



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 4-20-2017**

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

**Date:** April 20, 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 6:30pm

**In attendance:** Melissa Meyer, Donna Capodacqua, Jody Blakely, Jason Holland,  
Karen Foreman, Caitlin Blood

**Public in attendance:** Eric Rasmussen, Brittany Hill, Shelby Gill

**2. Executive Director Update**

- a. Board attendance at graduation ceremony June 20<sup>th</sup>
- b. Victoria Lukich to conduct PSU evaluation visit May 3<sup>rd</sup>.
- c. Sent 23 RFPs to landscapers in regards to Frontier Garden, due April 28<sup>th</sup>. Their response will provide a description for conditional use permit.
- d. Addressing language and attitude at MITCH
  - i. Addressing poor language usage in students
  - ii. Collecting info from teachers to monitor progress
- e. Enrollment cap
  - i. District increased cap to 256

**3. Approving March 2017 Minutes**

- a. Include time of the Call to Order



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- b. *Donna moves to approve March 2017 minutes as verbally amended. Jason seconds. All in favor. Motion passes.*

#### **4. Revision in agenda**

- a. Revision in agenda to add item: Apology to Melissa
- b. Jason requests 15 minutes
- c. *Caitlin moves to amend time allotted to agenda item number two to 15 minutes. Jason seconds. Karen, Jody vote aye. Donna is opposed. Motion passes.*

#### **5. Statement from Jason Holland**

- a. Jason addresses previous behavior toward Executive Director and board, board's reaction, and expresses disapproval and concern.
- b. Statement is attached

#### **1. March financials**

- a. Deficit
- b. Student true-up from district at end of year
- c. Melissa will be invoicing unpaid family contributions
- d. *Karen makes a motion to approve the March financial statements. Donna seconds. Motion passes.*

#### **2. Approve 2017-18 Budget**

- a. Kept enrollment numbers to
- b. 47% of families have paid their activity fees.
- c. Adjusted activity fee %
- d. SSF
- e. Anticipates higher board fundraising goal
- f. Frontier Garden and replacement transformer not included in budget.
  - i. PSO invested in funding Frontier Garden and track
- g. Bring book keeping back in house, add .25 employee
- h. Two teachers need to be hired for 2017-18 (Kindergarten and 3<sup>rd</sup> grade)
- i. Mr. Ketel to be .5 Ag/.5 PE



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- j. *Karen makes a motion to pass the budget for 2017-18 as presented. Donna seconds.*
  - i. *Jason comments on need for Frontier Garden and transformer budgeting.*
  - ii. *Discussion to combine fundraising forces of school board with PSO board.*
  - iii. *Karen, Jody, Donna, Caitlin vote aye. Jason is opposed. Motion passes*

**3. Approve Audit Agreement**

- a. Estimate is about same as previous year's audit.
- b. *Karen makes a motion to stay with McDonald Jacobs. Donna seconds. All in favor. Motion passes.*

**4. Approve 2017-18 Calendar**

- a. August 28<sup>th</sup> is first day of school. Melissa asks for August 27<sup>th</sup> as first day of school for 2018-19.
- b. June 14<sup>th</sup> is last day of school
- c. November 22<sup>nd</sup> is only day MITCH is off and District does not.
- d. Discussion to add potential snow days to end of year
- e. *Jason moves to approve the MITCH 2017-18 calendar with addendum of unplanned school closure statement, which reads: unplanned school closure may require an extension of the school year through June 21<sup>st</sup>, 2018 in alignment with TTSD. Donna seconds. All in favor. Motion passes.*

**5. Approve ED Evaluation Cmt.**

- a. *Jody makes a motion to approve ED Evaluation Cmt membership as Jody Blakely, Brittney Leonard and Donna Capodacqua, with Jody as Chair. All in favor. Motion passes.*
  - i. Evaluation due June 30<sup>th</sup>.

**6. Strategic Plan**

- a. Shared in Google Drive.



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b. View in light of charter renewal, direction and mission of school.

**7. Spring Fundraiser Update**

- a. Will be selling vegetable start and Mother's Day basket vouchers from AI's.
- b. Potential to make \$2800 profit.
- c. Melissa interested in sample basket?
- d. Notification in Fox Flyer

**8. Meet Teacher & Board Update**

- a. Using AI's as event space
- b. Max capacity is 30 at this time of year.
- c. End of year event as farewell and celebration of year
- d. May 25<sup>th</sup> 6pm-8pm @ Max's Fanno Creek

**9. Annual meeting prep**

- a. New board members
- b. Survey has 97 responses.
- c. Publicize annual meeting via email

**10. Closing Items**

- a. Public Comment
  - i. Coordinating another joint session between PSO and Board, 2 or 3x/year. If quorum of board members attend, must have public notice.
- b. *Meeting adjourned at 8:28pm. All in favor. Motion passes.*

CEB

Caitlin Blood  
Secretary, MITCH Board of Directors  
June 20, 2017



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