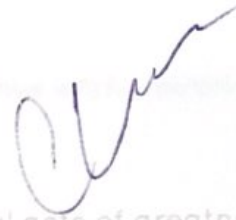




**MITCH**  
Charter School  
Board of Directors



Inspiring colorful acts of greatness

**Administration:**

Keri Butler, *Executive Director*  
Sandra Ottley, *Director of Curriculum and Instruction*  
Karin Bury-Roller, *Assistant Principal*

**Members:**

Donna Capodacqua, *Chair*  
Justin Cabrera, *Vice Chair*  
Chris Thoms, *Secretary*  
Alex Kalemkeris, *Vice Secretary*  
Luke Adams, *Treasurer*

Eric Rasmussen  
Allison Barber  
Valia Eskandari

**Regular Session Agenda**

**When: 7/18/19 6:30 p.m. to 7:51 p.m.**

**Where: MITCH Charter School 19550 SW 90<sup>th</sup> Court Tualatin OR 97062**

Donna calls Board Meeting to order at 6:32pm

Board Present: Donna Capodacqua, Eric, Alex Kalemkeris, Keri Butler, Chris Thoms, Valia Eskandari

Public: Karin Bury-Roller, Caitlin Blood, Seana Brewer, Justin Cabrera

**Approve Agenda**

Donna moves to amend the agenda, Keri has an emergency bill from Todd Hess for \$7100. Chris seconds, all approve. Motion passes.

**Approve Minutes**

Eric moves to approve the June 19th, 2019 minutes. Chris seconds, all approve, motion passes.

**Executive Director Report**

Keri Butler started as ED July 1st, 2019. Met with Melissa, who had very thorough transition plan.

Has met with about 6 staff and PSO president and worked on relationships with key people at TTSD.

Shout out to Ashley Robinson, Karin Bury-Roller, and Ag Program.

Audit is set up for August.

Enrollment looks good. We are at 238 from 213. Charter is approved for 300.

60 approved for Kindergarten, more on waiting list.

#### Remodel

- new exit lights
- New expenditure just sent from Todd Hess for \$7137 from electrician - fire sprinkler and alarm to get new horn strobes in place. Access is needed to equipment on ESD's wall. This is baseline price from electrician, no overhead from Todd Hess. Needs to happen immediately so that construction can continue asap. We need to be ready for Kinder Camp and safety is priority.
- This was not a known expenditure because Deering Management did not respond to their inquiry to inspect in a timely manner.
- Can we ask Deering Management to cover that cost? Justin commits to approaching Deering to ask for \$15,000.
- Scope creep has reached about 50%.

Eric makes a motion to approve the fire system update for \$7137. Alex seconds, further discussion: Justin offers to run the three exchange orders by a colleague to get his professional opinion.

- How does this impact the timeline? We need a guarantee that this project will be finished on time.
- Chris and Justin will follow up with Brandon tomorrow.

Donna makes a friendly amendment to approve the fire system update, contingent on meeting the timeline of August 6th. Chris seconds, all in favor, friendly amendment passes.

Transportation: 3 shuttle stops with 2 busses that will pick up at Metzger, Deer Creek, Templeton. We have 100 students that will be using the shuttle system at this point. The logistics may change depending on the number of students participating. This will not change our start time for 2019-20, but may for 2020-21.

Teacher Inservice: Solid behavioral management segment lead by local author, Michael Grinder. He will come do a personal training for teachers. Plan to tighten up on behavioral management in order to build student achievement. Teachers will streamline their plans.

Connie Stauffer will also be leading a professional development segment to help us achieve higher reading and writing scores.

Equity Plan: TTSD requires by 2023, MITCH needs to have demographics that more closely resemble those of the community. TTSD requires draft by August 1st, 2019. This is all in light of transportation.

Philosophy is not to check boxes, but a values shift, a willingness to provide service to all that come through our doors, to increase access to MITCH.

Action Items - Draft to be sent to TTSD:

1. Build an equity team
2. Build staff capacity around the WHY of equity
3. Connect with Zinnia Un
4. Explore providing breakfast and lunch
5. Explore a backpack program using school garden for families in need
6. Use a weighted lottery program for admissions.

Donna adds, any change to the admissions process needs to be approved by the board. Board will be voting on this in September.

Meeting with Zinnia Un: Shared many resources for how to go about this process, this process feels like a strong bridge between MITCH and TTSD.

