

MITCH Charter School
PSO Meeting Minutes
Tuesday, November 3, 2015

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

Staff/Parents in Attendance: Sarah Gabriel, Natasha Green, Maryellen and Eric Rasmussen, Melissa Meyer, Janet Jones

Meeting called to order: 6:36

Agenda: Motion to amend agenda to add approve October 2015 minutes

Motion by Renea

Seconded by Beth

For: all

Opposed: none

Motion to add Approval of October 2015 Meeting Minutes to Agenda was approved.

Review and approve October Meeting Minutes

Motion by Michele to approve minutes as presented

Seconded by Joanna

No discussion

For: all

Opposed: none

October Meeting Minutes were approved

President's report – Renea Ostermiller

- MITCH Marathon came in well over budget!! Thanks to Sarah and Joanna for their leadership on this event. Online pledging was successful, and using Uberthons streamlined the logistics of the event. Parent Feedback was positive, look forward to building off of this year's event.
- Pizzicato also raised more than budgeted by \$400, total earned was approximately \$1000
- Scrip: Submitted first scrip order today, this process could take refining because of order due dates, etc. We had about \$150 in profit; Beth asked about the possibility of ordering twice a month, and Renea indicated this is up to Beth Sethi and Tonia Easterly, the Scrip coordinators.
- Scholastic Book Fair: Scheduled for December 2, 3, and 4. Please look at volunteer needs so that it can be 'open' as much as possible during these days.
- Auction: We are starting to look for Auction sponsors—Sarah Gabriel will address this topic later in the meeting.
- Thanks to Natasha Green! Natasha and her family are moving to Denver; while at MITCH she has helped with marketing materials and newsletters (Fox Flyer) and also the PSO Logo. We all expressed sadness that Natasha and her family will be leaving MITCH.

Treasurers Report – Joleine Sigler

Year to date, we have net revenue of \$18,175.50. Our expenditures are low, and all of our expenditures are well within budget.

- Beth raised question of how the costs of 99 Pledges is (or is not) included in the financial reports / expenditures. Although 99 Pledges takes a 10% service charge from the pledges collected

Approved 12/1/2015

through their website, our financials simply show the income from them and does not reflect that 10% charge. Joleine will look for a report from 99 Pledges to update the financial reports to reflect that cost.

- Michele asked if there are costs for the sweatshirts—no costs involved with that

Motion by Joleine to approve financials for October.

Second: Kate

For: all

Opposed: none

October financial report was approved with the addition of the 99 Pledges cost as part of the PSO expenditures.

Third Grade Classroom Scholarship Proposal – Janet Jones

This summer, Ms. Jones took a class called “Boys read boys write” because her current classroom is boy heavy. Building on this class, she is looking for more reading/writing resources that appeal to boys—magazines, non-fiction, factual texts. She would like to purchase a listening center that can engage multiple students in a more multi-sensory reading experience. Ms Jones provided specific item, to purchase through Lakeshore Learning, that she feels will be sturdy and durable. Pending approval, Ms. Jones will purchase this item and we will reimburse her, to take advantage of her Lakeshore Learning educator’s discount.

Motion by Renea to approve Janet Jones request to purchase listening center and portable cd player to use in her classroom. This purchase will go against her classroom scholarship fund of \$300.

Second: Joanna

For: all

Opposed: none

Motion to approve Ms. Jones Classroom Scholarship proposal passed

Follow up discussion of sources for books on cd: Barnes and Noble has an institutional purchasing program which might be able to get them for lower price; also there is the possibility of getting them through Scholastic, as part of our Scholastic Book Fair.

Renea asked Joleine to keep track of which teachers have used Classroom Scholarship funds and what the funds have purchased.

Volunteer Coordinator Report – Kate Ark

- Talent Show is Friday (November 6). School is looking for Parent volunteers and support for set up, clean up, etc. We also need someone to help transport sound equipment from MITCH to Twality,
- Willamette Valley Fruit Company: didn’t sell as many this year, so probably won’t need as many volunteers—three total, Kris plus two others. Time commitment will be from 2:05 – end of carline, on Tuesday, November 17.
- Laurie asked if these needs are listed on HelpCounter—Kate indicated that they are.
- School Concert: what needs for this? Should hear tomorrow about the venue, Dana Quinn-Connor has been helping Mrs. Keith with this.
- Breakfast for the teachers on Monday 11/16. This meal will be covered by Kinder and 8th grade families. Kate will email families with students in these classes about supporting this event.
- Book Fair: Most volunteer shifts are covered for this.
- Lunch:
 - Two Friday lunch recess shifts that need to be covered in November

- No Hot lunch on Monday in December
- Wednesday and Thursday have people doing it but really need permanent people to come in and do this
- Renea suggested that we begin planning for the second half of the year volunteer needs (lunch, carline, etc.).
- Beth suggested going back and looking at the whole picture of lunch volunteer needs, to make sure that we are using volunteers efficiently and effectively, and to help ensure have full coverage.

