



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: 11/2/23 6:30pm
Where: In Person and via Zoom

1. Opening Items:

[Call to order by Sarah Parker at 6:31pm](#)

- Roll Call/Attendance
 - Board/School Administration: Sarah Parker, Jason Johnston, Neil Tosuntikool, Corey Cabrera, Kristen Hoover, Susan Noak, Caitlin Blood
 - Attendees: Ian Chapman, Shannon Fairley, Krista Brown, Ann Lewis, Kelly Arbra
 - Via Zoom: Cristen Glover, Nicole Hans, Jenny Burnett, Derek Shirk, Andrea Haslewood, Dani Bailey, Jacqueline Nayame, Saravanan Chinniah, Shova Thapa,
- Approve Agenda – [Sarah motions to move approve agenda. Kristen seconds. Board approves.](#)
- Approve Minutes – [Neil sent out past minutes too late for board review. Sarah motions to move meeting minute approval next meeting on 11-16. Neil seconds. Board approves.](#)

2. Public Comment: None

3. Classroom Spotlight: Mr. Chapman presented in person and online his 4B classroom, talked about 4th grade typical day schedule at MITCH, engaged with board questions, etc.

4. PSO Update:

- Busy month of October, Read-a-thon, Pie Sales, Merch...Thank you!
- Readathon: 207 student participants 87%, more than 121,000 minutes of reading, 6 winning classrooms, winners to be announced, almost \$13,000 in donations
- Thank you to 2nd and 3rd grade families for in-service day lunches
- Dine out at Panera Nov 6th Tualatin, Nov 7th Sherwood
- Candy monster, ready to take unwanted Halloween candy until Nov 8th
- Candy monster carline pickup after the 8th, Blue bags for botte drop at that time
- Paint night, 2 session, Nov 18th, Cooper Mountain downtown Tigard, MITCH parent an instructor, tickets available on PSO website, \$35/person (grownups)
- Next merch order (Send email to MITCH PSO) January??

5. **OSBA Board Training Dates:** Caitlin presents options, majority selects mid-week, in person, at MITCH, 3 hours, with equity lens/perspective focus.
- Sarah motions OSBA board training date with Kristen Miles Jan 25th 6pm to 9pm. Corey seconds. Board approves.
 - Sarah motions to approve \$700 to OSBA for the board training. Corey seconds. Board approves.
 - Sarah motions to cancel January 18th virtual meeting and move agenda items to Feb 4th or December 7th. All approve, motion passes.
6. **Committee Updates:**
- Lunch committee meets next week
 - Middle school committee: Neil to co-chair with another parent (still happening)
 - Safety committee to also meet soon
 - Everyone signed up for a committee is on, no one left behind
7. **Closing Items:**
- Action Items Review
 - i. Caitlin – contact Kristin Miles for training
 - ii. Sarah - Committees to schedule meeting for month of November to report for December
 - Public Comments - None
 - Board Comments
 - i. Corey – Praised Mr. Chapman’s student accountability in the 4th grade
 - ii. Neil – Appreciate the Classroom Spotlight, look forward to more in the future
 - iii. Caitlin – Nicole Hans and Harvest Festival, big thanks to everyone, Sarah Paulin, thank to you families and attendees
 - iv. Sarah – Thank you to everyone involved with Harvest Festival, well done.
 - Adjourn: Sarah adjourns the meeting at 7:38pm

Caitlin Blood

12/14/2023

Neil Tosunfikool

12/13/2023



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Corey Cabrera
Susan Noack

Regular Session Agenda

When: 10/19/23 6:30pm
Where: Online via Zoom

1. Opening Items:

Call to order by Sarah Parker at 6:30 pm

- Roll Call/Attendance
 - Board/School Administration: Sarah Parker, Jason Johnston, Neil Tosuntikool, Corey Cabrera, Kristen Hoover, Susan Noack, Caitlin Blood
 - Attendees: Ann Lewis, Beth Hudson, Derek Shirk, Divy, Josh, Krista Brown, Nicole, Paula Johnstone, Shannon Fairley, Yazid, Tifane Zigmond, Maddy Shelton, Michele Machiels,
- Approve Agenda – Sarah motions to add committee update to board agenda #4. Kristen seconds. Board approves agenda
- Approve Minutes – Neil motions to approve minutes from 9.7.23 and 9.21.23. Corey seconds. Board approves past minutes.

2. Consent Agenda - July, August, and September Financials: Jason summarized everything as expected. Sarah motions to approve. Jason seconds. Board approves past financials.

