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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  
Allison Barber  
Chris Thoms  
Valia Eskandari

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**Regular Session Meeting Minutes**

**When: 6/20/19 6:30 p.m. to 8:07 p.m.**

**Where: Tualatin Public Library Community Room  
18878 SW Martinazzi Ave Tualatin, OR 97062**

**Meeting Minutes by Karen Forman**

**OPENING ITEMS**

**Call to order**

**6:30**

**Roll call**

**Present:** Alison, Chris, Karen, Donna, Eric, Todd, Jeff, Jacqueline, and Melissa

**Absent:** Valia

**Guests see sign in sheet:** Alex Kalemkeris, Karin Bury-Roller, Jon Book, Becky Hampson, Marie Walson, Cladia Cleetus, Dina Deyoung, Kristina Vartanian, Victor Dufilippus, Nadia Rousan, MaryEllen Rasmussen, Eveleen Kearney, Luke Adams, Karissa Brown, Jennifer Wytman, Ashley Robinson, Heather Worciechowski, Beth Sethi, Seana Brewer, Jan Chapman, and Christina Devlon (at least one name not recorded due to inability to read name).

**Approve Agenda,** Donna recommends move Executive Session to end of agenda to begin after Regular Session is adjourned add Charter Renewal, Donna makes a motion to approve agenda with recommended changes, seconded by Jeff, no abstention, no opposition, all voted yes to approve agenda with changes.

**Approve April 2019 Minutes** motion by Karen, seconded by Donna, approved May 16, 2019 Meeting Minutes as presented by all no discussion, no abstentions or opposition.

**Executive Director Update**

Building remodel under way. Hired new 1<sup>st</sup> grade teacher. Transportation – preliminary route in place. Goal to change demographic enrollment part of the new contract. Will increase free/reduced lunches, English learners and Hispanic population. There will be one bus or shuttle proposed route will be 47-minute commute beginning at Metzger ending at MITCH. The bus will hold 50 students. With the proposed bus schedule may need to adjust the MITCH school start time. MITCH will be evaluated against the 3 closest schools Alberta Rider, Edward Byrom and Mary Woodward. TTSD will share bus policy for MITCH to adopt, this would be a handbook change and would need to be voted on by the board.

Looking at CIP Leadership and Board need to look at goals both academic and financial goals. Due in November. The CIP is action plan for school.

Kindercamp – PSO will be assisting the camp - Kinder camp will be held on August 12,13, 14

**Financial performance** – lease update, contract renew for 10 years, September 2020 to Aug 2030, first 5 years 2% increase annually, after that market rate. TI is \$45,000 in the form of rent relief with the new agreement.

True up from the district includes \$39,000 for poverty and increase in SSF. Helped budget this year.

Calls in to Frontier Communications, ensuring not going to affect the Frontier Garden lease agreement with Frontier Communications and MITCH.

### **PSO Update**

Family fun night was a success, the son golf outing a success at Tualatin Greens. Last meeting in June, new positions voted in. Approved budget for this year, approved \$2,000 for playground, paid for 5 teachers to attend author event around \$3,000. Approved \$1,500 for new MITCH furniture for new admin staff.

### **Approve May 2019 Financials (note on Agenda referenced April 2019 Financials in error)**

Ending May with operating surplus, assists in coverage for summer months when SSF checks are not received. Ending May with 212 students. Expenses at 91%. Cash at \$735,767, we will need to cover the building remodel with some of the available cash. Motion by Todd to approve May 2019 financials, second by Donna, approved by all, one question – ensure cash balance includes the true-up check from the district, which the cash balance did include the true-up check.

**Approve Final 2019-20 Budget** Kinder count at 60 students, no expectation to allow use of facilities in the 2019-20 budget by other organizations, no expected contribution revenue from outside organizations. Budget assumes 235 students, no 8<sup>th</sup> grade next year. Total income less expenses expect no surplus, budget is very tight for the next year. Todd makes a motion to approve the 2019-20 as presented Chris seconds the motion, no discussion, no abstentions no opposition. Approved by all.

**Charter Renewal** – used same document from last time, enrollment cap at 300, added transportation with a 5-year limit expires June 30, 2023. Motion by Jeff to approve the Charter Renewal as presented seconded by Karen, no discussion, no abstention, no opposition Approved by All.

### **Meet the Executive Director Candidate – Keri Radcliff Butler**

Keri introduced herself to the MITCH Board, teachers, parents and guests. After Keri's in-depth introduction of herself open questions from the guests to Keri were allowed. The open question format seemed very comfortable for the Executive Director candidate and the MITCH Community. Following the open session Keri excused herself from the meeting and departed.

### **Director Elections**

**Re-elect Eric Rasmussen, 2-year term July 1, 2019 through June 30, 2021**

**Elect Alex Kalemkeris, Elect to 2-year term – July 1, 2019 – June 30, 2021**, nominated by Chris Thoms, second by Eric, for 2-year term. Board voted and approved Alex to 2-year term, no abstention no opposition.

**Elect Luke Adams Elect to 2-year term – July 1, 2019 – June 30, 2021**, nominated by Donna for 2-year term. Board voted and approved Alex to 2-year term, no abstention no opposition.

**Marketing Update** -last meeting for Jaqueline, she brought out all materials, the new marketing committee will resume the work.

### **CLOSING ITEMS**

**Public Comment** -Christina Devlon, thanks Board for hard work, completing the charter, extends appreciation for all the hard work behind the scenes. **Jennifer**, Jennifer liked the candidate, seconded

**Board Comment, Karen** thank you to all, **Todd**, thank you for all, it's fun and a great group. **Donna** thanked all for their work and contribution, especially Melissa. **Melissa**, a privilege to work with MITCH.

Adjourn regular meeting, convened executive session.

8:07 PM

\*Public and Board comment limited to three (3) minutes per person. Note, neither the Board or the Executive Director will address questions and issues during the comment period. We are happy to set appointments outside of meeting times to discuss those.

**NEXT WORK SESSION CANCELLED AS IT WOULD FALL ON JULY 4TH**  
**NEXT REGULAR SESSION THURSDAY JULY 18, 2019 6:30 PM to 9:00 PM. AT THE**  
**TUALATIN CHAMBER OF COMMERCE**