



MITCH
Charter School
Board of Directors

Inspiring colorful acts of greatness

Administration:

Melissa Meyer, *Executive Director*
Sandra Ottley, *Director of Curriculum and Instruction*

Members:

Donna Capodacqua, *Chair*
Jeff Demland, *Vice Chair*
Caitlin Blood, *Secretary*
Karen Forman, *Treasurer*

Todd Olson, *Vice Treasurer*
Jacqueline Fassett
Eric Rasmussen
Lindsie Bailey

MITCH Charter School Board Meeting 12-14-2017

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

Date: December 14, 2017

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

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

1. Opening Items

- a. Members present: Donna Capodacqua, Jeff Demlad, Caitlin Blood, Karen Forman, Todd Olson, Jacqueline Fassett, Eric Rasmussen, Lindsie Bailey, Melissa Meyer
- b. Public Present: Kristen Cox, Beth Hudson, Tiffany Wallace-Anderson, Kameo Hosley, Duncan Ketel
- c. Amend agenda to remove item 4 and item 8.

Jacqueline moves to remove item 4 and item 8, Todd seconds. No discussion, all in favor, motion passes.

Eric moves to approve the revised agenda, Donna seconds. No discussion, all in favor, motion passes.

Todd moves to approve the November minutes as presented, Jacqueline seconds. All in favor, motion passes.

- b. Donna describes the nature of public comment to the public audience and opens up for public comment.
 - a. Parent asks to be added to email list.



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- b. Kristin Cox – formally thanks board for listening to public comment.
- c. Harris Zafar sent email as public comment, read by Donna. Voices concern about moving to K-5 or K-6 model. Would like to explore every option to remain K-8. Conducted property research and found some preliminary options.

2. Executive Director Update

- a. Applications for Kindergarten count 35. The website link broke again, and was fixed. Three tours scheduled for tomorrow.
- b. TTSD meeting went well, board comments that Melissa did wonderfully. Melissa asked for more than the SSF.
- c. Talent show was last night, it was phenomenal. One skit written by second grader epitomizes what MITCH is all about. Another skit Melissa would like to share with the Chamber of Commerce.
- d. Frontier Garden update: PSO would like to move forward with ramp. We have received \$2,500 from poinsettia fundraiser and end of year ask. Todd Hess came out to quote a new bid for ramp and quoted at \$7,000.
- e. New bookkeeper had a major life crisis when we first started working with her, and had to delay her work. She has offered to do our books for free, and is rebuilding our Quickbook accounts. This is just about finished, and October and November reconciliations are about done. We are due four financial updates.

3. PSO Updates from Krista

- a. Final funds raised from book fair and marathon are strong.
- b. Discussion of Oregon Battle of the Books
- c. Skate party on the last day of break
- d. Theme of PSO auction is “Let’s Get Dirty” on February 10th.
- e. PSO is planning to help with ramp and then to allocate funds raised at auction to garden.



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4. Use a K-8, K-5, or K-6 model

- a. Eric speaks to the feasibility of maintaining k-8 with our space limitations. However, as seen at the talent show, the leadership offered by the older students is invaluable. The teacher support offered by the double-class system is very important.
- b. Lindsie asks if we can write into our charter to eventually expand back to K-8.
- c. Melissa responds that this is probably a potential option.
- d. Lindsie comments on social upset that may be a result of keeping students through 6th grade and then sending them to 7th and 8th elsewhere. She prefers the k-5 model.
- e. Todd comments as the parent of a 6th grader, he visited the local middle school, and that his son was wishing he had transitioned to the local middle school at the beginning of 6th grade. Identifies the imperative nature of focusing on k-5.
- f. Lindsie sees the potential of identifying 5th grade as a “Leadership team”.
- g. Caitlin asks about the history of the double class approach: The double class approach was implemented three years ago when moving into NWESD was a potential option. If we go k-8, we need to go back to the one classroom model. We still need critical mass in terms of enrollment, especially if our space expanded.
- h. Eric inquires about the phase out process. Melissa responds that if we decide to transition to k-5 or k-6, we will grandfather out 6th and 7th grade students through 8th grade. We can also fold 6th graders into one class through 7th grade.
- i. Karen asks what the minimum enrollment is? Melissa answers at less than 14 students, it will be too expensive to hold on to students. Either we eat the cost or we have to shut down the middle school programming.



