



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
Kristen Hoover, Vice Chair
Jason Johnston, Treasurer

Neil Tosuntikool, Secretary
Corey Cabrera
Susan Noack

Regular Session Agenda

When: 1/4/24 6:30pm

Where: In Person and via Zoom

● **Opening Items:**

Call to order by Sarah Parker at 6:37pm

● Roll Call/Attendance

- Board/School Administration: Sarah Parker, Jason Johnston, Neil Tosuntikool, Corey Cabrera, Susan Noak, Nicole Hans
- Attendees: Shannon Fairley, Krista Brown, T.K.
- Via Zoom: Ann Lewis, Beth Hudson, Carrie Novack, Divy, Jonathan Mann, MaryEllen Rasmussen, Mike, Yazid Benkhellat,

- Approve Agenda – Sarah motions to remove grants/fundraising update from agenda. Sarah motions to approve agenda. Corey seconds. Board approves.
- Approve Minutes – Neil motions to approve minutes from 12-7-23. Corey seconds. Board approves.

● **Public Comment:** None

● **AUDIT REPORT (Rick Proulx and Carrie Novak)**

- Review of audit and financial statement
- Clean opinion (A+) from Kern Thompson CPA independent audit statement
- For a charter of school of MITCH's size, good financial position
- Overall excellent, clear, and well communicated throughout process

● **PSO Update (Shannon Fairley):**

- Distributed holiday cards to MITCH staff just before winter holiday break
- Merch orders ready for pickup tomorrow at Winter Game Night at Tualatin High School
- Game Night: games, prizes, crafts, open to MITCH families and staff
- Next Thursday
- Thursday, 1-18-24 Pastini Dine Out (40%?, highest of any dine out)
- Blazers game tickets available on the portal, Wednesday March 6th, sales close Feb 2nd, on the PSO website

- **Monthly Financials Update (Jason)**
 - No real changes or highlights
 - Remain on-track despite recent unexpected maintenance costs
 - MITCH budgets for net zero as best as possible
 - School is in a much better place financially, than it was three years ago. Can withstand a rainy day if needed.
 - Jason motions to approve November financial. Sarah seconds. Board approves.

- **Action Items (Nicole Hans, Sarah):**
 - Early Literacy Success Grant – ODE announced new grant effective essentially immediately
 - Will allow MITCH to continue and expand what they are already doing
 - MITCH to send three staff to LETR training, followed by professional development for rest of MITCH staff
 - Shout out to T.K. for taking on grants essentially, and getting the grant application done first 2 weeks of December
 - **CIP Report** – Continuous Improvement Plan: Way for MITCH to weigh goals, and do even better work for kids
 - HVAC work is done!
 - Board Equity Training Update: January 25th, board to meet with Kristin Miles currently a TTSD board member, worked with OSBA and worked with MITCH board before.
 - No virtual board meeting on January 18th. Next meeting will be in person on February 1st

- **Committee Updates:**
 - School Lunch: Held 2nd meeting in December, next meeting is next week.
 - Middle School: Held 2nd meeting December 12th, Cameron Grile setup phone call with Kate Patterson with ODE, excellent written summary to shared with board at next meeting
 - Finance: First meeting on December 12th, next meeting January X

- **Closing Items:**
 - Takeaway Action Items Review
 - 1. Sarah – Add CIP report to next board meeting February
 - Public Comments - None
 - Board Comments - None
 - Adjourn: Sarah adjourns the meeting at 7:52pm

Caitlin Blood

02/20/2024

Sarah Parker

02/19/2024

- **Committee Updates:**
 - **School Lunch:** Held first meeting last month, Susan, Sarah and 3 others, Susan excited to work on this project, great ideas generated, school lunch to expand to snacks, fresh fruit, etc. Looking to begin snack/fruit program in less than 6 months
 - **Middle School:** First meeting held November 20th, large group more that 18 members, lots of contacts within group re: local school resources, lots of passion and enthusiasm
 - **Fundraising:** Looking for more members (down to two currently), notification that CPK \$91 for latest dine out,
 - **Safety:** Dani Bailey leading, 6 members total, lots of emergency response and planning experience
 - **Finance:** Planning to meet next Tuesday

- **Closing Items:**
 - **Action Items Review**
 - i. Caitlin – Add link to Tualatin Food Pantry in Fox Tales, write-up, etc.
 - ii. Caitlin – Add a blurb in Fox Tales to encourage joining fundraising and grants committee
 - iii. Kristen to email edits for the employee handbook to TK
 - iv. (?) Need a strategy for technology summer
 - v. (?) Need to follow up regarding HVAC mistake and cost recoup
 - vi. Susan to develop contact for senior perspective at MITCH
 - **Public Comments - None**
 - **Board Comments**
 - i. Corey – Everybody is awesome
 - ii. Sarah – Wishes everyone a Happy Holidays, whichever they may celebrate
 - **Adjourn:** Sarah adjourns the meeting at 8:47pm

Caitlin Blood

02/20/2024

Sarah Parker

02/19/2024



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MITCH Charter School Board - Lunch Committee Meeting

Date: November 14th, 2023

Place: Virtual

A. Opening Items

- a. Introduction: If you have students in what grade, why do you want to join the lunch committee, and favorite snack?

