



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: 1/4/24 6:30pm

Where: In Person and via Zoom

● **Opening Items:**

Call to order by Sarah Parker at 6:37pm

- Roll Call/Attendance
 - Board/School Administration: Sarah Parker, Jason Johnston, Neil Tosuntikool, Corey Cabrera, Susan Noak, Nicole Hans
 - Attendees: Shannon Fairley, Krista Brown, T.K.
 - Via Zoom: Ann Lewis, Beth Hudson, Carrie Novack, Divy, Jonathan Mann, MaryEllen Rasmussen, Mike, Yazid Benkhellat,
- Approve Agenda – Sarah motions to remove grants/fundraising update from agenda. Sarah motions to approve agenda. Corey seconds. Board approves.
- Approve Minutes – Neil motions to approve minutes from 12-7-23. Corey seconds. Board approves.

● **Public Comment:** None

● **AUDIT REPORT (Rick Proulx and Carrie Novak)**

- Review of audit and financial statement
- Clean opinion (A+) from Kern Thompson CPA independent audit statement
- For a charter of school of MITCH's size, good financial position
- Overall excellent, clear, and well communicated throughout process

● **PSO Update (Shannon Fairley):**

- Distributed holiday cards to MITCH staff just before winter holiday break
- Merch orders ready for pickup tomorrow at Winter Game Night at Tualatin High School
- Game Night: games, prizes, crafts, open to MITCH families and staff
- Next Thursday
- Thursday, 1-18-24 Pastini Dine Out (40%?, highest of any dine out)
- Blazers game tickets available on the portal, Wednesday March 6th, sales close Feb 2nd, on the PSO website

- **Monthly Financials Update (Jason)**
 - No real changes or highlights
 - Remain on-track despite recent unexpected maintenance costs
 - MITCH budgets for net zero as best as possible
 - School is in a much better place financially, than it was three years ago. Can withstand a rainy day if needed.
 - Jason motions to approve November financial. Sarah seconds. Board approves.

- **Action Items (Nicole Hans, Sarah):**
 - Early Literacy Success Grant – ODE announced new grant effective essentially immediately
 - Will allow MITCH to continue and expand what they are already doing
 - MITCH to send three staff to LETR training, followed by professional development for rest of MITCH staff
 - Shout out to T.K. for taking on grants essentially, and getting the grant application done first 2 weeks of December
 - **CIP Report** – Continuous Improvement Plan: Way for MITCH to weigh goals, and do even better work for kids
 - HVAC work is done!
 - Board Equity Training Update: January 25th, board to meet with Kristin Miles currently a TTSD board member, worked with OSBA and worked with MITCH board before.
 - No virtual board meeting on January 18th. Next meeting will be in person on February 1st

- **Committee Updates:**
 - School Lunch: Held 2nd meeting in December, next meeting is next week.
 - Middle School: Held 2nd meeting December 12th, Cameron Grile setup phone call with Kate Patterson with ODE, excellent written summary to shared with board at next meeting
 - Finance: First meeting on December 12th, next meeting January X

- **Closing Items:**
 - Takeaway Action Items Review
 - 1. Sarah – Add CIP report to next board meeting February
 - Public Comments - None
 - Board Comments - None
 - Adjourn: Sarah adjourns the meeting at 7:52pm

Caitlin Blood

02/20/2024

Sarah Parker

02/19/2024

- **Committee Updates:**
 - School Lunch: Held first meeting last month, Susan, Sarah and 3 others, Susan excited to work on this project, great ideas generated, school lunch to expand to snacks, fresh fruit, etc. Looking to begin snack/fruit program in less than 6 months
 - Middle School: First meeting held November 20th, large group more that 18 members, lots of contacts within group re: local school resources, lots of passion and enthusiasm
 - Fundraising: Looking for more members (down to two currently), notification that CPK \$91 for latest dine out,
 - Safety: Dani Bailey leading, 6 members total, lots of emergency response and planning experience
 - Finance: Planning to meet next Tuesday

- **Closing Items:**
 - Action Items Review
 - i. Caitlin – Add link to Tualatin Food Pantry in Fox Tales, write-up, etc.
 - ii. Caitlin – Add a blurb in Fox Tales to encourage joining fundraising and grants committee
 - iii. Kristen to email edits for the employee handbook to TK
 - iv. (?) Need a strategy for technology summer
 - v. (?) Need to follow up regarding HVAC mistake and cost recoup
 - vi. Susan to develop contact for senior perspective at MITCH
 - Public Comments - None
 - Board Comments
 - i. Corey – Everybody is awesome
 - ii. Sarah – Wishes everyone a Happy Holidays, whichever they may celebrate
 - Adjourn: Sarah adjourns the meeting at 8:47pm

Caitlin Blood

02/20/2024

Sarah Parker

02/19/2024