Minutes for 12/20/18 Regular Session.

1. OPENING ITEMS
   Call to order at 6:32
   Amendments to Agenda
   Jan 3rd is next work
   Jan 17th is regular

1. Roll call, record attendance and guests
   Present: Todd, Chris, Donna, Melissa, Karen, Valia, Allison, Eric, Jacqueline
   Missing: Lindsie, Jeff
   a. Guests:
      i. Katie and Loren Craft, who are starting The Community, a new church, and would
         like to use MITCH’s building for its services
      ii. Portland Christian Center- Katie still works there.
          Sundays at 10 am, 1.5 hour service. Time before and after to set up, mingle, and
          clean up.
          1. Want to bring an idea to use the facility for their plant church. They like the
             facility as it’s safe for children.
          2. Backgrounds in education. Independent of a church. Still working on
             liability insurance.
          3. Have their official OR corporation license; thecommunitypdx.com
          4. Q1 2019, Jan. 13th is their first meeting at another space
      iii. We will need a contract and Melissa will send a mock up of the one we had with
           Westside in January to start negotiations. There will be a note about cleaning and
           keeping the space in good working condition for the MITCH staff.
           Melissa will send along some details of what we’d need for liability insurance.
      iv. To reach them email: Loren@thecommunitypdx.com

2. Approve Agenda
   a. Donna moves to approve minutes, Todd seconds
      Eye - Todd, Donna, Allison, Karen, Jacqueline, Chris, Valia, Eric
      Abstentions - none
      Oppositions - none
3. Approve November 2018 Minutes
   a. Donna motions to approve the minutes, Valia seconds
      Approved- Todd, Chris, Donna, Karen, Valia, Allison, Eric, Jacqueline
      Abstentions- none
      Oppositions- none

2. Executive Director Update
   2. Teacher evaluations: first round of informal observations last week and this week. 50 minutes each.
      Second round is in January. Formal observations are from Jan-Mar.
   3. English Lang Learner Plan submitted
      Today was the last day of school before winter break. Busy day. All the books purchased from the
      Osborne book fair for the teachers were delivered which ended the day on a good note. Thank you
      to PSO for that.
   5. Kinder apps: 38, 9 are siblings. Still have more siblings and we are waiting to receive their
      applications. Melissa can share demographics.
   6. Banner is going back up in January with information about applications and kinder open house.
   7. Tualatin Life- Dec 29th.
      a. Melissa would like a press release about the application, lottery, and open house. Melissa will
         share these general details with the Marketing committee.

3. PSO Update Mary Ellen, PSO
   1. Becky Hampson, new Treasurer
   2. Book fair was successful, $6,000 in sales. They had credit to allow the teachers and staff to buy extra
      books for their rooms and office.
   3. McMenamins Restaurant Night- John Barleycorns, March 5th, from 5-close. 50% of all proceeds go
      to MITCH. This money will be directed to the Board’s summer remodel project.
   4. Pizzicato fundraiser night- April 9th.
   5. Back to school skating social at Oaks Bottom Park. Last day of Winter break- Jan 9th.

4. Charter Renewal Update
   1. TTSD has agreed to a mediator. Judge Herndon is the first choice and has been contacted, he has not
      responded yet.
   2. MITCH has met their deadlines for the TTSD deliverables.
   3. Tentative date for MITCH’s annual update to TTSD Board is still Jan. 28th, 2019.

5. Approve November 2018 Financials
   1. November Financials- Karen suggests we adjust our projection due to several families (8 students)
      having moved away. Increase deferred revenue account to offset the extra revenue.
   3. Todd moves to approve November 2018 financials, Donna seconds
      a. Approved- Todd, Chris, Donna, Karen, Valia, Allison, Eric, Jacqueline
      b. Abstentions- none
      c. Oppositions- none
6. Marketing & Goals

1. Postcards are being passed out Jan 3rd to local businesses and family apartment complexes.
2. Year End Appeal- Alison and Jacqueline will get something out soon.
3. Valia is working with the Teach Auction- Valia hasn’t heard anything back yet from Jennifer.
4. Jacqueline needs to share the Al’s Garden Center for the poinsettias invoice with Melissa.
5. Marketing will work Press Release Kindergarten Open House

7. Closing Items

1. Public Comment*
   a. Mary- Ellen gave Donna a plaque for her sponsorship of the MITCH marathon.
2. Board Comment*
   a. Board member Chris Thoms works for NWEA (Northwest Educational Assessments), wants to use MITCH to research how to optimize MAP reporting. Looking for readability and useability feedback on testing reports. Proposing to bring in a team, access to 4-8 teachers. Will need to be here 1 hour ahead. And will be gone 15 minutes after the testing is done. Will provide lunch, which is not considered payment. Could be over several days.
      i. Chris will need to submit a brief proposal, with plan, outcomes, and insight into the project. If there is a conflict of interest, the Board will assess and ask for a conflict of interest letter at a later date.
      ii. Chris will be meeting with Melissa to discuss this more.

8. Adjourn
Donna moves to adjourn at 7:39
Todd seconds
Approved- Todd, Chris, Donna, Karen, Valia, Alison, Eric, Jacqueline
Abstentions- Chris
Oppositions- none

*Public and Board comment limited to three (3) minutes per person. Note, neither the Board or the Executive Director will address questions and issues during the comment period. We are happy to set appointments outside of meeting times to discuss those.

NEXT WORK SESSION THURSDAY JANUARY 3, 2019 6:30 PM to 8:30 PM
NEXT REGULAR SESSION THURSDAY JANUARY 17, 2019 6:30 PM to 8:30 PM