



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, <i>Chair</i>	Eric Rasmussen
Jeff Demland, <i>Vice Chair</i>	Lindsie Bailey
Todd Olson, <i>Treasurer</i>	Allison Barber
Karen Forman, <i>Secretary</i>	Chris Thoms
Jacqueline Fassett, <i>Vice Secretary</i>	Valia Eskandari

MITCH Charter School Board Meeting Regular Session

Meeting Minutes by Karen Forman

Date: October 18, 2018

Time: 6:30 PM–7:52 PM

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

Lease - July 2010

Charter - July 2008 - June 30, 2018

OPENING ITEMS:

Call to order by Donna Capodacqua at 6:30 PM

Present: Donna, Jeff, Karen, Jacqueline, Alison, Chris, Lindsie, Valia and Melissa

Absent: Todd and Eric

Guest: none

Approve Agenda Motion by Donna, delete PSO since No PSO representation, seconded by Jeff, approved by all.

Approve September 18, 2018 Minutes Motion by Karen, seconded by Donna, approved by all.

Executive Director Update: Reviewed next school year student applications and 2018/19 Continuous Improvement Plan, Melissa reviewed all elements of the report. Review documents for specific details.

Charter Renewal Update – TTSD provided dates November 7, 2018 and November 30, 2018 negotiations will be at MITCH.

Approve September Financials Presented by Karen Forman, discussed revenue at \$557,000 vs. \$573,000 due to district paying at 230 student count vs. 250 students at this time last year. Student count true-up will occur mid-year. Expenses down compared to last year same time. Motion to approve financials as presented by Karen, seconded by Donna, and approved by all.

Motion to approve Financial statements as presented by Karen, seconded by approved by all

Marketing & Goals: Goal list obtaining a wait list for every grade-student retention, develop business partners and fundraising. Marketing team propose to speak to local community apartment managers provide

information post card and sharing with their tenants. Valia getting price on post card. General retention of students, website edits, a copy editor has donated 30 min. of time to edit the web page and messaging data on the home page, academics, and admission page. Alison asked question about Spanish translation, she will translate the postcard for copying and presenting.

Marketing team will devise a list of questions for marketing goals, for messaging and communicating with the community. This will assist with editing web pages also.

Business Partners, Valia to speak to the Tualatin Business Chamber, and working to get a business partner.

Fundraising – Al's Poinsettia vouchers are ready now, can pick up now, or wait and order online. Jaqueline to get vouchers to handout, once purchases are made online. She will set-up website landing page for purchases. Melissa will bring vouchers to our November work session for board members who make purchase for Poinsettia. Poinsettia's will be available at Al's November 15th through December 15th.

Marketing team working to get student applications out with community outreach.

Chris took over 500 pictures and sent to Board members, he will take more photos of pumpkin patch and other events. This will be for media information for professional graphic design and student support.

Planning for Year End Appeal – Year End appeal is typically a Mail Chimp campaign, board member match up to xx dollar based on what entire board is able to provide. Reach out to friends and family in our mailing list and individual friend list. Need to schedule the campaign right away to begin ask now through the holidays. Need to decide on goal, per Melissa, could do a partial fence, the largest costs will be grading field, retaining wall, and drainage in garden area. Classroom space is higher priority than the garden area. Suggest the messaging as appeal to infrastructure and building improvements, including music room, art room and AG Space.

CLOSING ITEMS

Public Comment - None

Board Comment – Donna thanked Marketing Team for their work. Melissa would like the information for the CIP documents. Jaqueline will share marketing questions and Melissa and Valia will review.

Adjourn: 7:52. Donna made motion Jaqueline seconded and all approved.

**NEXT WORK SESSION SATURDAY NOVEMBER 3, 2018 NOON TO 4:00 PM AT
COLAB 11481 SW HALL BOULEVARD #201 TIGARD OR 97223**

NEXT REGULAR SESSION THURSDAY NOVEMBER 15, 2018 6:30 PM to 8:30 PM