



Regular Meeting Minutes
M.I.T.C.H. CHARTER SCHOOL
September 20, 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, Rebeka Teets, and Debi Lorence (non-voting), and Matt Van Doren (after election to the Board)

Guests: Matt Van Doren, Wayne Laird, and Tim Grace

1) CALL TO ORDER

Meeting called to order at 7:02pm.

Secretary performs Roll Call. All Board members are present.

2) PLEDGE OF ALLEGIANCE AND MISSION STATEMENT

Pledge of Allegiance is recited. Rebeka Teets reads our Mission Statement.

3) TEACHER PRESENTATION

No teacher presentation.

4) PUBLIC COMMENT

No comment.

5) CONSENT AGENDA

The item on today's Consent Agenda is the Minutes from the August 16, 2011 Board meeting.

MOTION to Approve Consent Agenda

Paula Beaulieu makes a motion to approve the items on the Consent Agenda as presented:
Minutes from the August 16, 2011 Board Meeting.

Rebeka Teets seconds the motion.

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

6) FINANCE COMMITTEE'S REPORT

Since we don't have a Board Treasurer at this moment, Wayne Laird, the vice-chair of the Finance Committee, presents the financial report.

Teachers work half of the month of August. We received large payment in July, which is used for August and through the rest of the year to augment the monthly payments.

Rebeka asks about a \$1500 item in the financials. Debi Lorence replies this is most likely a teacher purchasing core knowledge material.

Paula asks about adding lines for United Way and for marketing. Wayne reports these have not been done yet.

Norman asks if it is typical to have this many adjusted journal entries. Wayne reports that it is because MITCH doesn't do payroll internally, and YFS are journal entries.

Gordon asks if the budget has been updated. Wayne reports that the Finance Committee is in the process of doing this. Wayne states that he has completed the audit and is working on the budget. Due to some formatting changes Wayne is going through the whole budget to correct it. The auditors are reviewing. We should have it completed ahead of the school district schedule.

HVAC maintenance may or may not be in the budget. The cost is \$2184/year.

MOTION to Approve Finance Report

Rebeka Teets makes a motion to approve the Financial Report for August, 2011 as presented, with checks in the amount of \$108,218.85 for checks numbered 6569-6891 and EFT, payroll, and direct deposits as listed in the report.

Norman Russell seconds the motion.

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

a) Treasurer Election process review

The Chair states the Board will elect a Treasurer tonight. Norman Russell recommends Matt Van Doren for Treasurer. Norman has known and worked with Matt for 4 or 5 years. Matt works as an accountant for a firm hired by Norman's company. Norm reports Matt is thorough and prompt. The Board interviews Matt. Matt has a kindergartener in the Tigard-Tualatin School District. Matt is a CPA familiar with non-profits (his company works with non-profits) but hasn't worked in a non-profit before.

7) DIRECTOR'S REPORT

- Debi Lorence reports the annual report to TTSD on November 14 is a good meeting for Board members to attend to learn about the interaction between the school district and MITCH.

- Debi asked the teachers to make their budgets for Your Fair Share (YFS) and to stick to their budgets. \$50 is allocated for music and \$50 for art for each student's YFS. There was a late YFS bill for about \$600 for 8th grade camping trip last year. This will have to be absorbed somewhere.

- The PM kindergarten teacher, Jennifer Fromme, has been hired and has started. There are 6 students.

- Diane Wright is working on a trip to Washington D.C. Teachers are asking for professional training in reading.

- Debi will be looking for an improved reading training program for the teachers.

- Debi was able to get back some loaned out rolling walls.

- The AC went out and Norman helped work through the replacement. We were out of warranty and didn't have a service agreement. Norman reviewed two AC maintenance agreement proposals. Norman recommends going with the lower cost option – RCG Service, LLC.

MOTION to Approve AC Maintenance Agreement

Norman Russell makes a motion to approve RCG Services, LLC maintenance service agreement for 9 units pending a clean review of CCB record with an annual cost of \$900.00.

Rebeka Teets seconds the motion.

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

- 8th graders progress: 5 passed math test scores at the beginning of last year. By the end of last year, only 5 didn't pass. Most were 2 to 3 years behind in math. All participated in math tutoring during this past summer, demonstrating their dedication to learning.

- The Chair directs attention to the MITCH Calendar. The Chair has highlighted some school events that Board members to attend if possible (especially the red ones). These aren't required but attendance would be good.

- Debi Lorence reports on 2010-2011 State Test scores. We meet or excel district average results in every area except one. We are one point behind in 8th grade math. We are maintaining the level of education that is expected of MITCH.

Leadership training for administrators

Gordon identified a training opportunity (McGrath SUCCEED). Details are in an email from the Chair. The outgoing Board members strongly recommended training for Debi. The Board consensus is for Debi to attend this training. However, the training may not be budgeted. Wayne

Laird indicates there is some money for profession development and he says that there are ways to find the money for something important like this training.

- Jill Parker asks why we had a charge to Pet Smart. Debi indicates this is for kitty litter for mess cleanup. Jill also asks why we pay \$75 annual fee for the credit card. Wayne notes that most business cards have a fee. Jill asks about finding a different credit card that could directly benefit the school (e.g. through cash back).

Paula asks Debi about the \$300 for Starbucks. Debi reports that this has been reimbursed.

MOTION to Allocate Money for Debi Lorence to Attend Leadership Training

Rebeka Teets makes a motion for the Executive Director to attend the McGrath SUCCEED Leadership training on Oct 13-14, 2011 for the amount of \$325.00 to be paid by MITCH.

