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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 Meeting Minutes

**When: 5/27/2021 6:30 p.m. to 7:31 p.m.**

**Where: Live, Virtually via Zoom**

### 1. OPENING ITEMS

#### Call to Order

Justin called to order at 6:35 and performed roll call

**Board members present:** Justin Cabrera, Jason Johnston, Carol Wojciechowski, Allison Barber, Keri Butler, Luke Adams, Alex Kalemkeris, Chris Thoms

**Guests present:** Corey Cabera, Ashley Robinson, Sarah Parker, Ann Lewis, Laurie Osterud, Casey Hyland, Mark Waterman, Caitlin Blood, Megan Atkinson-Young, Heather Johnston

#### Approve Agenda

Keri Butler: Makes some additions.

Add approval of school year calendar

Wrap strategic plan into executive director update

Motion: approve agenda as amended.

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

#### Approve March Regular board minutes

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

#### Approve March 15th work session Minutes

Motion: approve minutes as submitted

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

### 2. Executive Director Update - Keri Butler

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- Two new positions. The first Caitlin will be filling as she is already doing this work and it's just restructuring. It will now be Director of Sustainability. Director of Sustainability assists in the operational, financial, cultural and environmental sustainability of MITCH school.
  - Director of Sustainability position responsibilities include: Participating in the hiring committee, Supporting staff professional development, School garden maintenance, Equity team leadership, Agriculture team leadership, Agriculture program implementation, Health and safety team leader, School wide waste management leaderAdministrative support as needed, Help establish budget priorities
  - Jason comments that he appreciates the thoughtful vision for MITCH's future.
  - This lays the groundwork for moving forward towards our goals and priorities.
  - In addition a second position to be added will be that is a part-time art teacher and a part-time academic interventions specialist:The need for an academic intervention teacher has been constant and has only grown due to distance learning..5 of the art teacher position will be covered by the operational budget and .5 will be covered by the Federal Stimulus Relief that works toward pandemic-related interventions.
  - We have a draft of a new long-term strategic plan.
  - MITCH Charter School is a community where every child experiences a sense of belonging. Here, every student is supported to excel socially, emotionally, and academically through whole-child, student-centered learning....
  - Five core tenants of the vision are: Equitably serve the local student population, cultivate diverse family engagement, develop reflective and culturally responsive staff,create long term financial and operational sustainability, Engage dynamic community partnerships.
  - The board provided comments to provide some action steps and provide metrics under our five key goals to demonstrate measurable steps towards success.
  - Carol wants to change the word "pedagogy" to a word that everyone understands.
  - Luke agrees with Carol.
  - It is agreed to work on more accessible language.
  - Keri would like to see if they should put action steps with the core 5 values of the vision statement.
  - Jason calls the action items "metrics."
  - The Board supports making action steps and metrics as the next stem to strengthening the strategic plan.
  - Keri will continue to build the strategic plan and will continue to present progress.
  - Jason suggest having a committee to focus on the strategic plan and to give input off to the side
  - Jason and Justin are interested.
  - The next item is calendar approval. This calendar follows the district calendar fairly closely, with three days different.
  - The extended school year is no longer being followed. We are no longer trying to become a "school of distinction," meeting standards would have required an extended school year.
  - Justin made a motion to approve the 2021/2022 Calendar. Carol seconded. No discussion. All in favor, no objections, no abstentions - *approved*
- 3. April 2021 Financials - Jason Johnston**
- Jason reports we are in good standing. Addition of SIA Grant to budget. We need a further breakdown to account for the SIA Grant and the ESSER Grant. Jason moves to approve the April 2021 Financials. Luke seconds.

