



Regular Meeting Minutes
M.I.T.C.H. CHARTER SCHOOL
August 16, 2011, at 7:00 PM, Tuesday
19550 SW 90th Court
Tualatin, OR 97062

Members Present: Paula Beaulieu, Jeff Yost, Jill Parker, Norman Russell, Gordon Fiddes and Debi Lorence (non-voting). Todd Fankhauser arrives at 7:04.

Members Absent: Rebeka Teets

Guests: Dan Julian, Angela Willner, Joan Garrett, Tiara Julian, Brent Selnau, Dianne Wright, BK Thornton, Monica Brisan, Shasta Maclean, Janet Peterson

1) CALL TO ORDER

Meeting called to order at 7:00pm.

Secretary performs Roll Call. All Board members present.

2) PLEDGE AND MISSION STATEMENT

PLEDGE OF ALLEGIANCE is recited. Jeff Yost reads the Mission Statement.

The Chair tells the Board that the vision statement is important. This was emphasized during today's charter school conference.

3) TEACHER PRESENTATION

Angela Willner presents her after school program proposal. This is similar to the program she ran last year with great success. Angela answers questions about the program and presents questions: whether non-MITC students are allowed to participate, whether or not classes could be taught by non-MITC staff members, and if storage could be made available for the after-school classes within the MITC facility.

4) PUBLIC COMMENT

No comments.

5) CONSENT AGENDA

The Chair explains the purposes and process with consent agenda items.

The only item in the consent agenda is the Board minutes for July, 2011.

MOTION to Approve Consent Agenda

Norman Russell makes a motion to approve the consent agenda items as presented.

Todd Fankhauser seconds the motion.

Vote: All Board members vote in favor. The motion passes.

6) TREASURER'S REPORT

Todd reports that a number of books were purchased in July and that the major expenses for July were employee benefits.

Jeff asks about the Citibank Card payment as to whether it is a higher than normal and if so why. Debi will have bookkeeper scan in the card bill. The Board will get an update on this item.

MOTION to Approve Finance Report

Todd Fankhauser makes a motion to approve the Financial Report for July, 2011 as presented, with checks in the amount of \$123,790.49 for checks numbered 6707-6999 and EFT, payroll, and direct deposits as listed in the report.

Jill Parker seconds the motion.

Vote: All Board members vote in favor. The motion passes.

Specific items for the Finance Committee

Todd reports these Finance Committee recommendations:

Recommendation regarding 3% retroactive pay for 2010-2011

Todd reports that the 3% retroactive pay should go out in the next pay period as a separate check.

Gym teacher position funding recommendation

Todd reports that the 3% pay raise for the gym teacher was factored into the budget and will be corrected without Board action.

Auction cash flow recommendation

The finance committee reviewed Paula's request for a \$1,000 allocation for marketing and/or auction. Paula suggests setting aside \$1,000 specifically for the auction. Debi recommends that it be more a more general marketing fund.

MOTION to Approve Budgeting Money for MITCH Marketing

Paula Beaulieu makes a motion to set aside \$1,000 in the budget for marketing MITCH to the community, which includes auction recognition and advertising that will encourage corporate donations and recognitions.

Norman Russell seconds the motion.

Vote: All Board members vote in favor. The motion passes.

Loan and CD payoff policy recommendation

The finance committee reviewed the amount of money on hand compared to our personal loans made to the school and CD backed loan from Capital Pacific Bank. Todd reports that the finance committee does not yet have a recommendation. The Board cannot do anything about the CD backed loans (around paying off early) due to complications in working with the bank. Debi reports that we have about \$108,000 in direct loans to the school and we pay about \$5,500 in interest per year. Board consensus is to wait for the finance committee recommendation on the topic of offering to pay back personal loans.

Friday office

Friday office help was discussed by the finance committee. Todd reports that no decision or recommendation was made. Debi will be discussing with current office staff on possible ideas to cover help in the office on Friday.

Copy machine

The finance committee discussed leasing a copy machine. Debi will come to the Board with proposals at a future meeting.

7) DIRECTOR'S REPORT

The charter school conference is in progress with the final day on Wednesday. The Chair attended the first day. Matt Wingard gave updates on what is happening in the State government. IEP

students are now considered to be Tigard-Tualatin students, as opposed to being from their “home” school district. With a recently passed bill, MITCH won’t have to work to get IEP money from other districts. School districts get 70% on buses from the Federal Transportation Act. Charter schools can’t get this money.

The Chair reports that Debi is the Secretary of the Board of the League of Oregon Charter Schools. A different charter school organization worked against passing some of the recent bills friendly to charter schools. The Chair encourages the Board to support the League of Oregon Charter Schools.

The Chair asks Debi how much time was spent on ordering and distributing Saxon math curriculum for six charter schools. Debi answers 60 hours. Debi reports MITCH saved about \$17,000 (spending about \$7,000) by working with other charter schools, which saved approximately \$78k in combined savings for all schools.

