



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
Krista Brown

Regular Session Agenda

When: 6/6/24 6:30pm

Where: Virtually via Zoom

• **Opening Items:**

Call to order by Sarah at 6:32pm

• **Roll Call/Attendance**

- **Board/School Administration:** Kristen Hoover, Krista Brown, Neil Tosuntikool, Corey Cabrera, Susan Noack, Caitlin Blood, Jason Johnston, Sarah Parker, Susan Noack (via Zoom)
- **Attendees:** Aubrey McCauley, Nicole Hans, Shannon Fairley, Ann Lewis, Ellie, Beth Hudson, Jacqueline Nayame, Kelly Asbra, MaryEllen Rasmussen, Daniela Balboa, Joe von Hagen, Kristen Paul, Laurel Strickler, Ali Frontanpour

- **Approve Agenda** – Sarah motions to move Approve Employee Handbook to the 6-20 meeting. Kristen would like to change from approve to discuss. Board approves.
- **Approve Minutes** – Sarah motions to approve the minutes from 5-24, Corey seconds, board approves. (Sarah and Susan abstain due to missing last meeting)

• **Public Comment:** None

• **Action Items from Previous Meeting:**

- a) Kristen to send DRAFT of new calendar planning document to rest of board - DONE
- b) Kristen to potentially add Kona Ice fundraiser approval to next board meeting – N/A (not going forward with this)
- c) Kristen to update Sarah on next steps for staff survey and the community survey - DONE
- d) Caitlin post DRAFT form of school calendar to community - DONE
- e) Caitlin update teacher agreements before next board meeting - DONE
- f) Catlin update employee handbook before next board meeting - DONE

• **Current Action Items:**

- **Approve Employee Handbook** – Kristen asked if board approval necessary for document. Clarification was yes, since it's a policy document. Also Kristen asked if additional time given for review of documents before board before discussion/approval

- Approve Employee Agreement Templates – Sarah motions to approve as sent out, Corey seconds, board approves
- Approve Mystery Writing Curriculum for 3-5 – Kristen questioned whether curriculum change required board approval. Ms. Hans explained that board approval was needed for this curriculum because it was a grant and required to get board approval for the funding of the curriculum. Sarah motions to approve. Corey seconds. Board approves. (Krista abstains)
- Approve adding Nicole Hans and Sarah Parker as Authorized Signers for the MITCH banking and billing accounts: Bill.com, Heritage Bank, BMO, and Umpqua Bank – Sarah motions to approve, Corey seconds, Board approves.

- **Executive Director Update**
 - Enrollment is at 236 students
 - New TTSD Superintendent, CFO, and Director of Teacher and Learning (Primary MITCH point of contact)
 - Staffing
 - i. Wrapping up annual teacher evaluations
 - ii. Returning staff agreements coming in
 - iii. MITCH currently conducting interviews for anticipated upcoming open positions (to be announced in this week's Fox Tales)
 - Starting 2024-25 with three MITCH staff on maternity leave (long term substitute and coverage plans being formulated)
 - Nicole Hans and Sarah Parker will become authorized signers for bank accounts since Caitlin will be out at the beginning of the school year
 - MITCH seeking quote to update school lighting from fluorescent to LED
 - Neighboring business is updating and replacing the backside of their building
 - Maintenance Crew hosting last party of the year, installed third security camera, one more to go
 - PSO purchased shade structure to be installed this summer (after leveling work done)
 - Impactful Professional Development Day last month (restorative justice work)
 - Caitlin shared a video link on what restorative justice practices are
 - Field Day is tomorrow!
 - Last day of school is next Wednesday, dismissal is at 11am
 - Front Office closes at 11:40am on the 11th and then observes summer hours

- **PSO Update**
 - Last newsletter of the year went out this wee (email from school office)
 - Listed in newsletter and PSO website, what the PSO did this year (not all things visible)
 - PSO survey is out, please fill out if you can
 - Krista Brown moves over from PSO to Board
 - Final PSO meeting of the year 6-10 via June
 - Final Dine Out at Red Robin Tualatin (all day) Tuesday the 10th
 - OBOB looking for two volunteers to run the program along (with two experienced volunteers). Oct-Feb
 - Looking for co-chair for Teacher Appreciation Week next year
 - Looking for committee member for fall fundraiser (Jog-A-Thon, i.e. Fox Trot)
 - Looking for committee member for STEAM night
 - Looking for members at large for other PSO team events and functions

- Sarah – Thank you to Shannon for all your hard work this year! The relationship between the Board and PSO is awesome now.

