

Board Approved 10/18/18 Kof



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 Work Session

Meeting Minutes by Karen Forman

Date: September 20, 2018

Time: 6:30 PM– 7:56 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, Todd, Chris, Eric Lindsie, Valia and Melissa

Absent: none, all present

Guest: Karin Wandtke and Jessica Yoder (McDonald Jacobs), Krista (from PSO)

Approve Agenda- motion by Todd seconded by Karen approved by all, no oppositions

Approve August 2018 Minutes motion by Karen second by Donna, approved by all, no oppositions

Audit: Karin Wandtke presented audit report. All questions were asked and answered, Melissa will present to TTSD once file copy received.

Executive Director Update, Organization update, see separate document.

PSO update presented by Krista, update included preparing for Mitch Marathon, Restaurant events include dining with California Pizza Kitchen, Love Bites, Sweet Tomatoes for proceeds to benefit PSO. PSO updating their website, to allow parents go to website for information. Great response to blue recycling bags, Bottle Drop, allows up to 10 bags a day, benefits Mitch PSO. PSO Update with new secretary, will be sending out emails monthly. Two open member at large positions in PSO, elected Amanda Jones for Member at Large another position open.

Charter Renewal Update, no real update, Mitch has 3 proposals, Mitch has no scheduled date, need to present our proposals to the district in order to schedule the meeting.

Todd presented August 2018 Financials Cash balance \$546,908, cash down \$5,864 from last month, revenues at \$433,880, expenses \$264,256. Todd made a motion to approve the financials for August 2018, Donna seconded the motion, Karen suggested change, due to presented statements reflecting comparison to July 2017, not August 2017, Todd and Erin (bookkeeper) will update. Financials were approved with change.

MOU with the PSO - Jeff made a motion to approve MOU with PSO, swapping current calendar when PSO calendar completed, Todd and Karen seconded, all approved, no opposition or abstention.

CIP Diversity Plan, Board reviewed CIP DRAFT, with some modifications, Jacqueline made a motion to approve the amended CIP document, Karen Seconded, all in favor, no opposition no abstentions.

Create Marketing Committee, Jacqueline, created Marketing Charter to be reviewed by all. Chris, Valia, and Jacquelin are working with Chamber and local businesses to improve our community presence. They are working on referral program and re-review of student applications to improve student enrollment. The Marketing Charter, read by Jacqueline, agreed to public notice at least 8 days before meeting, Members of Marketing Committee will be appointed by Chair of Marketing Committee, Chair position does not need to be a Mitch Board member. Meeting minutes will be required. Board will determine the duration of the Marketing Committee each year. A motion to approve the Marketing Committee was made by Todd and seconded by Donna. No discussion, All approved, no opposition no abstentions.

A motion to appoint Jacqueline to committee chair, seconded by Karen, approved by all no opposition no abstentions.

Recognition by Donna of Melissa for achieving her PHD.

Meeting adjourned at 7:56

NEXT WORK SESSION THURSDAY OCTOBER 4, 2018 6:30 PM TO 8:30 PM
NEXT REGULAR SESSION THURSDAY OCTOBER 18, 2018 6:30 PM to 8:30 PM