

MITCH Charter School
PSO Meeting
March 7, 2017

Call to Order: 6:46pm

PSO Leadership Present: Sarah, Michele, Seana, Kate, MaryEllen

Parent and Staff Members Present: Sally, James, Eric, Anna, Rachel, Keith, Melissa Meyer

Review and Approve February 9 minutes

No discussion

Motion: Michele Second: Seana

For: all Opposed: none

Review and Approve February Financials

We received \$110 gifts in kind donations. We also received funds from the local Candy Buy Back. Funds for the Pizzicato orders were received and paid back to Pizzicato (including \$20 tip for the driver). We purchased the classroom chairs for Mrs. O's 1st grade class. The \$149.99 microphone expense will be changed from General School Funding to OBOB per previous meeting discussion (OBOB purchased and will donate back to school for non-OBOB events). A line will be added to the fiscal year report for Surplus Spending.

Motion to approve reports: Michele Second: Seana

For: all Opposed: none

President's Review – Sarah

- *Need for volunteers for next year:* There are several positions available for next year including: PSO leadership, Board members, Pizzicato chair, auction chair and co-chair. For the auction, procurement will be the first task to get started with. Christina should be able to provide some assistance as she works in event planning, and Sarah (last year's chair) can transition the new chair regarding software, location, etc. Maybe we should make a flyer to send home in homework folders advertising all available positions?
- *Calendar planning:* Fall is much more busy with school events currently, possibly next year we can move the Scholastic Book Fair to spring.
- *Meet and Greet with the Board:* Good idea? Will get in contact with Donna.
- *Scholastic credit:* Over \$900 in books were ordered by various teachers, we were able to purchase all books requested but one set (too expensive). The small remainder of the credit left we will keep at this point.

Review and Approve Teacher Grants - Sarah

- Mr. Simmons - HDMI wireless transmitter/receiver to communicate between laptop and his large mounted monitor. Will be much easier for him moving around the classroom than his current setup requiring a cord. Found a Nyrius ARIES on Amazon for \$199.99.

Motion: Seana Second: Kate

- For: all Opposed: none
- Mrs. Bury-Roller - Bouncy bands for under student desks, to assist with fidgets. 16 bands x \$14.95 each = \$239.20.
Motion: Michele Second: Seana
For: all Opposed: none
 - Miss Gill - 1 Wobble chair, 3 Wobble cushions, and 3 Amazon Fire tablets. Kate has a cushion she is willing to donate, so PSO will only purchase 2. Totalling: \$253.95
Motion: Michele Second: Seana
For: all Opposed: none
 - Mrs. Maclean -
 - Fidgets for students in various classrooms. She has already had her \$250 request filled. Given that these fidgets are for schoolwide use and not classroom specific, funding should be pulled from the general school funding.
 - Dust pan and brooms for lunchroom \$127.23. Already purchased by school, we will reimburse from general school fund in our budget.
 - Mrs. Jackson - 2 Storage cube organizers, 2 rugs, 1 stapler, 1 pencil sharpener. All available on Amazon for total \$257.95.
Motion: Michele Second: Kate
For: all Opposed: none
 - Mrs. DeYoung - Round table, chair pockets. Seana already purchased table secondhand for \$50. Sarah will purchase chair pocket fabric supplies up to remaining \$200. Hopefully we can find someone looking for at-home volunteer hours to sew; Mrs. Ottley has the pattern.
Motion: Seana Second: Kate
For: all Opposed: none
 - Mrs. Hill - More magnetic money sets. She already received \$250 funds earlier this year. We will keep her request for reconsideration after the deadline for teachers' first requests for funds.
 - Mrs. Meyers - 4"x6" gel hot/cold packs for office use.
Motion: Seana Second: Michele
For: all Opposed: none

Volunteer Coordinator's Update - Kate

Mornings that there are younger siblings coming with carline volunteers, we need to find someone to help watch them as Mrs. Dotson is no longer available. There are a few poster projects she has handed out to help post around the school regarding PSO news. The Caring Closet drive will finish tomorrow. After such a positive response, maybe we can find another community outreach project to do in the future. Possibilities include: diaper drive for NW Children's Outreach or women's shelters, or tree planting somewhere in district. Mr. Ketel is preparing for the upcoming gardening work day to prep the experimental garden for the growing season. The building maintenance work day was a success. Completed projects include: sealed weather stripping on several doors, linoleum glued back down upstairs, and all classroom requests including more that participating parents just saw and took initiative to complete.

