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**Administration:**

Keri Butler, *Executive Director*

**Members:**

Justin Cabrera, Chair  
Jason Johnston, Treasurer  
Chris Thoms

Corey Cabrera  
Jordan Lundstrom  
Lori Joel  
Daniell Olason

**Mitch School Board Meeting**

**When: October 7, 2021**

**Where: Virtually via Zoom**

Meeting Notes updated September 18, 2021

**Agenda:**

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1. Roll call, Approve Agenda – Justin
2. COVID Status MITCH – Keri
3. Approval of September 16 Meeting Minutes – Jason
4. Executive Director Update – Keri
5. Strategic Plan Goals – Keri
6. Equity Update – Caitlin
7. Marketing Update – Keri/Jordan
8. Approval of August Financials – Jason
9. Approval of Audit Delay and Report Out to November – Jason/Keri
10. Approval of 2021-2022 Board Meeting Calendar – Justin/Jason
11. Public Comment – Justin
12. Future Board Agenda and Action Items – Justin
13. Board Review Candidate Lori Joel – Justin

**1. Roll Call / Agenda Approval**

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**Board Attendees:** Justin, Jason, Corey, Danielle, Jordan, Chris

**Community Attendees:** Ann Lewis, Caitlin Blood, Ann Lewis, Maddy Shelton, Megan Muter, Sarah Parker, Shannon Fairley, Valerie Mengis, Julai Baldwin, Alicia Ernest, Fran Corey

**2. COVID Status MITCH – Keri**

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COVID Status – No COVID Cases Reported. Week of 18<sup>th</sup> many students will be allowed to participate OHSU Covid Testing Program. Sample collection kit will become available where families can collect samples at home and turn them to MITCH and provide to OHSU.



### 3. Meeting Minutes Jason –Sept. 16 minutes approved

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#### 4. Executive Director Update - Keri

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- **Enrollment:** Current enrollment 224 Students. 3 conversations and tours scheduled next week with prospective students. Currently 11 students under budget based on 235 students
- **Audit:** with McDonald Jacobs. Quieter this year compared to years prior.
- **ESSER2:** Submitted documentation reimbursement req. \$81K Under ESSER2.
- **Family monetary contributions:** of 165 families, 34 paid (20%) to date of the \$600 contribution. (Basis of 75% families making contributions)
- **Staff:** Posted Ad for candidates' hourly employee (no benefits) instructional assistant.
- **Facilities:** Fire Marshall at school. Minor electrical issues to be addressed.
- **Caitlin:** ELL Students "ELPA Screener" Test –Tracks growth of disquisition. Not permanent program. Assessments continuously taken "as needed" this is where the instructional assistant could be useful.
- **Received health curriculum:** Elaine Hill working with Keri for Rollout November Target. – First 4 Months - Provide time for parents to preview materials and teachers.
- **ESSER3:** Last federal stimulus package. Application due Oct. 20<sup>th</sup>. Make sure that board has say on budgeting. At first glance, \$181,000 for package. Sept. 2024 is the timeline to allocate and exhaust funds.

Keri - Potential uses mentioned; pay for Summer School, half of Leah's salary (could qualify. Also, instructional assistants and substitutes to pay for teacher collab time), or capital projects. Find means for to be more outside in the rain, covered areas such as structure to cover playground. Additionally, funds could be allocated toward licensed (TITLE HERE) or assistant. Chris – In favor of covered area

Justin - Capital overrun – Find a cost associated with each idea – Qualifiers improvement since COVID.

HVAC – Contractor to come out to assess/replace. Directly tied to COVID. SR3 is more direct.

- A committee was ultimately suggested to be created to discuss. Committee volunteers included; Danielle, Justin, Jason, and Keri

#### 5. Strategic Plan Goals – Keri

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Two academic goals smarter balance assessment database that district uses. They report achievement gap on white and underserved students. Latin X students are improving. Highest in population for underserved.

#### 6. Equity Update - Caitlin

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Equity Update Equip VS Equitable – Ask if public is struggling with the definition. EL Program.

- El Parent Notification Letters sent



- 22 Students in enrollment accounting for 10% of student body.
- Languages represented: Russian, Spanish, Telugu, Arabic, Japanese, Chinese, Nepali, Lithuanian, Farsi and Polish
- Next Steps: Partner with TTSD to develop staff capacity sheltered instruction and push-in model. Roster students with Imagine Learning program
- Translation and Interpretation Services: Contract with Passport to Languages and new website with translation application.

#### **7. Marketing Update – Jordan & Keri**

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- Jordan – Attended meeting with Niche to discuss service and package offerings, results, and associated costs. To weigh Facebook Ads VS working with Niche.
- Marketing “Committee” – Jordan, Dani and Corey – Need to get application start January.

#### **8. August Financials - Jason**

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Bookkeeper clarified page 2 revised statement nothing changed.

#### **9. Approval for Audit Delay – Jason & Keri**

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Nothing formal from McDonald Jacobs, but they wanted to have the extension nothing in review, but time. November expected final report. Board motion to agree by 15<sup>th</sup>.

#### **10. Approval 2021-2022 Calendar – Jason & Justin**

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Include June 30<sup>th</sup>, 2022 since this is technically the last day of the contract for the fiscal year and Board members, like Chris Toms, would roll off effective the next day unless approved to continue. I believe the calendar was approved as is, without changes.

#### **11. Public Comment - Justin**

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There were no public comments

#### **12. Future Board Agenda and Action Items – Justin**

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- Chris – Interesting to have agenda items that deal/space future planning – Reactionary vs planning. What’s next? What’s the vision from the board side. Discussion
- Devote time to board vision 20 minutes
- Agenda items discussion Dani – What do we want to do to make this place better. Let’s go somewhere.
- Keri Strategic Plan Goal 2 and share schoolwide reading data.

#### **13. Board Review Candidate Pool – Justin**

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MITCH  
Charter School  
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Inspiring colorful acts of greatness

Lori Joel. Goals are to help alleviate the outside stresses. With her experience/career in education. As community members, whatever way we can support our teachers to reduce “teacher burnout” (future board agenda?) outdoor movement. Wants to bring ideas and perspective.

Board voted to add Lori Joel to MITCH board