

M.I.T.C.H. Charter School  
Board Meeting Minutes  
October 20, 2009

**Members Present:** Shana Hildreth, Joel Smith, Wayne Laird, Patricia Saier, Debi Lorence (non-voting), and Gordon Fiddes. David Uslan arrives 7:07 PM

**Members Absent:** Stephanie Rickert, David Uslan (arrives 7:07 PM)

**Guests:** Sue Lau and Kim Young

Meeting called to order at 7:05 PM in the MITCH Commons Area near the school entrance in Calvin Presbyterian Church downstairs at 10445 SW Canterbury Lane, Tigard, Oregon 97224

### **Student Presentations**

Sue Lau presents the scope and sequence of the MITCH art program, going into depth on the current landscape study. Debi Lorence applauds Sue Lau's contribution to the students' lives and education.

### **Approval of Minutes**

#### **MOTION to Approve Minutes**

Joel Smith makes a motion to approve minutes for the meeting on September 15, 2009 as presented in Draft C.

Patricia Saier seconds the motion.

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

### **Treasurer's Report**

Wayne Laird presents the monthly financial report. Wayne reports there was a small deficit for the month, but this is probably due to SSF adjustments.

Reviewing the audit, it is noted that the auditors are requesting check numbers and totals be specifically approved by Board motion. Because the Financial Packet includes the list of checks, Wayne believes the motion to approve each monthly Financial Report already includes the list of checks and totals. But the auditor requested more detail, so Wayne will check to see if we can handle it in the monthly Financial Report approval motion.

Shana Hildreth wants a detailed summary of purchases made on the Mitch credit card. Shana questions specific purchases and checks.

#### **MOTION to Approve August Financial Report**

Wayne Laird makes a motion to approve the August Financial Report as submitted by Wayne Laird. This motion includes check numbers 4753 through 4799, direct deposits, and EFTs as listed, totaling \$ 71,585.61 David Uslan seconds the motion.

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

### **Audit Review**

Wayne Laird reports the audit was very good. He compliments the staff on how smoothly the audit went. Wayne addresses issues that were raised in the audit, and the Board discusses them.

The audit has been sent where it needs to go. Journal entries will be initialed by David Uslan beginning next month. Shana Hildreth asks why the bank fees are \$ 250.00. Wayne and Debi Lorence explain that this is the Visa processing fee for credit card charges that MITCH accepts for payment from parents.

The Finance Committee will discuss how to handle building project costs in the Financial Reports.

### **Building Project Report**

Shana Hildreth instructs Debi Lorence to extract herself from the negotiation and property search process.

The Board discusses the agreement with Macadam Forbes. Several Board members indicate that Macadam Forbes appears to have stopped searching once they located the property on 90<sup>th</sup> Court in Tualatin.

Patricia Saier expresses reservations about the 90<sup>th</sup> Court building. Board consensus is to see whether our future landlord will react favorably to our last communication before paying the city of Tualatin any fees.

Debi Lorence indicates MITCH will need to hire Lance Stout to handle our representation process with the city of Tualatin.

Patricia Saier introduces another property option to the Board and the Board discusses it. Board consensus is to pursue this property on a parallel course for the next month.

### **Director Report**

Debi Lorence hands out a written report to the Board for review. The Board discusses how to handle lotteries for siblings and extra Kindergarteners. Board consensus is that the AM Kindergarten class members automatically fill available seats in first grade class next year. Siblings of MITCH Charter school students enrolled before December 31 of the previous school year get the second priority to fill remaining first grade seats next year. PM Kindergarten class members get the third priority to fill any remaining first grade seats next year. In district public lottery will receive fourth priority to fill any remaining first grade seats next year. Out of district public lottery will receive fifth priority to fill any remaining first grade seats next year.

Debi Lorence reports that 78 volunteers have been trained and have had background checks performed.

There will be a Benefit Dinner in late January. The purpose of this dinner is to bring influential people to this dinner to inform beneficiaries.

Shana Hildreth and Debi Lorence are looking into service grants.

Tigard Grange is donating dictionaries to MITCH Charter School tomorrow.

The SFSF Grant is very helpful.

Key Bank is very expensive, so we may need to change banks this fiscal year.

Debi Lorence is reviewing teachers' hours

Debi Lorence informs the Board that TTSD sold property in which MITCH was interested, near Fowler Middle School.

## Action Items

Debi Lorence's proposal for a Bylaw change is really a Policy and Procedure change, so it will be handled separately.

### **MOTION to Approve BYLAW change in Section 4.9**

Gordon Fiddes makes a motion to change the Bylaws in Section 4.9 to match current ORS as presented in option 2 of his letter to the Board dated October 18, 2009.

