

**PSO Leadership present:** Renea Ostermiller, Michele Vitali, Sarah Wiechec, Beth Hudson, Kate Ark

**Public present:** Sarah Gabriel, Christina Devlin, Melissa Meyer

**Meeting called to order:** 6:40

### **Teacher Classroom Scholarship Requests**

- Duncan Ketel and Craig Simmons requested equipment to build additional grow / start station. Recommendation that we approve request, but ask Duncan to provide additional list of PE equipment that could be purchased prior to end of school year to set up for next year. Sarah W asked about providing Duncan with agriculture supplies for next year and Melissa indicated that it is too early to know what the specific equipment needs. PSO leadership suggested that Duncan submit a request in the fall for these needs as necessary. Amount requested: \$322.98
  - Motion to approve: Renea O
  - Second: Michele
  - For: all
  - Opposed: none
- Mindy Gates requested Listening Center equipment for her classroom. Mrs. Gates already purchased this equipment and the PSO will reimburse her. Amount Requested: \$220.19
  - Motion to approve: Michele
  - Second: Sarah W
  - For: all
  - Opposed: none
- Rebecca Jackson requested Chair Pockets for storage of student books/papers in classroom. Amount Requested: \$167.76
  - Motion to approve: Renea
  - Second: Sarah W
  - For: all
  - Opposed: none

### **Teacher Professional Development Requests**

- Jennifer Wytmans – course on the “Flipped” Classroom. Melissa spoke briefly about this teaching technique, which Jennifer has implemented in her Math instruction. Jennifer has videoed instruction on concept, which students

watch at home. Then, during class they can work with Mrs. Wytmans one on one and do the 'homework' with her. Students can work at their own pace. This class will help her hone the process. Discussion on whether Jennifer has already submitted a professional development request, Beth referred to her PSO Leadership notebook to indicate that she had. However, money is there to support this and in absence of other requests should be approved.

Amount Requested: \$499

- Motion to approve: Renea
  - Second: Sarah
  - For: all
  - Opposed: none
- Mindy Gates – graduate course on Literacy in Academically Diverse Classrooms. This class helped Mindy complete her masters degree. Amount Requested: \$240
    - Motion to approve: Renea
    - Second: Kate
    - For: all
    - Opposed: none
  - Becky Jackson – course on working with challenging children in the classroom. Beth asked if, by taking this course, Becky would be come resource for other teachers faced with this challenge. Melissa indicated that individual teachers share professional development learning during Fall inservice but Becky will not take on additional responsibilities within the school in regards to this topic. Amount requested \$679
    - Motion to approve: Renea
    - Second: Sarah
    - For: all
    - Opposed: none

General discussion about having Melissa track these professional development requests, both for equity in distribution and also for record keeping purposes.

### **Discussion of PSO Budget Draft - 2016-2017 School Year**

Renea raised a few broad questions, prior to detailed Budget Draft review:

- We need at least \$5000 to carry forward to next year, currently have approx \$25,000 in bank. Is there a large project / cost item that school needs support for?
  - Melissa mentioned the Frontier Garden (about to submit arch review for fence and ramp), she can bring the total for that to PSO, and then will need fees for conditional use permit, doesn't have any idea of potential costs for that. Second item: School facility and how to remodel it to meet future needs. School will need a project manager and find a way to

support that. Renea asked the amount of school funds currently set aside for the Garden, Melissa responded \$20,000.

- Possible Reader board -- Melissa mentioned sign out in front, when it was initially discussed with the lease company they wanted us to check with NWESD to see if they want to participate. Would also have to go through permitting process / architectural review, but cost shouldn't be that much more than cost of sign and installation. Melissa would require PSO to the lead on this. Would also suggest that request signage on Tualatin-Sherwood Road (small road / city sign, like 'landmark' signs) as part of the same process,

PSO Leadership went through budget line by line. The following notes come from that discussion.

**Revenues:**

- *Auction* -- not included in 2016-2017 Budget, unless have capital expense to support for school AND have potential auction chair step forward, PSO will not hold an auction next year.
- *Marathon* -- Sarah W will continue to work with Uberthon; Renea suggested making sure that their percentage will not be higher than the fee for 99Pledges
- *MITCH jackets (sweatshirts)* – there is no expense associated with this, but discussion focused on consolidating this with PE shirt / shorts purchasing, which will be done through Customink.com this summer. Renea will send Melissa the information for the sweatshirts and school will facilitate jacket orders. PSO will take it out of their budget.
- *T-shirt sales (marathon tshirts)* – Sarah plans to have a different logo item this year, will remove t-shirts from revenues.
- *Box tops* – fine.
- *Father-Daughter Dance / Mother-Son Movie Night* – will remove these as individual items and create new line item for “Community Building Events.”
- *Scholastic book fair* - looks good, Sarah G asked if can align with conferences. Although date is already set for the Fall, Beth suggested Kristina Vartanian (chair) think about scheduling a Spring Fair now to overlap with spring / final conference. A Spring Book Fair could be used to promote summer reading.
- *Logo stickers* -- Discussion to offer carline number stickers; considered finding link to share amongst selves, but won't offer the purchase of these as a service. Considered shifting MITCH logo sticker to online vendor. Alternatively, order a large number to have on hand, and sell as requested. Wait to do this until branding process is done
- *Pizzicato* – Leave as is
- *Willamette Valley Fruit Company Sale* – remove. Don't have chair for next year, sales have been declining over last few years, and overlap with Marathon is less than desirable.

