



MITCH
Charter School
Board of Directors

Board Approved July 20, 17

Inspiring colorful acts of greatness

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

MITCH Charter School Board Meeting 5-18-2017

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

Date: May 18th, 2017

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

Lease - July 2010

Charter - July 2008 - June 30, 2018

1. Opening Items

- a. Call to order 6:40
- b. Present: Jeff Demland, Jody Blakely, Brittany Leonard, Jacqueline Fassett, Donna Capodacqua, Caitlin Blood, Karen Forman, Jason Holland, Melissa Meyer
- c. Public Present: Beth Hudson, Seana Brewer, Kambra Phoebus, Jennifer Wytmans, Dina DeYoung, Janet Baker, Matt Meyer, Keli Reupena, Todd Olson, Addie Nichols, Tiffany Wallace-Anderson, Sunkyu Kim, Christina Devlin, Eric Rasmussen, Mary Ellen Rasmussen, Elisabeth Gardner, Amber Kunz, Kristen Cox, Jennifer Ayers, Melissa Gracely, Lindsie Bailey, Amanda Uchlumpberger, Michele Vitali, Kelly Siebold, Michael Siebold, Beth Sethi, Kate Ark.
- d. Caitlin makes motion to approve today's agenda, Brittany seconds. We will just be discussing MOU and not voting on it tonight. All in favor. Motion passes.
- e. Caitlin makes a motion to approve today's minutes. Discussion: Jody asks to rename Jason's document "Response to apology request". Caitlin voices need for board response to document, and would like to add response to minutes for context. Donna moves to table minutes til June, Jeff seconds. Jody, Brittany, Caitlin, Donna, Jeff, Karen and Jacqueline vote in favor, Jason votes nay.



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f. Public Comment

- i. Parent, Kambra Phoebus: Supply list, concerns about Lysol. Melissa encouraged her to attend PSO meeting. Would like to address toxicity of Lysol use in school. Would like school to address use of Lysol and other toxic cleaners.

2. Executive Director Update

a. Discussion of Strategic Plan

i. Improve student learning and achievement

1. Core Knowledge, School of Distinction

- a. Foundation put process on hold, offering again.

2. Curriculum enrichment program

- a. Use data to measure progress, academic assessment 4x/year, helps set individual goals for students, helps to pursue objective information.
- b. Helps identify areas where we need to improve
- c. Science Oaks Test: 83% and up have met or exceeded expectations
- d. ½ time Ag Coordinator for 2017/18
- e. MITCH is short on resources, leadership team will address and bring back to the board.
- f. Developing exceptional character qualities
 - i. Live School to monitor behavior and connect with parents is not effective and MITCH will not be participating next year. Will be returning to Paper Paws.

g. Student Leadership

- i. Talent Show
- ii. STEAM fair
- iii. Student Store provides a good learning experience
- iv. Frontier Garden Development



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- v. Minor architectural review accepted, allows for fencing around garden
 - vi. Conditional Use Permit submitted and currently in process
 - vii. Infrastructure improvement to garden for accessibility, drainage – will need to consult with City Geotech to install retaining wall.
 - viii. How to phase in use and implementation of Frontier Garden to incorporate extra cost? Can we use this space long term?
 - h. Transportation plan
 - i. Charter schools cannot ask for reimbursement from state, despite requirement to provide transportation.
 - ii. District is not required to help pay because it is not written in our contract. We will include it in contract next year.
 - i. Charter Renewal
 - i. Working with Victoria Lukich at PSU, who is conducting full evaluation of our program for free.
3. Enhancing Staff Development and Retention
- a. 2 Year Cycle
 - b. Developing comprehensive staff evaluation process.
 - c. 95% staff return
 - d. Danielson evaluation
4. Community Connection and Commitment
- a. MITCH Brand complete
 - b. PSO in second year
 - c. Contacts throughout city and state
 - d. Leadership team focused on internal community
 - i. Reached 60% of paid activity fee
 - ii. Reached 42% of family contribution



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- iii. Reached 5000 volunteer hours
- iv. 30% of families have no recorded hours
- e. Neighbors Nourishing Communities
 - i. Plant Handout
 - ii. Opportunity for community service with Brookdale

3. PSO Update – Christina Devlin

- a. 5/19 afternoon Teacher appreciation lunch
- b. 5/19 evening Family School Dance – sock hop
 - i. Requesting donations and/or school supplies
- c. 6/23 Teacher appreciation lunch
- d. 5/20 Maintenance Day
- e. 6/21 Field Day
 - i. 250 RSVPs for participation
- f. Increased board size from 5 to 9
- g. Draft of MOU

4. Family Survey

- a. 161 total responses, 128 complete responses
- b. What draws people to MITCH?
 - i. Small class size, quality of education, CORE knowledge
 - ii. Parents overall happy with communication from MITCH
 - iii. Melissa, staff have high approval
 - iv. Majority of responses are neutral on IEP Q
 - v. Majority agrees with safe learning environment, adequate educational resources.
 - vi. Board goals: Improving student achievement, professional development, flow of income.
 - vii. Increase of volunteer hours and family participants from 2016/17
 - viii. Most common reason for not volunteering is time issue

5. Policies Updates Status



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- a. Will be discussed at next work session and made public before next school year.

6. Approve April Financials

- a. District will be truing up SSF in the next 4-6 weeks for difference in student count.
- b. Salary expense is drawing from reserves
- c. **Jeff makes a motion to approve April financial statement. Jeff seconds. All in favor. Motion passes.**

7. Discuss MOU

- a. Focusing on fundraising, support between board and PSO, communication between board and PSO.
- b. MOU discussion will be put on work session agenda.
- c. Asking for community support to fundraise to make up budget difference.

