



Regular Board Meeting Minutes – Draft C

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

December 13, 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).

Members Absent: Matt Van Doren

Guests: Burkhart Ledeboer, Wayne Laird, Madison Yost

1) CALL TO ORDER

This meeting is called to order at 7:00 PM.

Secretary performs the Roll Call.

2) PLEDGE OF ALLEGIANCE AND MISSION STATEMENT

The Pledge of Allegiance is recited. Gordon Fiddes reads the mission statement.

3) TEACHER PRESENTATION

No teacher presentation.

4) PUBLIC COMMENT

No public comment.

5) DIRECTOR'S REPORT

The Board members received a copy of the Director's Report in the Board Packet.

The Director reports that there has been more professional training and team building this year.

She informs the Board that she is working on finding a replacement for Catherine Grady. She tells the Board that one teacher is considered by the Tigard-Tualatin School District as not highly qualified (which is different than being licensed) even though she was highly qualified last year.

She is working with the school district on this issue. Debi says that the basketball area is great thanks to Norman and another volunteer.

Jill asks Debi about the auction location. Debi answers that it will not be at the Country Club due to the higher cost of the facility.

Rebeka asks why three 8th graders left in the last two weeks. Debi responds that there are a variety of reasons.

Debi reports she had a non-conclusive discussion with West Hills Christian School, which is interested in recruiting students from MITCH. Debi isn't sure how this could work because West Hills is a private school.

6) MINUTES

MOTION to Approve Minutes from November Board meeting

Norman Russell makes a motion to approve Draft C of the Minutes from the November 15, 2011 meeting as presented.

Paula Beaulieu seconds the motion.

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

7) FINANCE COMMITTEE REPORT

a) Presentation and approval of November 2011 financial report

Norman Russell presents the finance committee report. He states that some of the expense categories are in the process of being changed which makes the 1111000 and 1112000 categories look different. This will be corrected this month.

Jill Parker asks why there are several \$5 fees. They are due to bad checks. This month there was about \$135 in lost money to the school. Traci typically follows up on these bad checks.

MOTION to Approve Finance Report

Norman Russell makes a motion to approve the Financial Report for November, 2011 as presented, with checks in the amount of \$113,824.49 for checks numbered 6705-7047 and EFT, payroll, and direct deposits as listed in the report.

Rebeka Teets seconds the motion.

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

b) Finance committee report

The Finance Committee reviewed the totals in the school's bank accounts and one account has money that is probably above the limits that is FDIC insured. The committee wants to allow the Treasurer to make sure all of the school's money is FDIC insured. If making a change, it would also be good to make it easier to make deposits (currently with Capital Pacific, deposits are difficult). The Treasurer will investigate and make recommendations to the Board.

There is a family who would like to make a donation of stock. The Treasurer recommends TD Ameritrade for handling this situation.

MOTION to Open Brokerage Account

Norman Russell makes a motion to authorize the opening of an account with a brokerage firm such as TD Ameritrade to facilitate the transfer of funds of a gift from a MITCH family. The account will be controlled by the executive director, the Chairperson of the Board and the Treasurer, collectively.

Rebeka Teets seconds the motion.

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

The Executive Director asked the Finance Committee to look at giving the PM kindergarten teacher a raise. The reason for the raise is that the enrollment is much higher than expected (average of 8 students) and the Executive Director gave a verbal commitment to higher pay if there were more students.

MOTION to Raise Pay for PM Kindergarten Teacher

Norman Russell makes a motion to authorize a \$1.00 per hour raise to the PM kindergarten teacher effective December 1, 2011 through the end of the school year.

Jill Parker seconds the motion.

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

Norman states that Janet and Traci have faithfully fulfilled their roles at MITCH for 5 years, Janet and Traci are an integral part of the MITCH fabric and the Executive Director would like to show her gratitude with this small token of appreciation.

MOTION to Authorize Holiday Pay for Janet Peterson and Traci Laird

Norman Russell makes a motion to approve paying Janet Peterson and Traci Laird holiday pay for the following holidays: Christmas, New Years Day, Presidents Day, MLK Jr. Day, and Memorial Day.

Paula Beaulieu seconds the motion.

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

Board consensus is to update the policy to account for paid holidays in future years.

8) COMMUNITY RELATIONSHIPS

Paula reports that she hasn't had time establish a committee. Paula says that she is pursuing a grant through Wal-Mart. MITCH has been invited to apply for a Walton Foundation grant. She says that donated projectors will be available in the next week. Michael Allen Harrison wants to perform with MITCH students. She is working on pricing, tickets and advertising.

9) DISCUSSION ITEMS

Gordon informs the Board that the Board will be focusing on developing and organizing job descriptions next January with the goal of completing by March.

Gordon reports that today he had the opportunity to attend a webinar devoted to evaluating elementary and middle school principals. One of the facets of evaluation basis recommended involving the long-term plan. The Board started working on a 10-year plan 6 years ago. Gordon says that it is time to review what was submitted and formalize a 10-year plan. He will be working through it with Debi before sending it to the Board for review.

The Chair asks for a volunteer to serve as Assistant Secretary. No Board member volunteered, so we will recruit outside the Board. We need to appoint an Assistant Secretary in the near future.

10) PUBLIC COMMENT

Burkhart Ledebor asks about the joint Chamber of Commerce meeting. He asks if MITCH is a member of the Chamber. Paula and Gordon answer yes. He follows up asking if someone from MITCH attends. Gordon says no, but Paula will try to attend.

11) BOARD COMMENT

Rebeka reports that several people at her workplace have directed their United Way contributions to MITCH.

Debi comments that it would great to develop an endowment fund.

12) ADJOURNMENT

There is a Staff/Board party on December 16 at Paula Beaulieu's house.

There is a work session scheduled at 5:30 PM on January 5, An Executive Session is scheduled at 5:32 PM, mandatory for all Board members to attend. We anticipate the Executive Session will last about 40 minutes. The work session afterward is voluntary attendance.

The next regular Board meeting is on January 17, 2011 at 7:00 PM in this same room.

Meeting is adjourned at 8:25 PM.