



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*  
Todd Olson, *Treasurer*  
Karen Forman, *Secretary*  
Jacqueline Fassett, *Vice Secretary*

Eric Rasmussen  
Allison Barber  
Chris Thoms  
Valia Eskandari

**Regular Session Meeting Minutes**

**When: 3/21/19 6:30 p.m. to 7:56 p.m.**

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

**Meeting Minutes by: Karen Forman**

**OPENING ITEMS**

**Call to order**

6:35

**Roll call, record attendance and guests**

Present: Melissa, Jeff, Karen, Jacqueline, Donna, Valia, Eric  
Absent: Chris and Alison

Guest, Christina Devlin MaryEllen Rasmussen

**Approve Agenda**

Donna motion to approve agenda, 2<sup>nd</sup> by Todd, approved by all

**Approve February 2019 Minutes**

February Meeting Minutes Motion by Todd, second by Valia, all approved

**Executive Director Update**

Melissa stated we have an architect to prepare the building remodel. Donna asked the board if there should be a dress code, some discussion was had, suggested wait for new Exec Dir and their input.

Enrollment – hit low enrollment of only 216, now 218, after Spring Break 2 new families transferring in from previous charter school Melissa believes enrollment will settle at 220. Melissa shared the confirmed student count for next year, currently there is 33 Kinders on the waiting list, several students on list, expect count to be 246, budget was 232. If open a third kinder class in 2019/20, could pick up 60 kinder students that could then roll forward each subsequent year. Melissa shared a 10-year look with the three kinder classes and how the student count could be sustained.

Melissa shared if the student count goes up beyond the budget count, could consider increases to teacher salaries and benefits will need to take into account for an extra teacher. Board discussion on the topic of adding an additional kinder class for the 2019/20 school year, that would include hiring a new teacher.

Karen made a motion to approve Eric seconded the motion – not to exceed 20 students for the 2019-20 school year, all in favor of the motion. Melissa will inform the teachers and community members and will make calls to the families on the kinder waiting list to invite them to apply and be accepted to MITCH next year

Teacher training and SBAC training going on.

The school had fraud on the account, 2 attempts of passing fraudulent checks. Opening 2 new accounts and adding positive pay on the account cost \$20 each month for NFP.

### **PSO Update**

PSO by Christina Devlin, sending out notices for daughter date dance, \$5 per couple at the Grange. May 19, coordinated with Tualatin Greens for Son date outing cost \$5. Scholastic book fair coming up first week of May, this is Teacher Appreciation week. March 13, PSO meeting, invited Caitlin as guest speaker with Nourishing Neighbors, spoke of AG activities in the class. Christina said Caitlin is an amazing teacher, great addition to the MITCH staff.

Info on Family Game Night, PSO assisting at the Teacher Auction night. PSO will be looking for new board members, Christina will be stepping down from President.

PSO gave a check for \$2,700 from dinner fundraiser from McMenamins.

### **Approve February 2019 Financials**

Todd, financial report, in good shape operating surplus \$192,744 for February, Revenue at 80.3% of budget and 67.9% of expenses. Todd noted that in fundraising we are down compared to where we were last year.

Todd moves to approve the financial reports as presented with changing the explanation to February in the general fund, an S to a \$ on the financial report. Second by Jeff, all approved.

### **Approve 2020-21 Calendar**

Todd made a motion to approve the DRAFT calendar for 2020-21, seconded by Jeff, approved by all has an increase in instruction hours from 176 to 180, in line with governor's requirement for classroom instruction hours.

### **Funding for Remodel**

Funding discussion benched since Chris not at meeting.

### **Exec Director Search**

Executive Search Committee contacted the potential candidates with phone interviews, sent 7 candidates 6 questions, 5 general questions and 1 unique to the candidate. They will begin scheduling interviews with the potential candidates

### **Transition Planning**

The transition document continues to be a work in process. Melissa working with teachers how to teach the 5<sup>th</sup> and 8<sup>th</sup> graders as team teachers for the two classes. One of the teachers may assume working with the 504 students and taking on additional duties during the transition to keep institutional knowledge. The building remodel does not have the construction remodel on the list, will add to the list, thank you Jacqueline for pointing that out.

### **Lease Renewal**

New Lease Renewal, Melissa trying to schedule meeting with property manager. Donna suggest that we need to discuss lease renewal and tenant improvement at the strategic work session.

**Marketing Update**

Marketing update – Teacher auction moving forward nicely, big email for announcement in Friday's Foxtails. May 4 is the auction date. A table sponsor would cost \$240 suggest board members sponsor or buy a table. Tables seat 8 people.

Hanging Baskets, Melissa selling coupons to board members and making available to students.

**Resignation:** Lindsie Bailey has given notice of resignation. Resignation received and accepted by Donna effective 3/21/2019.

**CLOSING ITEMS****Public Comment**

Maryellen Rasmussen asked if there were any snow days to be made up, the answer was no.

**Board Comment**

Eric Rasmussen questioned where to move the Fox Tails sign, they are moving to a more visible area in front of the school.

Adjourn

7:56

**NEXT WORK SESSION SATURDAY APRIL 13, 2019 AT THE TUALATIN CHAMBER  
OF COMMERCE 8101 SW NYBERG ST #102, TUALATIN, OR 97062  
NEXT REGULAR SESSION THURSDAY APRIL 18, 2019 6:30 PM to 8:30 PM**