



MITCH  
Charter School  
Board of Directors

Inspiring colorful acts of greatness

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**School Administration:**  
Caitlin Blood, Executive Director  
Nicole Hans, Vice Principal

**Board Members:**  
Sarah Parker, Chair  
Kristen Hoover, Vice Chair  
Jason Johnston, Treasurer

Neil Tosuntikool, Secretary  
Corey Cabrera  
Susan Noack

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Regular Session Agenda  
When: 2/15/24 6:30pm  
Where: Virtually via Zoom

- **Opening Items:**

- Call to order by Sarah at 6:31pm

- Roll Call/Attendance

- Board/School Administration: Sarah Parker, Neil Tosuntikool, Corey Cabrera, Kristen Hoover, Susan Noack, Caitlin Blood
- Via Zoom: Andrea Clow, Ann Lewis, Elizabeth Atkins, Fran Corey, Kristen Paul, Nicole Hans, Samantha, Shannon Fairley, Stephanie Irving, T.K., Veronica Overton,

- Approve Agenda – Kristen questioned the amount of time for each item. Resolved. Motion to add item to tonight’s meeting, Caitlin to update board on amount of time to come up with Room Clear policy. Sarah seconds. Board approves. Question regarding incomplete line ii under Early Literacy Grant. Discussed and resolved with edit to minutes.
- Approve Minutes – Neil motions to approve minutes from 2-1-24 with the edit that no board vote was needed for the Early Literacy Grant, just open for public comment and discussion. Corey seconds. Board approves.

- **Public Comment:** None

- **Continual Improvement Plan:**

- Required by TTSD as a part of charter
- Caitlin presented and summarized MAP results and identified achievement gaps
- Listed MITCH goals to strategy to achieve them
- Sarah shared that TTSD was impressed by MITCH CIP this year

- **TTSD Annual Report Summary:**

- Caitlin summarized presentation made earlier this week at the TTSD board meeting
- Enrollment at MITCH has stabilized. Projected to be 250 next year

- **Update from E.D. on Timeline for Room Clear Policy:**

- Caitlin and team talked about it and will be ready to bring to board April 4<sup>th</sup>

- **Public Comment Re-Write**
  - Referred to the four samples Kristen sent to board right after last meeting
  - Discussed suggested edits
  
- **Marketing for MITCH/Hispanic/LatinX Population Recruitment**
  - TTSD annual meeting brought up how does MITCH market itself?
  - Recognition that Hispanic/LatinX population is under-represented at MITCH
  - How to market to the community when waitlists already exist?
  - Caitlin – Since majority of marketing comes from “word of mouth”, feels MITCH needs to do better among current Hispanic/LatinX families so that positive feedback builds
  - Sarah – TTSD interested in how to not just market to Hispanic/LatinX families, but is MITCH ready for them if the families do come?
  - Sarah – Creation of flyers and handout materials
  - Sarah – Create a Google Doc for board members to volunteer for community marketing opportunities?
  - Caitlin – Passport to Languages translation services to build up MITCH infrastructure
  - Sarah – School bus program has helped created more access to Hispanic/LatinX communities
  - Sarah – Lack of school lunch program could be a barrier
  - Caitlin – Underserved students are weighted in the lottery
  
- **Director Report Template**
  - Standardize the E.D. update for each in person meeting
  - Move E.D. update to the virtual meeting (3<sup>rd</sup> Thursdays)
  - Highlights of the strategic plan pillars (divide out amongst the months)
  - Caitlin - Rotating strategies from each pillar??
  - Enrollment
  - Current Event Review
  - SWOT? Positives and/or Negatives that the board should be aware of??
  - MAP Updates?
  - Personnel, Staffing
  
- **Lunch Survey Review**
  - Susan – Shannon, Krista, Sarah, Alex and Susan. Moving forward with lunch program with outside vendor. Developed a survey for May pilot program.
  - Neil – Introduction paragraph on what potential school lunches might look like and would be included?
  - Caitlin - Concern over price point question. How to answer if need to participate in free or reduced lunch program??
  - Discussion over how to make survey inclusive but still gather data committee needs
  - How many students would be participating?
  - Stress anonymity
  
- **Committee Updates:**
  - Fundraising/Grants: Only one other person on committee right now, going to focus on matching family contributions with employers. Still need more people to join committee.

- Maintenance: Met virtually on Feb 5<sup>th</sup>. Added a new member. Went through school at maintenance list event, made great progress. Working on technology audit part. Potential gym floor makeover (NIKE grant?) Bathroom beautification project? Rain garden maintenance/makeover. Next meeting beginning of March. Recognition to MaryEllen and Eric. Thank you!
  
- **Closing Items:**
  - Takeaway Action Items Review
    1. Neil – Add action items/old business to the beginning of next meeting’s agenda
    2. Kristen – Feedback (comments) requested in document for public comment paragraph. Kristen to bring back for next meeting.
    3. Sarah – Create marketing/outreach document for the board, creation of flyers and marketing materials in Spanish
    4. Caitlin – To post committee meeting minutes to MITCH website
  
  - Public Comments: None
  - Board Comments: Corey “Good job everyone”
    - Adjourn: Sarah adjourns the meeting at 8:54pm

*Nicole Haus*

**09/09/2024**

*Sarah Parker*

**09/09/2024**