

MITCH Charter School
PSO Meeting MInutes
June 7, 2016

Called to Order: 6:40

PSO Leadership present: Renea, Sarah, Kate, Joanna, Michele, Joleine, Beth

Public present: Kristin Cox, Kristina Vartanian, Julie Ronnie, MaryEllen Rasmussen, Sarah Gabriel, Christina Devlin, Donna Capodacqua, Melissa Meyer, Laurie Blakely, Gary and Deanna Mainerich

Review and Approve May 3 and May 24 Minutes:

May 3 – no discussion

Motion: Beth

Second: Sarah

For: all

Opposed: none

May 24 – Beth noted edits provided by Michele after initial draft was distributed. No further discussion

Motion: Renea

Second: Joanna

For: all

Opposed: none

Review and Approve January-May Financial Reports

January

Possible miscategorized expense under Teacher Appreciation Lunches— prior reports have shown 0 in expenses there, but Financials show 61.92. This was expense for Father Daughter dance to reimburse Renea for refreshments. Joleine changed the amount to appropriate account/category.

February:

Deferred revenue from Auction income shows on the Balance sheet. Renea's YTD shows donation of 149.75--Michele wonders what month that comes from...Renea would have to go back and look at detail. Sarah Gabriel suggested 19.00 donated from Jamberry party and then the remainder was donation from Thai restaurant night.

March

Deferred Auction Revenue was moved into actual revenue account in this month. Michele mentioned that auction revenue doesn't match Renea's YTD budget. Renea asked if there might have been sponsors or donations that were miscatecogized. Michele asked to make footnote to look for these.

Renea indicated she recorded revenue info on cash basis, and she is pretty confident that the 21663.04 on YTD Budget is correct. Joleine will go back and audit the auction revenue amounts.

April

No questions about april

May

Joleine will move \$887 from Restaurant nights to Pizzicato. \$3614 in general funding was paddle raise from auction. Beth asked if money under "Donation" from February should be listed under restaurant nights--it doesn't ultimately matter as long as we are consistent. Michele mentioned several small discrepancies. Suggested we take this offline and do further clean up, to approve later. She offered to go through and highlight discrepancies. Renea suggested Michele could compare with her YTD budgets. Renea indicated that the accrual method that Joleine is using often looks different than the method that Renea is using, although all will likely equal out at the end of the year. Michele asked if wanted to look at month to month matching up OR yearly match up. Joleine asked where Renea gets her numbers, and Renea uses the bank statements.

We will approve June 30 financials YTD for the entire year. Meet on June 28, 7:00 pm to approve June 30 financials YTD, and revisit monthly financials for the year. Location TBD. Between now and then, Michele, Renea and Joleine will review documents for discrepancies. Renea thinks will get all expenses voted tonight, all expenses should be paid and cleared by June 28.

Renea mentioned email from Strictly Accounting quoting a \$40 per hour rate, estimate of 3 hours per month, this amount is included in 2016-2017 Draft Budget. Joanna clarified that we would need to pay for accounting because we don't have treasurer on MITCH board. Joanna asked if we decide to discontinue working with Strictly Accounting what would happen? Renea indicated we would just give one month notice. Bookkeeper would have access to bank, MaryEllen and Sarah would be responsible for signing checks, etc. and bookkeeper would send them report prior to meeting, ask questions prior to meeting, and then go back to her with additional questions if necessary. Renea suggested that Sarah reach out to bookkeeper on July 1, have her meet with or contact Joleine, as necessary.

Discussion and Vote of Classroom Scholarships

Karin Bury Roller – Ms. Bury Roller requested Kindles for her classroom. No number or amount indicated but suggestion was to approve purchase of Kindles up to \$300. Kate asked Melissa's opinion of Kindles in classroom, she thinks they are great.

