



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  
Ian Gordon-Knight  
Brittany Leonard  
Brent Savage

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**MITCH Charter School Board Meeting Minutes 11-17-2016**

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

**Date:** November 17th, 2016

**Place:** MITCH Charter School

19550 SW 90<sup>th</sup> Ct.

Tualatin, OR 97062

**1. Opening Items**

Call to order at 6:32

In attendance:

Donna Capodacqua, Caitlin Blood, Karen Forman, Jason Holland, Jody Blakely,  
Melissa Meyer.

Not in attendance: Brittany Leonard, Jeff Demland.

Public:

Jaqueline Fasset

Seana Brewer

Kate

Michelle

Daniel Golder

*Donna moves to approve the agenda for November 17<sup>th</sup>, 2016. Caitlin seconds.  
All in favor, motion passes.*

*Caitlin moves to approve the minutes for the regular board meeting on October  
20<sup>th</sup>, 2016, Jason seconds, all in favor, motion passes.*

**2. Executive Director Update: Melissa**

Hired Beth Hudson to teach Math classes for 15 hours/week.

Enrollment is steady for 2017/18, tours have begun.



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Jason: at what point are we liable for benefits? Melissa: 30 hours. Karen: But it does qualify her for PERS.

Jason: Where other people interviewed? Melissa: Posed the need to the MITCH community via word of mouth.

Annual report is on December 12<sup>th</sup>, all materials are due November 28<sup>th</sup>. We would like to involve parents, board members and have community representatives present.

Portland State University Site Evaluation is an accreditation process. The District will be paying for our evaluation. References the charter renewal folder in the board drive.

### 3. Daniel Golder, Westside Church

A typical evening for Westside Church at MITCH Charter school: 6pm on Saturday, start setting up 3-4pm. Sound check. Volunteers arrive at 5, prepare kids rooms. Service starts at 6, runs for about an hour and a half. Begin tear-down at 8 and be out of building by 9:30pm.

Robust usher and security team. Security is important, especially for kids, check-in system.

Westside is a Jesus church, was called Solid Rock. Focused on community located within. Trying to have more small sized churches. Partner with DHS and schools. Communities in Tualatin have reached out but zoning is very restrictive. Can only meet in a space that is a school or pre-existing church. Have other locations in Hillsboro, Beaverton, Tigard, Downtown Portland, Vancouver, Bend. TTSD schools are way too expensive, and time restrictive. Eventual solution is a permanent event center with pre-existing event company based in Hillsboro, interested in investing in Tualatin.

Lack of parking an issue? Conversation with Kaiser and shuttle.

Karen: What is the capacity of this building?

Daniel: If we do grow to 600, we will split the gathering in half. Track record – Conestoga Middle School, Beaverton School District, Recommendation.



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Would need 2 classrooms, bathrooms, main foyer, art room.  
Michelle – Would there be loud music? There are new homes across the train tracks. Daniel: We have a decibel meter that we keep a very close eye on.

Melissa: There are a few details in the lease that need to be worked out, but other than that we will be ok to operate through the summer.

Daniel: We bring in our own janitorial team.

Westsideajc.org - References? 1<sup>st</sup> Baptist Church, NW Events.

Need a representative from MITCH present.

#### **4. PSO Update: Kate and Michelle**

\$2,100 from Marathon, \$800 from Pizzicato !

Kate is coordinating volunteer hours. Every family needs to have about 25 hours by the end of the year. Outreach, help counter education.

1900 volunteer hours total !

Jody suggests to incorporate “volunteer needs” into PSO blog.

#### **5. Revenue to Expense Ratio: Karen**

No finance committee meeting this month. Statements are pretty standard. Cash did increase, accounts payable decreased. That is positive. Credit cards went down, deferred revenue went down, activity fees reclassified. Balance sheet looks more balanced.

*Karen moves to approve October financial statements as prepared, Jody seconds, all approve, motion passes.*

#### **6. Approve Pest Mgt. Plan**



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Donna moves to approve the Pest Management Plan as written, seconded by Jason, all approve, motion passes.

**7. Update on wifi Equipment: Jody**

2 Visits from DMC, will be able to utilize all preexisting wiring. Can install wifi points that also have speakers – could serve as PA system as well. Bare minimum proposal: \$7,000. Should have a timeline by next week, could be end of December/January. We have 3 quotes already, DMC is a division of Moda. We should take this quote back to the 3 previous companies and give them a chance to present a better quote.

**8. Development:**

Bag It Forward with New Seasons – Caitlin

FarmRaiser – Caitlin

Caitlin will follow up with Community Coordinator from NSM and do more research on FarmRaiser, make sure that there is no overlap with OurTable.

Year end – appeal: Jaqueline

4-5 part drip campaign, series of emails, tells a story, once people donate, they are taken off the list. Goal is \$5,000, board matches \$1,000. Database? Website? Forms?

We will run this through Mailchimp, anyone who gets board notices, auction attendees, chamber of commerce, MITCH 100, alumni?

Jason will donate \$5 for every family that donates, up to 100 families.

Donor management platform? Excel spreadsheet option, Thank you Jaqueline!

Email #1: Monday Nov, 21<sup>st</sup> @ 6am.

Email #2: Saturday Nov. 26<sup>th</sup>, reference black Friday.

Email #3: Tuesday, Nov. 29<sup>th</sup>, reference giving Tuesday.

Email #4: Thursday, December 8<sup>th</sup>.



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Add note about employer matching, Jason matching.

Add note that lets receiver know why we are emailing them.

Add note if people have already donated then thank them, recognize previous donation.

Post card?

More you present a plan and a goal, the better.

What is the donation payment level?

Is \$5,000 a good goal?

Do we include that we are not having an auction this year?

Jody: Write-off Wednesday

Make this fundraiser for our things like our wifi, wireless upgrade, chromebooks.

Postcard and chamber email: focus on specific target. One clear call to action, development of ag program. Less focus on story.

Donna: Meet on Sunday 11/20 at 1pm at Tualatin Library. Story ideas: Playground, frontier garden. Student accomplishment. Intro to student, family. Specific instances of what their donations could go towards. Donna will donate post cards and postage. Address postcards at 12/1 work session.

Columbia passes?

No public comment

Board comment: Karen will not be here on December 15<sup>th</sup>.

*Donna moves to adjourn the meeting at 8:33pm, Jason seconds, all approve, motion passes.*