



Administration:
Caitlin Blood, *Executive Director*
Nicole Hans, *Vice Principal*

Members:
Sarah Parker, *Chair*
Daniela Pratt, *Treasurer*
Aubrey McCauley, *Secretary*

Susan Noack
Kristen Rottman

MITCH School Board Regular Meeting Agenda

When: Tuesday, May 19th, 2026, 6:30 pm – 8:00 pm **Where:** In Person & Online via Zoom [HERE](#)

	<u>PURPOSE</u>	<u>PRESENTER</u>	<u>DURATION</u>
1. OPENING ITEMS			6:30 - 6:45
Call to Order		Sarah	
Roll Call and Attendance		Aubrey	
Approve Agenda	Vote	Sarah	
Approve Minutes	Vote	Aubrey	
Approve Financials	Vote	Daniela	

2. PUBLIC COMMENT*	Comment		6:45 - 6:50
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** Public comment during this time of the meeting is limited to items listed on the CURRENT AGENDA. General public comments are welcome at the end of the meeting during CLOSING ITEMS. Please see below for more information about public comment periods.*

3. ACTION ITEMS FROM PREVIOUS MEETING(S)	Aubrey		6:50 – 7:15
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Aubrey:

- ☐ Collect ideal professional backgrounds for recruitment purposes from the Board and work with Caitlin to put a blurb in Foxtails for board recruitment – grant writer (lead committee), accounting, legal
- ☐ Meet with each board member individually to discuss the board recruitment target list and define next steps before the next board meeting
- ☐ Work with Caitlin to figure out the video link to share for board meetings moving forward after Sarah is no longer on board
- ☐ Aubrey to apply for Winco grant in August for next year's fundraiser (annual task) and work with Krista and Shannon to understand past and current grant activity as well as research new grants – Costco, City of Tualatin, Tigard

Finance committee:

- ☐ Meet with Policy Committee to draft reserve policy & activate before the end of FY

Caitlin:

- ☐ Share talking points and website link with the board to share with personal networks and other parents for recruitment
- ☐ Update email naming conventions for key board members for succession planning and knowledge transfer
- ☐ Finalize marketing board recruitment for Chamber of Commerce, Fox Tales, social media, and work with TK to update website – help wanted blurb for Fox Tales
- ☐ Collect and review quotes from local ADA assessors and IT companies for cybersecurity support; provide to the board for review by June if over \$5,000
- ☐ Continue to plan for technology needs and instructional support for MAP testing in K-1, starting September 2026 – purchase will require board approval
- ☐ Gather and lead curriculum adoption team to review and trial new social-emotional learning curriculum; collect community feedback and report to board and TTSD – survey out next week

Sarah:



MITCH
Charter School
Board of Directors

Inspiring colorful acts of greatness

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- ☐ Create a Strategic Plan Tracking Document for metrics and survey results with Aubrey
- ☐ Update staff and family surveys to include board recruitment and summer maintenance project requests

Daniela:

- ☐ Discuss how to bring Junior Achievement to the 5th-grade curriculum in future years with Caitlin and Avi

4. Board Recruitment Status Update	Aubrey	7:15 – 7:45
5. CLOSING ITEMS		7:45 – 8:00
Takeaway Action Items Review	Aubrey	
Public/Board Comments**	Open	
Adjourn Meeting	Sarah	

*** Public comment is an opportunity to share your thoughts, wins, accolades, feedback, observations, or concerns. We kindly ask that Public and Board comments be limited to a 3-minute duration per speaker. Alternatively, you are also welcome to submit feedback to the School Board president at sparker@mitchcharterschool.org, which can also be anonymous. It is important to share that neither the Board nor the Executive Director will be able to respond to or address concerns during this comment period; however, we take those comments at high value and will follow up with appropriate staff and/or board member(s) as necessary. While we encourage speakers to provide constructive feedback on school operations and programs, please note that comments regarding individual staff members or those associated with the school system cannot be entertained. For community members with concerns about specific individuals, we recommend following the procedures outlined in Board Policy K-L - Public Complaints for the Board's consideration of legitimate complaints involving such individuals. Your cooperation and valuable input are truly appreciated.*

NEXT MEETING: Tuesday, June 2nd, 2026

In-Person at MITCH or [Virtually via Zoom](#)

Executive session for board members only, starting promptly at 5:30 pm