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| **Administration:**  *Caitlin Blood, Interim Executive Director* | **Members:**  Danielle Olauson, Chair  Sarah Parker, Vice-Chair  Jason Johnston, Treasurer  Kimberley Lauman, Secretary | Corey Cabrera |

Regular Session Agenda

When: 01/19/23 6:30pm

Where: Live, Virtually via Zoom

1. Opening items:
   1. *Call to order by Danielle Olauson at 6:31pm*
2. Roll call/attendance

Present: Kimberley Lauman, Danielle Olauson, Jason Johnston, Sarah Parker, Caitlin Blood, Corey Cabrera, Nicole Hans

Absent:

Guests: Alicia Wrisley, Ann Lewis, Cheryl De Los Santos, Daniela Balboa, Derek Shirk, Elaine Hill, Elisabeth Adkins, Jacqueline Nayame, Jennifer W, Jesse Johnson, Karissa Brown, Koli Williams, MaryEllen R, Nicole Wong, Paula Johnston, Ramy Gamal Abdelmeged, Russell Corey, Shannon Fairley, Shova Thapa, Stephanie Irving, Tara Boyd, Valerie Mengis

*Approve agenda:*

* 1. *Dani makes a motion to approve the agenda. Sarah seconds all in favor, motion passes.*

Approve 01/05/23 meeting minutes, Kimberley makes a motion to approve, Dani seconds. Jason, Kimberley, Dani, Corey approve. Sarah abstains

1. December financials-Jason
   1. External bookkeeping is not reflecting accurately.
   2. Nicole and the bookkeeper are working on this
      1. Nicole-spoke with the bookkeeper. Issue with the December payment was sent at the end of the month and with our break it fell into an odd spot. The display issue is accounts receivable vs. reality.
      2. Jason-our cash flow is right on track, wants to make sure that our cash flow is reflecting accurately. It’s a communication challenge not actual issue, wants to make sure that the optics are correct.

Jason motion to approve the December financials, Dani second, all approve.

1. Board timeline-Caitlin and Dani
   1. Looking over charter compliance with Nicole
   2. Reviews what should be occurring at each meeting.
   3. Work sessions will be the first meeting of the month
   4. Regular session will be the voting meeting
   5. Kimberley received it too late in the day to offer input for this meeting
   6. Sarah reviewed it and wants to clarify who changes would be going to.
   7. Caitlin suggests that Kimberley would receive the changes and update. Kimberley reiterated that she didn’t receive it soon enough to review for this meeting.
   8. Dani also has not had a chance to review
2. Voting on executive session date-Dani
   1. February 18, 2023 10:00am Dani motion to approve, Sarah second, all approve
3. Annual community survey-Caitlin and Dani
   1. Caitlin shared the survey
   2. Caitlin wants to add a question about lunch and family interest in lunch program, where does MITCH have room to improve…possibly reword the last question.
   3. Board will review with detail at a work session.
   4. The survey could be offered in multiple languages

1. Executive director update-Caitlin
   1. Caitlin shared photos of the work day
   2. Thank you to everyone that showed up to help the school and support the teachers
   3. 3rd grade had a core knowledge event. They built derby cars and tested them for their physics work.
   4. 2nd grade went on a field trip to OMSI
   5. Prospective parent night occurred on 1/17 virtually. 25 or so families showed up.
   6. Fire drill occurred, the kids did great
   7. Annual TTSD presentation. 1/23 at 6:30pm.
   8. Career day is coming up.
   9. Enrollment is at 239
   10. Returning student confirmation paperwork went out this week, first year digital, payment to hold seat is $100
   11. Enrollment lottery is coming up in February
   12. TK is preparing donation letters, and streamlined the check issuing process
   13. Almost finished with SIA grant
   14. Looking at the budget for SY 23-24 draft is due to TTSD by 3/15 final due 5/15 will need to board approval
   15. Tk, Nicole and Caitlin have an HR project they are working on
   16. Menstrual supply dispensers were installed, which will require a lot of education
   17. MAP testing 2-5 coming up in Feb
   18. Hiring a 5th grade co-teacher
   19. Long term sub was found
   20. Nicole Hans is doing staff evaluations
   21. Issued a mid-year check to staff to see where they need help
   22. Strategic plan: Jennifer Wytmans is leading staff development regarding cultural identify in the classroom.
   23. Self-regulation program has rolled out in zones of regulation
2. Interim ED Evaluation survey-Dani
   1. Send anonymous survey to staff for their feedback
   2. Caitlin emailed it out so the board will need to review and be ready to review
3. School calendar changes-Caitlin
   1. 50% staff turnover this year, many started at in-service
   2. 3/24, 5/12, 5/26 Caitlin would like 3/24 and 5/12
   3. We need the board to approve calendar updates
   4. TTSD is also off on 3/24
   5. Survey ED is willing to put out would be around what support they need to childcare
   6. Proposal to add 3/24 and 5/12 as days off. Dani moves to approve, Corey second. Jason, Sarah, Corey, Dani. Kimberley, neh. Motion has passed
4. Public comment:
   1. No public comment
5. Board comment:
   1. Caitlin: grateful to Kimberley for pointing out what needs to be done when we make decisions likes this. Thank you to the board for making a hard choice.
6. Meeting adjourns at 7:32 pm