- **Project Committee Updates:**
 - School Lunch: Pizza day was a big success. Dry run learning opportunity served 2/3rds of the school pizza lunches in one hour. Lunch committee to go back and reflect on learning opportunity, consider what is needed to move forward for next year. Thank you to all who worked to make the day a success. Krista asked if School Lunch, Backpack Buddies, etc. could be made volunteer opportunities on Help Counter. In the future, yes, that is the goal.
 - Safety: Committee last met on 5-13, four regular and committed member, lead by Dani Bailey, Mike Sargent instrumental with camera access for first responder issue, Carline safety barriers, Cascadia preparedness, Kelly Asbra following up on getting the NIKE Grind flooring, Reception window security update, Cell phone and 2-way radio communications tests upcoming, one final meeting to go
 - Finance: Have not had a recent meeting. Need to schedule one before the end of the year.
 - Middle School Charter Summary: Committee summary written and posted to shared drive. How to share summary with public? Short summary next meeting??

- **Closing Items:**
 - Takeaway Action Items Review
 1. Sarah to move Approval of Employee Handbook to 6-20
 2. Review new planning document 6-20
 3. Caitlin to create side by side of previous version of Employee Handbook with new version and send to Board with time for review (one week??)
 4. Corey to follow up with Kristen regarding grant writing and school lighting potential tax credits??

 - Public Comments: None
 - Board Comments: Corey – Impressive the work and accomplishments from the committees this year
 - Sarah – Thank you, appreciate everyone’s time.
 - Kristen – Please take the MITCH family community survey.
 - Adjourn: Sarah adjourns the meeting at 7:31pm

Caitlin Blood

07/15/2024

Sarah Parker

07/11/2024



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Shannon Fairley
Alex L'Allier

MITCH Charter School Lunch Committee

Date: March 19th, 2024

Place: Virtual

Time: 7:15 - 9:00

- A. Opening Items:
 - Welcome - Introductions
- B. The Garage Guest:
 - Shawn and Ali attended our meeting and were very energetic about partnering with MITCH. They currently partner with Horizon for a Bento Box Lunch. They are open to our timeline and will review the menus sent by Sarah this week. They are looking forward to the partnership.
- C. TTSD Conversation - We will be pursuing the opportunity to participate in the Free Lunch Program Piolet for TTSD.
- D. Tigard City Grant - Sarah, Shannon, and Krista presented to the City of Tigard for grant money to fund a lunch program for the 2024-2025 school year.
- E. Survey:
 - 108 families out of 1
 - 96/108 families would like a lunch program
 - 48 families would like it 5 days a week
 - 38 families would like it 3 days a week
 - 93 families with no allergies, 20 families with some kind of allergy
 - 143 students represented in the survey
 - Price - \$4 - 44 families, \$5 - 54 families, \$6 - 16 families, \$7 - 11 families, \$8 - 3 families, \$10 families, and 10 families unable to pay
 - Common Questions and Concerns - Would we have access to a menu in advance? Will it include fruit/vegetable and protein? Would there be options? How would pre-payment work? Concerns about



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Cross-contamination for kids with severe allergies. Will it be hot or cold? Will you need more parent volunteers?

F. Previous Action Items

- Grocery Outlet - Susan
- Costco and Franz Bakery Grant - Check with Caitlin/Krista
- Check-in at the Tualatin Food Pantry possible family food boxes - Krista
- ReEngage with Kent - Sarah
- Meet with TK about possible payment plan - Susan and Sarah
- District Nutritional Services - Alex
- Grant Proff Writer - Shannon
- Grant Supplemental items - Sarah
- Grant Writing - Krista and Sarah
- Next meeting create 2nd survey that is more detailed for board meeting approval on March 21st

G. Timeline

- Next Survey 3/12/24
- Board Approve Survey - 3/21/24
- Menu and order/payment system out by - 4/8/2024
- Families commit to May by 4/16/2024

