



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  
Krista Brown

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**Regular Session Agenda**

When: 5/16/24 6:30pm

Where: Virtually via Zoom

• **Opening Items:**

Call to order by Sarah at 6:35pm

• **Roll Call/Attendance**

- **Board/School Administration:** Kristen Hoover, Neil Tosuntikool, Corey Cabrera, Caitlin Blood, Jason Johnston, Sarah Parker
- **Attendees:** Alex, Alisha Morton, Divy, Elisabeth Adkins, Jacqueline Nayame, Joe von Hagen, Julai Baldwin, Krista Brown, Madaline Shelton, Sascha, Shannon Fairley, T.K., Julie Hovorak,

- **Approve Agenda** – Caitlin asks to add tentative school calendar approval to meeting so that a DRAFT can be posted to families. Action item already on agenda. Jason - approve vs. discuss?? Motion to change agenda item to discuss. Board approves.
- **Approve Minutes** – 4-18 minutes needed name correction. Motion to approve 4-18 FINAL\_CORRECTED and 5-2 FINAL minutes. Board approves.
- **Approve Financials** – Everything looks good, received funds from TTSD, remains stable and tracking positively. Board approves.

- **Public Comment:** MaryEllen – thank you for adding calendar approval to the meeting tonight. TTSD has a proposed calendar available already (although not finalized) and families really appreciate it.

• **Action Items from Previous Meeting:**

1. Kristen to write blurb about Oregon Agriculture in the Classroom and send to Caitlin for next Fox Tales - DONE
2. Caitlin to contact MITCH parents about cyber security – Done (in progress)
3. Neil to move mystery writing curriculum and calendar 24-25 to next meeting to board planning document June 6<sup>th</sup> meeting - DONE
4. Kristen to create a new board planning document in Excel spreadsheet format – Started but not done or shared with rest of board

- **Discuss Krista Brown's Board Candidacy:**
  - Caitlin felt Krista has already demonstrated her value with work on ESL reading, Jason appreciated Krista's authenticity, Corey recognizes value add already, easy decision really. Kristen impressed by the questions Krista asked.
  - Sarah motions to add Krista Brown to board of directors. Kristen seconds. Board approves. Welcome Krista!
  
- **Review & Approve Community Survey:**
  - Kristen add question regarding how does MITCH support students who excel
  - Add follow up question specifying if lunch program financial support needed
  - Add question if families feel school is aligned with the mission
  - Add question if families are satisfied with their teacher (change from long form answer to scaled response)
  - Add question what events they liked and found most appealing (look at phrasing)
  - Last question - If you had the power to improve MITCH what would you do? And if you could tell someone something great about MITCH, what would it be?
  - Neil – question regarding identifying student grade level? Caitlin and Jason cautioned against.
  
- Kristen motions to approve parent survey with suggested edits and changes suggested. Board approves (including Krista in her first MITCH school board member vote...yeah!)
  
- **Review & Approve Staff ED Annual Review Survey:**
  - Caitlin asked clarifying question how community survey impacts ED annual review. Jason clarified.
  - Board reviewed the survey via Word presentation mode
  - Questions regarding input through board survey vs. communication directly through executive director
  - Board members each checked in and discussed
  - Motion to approved the revised and edited version that was reviewed and send out during the meeting. Board approves.
  
- **Review Employee Agreement Templates:**
  - Caitlin reviewed the updates to this year's employee agreements (all sent out prior to meeting in board meeting packet)
  - Request to remove the term "etc." from 3. Term and Daily Schedule, and replace as to be clearer
  - Caitlin to update and bring to next meeting for approval
  
- **Review Employee Handbook:**
  - Caitlin reviewed the feedback received from board, and changes that were suggested and made
  - Caitlin to continue to incorporate changes and bring back to next meeting
  
- **Approve 2024-25 Budget:**
  - Caitlin reviewed proposed academic year 24-25 budget as sent out in board packet earlier this week
  - No changes. Kristen motion to approve. Jason seconds. Board approves (Krista abstains)

- **Approve 24-25 School Calendar:**
  - Caitlin reviewed proposed 24-25 school calendar
  - One change from last year in November, professional development day moved to November 1<sup>st</sup> (day after Halloween)
  - First day of school would be September 3<sup>rd</sup> for grades 1-5, Kinder Camp September 4-6, then Kinder first day September 9th
  - June 11<sup>th</sup> last day of school (half day)
  - Same start dates as TTSD, winter break, spring break, holidays, etc.
  - Kristen motion to approve sharing with families in DRAFT form, pending finalization from TTSD and ED, Board approves
  
- **Project Committee Updates:**
  - Fund Raising/Grants: CPK fundraiser successful, raised \$491.49, covers Tigard chamber costs (Yeah!), Kona Ice fundraiser raised \$80, mostly due to weather, might want to do another on field day??. Kristen offered connect to Fit Foods with Krista from school lunch committee regarding expiring prepackaged meals for backpack buddies program
  - Maintenance: Security cameras installed (and still being installed), reviewed their placements and safety
  - Maintenance committee had another great event and addressed issues in building and playground
  
- **Closing Items:**
  - Takeaway Action Items Review
    1. Kristen to send DRAFT of new calendar planning document to rest of board
    2. Kristen to potentially add Kona Ice fundraiser approval to next board meeting
    3. Kristen to update Sarah on next steps for staff survey and the community survey
    4. Caitlin post DRAFT form of school calendar to community
    5. Caitlin update teacher agreements before next board meeting
    6. Catlin update employee handbook before next board meeting
  
  - Public Comments: **None**
    - Board Comments: Caitlin shoutout to TK, appreciates all her work. Jason seconds. Kristen thank you to MaryEllen for printing CPK flyers, was a big part of the event's success. Welcome to Krista, the entire board is very excited to have you join.
    - Adjourn: Kristen adjourns the meeting at 8:15pm

*Nicole Haus*

**09/09/2024**

*Sarah Parker*

**09/09/2024**