



Regular Board Meeting Minutes – Draft C

M.I.T.C.H. CHARTER SCHOOL

November 15, 2011, at 7:00 PM, Tuesday

19550 SW 90th Court

Tualatin, OR 97062

Member Present: Paula Beaulieu, Jeff Yost, Jill Parker, Norman Russell, Gordon Fiddes, Matt Van Doren and Rebeka Teets

Debi Lorence (non-voting) arrives at 7:20.

Guests: Wayne Laird, Burkhart Ledebor, Dianne Wright, Monica Brisson and Elizabeth Fisher.

1) CALL TO ORDER

Meeting is called to order at 7:00 PM.

Secretary performs Roll Call. All Board members are present except Debi Lorence.

2) PLEDGE OF ALLEGIANCE

PLEDGE OF ALLEGIANCE is recited. Rebeka Teets reads our Mission Statement.

3) PUBLIC COMMENT

No public comment.

4) CONSENT AGENDA

The item on today's Consent Agenda is the Minutes from the October 18, 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 October 18, 2011 Board Meeting.

Rebeka Teets seconds the motion.

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

5) TEACHER PRESENTATION

Elizabeth Fisher, Kindergarten teacher, presents a sample lesson on core knowledge social studies. Kindergarten is studying Native Americans. The core knowledge approach combines geography, history, literature (legends and non-fiction), art, music and social studies. Board members and guests participate by doing a teepee project and discussing education.

6) FINANCE COMMITTEE REPORT

Matt Van Doren presents the October 2011 financial report. Matt reports that for the most part we are on budget. He says that the finance team is looking at loading the budget into QuickBooks to see if this will help with report generating.

MOTION to Approve Finance Report

Matt Van Doren makes a motion to approve the Financial Report for October, 2011 as presented, with checks in the amount of \$125,640.32 for checks numbered 6701-6880 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.

7) DIRECTOR'S REPORT

Debi Lorence reports that Rebeka helped Debi do staff evaluations observing in each classroom for about 30 minutes. This work will be combined with the work that the teachers had previously done on evaluation.

Vision and hearing screening was done today and all students were screened.

Debi reports that we are down a little in enrollment. Two families have moved. In 8th grade there is no wait list. In Kindergarten, Elizabeth Fisher was willing to take two more students. Two new Kindergarteners will start the week of Thanksgiving.

8) COMMUNITY RELATIONSHIPS

Paula reports she and Gordon went to a Tigard and Tualatin Joint Chamber Expo. Many businesses had booths (which cost \$125). Paula and Gordon thought having a booth next year would be a good idea. Paula and Gordon were able to talk to many businesses and spread the information about MITCH. Rubbish Works donated a whiteboard and the owner wants to partner with the school. Paula and Gordon also made a contact with a furniture rental business who is interested in donating to MITCH. A printing company has also expressed interest in helping MITCH. Paula recommends that someone from MITCH attend Tualatin Chamber meetings.

9) ACTION ITEMS

a) Revision of Bylaws

MOTION to Change the Bylaws regarding the Annual Meeting Day

Paula Beaulieu makes a motion to change section 4.6.1 of the Bylaws so the first sentence reads "The regular annual meeting of the Board shall be held on the third Tuesday of May of each year after 2011, at a time and place set by the Board." The rest of the section shall remain unchanged. Rebeka Teets seconds the motion.

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

b) Building Security

The Chair asks Debi to inform the Board of security and maintenance related events. We are getting bids to re-key and secure the building in a different manner than we have in the past. Debi wants this to be addressed this week.

Norman points out that Leonard can set up the building on a hierarchy allowing access to rooms as needed. Norman points out when a building is set up on a key hierarchy the locksmith will meet with the person in charge of security and/or keys for the particular building to get an understanding of how the building is used and by whom. The locksmith then sets up the hierarchy for the most efficient and simplest method of key control.

Some of the items considered are times of access and employee type. This process usually takes more time and dollars for the initial setup.

One of the benefits to this system is the elimination of re-keying the entire building when a key is lost. This system mandates that someone keeps the hierarchy list and is diligent regarding key tracking. Norman recommends using a key hierarchy. Board consensus agrees.

10) DISCUSSION ITEMS

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

Covered in the Director's report.

b) Job Description Development

c) Rebeka reports that progress will be made in the future. Gordon indicates we are ahead of schedule.

d) Website

Gordon states that Janet Peterson will be updating the Board information.

e) Tualatin Country Club

Norman Russell reports that he met with Greg from Tualatin Country Club. In May 2004 MITCH used the club for a function. MITCH can probably sell bottles of wine but needs to be

set up correctly. The facility holds 250-300 people. Raffle can be done. Feb. 24 is available. They set up and clean up. Greg recommended not trying to make money on drinks and focus on the auction items. Cover your cost to get people into the door and then focus on the auction items. There are a number of food choices.

- f) Gordon asks whether MITCH wants to have alcohol at its events. Board consensus is this is common at these types of events, and is appropriate.

11) PUBLIC COMMENT

Burkhart Ledebouer states that his son started recently and he is so happy to be here. His son is a seventh grader. At Debi's prompting Burkhart explains that he was on a private school board renting space from a church, but they were losing students (due to the economy), so they had to close. He says that he likes what he sees at MITCH. Burkhart adds that he has a sod and grass seed farm, and he is willing to help MITCH.

Wayne Laird asks if hearing and eye sight testing results are immediate. Debi says results will be available soon.

Wayne states that MITCH should consider special insurance coverage for having alcohol at events.

Wayne reports that the presentation to the Tigard-Tualatin School District Board went well. The TTSD Board asked about MITCH ending the year with a high bank account balance. MITCH is being seen in a much more positive light.

12) BOARD COMMENT

Jeff says that the August 22, 2011 Wall Street Journal had a half page ad on charter schools.

Debi draws attention to a Sunday Oregonian listing teachers salaries.

Rebeka reports that she had a phenomenal day at MITCH and she gives a "pat on the back" to all of the MITCH teachers.

Paula says that we should consider hosting two events: a Michael Allen Harrison and a separate gala, instead of combining them. She doesn't want us to take focus away from Mr. Harrison. Debi adds that there can be a family event and an adult event.

13) ADJOURNMENT

The Chair announces that there will be no work session scheduled early in December, but there is a work session scheduled at 5:30 PM on January 5. He also announces that an Executive Session is scheduled at 5:32 PM which is mandatory for all Board members to attend on January 5, 2012. Next meeting is December 13, 2011.

Meeting adjourned at 8:18.