

MITCH Charter School
PSO Meeting Minutes
Tuesday, October 6, 2015

PSO Leadership in attendance: Renea Ostermiller, Beth Hudson, Kate Ark, Joanna Shetler, Michele Vitali, Sarah Wiechec, Joleine Sigler

Public in attendance: Melissa Meyer, Clara Keith, Donna Capodacqua, Mary Ellen Rasmussen, Shasta Maclean, Jennifer Wytmans, Natasha Green, Beth Sethi, Peggy Ledeboer, Cristine Devlin, Garry Mainerich, Sunkyu Kim, Jason Holland, Julie Ronnie, Kris Mante, Kristine Cox

Meeting Called to Order: 6:35

Review and approve September 10 minutes:

Motion by Joanna

Seconded by Kate

For: all

September Meeting Minutes were approved

Approved minutes will be posted on the PSO website.

Review and approve PSO Annual Budget SY 2015-2016:

Discussion:

- Renea suggested a parent community fund (for family emergency, support of our families, food), \$500 or so. No objection to this.
- Kate suggested creating a book fund, particularly as having two kinder / first grade classes moving forward will require more classroom books. Although we can use Scholastic Book fair funds to purchase books, these are not substantial resources when divided between all the classrooms, and these purchases are limited to Scholastic titles. Shasta Maclean pointed out that such a fund would support CKLA and domain focused books. Renea suggested that we can budget \$1000 for this, and if we have surplus funds available at the end of the year we could direct those towards books purchases, in part.
- Kate suggested adding a fund for volunteer appreciation of not more than \$500. This could be used in conjunction with funds that the school directs towards this purpose.
- Beth Sethi asked if we could add Scrip revenue. She suggested \$2000, but \$1000 was the final revenue suggestion settled on. Beth noted that if include this as Revenue, we will also want to include the Scrip expenses. Renea acknowledge hese numbers could be difficult to estimate, because this is a new program for the PSO, but we estimated expenses at \$120

Motion by Beth: I move to amend the PSO Annual Budget for the 2015-2016 School year to include expenses of \$500 fund for community support activities, expenses of \$1000 for a Book Fund, to include expense of \$500 for Volunteer Appreciation, and to include revenue from Scrip at \$1000 and expenses for Scrip of \$120.

Second by Renea

For: all

PSO Annual Budget SY 2015-2016 was approved as amended.

Approved 11/3/2015

Discussion to approve Quickbooks expense:

We are currently using Wave, an online service that is free and it is rudimentary. Quickbooks will streamline process, reporting clearly, and more detail. Cost would be \$161.64 for year, either in a one-time or monthly expense. Cost without “accountant status” would be \$26 per month. It is an online software

Motion to add this expense to the annual budget by Joleine

Kate seconded

For: all

Annual expense for Quickbooks was approved.

President’s Report—Renea Ostermiller

- First PSO and muffins was well received; next event is scheduled for Saturday, November 7, from 8:00 am to 10:00 am.
- Fundraising is off to a good start:
 - \$750 from Blu School Supplies order and MITCH sweatshirts, combined
 - Sarah Wiechec has done a great job finding sponsors for the MITCH Marathon; event costs are completely covered by sponsors
 - Online Pledges for MITCH Marathon are over \$5,000
- Pizzicato Fundraiser is October 20; order forms will be coming home.
- Pie Sale is also coming up.
- Sarah Gabriel will be chair for MITCH Auction, scheduled for March 5th
 - Would like to have costs of event covered by sponsors. Sponsorships available from \$250 - \$2,000
 - Auction Website will be up in November, Sponsors will be recognized there
- Many thanks to volunteers—we have had over 619 hours of volunteer time since the beginning of school.

Treasurer’s Report—Joleine Sigler

- Marathon online pledges will go in October report

Motion by Renea to approve PSO financial statements thru 9/30/15

Seconded by Michele

For: all

September Financial report was approved

Volunteer Coordinator’s update—Kate Ark

- Hot Lunch: Still need volunteers!! Monday is only day full, Tuesday and Friday have one vol, Weds and Thurs have none. Without volunteers will not be able to have the Hot Lunch program.
- We will also need a volunteer on some days to pick up / deliver lunches to school—can have two different people doing deliver and prep work / serving
- Kate is working with Ms. Maclean and Mr. Ketel to create Hot Lunch Volunteer task descriptions, determine what (if any) prep work needs to be done on each day. To simplify and streamline, we are pricing fruits/veg from various sources. These should not increase the published cost of lunches
- Michele asked if hot lunch volunteers need to get a food handlers card—answer was no, because we are not preparing the food.

