



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  
Daniela Pratt, Treasurer  
Neil Tosuntikool, Secretary

Corey Cabrera

Susan Noack

Krista Brown

---

**Regular Meeting**

When: 3/4/25 6:30pm

Where: In Person and Virtually via Zoom

● **Opening Items:**

- Call to order by Sarah at 6:35pm
- Roll Call/Attendance
  - Board/School Administration: Sarah Parker, Krista Brown, Susan Noack, Daniela Pratt in person. Corey Cabrera, Neil Tosuntikool, Caitlin Blood via Zoom.
- Attendees: Shannon Fairley, Kristen Rottman, Leah Smith, Karen Peña, MaryEllen Rasmussen, Ann Lewis, Christine Sanchez, Holly Cuperus, Lara Shaw, Maria Vincic, Ellie Beres, Nate Beres, Alisha, Ely, Nicole Hans, Justin Berl
- Approve Agenda – No Board requested changes. Sarah motions to approve agenda. Susan seconds, Board approves.
- Approve Minutes – No further Board additions or suggested revisions. Neil motions to approve the minutes from 2-18-25. Krista seconds. Board approves.
- Financials Approval – January financials overview from Daniela. Impromptu Q&A with Board. Daniela motions to approve January financials. Susan seconds. Board approves.

● **Public Comment:** None

● **Action Items from Previous Meeting**

- a) Sarah to follow up with Kristen Miles on date infrastructures, attend the regular Board meeting May 6th? Review May 20th and present May 23rd?? - Done
- b) Corey, Sarah, and Shannon to work on Read-A-Thon active sponsor list - Done
- c) Corey to meet with Susan to talk about fund raising components – Scheduled for 3/5
- d) Sarah to have survey ready before parent conferences (QR code/link at front office as parents pass by)

● **PSO Update – Shannon Fairley**

- McMenamins Dine Out very successful, thank you to all that came out!
- OBOB wrapped up yesterday. Shoutout to Krista and Sarah who ran the program this year. 37,599 pages read! 7.2 books read by each student!!
- Next PSO meeting Thursday, 3/13, all are welcome, merch distribution night
- Family reading night April 4<sup>th</sup>
- Book fair then game night May 2<sup>nd</sup>
- Teacher/staff appreciation week following

- Caitlin thanked the PSO for rocking the MITCH Prospective Parent night, and thanked again for the Tualatin Library display
  - 2/19 Prospective parent huge success, over 100 attendees, most ever
  - Diverse group of parents, with great questions
  - Timeline works for families to apply this year
- **Teacher Spotlight – Leah Smith Reading Intervention Specialist**
    - Sarah took the virtual meeting upstairs to Ms. Smith’s reading workshop room
    - Ms. Smith introduced herself and gave a brief overview of her MITCH experience: 2<sup>nd</sup> grade, art, and reading response intervention
    - Described the process of identifying student needs, designing an intervention based upon the need of each individual student, goal to get all students back to Tier 1 (first level of support)
    - Caitlin expanded and shared how important and vital Ms. Smith is to MITCH 🙏
- **Survey**
    - Family/Staff/Sign-up
    - Sarah read proposed new questions
    - Update on 2<sup>nd</sup> school bus route: Caitlin said no, Bus Barn has notified her that 2<sup>nd</sup> bus is very unlikely
- **Executive Session – Schedule Executive Director Review**
    - April 1st proposed date
    - End of meeting executive session
    - Board to submit question to Sarah prior to April 1<sup>st</sup> meeting
    - Krista to share data by next Board meeting March 18th
- **RAT Update**
    - Create Targeted Family Sponsorship Email -
    - Backpack Flyers
    - Fundraiser Updates
    - Corey provided an update on Chamber event recently attended
    - Corey and Susan to continue to work together to identify local Tualatin and Tigard businesses to approach for potential Read-A-Thon sponsorship
    - Discussion about MITCH hosting a Chamber event, AM options, PM options, etc.
- **Strategic Plan**
    - Corey updated on MOU between Board and PSO
- **Nutritional Services Committee Update**
    - Krista provided an update, committee met and agreed they have met all their goals, Backpack Buddies to be handled by the school in the fall. Krista made a motion to dissolve committee. Board approved.
- **Closing Items:**
    - Takeaway Action Items Review
      - a) Corey to meet with Susan to talk about fund raising components

- b) Sarah to provide Caitlin data by March 18<sup>th</sup>, Board to get questions to Sarah by April 1<sup>st</sup>, questions limited to what Caitlin is reviewed upon
- c) Corey to create a targeted family sponsorship email – highlighting employer match opportunities, networking, etc.
- d) Sarah to identify date for Chamber hosting event in the fall
- e) Neil to add to Chamber business to May virtual meeting to Board planning document
- o Public Comments: None
- o Board Comments:
  - i. Corey – Great job on the dissolution of the Nutritional Services committee!
- o Adjourn: Sarah adjourns the meeting at 8:10pm, please make sure to check out HelpCounter! Thank you!!

*Caitlin Blood*

*Sarah Parker*

03/31/2025

03/31/2025