

MITCH Charter School  
PSO Meeting Minutes  
April 5, 2016

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

**Public in Attendance:** Kristine Cox, Kristina Vartanian, Anna Woll, James Woll, Amber Kunz, Donna Capodacqua, Sarah Gabriel

**Meeting called to order:** 6:38

**Amend Agenda -- Renea**

Motion to amend agenda, moving executive directors report to first item.

**Executive Director's Report -- Melissa**

MITCH Admissions Lottery completed earlier tonight. We had 101 applications for seats, phone calls/emails will go out tomorrow. We should have full school next year. MITCH Board of Directors met for a work session last week, topics included volunteerism, Middle School developments, and MITCH 100. The Board of Directors will meet on 4/16 for a longer work session at Symposium Coffee shop in Tigard, 10:00 - 2:00; all are welcome to attend.

*Volunteerism:* Board of Directors is looking at creating a volunteer policy, requiring minimum of 25 hours per family per each school year. Just as need financial support, also need to bridge our time-resource gap, in order to provide our students with an excellent education. New guiding concept: When we choose MITCH we choose to give time. Some questions need to be resolved: how families could opt to buy out their time, how do we monitor hours and notify families of their fulfillment, will these activities be done by the school, MITCH Board, or PSO? Renea indicated that we can set Helpcounter to send emails to individuals notifying them about their total hours. Melissa indicated we will continue to use Helpcounter. It is legal to offer buy out option. Melissa noted as well that if parents give money or time that some employers will make a contribution or match the donation. Joanna stated that the idea of a firmer volunteer policy has recurred over the years, and she sees a need for it. It is currently in the handbook, but haven't made it a priority / focus for enforcement. Michele suggested that 25 hours might sound like a lot to someone who does nothing, so we should publicize different ways that families could meet that: kids can do volunteer hours, other family members, can buy some their hours, etc. Renea suggested that we could set up a monthly weekend opportunity for volunteers, Summer work, etc. and emphasize that if Family Volunteer hours are not met that the families / parents will be contacted. Donna suggested a quarterly follow up and that it would be good to have someone audit it on weekly / bi-weekly basis. Kate suggested that Melissa emphasize that volunteering is a good way to get to know other families, kids, etc.

*Middle School:* Renea asked about the timeline for the Middle School decisions. Melissa responded that the timeline is being driven by the space; if we get a landowner no or district is not supportive then will shift the discussion. Joanna asked if there will be Middle School next

year (2016-2017) regardless of what direction the current discussion goes. Melissa indicated yes, but that the following school year (2017-2018) would require reassessment.

### **Review and approve March Meeting Minutes**

Motion: Renea

Second: Joanna

For: all

Opposed: none

### **Treasurer's Report**

In absence of Joleine and February / March financial reports will postpone this until May, at which time hope to approve February, March, and April Financial reports.

### **Review YTD Budget – Renea**

Joanna asked about auction profits; they are currently about \$18,000 with some expenses still outstanding. Expenses were less because didn't spend as much on food (due to lower attendance than last year) and beer / wine donated. Melissa suggests theme for next year: We Choose MITCH! We should consider number of new families--how do we draw them in and welcome them? Use exterior of building -- banner, etc. Reach out and make personal invitation. Middle School Co-op / name and number list OR get YMCA to offer a Parents night out,

Michele asked about the plan for Teacher scholarship money? There is a fair amount still unused. M encouraged people to ask, if not used by June could do another go around.

Beth suggested putting end of year teacher/staff appreciation on agenda for June.

### **Review and approve paddle raise – Renea**

Don't have specifics of amount so will postpone for May Meeting

### **Volunteer Coordinator report -- Kate**

- Nothing pressing – we had enough volunteers for hearing screening
- Mrs. Keith's volunteer needs for concert should be covered.
- Next task will be Middle School Student vs. Staff Basketball game – should send out a call for Parent players.
- Will also ask Beth Sethi about volunteers to help with Pizzicato pizza handouts on 4/12
- Teacher appreciation events are coming up—Melissa requested lunches for April 22 and we should consider May 13 lunch at the same time. does she want lunch on 4/22? Melissa says yes, Kate and Joanna will coordinate (2nd and 6th are up); look at May 13 too.
- Volunteer Fair – in conjunction with possible Volunteer Hours Policy make it an ice cream social and give out info about volunteering!

### **MITCH 100 -- Beth**

Tee-off meeting schedule for Monday, April 18 – Pizza at 6:30, Meeting from 7:00 – 8:00

Joanna will help set up.

### **Auction wrap up – Sarah Gabriel**

- See above discussion.
- Considered what could do to get better participation?
  - Liked that Classroom parents sent out email invitation to each classroom, maybe make this a stronger action / effort? We had good donations, good food, etc.
  - Send e-vite to current families?
  - send evite to alum families?
  - more classroom rep type activities?
  - If do Wall of Wine, have “donation parties” running up to the event.
  - Joanna suggested that price point of the ticket might be an issue for some families. Try alternating venue (school vs. away...)
  - Michele indicated that also need to consider who the best audience is (those who want to go for night out and spend money, etc.)
  - Michele: wonder what the sales per head would be this year, vs. last year, vs. years past....
- Suggested inclusion of 1-2 drink tickets per person, especially if get beer/wine donated
- Make procurement / donation more emphasized--it could carry a volunteer hour equivalent
- Do iPad raffle / Wall of Wine
- Put this in PSO survey: did you come to the auction? Why not?

### **New Business**

- *Professional development request for Shasta Maclean*
  - Renea move to approve
  - Second By Beth
  - For: all
  - Opposed: none
- *Online election process:*
  - Survey for nominations / request out for current leaders to re-up-- Michele will do this
  - Timeline -- send survey for nominations prior to May meeting, send ballot after May meeting, announce results in June.
  - Should have July / August meetings transition new leadership in, work with Melissa for new needs,
  - Sarah Gabriel willing to be on as member at large but can't be president
  - Renea Treasurer
  - MaryEllen Rassmussen -- Secretary

### **Other Business:**

PSO Date planning for next year:

Sarah W would like to schedule next year's MITCH Marathon with Uberthon, but need possible dates in order to do so. October 7 was suggested and Sarah will follow up with Uberthon. In conjunction with this, discussed date for Scholastic book fair—was set for October 6, 7,8, but

discussion focused on moving it to October 20 (to overlap with conferences) or late November / early December (to coincide with holiday shopping). Kristina Vartanian will follow up with Scholastic. Beth suggested that we put calendar planning for 2016-2017 on May Agenda

Bus Service: Melissa is working with bus coordinator at district to see if we can get into the TTSD Bus contract, with one or two pick-up locations in the Tigard area.

**Adjournment:**

Motion by Renea

Seconded: Kate

For: all

Opposed: none

**Meeting Adjourned at 8:09**

Approved