



M.I.T.C.H. CHARTER SCHOOL
Regular Meeting Minutes
October 18, 2011, at 7:00 PM, Tuesday

19550 SW 90th Court
Tualatin, OR 97062

Members Present: Gordon Fiddes, Paula Beaulieu, Jill Parker, Norman Russell, Rebeka Teets, Matt Van Doren, and Debi Lorence (non –voting)

Members Absent: Jeff Yost

Guests: Wayne Laird, Sue Lau, and Monica Brislan

1) CALL TO ORDER

Meeting is called to order at 7:00pm

Rebeka Teets performs roll call. All Board members are present except Jeff Yost.

2) PLEDGE OF ALLEGIANCE

Pledge of allegiance is recited. Debi Lorence reads our mission statement.

3) TEACHER PRESENTATION

Sue Lau gives a presentation for teaching the art classes. She gives a brief personal background about her degree and passion for art. All classes have an art class once a week. The students don't do any prep work, Sue does it all for them so that they can use valuable class time focusing on their lesson. Sue uses the first 10-15 minutes of each class for an art history or literature lesson. She then does a 10 minute demonstration on the medium, then has the class work on the project the rest of the time.

Each project that Sue teaches is based on Core Knowledge curriculum. The younger students are given vocabulary words and the older students have dialogue and then are given components to work with in the current session that will be used for the next project. Sue explains that the students get two extra Mondays a term to work on additional projects. These projects have a theme associated with them.

Sue states that the great part about art is that it levels the playing field for those students that may be struggling in other subjects. Lessons are not repeated each year. All of the Board members are extremely impressed with her work with the students and thank Sue for her hard work.

4) GUEST PRESENTATION

Colleen Wellnitz from Allied Waste is not able to make the meeting. She is planning on coming to the next work session to give a brief presentation. Board consensus is for MITCH to continue efforts to earn a Green School Certificate.

Motion to Approve Green School Program

Paula Beaulieu makes a motion that all MITCH Charter School students, staff, and volunteers participate in the Green School program. The purpose of this program is to certify MITCH Charter School as a "Green School". Furthermore, the MITCH Charter School Board endorses this program and supports our staff, students, and volunteers as they move forward with the Green School program.

Rebeka Teets seconds the motion.

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

5) PUBLIC COMMENT

Paula Beaulieu announces that MITCH received another donation from School House. The donation was for 25 computer tables.

6) CONSENT AGENDA

There are no items on the Consent Agenda.

7) FINANCE COMMITTEE REPORT

Matt Van Doren appreciates everyone being patient with him while he is learning the specifics of MITCH. He turns the presentation over to Wayne Laird to discuss the financials for the month. Wayne reminds everyone that the budget was created in March of 2011. Due to an increase in school funding, Wayne has changed the revenue line item as well as some expense line items which include the copier, business cards, staff training, and the math teacher. Wayne reminds everyone that we still need to rely on fundraising opportunities and that, hopefully, the after school programs will turn into revenue.

Gordon questions Wayne regarding PERS on the financial statement. It appears there were some variances that made last year's payment lower in September. In addition, it will be higher this year due to the increase in salaries as well as the retro pay the Board authorized.

Paula Beaulieu expresses appreciation that the United Way donor line is added to the report.

Motion to Approve Finance Report

Matt Van Doren makes a motion to approve the Financial Report for September, 2011 as presented, with checks in the amount of \$ 116,069.12 for checks numbered 6758-6833 and EFT, payroll, and direct deposits as listed in the report.

Paula Beaulieu seconds the motion.

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

8) DIRECTOR'S REPORT

Debi thanks Norman for all his help with the HVAC. Norman discusses some of the problems with the HVAC wiring, but it is now fixed.

Michael Allen Harrison will be at Rolling Hills on February 24, 2012.

There were discussions about having a gala and how to make more money for the school. It may be necessary to look for other venues. The Tualatin Country Club was mentioned as a possible option.

