

MITCH Charter School
PSO Meeting Minutes
February 2, 2016

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

Others in Attendance: Sarah Gabriel, MaryEllen Rasmussen, Melissa Meyer

Meeting Call to Order – 6:37

Review and Approve January 2016 Meeting Minutes

Motion by Michele
Second by Sarah
No discussion
For: all
Opposed: none

Treasurer's Report - Joleine Sigler

Review and approve December 2015 financials: made correction to the expense that was attributed to Book Fair and belonged to Marathon; no unusual expenses, made about \$1000 on Scrip mostly in December. Teacher classroom scholarship for Keith was approved in December but will show up on January financials.

Question from Kate about profits from MS movie night and FD Dance: no charge for movie night (only refreshment expenses). Expense for Movie night was \$35; deposit for Grange was \$250 and will probably get some of it back, it was also covered by a donation; decoration costs was \$55 (Kate will submit), 23 families at \$20 (17 paid online so there will be some cost there). Not planned as fundraising event but made a bit of money on it. Discussion of Auction sponsors: have packets to go home with students; are contacting some sponsors from last year.

Motion by Beth to approve December 2015 Financial Report
Seconded by Joanna
For: all
Opposed: none

Review and approve January 2016 financials: Postpone until March meeting, not done because end of month so close to meeting date.

President's Report – Renea Ostermiller

January was busy; Father Daughter dance was successful; Started search for new PSO leadership team, stated in bylaws that current members can only hold positions for two years; if don't get people to step in then activities will go inactive unless school wants to take over. Auction coming up, weekly emails promoting will go out; please sponsor teachers if you can.

Volunteer Coordinator's update on volunteer needs – Kate Ark

Checked in with Melissa about need for volunteer help in the office while we transition to a new Office Manager. Even when temp office assistant starts, having a familiar parent face in office would be helpful. Melissa went over times that already have parent coverage; job description on TalentEd, also linked to the school website.

Committee Reports: Scrip – Beth Sethi

- Not present so no report.

Committee Reports: MITCH 100 – Beth Hudson

- Beth gave quick overview of event; we are ramping up for this, specifically looking for golfing participants
- Our fundraising goal is \$35,000
- Renea's question for PSO Leadership: if the contract for this event is signed through the school, and money needs to go through the school, should we take the MITCH 100 out of the PSO budget? Discussion around these logistics, general consensus was to let school take sign the contract and collect the funds, PSO will participate and provide logistical support, and we will take the MITCH 100 out of our budget. We can make a final decision about this after the Board work session on Thursday, and present revised PSO budget at our March meeting as necessary.
- Renea raised possibility of using stripe account rather than Paypal (money goes to school, email goes to Renea). Beth will check and see if Jerry can use Stripe.

Auction Planning - Sarah Gabriel

- Looking for more corporate sponsors
- Kate has call in for linens, wants to follow up on centerpieces, parent at last board meeting is going to do all the centerpieces (Cristina Devlin)
- Reminder for all to buy tickets
- meeting with auctioneer on Thursday
- Publicity: Beth will send Weekly emails along the following general topics / schedule:
 - Big Ticket Items--Disneyland tickets, 50/50 raffle (heads/tails), Brasada and golf, American Girl Doll, one principal for the day, parking spot two weeks before auction, reminder to get tickets price will go up on February 20. Do this one first, possibly
 - teacher sign ups (note: if don't fill at auction will go online after the auction). These include NUT Day
 - Class projects; Joanna gave some ideas for lower grades--book that was shutterfly book with different question (one per page), and listed all their answers, and include pictures
 - Promote place, Wine and Food -- Fun night out!
 - Email the week after: miss the auction? didn't make it? Buy items in online auction
- Call for donations from families: two hours of computer help? yard work?
- Preparation logistics: will get together on February 28, 2:00 – 4:00 to create bidder packets, item displays, etc. At PSO meeting week of Auction will focus on Program, training

- Volunteer needs: would be good to have four volunteers; look at helpcounter to get volunteers and assign duties, set up training nights.
- Get in touch with Kris Mante about a card swiper
- Discussion of MC: suggested Rohan Zafar's dad, ask Shasta to reach out to him.

Director's Report – Melissa Meyer

- District Superintendent visited MITCH last week to meet with Mrs. Meyer; they had a good conversation that addressed the relationship between MITCH and TTSD, including our charter renewal. One other element of their discussion was TAG (Talented and Gifted) services for students at MITCH. Recently, TTSD had to submit report indicating compliance with K-12 OARs--we need to follow these too and because we don't offer TAG, we bumped TTSD out of compliance! District needs to indicate how MITCH will meet this standard between now and next charter renewal, and then from charter renewal forward.
- Beginning to pay for professional development for teachers; how should Melissa proceed with requests for PSO support in this endeavor (as indicated in our budget). Should she simply submit receipt to us? Or do we want to approve them? Consensus was that the PSO board did not need to approve individual requests, rather Melissa could approve the request and submit a receipt to us for reimbursement.
- Renea asked about timeframe for making room for additional class space.
- Beth asked about the calendar for the upcoming school year; we will be adding additional days to pursue commitment to improving instructional excellence.

Announcements / Other Comments

Beth announced that she will be sending home a flyer about PSO email opt in info with report cards, to help us update our email mailing list.

Michele asked how to reach out to teachers about classroom grants? Only Janet Jones, Jennifer Wytman, Sandra Ottley, and Clara Keith have submitted requests. Melissa suggested that we go to them one on one; Michele will speak with Craig, Sarah will talk to some too. Renea requested that we email if we speak with a teacher about this, so as to avoid overlap.

Adjournment

Motion by Renea
 Seconded by Sarah
 For: all
 Opposed: none

Meeting Adjourned at 7:57