



MITCH
Charter School
Board of Directors

Inspiring colorful acts of greatness

Administration:

Caitlin Blood, Interim Executive Director
Nicole Hans, Vice Principal

Members:

Sarah Parker, Chair
Jason Johnston, Treasurer
Corey Cabrera, Secretary
Kristen Hoover

Regular Session Agenda
When: 08/03/23 6:30pm
Where: Live, Virtually via Zoom

1. Opening Items:

Call to order by Sarah Parker at 6:36 pm

- Roll call/attendance
 - Present: Sarah Parker, Jason Johnston, Corey Cabrera, Kristen Hoover
 - Guests: Shova Thapa, Ann Lewis, Daniela Balboa, Paula Johnston, Mary Ellen, Neil Tosuntikool, Shannon Fairley, Susan Noack.
- Introduction to Guests:
- Approve Agenda – [Sarah Makes Motion to approve agenda, Jason Seconds. All in favor. Motion Passes.](#)
- Approve minutes – [Corey Makes Motion to approve minutes for July, Sarah Seconds. All in favor. Motion Passes.](#)
- Public Comment:
 - Public comment is limited to the current agenda. Please see below for more information about public comment.
- Election of Neil Tosuntikool – [Sarah Makes Motion to elect August 3rd, 2023 for a one-year term to the board, Corey Seconds. All in favor. Motion Passes.](#)
- [Motion to elect Neil Tosuntikool as secretary. Sarah Makes motion to have Neil begin duties as secretary. Kristen Seconds. All in favor. Motion Passes](#)

2. PSO Updates:

- PSO shared some of their social media updates and dine-out events. Furthermore, the new trex benches were provided for the students recycling efforts with partnership with the Lions Club. Additional items are uniform bins. As soon as teacher assignments happen PSO will post dates for students to decorate teachers doors. A little over 12k in reserves and the PSO has an additional 10k to allocate towards the new playground.

3. ED Update:

- Caitlin provided the board with updates regarding the projected class sizes. A new school counselor was hired. Ms. Freie and mentioned her extensive background and

experience. Sonders will be on staff to help with 5th grade. A new hire is a building-sub who will help exclusively for the “building”. Mr. Wong.

- ☐ Operations – Caitlin provided Turf Samples for the new playground. Radon testing on the building will be done. Caitlin also talked about Hapara - a computer monitoring software that helps track students internet browsing for school computers. Employee handbook will be ready for board review on Aug. 17th. Aug. 14th TTSD will be there to discuss the new Charter. Time is TBD. Submitted Diversity Action Plan, Fixed Assets Report. Audit began on the 25th. State school funding has increased by \$200 per student and Caitlin opened up to the board for discussion on how to utilize the funds. Suggestions include 1 time mid-year staff bonus. Capital Expenses (white boards, shed...etc) Professional Development. Next steps are to work with the bookkeeper on the suggestions and what this looks like from a 5-year plan.
- 4. **Playground Turf Replacement:** Caitlin from Alpha Turf NW \$37,600 – In total we have \$18,300 – Leaving \$19,300 – PSO will provide an extra \$10k – Leaving \$9,300 to be shared between the Board and Reserves. [Sarah Makes Motion to approve the turf replacement project with Alpha Turf NW utilizing the above mentioned funding sources. Corey Seconds. All in favor. Motion Passes.](#)
- 5. [Sarah makes motion to take out up to \\$10k in reserves to make up the difference in the \\$37,600 total project - Corey Seconds. All in favor. Motion Passes.](#)
- 6. **Charter Contract:**
 - ☐ Caitlin discussed the most recent contract with TTSD for charter renewal. Have passed through attorney Matt Lowe at Jordan Ramis and returned with review.
- 7. **Committee Update:**
 - ☐ Sending out invites in FoxTales and Social Media. 26 responses from potential committee members. More communication and updates to come.
- 8. **Kona Ice Fundraiser**
 - ☐ Kristen has set up the fundraiser for the “meet and greet” to help raise funds for the upcoming school year. [Sarah Makes Motion to add Kona Ice Fundraiser. Kristen Seconds. All in favor. Motion Passes.](#)
- 9. **Closing Items**
 - ☐ Public comment:
 - i. Daniela Balboa: Leverage family who has businesses to match the giving amount.
 - ☐ Board
 - i. Kristen is reaching out to City of Tualatin to put in a grant can range from \$1 – \$5k and want to match and we need to decide on how to allocate funds.

[Sarah makes a motion to adjourn the meeting at 8:07pm. Jason seconds. All in favor. Meeting is adjourned at 8:07 PM.](#)



10/31/2023