Motion: Michele

Second: Kate

All: for

Opposed: none

Check will be cut to MITCH and they will order through amazon

Elizabeth Doris – approached Sarah with request for books for classroom. Would like to purchase through Amazon, as the titles she would like are not available through Scholastic. Total would be 299.55. Renea confirmed that Melissa could order these and PSO will reimburse

Motion: Sarah

Second: Kate

For: all

Opposed: none

Kristina asked who owns items purchased through Classroom Scholarships; Kate noted that items belong to the school, but teachers could request whatever items they want/need.

Discussion and Vote on Professional Development Scholarships

Discussed each request these individually, but vote on them as a single group.

Sandra Ottley and Craig Simmons, 381.65 each for course on Next Generation Science Standards. These are directly connected to development of STEM/STEAM programs. Sandra asked that she and Craig Simmons do this together to address science standards K-8. Joanna asked if Mr. Simmons is now permanent and and Melissa responded yes. Kate asked if he wanted to go...Melissa said YES!

Elizabeth Doris, \$381.65 for CCSS (Common Core State Standards) for English Language Arts. Same type of course as above, for common core state standards for language arts. Wants to develop strategies for teaching language arts, specifically reading. Renea asked if teachers are required to have a specific number of credits per year. Melissa indicated that for license renewal teachers need a certain number of professional development units (PDU), equaling about one course a year. Sarah asked about location of these courses--they are online. Can see them at [Advancement Courses.com](http://AdvancementCourses.com)

Kristi Dotson, \$1068 for Independent research course on Literacy interventions. She has just finished this course, completing her master's degree, and recognizes that the amount is high. She would be happy with partial payment. Renea asked if this was relevant and helpful to the school, and Melissa indicated that research was based on Kristi's work here. Beth asked about higher cost, which may result from class being offered through PSU. Michele wondered if we have to make a judgment call on the amount, given potential for additional requests this year. Approving full amount will not put us over budget, and Beth and Joleine indicated original budget amount was for approximately \$1000 per teacher. Melissa pointed out that both Kristi and Rachel completed these courses while teaching. Discussion shifted to discussing funds for professional development in next year's budget.

Kristin Johnson, \$249 for course on Digital Citizenship. She already teaches digital citizenship, this class will give her more strategies to explore in this area. Joanna likes how these requests pertain to each teacher's area of teaching

Rachel Onstott, \$405 for three single credit courses on Classroom Management and working with Special Needs students. Rachel has already finished these courses, completed them during the school year.

Additional Discussion: On all these, check would go to MITCH and Melissa would reimburse. Michele noted that for next year, the PSO should ask at beginning of year if teachers are interested so we can plan and not wait until end of year to approve these. But Joanna suggested that teachers may not know about requests because of release of summer course schedules. Melissa could give us heads up on Summer Ag class, that can be known in February. Renea pointed out that teachers will be more aware of Professional Development funds as we enter into the second year of funding this.

Motion: Renea moved to approve the requests for Sandra Ottley, Craig Simmons, Elizabeth Doris, Kristi Dotson, Kirsten Johnson, and Rachel Onstott, in the amounts indicated above. The check will be accumulation of the total, written to MITCH.

Second: Joanna

For: all

Opposed none

Summer Agriculture Curriculum development stipend

Melissa requested one week stipend (\$1096.45) for Duncan Ketel to begin development of K-8 agriculture curriculum, per document in Board Packet. Mr. Ketel's contract does not begin until August 15, and this stipend would be for him to work with Sandra Ottley during the week of August 8. Michele asked if this should come out of 2015-16 budget or 2016-17 budget. Although all PSO leadership support Mr. Ketel, and his new position as agriculture coordinator, there were many concerns about the PSO financing this stipend. It does not fit easily into the 2015-2016 budget (it is not professional development), there are concerns about the PSO paying for curriculum related costs, concerns about PSO effectively paying teacher salary, etc. Michele suggested that in lieu of this stipend, the PSO could cover some garden costs. Beth suggested funds could be used from the MITCH 100.

No motion made.