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- j. Melissa wants to have phase out plan ready tonight. Board discusses our methods of announcing potential phase out plans. Agreed to announce potential options of phase out to parents.
- k. Floor is opened to parent: Asks if district has been asked to move NWESD, Melissa points out that they are a separate district and that they are not interested in moving.
- l. Todd makes a motion to establish MITCH as a K-5 school, with a clause in our charter to expand to K-8 if and when our facilities allow us. Donna seconds.
 - i. Jeff points out that there is no guarantee that the district will accept that language.
 - ii. The motion is reworded to establish MITCH as a k-5 model. All vote in favor, motion passes.
 - iii. Melissa responds to vote, stresses the difficult and emotional nature of this decision and impending process, identifies her connection with each student and family, her hopes for each student, and the reality that we face as a community now.
- m. **Transition options**
 - i. Todd speaks to the importance of allowing 6th graders to make it through 8th grade at MITCH. Allows MITCH families to get acquainted with other schools in area.
 - ii. Melissa asks about moving 5th grade students through two more years. Jeff worries about maintaining the minimum 14 students and eating the cost. Lindsie sees this as a potential option for parents to choose from. Donna states that we cannot charge a fee. Lindsie also does not see enough 5th graders sticking around to enable us to financially afford this kind of a transition. Karen voices the remaining problem of facility space. Currently there are only 17 5th graders.
 - iii. Karen speaks from experience at SEI, losing half of students when they phased out middle school.



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- iv. Returning family confirmations are due in February, and that will inform a best phase out plan.
- v. Karen suggests combined class approach.
- vi. First option: Closing our 6th grade, combining 7th and 8th into one classroom. Second option: Bringing 5th graders into 6th grade, and combining 7th and 8th grade into one classroom.
- vii. Karen suggests survey be distributed to parents. Melissa asks for Jacqueline's help drafting a survey.
- viii. Todd suggests personalizing discussion, board agrees that this will be inevitable with emails, personal interface, etc. within MITCH community.
- ix. Donna asks teachers and staff present if they see holes in the phase-out options presented.
 - 1. Beth Hudson speaks to considering class personalities when combining classrooms. A lot of the fifth graders will probably decide to leave. Jennifer Wytman agrees and speaks to the fact that MITCH loses a lot of fifth graders anyway. Also appreciates the approach that allows parents to feel heard.
 - 2. Karen asks teachers how they would approach this phase-out? Duncan agrees with personality challenge dynamic. Sees 5th grade as a good year to transition. Middle school is a difficult and social time, and that two years at MITCH and 1 year at another 8th grade seems challenging. Agrees with approach to let current 6th and 7th to phase out together, but that class personalities are very different. Also agrees that parent input is vital.
- x. Melissa will put out an announcement in the Friday Fox Tales, and put together a survey with Jacqueline, and go from there.

5. Method of Name Change



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- a. We can file articles to formally change the legal name that we have, or we can get a Doing Business As name. DBA is \$50 cheaper, and requires an annual renewal.
- b. [Jeff moves to file articles of amendment with the secretary of state to change our name from Multi Instructional Teaching Children Hands On to MITCH. Jacqueline seconds, all in favor, motion passes.](#)

6. Quarterly budget update

- a. Karen and Melissa have not had a chance to discuss, due to bookkeeping issues. They will get caught up over the holiday.

7. Emergency Operations Plan

- a. Lindsie outlines current status of plan, that staff is up to date. At this point, feel that they will not do much more to progress plan development, due to assistance required from TTSD. Lindsie will contact Kaiser and Cascade Coil to use space as evacuation. PSO is working on emergency kits.

8. Fund Raising Update

- a. We have completed our fundraising, we are at \$2,500. We will get thank you cards out in January. Jacqueline brought her experience volunteering with a Portland non-profit on how they send out their thank you's and would like to use that more formal format. Jacqueline would also like to send out more asks before the end of December.
- b. Donna spoke with Jerry from Top Golf Fundraiser. Top Golf only requires 60 day prep, so Jerry will come in for our February or March meeting.
- c. Lindsie found opportunity at Kohl's called Kohl's Cares – if we have an event and five of their employees volunteer for three hours, Kohl's donates \$500. Will need to talk to PSO, maybe about parking attendant help? Coat check? Fundraising money would most likely go



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to Frontier Garden, but discussion needs to be had as to who would secure the donation. Lindsie will follow up with PSO.

9. Prep for Presenting Director for PSO Meeting

- a. Karen will be going to the next PSO meeting on January 9th. We have a work session between now and then and will prepare Karen to present at that meeting.

10. Closing items

- a. Public Comment
 - i. Parent asks for personal contact before Fox Tales go out so that word does not get around before parents are able to talk to their children.
 - ii. Melissa will put this information out tonight.
 - iii. Donna thanks board for time and thought allocated to this difficult decision.
 - iv. *Karen makes a motion to adjourn the meeting at 8:06, Todd seconds. All in favor, meeting adjourned.*

Signed:

MITCH Charter School Board Secretary 1-26-2018