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**Administration:**

Keri Butler, *Executive Director*

**Members:**

Justin Cabrera, Chair  
Jason Johnston, Treasurer  
Chris Thoms

Danielle Olauson  
Corey Cabrera  
Jordan Lundstrom  
Lori Joel

**Mitch School Board Meeting**

**When: January 6, 2022**

**Where: Virtually via Zoom**

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**Agenda:**

1. Roll call, Approve Agenda – Justin
2. Approval of December Meeting Minutes - Corey
3. COVID Report - Keri
4. Approval of financials – Jason
5. AMMENDMENT: Expenditure of filters for filtration system – Keri
6. Executive Director Update - Keri
7. Director of Sustainability report - Caitlin
8. Fundraising - Lori
9. Strategic Plan Goal #3 - Keri
10. Marketing Update - Jordan
11. Agenda & Action Items from 12.2
12. Public Comment - Justin
13. Future Board Agenda and Action Items - Justin

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**1. Roll call, Approve Agenda – Justin**

Board: Corey, Jason, Danielle, Lori, Jordan, Chris

Non-Board: Ann Lewis, Amber Kunz, Megan Atkinson, Paula Johnston, Kirsten Zekle, Caitlin Blood, Keri Butler

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**2. Approval of December Meeting Minutes**

December Meeting Minutes Approved

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**3. COVID Report – Keri**

3 Positive Cases, but only one student where a cohort was notified. Cases to ratio lower than average. MITCH's proactive approach. Moving forward, a weekly update for COVID Cases. TTSD is keeping up on testing kits inventory.



**4. Approval of Financials – Jason**

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October and November Financials. The bookkeeper and our schedule remain off slightly due to the additional work required with our grants. Please read the narrative and ask any questions. As part of review, we will want to discuss the ongoing expense of the classroom HEPA filters and changes we will make to our contract with Hunter Davisson.

**5. HEPA Filters**

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Approval of \$5,135 to budget for HEPA filters.

**6. Executive Director Update**

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- Returning Confirmations for returning families – Looking into class sizes prior to lottery
- Two Jan 18, Feb 15 Parent information nights.
- Lottery is February 17<sup>th</sup>
- Presentation January 24<sup>th</sup>
- Keri participating in Oregon legislative Advocacy – (CHAPTER NAME HERE)
- New cleaners – 3 bids are still in progress. Temp company is hired for 2 months.
- Plan to shift some of SRR3 funds to hire a substitute teacher.
- Suggest to increase hours and fair benefits of current assistant to retain employment.
- Company came to visit - Social Emotional Learning –
- Weighted Lottery slated for next year

**7. Director of Sustainability - Caitlin**

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- Caitlin reviewed MITCH'S board
- Multilingual Learns accounting for 10% of student body
- School waste management is currently at 152 lbs toward the 400 lbs EOY goal

**8. Fundraising – Lori**

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Start A fundraising committee to be formed.

**9. Strategic Plan Goal #4**

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Keri reviewed the strategic goal #4 which included a stable enrollment of 250 students. This number to increase financial viability while still honoring smaller class sizes. Furthermore the marketing committee will increase community outreach to potential new families

School board to form a marketing and fundraising committee. This would aim to develop a program that covers cost of difference between schools operational cost and Student State Funding.

**10. 11.18 Agenda & Action Items - In-person board meeting discussion**

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– Revisit to make it a mandate down the road. – To Keep Zoom

**11. Public Comment - Justin**

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Sarah – Take smaller steps to making/achieving large scale goals.

**12. Future Board Agenda and Action Items - Justin**

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MITCH  
Charter School  
Board of Directors

Inspiring colorful acts of greatness

Board Bio – Lori and Chirs

Fundraising – Lori, Chris

Roles & Responsibilities – Reach out to Jason and Justin

8:52 PM Meeting Adjourned