H. Closing Items

- Next Meeting dates 4/2/2024



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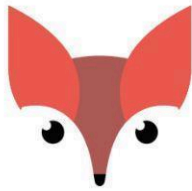
MITCH Charter School Lunch Committee

Date: April 2nd, 2024

Place: Virtual

Time: 7:15 - 9:00

- A. Opening Items:
- Welcome - Introductions - New guest Vicki Gile has a grandson in Kindergarten. She has an experience with backpack buddies at Durham Elementary.
- B. Packed with Pride - You can do a drive-through pick-up on Wednesdays. You can also pick up for families that qualify.
- C. Tualatin Food Pantry - Has after-hours and dental support for families. Families can sign up for local delivery through the school.
- D. Backpack Buddies - Marketing the Backpack Buddies, Susan, and Krista will go to a grocery outlet.
- E. The Headlines Club update:
- No response. They are currently not returning emails.
- F. Lunch program alternatives
- Susan to meet with Pizza Schmizza about alternatives.
- G. Current Action Items
- Grocery Outlet - Susan and Krista
 - Franz Bakery Grant - Waiting to hear back from
 - Tigard City Grant - Waiting to hear back
 - Costco - Krista with drop off application
 - Meet with TK about possible payment plan - Susan and Sarah
 - District Nutritional Services - Alex
 - Shannon - Create a Google doc for Backpack Buddie Pick-up
 - Vicki - Brainstorming possible fundraising collaboration
- H. Closing Items
- Next Meeting: 4/16/2024



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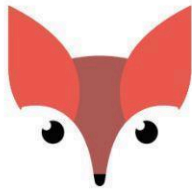
MITCH Charter School Safety Committee Meeting

<http://www.mitchcharterschool.org/board-of-directors.html>

Date: May 13, 2024

Place: In person, MITCH Charter School

- A. Call to Order 5:02pm
- B. Opening Items
 - a. Attendance: Dani Bailey, Caitlin Blood, Kelly Asbra, Mike Sargent
- C. Cameras Update
 - a. 2 installed with visibility of hallways
 - b. Next steps:
 - i. SRO contact
 - 1. Can they enter into 911 CAD system?
 - a. Ask fire department (WCCCA, 911 system)
 - ii. Emergency/Secondary Admin access
- D. Strike Team Update
 - a. Emergency binders done
 - b. Vests labeled
 - c. Backpacks labeled
 - d. Reviewed roles, responsibilities, and staff members
 - e. Supply checklist
 - i. Next steps: Purchase Safety Checklist supplies, reference Mike's list
 - ii. Add pencil pouch in binder with sharpies, pencils
 - iii. Ammo bags for first aid supplies
 - f. Tentative meeting scheduled May 24th
- E. First Aid Supplies re: Strike Teams Discuss
 - a. Mike provided a thorough list of sources for first aid supplies
- F. Anti Choking Devices Update
 - a. 4 are FDA registered, in the process of being certified
 - i. Studies have not been conducted on humans



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- ii. Potential for human error, legal issues could arise
- iii. Fire station is close by

G. Action Items

a. Mike Sargent

- i. Look into adding access to cameras via WCCCA/CAD 911 system
- ii. Looking into compacting carline barriers to install next to gas meter
- iii. Cascadia Earthquake SOP
- iv. Reaching out to Washington County Sheriff's Department to conduct active shooter drills during Winter Break. Identify vulnerabilities and SOPs in building.

b. Dani Bailey

- i. Purchase Safety Checklist supplies, reference Mike's list
- ii. I Love U Guys Training

c. Kelly Asbra

- i. Nike Grind follow up,
 - 1. summer project
 - 2. Connect with Daniella Balboa
- ii. Asking Nightlock for discount and connecting with PSO

d. Caitlin Blood

- i. Gather reception window quotes
- ii. Ask K Schull and/or E Adkins to develop Safety Checklist
- iii. Vulnerability tests for cell phones on staff and subs at all times

