

MITCH Charter School  
PSO Meeting  
November 3, 2016

Call to Order: 6:38pm

**PSO Leadership Present:** Sarah G., Seana, Kate, Michele, MaryEllen

**Parent and Staff Members Present:** Anna, Eric, Kristen, Susan, Keith, Stacey, Kristina, Claudia, Melissa Meyer

**Review and Approve October 4 minutes**

No discussion

Motion: Michele

Second: Kate

For: all

Opposed: none

**Review and Approve October Financials / Review YTD Budget – Sarah G.**

Sarah distributed the October statement of activity. She will move the \$640 revenue from Pizzicato to the November statement. We are still receiving marathon pledges that will be entered in as they are received. This month she paid the complete annual fees for both Quickbooks and our liability insurance as opposed to previously breaking up month to month. We were charged for bounced pledge checks and for too many transactions per month. The bank reversed the transaction fees; that will appear on next month's statement. The \$20.06 t-shirt expense was the Paypal expense for invoicing online credit card orders. The marathon expenses include the \$779.76 bus charges, and the \$908.50 the middle school earned.

Motion: Michele to approve with above changes

Second: MaryEllen

For: all

Opposed: none

**President's Review – Sarah G.**

- *Marathon Results*

Everyone did an excellent job at the marathon! Next year we will try to cover all expenses including the buses with the sponsorships.

**Review and Approve Professional Development – Sarah G.**

- *Mrs. Dotson:* went to a seminar today to learn more about the legal aspect of IEPs and will receive a binder to keep at the school for future reference. She requests reimbursement for the \$359 cost of the training (professional development).

Motion: Sarah

Second: Kate  
For: all  
Opposed: none

- *Mrs. Lau:* requests supplies for her classroom, including 26 sets of markers, 2 tubs of molding clay, and a new pencil sharpener. She found all on Amazon for a total of \$248.43. She would prefer that the PSO order everything, Sarah will do so.

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

### **Volunteer Coordinator's Update – Kate**

Kate and MaryEllen are working on going through the PSO and Help Counter email lists and matching up to the newly released school master list to attempt to keep our lists current and reaching as many of our community as we can. She's making a list of parents who need to be reminded of volunteer hour commitment for the year; if a family has 10-12 hours so far they should be on track (approximately 2 ½ hours/month). At this point, only 16 have completed the 25 hour requirement. If a non-Help Counter guest such as a grandparent or older sibling has come to help out, please let Kate know and she will add their hours to the family total. Reminder that all volunteers need a background check. She is going to see if families can group themselves together or if only she can as administrator. If families do not reach the 25 hour requirement, they are able to pay the school \$10/hour. She hasn't done a final count, but would guess that approximately 20% of families have 7 ½ hours or more.

Current volunteer needs are carline, classroom help, and the upcoming Book Fair. Stacey recommends that we have at least one shift for those who are unable to come during school hours, either an evening or Saturday. Kate will set up the shifts on Help Counter. Kristina recommends a refresher email for parents about Help Counter, how to sign up to volunteer, etc as several still do not know how. There is some discussion regarding getting more help with car line, possibly with monthly shifts or expandable slots to help with substitution backup. Worries are making the website more cumbersome, and the amount of time it takes get trained and comfortable with car line makes it not accessible as a drop in job.

### **Executive Director's Report – Melissa Meyer**

Mr. Ketel sent out an email on Monday regarding his return to teaching PE. Unfortunately, with the low enrollment, the school is unable to support a full-time agriculture position at this time and he can fill the empty PE position. He has created a strong agriculture scope, that the teachers will use to instruct their own classes. Hopefully, if we gain 10 more students he will be able to return to his agriculture position as he really wants to build a strong ag program. Enrollment is steady. Next year's application for new students is now online under admissions. Families can submit online or print out and bring in to the school office. Jan 27 is the kindergarten class due date; the lottery will be Jan 31. The 1<sup>st</sup>-8<sup>th</sup> grade class deadline will be

March 3 with the lottery on March 7. The school will be sending out intent forms to returning families to confirm reenrollment next year that will be due by March 3. The Board is considering requiring a \$100 nonrefundable deposit to hold the seat for next year, to be applied to the \$150 activity fee. This hopefully will help with the last minute late summer changes that happened this year, late enough that most waitlist students had already made other plans for the year. Frontier Garden update: The city has finally approved the fence being installed! Frank the buffalo, currently residing in the parking lot, is a gift from Frontier to be used in the garden. The next step is to work on the occupancy permit with a parent with permitting knowledge and experience.

## **Committee Reports**

### *Book Fair – Kristina V & Kristen C*

- The Book Fair will run the week after Thanksgiving break. There is a meeting with the representative from Scholastic next week, they should find out then when all the books and materials will arrive at the school. They have ordered a placard this year for the teachers' class wish lists. Thursday evening would be good for an evening shift, as it is the same night as the board work session. Maybe we could provide volunteer gift wrapping for books bought that evening, with donations taken to help buy books for the teacher wish lists? Another idea is to have older student shopping buddies with the younger classes as they shop and buy their books.

### *Pizzicato – Beth S*

- We made \$755 total! Our next event is tentatively set for Jan 31 or Feb 7. Beth will check to see if there are dates available in May. Stacey volunteers to look into Chipotle events.

### *Teacher Lunches – Sarah*

- The teachers will be provided lunch Nov 10. If anyone is available to help out or provide a dish, please contact Christina. Jan 3 will be next. Christina is working on finalizing a Google document for parents to help coordinate. She will be contacting the room parents listed in the directory to assign 2 classes per meal for the rest of the year.

## **New Business**

### *Candy Buy Back - MaryEllen*

- We will be collecting through tomorrow. Donations go to Wilson Orthodontics Saturday.

### *Box Tops - Sarah*

- Stephanie B is in charge of collection. There's a large pile in the PSO box, we should organize another mailing soon.

### *New mops/Hand towels - Sarah*

- Sarah noticed when she was helping clean up the slime at the marathon assembly that the school doesn't have any mops. We will look for 2 industrial mops either at Costco or Cash and Carry. There is already a bucket on campus. Melissa also requests small hand towels be purchased for the adult bathrooms, to help save money from the 3-5 paper towel rolls currently being gone through each day. The school office will rotate with laundry duty as they already do with ice pack covers. We will provide fixtures for hanging up the towels as well. Funds can be used from the General School Fund per Director's request in the budget.

Motion to approve up to \$100 for towels, fixtures, and mops: Sarah

Second: Kate

For: all

Opposed: none

#### *PSO Email list update - MaryEllen*

- In an attempt to reach parents who have not been receiving PSO emails, now that the new directory has been distributed, a new list will be created in mailchimp with current parent information. This should help reach those new this year or who did not fill out the PSO interest form in August. MaryEllen wants to send out one email to all parents using the contact information given to the school, requesting that they opt out if they wish to not receive emails. This should help get information out for those not using Facebook.

#### *Community Event Ideas - Brainstorming*

- Movie nights at the school, family bowling party, OMSI, Sky High, John's Pizza, Parent's Night Out with possible YMCA child care coverage

#### **Next meeting**

- Tuesday December 6 @ 6:30pm

#### **Adjournment @ 8:05pm**

Motion: Kate

Second: Seana

For: all

Opposed: none

Following the meeting, we will be working on spraying fire retardant in Mrs. Lau's room to fireproof.