8. Approve Bylaw Changes

- a. Jeff proposes to remove problematic and unclear wording to remove successive term limit.
 - i. **Jeff makes a motion to delete everything after 4.4.2 (b), seconded by Jaqueline.**
 - ii. "Even though a directors term is expired, the Director will continue to serve until a successor is elected and qualified or until a decrease in the number of Director Positions pursuant to a Board decision under section 4.3.2 takes effect, thereby eliminating that Director's position on or after the expiration of the Director's term. Directors may be elected for two successive terms."



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- iii. Jason voices concern on the perception that the change of the bylaw could be presented as an opportunity to elect a director for a third term this evening.
- iv. Jeff voices concern with board presence and continuity through the impending charter renewal.
- v. Jody, Brittany, Caitlin, Donna, Jeff, Karen and Jacqueline vote in favor, Jason votes nay.
- vi. Discussion added to address bylaws in March

9. Approve 2017-18 Work Session Dates

- a. Caitlin makes a motion to approve 2017-18 Work Session Dates. Jacqueline seconds.
 - i. Discussion: Move date of board meeting from December 21st to December 14th. Just need to make it public.
 - ii. Jason proposes tabling motion until the rest of the new board members are present to discuss.
 - iii. Caitlin withdraws motion til June 15th board meeting.

10. Board Elections

- a. Donna nominates Lindsie Bailey for board directorship for term beginning July 1 2017 and ending June 30 2018.
 - i. Background in education
 - ii. Governance experience: Ministry directorship at church
 - iii. Open to Fundraising commitment
 - iv. Has 10 hours a week to donate
 - v. Discussion very favorable
 - vi. Karen makes a motion to elect Lindsie Bailey to the MITCH Board for a term beginning the July 1 2017 and ending June 30 2018. Jody seconds, all in favor, motion passes.
- b. Donna nominates Todd Olson for board directorship for term beginning July 1 2017 and ending June 30 2018. Jason nominates Eric Rasmussen for board directorship for term beginning July 1 2017 and ending June 30 2018.



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i. Todd

1. MITCH parent
2. Experience serving on Non-profit board
3. Board governance necessitates communication
4. Would like to tap on local businesses and organizations, Pacific Foods, agricultural or not

ii. Eric

1. MITCH parent
2. Wife is secretary on PSO board, sees it as helpful relationship – builds communication between entities
3. Interested in fundraising
4. Would like to tap into agricultural community
5. Jeff makes a motion to elect Todd Olson for board directorship for term beginning July 1 2017 and ending June 30 2019. Jason seconds. All in favor. Motion passes.
 - i. Donna makes a motion to elect Eric Rasmussen for board directorship for term beginning July 1 2017 and ending June 30 2019. Brittany seconds. All in favor. Motion passes.
6. Donna makes a motion to nominate Jacqueline Fassett for board directorship for term beginning July 1 2017 and ending June 30 2018. Brittany seconds.
 - i. Brittany makes a motion to re-elect Jacqueline Fassett for board directorship for term beginning July 1 2017 and ending June 30 2018. Jody seconds. All in favor. Motion passes.
7. Donna makes a motion to nominate Jeff Demland for board directorship for term beginning July 1 2017 and ending June 30 2018. Caitlin seconds.
 - i. Jacqueline makes a motion to reelect Jeff Demland for board directorship for term beginning July 1 2017 and ending June 30



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2018. Jason seconds. All in favor. Motion passes.

8. Donna makes a motion to nominate Caitlin Blood for board directorship for term beginning July 1 2017 and ending June 30 2019. Caitlin seconds.
 - i. Jacqueline makes a motion to reelect Caitlin Blood for board directorship for term beginning July 1 2017 and ending June 30 2019. Donna seconds. All in favor. Motion passes.
9. Karen makes a motion to nominate Donna Capodacqua for board directorship for term beginning July 1 2017 and ending June 30 2018. Brittany seconds.
 - i. Jeff makes a motion to reelect Donna Capodacqua for board directorship for term beginning July 1 2017 and ending June 30 2018. Brittany seconds. Caitlin, Jody, Jeff, Karen, Brittany and Jacqueline vote aye, Jason votes nay. Motion passes.

11. Meet the Teacher and Board Night

- a. May 25th Max's Fanno Creek.
- b. Hosting appetizers, come buy a drink!

12. Closing Items

- a. Public Comment
 - i. What is the timeline on the Frontier Garden?
 - ii. New Ag position is ½ time position – Mr. Ketel.
 - iii. Family contribution is donation not obligation.
 - iv. Transportation is for commute for school.



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- v. **Christina Devlin: Requests for funds from PSO should be formal request**
- vi. **Kambra Phoebus: People power missing from PHASE program.**
- vii. **People who didn't know about survey could not respond to the question addressing their awareness of school events and information.**
- viii. **Michelle Vitali: Legal ramifications of being out of compliance with lack of transportation. Discussion of transportation contributing to diversity of student base.**
- ix. **Lindsie Bailey: Discusses qualifications of transportation.**
- x. **Beth Sethi comments on other Charter School transportation**
- xi. **Lindsie Bailey asks if there have been instances where families struggling at MITCH have been encouraged to seek out attendance at other schools. Melissa responds that such a situation has not presented itself since her coming to MITCH.**
- b. **Board Comment**
 - i. **Thanks given to Melissa**
 - ii. **Thanks given to new board directors**
 - iii. **Thanks given to board directors ending terms: Jason, Jody, Brittany**
 - iv. **Thanks given to car line volunteers**
- c. **Donna makes a motion to end board meeting at 8:45pm. Jason seconds. All in favor, motion passes. Meeting adjourns.**

