

M.I.T.C.H. Charter School  
Board Meeting Minutes  
January 18, 2011

**Members Present:** Shana Hildreth, Joel Smith, Wayne Laird, Jeff Yost, Paula Beaulieu, Rebeka Teets, Gordon Fiddes, and Debi Lorence (non-voting).

**Members Absent:** none

**Guests:** none.

Meeting called to order at 7:00 PM at 19550 SW 90 Court, Tualatin, OR 97062

### **Approval of Minutes**

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

Wayne Laird makes a motion to approve minutes for the meeting on December 21, 2010 as presented in Draft D, and to approve the minutes for the meeting on November 16, 2010 as presented in Draft C.

Joel Smith seconds the motion.

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

### **Finance Committee Report**

Debi Lorence, Wayne Laird, Janet Peterson, and the bookkeeper are the Finance Committee members. Board discusses the 1700 series accounts showing negative. There will be a quarterly summary clarifying certain lines. Shana Hildreth indicates she did not receive a copy of the credit card statement. Board discusses the SSF allocation. Wayne reports next year's budget is shaping up nicely. Jeff Yost asks about extracurricular income (Your Fair Share, auction, etc.). Jeff asks about line 275, fixed assets – Wayne explains this is leasehold improvements. Next Finance Committee work session is on January 31, 2011 6:30 PM.

#### **MOTION to Approve Finance Report**

Wayne Laird makes a motion to approve the Financial Report for December 2010 as presented, with checks in amount of \$ 100,466.29 for checks numbered 6363-6411 and EFT, payroll, and direct deposits as listed in the report.

Jeff Yost seconds the motion.

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

### **Director Report**

Debi Lorence reports the building roof leaked before, during, and after construction. There has been much damage, and it is being documented. The landlord wants a tax credit for building improvements. Spelling bee judges are needed. Science fair judges are needed. The Gala is planned for March 12, 2011. Math has been a challenge because most new students have little math training. We have eight levels for students. Debi determined one class is two months behind in math. Debi wants to help with this situation. It will cost about \$ 2500.00 to finish out the year.

#### **MOTION to Hire a Part Time math teacher**

Wayne Laird makes a motion to approve applying the necessary portion of the Hartung Glass donation to hire the part time math teacher at a wage of \$ 12.00 per hour.

Gordon Fiddes seconds the motion.

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

Debi Lorence wants to reallocate Your Fair Share to make more money available for classroom teachers. Board consensus is to ask parents to reallocate Your Fair Share.

Enrollment for next year is filling up nicely. Roofing is done with our side of the building, but they are still fixing leaks. Classroom observations are being performed with the new teachers. We will receive no grant title money from the school district.

Financial Policy and Procedures and other manuals need to be sent to new Board members: Rebeka, Paula, and Jeff.

**Discussion and Action Items**

The Board discusses the fifth grade teacher resignation. Gordon Fiddes declares he has a conflict of interest because he has a child in this class.

**MOTION to Accept Marlana Quigley’s Resignation**  
Rebeka Teets makes a motion accepting Marlana Quigley’s resignation effective Tuesday, January 4, 2011. The board is releasing Marlana Quigley from her employment agreement and not holding her to the 60-day clause pertaining to the suspension of her teaching certification.  
Joel Smith seconds the motion.  
Vote: Six Board members vote in favor. Gordon Fiddes abstains. The motion passes.

The Board discusses the sublease for AMP, determining 800 square feet works out to \$ 75.00 per week for the rest of the school year.

**MOTION to Approve Sub-Lease Wording**  
Wayne Laird makes a motion to approve Rebeka Teets’ work and approval of the final lease wording for AMP to lease 800 square feet at MITCH for two days and two hours per week.  
Joel Smith seconds the motion.  
Vote: All Board members vote in favor. The motion passes.

**MOTION to Extend Meeting**  
Gordon Fiddes makes a motion to extend the meeting until 9:30 PM  
Paula Beaulieu seconds the motion.  
Vote: All Board members vote in favor. The motion passes.

The Board discusses the MITCH Pitch: Advertising and community relations. Joel Smith will make raw video and Paula Beaulieu will help.

The legislative lunch is cancelled.  
PM Kindergarten is working well.  
Angela’s program is doing well.  
Broadway Across America is ramping up, and should prove to be a good fundraiser.  
Paula Beaulieu has visited 15 businesses asking for donations.  
The Board discusses the spring concert at Rolling Hills Church. Consensus is that it would be worthwhile to have a room for the students (and families) to have dinner on-site, which brings the total rental to \$ 1580.00

Shana Hildreth adjourns meeting at 9:25 PM.

Next Board meeting is Tuesday, February 15, 2011 at 19550 SW 90 Court, Tualatin, OR 97062