3. Public Comment: None

4. Committee Updates: Grants update from Kristen; City of Tualatin rejected proposal for mural. Would like to see something with more social impact than a mural. Lunch update from Susan; 1st meeting November 14th. Co-chaired with Sarah. 10 members total.

5. Executive Director Update:

- Enrollment at 240 students
- Read-a-thon extended and going very well
- Harvest Festival, first ever, coming up October 26th
- New hire: Cailee Brown, new instructional assistant
- Hiring part time instructional assistant to help with recess, instructional, and behavioral support, Ime Guzman
- Maintenance items, plumbing review/audit, HVAC
- MITCH now using Square to accept fees and contributions

- [MAP testing historic overview](#)
6. **OSBA Policy Subscription Update:** [Caitlin explains subscription service, relationship with TTSD and OSBA, framework for policy recommendations, \\$600/year cost. Sarah motions to approve OSBA policy subscription. Corey seconds. Board approves.](#)
7. **Closing Items:**
- Public Comments - None
 - Board Comments
 - [Caitlin follow up regarding safety statement from prior meeting, MITCH inline with TTSD and other charter school in terms of reporting safety or emotional impacts with families](#)
 - Adjourn: [Sarah adjourns the meeting at 7:08pm](#)

Caitlin Blood

12/14/2023

Neil Tosunfikood

12/13/2023



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Corey Cabrera
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Regular Session Agenda
When: 10/5/23 6:30pm
Where: In Person and via Zoom

1. Opening Items:

Call to order by Sarah Parker at 6:32 pm

- Roll Call/Attendance
 - Board/School Administration: Sarah Parker, Jason Johnston, Neil Tosuntikool, Corey Cabrera, Kristen Hoover, Susan Noack
 - Attendees: Shannon Fairley, Krista Brown, Ann Lewis, Kelly Arbra
 - Via Zoom: Adira Zellner, Alyson Schmidt-Iverson, Andrea Hasselwood, Derek S., Ely, Josh Moore, Nicole, Madeline Shelton, Paula Johnston, Ramy Gamal Abdelmegeed, Saravanan, Tifane Zigmond, Cheryl De Los Santos
- Introduction to Attendees
- Approve Agenda – *Sarah makes motion remove financials review from tonight’s meeting and to approve agenda; Jason seconds. All in favor. Motion passes – agenda approved.*
- Approve Minutes – *Neil makes motion to approve minutes from 9-7 and 9-21-23; Jason seconds. All in favor. Motion passes – minutes approved.*

2. Public Comment: None

3. Classroom Spotlight: None schedule tonight. Mr. Chapman scheduled for next month.

4. PSO Update:

- Willamette Vally Pie Fund Raiser, Oct 27th pie pickup date, order by Oct 13th Noon,
- Readathon, Mayors of Tualatin and Tigard will come to read as prizes, flyers to be sent out next week
- Friday snacks: treats for teachers, reimbursed by PSO up to \$40 (baked potato bar, veggie, and fruit plates, etc.)
- Scholastic book fair: Thank you to all who supported
- OBOB (Oregon Battle of the Books): Looking for a couple of parents to run
- PSO Dine out Oct 10th Burgerville on Carman Drive 4-8pm

5. Tigard Chamber Update: MITCH joined at the Intro level, Board to (tentatively hold dine out at California Pizza Kitchen Tuesday, November 21st to pay for membership)

6. **Fundraising Committee Report:** Had their first meeting, will meet 4th Thursday of every month going forward. [Kristen motion for CPK fundraiser Tuesday, November 21st. All approve – motion passes.](#)
7. **Fox Trot Update:** Consider pausing Fox Trot Spring 24, move to Fall 24 and PSO, Readathon would move to Board for Spring 25. Discussion. PSO okay with change. [Sarah makes motion to move Fox Trot to Spring 2024-25 school year, Corey second. All approve – motion passes.](#)
8. **ED Safety Update:** Sarah read aloud (written by Caitlin)
9. **Closing Items:**
 - Public Comments (2 emails submitted)
 - Board Comments
 - Kristen asks for grace from meeting attendees, understanding for asking seemingly sometimes difficult questions and board's sometimes limited ability to address directly or specifically.
 - Corey says "Good job Sarah!" All echo his statement.
 - Susan says thanks and appreciates Kristens comments.
 - Adjourn: [Sarah adjourns the meeting at 7:48pm](#)

Caitlin Blood

12/14/2023

Neil Tosuntikood

12/13/2023