Long-term disability

Long-term disability was included in the employment offer letter. The Chair reports that this was most likely by mistake and overlooked when this letter was approved. Debi reports our insurance agent indicates that long-term disability is a two-year commitment. Montgomery and Graham hasn’t gotten back to Debi yet on the price, so the Board does not have a cost for this benefit. The Board will discuss this topic during the next working session.

Staff policies and procedures

The staff policies and procedures document was based on a corporate policy. It needs careful review to make sure that it doesn’t include something that doesn’t apply to MITCH. The Board discusses the draft presented in the Board Packet.

MOTION to Approve Staff Policies and Procedures Manual

Jeff Yost makes a motion to approve the Staff Policies and Procedures Manual as presented.

Norman Russell seconds the motion.

Vote: All Board members vote in favor. The motion passes.

Executive Director’s Employment Agreement

Gordon reports Rebeka recommends MITCH only needs one employment agreement for the Executive Director, since it is a year-round job. Having an employment agreement that does not annually terminate solves one issue during the audit process because we typically don’t have a signed employment agreement for the Executive Director at the time the audit is performed. The Chair asks about paid time off. 40 hours time off is what teachers are getting. The Chair’s opinion is that the Director should get more than 40 hours/year of paid time off. The Board’s consensus is to increase her time off to 80 hours/year. Norman asks about paying out of accrued benefits at death. Norman points out that accrued benefits will need to be addressed better in the employment agreements or staff policy and procedure handbook.

MOTION to Approve Executive Director’s Employment Agreement

Paula Beaulieu makes a motion to approve Debi Lorence’ Employment Agreement effective July 1, 2011 with no specific expiration date, salary is to be based on the amount as budgeted for the 2011-2012 school year, with time off of 80 hours/year with 80 hours allowed to be carried over as stipulated in the employment agreement as amended.

Norman Russell seconds the motion.

Vote: All Board members vote in favor. The motion passes.

8) ACTION ITEMS

a) Board appoints Directors to Finance Committee

The Board will appoint one or two board members to the finance committee.
Paula nominates Norman and he accepts.

MOTION to Appoint Norman Russell to Finance Committee

Paula makes a motion to appoint Norman Russell as the second board member to the finance committee effective immediately until June 30, 2012.

Jeff Yost seconds the motion.

Votes: All Board members vote in favor. The motion passes.

b) Board appoints Finance Committee Vice-Chair

Current Finance Committee members are Debi Lorence, Janet Peterson, Norman Russell, Wayne Laird, and Todd Fankhauser.

Paula recommends Wayne Laird as the vice-chair of the finance committee.

The Chair reports that the Board Treasurer is resigning effective August 19, 2011.

MOTION to Appoint Wayne Laird as Vice-Chair of the Finance Committee

Paula makes a motion to appoint Wayne Laird as Vice-Chair of the finance committee until June 30, 2012 effective immediate if he is willing to accept this position.

Jill Parker seconds the motion

Vote: All Board members vote in favor. The motion passes.

NOTE Discussion made during the motion: Jeff says that we should ask Wayne before appointing him as vice-chairman. Paula calls Wayne and Wayne indicates he wants to discuss this further with Gordon. Gordon agrees to follow up with Wayne.

c) Aftercare

Norman asks about the program financial projections. Angela responds to Norman's question. Norman specifically asks about sublease/compensation. Again Angela explains more details.

The Chair asks the Board whether or not we allow non-MITCH staff to work as teachers.

MOTION to Accept Aftercare Program

Norman Russell makes a motion to accept Aftercare program as presented by Angela Willner until June 30, 2012 allowing for outside employees as required.

Todd Fankhauser seconds the motion.

Vote: All Board members vote in favor. The motion passes.

9) DISCUSSION ITEMS

a) Your Fair Share

The Chair asks what the Board intends to do with left over Your Fair Share from 2010-2011.

MOTION to Approve Refunding 2010-2011 Unused YFS Funds

Jeff Yost makes a motion to proportionately reimburse remaining YFS funds from the 2010-2011 school year to parents who paid YFS funds in full for the 2010-2011 school year, based on the remaining classroom balance, as long as the remaining classroom balance exceeds \$500.00. This reimbursement shall be in the form of a credit note toward YFS for the 2011-2012 school year, or in the form of a check if the student is not returning or the student's YFS for the 2011-2012 school year has already been paid in full. Any remaining classroom YFS balance that is \$500.00 or less shall be transferred with the class up to the next grade. In the case of grades with more than one class, both classrooms are to be averaged as though they were one class when transferring the balance up the next grade.

Jill Parker seconds the motion.

Vote: 5 Board members vote in favor, one votes against. The motion passes.

Tabled items:

- b) Donor Recognition and building partnering relationships**
- c) Board liability coverage**
- d) Subleasing vs. License Agreement**

10) PUBLIC COMMENTS

Angela Willner says thank you.

Debi expresses the desire to take students on a bigger trip possibly an international trip. Dianne Wright indicates now that we have middle school this is more important.

11) BOARD COMMENTS

Norman thanks Todd for his time on the Board as a Treasurer.

Todd thanks the Board for the confidence placed in him and he apologizes for having to leave.

12) ADJOURNMENT

Meeting adjourned at 9:00 PM.