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Administration:

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

Members:

Donna Capodacqua, <i>Chair</i>	Eric Rasmussen
Jeff Demland, <i>Vice Chair</i>	Lindsie Bailey
Todd Olson, <i>Treasurer</i>	Allison Barber
Karen Forman, <i>Secretary</i>	Chris Thoms
Jacqueline Fassett, <i>Vice Secretary</i>	Valia Eskandari

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## Minutes for 12/20/18 Regular Session.

### 1. OPENING ITEMS

Call to order at 6:32

Amendments to Agenda

Jan 3rd is next work

Jan 17th is regular

#### 1. Roll call, record attendance and guests

Present: Todd, Chris, Donna, Melissa, Karen, Valia, Allison, Eric, Jacqueline

Missing: Lindsie, Jeff

##### a. Guests:

- i. Katie and Loren Craft, who are starting The Community, a new church, and would like to use MITCH's building for its services
- ii. Portland Christian Center- Katie still works there.  
Sundays at 10 am, 1.5 hour service. Time before and after to set up, mingle, and clean up.
  1. Want to bring an idea to use the facility for their plant church. They like the facility as it's safe for children.
  2. Backgrounds in education. Independent of a church. Still working on liability insurance.
  3. Have their official OR corporation license; [thecommunitypdx.com](http://thecommunitypdx.com)
  4. Q1 2019, Jan. 13th is their first meeting at another space
- iii. We will need a contract and Melissa will send a mock up of the one we had with Westside in January to start negotiations. There will be a note about cleaning and keeping the space in good working condition for the MITCH staff.  
Melissa will send along some details of what we'd need for liability insurance.
- iv. To reach them email: [Loren@thecommunitypdx.com](mailto:Loren@thecommunitypdx.com)

#### 2. Approve Agenda

##### a. Donna moves to approve minutes, Todd seconds

Eye - Todd, Donna, Allison, Karen, Jacqueline, Chris, Valia, Eric

Abstentions - none

Oppositions - none

3. Approve November 2018 Minutes
  - a. Donna motions to approve the minutes, Valia seconds  
Approved- Todd, Chris, Donna, Karen, Valia, Allison, Eric, Jacqueline  
Abstentions- none  
Oppositions- none

## 2. Executive Director Update

1. Org performance: 4 tours for contractors. Many calls. Moving along.
2. Teacher evaluations: first round of informal observations last week and this week. 50 minutes each. Second round is in January. Formal observations are from Jan-Mar.
3. English Lang Learner Plan submitted
4. Thank you to instructional team Janet Baker, Karin Bury-Roller, Carissa Brown, Sandra Ottley, Connie Stoeffler.  
Today was the last day of school before winter break.. Busy day. All the books purchased from the Osborne book fair for the teachers were delivered which ended the day on a good note. Thank you to PSO for that.
5. Kinder apps: 38, 9 are siblings. Still have more siblings and we are waiting to receive their applications. Melissa can share demographics.
6. Banner is going back up in January with information about applications and kinder open house.
7. Tualatin Life- Dec 29th.
  - a. Melissa would like a press release about the application, lottery, and open house. Melissa will share these general details with the Marketing committee.
8. Current student count: 224- 2 families moved.

## 3. PSO Update Mary Ellen, PSO

1. Becky Hampson, new Treasurer
2. Book fair was successful, \$6,000 in sales. They had credit to allow the teachers and staff to buy extra books for their rooms and office.
3. McMenamins Restaurant Night- John Barleycorns, March 5th, from 5-close. 50% of all proceeds go to MITCH. This money will be directed to the Board's sumer remodel project..
4. Pizzicato fundraiser night- April 9th.
5. Back to school skating social at Oaks Bottom Park. Last day of Winter break- Jan 9th.

## 4. Charter Renewal Update

1. TTSD has agreed to a mediator. Judge Herndon is the first choice and has been contacted, he has not responded yet.
2. MITCH has met their deadlines for the TTSD deliverables.
3. Tentative date for MITCH's annual update to TTSD Board is still Jan. 28th, 2019.

## 5. Approve November 2018 Financials

1. November Financials- Karen suggests we adjust our projection due to several families (8 students) having moved away. Increase deferred revenue account to offset the extra revenue.
2. See Nov 2018 Financial Report for more.
3. Todd moves to approve November 2018 financials, Donna seconds
  - a. Approved- Todd, Chris, Donna, Karen, Valia, Allison, Eric, Jacqueline
  - b. Abstentions- none
  - c. Oppositions- none

## 6. Marketing & Goals

1. Postcards are being passed out Jan 3rd. to local businesses and family apartment complexes.
2. Year End Appeal- Alison and Jacqueline will get something out soon.
3. Valia is working with the Teach Auction- Valia hasn't heard anything back yet from Jennifer.
4. Jacqueline needs to share the AP's Garden Center for the poinsettias invoice with Melissa.
5. Marketing will work Press Release Kindergarten Open House

## 7. Closing Items

1. Public Comment\*
  - a. Mary-Ellen gave Donna a plaque for her sponsorship of the MITCH marathon.
2. Board Comment\*
  - a. Board member Chris Thoms works for NWEA (Northwest Educational Assessments), wants to use MITCH to research how to optimize MAP reporting. Looking for readability and useability feedback on testing reports. Proposing to bring in a team, access to 4-8 teachers. Will need to be here 1 hour ahead. And will be gone 15 minutes after the testing is done. Will provide lunch, which is not considered payment. Could be over several days.
    - a. Chris will need to submit a brief proposal, with plan, outcomes, and insight into the project. If there is a conflict of interest, the Board will assess and ask for a conflict of interest letter at a later date.
      - i. Chris will be meeting with Melissa to discuss this more.

## 8. Adjourn

Donna moves to adjourn at 7:39

Todd seconds

Approved- Todd, Chris, Donna, Karen, Valia, Alison, Eric, Jacqueline

Abstentions- Chris

Oppositions- none

\*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 THURSDAY JANUARY 3, 2019 6:30 PM to 8:30 PM**

**NEXT REGULAR SESSION THURSDAY JANUARY 17, 2019 6:30 PM to 8:30 PM**