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**Administration:**

Keri Butler, *Executive Director*  
Sandra Ottley, *Director of Curriculum and Instruction*

**Members:**

Justin Cabrera, Chair  
Luke Adams, Vice Chair  
Eric Rasmussen, Secretary  
Jason Johnston, Treasurer

Alex Kalemkeris,  
Chris Thoms  
Allison Barber  
Carol Wojciechowski

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**MITCH School Board Meeting Regular Session**

**When: 1/21/2021 6:30 p.m. to 8:23 p.m.**

**Where: Live, Virtually via Zoom**

**1. OPENING ITEMS**

**Call to Order**

Justin called to order at 6:30 and performed roll call

**Board members present:** Justin Cabrera, Luke Adams, Eric Rasmussen, Jason Johnston, Carol Wojciechowski, Allison Barber, Keri Butler, Chris Thoms

**Guests present:** Alisha Morton, Alyson Schmidt-Iverson, Amber Kunz, Ann Lewis, Ashley Robinson, Ayda, Beth Hudson, Brad P, Dawn Upton, Dina DeYoung, Elaine Hill, Heather Johnston, Heather Wojciechowski, Holly Cuperus, Kanako, Krista Brown, Lisa Christensen, Maile Belendez, Megan Atkinson-Young, Megan Muter, Jennifer Wytmans, Karissa Brown, Nadia Rousan, Paul Morrison, Raphael Yeshaya, Russell Corey, Ines Benkhellat, Sallie Frank, Samantha Pauley, Sarah Parker, Seana Brewer, Stacie, Tracy Senft, MaryEllen Rasmussen

**Introduction of guest Paul Morrison - Carol Wojciechowski**

- Possibly interested in joining MITCH school board

**Approve Agenda**

Motion: approve agenda as submitted

Justin moved, Luke seconded. No discussion. All in favor, no objections, no abstentions -  
*approved*

**Approve December Minutes**

Motion: approve December minutes as submitted

Justin moved, Carol seconded. No discussion. All in favor, no objections, no abstentions  
- *approved*

**2. Executive Director Update - Keri Butler**

- Enrollment up to 221 with 2 new student transfers, possibly 3 more coming
- 2nd parent education night went well, feeling good about enrollment for next year
- Kinder applications: 42 submitted for 57 seats available
- 99% of current families indicated that they intend to return next year!

- Tualatin Life ad and article ran this month
- 1/25 Keri making annual presentation to TTSD Board, presentation requirements: financial overview, academic achievement & goals, equity update, comprehensive distance learning progress of this year, how to handle return to in-person learning
- Jason, Ashley, Keri, & 2 TTSD Admins (Darren Bernard & David Moore) met today re: how to access federal funds for reopening to in-person (possibly \$25,000-\$35,000, with another payment still to come), supports TTSD can provide to MITCH, TTSD shared the guide created to move back into in-person, SSF update: downturn in enrollment means payments are based on previous year's enrollment, so should be seeing an increase in SSF payments, overall positive meeting & communication
- HVAC upgrade - working with Jason & Ashley, 3 bids received - different interpretations of state requirements, need to know air flow readings, can system handle MERV 13, will also increase cost of heating the building (will be bringing more outdoor cold air in), will increase maintenance costs (need to consider for budget planning moving forward), helpful info for negotiations with landlord re: rent forgiveness
  - Comfort Flow (current HVAC maintenance provider): \$9,963 (install bi-polar air purifier in existing 9 rooftop units & use MERV 8 filters) or \$694.18 quarterly expense increase (MERV 13 filters changed quarterly)
  - Hunter Davison: \$8,541 (install GPS Needle Point Bipolar Ionization in existing 9 rooftop units, install MERV 13 filters)
  - Oregon Heating & Cooling: \$21,985 (test & balance report for building, increase outside air flow through economizer or OSA dampers, install 17 air scrubber UV systems)
- Reopening school discussion: parent meetings 1/22 & 1/25 to present parent community with information about possibility of hybrid, earliest possible start date 3/8/21, teachers concerned about loss in teacher directed time & change in routine for students, can stay in current e-school format or add LIPI option, school not ready for in-person yet as state guidance continually changing (currently 160 metrics to be met to return in building), so many unknowns about virus & vaccine, will ask for parent feedback with survey 1) what's best for the entire MITCH community 2) what's best for your family
- Board discussion: Considering educational benefit, safety considerations & financial implications - is it best to keep in current e-school model for this school year, Allison & Carol will attend the parent meetings to give board statement

### 3. PSO Update - Sarah Parker

- Request: possibly move PSO update before Exec director update in agenda in future?
- Working on expanding PSO leadership team

- Working on budget, possibility of purchasing water bottle fill station for school or hiring local artist to create mural on large wall in hallway
- Working with Caitlin to build hoop house previously fundraised for
- Upcoming events:
  - Teacher Appreciation lunch 2/26: 1st & 4th families donating money for Chipotle
  - 2/9 Native Foods Dine-Out vegan restaurant
  - 3/2 Panda Express Dine-Out, nationwide fundraiser at any Panda location
  - March - all school Virtual music night

#### **4. Approve December Financials - Jason Johnston**

Motion: approve financials as submitted

Jason moved, Justin seconded. No discussion. All in favor, no objections, no abstentions  
- *approved*

- Discussion re: when to adjust revenue projection? TTSD validated current projection so no changes at this point, will propose change once all info received from TTSD

#### **5. Marketing Committee Update - Carol Wojciechowski**

- Tualatin Life article & ad ran this month, article will be in Tigard newspaper in March

#### **6. CLOSING ITEMS**

##### **Public Comment**

*Sarah*: comments re: struggle getting vaccinations for 1A, challenges of hybrid

*Amber*: comments re: challenges of hybrid schedule with multiple siblings, agrees with working on return in Fall, teachers doing great this year

*Paul*: comments re: thanks for invitation, won't know when everything will open back up but good to be prepared, appreciates discussion and consideration of teachers

*Sallie*: comments re: perspective of families that are struggling with e-school

##### **Board Comment**

*Keri*: comments re: federal stimulus funds not dependent on Spring reopening

*Allison*: comments re: PDX vaccination clinics filling quickly, Oregon State Fairgrounds available, has vaccination info to share

*Luke*: comments re: thanks to Justin & Keri for leadership

##### **Adjourn Session**

Justin moved, seconded. No discussion. All in favor, no objections, no abstentions -  
*approved*