



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: 2/18/25 6:30pm  
Where: Virtually via Zoom

• **Opening Items:**

- Call to order by Sarah at 6:33pm
- Roll Call/Attendance
  - Board/School Administration: Sarah Parker, Krista Brown, Daniela Pratt, Susan Noack, Corey Cabrera, Neil Tosuntikool, Caitlin Blood
- Attendees: Shannon Fairley, Kristen Hoover, Amy Holland, Kristen Rottman, MaryEllen Rasmussen, Kristen Paul, Ann Lewis, Christine, Kristen,
- Approve Agenda – Changes to Agenda: move Financials to next meeting, move interview prospective Board member to March 18<sup>th</sup>. Sarah motions to approve modified agenda, Neil seconds, Board approves.
- Approve Minutes – No further Board additions or suggested revisions. Neil motions to approve the minutes from 1-21-25. Krista seconds. Board approves.

• **Public Comment:** None

• **Action Items from Previous Meeting**

Neil to move Continual Improvement to February 18th meeting agenda - DONE  
Caitlin to add an action item to next Board meeting to solidify the backpack buddy role within school responsibilities - CHECK  
When the audit report gets delivered to the Board, members can send questions to Daniela - DONE  
Neil to add Parent Square question to next family survey 2/18 - CHECK  
Neil to add Read-A-Thon to next meeting - CHECK  
Corey to finalize the Readathon letter with the committee - DONE  
Sarah to email out the finalized Readathon letter once completed – CHECK (once completed)  
Caitlin to investigate the cost and participation of HSA/FSA programs for staff – DONE (miscommunication regarding term invested vs. engaging)

• **Executive Director Update**

- Past mid-year mark, teachers have submitted grades, and completed professional workday including EBIS meetings (Effective Behavior Interventions and Supports)
- Reading data shows overall growth, particularly in MITCH underserved populations

- All newly hired staff are working closely with MITCH experienced teachers and staff
  - New 4<sup>th</sup> grade teacher being hired
  - Student let conferences coming up 3-7-25, 1-2pm, parents please support this event
  - Wrapped up Winter MAP testing grades 2-5 (differentiates MITCH from the rest of district)
  - Have submitted and presented CIP, annual report, and ELD to TTSD last meeting
  - Enrollment currently at 226, open seats in 2, 4, 5 grades. K, 1 and 3 have wait lists.
  - Returning student confirmations 87% responses, (compared to 56% this time last year). 96% of family responses indicate they are returning
  - 65 student applicants for 45 Kinder spots next year (approximately 20 more than last year)
  - Waitlists from 5-11 students long for grades 1-4, 1 application for 5<sup>th</sup> grade, all healthy numbers for MITCH
  - Prospective parent night 2-19-25
  - Described how student lottery process will work on March 5th
  - Nutritional Services Update: Month three of the program is going deliciously! Krista gave a program overview presentation to TTSD last month
  - Family volunteer hours 2,106 vs 1,605 this time last year, 118 out of 178 families have logged at least one hour of MITCH volunteer service
  - Plea for more volunteers, especially lunch recess and PM carline, as well as many other opportunities
  - Board Questions for Caitlin:
    - Are One to One conferences with a student's teacher still possible in addition to student lead conference? Answer: Yes! Always and anytime.
    - How does MITCH MAPP testing how differentiate (positively): Answer: MITCH uses MAPP as a growth tool, multiple points throughout the year. Other districts only use single point a year measures. MITCH staff uses this data to make and modify reading plans, create reading groups, etc.
    - What happens if families don't respond to the returning family survey? Answer: Ms. MaryEllen reaches out for answer.
- **Grant Opportunities – Daniela**
    - NIKE Community Impact Fund Update – Supports play and sport, applicants from all over the world, \$5K-25K,
    - MITCH applied to support gym floor update (thank you Daniela, Krista, and Corey!)
    - Will learn at the end of May
    - Board Question: If MITCH is awarded, how long complete project? Answer: One year from year receiving grant, project must begin, update requirements
- **Strategic Plan - Sarah**
    - Board met with OSBA Kristen Miles 2/4
    - Sarah described Board's role in writing maintaining a strategic plan for MITCH, prosed Kristen help 2 hours towards the beginning, and then another 2 hours later towards the end.
    - Components of Plan: Dialog opportunities, different voices, MITCH family and community engagement
    - Board feedback on Kristen Miles proposal to help with the engagement piece, Neil, Krista, Corey, Daniela, all positive

- Board discussed process and timeline of writing/updating (Professional Development Day at the end of May??) Kristen comes 5-6, Board agrees 5-20, goes to staff on PD day 5-23
- Sarah motioned to approve Board working Kristen Miles (5 hours or less) on updating MITCH strategic plan, Corey seconds, Board approves
- **Continual Improvement Plan (CIP) - Caitlin**
  - Caitlin gave a PowerPoint presentation and overview of MITCH's Continuous Improvement Plan that was submitted to TTSD last month
- **Family Survey Development**
  - Winter Family Survey
    - Sorry read the questions from the Fall Survey
    - Board then discussed additions and revisions:
      - Leave some questions the same, good for continuity
      - Want to add some transportation questions
      - Add a question regarding Parent Square
      - Methods of Communications: What is your family's preferred method? (Check all that apply? Ranking??)
      - Transportation question
      - Parent Square
      - Family volunteer hours question
- **Readathon**
  - Corey updated on MOU between Board and PSO
  - Discussed improvement projects to be funded by the Board portion of the Read-A-Thon funds (led fixtures, upgrading the intercom system, gym floor renovations, and painting updates)
  - Discussed prioritization and management of funds in case less than 100% of goal reached
  - Corey motions to approve the MOU between the Board and the PSO for the Read-A-Thon, Krista seconds, Board approves
  - Clarified number of sponsors desired, overall fund-raising goal
  - Discussed challenges and opportunities of such an ambitious goal
  - Discussed plan and strategy to assign and work leads among Board members, families, etc.
  - Corey makes motion to approve Read-A-Thon Glow and Grow letter, Krista seconds, Board approves
- **Closing Items:**
  - **Takeaway Action Items Review**
    1. Sarah to follow up with Kristen Miles on date infrastructures, attend the regular Board meeting May 6<sup>th</sup>? May 20<sup>th</sup> and May 23<sup>rd</sup>??
    2. Corey, Sarah, and Shannon to work on Read-A-Thon active sponsor list
    3. Corey to meet with Susan to talk about fund raising components
    4. Sarah to have survey ready before parent conferences (QR code/link at front office as parents pass by)

- Public Comments: None
- Board Comments:
  - i. Corey – Appreciates the PSO and the collaboration, have been really helpful
  - ii. Neil – Thank you to all who worked on the MITCH Tualatin Library display, it is a wonderful representation of our school looks amazing!
- Adjourn: Sarah adjourns the meeting at 8:56pm

*Caitlin Blood*

03/07/2025

*Sarah Parker*

03/10/2025