



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: 12/7/23 6:30pm

Where: In Person and via Zoom

● **Opening Items:**

Call to order by Sarah Parker at 6:36pm

● Roll Call/Attendance

- Board/School Administration: Sarah Parker, Jason Johnston, Neil Tosuntikool, Corey Cabrera, Kristen Hoover, Susan Noack, Caitlin Blood, Nicole Hans
- Attendees: Shannon Fairley, Krista Brown, Alexis
- Via Zoom: Andrea Hasslewood, Ann Lewis, Dani Bailey, Ellie Beres, Fran Corey, Jaqueline Nayame, Kelly and Andrew Asba, MaryEllen Rasmussen, Tracy Senft, Cheryl De Los Santos,

● Approve Agenda – Sarah motions to move approve agenda. Corey seconds. Board approves.

● Approve Minutes – Neil motions to approve minutes from 10-19-23. Corey seconds. Board approves. Neil motions to approve minutes from 11-2-23. Corey seconds. Board approves. Neil motions to approve minutes from 11-16-23 meeting. Corey seconds. Board approves.

● **Public Comment:** None

● **PSO Update (Shannon Fairley):**

- Tualatin Mayor Frank Bubenik was at MITCH reading to the winning class of the Read-a-Thon
- Thank you for Bottle Drop Match success
- Red Robin Dine Out was a success
- December PSO Newsletter went out last week
- MITCH collected 1,279lbs of candy and received \$1 per pound of candy donated
- PSO meeting next Thursday via Zoom
- January 5th PSO hosting game night (Bingo) at Tualatin High School
- Merch Order: Another round of orders, ready for pickup at Jan 5th event
- Wednesday, March 6th, MITCH Charter School Spirit Night at Blazers game

- **Action Items (Caitlin Blood):**
 - Employee Handbook: Written specific for MITCH (some minor differences)
 - i. Possibly revise social media part to “less going so far back in time”??
 - ii. Kristen has a couple of suggested edits, will send to TK
 - iii. Sarah makes motion to approve employee handbook. Corey seconds. Board approves (Kristen approves with the minor, grammatical updates)
 - SSF Funding: Some additional expenses (HVAC, electrical, playground turf). Essentially though, looking good for year-end teacher bonuses. SSF likely to be same next year?? But unknown large budget items like PERS still out there.
 - Enrollment at 241. Looking good there.
 - HVAC Update: *** Sarah motions to move forward with HD estimate of \$14,854.00. Board approves. (Kristen approves contingent upon trying to recoup some of the cost from the original contractor)
 - SIA (Nicole Hans): Counselors doing great work (wish we had more!), Instructional Assistants provide very much needed and consistent support to students
 - Maintenance Committee Scope: Need to redefine technology piece??
 - i. Sarah - MITCH already knows what they have on inventory (technology assets)
 - ii. Caitlin - MITCH admin wishes to streamline/standardize classroom technology. Similar or same projectors, laptops, etc. so that teachers and substitutes can work interchangeably and be more efficient, etc.
 - iii. Jason - Audit still projections still needed for financial planning. Ask TTSD (Todd) to assist with this?
 - iv. ???

- **Community Non-Profit Spotlight:** Danielle Schneider, Executive Director of Tualatin Food Pantry
 - Community organized food pantry
 - Partner based with Oregon Food Bank
 - Staff of >2.0 FTE, 20th Year in existence, 750 volunteer hours per month on average
 - 5,000 sq ft space in the basement of Rolling Hills Church
 - Serve clients 4 days a week from Duram, Tualatin, West Linn, Lake Oswego
 - Clients receive 5 days’ worth of food and hygiene items each visit
 - Fresh eggs, milk, on-site, coolers, freezers, etc.
 - Low barrier service provider (not a lot of questions)
 - How to Help: Social media engagement, volunteer your time (all ages, 10 year and up, elementary with parent, NHS high-school, school food drive, charitable contributions
 - Danielle Q&A

- **SIA (Student Investment Account) Annual Update:** Nicole Hans, MITCH Vice Principal
 - Non-competitive grant, originating around COVID time
 - Provides money for extra support for learners, to make up for missed learning
 - MITCH uses SIA funds for their instructional assistants (IAs), professional development, curriculum, workshop area, counselor
 - Nicole answered submitted questions regarding the grant, successes, challenges, etc.

- **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