

M.I.T.C.H. Charter School
Board Meeting Minutes
August 25, 2009

Members Present: Shana Hildreth, Joel Smith, Wayne Laird, David Uslan, Stephanie Rickert, Gordon Fiddes, Patricia Saier, and Debi Lorence (non-voting member)

Members Absent: none

Staff Present: none

Guests: A list was not collected.

Meeting called to order at 7:00 PM at 10445 SW Canterbury Lane, Tigard, Oregon 97224

Student Presentation and Public Comment

None.

Consent Agenda

MOTION to approve Minutes

Joel Smith makes a motion to approve the Minutes of the Board meeting on July 16, 2009 as presented in Draft B.

Wayne Laird seconds the motion.

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

The Board discusses the depth of detail in the minutes.

Treasurer Report

Wayne Laird reports July is a minimal month for changes. The Board discusses the July financial report submitted by Wayne.

MOTION to approve Financials

Joel Smith makes a motion to approve the July Financial Report as submitted by Wayne Laird.

Gordon Fiddes seconds the motion.

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

Finance Committee Report

David Uslan, Wayne Laird, Debi Lorence, and Janet Petersen are the Finance Committee members.

A teacher's name has not been changed to match her married name on the check yet. Wayne Laird will follow up to ensure the name is changed.

Wayne reports that he has explored the financial forecast several ways, and presents a forecast spreadsheet to the Board for 10 years in the new building. The long term rent increase is a big concern. Wayne would like to see if we can tie the rent increase to the SSF amounts. For the forecast, the Financial Committee used a 2% increase for goods and 3% for salaries. The Board discusses whether wages could eventually reach a ceiling, whether taxes would have to be paid, and how utilities is a guess that far out. Wayne explains the figures on the pages and that there is risk in everything we do. This is the closest we have ever come to having our own building.

Shana Hildreth presses for a vote. The Board discusses staging of the construction. Wayne requests a timeline. We are looking at an August 1, 2010 move in date. Board consensus is to use a real estate attorney with commercial expertise to bring this to fruition.

MOTION to have Attorney Review

Gordon Fiddes makes a motion to authorize Debi Lorence to have a commercial real estate attorney review the lease before the next Board meeting after the Board has had a chance to provide input.

Patricia Saier seconds the motion.

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

Shana Hildreth indicates Board member questions and input are to be submitted to Debi Lorence by September 1, 2009.

Update on Building Project

Debi Lorence reports that Greg Miller (Creekside Church) is interested in partnering with a charter school in Tualatin.

TTSD will likely make furniture and TTSD property available for MITCH Charter School next week at the old Tualatin Elementary building. These items will be moved into Russell Construction's storage building on Monday or Tuesday, as well as the items in Public Storage mini-storage. Debi Lorence informs the Board that MITCH will be paying Russell Construction \$ 100.00 per month for storage, which is well below market cost for comparable storage.

TTSD may be getting more money than expected. It is unclear whether MITCH may benefit or not.

The annual MITCH Board/Staff holiday party will be on December 18, 2009.

The Board will be introduced to the parents on September 3 during the parent meeting at 6:30 PM.

Discussion

- A. Cathi Aiello, with Allegro Accounting, LLC, responded to David Uslan's letter. Board consensus is to table further contact for 6 months.
- B. An open house with parent orientation is on September 3, 2009 at 6:30 PM. Board members are to attend.
- C. Board discusses future meeting schedule.

MOTION to change regular monthly Board meeting schedule

Wayne Laird makes a motion to change the regular monthly Board meeting so it will occur at 7:00 PM on the third Tuesday of each month, effective September 1, 2009.

Stephanie Rickert seconds the motion.

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

NOTE: This motion does not change the Annual Board Meeting, which is stipulated as the third Thursday in May as stipulated in the Bylaws Section 4.6.1

- D. A list is passed around for the Board members to sign up for one TTSD Board meeting that each member promises to attend.
- E. Shana Hildreth passes out Board Orientation Binders, containing a variety of information helpful for each Board member.
- F. Capital Campaign will be addressed during the September 3, 2009 parent meeting. The Board discusses possible ways money can be raised, but will leave details to be explored after the September 3 meeting. We will need to educate our parents and the community on our funding and needs. The Board discusses details about how the September 3 meeting will flow.

G. Goal setting for the Executive Director

Shana requests each Board member to email Executive Director goals to Shana within a week. Joel Smith discusses a meeting he had with the Calvin Presbyterian children's minister. Patricia Saier and Joel will communicate more with the minister.

H. Volunteer Campaign Development

The Board discusses background checks on volunteers. Signup sheets will be at parent meetings with lists of ways to volunteer.

I. Financial policy review. Gordon Fiddes will perform the initial draft changes to remove references to Sherwood Charter School from the Financial Policies and Procedures. The Finance Committee will address other changes afterward. The Board needs to approve Debi Lorence's credit card in the interim.

MOTION to change the Financial Policy and Procedures

Joel Smith makes a motion to change the wording in the Financial Policy and Procedures under section "XXV. Credit Cards" to read as follows:

"Policy:

The charter school may maintain corporate credit cards in the name of M.I.T.C.H. Charter School. In the event a standard check request cannot be processed for goods or services (e.g. online supplies purchases requiring a credit card), MITCH employees, including School Directors, will be reimbursed through normal expense report processes per section XV above.

Procedure:

MITCH may maintain a credit card in the name of M.I.T.C.H. Charter School."

Patricia Saier seconds the motion.

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

MOTION to authorize Debi Lorence to sign the MITCH credit card

Stephanie Rickert makes a motion to authorize Debi Lorence to be a signer on the MITCH Credit card.

Wayne Laird seconds the motion.

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

Shana Hildreth notifies the Board that there will be more policy review in the future.

Calendar update

Board consensus is that the calendar looks good.

Board Comments

Wayne Laird informs the Board that the audit started last week. We are making good progress with the audit. The 990 form is progressing well. MDA report needs to be voted on in September.

Adjournment

Shana Hildreth adjourns the meeting at 8:55 PM.

Next regular Board meeting is Tuesday, September 15, 2009 at 7:00 PM in the MITCH Commons Area near the school entrance in Calvin Presbyterian Church downstairs at 10445 SW Canterbury Lane, Tigard, Oregon 97224