OBOB Reimbursement

Proposal to reimburse Kirsten Johnson (\$38), and Beth Sethi (\$173.56) for OBOB Club expenses. These funds will come out of 2015-2016 Book Fund.

Motion: Renea

Second: Kate
For : all
Opposed: none

Michele asked if we are going to roll excess of book fund forward? Renea said no, that all excess amounts will simply go to the carry forward and it will be at PSO leadership discretion about where it goes.

Volunteer Coordinator Update – Kate Ark

Still need about 10 people for Steam Fair.

Executive Director Update – Melissa Meyer

Enrollment--we are full for next year. Mrs. Meyer has requested approval for an additional 20 students for MS level, but no response yet. Some of students leaving school are going to another charter school, suspect this is because proximity to home or language education. For next year almost all teachers are returning; Mrs. Meyer will hire a Kindergarten teacher, PE teacher and Music teacher this summer. Space: Mrs. Lau volunteered to move art upstairs to interventions classroom, interventions will move into Music, Music will become mobile, and be done within main classrooms. During prep time teachers can go to a teacher lounge upstairs at top of stairs. Current art area will be used by middle school math/science. Sarah confirmed that art will still be displayed on current bulletin boards. Sarah asked if MS is getting smaller, and M said no, just don't have full classes. We won't take any more students at MS unless someone leaves, because would take us above 250. Looking at remodeling building so can continue the double class until MS at least if not beyond. Melissa feels double class is beneficial to students and teachers as a team.

Motion to extend meeting to 8:30:

Second: Beth
For: all
Opposed: none

2016-2017 PSO Budget

Beth recommended change "Teacher Training Scholarships" to Professional Development Grant; Renea asked if we want to increase amount proposed for these? Michele suggested raising this amount and reducing elsewhere: Volunteer appreciation to \$100, and raise professional development. Beth suggested raising to \$7000. Michele suggested lowering classroom scholarships. Christina D suggested planning for 'worst case' of everyone submitting. Michele would take funds out of Mid Year and end of year staff appreciation. Christina suggests budget as we like and take it out of carry over. Change Classroom grants back up to \$4500 / and \$7000 for Professional Development, Volunteer appreciation to \$100. Community

support should be renamed to Family support activities (for PE clothes scholarship, etc.) Michele asked if Tax Prep and review would really be \$1500. Renea indicated could be less, but prefer to be conservative and give cushion. Reduce bookkeeper to \$2000. Renea will make these changes, and will send them out, cash in bank at end of year might look more like \$16,000 or \$17,000.

Push approval of budget to the next meeting—budget discussion is tabled.

Sarah asked if we can approve her to sign contract with Uberthons for MITCH Marathon for October 2. Uberthons will not have online pledging up and running; we will use 99 pledges or other online pledge system.

PSO Survey and Leadership slate for 2016-2017

Slate:

- President: Sarah Gabriel
- Vice-President: vacant
- Secretary: MaryEllen Rasmussen
- Treasurer: vacant
- Volunteer Coordinator: Kate Ark
- Members at Large: Michele Vitali, Sarah Wiechec, and Christina Devlin

Michele has info about survey--16 people responded to survey. Full slate for PSO Leadership was approved. Childcare question was not an issue / desired Order for spending money: classroom grants was ranked first.

Two comments: looking for input on what to spend funds on. Development of garden area, and sprinkler system.; specific needs identified by school but not covered by school budget. Leadership transition will occur on July 1.

Beth will pass secretary P.O. Box key to MaryEllen when done with MITCH 100 Schedule time to remove Beth, Joleine, and Renea from bank account

Other comments

Michele would like to publicly thank Joleine, Beth, Joanna and Renea for all their work on the PSO this year.

Joanna also wanted to say thank you to Renea and PSO board, have raised such great funds and have been able to give more back to the school than any prior parent organization at MITCH.

Adjournment

Motion: Renea

Second: Kate

For: all

Opposed: none