

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: Thursday, March 17, 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/2015-16/09-mar16>

Members Present: Donna, Jody, Jason, Brittany, Carrie, Ian, Karen, Brent, Melissa

Members Absent: Jeff, Caitlin

Guests: Beth Sethi, Steve Simmons

Call to order: Donna called to order the regular meeting of the Board of Directors at 6:35pm on Thursday, March 17th, 2016 at MITCH Charter School. Jason conducted a roll call. The following board members were present: Donna, Jason, Carrie, Karen, Brent, Melissa.

Agenda approval: *Motion made by Donna to approve the agenda.* Seconded by Jason. All vote in favor.

Board Minutes Approval: February minutes presented and reviewed. *Motion made by Jason to approve minutes for the February 2016 regular board meeting as presented in draft "A."* Donna seconded the motion. All voted in favor.

Public Comment: Mr. Simmons reviews the front-office interviews and hiring process. A request is suggested to possibly hire 2 staff.

Director Update: Melissa gives the director update. About 130 parents/relatives attending the Kindergarten poetry night – this is the 2nd core knowledge event for the Kinders. The Higher Achieving Student Program (HASP) was reviewed as part of the division 22 standards. After meeting with ODE/TTSD, many division 22 standards are not required to be met – we do not have to provide TAG. We will be utilizing the MAP test to identify high performing students. Melissa is completing the hiring process for an executive assistant. STEAM parent night info on March 30th at Well & Good Coffee house – goal is to gauge community interest in the program.

Committee Report – Finance: The finance committee met last week with Cindy, Don, Melissa and Karen. Financials were reviewed. Donna asks about any irregularities – some differences noted by going from accrual to actual basis. Next up is budget work. Committee meets on the second Wednesday @ 9am. Looking into some changes regarding payroll and auditor. Motion by Karen to review and approve financial statements for February 2016. Motion seconded by Ian. Voting in favor: Donna, Jody, Jason, Carrie, Ian, Karen, Brent. Brittany abstains.

Action Item – Memo of Understanding w/ NNC: Jeff reviewed the agreement draft between MITCH and Neighbors Nourishing Neighbors (NNC) regarding the grow stations. *Motion made by Donna to approve the Memo of Understanding between MITCH and NNC.* Motion seconded by Ian. All vote in favor.

Discussion Item – Parent Survey: Donna dug out last year's survey and solicited feedback from PSO, Jody and Carrie. Donna will send out the survey after spring break. The board discusses the timeframe for completion of the survey. Brent will help crunch the data.

Discussion Item – PSO Update: The PSO raised about \$19,000 during the MITCH auction. A priority for the funds will be a PA (public address) system for the school.

Discussion Item – MITCH100 Fundraiser: Donna expresses disappointment in lack of attendance among board members at the auction. Feedback was received that the lack of board participation was noted and was a concern by the community. Donna pushes the board to join the MITCH100 fundraiser. Tee-off meeting on April 18th at 6:30. Kurt Ostermiller has volunteered to be the player captain. Beth Hudson will be the campaign manager. Last year gathered \$24,000 in pledges.

Discussion Item – New Locale for Middle School/STEA²M program: Melissa to meet with Rachel (TTSD) for possible increase in enrollment numbers. MITCH has a unique opportunity to meet the TTSD strategic needs and to serve the children. We are looking into Ray’s produce, which offers 12,000 sq. ft. of space (1200 sq. ft. office area.) Currently negotiating with the property owner for possible lease. Initial projected costs are discussed. Melissa met with Renea to discuss finance plans. Mr. Simmons discusses briefly 8th grade STEAM project to power a laptop, projector via bike and alternator, to watch a movie in class.

Public Comment: Beth Sethi asks about the middle school in the current location. It was discussed that integrity of a middle school program would be difficult if we don’t have more space.

Board Comment: Jody asks about an article in the Oregonian – Melissa is attempting to invite Betsi (columnist) for onsite tour. Karen discusses the finance meeting. Her husband can help with PA system, computer needs. Donna reminds the board about the April 16th board work session at Symposium Coffee from 10-2pm. Will discuss branding, middle school and STEA²M program.

Motion to adjourn at 7:46 made by Donna. Seconded by Jody. All vote in favor.

Minutes Submitted by:

Jason Holland, Secretary ()

Follow up Items:

- ✓ Melissa to send out job roles/descriptions for new front office staff position