- Kris Mante asked about sign-ups—is there a way to sign up for alternating weeks?
 - Will look at HelpCounter and consider options. Michele asked if there was a way to see how many families were actually using HelpCounter. Would it be useful to consider alternative ways of signing up? That could include other family members (grandparents, etc.)
- Kate and Beth will pull together Hot Lunch volunteer info and send out in its own email.

Speaker: Jennifer Wytmans, on Agriculture in the classroom

Shared experiences from Agriculture in the Classroom seminar from this past summer. Provided an overview of why it is important to include agriculture in our students' education.

Executive Director's Report—Melissa Meyer

- Discussed sending teachers to Agriculture in the Classroom (weeklong seminar) on an annual basis. Cost is \$600 (includes lunch and lodging)
- Any questions about Hot Lunch (none)
- MITCH Board of Directors has committees that need parent participation: Academic Excellence and Facilities.
 - This year, Academic Excellence will focus on how we assess students, and using assessment tools in the classroom
 - Facilities committee has three parts; safety and maintenance; gardens (frontier and experimental); long term needs for space.
 - Actively searching for a “project manager” for the Frontier Garden development project.
 - Email Mrs. Meyer if interested
- This year, thematic focus on Celebrating Learning; shared what this means to teachers.
- Renea asked about sub list. Mrs. Meyer indicated that our sub list is quite thin. She is negotiating to gain access to district sub list / resources; requirement to be sub is to have a sub license or current teaching license.

Committee Reports: MITCH Marathon—Sarah Wiechec

Have all materials need, and preparations are proceeding well. Discussed logistics of students receiving and attaching race bibs, post-race bag.

Sarah will deliver bibs to classroom and boxes of bags to school on Thursday; Teachers can hand out bags at their discretion. Bananas, pretzels, and chocolate milk will be available immediately after students run. Discussed remaining volunteer needs—two parents per shift, will need those to report to the school and ride bus with students. Would like all photos that are shared via social media to carry #runlikeafox.

Committee Reports: Talent Show—Shasta Maclean

Student Leadership is meeting to develop plans for this; have venue at Tuality; audition forms will go out Friday, due next Weds; Auditions will be October 21 or 22;

Students will have merchandise and refreshment area and ticket sales area; Mrs. Johnson and Ms. Maclean will need volunteers to help man cash station / oversee students with money (two-three total). Also want to do pre-order flowers, so will possibly need volunteers to help with this. One volunteer for moving equipment to and from; and one or two for clean up; Ms. Maclean will use Helpcounter to set up these needs and email/announce initial request; PSO can echo/follow up.

Auditions: need two parents on the panel (but without a child auditioning) Acts are limited to two minutes.

Date of event: November 6, 6:30 start time

Committee Reports: Restaurant Nights and Scrip—Beth Sethi

Pizzicato: Order forms will go home tomorrow, for pre-baked. Needs two volunteers to help organize and hand out; pizza pick-ups should go through third lane.

Scrip: Scrip flyers will go home next week—we would like to increase the profile of and participation in Scrip this year. Monthly deadline will be first Tuesday of the month; cards will be delivered the following Tuesday.

Committee Reports: Teacher Appreciation Committee—Renea Ostermiller

Will this fall under Volunteer coordinator tasks or do we need to recruit a chair for this committee? PSO goal is to have three more lunches across year and then bigger dinner at the end of the year.

We can put something out to see if someone can own it, otherwise can look to Kate as possible head up?

Renea asked Melissa if there is a date that she would like us to give teachers lunch? Melissa will let us know.

Public Comment:

Shasta Maclean suggested an all school message for Marathon—rain or shine on Friday, everyone can wear PE uniform; Beth will include this in the weekly PSO email.

Adjournment

Motion to adjourn by Renea

Seconded by Kate

For: all.

Meeting adjourned at 8:05