Susan: Retired, 40-year career in the non-profit world, board planning and strategic development. Hopes to have a possible Kitchen at MITCH. Recess Peanut Butter Cups (small).

Krista: 4th and 2nd grade, heard of students who didn't get lunch, Red Vines.

Jonathan: Daughter in 2nd grade, hoping for a hot lunch program, Kit Kat.

Caitlin: Principle and previous board, food is a huge part of an equitable world, York peppermint candy.

Alex: 4th grade and 2nd grade, want kids to eat well and would love to not make lunch, All Chocolate that is cream-filled, peanut butter M&Ms

- B. Read the [Special Projects Committee for School Lunches](#) document from the board.



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C. Current Food needs:

- a. School supplies breakfast, and snacks currently. Students don't have enough food in their lunch and need more protein.
- b. Breakfast and needy lunch. 15 families need lunch, and 5 families need packed with pride.
- c. Current snacks are donated or paid for by the school. These snacks are cheese sticks, made-good bars, jerky sticks, raisins, apples, and tangerines.

D. Action Steps:

- a. Work with the school on an ideal snack and breakfast list. (Possible protein shakes, oatmeal) - Sarah
- b. What quantities of breakfast and snacks is the school looking for? - Sarah
- c. Grant Committee on Costco Grant. - Sarah
- d. Check with Food Pantry at the Grange - Krista
- e. What other Charter Schools do for Food - Alex (connect with TK)
- f. Contact local businesses on what they can offer. (produce, FM) - Susan
- g. Specific need numbers - Caitlin
- h. Brainstorm food highlights for Foxtails. - Caitlin

E. Closing Items

- a. Next Meeting, Dec 12, 2023 at 7:00 p.m [Virtual Zoom](#)



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MITCH Charter School Lunch Committee

Date: December 12th, 2023

Place: Virtual

Time: 7:00-8:10

A. Opening Items:

- Introduction: If you have students in what grade, why do you want to join the lunch committee, and favorite snack?

Shannon: Has a second grader, She joined the committee to have help with making lunches, and she likes Sour Gummie worms.

B. Number of Snacks:

Snack	Quantity Given Out from 11/16-12/4 (10 school days)
Beef Sticks	8
Granola Bar	12
Fruit Leather	23
Cheese Stick	32
Granola Balls	19
Apple	12
Belvita Bars	3
Total Snacks in 10 school days	109
Snacks/day given out	11



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C. Grange Update:

- Left a message for the coordinator. Krista will make contact with them over break.
- Albertsons gives them Lunchables sometimes.

D. Review of needed snacks and breakfast:

- We'd like to aim toward healthy, protein-rich, and transportable options like yogurt, breakfast beef patties, hashbrown patties, pigs in a blanket, oatmeal cups or packets, whole-grain toast, and butter, Aussie Bites are another high-protein option, but we haven't tried them at MITCH yet. They are full of whole grains and dried fruits but have some sugar in them too.
- Possible paid options for families and possible free options for families that qualify.

E. Chart School Lunch Program Update:

- [National School Lunch Program and School Breakfast Program: Questions and Answers for Charter Schools](#)
- Cascade Heights Charter School has had a North Clackamas district-sponsored lunch program for many years. They have an older larger school building with a full cafeteria and kitchen on site. All food and 1 food prep/service staff (which is all they need to get lunch prepared and served) are completely provided by the district. Heard the district can provide sack lunches.
- Cascade said it was a high administrative task. Tracking, applications, collecting money etc
- Cascade Heights told me they have heard of charters successfully using a private restaurant delivery, Campus Cuisine. I left them a message to find the exact costs but I'm sure since it's local restaurant food, the cost to families would be over double that from the National School Lunch Program, but it is an immediate and healthier option; they use natural and organic ingredients where possible. It is less of an administrative burden for the school not to have to collect money



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or paperwork, and it could possibly be managed by parent volunteers/PSO.

