

MITCH Charter School  
PSO Meeting  
October 4, 2016

Call to Order: 6:39pm

**PSO Leadership Present:** Sarah G., Michele, Seana, Christina, MaryEllen

**Parent and Staff Members Present:** Anna, Beth H., Beth S., Claudia, Eric, Keith, Stacy, Julie, Melinda, Kristin, Kristina, Samantha, Sarah W., Erica, Melissa Meyer

**Review and Approve September 13 minutes**

No discussion

Motion: Michele

Second: Christina

For: all

Opposed: none

**Review and approve August & September Financials, Review YTD Budget – Sarah G.**

Sarah is presenting 3 statements of activity, for the months of July, August, and September (our fiscal year begins July 1.) As she is continuing to have the duties of president and treasurer, she would love help or someone to step into the treasurer role to work with the bookkeeper. Request to delete old lines that we are not currently using in the YTD report (ex: Willamette Pie Company).

Motion to approve as submitted: Christina

Second: MaryEllen

For: all

Opposed: none

**President's Review – Sarah G.**

- *Safety Issues:* Parents have been posting to Facebook and talking to Sarah personally to discuss car line safety concerns. If you have safety concerns, please remember that our PSO will help advocate for you, but that your first resource is Melissa, or your classroom teacher. Officer Chet Lemon (503-691-4833) is our School Resource Officer and is available as our primary resource outside of the school. If you have concerns, it has a great impact to make requests as parents for police support. For example, to have a police car randomly park during car line time to help deter speeding, or to help monitor parking in the cul de sac. Maybe we could acquire some "Slow, Children at Play" signs to remind drivers, since the process for creating a school zone is very difficult.
- *Lysol Wipes:* A mom posted to Facebook requesting a re-evaluation of using Lysol wipes within the school. She included a link to a research study of the negative effects of using these chemicals around children. If we as parents decide as a group that we would like

to ban and make a school-wide switch to baby wipes, Melissa will support it. She will also make sure that the custodial staff also stops using these chemicals. We will email the school community, including the article, and ask parents for feedback. Parents will have to help resupply the school with baby wipes. This will be reevaluated at the next meeting.

- *Teacher Meals:* We need a chair to be in charge of coordinating occasional teacher meals. Once a month, two classes work together to provide either a breakfast or lunch for all the teachers and staff. This position would entail coordinating with Melissa to set dates on the calendar, selecting which classes will work together, create Google spreadsheet for each meal, and communicating with the class parents to organize the meal items. Christina D. and Julie volunteer to co-chair.

### **Review and Approve Classroom Grants – Sarah G.**

- *Mr. Ketel (ag)* – Has requested reimbursement for trowels that he bought for the community work day, that will be used for future gardening, and for supplies including canisters and cream for making butter. Sarah doesn't have the receipts in front of her, but knows that it did not exceed his \$250 allotment.  
Motion to approve grant, pending trowels receipt, of up to \$250: Michele  
Second: Christina  
For: all  
Opposed: none

### **Volunteer Coordinator Update – Sarah G.**

Kate is not feeling well, sent an email to Sarah and MaryEllen to share with the group. She is working on streamlining HelpCounter to combine family hours. She is looking for another designated traffic director. The marathon is covered.

### **Executive Director's Report – Melissa**

Enrollment is at 234. She gave an additional 3 tours today; she doesn't anticipate adding too many more students at this point in the school year. With enrollment numbers 234-240, the budget deficit is \$50,000-75,000. Leadership in the office is working at cutting costs as much as possible. The Frontier Garden application is waiting for a letter from the real estate department of Frontier before it continues through the city approval process. The applications for next year's enrollment will be live online November 1, although the deadline for submission is not set yet. She and Ashley are working on further streamlining the application process by going completely paperless. She will fix the link to the calendar on the website per Christina's comment. Keith asks her about the middle school expansion, but that will not be a possibility until the charter renewal in 2018 when it can possibly be requested. Michelle asks if the PSO is able to help with the budget deficit. The cash flow is balancing currently, but we could encourage families who have not yet given their contribution. This year there was a good response of family and activity

fees paid. Mr. Ketel is also working on grant writing, with two already submitted and some more big ones coming up. The Talent show and school concert are not yet on the calendar.

