



MITCH  
Charter School  
Board of Directors

Inspiring colorful acts of greatness

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**Administration:**

Melissa Meyer, *Executive Director*  
Shasta Maclean, *Dean of Student Affairs*  
Sandra Ottley, *Director of Curriculum and Instruction*

**Members:**

Donna Capodacqua, *Chair*  
Caitlin Blood, *Secretary*  
Karen Forman, *Treasurer*  
Jason Holland, *Vice Secretary*

Jeff Demland, *Vice Treasurer*

Jody Blakely  
Brittany Leonard  
Jacqueline Fassett

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**MITCH Charter School Board Meeting 2-16-2017**

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

**Date:** February 16, 2017

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

Lease - July 2010

Charter - July 2008 - June 30, 2018

**1. Opening Items**

Call to Order 6:31pm

**In attendance:** Melissa Meyer, Donna Capodacqua, Jody Blakely, Jason Holland, Brittany Leonard, Jacqueline Fassett, Jeff Demland, Karen Foreman, Caitlin Blood

**Public in attendance:** Beth Hudson, Kate Ark, Craig Simmons

*Donna requests that we amend the agenda (remove item #11. Development Events Updates) as Brittany has indicated that she is not fully prepared for discussion.*

*Jason suggests that we delay the meeting minutes approval until later in the meeting when Caitlin arrives.*

*Donna moves to approve agenda as amended. Jason seconds. All approve. Motion passes.*

*No public comment.*

**2. Executive Director Update**

Good response on Enrollment Confirmation requests. About 40 received thus far. Good meeting with TTSD. Reviewed IEP numbers, about 7% of population.



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About twenty students with IEPs – more than ever before.  
Melissa had a meeting with TTSD, asked for onsite learning specialist.  
Presented the idea to hire Kristi Dotson, TTSD very receptive.  
Could not hire her as onsite learning specialist until next year.  
In addition, district offered training for teachers.  
No change to teachers this year, just training. Overall discussions with district were positive.

### **3. Approve December 2016 Minutes**

Discussion of edits to be made to December minutes.

*Caitlin moves to approve the December minutes to reflect amended edit of incorrect date, Jody seconds. All approve, motion carries.*

### **4. Approve January 2017 Minutes**

*Caitlin moves to approve the January minutes to reflect amended edit of incorrect spelling of names and Donna's abstention from instructional make up days vote. Jacqueline seconds, all approve, motion carries.*

### **5. Executive Session – meeting adjourned at 6:54pm.**

### **6. PSO Update - Meeting readjourned at 7:32pm**

Readerboard  
First Aid Kits  
Caring Closet donations, in exchange for 3 volunteer hours, first drop off  
Maintenance Day on February 25<sup>th</sup>  
Field Day planning  
Volunteer hours

### **7. Draft 2017-18 Budget, January 31<sup>st</sup> financial statements**



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Balance Sheet: Cash has gone up – Melissa’s diligence

Profit and Loss Sheet: Performing at 94% of budget

## 8. Budget Deficit

Karen asked Melissa for projection – our cash is getting very low. Expecting a shortfall in cash, may have to dip into reserves in March or April.

Melissa prepared 2017/18 Budget report based on current SSF, anticipating that it could decrease. Zero balance budget. Calculated 1% salary increase.

Preview of preliminary draft, would like to keep working on it and then vote on it in March.

Goals: Get student count up

## 9. Westside Use Agreement

Start date changed to April, termination in September, anticipate renewal for another 6 months.

Exhibit B, school map attachment with available rooms highlighted

*Jeff votes to approve the Westside Use Agreement as verbally amended with change to address, commencement date to April 1, termination date to September 30<sup>th</sup>, and addition of word “to” to sentence 5 in #6. Donna seconds. All in favor, motion carries.*

Westside will paint our halls, gym, and do a deep clean over spring break.

## 10. Approve January Financials

*Karen Makes a motion to approve the January financials as presented, Jeff seconds, all approve, motion passes.*



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## 11. Summer Camps

Kids Like Languages inquired if we would be interested in hosting summer camp. Requires MITCH presence on campus.

Could compile list of other summer camp options with help from PSO.

Science Matters is popular

Good PR opportunity, opening up to community.

Long day, week-long camps.

MITCH presence, parent volunteer hours?

## 12. Closing Items

### Board Comment:

Jason - Have we addressed the potential for community events, emergencies, major catastrophes that would affect school attendance, parents' abilities to pick up their children, etc.?

M - We can expand on those policies and procedures further than what we already have done.

*Donna moves to adjourn meeting, Brittany seconds. All in favor. Meeting adjourned at 8:31pm.*