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| **Administration:**  Melissa Meyer, *Executive Director*  Sandra Ottley, *Director of Curriculum and Instruction* | **Members:**  Donna Capodacqua, *Chair*  Jeff Demland, Vice Chair  Todd Olson, *Treasurer*  Karen Forman, Secretary  Jacqueline Fassett, Vice Secretary | Eric Rasmussen  Lindsie Bailey  Allison Barber  Chris Thoms  Valia Eskandari |

**MITCH Charter School Board Meeting Work Session**

**Meeting Minutes by Karen Forman**

**Date: November 15, 2018**

**Time: 6:30 PM–7:17 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, Eric, Karen, Valia, Lindsie, Jacqueline, Jeff, and Melissa

Absent: Alison and Chris

Guest: Anna Wildifh

**Approve Agenda - Approved with change to have Karen present Meeting Minutes instead of Todd.**

**Approve October 2018 Minutes Approved as written**

**Executive Director Update-Student recognition program, teachers excited about fundraiser opportunities. Academic performance, teacher conferences went well. Kinder applications going well. Open House January 23rd;, MITCH will provide a Spanish interpreter and a sign language interpreter. PSO provided scholarship funds for activity fees. Melissa and teachers reviewing auction events – Building for the Future date on May 4, funds to be for painting and classroom improvement. Still making decisions on the event.**

**PSO Update – presented by Anna, MITCH Marathon $23,400 (still working on final profit and matching). Willamette Pies netted over $4,000, expect to make about $2,000 from fundraiser. Pizzicato on November 27, preorders available. Book Fair, laser game and skate party in the works for end of year events. Approved professional scholarships.**

**Charter Renewal Update – Supposed to meet November 7, 2018, meeting cancelled by MITCH, TTSD wanted to present existing contract with more restrictions. MITCH suggested hiring a mediator. TTSD believes that ODE needs to appoint a mediator and we are exploring that.**

**Approved October Financials – presented by Todd, surplus of $182k total revenue $716k, expenses 34% of budget. There is a small error in the financials out of balance to be corrected by accountants before financials submitted to TTSD. Board approved the financials pending correction by accountants and send to TTSD and board once all approved.**

**Director Attendance and Activity – open discussion to promote attendance and engagement. Discussion on succession planning to replace board seat positions. Focus on professional positions to enhance the board. Fundraising and marketing a key area, accounting experience will seek business owners with business skills.**

**Marketing & Goals – working session on November 4, they worked on mailer card, Alison converted to Spanish text. The next step is to print the card and deliver to neighboring apartment complexes, and local library. The committee has finished working on the information for the teacher auctions.**

**Have only sold 20 poinsettias’ only about half have sold. Need to get the board members to sell at least 5 more each to sell all of the vouchers.**

**Year End Appeal – committee set goal of $3,000 for infrastructure fund raising. Will be doing by email and mail chimp for members outside of the MITCH family. Suggest sending to businesses and friends and families. Committee suggests doing a match, board members need to email Melissa to determine a Match amount. Melissa will tally it up and let board know the total contribution by board members. Email Melissa no later than Monday, November 19 for individual contribution amount.**

**CLOSING ITEMS:**

**TTSD next board meeting is December 10, invite all parents and board members. This will be annual meeting that Melissa will present. Start time is 6:30, work session begins at 5:00 PM. Address is: 6960 SW Sandberg Street, Tigard.**

**Public Comment – none**

**Board Comment – Donna extremely Thankful for all the work the Board and Melissa does.**

**Adjourned at 7:17, no discussion, no abstention, none opposed.**

**NEXT WORK SESSION THURSDAY DECEMBER 6, 2018**

**NEXT REGULAR SESSION THURSDAY DECEMBER 20, 2018 6:30 PM to 8:30 PM**