



MITCH  
Charter School  
Board of Directors

Inspiring colorful acts of greatness

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**School Administration:**

Caitlin Blood, Executive Director  
Nicole Hans, Vice Principal

**Board Members:**

Sarah Parker, Chair  
Daniela Pratt, Treasurer  
Neil Tosuntikool, Secretary

Corey Cabrera

Susan Noack

Krista Brown

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**Regular Meeting**

When: 12/3/24 6:30pm

Where: In Person and Virtually via Zoom

• **Opening Items:**

- Call to order by Sarah at 6:39pm
- Roll Call/Attendance
  - Board/School Administration: Sarah Parker, Corey Cabrera, Neil Tosuntikool, Krista Brown, Daniela Pratt, Susan Noack, Caitlin Blood
  - Attendees: Shannon Fairley, Shova Thapa, Christine, Ann Lewis, Fran Corey, Colin and Jenny, Kristen Paul, Tifane Zigmund, Shova Thapa, MaryEllen Rasmussen, Diana Ranta, Stephanie Irving Lee, Josh, Julai Baldwin, Diane (ze/zir), Briana Harris, Julie Stewart, Elizabeth Adkins
- Approve Agenda – Sarah's request to move Collaborative Classrooms to the next meeting (Neil to follow up). Sarah motions to approve. Corey seconds. Board approves.
- Approve Minutes – No Board additions or suggested revisions. Neil motions to approve the minutes from 11-19-24. Corey seconds. Board approves.

• **Public Comment:** None

• **Action Items from Previous Meeting**

- Sarah to reach out to Kristen Miles for Board 101 Training with Equity Lens emphasis and Strategic Planning - DONE
- Neil to update planning document in Q2 survey with bus and transportation questions for survey - DONE
- Corey to follow up with TTSD approved contractor/preferred vendor list – DONE
- Corey to reach out to flooring contractor coming in – Still gathering
- Nicole to reach out to Bus Barn regarding when is 2nd bus coming back – DONE but TBD
- Neil to add family survey review to next regular work session - DONE

• **Executive Director Update – Caitlin**

- Enrollment Update: 235 students – right at the magic level where MITCH wants to be
- Ms. Saunders 5A coming back next week,
- Ms. Meyer coming back week of the 16<sup>th</sup>

- Offer being extended to a 2<sup>nd</sup> grade teacher next week
  - Lunch and Breakfast has been very exciting
  - 4<sup>th</sup> grade went to the rice museum
  - 1<sup>st</sup> grade going to OMSI Friday
  - Restorative Justice training last Friday – Was a good, informative session
  - Plea for MITCH parent volunteers, especially car line volunteers
- **Teacher Spotlight - First Grade Team**
    - Ms. Post and Ms. Fazio gave an overview of the typical day of a MITCH first grader
    - Brief question and answer session at the end with the Board
- **PSO Update – Elisabeth**
    - Elisabeth Atkins, communications coordinator for MITCH PSO, filling in for Shannon
    - Over the Thanksgiving break bottle drop 20% match event, successful, final numbers to be reported at the next meeting
    - PSO Blazer Night coming up on Thursday, January 30<sup>th</sup> (no school the following day), all seats will be in two sections closer together, 91 seats already sold
    - Next Dine Out coming up December 11<sup>th</sup> at the Red Robin Nyberg location
    - MITCH uniform exchange bins coming out next week
    - Staff Favorites guide linked on PSO website
    - Family holiday support wrap-up details coming out next meeting
- **OSBA Board Scheduling**
    - Sarah heard back from Kristen Miles the following proposed dates: 1/9, 1/16, 1/21, 1/30, 2/6, 2/13
    - No Board meeting on 1/7 so no to 1/21??
    - Training approximately 3hrs
    - Board agreed to Thursday 2/6 5-8pm in lieu of the regular Board meeting on 2/4 (tentative until Kristen OSBA confirms)
- **Committee Updates**
    - 1) Maintenance – Written update read aloud by Sarah
      - a. Call for new maintenance committee volunteers
      - b. Lots of behind-the-scenes work done, keeps the school safe and running smoothly
    - 2) Garden – Written update read aloud by Sarah
      - a. New hoop house floor material (pea gravel) installed
      - b. “New to MITCH” benches installed
      - c. Worm compost bin installed
      - d. Broken wheelbarrows fixed
      - e. Wood chip materials almost all entirely removed from parking lot
      - f. New materials for garden shed step being purchased, set to be completed by end of the month
    - 3) Nutritional Services
      - a. Krista: First instance of running out of food during lunch, parents PLEASE be sure to fill out the lunch survey (resolved by driving to Tualatin HS to pick up additional lunches)

- b. Dissolving the lunch committee because all project goals have been met
- c. Need to find a volunteer or staff solution for Backpack Buddies next year
- d. New menu items coming to weekly hot lunch rotations
- e. Another plug for parents to PLEASE fill out the lunch survey Thursdays by 1pm, so that the proper amount of food can be ordered and no more running out

- **Closing Items:**

- Discussed need for December 17<sup>th</sup> meeting, Board decided to cancel, next regular meeting will be January 21<sup>st</sup> unless something needing special Board approval comes up before then. In that case, Sarah to call special session and would announce via email.
- **Takeaway Action Items Review**
  1. Sarah to schedule Board meeting training date with Kristen Miles for Thursday, February 6<sup>th</sup> (will replace regular meeting on February 4<sup>th</sup>)
  2. Neil to move Collaborative Classrooms to next meeting agenda on January 21<sup>st</sup>
  3. Caitlin to investigate Backpack Buddies responsibilities (and gravel glue!)
  4. Corey following up with 2 more contractor estimates for the gym flooring
- **Public Comments:** Nate – Question about the maintenance committee and how to join, directed to email MaryEllen at the school office, Diane – Link to lunch survey if sent earlier would be helpful
- **Board Comments:**
  - i. Krista reminded all parents to please fill out lunch survey so that correct amount of food can be ordered for the next week
  - ii. Neil encouraged all parents considering joining and volunteering on the maintenance committee to do so, no need to be intimidated, MaryEllen and Eric are great at assigning tasks well within everyone's "handy" limits
- **Adjourn:** Sarah adjourns the meeting at 8:09pm, next meeting January 21<sup>st</sup> online via Zoom

*Caitlin Blood*

01/30/2025

*Sarah Parker*

02/04/2025