



MITCH
Charter School
Board of Directors

Inspiring colorful acts of greatness

Administration:
Melissa Meyer, *Executive Director*
Sandra Ottley, *Director of Curriculum and Instruction*

Members:
Donna Capodacqua, *Chair*
Jeff Demland, *Vice Chair*
Karen Forman, *Secretary*
Jacqueline Fassett, *Vice Secretary*
Todd Olson, *Treasurer*

Eric Rasmussen
Lindsie Bailey
Allison Barber
Chris Thoms
Valia Eskandari

Special Session Meeting Minutes

When: 3/7/19 6:30 p.m. to 6:56 p.m.

Where: MITCH Charter School 19550 SW 90th Court Tualatin OR 97062
Meeting Minutes by: Karen Forman

OPENING ITEMS

Meeting Called to order by Donna 6:30

Roll call, record attendance and guests

Present, Donna, Todd, Melissa, Jeff Alison, Karen and Valia

Absent Jacqueline, Lindsie, Eric and Chris

Approve Agenda

Accept Remodel Proposal

1. Discussion: Remodel of building and funding, Todd Hess, least expensive proposal, has done previous work and MITCH satisfied with the work.
2. Melissa expects down payment would be approximately 50% or \$62,000.
3. Todd makes a motion to approve Todd Hesses remodel proposal, Donna seconds motion, no abstention
4. Meeting motion to adjourn the meeting 6.56 PM

CLOSING ITEMS

Public comment* none

Board comment* none

Adjourned 6:56



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Work Session Meeting Minutes

When: 3/7/19 6:56 p.m. to 6:46 p.m.

Where: MITCH Charter School 19550 SW 90th Court Tualatin OR 97062
Meeting Minutes by: Karen Forman

Call to order

6:56

Present, Donna, Todd, Melissa, Jeff Alison, Karen and Valia

Absent Jacqueline, Lindsie, Eric and Chris

Executive Director Update

Melissa reported that for 2019/20 there are 50 Kinders committed students. Melissa gathering student numbers for grades 1 through 5. Student enrollment currently at 216 for current year, Melissa will review applications for next year and will reach out to see if families interested in any students will transfer in early for the current year.

Exec Director report - Oregon agriculture in the classroom this week, Book, Who is John Deer, FFA came in and did projects, Assembly was a great success.

Transition Plan

Transition plan review briefly by Melissa, this continues to be a work in process.

Exec Director Search

presented by Alison, committee meeting 3/9 to review applicants, committee will be sending email to applicants will assess writing style, then move on to in-person interviews. Nearly 20 applicants received, there are 5-6 candidate resumes that look promising.

Charter Renewal

Charter Renewal – February 27, Charter Negotiation was snowed out, next meeting scheduled April 15, 2019.

How to Fund the Remodel

Building remodel funding sources will be held to discuss when there are more board members in attendance. Valia indicated reaching out to Liz Hatcher, she will arrange a meeting with Melissa, Valia and Liz to discuss opportunities.

Auction Update

Teacher Auction – update: presented by Valia, Jennifer said all plans going well. Looking for volunteers and donations. The auction is scheduled for May 4, 2019. Message going in Fox Tales next week, flyers will go out to students a few times before the event. Questions for ticket price, suggest \$35-\$45, teachers discussed cost of \$25, Melissa said some families may have an issue with the cost. Asking for wine donations and other auction services donation.

Returning Next Year

Board Members Returning? – Todd, Karen, Jacqueline not returning, Alison, Valia and Chris will be returning, Eric, Donna and Jeff are possible board member returns. Board brainstormed to identify possible solicitation of new board members for the next year since there are only a few board members returning.

April Strategic Session Agenda

Strategic work session on April 6, time change to 10 AM to 2 PM, transition plan, remodel funding, new directors and recruiting, Exec Dir search update, Marketing update and Marketing calendar, Equity Plan and SIP review, discuss strategies for diversity plan next year.

10. Marketing Update Marketing Committee

Marketing update: Marketing committee hasn't met in a few weeks, Jacqueline marking up webpage.

Adjourned

7:39