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

#### **4. 2021-2022 Draft Budget - Jason Johnston, Keri Butler, Ashley Robinson**

- List of staff positions in the budget that should have approval for next year:
- There are 250 confirmed seats for next year, but we're budgeting at 240 since we need to budget conservatively
- Regarding payroll, staff leadership is recognized by stipend. There are many staff members who do work beyond their teaching roles, and for that they are given a stipend. Stipends will be used to incentivize greater leadership in the community. Stipends will only be provided to committee members where participation goes beyond their job description.
- Regarding teacher salaries, there is a 4% increase from last year. Increase excludes executive director.
- We are in a point of transition with regards to the SIA and the ESSER grants. We also have to think about investing with an eye towards our future.
- Due to the times we're in, we need to look ahead more in our financial planning.
- Carol asks what line item the stipends are under.
- It is with the teacher salaries. Lumped into the total payroll liability.
- Jason says that the budget is simplified as we pull from 30 or more funding sources. So we're looking to condense information to make it more understandable.
- Justin asks if we need to redo teacher contracts this year.
- Keri says, not typically, as they are two-year contracts with the exception of Caitlin's new position.
- The board is given a complete list of position salaries to approve.
- Approval of the budget with the increases motion given by Justin. Jason seconds.

#### **5. Discussion of Staff Positions**

- Carol thinks we have a wonderful staff.
- Justin moves to approve staff designations. Jason seconds.
- Luke asks that Keri budgeted for 240, but the actual number in the budget was 235. The adjustment was made to budget more conservatively, so the decision was made to keep it at 235.

#### **6. Equity Update -- Caitlin Blood**

- We've been doing professional development to foster culturally responsive teaching. To accomplish this, we've had fish bowl conversations around culturally responsive teaching. This is cultivating a sense of belonging throughout the school. Teachers are excited to hear from their colleagues and take what they've learned back to the classroom.
- On the equity team there is a new addition, Anna Bernard, who is a district learning specialist.
- Focusing on the Street Data Book Talk, we are moving away from evaluating student performance to evaluating student well-being, seeking root causes over quick fixes and practicing deep listening to humanize the process of collecting data.
- Heather Johnston has become lead on school lunches. School lunches are an equity issue due to the fact that many students don't have access to full nutrition at home. This has been a historical barrier for MITCH, as we don't have a kitchen. Without a kitchen, Heather Johnston has been serving lunch to 50 or 60 students. Heather deserves recognition, as she is doing all this meal prep out of a small staff kitchen.
- Keri says that when we have more students in the building next year we'll need to grapple with personnel issues and space issues as the demand for lunch will increase. We'll reevaluate what this will look like next year.

- Jason asks whether there is an opportunity to partner with one of the local public schools.
- If we partner with another school or agency, the food will arrive, but it will need to be heated and stored.
- Heather Johnston comments that lunch is a good conversation starter with kids and relationship builder.
- We held a Neighbors Nourishing Communities plant handout. It was a successful event. It was our sixth year partnering with Neighbors Nourishing Communities. When students get to do the growing it really engages them as community members.

#### **7. PSO Update -- Sarah Parker**

- We need two more parents to sign up for the end of the year parade for all the slots to be filled. The parade is on June 17th from 4pm to 5:30pm.
- All the core leadership positions for the PSO have been filled. Sarah is excited to hold PSO activities in the school again.
- Other tasks include making sure we get the staff coffee on one of the grading days and planning a mural with Keri that will encompass our strategic plan.
- Thanks to all of our volunteers this year.
- We continue to have revenue streams through bottle drop, Amazon Smile, and Fred Meyers.
- Sarah appreciates individual attention to our students' needs and reflects the general appreciation of the families at MITCH for the work the school is doing.

#### **8. Succession Planning - Justin Cabera**

- Board members should continue to reach out to their connections to see if anyone is interested in joining the board. The consensus made about parents vs. community members is that we will accept anyone if they're willing to be objective and put the school's needs in front of their own.
- Corey Cabera is interested in joining.
- Jason says we need to go back and examine how we want folks to apply to the board.
- Luke has spoken to a few people and has not heard back yet.
- Keri heard from someone, and she will pass the name on to the board.
- Deadline is the last June meeting.
- The requirements for joining the board are a letter of intention and a resume
- Qualifications can be found on the MITCH website.

#### **9. Board Comment**

- Luke thanks the budget team for their work on the budget
- Allison again recognizes School Lunches as a step towards equity

#### **10. Public Comment**

- A family is selling chickens to benefit the PSO. Anyone interested should visit the PSO Facebook Page.
- (Go Blazers) Meeting is adjourned at 7:36pm.



