



MITCH
Charter School
Board of Directors

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

MITCH Charter School Board Meeting 12-22-2016

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

Date: December 22, 2016

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

1. Opening Items

Call to Order at 5:09pm

Attending: Jody Blakely, Melissa Meyer, Jason Holland, Donna Capodacqua, Caitlin Blood (via phone)

Motion by Donna to approve the agenda, Jason seconds. All approve.

Motion to approve Draft A of the November Minutes made by Caitlin, seconded by Jason, all approve.

2. Executive Director Update

TTSD presentation went well.
Ashley and her mother's testimony was powerful.

23 applications received for the 2017/18 year

End of year board appeal has raised \$1,030 from 7 families, 9 donations and 1 matching gift.

HVAC system is troublesome. Arrow Mechanical can't keep items running well. We had new smoke detectors installed, not unit #4 is presenting more issues. Melissa is talking to property management company and a MITCH parent to assess the HVAC system and pursue bids on new HVAC management companies over the next 2 months.



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The one day off of school due to inclement weather and lack of heat in building changed the teachers' instructional hours. Melissa will let the board know in January how we can make those up.

Frontier Garden

Parent Amanda Hoffman has been working on the conditional use permit. There is a January 16th meeting with city planners.

WIFI Update

Need to get Sonitrol in to switch the Sonic wall.

New Frontier representative has presented the possibility of a USAC deal, through which MITCH could get a lot of our internet costs covered.

3. PSO Update

PSO purchased gift cards for all teachers to say Happy New Years
During January, the PSO will be working on developing the Caring Closet.

4. Poinsetta Fundraiser Update

123 small poinsettas, 32 large poinsettas, \$2,805 and 1,309 homes.

Jason fundraising efforts

Donated \$500 through the American Endowment Foundation, Intel's donation collection contractor. Intel matched 2x the amount of his donation due to a special – totaling in \$1500 raised by Jason.

Jason also asked a few of his donors from the MITCH100 to submit their donations for matching and believes this may yield another \$500 to \$1000 in funds.

Asked Melissa to watch for Benevity.org or monies coming from the American Endowment Foundation, and to let Jason know when those funds are received.

5. Revenue to Expense Ratio

Tabled until Karen returns



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6. November Financials

Motion made by Jason to approve November financials, Jody seconded. All approve.

7. Authorization for WIFI

Tabled

8. New Seasons Market Bag it Forward Campaign Letter of Intent

Ready to be sent in to Community Coordinator at Nyberg Rivers location for February 2017 eligibility.

9. Development Event

Tabled until Brittany returns

10. Agreement, Conditional Use Permit with A Jesus Church

Jeff, Melissa, Donna, Daniel Golder

May need to have a special meeting on January 5th to approve the agreement between A Jesus Church and MITCH

11. Closing Items

No public comment

No board comment

Meeting adjourned at 5:44pm

*Update November minutes and send to Melissa

2-16-17

BOARD APPROVED

