

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: February 18th, 2016

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

Members:
Donna Capodacqua, Chair
Don Zinter, 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/2015-16/08-feb16>

Members Present: Donna, Don, Jason, Brittany, Ian (7:31p,) Caitlin (6:44p,) Brent (7:00p,) Jeff, Melissa

Members Absent: Carrie, Jody

Guests: Karen Forman, Beth Hudson

Call to order: Donna called to order the regular meeting of the Board of Directors at 6:33pm on Thursday, February 18th, 2016 at MITCH Charter School. Jason conducted a roll call. The following board members were present: Donna, Don, Jason, Brittany, Jeff and Melissa.

Agenda approval: *Motion made by Donna to move item 9 – elect new treasurer to a special meeting.* Motion was seconded by Jeff. All vote in favor of the motion and the agenda is approved.

Board Minutes Approval: Jason presented the minutes in draft A of the January board meeting, and noted a correction to be made regarding the date of Christa's absence. *Motion made by Jason to approve the January 2016 board minutes as presented in draft A with correction to Christa's absence in December, instead of January as originally presented.* Donna seconded the motion. All vote in favor and the revised January minutes are approved.

Public Comment: Guest Karen Forman introduces herself to the board and is attending to observe the meeting to possibly fill an elected seat on the MITCH board.

Director Update: Melissa gives an update to the board. Current enrollment is 225. 73 applications are spread for next year between K through 7th grade. No applications for 8th. 8 applications for the front office position. Melissa is working on teacher evaluations and observing 5 classes this past week. Professional development funds requested from the PSO. February 26th is MAP training. Neighbors Nourishing Communities to give a workshop to teachers on the new grow stations. Meeting with TTSD superintendent on January 26th went well. No perceived issues for charter renewal. Melissa met with Rachel Stuckey on a range of questions including state report cards, substitute pool and transportation.

PSO Update: Beth gives a brief update on the PSO activities. Annual auction is scheduled for March 5th at the Mountain Park Community Center. The PSO is currently fulfilling requests from teachers.

January Financials: Don presents the financials for January. This is the first month of the new format, which is recommended by Tigard-Tualatin School District (TTSD.) The checking account balance appeared lower than usual due to some auto-pay transactions being double entered. Don mentions some one-time expenses such as Sonitrol and salary increases were anticipated. Don indicates the financials are looking good. Board approval is needed before financials are submitted to TTSD. *Motion made by Don to approve the January 2016 financial report.* Caitlin seconds the motion. Jason asks about some budget-to-actual flags. There was a capital outlay purchase for new desks totaling \$1700. All vote in favor of the January financials.

Aftercare contract with YMCA: Jeff outlays the contract between MITCH and the YMCA to offer after-school care. Jason suggest changing “cafeteria” to “gym” where applicable. Dates in the contract also need to reflect MITCH school dates, rather than TTSD. *Motion made by Jeff to approve the contract between MITCH and YMCA for afterschool services with changes in wording of cafeteria/gym and for the correct MITCH no-school dates.* Motion seconded by Donna. No further discussion. All vote in favor of the contract.

MITCH – ProFund Northwest contract approval: The contract between MITCH and ProFund Northwest is reviewed for the MITCH100 golf fundraiser. Contract is a continuation from last year’s agreement and there is no discussion or issues. *Motion made by Donna to approve the contract as presented with ProFund Northwest for fundraising services.* Jason seconds the motion. No further discussion. All vote in favor of the contract with ProFund Northwest.

Bylaw Changes: Jeff reviews several changes to the bylaws. Jason gives input on sections 4.9, 4.11 and agrees with new severability and non-discrimination sections. Jason reviews OSBA’s stance against proxy voting. Jeff indicates proxy voting is not being allowed by current changes on the table. *Motion made by Jeff to approve bylaws as presented.* Donna seconds the motion. Footer will be updated with new approved date once passed. All vote in favor on the bylaw changes.

2016-17 School Calendar approval: Melissa reviews the proposed calendar. Proposed start date of August 29th and end date of June 15th. The proposed schedule provides 183 instructional days, if we have the same number of professional development days as this year. There will be 1201 instructional hours. No ETA on the official TTSD calendar. *Motion made by Donna to accept the new 2016-17 school year calendar.* Don seconds the motion. All vote in favor.

Election of new Board Treasurer: This items was dropped. Instead a special meeting was set for Thursday, February 25th at 7pm to elect a new treasurer.

Discussion - Teacher Evaluation Handbook: Melissa discusses the new Oregon Framework requirements for charter schools as provided by SB 820. Melissa, Sandra and Shasta will have a discussion about implementation plans for the new evaluation method.

Recap of Center for Non-Profit Stewardship: Caitlin reviews her notes on a training workshop attended on January 23rd. Caitlin highlights 3 workshops attended: rights/responsibilities of board members, grant seeking and starting new non-profits. Don indicates he will have 2 more tickets available next year.

Public Comment: Karen Forman reviews anecdote about financial stewardship and OEA.

Board Comment: Donna thanks Don for his work as treasurer and financial stewardship.

Motion to adjourn at 7:38pm made by Donna. Seconded by Jason. All vote in favor.

Minutes Submitted by:

Jason Holland, Secretary ()