250 students enrolled for upcoming school year. Waiting on city permit approval for fence on frontier garden. Melissa submitted application for George Fox serve day for volunteer work.

MITCH100 Update: received \$15,390 in pledges, collected \$8220 so far. Expenses roughly \$5000. Profit of \$10,139. Last year, 93% collection rate.

PSO Update: Kate read the update from the PSO. \$60,000+ raised this year. MITCH Marathon and auction were big winners. PSO contributed \$3000+ for grants, \$6000+ in continuing education. Continuing to fill PSO officer positions. Budget finalized next week.

Financial Update: Running a \$69,000 deficit in May, better than budgeted. Some year-end adjustments being made. Some ideas for increasing revenue discussed. Changes in KairosPDX and charter school academy discussed. Grants discussed – Caitlin, Kate and Jason interested in pursuing grants for coming year. *Karen makes a motion to approve the May financials to submit to TTSD as presented.* Jason seconds the motion. All vote in favor.

Auditor Contract Approval: Karen discusses the auditor situation. Of the 3 proposals sent, 2 returned as qualified for our need: existing auditor, Pauly, Rogers, and McDonald Jacobs. Several issues identified with Pauly Rogers. Karen recommends McDonald Jacobs. Increase in cost associated with new direction. 3-year commitment needed. *Motion by Karen to approve McDonald Jacobs contract for a period of 3 years starting with this July 1 2016 (June 30 2016).* Jason seconds the motion. Jeff asks about associated cost increases over the future. Caitlin asks about size vs. cost. All vote in favor of the motion.

Janitorial Contract Approval: Melissa reviews 3 quotes for janitorial services. Current contract costing \$2400. New Cirrus is \$2700/month. Jani-King is \$2475/month and Jan-Pro is \$1395/month. Most aspects of services provided are identical. Melissa recommends Jan-Pro for janitorial services. *Motion by Donna to approve Jan-Pro janitorial services contract for 1 year.* Seconded by Jason. Jason asks about mechanism for quality checks and feedback throughout the year. Melissa indicates service provider will do on-site inspections. All vote in favor.

Legal Retainer Discussion: Motion made by Jason to approve legal retainer agreement as presented from Immix Law Group. Donna seconds the motion. Jeff will continue providing legal opinion and help as needed. Caitlin asks about the \$250 hourly rate. Votes in favor: Donna, Jason, Karen, Caitlin, Ian, Brittany. Jeff abstains. Motion is approved with a majority.

Branding Update: Kate Arc and Jennifer Wytman discuss their experiences in the branding workshop. Melissa reviews the "creative catalyst" board. Melissa also reveals the new MITCH logo. *Motion made by Brittany to change the MITCH logo to the new graphic as presented by the branding workshop.* Jeff seconds. All vote in favor.

Officer Elections: All offices of the board for this election are for July 1st of 2016 through June 30th, 2017.

Nominations opened for Chair of the Board. Jeff nominates Donna Capodacqua. No other nominations. All vote in favor of Donna as chair.

Nominations opened for Treasurer. Jason nominates Karen Forman. No other nominations. All vote in favor of Karen as Treasurer.

Nominations opened for Secretary. Jason nominates Caitlin Blood. No other nominations. All vote in favor of Caitlin as Secretary.

Nominations opened for Vice Treasurer. Donna nominates Jeff Demland. No other nominations. All vote in favor of Jeff as Vice Treasurer.

Nominations opened for Vice Secretary. Donna nominates Jason Holland. No other nominations. All vote in favor of Jason as Vice Secretary.

Phone/Internet Service: Melissa reviews the quotes for internet & phone service providers. More discussion at the next meeting.

Public Comment: Garry Mainerich asks about drip-irrigation in the frontier garden. Melissa indicates this will be part of the plan. Deanna ask about deep cleaning during the break to get rid of dust.

Board Comment: Jason asks about ceiling insulation in the gym.

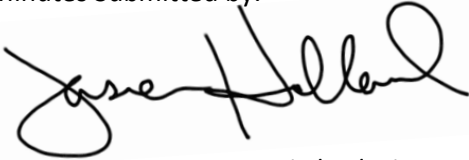
Executive Session: Executive Session is convened at 8:16pm under ORS 192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. Separate minutes were taken.

Board meeting reconvened at 8:40pm.

Motion by Jason to approve a \$70,200 annual pay rate for Melissa as Executive Director and also approve a \$1000 contingent bonus upon successful completion of her Ed. Degree at George fox University beginning July 1 2016. Jeff seconds the motion. No discussion. All vote in favor.

Motion to adjourn at 8:43pm made by Jason. Seconded by Donna. All vote in favor.

Minutes Submitted by:

A handwritten signature in black ink, appearing to read "Jason Holland", written over a light gray rectangular background.

Jason Holland, Secretary (7/21/16)