



MITCH
Charter School
Board of Directors

Inspiring colorful acts of greatness

School Administration:

Nicole Hans, Interim Executive Director
Caitlin Blood, Executive Director (Leave)

Board Members:

Sarah Parker, Chair
Jason Johnston, Vice-Chair
Daniela Pratt, Treasurer

Neil Tosuntikool, Secretary
Corey Cabrera
Susan Noack
Krista Brown

Regular Meeting

When: 8/1/24 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, Susan Noack, Krista Brown, Daniela Pratt (Yea!), Nicole Hans
- **Attendees:** Amy Holland, Ann Lewis, Shannon Fairley, Diane Mills, Stephanie Irving Lee, Rosa Park Neves

- **Approve Agenda** – Krista requests to add a Board vote for the Lam Research grant to support nutrition services (Sarah will add under School Lunch Committee update), Sarah motions to approve, Corey seconds, Board approves
- **Approve Minutes** – Neil motions to approve the minutes from 7-11 with the only change being the corrected spelling of TTSD CFO Jessica Seay's name, Corey seconds, Board approves.

• **Public Comment:** None

• **Action Items from Previous Meeting:**

- a) Sarah to put together Committee interest document for the Board to fill out before next meeting - DONE
- b) Sarah to reach out to OSBA regarding next policy update to tech usage in classroom – DONE, will update later in meeting
- c) Sarah to roll Board meeting day of week to the next meeting – DONE, sent out poll and will address later in meeting
- d) Caitlin to edit and add additional specificity and to the Just Outcomes contract – DONE, Just Outcomes said there were already statements in the contract to that affect

• **Board of Directors Vote: Daniela Pratt**

- Daniela will step down as voting member of PSO to become voting member of Board
- Sarah enthusiastically motions to bring Daniela on the Board as Treasurer, Susan seconds, Board approves (Welcome Daniela!)

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

- Enrollment Update 241 total, few spots remaining in 2nd and 4th grades, still working waitlist for 2nd grade spots, 4th grade waitlist exhausted
- New playground pergola is built and in place, will provide shade and shelter for the students while on recess (Thank you PSO!!)
- Speed bumps likely coming soon (before school starts), in approval process with building ownership
- Art room sink addition still in process, still looking for affordable bids, getting multiple bids, at least 3, one more still coming in, need at least one more bid
- Cybersecurity upgrade still in process
- Lighting upgrade/replacement looking into costs, etc. (Upgrade to LED and improve gym lighting)
- New art room sink will likely be located over staff bathroom to take advantage of existing plumbing

- **Report and Discussion**

- 1) **Staffing Update (Nicole)**

- Still have 3 openings to fill (Ag, 1st and 4th grade), strong candidates still to be interviewed

- 2) **Review current committee charters and assign board members**

- Special Project Committee for School Lunches will be chaired by Krista and Susan in the next school year, committee will be renamed to Nutritional Services
- Read-a-Thon Spring fundraiser will be chaired by Corey and Jason
- Board members to stay informed about PSO fundraising activities so that they can coordinate their community partnerships and contacts
- Safety committee will continue to be chaired by Caitlin Blood (Nicole Hans in her absence)
- Maintenance committee will also continue to be chaired by Caitlin/Nicole with MaryEllen and Eric Rasmussen
- The garden committee, a subcommittee of the maintenance committee, will be chaired by Neil
- Committee recruitment on Back to School night

- 3) **OSBA Technology Policy Follow Up (Sarah)**

- Sarah contacted OSBA and eventually received approximately 15 attachments from OSBA regarding technology in the school and classroom policies. Lots to sift and work through. Will continue to be an action item.
- Jason reminded the board that MITCH pays (or requests TTSD reimbursement) for OSBA policy updates.
- Sarah to connect with Rick from OSBA to determine if the tech policies are not included in MITCH's current policies and if so, will send out to the board and schedule a work session to determine if the board would like to adopt some or all of them

- Jason offered to help reconcile policies, so Sarah to send to him first

4) Board Meeting Day update (Sarah)

- New board meeting days for school year 24-25 will be Tuesdays, based upon feedback from survey sent out
- 1st Tuesdays will be in person meetings held at MITCH
- 3rd Tuesdays of the month will be online via Zoom
- Sarah motions, Neil seconds, board approves
- Sarah to send updated Tuesday dates to Nicole to be updated on school calendar
- Next board meeting will be Tuesday, September 17th via Zoom
- Tuesday, October 1st board meeting will be in person at MITCH, Tuesday, October 15th via Zoom, and so on following the regular cadence

- **Committee Updates:**

1) Lunch/Nutritional Services (Krista)

- Krista has met with TTSD contact and learned that national school lunch program sponsorship needs to be in place to get TTSD level of nutritional services support
- Sarah and Krista met with Sarah and Nicole and agreed will try offer lunches just on Fridays
- Did not receive grant from City of Tigard, but pursuing similar grant from Lam Research
- Krista motions to apply for Lam Research grant to support nutritional support, Corey seconds, board approves
- Jason reminds and offers T.K. to help with grant application (Nicole approves)
- Krista planning to make Food Pantry trips a Help Counter volunteer opportunity for the upcoming year
- Susan reported Tualatin Chamber annual golf tournament was a big success. Blue bag bottle and can recycling were made available to help support MITCH. Uncertain exactly how much raised. Will also be an honorarium made to the school from the event. MITCH volunteers were much appreciated and got lots of great exposure for the school.

2) Maintenance (Nicole)

- Volunteer members have been working diligently in the school getting everything ready for the back-to-school night and beginning of the school year
- On going work continuing as more ordered pieces come in
- First actual meeting will be after the start of the school year
- Saturday, Augst 24th volunteer garden maintenance day

3) Safety (Hans)

- Has not met since the last board meeting

- **New Board Roles for 24-25**

- Vice-Chair to be Jason, Sarah motions, Corey seconds, board approves
- Treasurer to be Daniella

- Neil continues to be Secretary
- Corey, Susan, and Krista board of directors
- Will continue to recruit new members thoughtfully

- **Closing Items:**
 - Takeaway Action Items Review
 1. Sarah and Jason to review technology policies from OSBA
 2. Sarah to follow up with board members regarding their in-person events for the beginning of the school year
 3. Nicole to update the calendar to with the new board meeting day and dates
 4. Jason action item needed to complete handoff of financials to Daniela
 5. Krista to apply for Lam grant
 - Public Comments: None live, but from the chat Stephanie Irving Lee: new lights needed for art room in addition to the gym
 - Board Comments: None
 - Adjourn: Sarah adjourns the meeting at 7:42pm

Nicole Hans

10/04/2024

Sarah Parker

10/11/2024