- *Candy Buy Back* – leave in. Tiffany Anderson has coordinated this in years past
- *School Supply Purchasing Program* – Last year’s supplies were not of the best quality, so if do this would like to change companies. It might be too late to do school supply bulk buy with better company, so will leave this blank for now, Kate will search online, and we should look for more data, and see what teachers thought about the supplies. Parent packets are going out in the middle of June, could include this in that. Melissa requested that any PSO materials in parent packet be printed on non-white paper. Melissa also suggested we sit down and meet with teacher about supply quality--Melissa suggested Jennifer Wytmans.
- *Plant Sale* – Michele Vitali suggested thinking about doing this with remainder plant starts from student agriculture activities.
- *McMenamins* – leave off, but submit request in Fall and add in if we receive this fundraising opportunity.
- *Recycling Drive* – Kate Ark will check with Kristina Vartanian to see if she would be interested in doing this.

***Expenses:***

- *PO box* is paid for two years, suggestion was made to split cost (\$56 per two years) over the 15-16 and 16-17 school years.
- *Liability insurance* - through PSO today
- *Non-profit filing*: need to research if this is an annual fee or one time only.
- *Tax Prep and review* -- bookkeeper knows CPA who could do our returns, \$500 - \$1000
- *Logo Stickers*: leave this in expenses—we will do bulk order, cover cost of that order here, and record any income in revenues. NOTE: Do not do this ordering until MITCH Board re-branding process is complete.
- Combine Father-Daughter Dance and Mother-Son Movie night into one line “Community Events” with expenses / budget for these events. Also include MITCH PSO and Muffins in this account, which will also increase total expense amount. Allocate between \$500 and \$1000 total?
- *Teacher Training Scholarships*: raise this to \$4000
- *Staff Appreciation (mid-year and end of year)* – Although we will have two new staff positions, leave these amounts the same, rather than taking money away from Classroom Grants and Teacher Training Scholarships.
- *Classroom Grants*: keep at \$2000
- *Marketing Materials*: Leave in; includes mugs, etc.
- *Community Support*- don’t have guidelines so Beth suggested taking it out. After discussion over what this means (meals, flowers, scholarship grants) decision was made to leave this in and focus it on supporting families with PE uniform purchases, school supplies, etc. Melissa will make recommendations to use this

fund, on an anonymous basis; Melissa will determine families that would benefit from this support.

- *School Book Fund / OBOB* – Costs for 2016-2017 OBOB will be, in part, approved from the 2015-2016 Budget. Beth suggested considering the precedent of using PSO funds to support extra-curricular club activity. PSO can't support all such activities—if future requests arise, might need to provide partial support with remainder of funds coming from participating students / families.
- *Volunteer Appreciation* – Kate purchased coffee cards across the year, should be reimbursed. Michele expressed concern about precedent of rewarding volunteers with monetary gifts, as opposed to small token of appreciation. Leave this in, be sure to carefully track distribution, to avoid impropriety.
- *General School Funding* -- discussion of whether to keep this in or not. Decision was made to leave it in, pending the balance of expenses / revenues.

Renea suggested that cash carry forward from 2015-2016 SY be left in a general fund instead of being earmarked for a specific purpose at this time.

Items to Add:

- bookkeeping expense
- \$5000 Cash carry forward to 2017-2018 SY

**Action:** Renea will make adjustments according to above comments, PSO leadership will review at June 7 meeting, and vote on budget during that meeting. Incoming PSO leadership can amend budget next year as needed. Renea asked Beth to send revised draft out to parent population with PSO email prior to June 7 meeting.

**Additional Comments:**

Michele reminded us all that we will need to transfer signature authority for all accounts, etc., transfer keys (PO box, etc.), and PSO leadership account information to new PSO Leadership.

Melissa indicated she had several parent requests for Fundraising Thermometer in front hall.

**Adjournment:**

Motion to adjourn: Renea

Second: Sarah

For: all

Meeting Adjourned at 8:25