

MITCH Charter School
PSO Meeting Minutes
Thursday, September 10,

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

Staff / Parents in Attendance: Natasha Green, Beth Sethi, Lindsie Bailie, Kristin Cox, Shelby Taylor-Goalby, Christina Heim, Eric Rasmussen, Mary-Ellen Rasmussen, Scott Ronnie, Julie Ronnie, Jason Holland, Deanna Mainerich, Gary Mainerich, Melissa Meyer, Clara Keith, Kristina Vartanian, Laura Wilhelm, Laurie Blakely

Meeting called to Order: 6:45

Review and approve August Meeting Minutes

Motion by Renea

Seconded by Michele

In future Minutes drafts will be available on Website

For: all

August Meeting minutes were approved

Review and approve Mission Statement

Motion to approve by Renea

Seconded by Joliene

Beth: We have looked at it before no surprises

For: all

PSO Mission statement was approved

Review and Approve PSO Bylaws

Motion to approve by Renea

Seconded by Joleine

Beth brought up highlighted items (elections and dissolution) and read them aloud

Michele asked about officer roles highlighting. Beth indicated it was simply to bring attention of leadership while reading draft.

For: all

PSO Bylaws were approved as written

Presidents Report—Renea Ostermiller

Volunteer log-in is up and running; still looking for volunteers for carline shifts; MITCH marathon coming up and Sarah will discuss. Still looking for Vice-president position (will announce slate of nominees later in meeting), can self-nominate

Treasurers Report—Joleine Sigler

- So far, largest fee is non-profit set up fee (Renea will be reimbursed for those expenses).

- Kristina Vartanian asked if we have money in the account—no, starting fresh but upcoming fundraisers will be put in this account (Renea).
- Beth Sethi asked what our fundraising goal is, Renea said \$50,000, KV asked if we have current plans for this funds and R answered nothing specific.

Motion by Renea to approve August Financials

Second: Michele

For: All

Motion passed

Volunteer Coordinator Update—Kate Ark

- Has been working through the volunteer forms from back to school.
- Exploring the idea of a ‘babysitting’ coop for families with younger children that want to volunteer. R some parents have been interested in that...is there a goal of parents numbers for interest in this. Kate is looking at coordinating interest levels and days available to move forward with this.
- Kristina Vartanian asked what the heaviest volunteer need is? Monday / Friday PM and possibly Wednesday.
- Cristina Heim asked if we have to do training every year or every other? All volunteers need to have training with Melissa every other year, and every other year criminal background check.
- Renea addressed what event chair positions that are available:
 - Scholastic Book Fair, scheduled for first week in December. Will be managing time slots and volunteer presence. Kate will be the PSO Leadership liaison for this event
 - Auction: Renea will be PSO Board liaison this year, have several elements of this already in line, but would like a co-chair, need someone who can get started with it now. Date for Auction will is Saturday, march 5; at Mountain Park HOA, same caterer. Looking for Auctioneer, Greg will be DJ again.
- Not everyone has signed up for HelpCounter so put out another call for all to sign up. There is a button to push to / can preselect some to not get print out badges, should do this.
- Joanna: Volunteer need beginning in October—hot lunch server, need two servers every day for whole lunch period: Times would be approx 11:00 – 12:15; would need to do prep Melissa is in charge of coordinating hot lunch this year. When we get a start date for that we will begin recruiting hard for this slot...If necessary could re-assess the vol set up for lunch to make sure all needs are covered.

Executive Director Report—Melissa Meyer

- Playground up and running: Special thanks to Paul Schlumpberger, Noel Southard, and Jason Holland.
- Student Enrollment and State Report Card will be presented at next board meeting; can’t give details, but we did really well on Report Card (info is embargoed until Board Meeting). Board meeting is 9/17
- Working with teachers on wish list, many things MM wants, but teachers have additional suggestions.
- Car line / car pool; carline is improving, rough start, and everyone is driving individually, could PSO sponsor discussion of carpooling to encourage this among families.