## **Committee Reports**

### *MITCH Marathon – Sarah W*

- Sarah is modeling one of the shirts that just came in. We ordered five extra of each size to sell the day of the run. The marathon shirts are ok to wear that day and also are accepted for PE days. Online pledges have reached about \$10,000, with 70 students registered. We have \$2,750 in community sponsorships. Uberthon, bus transportation, chocolate milk delivery, and donation of coffee all set up. There will be no 3<sup>rd</sup> period lunch, as the middle school will be helping with cleanup and having pizza at the park after they finish running. Bags will be stuffed with goodies tomorrow night at Max's Pub in Tigard at 8pm. Bags will be given to teachers Thursday, teachers will hand out at the end of the day Friday. Fox cash will be awarded for fundraising, to be spent at the Scholastic Book Fair or for one week at the student store. We will send out an email reminding parents of the schedule for classes to be at the park, as well as asking that all students be sent to school with a complete change of clothes in case of wet weather.

### *Pizzicato – Beth S.*

- Date is set for November 1. She is working on creating a Google sheet for taking pre-orders. We will be passing out pre-order half-baked pizzas in carline. She's planning on sending flyers home with students 2 weeks before the event.

## **New Business**

### *New Fundraisers?*

- Willamette Pie Company – Sarah/Michele  
A representative has reached out to see if we are interested in taking orders this year. They are very popular pies and have been ordered in past years around holiday time. Someone would need to collect orders, go to pick up the pies, and coordinate delivery to parents. We decide to not take on this fundraiser at this time.
- Krispy Kreme – Erica  
Erica works at one of the local bakeries and wants to present the fundraising opportunity available. We would need to order a minimum of 25 dozen, bought at approximately half price, and then could pick a price point to sell. Common to sell at \$12/box, similar as price at the store. This allows for an approximately 50% profit margin. We can take pre-orders or pick up and sell the same day. Gift certificates are also available. One possibility would be to sell boxes to parents going through morning carline, as treats for the office or home. We could also donate a few boxes for a class party. There is some hesitation to asking students to solicit sales, perhaps we could as the PSO make a large purchase and sell at a large school-wide event, such as the basketball game? We will revisit the discussion after the holidays.
- Online Auction – Sarah

Claudia has procured some gift donations from contacts she has within the community. Do we have any interest in putting on an online auction this year? In previous years, we have had the large dinner and auction event including a smaller online auction for those unable to attend. The auction software can be renewed. Perhaps each class could put together a gift basket. We could also possibly organize as a raffle at the basketball game in the spring. At this point, we're going to table the discussion until January. We can see how the school budget is holding up at that point, helping make up for the deficit could be a good cause.

- **Can and Bottle Drive – MaryEllen**

There is a new recycling center in Tigard/King City that allows for bags to be dropped off and counted by the staff. Collecting cans and bottles could be an easy way to make a little extra money without the hassle of having to sort and store. She will look into the process of setting up an account. She is willing to set up collection days to pick up full bags and deliver to the collection center, or possibly to get enough bags to hand out to those who wish to fill and deliver on their own. We will discuss further once there is more information gathered.

#### *New Software – Anna*

- Given that there are several parents who are not on Facebook, our current best forum for parent communication, perhaps we should look into other avenues for connecting with parents with PSO news. She presents a texting service that she has used with other schools. It will send out bulk texts to parents who sign up to remind about events. She will submit the information she has to Melissa to review.

#### *Bond Measure – Beth S.*

- There is a \$300 million construction bond currently on the ballot, which includes the headline that all TTSD schools will receive funding. However, MITCH is not included. Beth feels strongly that it is not fair that we are being left out, and would like our students to be included, so she is presenting contact info she has collected should any other parents wish to write or call the superintendent. Melissa reports that the superintendent actually was visiting with her today, as they start the process together on how to renew the charter and foster better communication. She informs us that bond measure funding is NOT in our current charter, and unfortunately there is no way we could be included. Maybe we could sponsor an informal PSO event including the superintendent, the MITCH school board, and Melissa to allow for more communication with parents, a question and answer type session. We could also reach out to the Foundation of Tigard Tualatin Schools, to help build a better future within the district.

#### *Carpool Raffle*

- We have lots of entries! Melissa will draw as Sarah posts to Facebook group using Facebook Live. Winners are: Christina, Erica, Rachel, Michele, Jole, and Melissa. We will contact the winners to distribute prizes. With such a strong response, maybe we can have another raffle later in the year.

**Next meeting**

- Thursday November 3 @ 6:30pm.

**Adjournment @ 8:20pm**

Motion: Christina

Second: MaryEllen

For: all

Opposed: none