



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
Jason Johnston, Treasurer

Neil Tosuntikool, Secretary
Corey Cabrera
Susan Noack
Krista Brown

Annual Meeting

When: 7/11/24 6:30pm

Where: Virtually via Zoom

• **Opening Items:**

Call to order by Sarah at 6:33pm

• Roll Call/Attendance

- Board/School Administration: Sarah Parker, Jason Johnston, Corey Cabrera, Neil Tosuntikool, Caitlin Blood, Nicole Hans
- Attendees: Shannon Fairley, Daniela Pratt, Ann Lewis, Diane, Beth Hudson, Stephanie Irving Lee, Yazid Benkhellat

- Approve Agenda – Jason asked to remove Approve Financials from agenda. Caitlin asked remove Caroline Ragon - Apptegy App (just ParentSquare) from the agenda. Sarah motions to approve agenda with the two requested deletions. Corey seconds. Board approves.

- Approve Minutes – Neil motions to approve the minutes from 6-20, Corey seconds, board approves.

• **Public Comment:** None

• **Action Items from Previous Meeting:**

- a. Sarah to send out new board candidate's resume prior to interview at next meeting - Done
- b. Corey to follow up with Aubrey regarding grants/tax credit for new school lighting – Corey reached out to Aubrey but still have not connected. Roll over to next meeting.

• **Executive Director Update – (Nicole Hans)**

- Enrollment Update (243 students confirmed, 3 still on waitlist and still in process of being enrolled)
- Pace Insurance and Technology Update
- Audit Time – Auditors on campus 7/25, will update Board at next meeting
- New liaison with TTSD, Dr. McCall (Assistant to the Superintendent), New TTSD CFO Jessica Seay, New TTSD Controller as well
- Staffing – Interviewing for open positions, offer letters sent out, 4 positions accepted, several open positions to still be filled, August really the big hiring month

- Jason asked to meet with Nicole and Caitlin later to discuss Finance goals for next year working with TTSD
- **Board of Directors Interview: Daniela Pratt**
 - Daniela briefly introduced herself
 - The Board interviewed Daniela from the pre-assigned questions
- **Report and Discussion**
 - **School Communications (Caitlin)**
 - Desire to streamline MITCH/parent communication, Parent Square app platform, approximately \$4K per year, robust and recommended by other MITCH families
 - Brief Parent Square overview video shown
 - Families get to choose all the ways they receive information (phone calls, text, app, etc.)
 - App translation services included
 - Caitlin very excited to begin using the new platform which should be ready to use before the start of the school year
 - Discuss school technology use policy and current practices (time that screens are used in class) - (Sarah & Nicole, Vote)
 - Acceptable Use Policy – Brief overview of tech usage by grade, answered Board questions, Sarah asked to follow up with OSBA regarding next policy update,
 - Review current committee charters and revise if necessary (allow 45 minutes) (Sarah, Vote)
 - No middle school or finance committee for next school year
 - Safety Committee is good as is
 - Maintenance Committee: Proposal to integrate Garden Sub-Committee (Caitlin, Vote) Remove “turf” from maintenance committee charter, Caitlin presented Garden Sub-Committee plan, two existing maintenance committee members would like to step and lead, under guidance of new school agriculture teacher, Sarah motions to add garden sub-committee under maintenance committee, Corey seconds, Board approves.
 - Fundraising and Grant Committee: Sarah opened up to Board ideas for changing from full year long committee but rather individual special project specific, Corey and Susan cautioned that having a dedicated full committee would be beneficial in terms of institutional knowledge and having a basic template ready to go for time sensitive opportunities, Jason suggested Grants and Fundraising two separate entities??, Sarah to put together Committee interest document for the Board to fill out before next meeting
 - Review Family Handbook 24-25 Draft – Overview of shared document comments, short Q&A with Board, put forth for vote, Sarah motions to approve the 24-25 Family Handbook with suggested changes and edits, Corey seconds, Board approves
 - 24-25 PD: Restorative Justice Consulting and Facilitation Services (Caitlin, Vote)
 - Overview from Caitlin regarding new Restorative Justice model and consulting services agreement with Just Outcomes, put forth for Board approval, Sarah motions to move forward approving document with “Not To Exceed \$10K” added, also ensure the scope of work doesn’t change without written admin approval, Corey seconds, Board approves

- ED Leave Plan including “Interim ED” Title Change (Sarah & Nicole, Vote)
 - Overview from Nicole on how she, Leah Smith and Robin Taylor will cover Caitlin’s Executive Director responsibilities while she is on maternity leave. Caitlin returning part-time beginning mid-October (15th?) Full-time in January after the winter break
 - Sarah motions Nicole Hans to Interim Executive Director beginning July 13th, Corey seconds, Board approves
 - Sarah motions to approve maternity coverage plan as presented (part-time starting Oct. 15th, full time in January, Corey seconds, Board approves
- Board Meetings Day of the Week (Sarah) – Sarah presented ideas and logic for wanting to move Board meetings to Tuesdays next year
- **Closing Items:**
 - Takeaway Action Items Review
 1. Sarah to put together Committee interest document for the Board to fill out before next meeting
 2. Sarah to reach out to OSBA regarding next policy update to tech usage in classroom
 3. Sarah to roll Board meeting day of week to the next meeting
 4. Caitlin to edit and add additional specificity and to the Just Outcomes contract
 5. Public Comments: None
 - Board Comments: Thank you!
 - Adjourn: Sarah adjourns the meeting at 9:11pm

Nicole Hans

08/06/2024

Sarah Parker

08/21/2024