- Sherwood Charter told me today they were “refused” by the Sherwood school district for a district-sponsored program. But didn’t say why. They are, much like us, lacking a cafeteria or dining room, and they use their gym for students to eat lunch. Per the document above, charter schools are to be helped not just refused, to set up such a program, from a state level. I’ve left Sherwood Charter another message to see if they will expound.
- City View Charter - Mymealorder.com

F. Costco Grant

- Sarah will fill out the Costco Grant and submit it to Costco.

G. Action Steps:

- When do the different grades have snacks? Do some of the younger grades have two snacks? - Sarah
- After the break, create a more detailed tracker for snacks - Times of day, grade, and working with a counselor on resources. - Sarah
- OLCC Requirements - Jonathan
- ODE Research on Qualifying for Food Services - Alex
- Continue to connect with Charter schools for additional follow-up - Alex
- Possible School Lunch Interest Options Survey - Susan and Sarah
- Create a cover letter about the program with Tax ID Number - Susan and Sarah (ask Shannon for a copy of PSO letters)
- Campus Cuisine - Quote - Alex
- Panda Express - Krista
- Grange Follow Up - Krista
- Costco Grant - Sarah

H. Closing Items

- Next Meeting, Jan 9th, 2023 at 7:00 p.m Virtual Zoom

MITCH Middle School Exploration Committee

November 27, 2023

Minutes

General Discussion:

The below notes provide an overview of a meeting held by the MITCH Middle School Committee to discuss the possibility of a establishing a middle school.

The committee is composed of Cristen Glover, committee chair, Neil Tosuntikool, a school board member and liaison to the committee, and several parents of MITCH students, including Angela Wu, Cameron Grile, Jenny Shirk, Kristen Rottman, Greg Klof, Joanna Miller, Alyson Schmidt-Iverson, Emily Tindal, Melissa Rubio, and Jill McDonald.

Neil explained the purpose of the meeting and what the board wants to know from the committee. He asks the committee to think about what middle school might look like, what past middle school successes were, and how other charter middle schools operate. He also asked members to share their wish list for the middle school, such as electives, sports, specials, and grade levels.

Next, the committee members introduced themselves and shared their backgrounds and motivations for joining the committee. Some of the members have older children who went from the MITCH K-5 school to other middle schools and had negative experiences. Some of the parents are concerned about the transition to high school and the continuity of the MITCH culture and values, such as small classes, sense of community, and environment of respect. The discussion then evolved into the committee members discussing the timeline and challenges of creating a middle school option for MITCH. They acknowledged that it would take a lot of time and effort to research, plan, and implement the middle school, and that they will face some obstacles, such as finding space, funding, staff, and students. They also recognized that they would need to coordinate with the district and the board, and to get feedback from the MITCH community. They expressed their willingness to work on the project.

Wish List of for Middle School:

- Developing a middle school that includes grades 6-8.
- The inclusion of specials, such as art, music, sports, and agriculture.
- The inclusion of social-emotional learning, much like currently exists at the K-5 school.
- Continuation of equitable teaching for children with learning differences.
- The members acknowledged the need to develop a list of electives.

Issues to Investigate:

- Identifying what middle school may look like (one or two classes per grade level, would the elementary and middle school exist in same building, etc.).
- Understanding MITCHs past middle school successes and failures.
- Understanding how other Charter middle schools throughout the region perform.
 - Sherwood Charter, West Linn, and Three Rivers.
- Develop a list of other Charter middle schools to connect with.
- Understanding state requirements.
- Understanding the financial limitations.
- Develop a way to help transition middle school students to high school.

Challenges identified in implementing a MITCH Middle School:

- Financial limitations.
- The timeline for creating a middle school from the ground up, including finding funding and students.
- The difficulty of finding and retaining staff.
- The difficulty of finding families who may want to enroll students in middle school.
- Understanding why the MITCH middle school stopped in the past.
- Understanding state requirements.
- Space limitations.
- The lease on the current building.
- Maintain positive working relationships within school community while potentially developing and starting new middle school.

Action Items:

- Cristen encouraged all members who have contacts in the education field to reach out to them for information and guidance.
- Alyson will attempt to set up a conversation with the Sherwood Charter principal to learn about their experiences and successes. Cristen will join conversation.
- Jenny plans to talk with her friend from Alberta Rider.
- Neil will ask Kaitlin if she has a contact at TTSD to talk with regarding potential middle school.
- Melissa's husband, Shane, knows the principal of Three Rivers and will talk to her regarding their charter school development.
- Cristen plans to reach out to other contacts and report back to committee.
- Kristen will gather information from a web-based charter, K12 hybrid model.
- Cameron will contact the State of Oregon / DOE individual responsible for charter schools to obtain information about state charter school requirements which may include:

- Developing or amending existing MITCH charter school proposal that outlines the middle school's mission, educational program, governance structure, and financial plan.
- What steps would MITCH need to take to submit or amend existing charter to TTSD or the State Board of Education to approve future middle school.
- Tips on securing funding and/or facilities for the school.
- Tips on hiring staff and enrolling students.
- Determine what academic and financial standards would exist for potential MITCH middle school and adhering to state and federal education laws.

