MITCH Charter School Board Meeting 4-20-2017

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

**Date:** April 20, 2017  
**Place:** MITCH Charter School  
19550 SW 90th Ct.  
Tualatin, OR 97062

**Lease:** July 2010  
**Charter:** July 2008 - June 30, 2018

1. **Opening Items**

Call to Order 6:30pm

**In attendance:** Melissa Meyer, Donna Capodacqua, Jody Blakely, Jason Holland, Karen Foreman, Caitlin Blood

**Public in attendance:** Eric Rasmussen, Brittany Hill, Shelby Gill

2. **Executive Director Update**

a. Board attendance at graduation ceremony June 20th
b. Victoria Lukich to conduct PSU evaluation visit May 3rd.
c. Sent 23 RFPs to landscapers in regards to Frontier Garden, due April 28th. Their response will provide a description for conditional use permit.
d. Addressing language and attitude at MITCH  
   i. Addressing poor language usage in students  
   ii. Collecting info from teachers to monitor progress  
e. Enrollment cap  
   i. District increased cap to 256

3. **Approving March 2017 Minutes**

a. Include time of the Call to Order
b. Donna moves to approve March 2017 minutes as verbally amended. Jason seconds. All in favor. Motion passes.

4. Revision in agenda
   a. Revision in agenda to add item: Apology to Melissa
   b. Jason requests 15 minutes
   c. Caitlin moves to amend time allotted to agenda item number two to 15 minutes. Jason seconds. Karen, Jody vote aye. Donna is opposed. Motion passes.

5. Statement from Jason Holland
   a. Jason addresses previous behavior toward Executive Director and board, board’s reaction, and expresses disproval and concern.
   b. Statement is attached

1. March financials
   a. Deficit
   b. Student true-up from district at end of year
   c. Melissa will be invoicing unpaid family contributions
   d. Karen makes a motion to approve the March financial statements. Donna seconds. Motion passes.

2. Approve 2017-18 Budget
   a. Kept enrollment numbers to
   b. 47% of families have paid their activity fees.
   c. Adjusted activity fee %
   d. SSF
   e. Anticipates higher board fundraising goal
   f. Frontier Garden and replacement transformer not included in budget.
      i. PSO invested in funding Frontier Garden and track
   g. Bring book keeping back in house, add .25 employee
   h. Two teachers need to be hired for 2017-18 (Kindergarten and 3rd grade)
      i. Mr. Ketel to be .5 Ag/.5 PE
j. **Karen makes a motion to pass the budget for 2017-18 as presented. Donna seconds.**
   i. **Jason comments on need for Frontier Garden and transformer budgeting.**
   ii. **Discussion to combine fundraising forces of school board with PSO board.**
   iii. **Karen, Jody, Donna, Caitlin vote aye. Jason is opposed. Motion passes**

3. **Approve Audit Agreement**
   a. **Estimate is about same as previous year’s audit.**
   b. **Karen makes a motion to stay with McDonald Jacobs. Donna seconds. All in favor. Motion passes.**

4. **Approve 2017-18 Calendar**
   a. **August 28th is first day of school. Melissa asks for August 27th as first day of school for 2018-19.**
   b. **June 14th is last day of school**
   c. **November 22nd is only day MITCH is off and District does not.**
   d. **Discussion to add potential snow days to end of year**
   e. **Jason moves to approve the MITCH 2017-18 calendar with addendum of unplanned school closure statement, which reads: unplanned school closure may require an extension of the school year through June 21st, 2018 in alignment with TTSD. Donna seconds. All in favor. Motion passes.**

5. **Approve ED Evaluation Cmt.**
   a. **Jody makes a motion to approve ED Evaluation Cmt membership as Jody Blakely, Brittney Leonard and Donna Capodacqua, with Jody as Chair. All in favor. Motion passes.**
   i. **Evaluation due June 30th.**

6. **Strategic Plan**
   a. **Shared in Google Drive.**
b. View in light of charter renewal, direction and mission of school.

7. Spring Fundraiser Update
   a. Will be selling vegetable start and Mother’s Day basket vouchers from Al’s.
   b. Potential to make $2800 profit.
   c. Melissa interested in sample basket?
   d. Notification in Fox Flyer

8. Meet Teacher & Board Update
   a. Using Al’s as event space
   b. Max capacity is 30 at this time of year.
   c. End of year event as farewell and celebration of year
   d. May 25th 6pm-8pm @ Max’s Fanno Creek

9. Annual meeting prep
   a. New board members
   b. Survey has 97 responses.
   c. Publicize annual meeting via email

10. Closing Items
    a. Public Comment
        i. Coordinating another joint session between PSO and Board, 2 or 3x/year. If quorum of board members attend, must have public notice.
    b. Meeting adjourned at 8:28pm. All in favor. Motion passes.

CEB

Caitlin Blood
Secretary, MITCH Board of Directors
June 20, 2017
### Administration:

- Melissa Meyer, Executive Director
- Shasta Maclean, Dean of Student Affairs
- Sandra Ottley, Director of Curriculum and Instruction

### Members:

- Donna Capodacqua, Chair
- Caitlin Blood, Secretary
- Karen Forman, Treasurer
- Jason Holland, Vice Secretary

### Additional Members:

- Jeff Demland, Vice Treasurer
- Jody Blakely
- Brittany Leonard
- Jacqueline Fassett