

MITCH Charter School
PSO Meeting Minutes
March 3, 2016

Call to order: 6:33

PSO Leadership in Attendance: Renea, Joanna, Kate, Beth, Michele

Others in Attendance: Melissa Meyer; MaryEllen Rassmussen

Meeting Called to Order: 6:33

Review and Approve February Meeting Minutes -- Beth

motion -- Joanna

second -- Kate

no discussion

For: all

opposed: none

Review and approve January 2016 financials -- Renea

Michele asked what happens if don't use all funds for this year? Renea indicated that money will roll forward to next year. The PSO will use these as start up expenses; if meet our budget, then about \$10,000 will roll forward. Renea indicated that the bigger question will be if we don't have a PSO board next year, what to do with funds...

Motion: Beth

Seconded: Renea

For: all

Opposed: none

Review YTD budget -- Renea

In Feb, Melissa discovered that there were problems with online Scrip purchasing. Parents purchased cards online, and the school checking account was debited instead of the PSO checking account. PSO reimbursed school for this, but in the process discovered that profits from Scrip are significantly less than expected. We were not booking the expense of the online purchases, and also expense of the transactions. Renea proposed ending the traditional scrip, and perhaps replace it with Benefit. Benefit does not sell hard cards, but can print out certificate or use phone. Get different percentages based on how purchaser pays (Check / credit). Benefit pays us monthly if account contains over \$10.00, otherwise money rolls forward. There is a \$1.00 transaction charge for the check. The problems with Scrip have been: lots of manual labor, paperwork, very few actual families do it consistently on a monthly basis. Renea proposed sending out email after auction with explanation about why stopping the program, and explain Benefit program as an alternative. PSO budget won't change with Scrip, but pulling out the MITCH 100 will change the budget significantly. Because we are pulling MITCH 100, also removed the discretionary donations that PSO would have made to school to balance out the revenue,

Review and approve classroom scholarship for Mrs. Hill -- Renea

Approved
4/5/2016

Motion: Beth moved to vote

Second: Renea

No PSO Leadership questions. MaryEllen asked what the scholarship was for.

For: all

Opposed: none

Teacher Training -- Renea

Teacher requests for professional development funds. Melissa has already approved and is submitting the requests to PSO for funding.

Motion: Renea

Second: Kate

For: all

Opposed: none

Renea will write check to school and school will reimburse.

Executive Directors Report – Melissa

We have 78 applications with 65 tours completed (non-sibling families) and are continuing to have tours this month. We will have robust lottery process. Kate asked about diversity--a bit better but not substantially different; more diversity is coming from empty seats and kids coming off of the waiting list. Open house for new kinder-8th families on Monday April 25th, 6:30 start, invite PSO to participate and/or host, cookies and certainly be there to present / talk to new families about different topics. Parents will complete enrollment forms, look at handbook, expectations about communication, homework, info about uniform, info about carline, (do a video?), YMCA will be coming to talk about aftercare, introducing Don Tillson (Space Camp), This event will be for families accepted thru lottery and also those on waiting list.

YMCA is also interested in a second evening presentation (late spring or late summer) to discuss program for rest of the community. Perhaps lump in with annual board meeting OR could do it at our May meeting. Or could do both... consensus was to do it prior to end of school year and to do it at PSO and at annual board mtg. Will come to PSO in May.

Board has elected a new treasurer, are beginning budgeting preparation for next year and also calendar prep. Want to create a two year cycle--when make one create a rough outline for the following year.

Renea asked about space--Melissa discussed possibility of leasing space across the street---

Transportation possibility for next year...Melissa is exploring two avenues.

Volunteer Update – Kate

Carline continues to be under-supported.

Kate will send Melissa info about carline needs and also might shut down to two lanes.

Committee reports:

Scrip

see above; we are transitioning this program to Benefit mobile (<https://www.benefit-mobile.com/>)

Approved
4/5/2016

MITCH 100--Beth

Brief overview of MITCH 100 planning.

Auction – Renea

Still waiting on Kinder project, 5th project is in office. Joleine procured keg, Gracely's donated wine, linens and decorations donated by Christina Devlin, DJ service donated, auctioneer is paid for. Between now and Saturday need to put print outs in frames, sign ups on clipboard, doesn't know status of bidder numbers/info and item packets. Volunteers need to be at the auction at 5:45, set up at 10:00 am on Saturday. Kate will email signed up vols and confirm their arrival time, etc.

Amend Budget -- Renea

Motion to approve amended budget with MITCH 100 revenue removed -- Renea

Seconded by Kate

For: all

Opposed: none

Announcements / New Business:

PSO Leadership planning for next year: what if we don't get people to join board? Renea can be treasurer, do we carve down the number of events? just do MITCH marathon, restaurant nights, and that is it?

MaryEllen suggested that we clarify what meeting is like...it isn't just procedural but have other type of events, speakers, etc, make it social, community building. Could present what the loss would be if we don't have a PSO.... What did we achieve this year?

Should send budget with next (future) email (post auction) -- Highlight what purchased for teachers, training, etc., show results,

Address the fact that "Here are our Needs" -- pso leadership positions need to be filled.

Adjournment:

Motion by Renea

Seconded: Kate

For: all

Opposed: none

Meeting Adjourned at 8:15