General Reminders:

- Alyson will send notes to Angela, who will in turn place in a Google drive where committee members will review.
- The public is invited to participate in the meetings.
- The MITCH School Board will need to approve any surveys the middle school committee may want to send to current student body.
- Cristen and Neil will ask for input from members on when next meeting will occur.

Mitch Middle School Committee meeting

Meeting Minutes 12/13/2023 6:30 pm, Google virtual meeting.

Present: Angela Wu, Neil Tosuntikool, Emily Tindal, Heidi Cooper, Cristen Glover, Cameron Grile, Greg Klof, Marie Henderson, Joanna Deshmukh

Updates from last meeting:

Cameron Grile reached out to Kate Pattison, M. Ed., Interim Director School Choice, Options, and Recovery Education, OR state Dept of Education.

(contact info: Director's Office Phone: 503-580-5749 (v/t) kate.pattison@ode.oregon.gov | www.oregon.gov/ode)

Next Weds the 20th Neil and Cameron will meet with Kate for a 15 minute phone call to ask clarifying questions about what the requirements and next steps are for creating a charter middle school. Cameron created the following questions:

1. How does a charter school go about adding grades?
2. Does the State have a process? Are there minimum requirements?
3. At what point do we need to engage the school district?
4. What requirements does the state of Oregon have for a charter middle school? Example - do we have to have labs for science classes? Are there assessment standards?
5. Are there a minimum number of specials that have to be offered? Do after school clubs have to be offered?
6. Are there special requirements of the teachers or special credentials they need to have?
7. Do we have to have a separate building for middle school?
8. Can specials (music, art, etc.) have the same teachers for K-5 as 6-8?
9. Who might be an ongoing contact person that we can continue to ask questions of if Kate Pattison is not that person.

Neil checked on the length of the current Mitch building lease, asked Nicole Hans, who shared that in May of 2025 the lease will need to be renewed. We haven't heard if the early childhood intervention program currently in the building will also want to renew or not.

After the holiday break as a committee we may want to identify 4 or 5 areas to look at regarding follow up, perhaps divide into smaller subgroups to address the next steps for pursuing a restart of the middle school grades. The demand and interest in attending middle school at Mitch seems apparent, though the steps to make a middle school happen are currently in process of being determined.

Also after the holiday break we may want to meet with Dr. Hudson to ask what the history is behind the challenges for having middle school grades at Mitch, and any ideas for how to go forward to add them back, if there are known reasons for why they stopped being offered.

Cristen will check w her sister who is a college professor who trains new teachers to see if anyone has specific interest in charter middle school grades or any general tips her sister may have.

Alison and Shane mentioned a plan to talk with 3 Rivers Charter school and Sherwood Charter School to ask how they created and maintain their middle school grades, any suggestions they might offer us.

There was consensus that meeting either the 2nd or 3rd week of January would work best for the committee. Cristen will email the group some suggested dates for the January meeting.



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MITCH Charter School Safety Committee Meeting

<http://www.mitchcharterschool.org/board-of-directors.html>

Date: Nov 14, 2023

Place: Virtual via Google Meet

- A. Opening Items
 - a. Meeting started at 5:00pm
 - b. Present: Mike Sargent, Kelly Asbra, Kelsey Shull, Elisabeth Adkins, Dani Bailey, Caitlin Blood
 - c. Introductions
- B. Board Goals
 - a. Reviewed Board document, understood roles and expectations as assigned by MITCH Charter School Board
- C. Board Committee Charter
 - a. Reviewed and developed the Committee Charter
 - i. Mission and Objectives
 - ii. Budget and Resources
 - iii. Roles and Responsibilities
 - 1. Committee skill sets and expertise
 - iv. Team Operations
 - v. Scope
 - 1. Projects and Tasks
 - a. Safety Checklist
 - b. Community partnerships
- D. Closing Items
 - a. Action Items:
 - i. Survey to schedule next meeting & safety assessment (in person)
 - ii. Create safety checklist
 - b. No questions
 - c. Meeting adjourned at 5:55pm