



MITCH
Charter School
Board of Directors

Inspiring colorful acts of greatness

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

Regular Session Agenda

When: 4/18/24 6:30pm

Where: Virtually via Zoom

● **Opening Items:**

Call to order by Sarah at 6:35pm

● Roll Call/Attendance

○ Board/School Administration: Sarah Parker, Neil Tosuntikool, Corey Cabrera, Kristen Hoover, Susan Noack, Caitlin Blood, Jason Johnston

○ Attendees: Jacqueline Nayame, Christine Sanchez, Wendy Sargent, Andrea Clow and Clint Lindsly, Shannon Fairley, Elisabeth Adkins, Shova Thapa

● Approve Agenda – Board approved

● Approve Minutes – Board approved minutes from 3-21-24 and 4-4-24, separately

● **Public Comment:** None

● **Action Items from Previous Meeting**

● Calendar, budget, and room clear policy to be added to next work session - Done

● Kristen: Kona Ice to May 3rd, CPK Dine-Out May 15th – Done and done

● Susan: Needs marketing materials from Caitlin by next Wednesday for meeting – Caitlin sent to Krista but Susan did not get

● Neil: Catch up on minutes and committee charter summary – Minutes done, summary still to do

● **MITCH Charter 24-25 Calendar Review:**

● Caitlin summarized base calendar structure, based off what is known from TTSD

● Some additions to follow, being sensitive to cultural dates

● Sarah: Kudos on professional development day spacing, Read-A-Thon change for next year with PSO

● Caitlin: This is a first DRAFT; second DRAFT coming after TTSD calendar comes out

● Last day would be 11am dismissal (half day)

● No vote needed (not FINAL draft)

● **Board Meeting Calendar (5min)**

● Annual meeting on June 20th, virtual

- Meet once in July, Aug, Sept
 - Rest of calendar year to follow similar in person/work session model, twice a month
 - Jason: Request to have board meeting dates into one combined calendar with school, PSO, etc.
- **Room Clear Policy Second Review:**
 - Caitlin presented overview of 2nd DRAFT of room clear policy
 - Thank you to Kristen for helping with formatting, overview, purpose, etc.
 - Demonstrated how updated DRAFT addressed previous concerns
 - Jason: Question regarding room clear policy vs. room clear plan, Does the board own the incident form?
 - Kristen: Suggests page numbers and date added for version and document control
 - Sarah: Really happy with changes, formatting, teacher feedback, etc.
- **Board of Director Interview Motion**
 - Sarah motions to interview applicant at the next board meeting, Kristen seconds, board approves
 - Susan questions about preferred board size, makeup, time of year to join, etc.
- **Email all Committees about meeting minutes**
 - Covered previous board meeting, this task was completed
- **MITCH Charter Budget Draft Review**
 - Jason did not work with Caitlin or Nicole on this version, but think looks good with a few opportunities for improvement
 - Wise to anticipate loss of future grant funding, increase in teacher salaries, etc.
 - Caitlin: Includes 23-24 budget so that side by side comparison with 24-25, looking at just core budget only
 - Cost of Living Increase is better next year compared to last
 - Sarah: Question about teacher stipends
 - Caitlin confirmed that staff bonuses will be dispersed in June
- **Committee Updates:**
 - Fundraising/Grants: Kristen: brief update, CPK event next month
 - Maintenance: MaryEllen and Eric Rasmussen taken lead of maintenance committee and had a really productive, great day last month
 - Adults only day for building maintenance
 - Garden day where kids can be included coming
- **Closing Items:**
 - Takeaway Action Items Review
 1. Sarah – Send board meeting calendar dates to Caitlin for inclusion to main school calendar (pdf version)
 2. Caitlin – Bring FINAL version of room clear policy to next board meeting for formal approval
 3. Kristen – Email the board and ask for size of jackets and hats for May 14th event

4. Sarah will discuss with Neil offline about getting the board's agenda before it goes out to the public.

AI Next Steps:

5. Sarah will discuss with Neil offline about getting the board's agenda before it goes out to the public.

6. Caitlin will send the dates of the board meetings to Sarah, who will then add them to the main school calendar (Google Calendar) and the school's print calendar.

7. Caitlin will remove the incident form from the room clear policy and instead include it in the major incident report form.

- Public Comments: None

- Board Comments:

- Adjourn: Kristen adjourns the meeting at 7:57pm (Sarah's computer ran out of battery just prior to closing items)

Nicole Haus

09/09/2024

Sarah Parker

09/09/2024