H. Meeting Adjourned at 5:54pm

2023-24 Special Projects Committee for Exploration of a Middle School Summary

- The Middle School Committee met on a semi-regular cadence from November 2023 to February 2024
- During the initial meetings it was abundantly clear that there was a very strong desire among the 22+ volunteer committee members for MITCH to expand and/or add back the middle school grades 6-8
- A cursory review of the current 2023-28 charter contract showed that if MITCH did decide to expand and/or add back the middle school grades 6-8, they would have to first submit a proposal for an addendum to the contract for consideration by the TTSD Board of Directors that included the following components:
 - (a) Rationale for the expansion of the program.
 - (b) Description of the instructional program being proposed including the curriculum to be used.
 - (c) A staffing plan.
 - (d) A description of any location or space considerations.
 - (e) A budget for the expansion including a 5-year forecast showing the projected sustainability of the program.
- Several volunteer committee members reached out to local charter school partners including Sherwood Charter School, Three Rivers Charter School and Riverside High School, in an effort to learn more about challenges and success of operating middle school grades
- One volunteer committee member organized and interviewed Kate Pattison, the Director of School Choice, Options and Recovery Education with the Oregon Department of Education, to also learn about the process and challenges expanding and/or adding back the middle school grades 6-8 at MITCH. A few of the primary takeaway items from that conversation were:
 - Middle school is hard. They are seeing more charters drop middle school than add it. Depending on program capacity, program design, and the needs of students, it will be challenging to do well. Really, really careful planning is critical. Talk to other schools. Charters, neighborhood middle schools, private middle schools. Ask what works, what doesn't. Think it all through.
 - A number have stopped offering middle schools in the last five years. Couldn't offer enough support services.
 - A single class of 6th , a class of 7th , and a class of 8th was a challenge. Small class sizes don't always translate well to middle school because it limits the number of peers that can grow and expand.
 - Sometimes, the best option is to put all the energy around the local middle school because they have the space and resources. But she didn't give any details of how that is done.

- The committee also received a presentation/Q&A session from Dr. Beth Hudson, current MITCH 4th grade teacher and former MITCH parent of a student who attended the middle school grades when they were still offered at MITCH. Her direct, firsthand experience was greatly appreciated and the information she shared was quite sobering and enlightening to some. Among the many points she shared, some of the primary ones were:
 - Due to the drastically different needs of Kinder and 1st grade students, compared to the needs and interests of the middle school grades, there was often a “competition for resources” within the school between these family groups depending upon what grade level their students were in.
 - Naturally occurring declining class attrition throughout the K-5 grade MITCH experience meant that often the grades 6-8 classes were very small, to an almost unsustainable degree
 - Efforts to supplementally recruit new students to fill out the middle school grades had the unexpected consequence of introducing new students unfamiliar with MITCH’s culture which required additional time and resources to assimilate and cause less disruption
 - There were behavioral issues associated with having 7th and 8th grade students using and sharing the same facilities (i.e. bathrooms, etc.) with Kinder and 1st grade students. Something that MITCH does not really experience currently.
 - The small grade sizes meant that offering traditional middle school specials such as foreign languages, theatre arts, sports clubs, etc. were extremely difficult

- Soon after these initial meetings, the committee began to experience declining participation. The extremely large and overwhelming scope of the issue was determined to be number one reason. Also, the scale and sheer number of challenges to be worked through was also a significant factor.
- Additionally, although not expressly stated, the timeline required for MITCH to expand/add back in the middle school grades, also seemed like a detractor to the committee. It became quite clear that successfully adding back in the middle school grades would be a multiple year endeavor for MITCH, which would probably not fit the graduating timeline for many of the families involved (including my own).
- Eventually the committee’s lead parent stepped down due to time and other commitments. Although they still held out hope, they no longer felt the project was feasible. Other parents on the committee shared similar feelings. While most still felt the idea was a noble one, the overall feasibility of the project felt daunting.
- Identified challenges and remaining issues to be addressed should this or future committees take back on this work include:
 - Money/resources needed to provide the quality middle school grade specific specials families in TTSD expected
 - Physical space/facilities – In recent years MITCH’s K-5 grades have expanded to the point where there simply did not feel like there was enough space welcome back grades 6-8 without adding a second supplemental location or relocating the entire school

- Staffing – The challenges of having a complete and well-rounded staff necessary for teaching all middle school subjects and specials, especially with such anticipated small grade class sizes, seemed like a challenge that would again create a competition for resources amongst the K-1 grades and the middle school grade needs.