

MITCH Charter School
PSO Meeting
January 10, 2017

Call to Order: 6:42pm

PSO Leadership Present: Sarah, Seana, Michele, MaryEllen

Parent and Staff Members Present: Keli, Anna, Claudia, Kate, Eric, Melissa Meyer

Review and Approve November 3 minutes

No discussion

Motion: Michele

Second: Seana

For: all

Opposed: none

Review and Approve November and December Financials, Review YTD Budget - Sarah

During November, our revenue included an additional \$170 of marathon pledges received and one tee shirt sale. Expenses included: stamps and thank you notes, crediting of the bank fees from last month, \$779.76 for the marathon bus transportation, \$640 paid to Pizzicato, Mrs. Dotson and Mrs. Lau's requested training and supply funds, purchase of pizza to cover hot lunch students when no power, towels for the adult restrooms, coffee cards for volunteer appreciation and OBOB supplies.

December revenue and expenditures included all the Scholastic Book Fair sales. We also passed out \$858 in Fox cash, unsure whether that should be considered a marathon expense? Seana will check with Shasta if any was redeemed at the student store, as we gave that option. The only other expense was \$263.75 for Mrs. Baker's approved classroom reading supplies.

No discussion regarding YTD budget numbers.

Motion to approve Nov and Dec financial reports: Michele

Second: Seana

For: all

Opposed: none

President's Review - Sarah

- First aid kits - Shasta requested that PSO funds be used to buy first aid kits for each classroom, to help alleviate the office "bandaid" duties, as well as travel kits to be used for off campus field trips and activities. Given that several of the supplies included in prepared kits are not needed, it would probably make more sense to build our own kits with the supply list she supplied: assorted size bandages, non-latex gloves, small hand sanitizer, Coban wrap, instant ice pack, and arm sling. MaryEllen researched ordering from Amazon, Costco, Walmart, and an online medical supplier MFASCO. We need to make 17 classroom kits and 13 travel kits. MaryEllen will continue to figure out

containers to use, and recommends ordering from MFASCO, offers a discount to schools and best overall price. Michele recommends replenishing supplies with a supply drive, or including needed items on supply lists distributed at the beginning of the year. Or we could budget for supplies in the future PSO budget plan.

Motion to approve up to \$750 to purchase supply kits before next meeting: Seana

Second: MaryEllen

For: all

Opposed: none

- Reader Board - Eric has looked into more sign possibilities. We can't permanently mount any sign, perhaps we could chain to Frank the Frontier buffalo in the parking lot. He found a non-illuminated 40"x96" board, includes 300 letters and a 10 year warrantee on yellowing. Wheels and wind protector are extra. There can be 4 rows of text, or 3 rows with a custom header on the top - we could put MITCH logo. Concerns include vandalism or theft. This would be an excellent source of passive communication with parents and caregivers travelling through car line. Discussion tabled to February meeting at this point, perhaps we could find someone local. Approximately \$600 budget?
- Portable PA System - Shasta has requested a portable PA to be used during Core Knowledge events, the talent show, park days, the basketball game, etc. They have been using an iffy large system, but an upgrade would be helpful. Sarah found a portable unit Behringer MPA40BT-PRO through Crutchfield, a good tech company. Motion to approve \$199.99, from teacher and class grants in budget: Seana

Second: MaryEllen

For: all

Opposed: none

Review and Approve Teacher Grants - Sarah

- Mrs. Wytman - Requests \$199 for Camtasia, a video creation software program she already uses for her math videos in her flipped classroom format. Currently using in a free trial period.

Motion: Michele

Second: Seana

For: all

Opposed: none

Volunteer Coordinator's Update - Sarah

Car line volunteers are desperately needed, especially on Tuesday and Thursday. There is also no one signed up for the lunch shifts on Tuesday.

Executive Director's Report - Melissa Meyer

The week of January 22 is National School Choice Week, celebrating that parents know best and have the right to choose where their students go to school. She shared our participation with the Chamber of Commerce, we will share on Facebook. Teachers will be wearing the yellow scarves we received for free for participating, there are no specific events.

She is currently working with the bookkeeper to complete the non-itemized tax receipts for donations last year. They should be going out at the end of the month, including activity fees, donations, and after school child care expenses.

As of yesterday, there has been 33 seat hours lost due to snow days. There are regulations mandating 900 hours per year, including 780 hours of seat time. It takes 978 hours to completely teach our curriculum. Previously, on the 4 day/week schedule, classes only completed to approximately lesson 80 of the 120 lessons in Saxon math. This year, it was decided to add an extra week to the school year along with the previously added 5th school day to the week. The loss of hours has teachers concerned about getting through their curriculum. There are several possibilities to make up hours, including extending the school day 15-20 minutes, eliminating teacher work days, or extending the school year. Melissa will make her recommendation to the board Jan 19, with the plan to implement Feb 6. Any decision should not affect the budget, as teachers are already salaried to allow for snow days. The goal is to get to the end of our lessons and finish curriculum.

The office is currently accepting applications for next year, and if possible pulling older students in for the remainder of this year to fill classroom openings.

Committee Reports

- Book Fair - The fair went well, but there wasn't a lot of volunteer support. Perhaps we could move the sale to the Spring, giving parents the opportunity to buy books for summer reading. The switch could be good, as we're relatively heavy with activities Aug-Dec.
- Pizzicato - Scheduled for Feb 7. We will move the meeting to Thursday Feb 9.
- Social Events - The skate party went very well, the PSO ended up only spending \$95 total thanks to participants paying \$5 to help cover the private rental cost. Maybe we could have another event there, on an evening or Friday to help appeal to working parents.

New Business

- Uniform Exchange - This can help new families and those needing new clothes with mid-year growth spurts. Parents can drop off clean clothes at the talent show or in a barrel we put in the front entry, we can make an exchange area during parent teacher conferences Feb 10.
- Snow Days - Already discussed, see Executive Director's Report.

Next meeting

- Thursday February 9 @ 6:30pm

Adjournment @ 8:15pm

Motion: Michele

Second: Seana

For: all

Opposed: none