

M.I.T.C.H. Charter School
Regular Board Meeting Minutes
February 16, 2010

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

Members Absent: Stephanie Rickert

Guests: Mrs. Wright, some of her students, and their families.

Meeting called to order at 7:01 PM in the MITCH Commons Area near the school entrance in Calvin Presbyterian Church downstairs at 10445 SW Canterbury Lane, Tigard, Oregon 97224

Student Presentation

Two third grade students made a presentation on New York and Massachusetts. Three students recited “Father William” by Lewis Carroll while two students acted it out.

Collins Group Tabled for another meeting

MOTION to Approve Minutes

Joel Smith makes a motion to approve the minutes from the January 19, 2010 meeting (Draft A) as presented.

Patricia Saier seconds the motion.

Vote: Five Board members vote in favor. David Uslan abstains. The motion passes.

Treasurer’s Report

Wayne Laird reports that the finances show a negative due to the 90th Court remodeling expenses. Wayne will reconcile the SSF because it was based on an estimate. It looks like we will receive more. The Federal SSF grant is on track. We are still waiting for a Federal grant reimbursement.

MOTION to Approve January Financial Report

Wayne Laird makes a motion to approve the January 2010 Financial Report as submitted by Wayne Laird. This motion includes check numbers 4904 through 4950, direct deposits, EFTs as listed, and the scrip account; totaling \$ 91,347.32.

Joel Smith seconds the motion.

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

Wayne discusses the scrip account with Debi Lorence.

Annual Budget Update

Wayne Laird presents an update draft of the revised budget to be submitted to TTSD as a courtesy. This reflects our cash balance more accurately. Next year’s budget is due by March 15 to TTSD. The Board decides to hold a special meeting on March 12 at 6:00 PM and will vote on the new budget at that time.

New Bank Report

Shana Hildreth reports everything is set up at Capital Pacific and is ready for deposits.

Scrip is still at Key Bank. Regular checking is still at Key Bank. We will be changing Merchant Services soon. “The entire banking experience is delightful.”

MOTION to Authorize Transferring Merchant Services

Gordon Fiddes makes a motion to authorize MITCH's merchant services be transferred to Capital Pacific Bank.

Wayne Laird seconds the motion.

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

Secretary note: Shana Hildreth, David Uslan, and Debi Lorence will be the signers on this account.

Capital Costs - tabled for another meeting.

Facility Point Person

The Board discusses the need for the facility point person (Debi Lorence) to be able to pay small bills promptly. Wayne Laird suggests authority up to \$5000.00 no more than three times before a Board meeting. This topic is tabled for another meeting.

Director's Report

An important fundraiser will occur on March 13, 2010.

OCE Imagistics is providing the fundraising printing free of charge.

Rob Kremer and Matt Wingard will be speaking at the fund raiser.

Debi Lorence says Norman Russell recommends going for the Energy Trust Grant.

A playground and gardening grant are being pursued.

Last week, Debi Lorence and others moved a tremendous amount of office equipment into storage.

It is important for the Board members to come to the MITCH Mixer this Thursday.

Debi Lorence will be talking on finances and sustainability at the Charter School Conference at the end of January.

Debi presents next year's school calendar.

MOTION to Approve the 2010-2011 School Calendar

Gordon Fiddes makes a motion to approve the 2010-2011 MITCH School Calendar as presented.

Joel Smith seconds the motion.

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

Action Items

• Staff Handbook

The Board discusses the staff handbook and makes notes to change the wording in several areas. Section 601(a) and (b) and Section 605 (b) need to be reworked.

• Financial Policies and Procedures Manual

The Board discusses the manual and Wayne Laird recommends changing the bookkeeper credit card advance days to seven instead of ten days.

MOTION to approve Financial Policy and Procedure Manual

David Uslan makes a motion to approve the Financial Policy and Procedure Manual with the Section 24 procedure last two sentences being changed to read "The bookkeeper will reconcile and prepare a check for payment in full, ready to be signed seven days before the credit card due date. The bookkeeper will present monthly activity for the Board's review."

Gordon Fiddes seconds the motion.

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

- Wages - Shana Hildreth discusses wages. The Board would like to see the numbers and effects on the bottom line before discussing this further. Tabled until a later meeting.
- Non-profit Status Not due until April 1. Tabled until the March meeting.
- Executive Director Evaluation Shana Hildreth will send a summary to the Board via email.
- Tualatin Chamber of Commerce Joel Smith reports that we are members and the next meeting is on 2/19/10 at 7:30 PM near Meridian Park Hospital at River Valley Landing.
- Capital Campaign Shana Hildreth reports that this is a VERY IMPORTANT event that occurs on March 13 between 7:00 and 9:00 PM. Things are coming together well.
- Sublease Plan – tabled until a later meeting
- Friday Clubs Gordon, Shana, and Patricia report on the clubs.
- Parent Fundraising Committee - Patricia Saier submitted grand request to Lowes and is checking out playground options.
- Board Recruitment
Joel Smith reports that he has found few people willing to make the commitment to be on the Board. He will send out a letter trying to reach interested people.

Board Comments

Patricia asks about the Collins Group presentation. Shana Hildreth indicates they were not ready tonight. Patricia Saier says another group would like to present their campaign program to MITCH.

Gordon Fiddes announces he is running for political office : Oregon House of Representatives District 35, including most of Tigard, some of King City, portions of Washington County north of Tigard, and a sliver of Portland.

Meeting is closed at 9:14 PM.

Next Board meeting is a Special Board Meeting on Friday, March 12, 2010 at 6:00 PM in the MITCH Commons Area near the school entrance in Calvin Presbyterian Church downstairs at 10445 SW Canterbury Lane, Tigard, Oregon 97224