- Hot Lunch: for staff meeting, a parent who owns local restaurant brought a buffet of food with sample box of possible food options—Thai veg or meat with either noodles or rice. Think they have all of the vendors for food lined up. Now looking at contracting with company for ordering process, so that numbers of meals needed and money/payments will be dealt with out of house. There will be no cost to the school for this service; all cost will be covered by families purchasing hot lunch. Melissa is still coordinating details by may still need parents to pick up lunches and deliver them to school.

Committee Reports: MITCH Marathon--Sarah Wiechec

- October 9 at Ibach Park; have schedule down for who runs when; transport via bus from school, kids will be there for about an hour, with snacks at end (Chocolate Milk from Alpenrose, food from other donors)
- Fundraising goal is \$10,000
- Working with Uberthons, will do lap counting via chip / timing mats; will have official bibs, PA system, etc. There is cost involved with using Uberthons
- Sponsorships are available to defray the costs of the event; sponsors will have logos on race bags and/or bibs. Have 4-5 already, looking for 4-5 more sponsors. Sponsorships available at \$500, \$250, and \$100
- Parents are more than welcome to run, they can register via website and all families are welcome to spectate and cheer kids on.
- Incentives for kids: popcorn party, bowling party,
- Volunteer needs: check HelpCounter as move forward. Packets will be handed out in class day before or day of with pins, bibs, etc. Will need help putting bags together. Will need a few vols per class to ride bus, help pin on bibs, etc.
- All students can wear PE uniforms to event

Committee Reports: Restaurant Nights—Beth Sethi

Pizzicato will be October 20 and April 12; two parts to it: pre-order pizzas and distribute in carline, go to the restaurant or order gift cards to use; we receive 20% of all sales from Lake O Bangy Road location. Flyers will go home; will need two to help with carline delivery (people with orders should go through lane 3)

Talent Show moved date, so will table until next PSO Meeting.

Review of Operations Manual—Beth Hudson

Just opening to discuss; Michele: Chart: does President report to ED? What does this chart mean? This is more of a communication flow not a chain of command; Indicate this somewhere on the chart page (explanation of chart)

Beth: brief explanation of what this is

Renea: part of goal is to set up reference for future

No additional comments, but does not need approval is a living doc

Will post on website.

Elections—Beth Hudson

Reviewed current slate of nominees for PSO Leadership positions, no additional nominations.

Elections will be done via Survey Monkey with email sent to Mail Chimp mailing list.

Email for elections will go out this coming week, will be open for one week.

Daytime Coffee Social--Renea

Assessed parent Interest in daytime coffee social. Due to positive response Renea will proceed with planning.

Public Comments

- Laurie Blakely—Thank you for effort to get PSO togther; Renea echoed thanks
- Laura Wilhelm: asked what HelpCounter is—where log in when visit / volunteer?
 - Kristine Cox: Metzger counts PSO meetings as volunteer hours; could we do that too?
 - Michele: what about off campus events?
 - Renea: can enter hours from home on own PC later, etc. or Kate/Renea can bulk add hours. Many schools around here use this software?
- Julie Ronnie: what are the sources of communication for parents?
 - Renea--PSO is separate entity, gives overview of different communications....School Calendar is a central info point.
 - Communication management can be a challenge—should settle down once year settles down.
- Laura Wilhelm: What is the difference between classroom volunteers vs. PSO volunteer needs / events.
- Lindsie Bailie: Marathon—will chaperone request come from the teachers....classroom chaperones could go through teacher? Need to resolve this. On HelpCounter the volunteer slots need to be updated.
- Julie Ronnie: Communication—emails to notify school of student absence should still go to reception@mitchcharterschool.org and to individual teacher.

Adjournment

Motion to Adjourn by Renea

Seconded by Beth

For: All

Meeting adjourned at 7:50