

MITCH Charter School
PSO Meeting
December 6, 2016

Call to Order: 6:36pm

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

Parent and Staff Members Present: Beth H., Keith, Anna, James, Shelby, Claudia, Eric

Review and Approve November 3 minutes

Discussion: MaryEllen is missing the dollar amount approved for Mrs. Dotson's IEP seminar. She will update the minutes to include \$359 approved for her professional development.

Motion to approve pending above correction: Michele

Second: Christina

For: all

Opposed: none

Review and Approve November Financials / Review YTD Budget - Sarah

Sarah has been super busy with work, she has not completed this month's review and will present exact numbers to us at the next meeting. Our Table and Candy Buy Back orthodontist should be sending their checks soon. We purchased the towels for the adult bathrooms, but have not found a suitable industrial mop yet. We will ask Stephanie how much we tend to receive for Box Tops we've sent in previous years.

President's Review - Sarah

- *Classroom Supplies:* There is a large classroom goods store going out of business; Sarah sent out an email to the teachers letting them know. Mrs. Doris needs staplers, 3 hole punchers, and the largest pull-down United States map with states and geographic detail. Maybe we should reach out to parents to help contribute supplies they might have at home or work that are not currently being used? We should also have the teachers update their wish lists online.
- *Chair Pockets:* Need to sew 75 for classroom use. This would be a great "from home" volunteer opportunity. Perhaps the PSO should purchase heavier denim or canvas fabric to last longer.

Review and Approve Professional Development - Sarah

- *Mrs. Hill:* Would like to purchase 18 CanDo Exercise Balls with Stability Feet for her 2nd grade classroom to replace chairs for students who need to get wiggles out during classroom activities. Total cost including shipping is \$245.58. We can inflate them using the compressor at school (another volunteer opportunity).

- *Mrs. Baker:* We previously approved \$250 for her to spend in September for listening center book sets for her classroom. She went over \$13.75, and would like us to cover.

Motion to approve both requests: Michele

Second: Kate

For: all

Opposed: none

*We should send out an email to all teachers in January to remind those who have not yet submitted requests that we have funds budgeted for them to use.

Volunteer Coordinator's Update - Kate

The family groups have all been compiled on HelpCounter. Looking to next year, all this information is already on HelpCounter and shouldn't have to be done again for returning families. She is planning on working with Mark (HelpCounter programmer) to update the sign-up process for new families next year, connecting together from the start and including background check information online as opposed to current paper form. This should streamline the process for the office plus help with security and make it easier to keep updated. Melissa points out that another helpful change to the program would be to have expired events disappear without an administrator needing to manually remove. Also, MaryEllen should include the HelpCounter link on the bottom of all PSO email newsletters. We will work on making a "how to use HelpCounter" video to add to the resources section of the school website.

The office staff would also like us to make a postcard including PSO information to be handed out to new families as they join our community. Beth H. volunteers to be a non-PSO leadership board community member to have her email listed for questions; we can also include our website info.

Kate is going to reach out to families who are not on track to meet their 25 required volunteer hours, emailing those with no hours logged in first. She and MaryEllen will work on making a flyer to send home, giving ideas of school volunteer opportunities that may not be known as well as contact info for classroom parents for in-class volunteer opportunities.

Keith would like to say thank you to all the carline volunteers, as he's seen it's mostly the same group every morning, greeting incoming students with smiles even in the cold.

Executive Director's Report - Melissa Meyer

Seven more students were admitted this week and 3 new families joined us last week with 4 more possible. Current enrollment is at 241. Thank you for sharing about our community with friends! She is planning for several more tours for applications for next year. The kindergarten applications are due on January 27 with the lottery taking place on January 31. She is expecting 2 full kinder classes. The MITCH school board should soon be approving the requirement of a deposit of a portion of the activity fee upon accepting lottery enrollment. These deposits will be held to be used in next year's budgeting.

Melissa will be making her annual presentation to the superintendent and TTSD school board at the district administration offices Monday 12/12 at 6:30pm. The MITCH presentation tends to be towards the beginning of the meeting and she would love to have parent support. She is

meeting with the superintendent to discuss our charter renewal in 2018. The school is working through a PSU evaluation rubric including 12 evaluation indicators somewhat similar to an accreditation process. Following the school's completion, PSU writes a report to submit to the district. This is done using district funding. It's possible that it might be required to complete this process yearly; other local charters are required to do so annually or every 3 years.

The Frontier garden is progressing along. The next step is to draw a crosswalk to submit to the city so that a fence can be put up. Amanda H, a parent, has a background in writing conditional use permits and is currently writing a first draft. Are there any landscape architects in our community?

Committee Reports

Book Fair - Kristina V & Kristen C (not present)

- Christina and Kate report that there were a few parents who came to our evening hours of the sale. The longer sale span was successful as there were more opportunities for purchases. All of the teacher wish list books were purchased, but several were online only and not available for parents to purchase in person. Tomorrow evening, there will be a gathering to wrap a few teacher books as gifts and to finish up financials.

Pizzicato - Beth S. (not present)

- Sarah reports that we made \$753 profit. The next event will be Feb 7.

Social Events - Christina

- After comparing the MITCH, TTSD, and other local district calendars, there are 3 dates that only we have no school: Jan 3, Feb 10, and May 19. On Jan 3, we can reserve Oaks Park Skating Rink or plan on attending open skate. Prices are \$6.50/person + \$2-\$5 for skates. If we have more than 15 people, it's a \$0.50 discount/person. If we have a large enough group, we could reserve the entire rink and charge a small fee per person with the PSO covering remainder. On Feb 10, we could reserve a party at SkyHigh Sports or perhaps go to a pool? Christina has left messages. On May 19, she has left a message with Joy Theater about possibly hosting an afternoon matinee with a portion of ticket proceeds being donated to school. Other activities could be a trip to the Oregon Rail Heritage Center by OMSI or gathering at the Brooks Great Oregon Steam up over the summer. All of these social events are meant to help build community, would be non-chaperoned and not drop off parties, and the PSO can organize and subsidize cost.

Teacher Appreciation Lunches - Christina

- She and Julie Ronnie collaborated on a Google doc for parents to complete each month. Each month has a theme to make meal planning easier. Jan 3 the kindergarten classes will be responsible for soups & salads. Feb 3 the 1st and 8th grade classes will prepare appetizers and finger foods. March 10 the 2nd and 7th grade classes will create a baked potato bar. April 4 the 3rd and 4th classes will make a build your own sandwich bar. Perhaps we should host another meal in May or towards the end of the year?

New Business

Signs - Sarah

- We should research getting a reader-board for the school. This would be a great tool to give parents information. Should it be digital, movable or permanently mounted? Possible locations: on the fence where the Book Fair sign was around the curve of carline, where Frank the buffalo is currently residing in the last spot of the front parking lot, in front of the school (would need city and management approval). Mobile would be best. Eric will research and present findings at next meeting.

Box Tops - Stephanie (not present)

- Several in the mail box. Will follow up with Stephanie.

New Welcome Letter - Sarah

- Already discussed, see notes included in Volunteer Coordinator's Update.

Teacher/Staff Gifts - Sarah

- The PSO will be buying gift cards for the teachers and staff. Kate will send an email to class parents as a reminder should they want to organize a class gift. The 6th and 7th grade classes are most likely not going to have a class gift. One has no class parent, the other class parent is unable to organize it at this time.

Talent Show

- We will wait to hear from Shasta if there is any need for volunteers to help.

Next meeting

- Tuesday January 10 @ 6:30pm

Adjournment @ 8:08pm

Motion: Kate

Second: Christina

For: all

Opposed: none