There's 248 volunteer hours logged in building maintenance! Gary, current parent in charge of maintenance, will be leaving next year as his daughter will graduate. Jim and Eric will be taking over his duties.

Executive Director's Report - Melissa Meyer

The school calendar will be approved by the board in April. The district never publishes their calendar that early, probably closer to end of May. They will attempt to align the calendars with days off if able, so amendments will be a possibility. The first day of school for 2017/18 is correct and on the school google calendar.

The science room, hallway, and gym will all be painted over Spring Break as a donation from the church group that will be leasing the building soon. As there has been no interior painting in 7 years, the school decided to take advantage of the offer.

The Board NEEDS new members as 3 will term out and there are currently no parents on next year's board. Anyone interested needs to contact Donna, the current chair. The board is legally responsible for the operation of the school, ensuring we are following our school mission and charter, maintaining a budget, creating and following the school bylaws, following public meeting bylaws, paying bills, and are provided liability through OSBA. They also assist with fundraising, in order to help bridge the gap of a budget deficit. This fundraising has the target audience of the greater Tigard/Tualatin community. The PSO provides fundraising within our school family community, and parents are able to decide how raised funds are spent.

Current enrollment sits at 240 students. So there will be a budget deficit she will present to the board of approximately \$30,000-40,000. The board will need to draw from the school budget reserve account, as the budget must balance. This will be the first time a draw has ever been made from the reserves.

Thanks to the confirmation responses received from returning families, all lottery positions for 1st-8th grades in 2017/18 were for waitlist positions, as we had full classes going into the lottery! Every grade now has a waitlist, and there will be 2 full classes in Kinder-3rd grades.

There were no complaints that came up at the required neighborhood meeting for the Frontier Garden. So the conditional use permitting process can continue, and just requires a signature from the Frontier property department. She brought out the plans, which include a track, green space, and garden area in the $\frac{2}{3}$ acre!! Fingers crossed, final approval should happen in June!

Committee Reports

- *Pizzicato* - Finished for this year! Still looking for a new chair for next year.
- *Box Tops* - Amber M is going to take over, Kate will coordinate with her.

New Business

- *Caring Closet donations for Volunteer Hours* - Only 9 hours were requested, but several donations were made.
- *Plant Sale with Mr. Ketel* - Will ask Mr. K how we can assist him.

- *LulaRoe* - Christina H would like to run a fundraiser through her LulaRoe business. Maybe we could coordinate a direct sales fundraising night? Could include Jamberry, Usbourne, Tupperware, etc as there are parents in several direct sales arenas. Michele reports that a similar event was attempted about 5 years ago and didn't have very good turnout. We should create a poll on Facebook to ask who would be interested either to sell items or to attend and go shopping. Possibly could combine with a social gathering parents' night out?
- *Field Day Committee* - We need to schedule a meeting to begin planning. Calendar is filling up. The last day of school is 6/21, with the Kinder and 8th promotion on 6/20 and the STEAM fair 6/16. Whichever day we decide on, we should reserve a park from 2-7pm. The City of Tualatin has a current certificate of liability on file, so Ibach or Tualatin Community Park would be preferable. Michele will investigate which parks are available, Rachel willing to help out too.
- *Reader board* - Will be purchased, thanks to Rachel's mom who is letting us order through her Sam's Club account. Total is \$954.80 including sign, wheels, protector, and extra letters. Previously approved.
- *School vacuum* - Keith helped at the maintenance work day, and noticed that the school household vacuum is desperately in need to be replaced. Perhaps we could purchase a nice industrial model for teachers to be able to use for quick classroom cleanups? Sarah will research brands and reviews, Keith and Rachel will send her recommendations. At this point we will approve up to \$250 to be spent.

Motion: Michele Second: Seana
 For: all Opposed: none

Next meeting

- Tuesday April 4 @ 6:30pm

Adjournment @ 8:30pm

Motion: Michele Second: Seana
 For: all Opposed: none