



Approved August 18, 2016

Date: Thursday, July 21, 2016

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

Members Present: Donna, Jody, Brittany, Karen, Jason, Melissa, Jeff, Caitlin **Members Absent:** Brent, Ian

Guests: Karin Wandtke, Auditor from McDonald Jacob
Deanna & Garry Mainerich
Christina Devlin

Call to order at 6:34pm

Roll Call

Approve Agenda: Donna move to approve agenda for 7-21-2016
Jason seconded, All in favor

Board minutes approval: *Jason move to approve minutes for 06-16-2016 regular board meeting.*
Donna seconded, All in favor

Introduction to McDonald Jacob: Karin Wandtke presents on the Audit Plan for MITCH Charter School

PSO Update: Christina Devlin, new PSO member at large. Playdates, back to school dates, signing up families to volunteer. Events calendar should be set by the beginning of August. Auction on hiatus.

Executive Director Update: Melissa gave the director update. The school audit for the year through June 30, 2016 is underway. The new website is up, next week O'Johnson and partners are coming in for website upkeep training. Registration packets went out, registration days are August 18th and 19th. *Melissa and Jason will connect about ADA ramps for Frontier Garden drawings to submit to city.*

Approve June Financials: Karen presented the June financials, which were at a deficit of \$215,000. Questions ensued, sources of spending were identified, including unforeseen expenses toward Program Supplies and Services and General Administration and Facilities. *Conclusion reached that board will address expense vs. revenue at each regular board meeting, and Brittany offered to ask her husband to help Melissa and board create a model for a 5 year projection for MITCH. Karen made a motion to approve June financials as presented* and Jason seconded. All in favor.

ISP Contract: Tabled

Lead and Radon Testing Proposals: We will be testing every year. Melissa solicited RFPs from TRC Solutions, Cascade Radon, Edge Analytical, ATC Associates, and Apex Labs. Christina Devlin of the PTO also reached out to a General Contractor friend to see if he can help.

Telephone/Internet Hardware Formatting of Presentation: until Melissa acquires two more RFPs for wireless internet hardware. *Melissa agreed to solicit for two more RFPs.*

Events Calendar: Board signed up for MITCH event attendance up to November 2016. *Donna will send out updated event commitment calendar to board.*

Fundraising: Melissa identified at ODE grant for facilities that she has reached out to ODE about to see if MITCH is eligible. Jody reached out to Al's Garden Center to see if they would be interested in helping MITCH put on a fundraising event or partner with MITCH. *Jody agreed to bring in his contact at Al's to discuss ideas with the board.*

Grants: Jason presented on the formation of a grant seeking team with Kate Arc and Caitlin Blood. There is interest in involving teachers, as well as creating a survey for teachers to voice their wants and needs to influence grant seeking research. The grants team will focus on topics like STEAM and Ag in the Classroom. This is potentially an at-home volunteer opportunity for parents.

Closing Items:

Public Comment: Potential for a PSO and Board fundraising event? *Discuss at a Sept/Oct work session.*

Board Comment: Identifying solid goals for MITCH for next year with permanent format and measurement method. *To be discussed at next board work session. Board contract review and board contract checklist.*

Jody and Brittany will not be attending August 4th work session.

Jody, Brittany and Jason will not be attending August 18th regular board meeting.