Wayne Laird seconds the motion.

The Board discusses the proposed changes.

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

SECRETARY NOTE: This will change section 4.9 of the Bylaws to read as follows:

**4.9 Executive Session** The Matters Permitted for Executive Session as provided by ORS is as follows:

The Open Meeting Law requires an informed public, aware of the deliberations, decisions and the information upon which such decisions were made. However, a school board may hold an Executive Session, which excludes the public after the Board Chair or Vice Chair has identified one or more of the following reasons:

As per ORS 332.061

- (1) Any hearing held by a district school Board or its hearings officer on any of the following matters shall be conducted in executive session of the Board or privately by the hearings officer unless the student or the student's parent or guardian requests a public hearing:
  - (a) Expulsion of a minor student from a public elementary or secondary school.
  - (b) Matters pertaining to or examination of the confidential medical records of a student, including that student's educational program.
- (2) If an executive session is held by a district school Board or a private hearing is held by its hearings officer under this section, the following shall not be made public:
  - (a) The name of the minor student.
  - (b) The issue, including a student's confidential medical records and that student's educational program.
  - (c) The discussion.
  - (d) The school Board member's vote on the issue.
- (3) The school Board members may vote in an executive session conducted pursuant to this section.

As per ORS 192.660

- (1) ORS 192.610 to 192.690 do not prevent the governing body of a public body from holding executive session during a regular, special or emergency meeting, after the presiding officer has identified the authorization under ORS 192.610 to 192.690 for holding the executive session.
- (2) The governing body of a public body may hold an executive session:
  - (a) To consider the employment of a public officer, employee, staff member or individual agent.
  - (b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
  - (c) To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.063, 441.085, 441.087 and 441.990(2) including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.
  - (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

- (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
  - (f) To consider information or records that are exempt by law from public inspection.
  - (g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
  - (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
  - (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
  - (j) To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
- (3) Labor negotiations shall be conducted in open meetings unless negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.
- (4) Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor negotiations or executive session held pursuant to ORS 332.061 (2) but the governing body may require that specified information be undisclosed.
- (5) When a governing body convenes an executive session under subsection (2)(h) of this section relating to conferring with counsel on current litigation or litigation likely to be filed, the governing body shall bar any member of the news media from attending the executive session if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.
- (6) No executive session may be held for the purpose of taking any final action or making any final decision.
- (7) The exception granted by subsection (2)(a) of this section does not apply to:
- (a) The filling of a vacancy in an elective office.
  - (b) The filling of a vacancy on any public committee, commission or other advisory group.
  - (c) The consideration of general employment policies.
  - (d) The employment of the chief executive officer, other public officers, employees and staff members of a public body unless:
    - (A) The public body has advertised the vacancy;
    - (B) The public body has adopted regular hiring procedures;
    - (C) In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and
    - (D) In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.
- (8) A governing body may not use an executive session for purposes of evaluating a chief executive officer or other officer, employee or staff member to conduct a general evaluation of an agency goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.

Finance Committee review of the Policies and Procedures are tabled until next month.

Calvin Lease is tabled for another meeting.

Goal setting

Shana Hildreth informs Debi Lorence that her impromptu teacher evaluations are a high priority to the Board. Shana will evaluate Debi in January.

NWCEO legislation paperwork will be handed out.

Meyer Trust Fund Grants are for buildings.

There are 19 members in the Friday running club, 28 in the Friday chess club, and 12 in the Friday art club.

The Board discusses the parent meetings. The Parent meeting was very encouraging and well run. About 20 to 25 attended it. Facility meets at 6:00, Parent meeting meets at 7:00 PM, and Fund Raising meets at 8:00 PM. We are working on hospitality for the MITCH community.

Shana hands out info to the Board.

**MOTION to extend meeting**

Shana Hildreth makes a motion to extend the meeting to end at 9:09 PM.

Joel Smith seconds the motion.

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

Shana discusses Board member participation. The Board discusses different approaches to increasing Board participation. Consensus is to seek a Board member that is better able to participate.

Shana wants the Board to review the Staff Handbook this month. This is very important.

**Board Comments**

David Uslan asks how Kindergarten parents are being told about the difference in priority for their students going into first grade next year. Debi Lorence told the PM Kindergarten parents during the enrollment process and will call them again.

Shana Hildreth hands out papers to the Board.

Shana Hildreth adjourns the meeting at 9:12 PM.

Next Board meeting is Monday, November 2, 2009 at 4:00 PM near the MITCH Commons Area near the school entrance in Calvin Presbyterian Church downstairs at 10445 SW Canterbury Lane, Tigard, Oregon 97224