

M.I.T.C.H. Charter School
Regular Board Meeting Minutes
January 19, 2010

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

Members Absent: David Uslan

Guests: Christa Griffiths and Jim Kelleher.

Meeting called to order at 7:02 PM in the MITCH Commons Area near the school entrance in Calvin Presbyterian Church downstairs at 10445 SW Canterbury Lane, Tigard, Oregon 97224

MOTION to Approve Minutes

Patricia Saier makes a motion to approve the minutes from the November 17, 2009 meeting (Draft B) and the December 12, 2009 meeting (Draft B) with spelling corrections as noted.

Joel Smith seconds the motion.

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

Treasurer's Report

Wayne Laird reports that everything is normal. Deferred revenue seems high. State funding is still in limbo. We will have the first draft of next year's budget projection in February.

Joel Smith asks about the general administration costs, which Wayne explains is due to the audit being completed. Income is under 50% because we are not recognizing income yet. Patricia Saier asks why technology is so high. Wayne is checking into it. Shana Hildreth asks if the teachers' last names are all correct. Debi Lorence indicates the names are being handled properly. Shana asks for a summary credit card statement from the bookkeeper, as she did not receive one in December or November.

MOTION to Approve November and December Board Financial Reports

Wayne Laird makes a motion to approve the November 2009 and December 2009 Financial Reports as submitted by Wayne Laird. This motion includes November check numbers 4843 through 4872, direct deposits, EFTs as listed, and the scrip account; totaling \$ 65,810.45. This motion includes December check numbers 4873 through 4903, direct deposits, EFTs as listed, and the scrip account; totaling \$ 61,236.07.

Joel Smith seconds the motion.

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

Introductions

Jim Kelleher is a potential lottery parent.

Krista Griffiths is assisting with the new facility.

Director's Report

Debi Lorence reports positively regarding Capital Pacific Bank. Deposits can be made at any Wells Fargo Bank. Capital Pacific currently is the bank for 34 small schools. It has a bond program that could help with construction. Capital Pacific pursues programs to help charter schools. The Board discusses changing financial institutions.

MOTION to authorize MITCH's Financial Institution be transferred to Capital Pacific Bank

Wayne Laird makes a motion to authorize all MITCH bank accounts at Key Bank be transferred to Capital Pacific Bank.

Patricia Saier seconds the motion.

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

Debi Lorence reports that a parent donated 51 cases of paper plates. Other construction loans are available. There are 277 applications for the first lottery for next school year. The spelling bee is on February 4 at 2:00 PM. Collins Group can help non-profits go after funding. The cost for them to run a Capital Campaign is \$ 3,000 or more. Debi Lorence has received positive feedback from a letter that was sent out to the parents. Tualatin Farmers' Market can provide an avenue for advertising MITCH. Debi met with NWESD people, discussing signage and other matters at the new building. There are three churches interested in subleasing space at the new building. Payroll service may be better elsewhere. Science fair is on January 28 2:15 – 3:30, and 6:00 PM. Stephanie Rickert recommended looking into the Alliance of Non-Profits for insurance.

Building updates

Board reviews drawings of the building on 90th Court as they are presented by Debi Lorence and Christa Griffiths. Debi reports that the actual cost of the remodel may be lower than anticipate because many companies are offering to volunteer services. The C.U.P. application looks positive.

Action Items

- A. Calvin lease is signed.
- B. Resolution for 90th Court building is tabled until another meeting.
- C. Bank loan or Bond Resolution is tabled until another meeting.
- D. Staff Handbook
Board discusses different aspects of the text and will continue this discussion during another meeting.
- E. Financial Policy is tabled until another meeting.
- F. Club reports
Chess is doing well. Art is exploring other optional meeting places. Skiing is going well.
- G. Parent and Fundraising Committee update
Starts Tuesday 1/29/10 at 6:00 PM. Parents want less structure and more open opportunities.
- H. Facility Committee
Needs to maintain Christa Griffiths as the parent report person. This will be discussed further during another meeting.
- I. Board recruitment
Joel Smith reports that he is looking for people inside and outside MITCH. Wayne Laird indicates he would like the Board to have resumes by April at the latest.
- J. Calvin Church relationship
Joel Smith reports it is well. The church appreciates the communication about us leaving.
- K. Executive Director evaluation
Shana Hildreth would like to have questions submitted by Board Members.
Debi Lorence discusses teacher reviews and has found this to be positive.

MOTION to extend meeting

Shana Hildreth makes a motion to extend the meeting until 9:15 PM.

Gordon Fiddes seconds the motion.

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

- L. Bank bond
Wayne Laird will be in charge of researching a bank bond.
- M. Grant writers
People involved with this process will be Stephanie Rickert, Debi Lorence, Gordon Fiddes, Patricia Saier, Stacie Yost, and Pam Kelly.
- N. Auction Committee
Shana Hildreth will handle this.
- O. Tualatin Chamber of Commerce
Joel Smith will be the contact person for this organization.
- P. Capital Campaign
Shana Hildreth and Patricia Saier will be in charge of organizing this.
- Q. Non-Profit status
David Uslan will be in charge of maintaining this.
- R. Collins Group This discussion is tabled until another meeting.
- S. Sublease plan
Gordon Fiddes is responsible for researching options and lease agreements.

Board Comments

Wayne Laird recommends the Board send a letter of appreciation to Calvin. Other Board members agree and point out that a similar letter of appreciation should be sent to TTSD.

Meeting is closed at 9:12 PM.

Next Board meeting is Tuesday, February 16, 2010 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