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**Administration:**

Keri Butler, *Executive Director*  
Sandra Ottley, *Director of Curriculum and Instruction*

**Members:**

Justin Cabrera, Chair  
Luke Adams, Vice Chair  
Eric Rasmussen, Secretary  
Jason Johnston, Treasurer

Alex Kalemkeris,  
Chris Thoms  
Allison Barber  
Carol Wojciechowski

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**Regular Session****When: 11/19/2020 6:30 p.m. to 7:20 p.m.****Where: Live, Virtually via Zoom****1. OPENING ITEMS****Call to Order**

Justin called to order at and performed roll call

**Board members present:** Justin Cabrera, Eric Rasmussen, Jason Johnston, Carol Wojciechowski, Keri Butler, Alex Kalemkeris, Chris Thoms

**Guests present:** Caitlin Blood, Heather Wojciechowski, Heather Johnston, Sarah Parker, Ann Lewis, Tracy Waterman, Mario, MaryEllen Rasmussen

**Approve Agenda**

Motion: Changes to the agenda: Adding an additional grade would be a charter violation, so removing item #7 regarding 6th grade discussion.

Justin moved, Carol seconded. No discussion. All in favor, no objections, no abstentions - *approved*

**Approve October Minutes**

Motion: approve October minutes

Justin moved, Alex seconded. No discussion. All in favor, no objections, no abstentions - *approved*

**2. Executive Director Update - Keri Butler**

- Enrollment at a steady stable 219 students
- Quarterly Community meeting 11/16:
  - Keri discussed return to school info from state level: tight regulations from ODE, located in WA county but we have staff & students from neighbor counties that need to be considered also, no return to in-person learning before end of 2nd quarter, doing what we can to prepare for return: HVAC assessment, talking to TTSD about possible CARES act funding, remaining consistent with comprehensive distance learning

- Heather Johnston discussed family stress level survey results: parent stress mirrors staff stress, how to facilitate connection between children
- Updating Core Knowledge curriculum for 3rd & 4th grades this year
- Go Guardian software: possibly will use to block YouTube from student use

### 3. PSO Update - Sarah Parker

- Love Bites dine out went well, gave coffee cards to staff for grading day
- Online Usborne book fair in process, outdoor safe pop up sale went well
- Willamette Valley Pie Co. fundraiser orders 11/20-12/4 through PSO website, safe drive through pick up Friday 12/18 at MITCH, inviting Tualatin Tigard community, Carol will announce at the Tualatin Chamber of Commerce meeting
- Hoop House funded (thanks to final workplace match donation through Benevity)
- MITCH merchandise orders due by 11/20 at midnight
- Free Community Paint Night on Zoom 12/4 - artist mom volunteered to teach, paint, brushes & canvases all provided by PSO, K-2 project & 3-5th project
- Brainstorming how to help out families in need for Thanksgiving meal/giving tree, work with Mrs. Johnston to keep info confidential, PSO just provides resources

### 4. Approve Financials - Jason Johnston

- Staying on track
- State funds based on 240 enrollment, will need to make an adjustment soon

Motion: approve October financials

Jason moved, Justin seconded. No discussion. All in favor, no objections, no abstentions - *approved*

### 5. Equity Update - Caitlin Blood & Heather Johnston

- Equity statement development: continuing to develop statement word choice
  - will present current draft to group of families who expressed interest in equity work at Community Equity Visioning Workshop 12/1 focus: building a culture of inclusivity & belonging to increase family engagement
- Family Engagement committee:
  - 17 ELL students (10 kinder) - already have great progress with online programming, 16 have completed assessment & several logging in regularly, goal is 2x/week for 20 minutes to align with TTSD standards, will then form Zoom groups for further work, includes rewards & prizes, already seeing improvement during class time, families very grateful
- Budget Committee: will send out income verification form to families to help gauge poverty level to better support our community, allows us to gather data

that would be gathered at neighborhood public schools for Free & Reduced lunch program, data would be used for grant eligibility, SSF funding, better for comparison to similar schools in annual report card

- Professional Development Committee: Trauma-Informed Practices PD earlier this year, next step - Culturally Responsive Teaching using Zaretta Hammond's Ready for Rigor framework

#### **6. Marketing Committee Update - Carol Wojciechowski**

- Received acknowledgement of \$10,000 grant from City of Tualatin Emergency Business Grant Program
- Tualatin Times article in process, anticipate being in December or January issue
- Niche.com report: 215 views of MITCH this month, please leave a review on site to help ratings (as board members or as parents), also write Google reviews
- Working on more grants: in process Ford Foundation Grant was closed & will reopen in 2021
- Let Carol know if you have any donation prospects, she'll do the ask for you

#### **7. CLOSING ITEMS**

**Public Comment** - none

**Board Comment**

- Chris - shoutout to Keri & Caitlin for all their work on equity statement & efforts toward equity & diversity for what we can do here in Tualatin & Tigard

**Adjourn Session**

Justin moved, Eric seconded. No discussion. All in favor, no objections, no abstentions -  
*approved*