Jill Parker seconds the motion.

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

8) ACTION ITEMS

a) Board Treasurer Position

The Chair asks if we have any nominations for the vacant Board seat. Matt Van Doren is the only nominee.

MOTION to Elect Board Member

Paula Beaulieu makes a motion to elect Matt Van Doren to serve a first term on the MITCH Board from September 20, 2011 until June 30, 2013.

Jeff Yost seconds the motion.

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

The Chair informs the Board that a Treasurer must be elected during this meeting. The Treasurer will begin serving immediately upon election until June 30, 2012.

MOTION to Elect Board Treasurer

Jeff Yost makes a motion to elect Matt Van Doren to serve as Treasurer for the MITCH Board from September 20, 2011 until June 30, 2012.

Paula Beaulieu seconds the motion.

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

The Chair notes that bank account signature cards need to be signed by the appropriate officers. Debi Lorence will arrange this.

b) Long-term disability

The Chair indicates the offer letter the Board presented to most teachers inadvertently contained an offer to provide long-term disability coverage. When this was brought to the Board's attention, the Board started researching options and found a possible solution. The Chair asks if the Board wants to take action on providing long-term disability for MITCH employees. Jill Parker asks whether MITCH can afford long-term disability. The finance committee reports it reviewed the cost, and it can be covered by the budget. Rebeka says that if we offer long-term disability we are then required to operate under the Oregon Family Leave Act. Rebeka recommends that if we don't want to offer long-term disability we will need to have employees sign a new offer letter and recommends a complete review of the Staff Policy Manual.

Rebeka says one way of the correcting the mistaken offer of long-term disability coverage is for Debi Lorence to write a letter and send to the staff saying that the offer for long-term disability was in error and is not being offered, and request all employees sign the letter and put in each employee's file.

MOTION to Authorize Letter Changing Long-Term Disability

Rebeka Teets makes a motion to authorize Debi Lorence to write a letter informing each teacher that offering long-term was mistakenly placed on their offer letter and long term disability benefit is not being offered at this time.

Norman Russell seconds the motion.

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

MOTION to Rescind Vote on Personnel Manual

Rebeka Teets makes a motion to rescind the August 16, 2011 Board vote approving the 2011-2012 Staff Policies and Procedures Manual because it was not reviewed or approved by an attorney.

Norman Russell seconds the motion.

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

The Chair asks that the minutes reflect the 2010-2011 Staff Handbook has always been, and is still in force. The Board consensus is to have the new Staff Policies and Procedures Manual reviewed by an attorney.

9) DISCUSSION ITEMS

a) Loan and CD Payoff policy

The Board discusses whether to offer any early payoff options to families who have loaned money or put up collateral against loans to MITCH.

Jeff Yost makes a motion to approve release of MITCH funds in order to pay off direct loans or CD's used as collateral against MITCH loans by any families or individuals who have filled out the forms and met the financial qualifications for participation in the Tigard-Tualatin School District Family Application for free and reduced meals (Form 581-3514e-P (REV. 04/11)) program. Any families or individuals who wish to have MITCH pay off their loans early will be required to submit their request in writing to the Treasurer and include proof of qualification for the financial standards of the free and reduced meals program.

There was no second to this motion.

MOTION to Return Money to One Specific Family

Norman Russell makes a motion to return the money to the one family that has gone to the Director requesting their money back.

Rebeka seconds the motion.

Vote: 3 Board members vote in favor and 4 oppose. The motion does not pass.

MITCH Board consensus is to have a written statement from the Bank that we will be allowed to repay the CDs early. The Chair reports that we have a verbal statement.

MOTION to Payoff CDs For Qualifying Parents

Jeff Yost makes a motion to approve release of MITCH funds in order to pay off direct loans or Certificates of Deposit used as collateral against MITCH loans by any families or individuals who have filled out the forms and met the financial qualifications for participation in the Tigard-Tualatin School District Family Application for free and reduced meals (Form 581-3514e-P (REV. 04/11)) program. Any families or individuals who wish to have MITCH pay off their loans early will be required to submit their request in writing to the Treasurer and include proof of qualification for the financial standards of the free and reduced meals program.

Jill Parker seconds the motion.

Vote: 4 Board members vote in favor 2 oppose. The motion passes.

The following agenda items were tabled by the Chair due to lack of time:

- b) Donor Recognition and building more partner relationships
- c) Board liability coverage
- d) Licensing agreement
- e) December Board Meeting
- f) Bylaw Change – Change Annual Meeting

10) PUBLIC COMMENT

Wayne asks 4 questions. 1) Does maintenance include parts and filters? Norman Russell answers that it does. 2) Is the Washington D.C. trip a school-approved trip? Debi says yes but the liability is through another company. 3) Is there a percentage of students that didn't test higher in math? Debi says there may have been a few that are repeating their grade. 4) Why did the Board change the policy to not be OFMLA? Gordon answers saying that we haven't changed the policy at this time, but OSBA has said that we are not required to follow FMLA or OFLA. Wayne expresses surprise that MITCH Board is considering not following OFLA. The Chair states that we need to do more research on OFLA and FMLA.

11) BOARD COMMENT

Norman Russell reports the lease doesn't require yearly duct cleaning but does require an AC maintenance agreement.

Jeff Yost will miss the October Board meeting. Rebeka will take notes for the October meeting.

12) ADJOURNMENT

The next meeting is a work session to be during the week of October 3, 2011 in this same room. Meeting adjourned at 9:18 PM.