Most actionable items are:

1. Creating an equity team

Discussion surrounding MITCH's current equity situation, specifically in using transportation as a solution, and free and reduced breakfast and lunch. Unable to assess specific poverty levels in our school. Chris voices interest in pointedly pursuing transportation and free and reduced breakfast and lunch to students. Discuss obstacle of commercial kitchen. Donna recalls \$250-500,000 at Juanita Pohl.

Discussion of ELL program, access to services from TTSD. By federal law, TTSD has to provide services.

Chris Thoms offers to be a resource going forward in these discussions of equity. Thank you, Chris!

Transportation discussions with Jeff Smoke have gone very well.

Keri sees positive relationships between MITCH and TTSD going forward, with special education, transportation and equity discussions.

### **PSO Update**

None present

### **June Financials**

Net operating surplus

We still have space for students in 1st-4th.

Typo on third page, "Statement of Revenue and Expenditures", dated May 31, 2019 - corrected to June 30th, 2019.

Donna makes a motion to approve the June 2019 financial reports. Chris seconds. Discussion: Alex asks, did line items for Teacher Salaries Licensed and Salaries get compiled into Salaries line item? David Moore needs these now. Donna asks if board would like to defer this vote til July. Donna and Chris do not want to defer, but do want an explanation. Dues and Subscriptions, PERS Employer Contribution and Payroll Taxes seem to be out of whack. Keri will email Kat in the morning to ask for clarification. All approve, motion passes.

### **Officer Elections**

Justin Cabrera, father of Ben Cabrera, saw this as a good opportunity to get involved in the school. He is a Realestate Attourney and has helped MITCH with our building lease. Does not have previous school board experience, but was on a small business board. Chris makes a motion to nominate Justin Cabrera to board directorship to start July 18th, 2019 and end June 30, 2021. Alex seconds. All in favor, motion passes.

Luke Adams has agreed to be the treasurer for the next year. Donna moves to nominate Luke Adams starting July 18th, 2019 and end June 30, 2020. Valia seconds, all in favor, motion passes. He has experience in marketing and a degree in accounting.

Donna makes a motion to nominate herself for board chair for the following academic year, beginning July 18, 2019 and ending June 30, 2020. Chris seconds. All in favor, motion passes.

Chris makes a motion to nominate Justin Cabrera to vice chair, Donna seconds. All in favor, motion passes.

Chris makes a motion to nominate himself for secretary the following academic year, beginning July 18, 2019 and ending June 30, 2020. Valia seconds. All in favor, motion passes. Chris will record minutes in audio and transcribe. Caitlin will let him know who to send minutes to. Valia will take minutes in his absence.

Chris moves to nominate Alex as Vice Secretary. Donna seconds. All in favor, Motion passes.

### **Proposed Meeting Schedule for 2019-20 School Year**

Alex requests to move the meetings forward or back one week due to a work conflict. Donna asks him to generate a list of new dates and rebook August - October meetings at Library. Keri also has a conflict and offers to rearrange.

Thursday, the 21st of May is a meeting that is in the bylaws.

Next two meetings are at the library.

Will vote on schedule August 15th. Will need new dates to consider August 1st.

Need 7 days notice on public meeting.

## **Executive Director Goals**

Tabled until the August 1st work session.

Keri will reach out to Zinnia to attend the work session.

Job of board is financial sustainability. The next year or two we will need to get back on our feet after the remodel and after phasing out middle school.

Alex would like to read through the charter - is it on the website? Donna is forwarding.

Donna asks Keri to get Justin and Alex mitchcharterschool.org emails

Please board members get your address and your names to Alex, so that Alex can register with OSBA. Caitlin will help.

## **Banking Transition**

Donna moves to remove signers from bank account, Todd Olsen, Donn Zinter, Jason Holland, Melissa Meyer, Jacqueline Fassett, Karen Forman. Chris seconds, all in favor, motion passes.

Donna moves to add new ED, Keri Butler, full name Katherine Elaine Butler, as a signer on all three of the MITCH bank accounts. Alex seconds, motion passes.

## **Public Comment**

No public comment.

## **Board Comment**

Donna welcomes new members and new officers. Thanks Karin for interim leadership, Keri for directorship.

Donna makes a motion to adjourn the meeting at 8:45pm. Valia seconds. All in favor, motion passes.