More room is needed for drama materials. Debi asked if Norman can assist with ideas for this.

There were missing portions of the math curriculum. The publisher re-sent five full sets, so now the 2nd grade classroom has its own set.

The annual report before TTSD is on November 14th at 6:30pm. Debi encouraged everyone to come to that meeting.

Debi went to training in Scappoose. Two attorneys from OSBA made presentations. Debi learned about practice, policy, documentation and relationships. She thanks the Board for letting her attend and found it useful.

9) ACTION ITEMS

Motion to approve Minutes from September meeting.

Norman Russell makes a motion to approve the Minutes from the September 20, 2011 Board Meeting as presented in the Board packet.

Paula Beaulieu seconds the motion.

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

The December Board meeting is scheduled to occur during Christmas Break. The Board discusses changing it to another week.

Motion to change December Board Meeting

Rebeka Teets makes a motion for the Regular Board Meeting currently scheduled to occur on December 20, 2011 to be rescheduled to Tuesday, December 13, 2011

Norman Russell seconds the motion.

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

The Board discusses the impact our donors are having at MITCH. Paula Beaulieu discusses Donor Recognition and building more partner relationships in our community. It is critical that we reach out to the community to partner with us. It is important that we continue this, but we need more people to do it. Paula is willing to share how she has reached out to people, but thinks a sub-committee is important. The school needs to grow strong community relationships to make the education experience better for our students.

Motion to develop a sub-committee for partnering relationships

Gordon Fiddes makes a motion to establish a sub-committee named MITCH Charter School Donor Recognition and Partnership Program. The sub-committee will operate under authority of Bylaws Section 6.8, to encourage community and business partnerships which will enhance the educational experience of MITCH students and teachers, and recommend methods to recognize and honor donors, volunteers, and community partners. Paula Beaulieu is named as the Chair of this sub-committee and shall determine how the sub-committee's Vice-Chair and members are selected. The number of sub-committee members shall be determined by the Chair and Vice-Chair. Sub-committee reports shall be presented to the Board at the request of the Board Chair. This sub-committee is exempt from requirements of public notice and waiver of public notice as long as a quorum of Board members does not attend any meeting of this sub-committee.

Jill Parker seconds the motion.

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

10) DISCUSSION ITEMS

- a) Lion's hearing and sight testing for MITCH students

Paula reports the King City and Tualatin Lion's Clubs are paying the costs for all MITCH students to have their hearing and sight tested at school. King City Lions has had prior experience with MITCH. The Tualatin Club is a little smaller, but they wanted to partner with us as well. MITCH parents are also volunteering to help the day of the testing.

- b) Report on the Staff Policy and Procedure Manual

Section 508 of the Policy Manual has been updated and will be sent to PACE for review of that section. The Board is getting estimates for legal review of the entire Manual.

- c) Update on Board Liability

Norman Russell reports he was in contact with our insurance company, PACE. All Board members are covered for fiduciary liability.

- d) Report on Job Description development
An example of the format of job descriptions was shown to all the Board members. The Board members are in consensus that the format presented is the one which should be used for all job descriptions.
- e) There is a consensus that the Board will vote to change the Annual Board meeting. The Annual Meeting is specified as a Thursday in the Bylaws. In light of the Board's preference for Tuesdays, the Board desires to change the Bylaws to have the Annual Meeting on a Tuesday. The vote on this will occur during the November Board meeting. This serves as notice that the Board will be voting on changing section 4.6.1 in the Bylaws in November.

11) PUBLIC COMMENT

None

12) BOARD COMMENTS

Paula Beaulieu announces that she will be having a party at her house for all staff and Board member on December 16, 2011. There will be more details to follow.

13) ADJOURNMENT

The next meeting is a work session, most likely to be held on November 1 or later that week.

The next regular Board meeting is on November 15, 2011 at 7:00 PM in this same room. The meeting is adjourned at 8:40 PM.