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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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## Regular Session

**When: 10/15/2020 6:30 p.m. to 8:00 p.m.**

**Where: Live, Virtually via Zoom**

### 1. OPENING ITEMS

#### Call to Order

Justin called to order at 6:32pm and performed roll call

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

**Guests present:** Sarah Parker, Caitlin Blood, Jeremiah & Kanako Jordan, Mike Sargent, Tracy Senft, Julai Baldwin, Alisha Morton, Heather Wojciechowski, Alex, MaryEllen Rasmussen, Amber Kunz, Ann Lewis, Sarweshni Kerr, Alyson Schmidt-Iverson, Joseph & Danielle Merrill, Michella Massaad, Anna DeLima

#### Approve Agenda

Motion: Changes to the agenda:

- Approving September Financials, not July & August
- Adding Carol as lead for marketing committee

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

### 2. Executive Director Update - Keri Butler

- Enrollment at 219 students
- Fire marshall inspection shows need for repairs in upstairs art room
- Professional development next week, third focused on new Eureka curriculum
- Sending out RPs to get 3 bids on HVAC system to meet state requirements
- Friday assemblies doing great, asking for video submissions of families doing the fox cheer in other languages (Mr. Lacsamana sang it in Japanese last week)

### 3. PSO Update - Sarah Parker

- Professional development day 10/23 - 2nd/3rd grade families being asked to donate towards a staff appreciation lunch (will provided meal delivery gift cards)
- MITCH merchandise online shop is live, also have logo stickers available

- Usborne Book Fair - will have pop up book fair in school parking lot before online sales begin (will have teacher wish lists available to purchase books for teachers)
- Love Bites dine-out coming up in November
- Read-A-Thon currently in progress - planning class reading goals to earn class prizes to encourage student engagement : \$9,230 donated, 9,085 minutes read, of 220 students 128 have logged in, teachers reading at 7pm Zoom storytime

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

- As of end of September, revenue at 34%, expenditures at 35% of projected budget, will need to make future decisions to make adjustments
- Ashley, Keri, Luke, and Jason meeting monthly to discuss financials
- At upcoming work session, Keri and Ashley will be making expenditure cut recommendations, as still below budgeted enrollment
- Possible rental abatement from landlord, Keri will look into it

Motion: approve September financials

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

#### **5. Equity Update - Caitlin Blood**

- We do this work to make the transition from equal to equitable education
- Committees:
  - Budget: Ashley Robinson, Keri Butler
  - Family Engagement: Heather Johnston
  - Student Achievement: Robert Wegner
  - Professional Development: Caitlin Blood
- All Students Belong Rule (ODE) in effect Sept 18, 2020: will educate our community, develop & adopt policies & procedures for addressing bias incidents
- Community Equity visioning workshop with 6 families:
  - families looking for conditions for student success through representation, cultural connection, celebrating diversity of identities and ELL program
  - Moving forward: more representative classroom literature, celebrate diverse languages at school events, ELL programming, Culturally Responsive Teaching professional development for staff
  - Importance of creating safe space for all families by valuing diverse family structures and cultures, having multiple language speakers on staff, and creating community behavioral agreements
  - Moving forward: Anti-defamation & Anti-discrimination policies, Culturally responsive family engagement, providing translation services

- Next workshop 11/17 agenda: working on board equity statement, designing community collaboration for families to be involved
- Board equity statement specific wording discussion

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

- Niche.com: school rating website, MITCH currently ranked 38th in Oregon
- \$4,990 for one year of paid website with remarketing (\$1,500) free this month
- With paid, we can include a picture vs just a map, write longer description, 8 call to action buttons vs. just 1 button on free, can embed a video & highlight agriculture program in academic spotlight, also increases clicks
- Keri asks new families “how did you hear about MITCH” top responses: word of mouth, preschool recommendation, Google search - so increasing online presence makes sense for future
- Budget has \$4000 line item for marketing already
- website recommendation to highlight that MITCH has full online live teaching
- Discussion - creating a 5 year plan & how to stay adaptable & have direction
- Plan on surveying K-1 families to find out what daycares & preschools they attended, to send marketing materials out to these facilities

Motion: Approve purchase of \$4,990 package from niche.com to upgrade marketing  
Carol moved, Justin seconded. No discussion. All in favor, no objections, no abstentions - *approved*

#### **7. Anti-Defamation Policy - Justin Cabrera**

- After researching anti-defamation policies, not the best fit
- Goal is to help protect our families from conscious or unconscious bias
- Instead of anti-defamation policy, let's create our own anti-bullying and anti-discrimination policies that better fit our needs, still including language against slander, libel & harassment

#### **8. CLOSING ITEMS**

##### **Public Comment**

*Amber Kunz* - Reiterating how important it is to get information out about MITCH through marketing. Also, good idea to reach out to preschools with information with flyers.

*MaryEllen Rasmussen* - Thanks for approving Heather Johnston as a counselor. Anna

*Anna DeLima* - With 300 student maximum in the building, so for the future could we have live school and also have an option of online school for students out of district?

##### **Board Comment**

*Justin* - Keri you're doing a great job!

*Keri* - Applied for a state grant from the Student Success Act earlier this year, applied for a counselor and a reading specialist but all put on hold from Covid-19. Found out we're getting some money, not all, but some that will go towards our counselor's salary.

##### **Adjourn Session**

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