Executive Director Report – Melissa

- Teachers have begun developing their classroom scholarship requests
- Melissa will be meeting with teachers to set professional development goals; as these are established, teachers will also be coming to us for support as indicated in our budget.
- Beginning enrollment for next year, all applicant families must take a tour.
- Looking at re-enrollment process, and hope to know in March what openings will have for the upcoming year
- Looking at doing one lottery not two, will do one in March.
 - Joanna asked what are reasons for kinder lottery in March? We discussed that in the past, one reason for a January Kindergarten lottery is to make sure that we were in step with private school applications. Given that we are trying to enhance diversity, moving lottery date to March opens this up for broader applicant pool. Moving date will broaden demographics.
 - Current intention is for two first and two kindergarten classes; keeping two second grade classes will depend on numbers and space issue.
 - Renea asked why March instead of January for all the kids. Melissa indicated that a March time frame allows more time for open houses, for multiple grade levels, etc.

Committee Reports: Fundraising To Date – Renea Ostermiller

- MITCH Marathon netted a bit over \$16,000
- Pizzicato raised just over \$1000
 - Discussed moving Fall Pizzicato event to November or December to avoid conflict with Pie Sale
- Scrip started this month
- Willamette Valley Fruit Company: order has gone in, sold \$1600 - \$1700 and so profit would be about half of that; profits have steadily decreased over last several years. Thinks this year it is timing, so for next year keep in mind with scheduling. Move Pizzicato into November.
- Scholastic: Dec 2-4. Students who hit specific pledge goals (established by Sarah Wiechec) earned “Fox Cash” to use at the Scholastic Book fair. Our cost for that will be about \$400; the costs for this will be drawn from Marathon profits, not out of Scholastic proceeds.

Committee Reports: Father Daughter Dance – Joleine Sigler

We have signed contract for location (Tualatin Grange); do we need PSO Leadership approval for deposit? Since the deposit cost is already included in the budget for this event, all agreed a PSO Leadership vote was not necessary. All members present found deposit cost acceptable. Joleine has some helpers. The event will be at the end of Jan, K-5 will be invited. We have one sponsor for this event.

Committee Reports: MITCH Auction – Sarah Gabriel

- We are currently looking for sponsors—anyone interested in acting as a sponsor or helping find sponsors can contact Sarah about this
- Discussed option of theme—could make it about the teachers. Focus this year is teachers / celebrate learning.
- Also think about what would want the paddle raise to be dedicated to—Sarah will communicate with Melissa about this.
- Looking for volunteers to actively help with procurement!! Can help with letters, phone calls, or in-person visits. Sarah has procurement lists from previous years; she will reach out to prior years volunteers to see if they are interested in helping.
- Will start sending procurement letters in the next few weeks / by end of the month.
- Discussed getting the website for the event to go live sooner rather than later.

New Business – Online tools for fundraising events:

- Primary question: do we need to establish procedures or guidelines for committee chair to offer online ordering. Do we want to use TicTail—who administers that? Is it treasurer? How does it look to pass this on?
- What is TicTail—free web based app that goes through Stripe (credit card processing). Stripe is very secure and stable; TicTail is very easy to use. Credit card fee for Stripe is 2.9% plus \$0.30 per transaction
- Can't use for the auction because of the logistics in registering / paying for tickets and getting a bidder number.
- Could potentially get a swiper to use with mobile phone so could use that for Auction payments.
- From a management side, fewer accounts seems better and easier.
- Michele asked if we are going to get to the point of passing this fee along to the purchaser?
- May need to look at our Bank Account and make sure we are not paying excessive fees as a non-profit account.
- Renea suggested we set up a work session to create some written procedures for event chairs to follow in regards to offering online purchasing.

Public Comment:

Melissa extended an invitation for all parents to attend the MITCH Charter School annual presentation to TTSD on Monday, December 14. Would love to have parents there, meeting is at 6:30 at the District Offices (6960 SW Sandberg St., Tigard).

Adjournment

Motion to adjourn by Renea

Seconded by Joanna

For: All

Meeting Adjourned at 8:00