

MITCH Charter School
PSO Meeting held virtual via Zoom
Date: October 10, 2024

Call to Order: 6:35 PM

PSO Leadership Present: Shannon Fairley, Alisha Morton, Fran Corey, Ann Lewis, Stephanie Irving Lee, Elisabeth Adkins, Cheri Kay Doty, Kelly Asbra, Amber Miller, Christine Sanchez, Tracy Senft, Starly Thoorse

Parent Members Present: Wendy Sargent, Michele Machiels, Cheryl Berg, Ashley Beyer, Hira Maqbool,

Staff Members Present: Nicole Hans

Board Members Present: Daniela Pratt, Krista Brown, Sarah Parker

Guests Present:

Review Votes - Cheri Kay

Email Votes -

9/16/2024

Stephanie and Shannon have an appointment at the bank to add her to the PSO accounts, so we need to review and vote to finalize our most recent meeting minutes as the bank requires finalized minutes showing change in Treasurer.

-motion to approve the minutes by Shannon, 2nd Stephanie

For: all Opposed: none Abstain: -

9/28/2024

Our Fox Trot fall fundraiser has had such incredible momentum - I'll lay out the calculations below but it's safe to say we've hit our goal! I'd like to propose we change our marketing strategy and target any funds we raise above \$20,000 to be directly used to support the school's nutrition services program.

This could include supporting Backpack Buddies, supporting the lunches and snacks the office needs for students, and supporting the costs involved with beginning and running a lunch program at MITCH, among other potential nutrition services needs.

-motion to direct Fox Trot funds raised above \$20k to MITCH nutritional services by Kelly, 2nd Starly

For: all Opposed: none Abstain: -

Review Financials - Stephanie

- Fox Trot finals - over \$24k including in kind sponsorships, (in-kind amount will come out of the total announced.) Still putting in expenses and snacks. Expenses exceeded budget (sitting now at \$1071)

- Merch: Total revenue just over \$2700. Total is still coming in for what we are going to pay the printer. Overall did well
- \$214 - Chuck E Cheese
- Beach Hut amounts coming in - Alisha following up on getting the check
- Pastini - dineout was today and total will come in shortly
- No staff grants logged yet or Friday snacks reimbursement

Director's Update - Nicole Hans

September felt like a tornado of events. Thank you to the PSO for taking care of small jobs and other things that got taken care of because of the PSO.

Thank you for the Fox Trot event—everything went well and it was successful to hold in the fall.

Harvest Festival coming up Friday 18th. Kona Ice is coming.

Mr Ime and Ms Lisa and Teacher Helen are helping run and get sponsors/vendors

Several cultural fall celebrations will be represented

Lots of sensory activities planned

Food - will have an apple press (Ms Lisa)

Teachers will be manning the station.

Raffle with prizes.

School is excited for the book fair.

Thank you for the uniform donations!

Please help widdle down the lost and found.

School feels busy and it's doing well. There have been some transitions but we're doing well.

Please continue signing up on helpcounter for library services, recess, carline etc. Mondays are the days that we seem to need the most support!

Nicole is heading to the charter school conference, and is excited for the ideas and partnering that will come with that resource.

Q: How many schools attend that conference?

A: It's for Oregon Charter Schools—approx 40 or 50 schools attending. MITCH is making lots of great connections with this group.

New Business

- **Fox Trot Recap - Christine**
 - 195 students registered (82%)
 - Many volunteers— which was wonderful.
 - 1449 laps ran! 289.9 miles!
 - Cash sponsorships \$1300
 - In kind \$1481
 - \$870 in checks

- \$20591 from 99 pledges \$949.90 in fees - 99pledges worked great with no hidden fees
- Class Prizes and Winners: Crumble cookie prizes, Piccolo Mondo toys gift cert for teachers, Movie days, Mayor story with donuts. 3A and KA won for Overall \$ raised and Average \$ per student raised
 - Every class gets a popsicle party for raising the \$1k
- Fox Trot budgeted \$1k in expenses and \$20k in revenue. \$1k was for payment processing and event fees. \$120 over our budget. Will need to add to the budget line to cover the class prizes (donuts with mayor etc.) Will need to increase the budget line by \$300. We would like to increase the expense amount to \$1300 and expected revenue to \$20,300 from current budget.

-motion to approve change in budget by Kelly, 2nd by Amber

For: all Opposed: none Abstain: -

- **Staff Grant/PD Requests**

- Every staff member offered \$150 for things that will directly impact the students, approved by admin, and then PSO purchases the items and these items become the property of the school.

Request by Mr. Ime (Instructional Assistant at the school) for \$57.00 for 2 sets of books and notecards for students who need some regulation and/or breaks during the day

- Cookies and pizza sensory books
- 50 note cards of positive affirmations for support of ELL learners

-motion by Christine to approve purchase, 2nd by Fran

For: 11 Opposed: Abstain : 1 (Kelly was driving)

Request by Teacher Helen (Ag) for \$115 from our Professional Development budget. (This budget line holds \$2k for PD, spent \$280 so far.)

Requesting Seed Savers Educators Membership (for our garden to receive varieties of seeds) At MITCH we grow crops and harvest and save the seeds, so this seems like a great resource for the school. We are waiting on clarification on which membership level she would prefer.

-motion to approve \$115 level of membership by Starly, 2nd by Amber

For: all Opposed: none Abstain: -

- **Upcoming Events**

- **Willamette Valley Pies - Ann**
 - Flyers went home this week. Orders due by 10/25 at noon. Pick up 11/8 12-3. Got volunteers for this last meeting. If you can't pick up, send someone to pick up for you. Or please send Ann an email and see if we can figure out a solution. Share this fundraiser and anyone can purchase.

You can also pick you for your friend. All ordering is through the website.
Flyers just for reference.

- Email the pie link to NW children's preschool—Elisabeth will follow up.
- Kelly suggests we walk to our neighbors and fire house in the cul de sac sharing the fundraiser details
- .Elisabeth update on pay pal: not a requirement to use the pay pal platform. They are just the payment processing program we use. There are instructions on FB to skip over creating a pay pal login and put in your card info and email. This info will also be sent out on Parent Square

○ **Scholastic Book Fair - Shannon, Krista, Sarah**

- Book fair next week Oct. 14-18. Each class has a chance to make a wish list. Students shop at the end of the week. Preferred method: Best to add money to ewallet for the kiddos. Families can shop Tues and Wed afternoon 2:45 - 4 and Friday until 8pm during Harvest Festival.
- Run by Krista and Sarah on the board. PSO gets the Scholastic dollars account, ensuring that every student leaves with a book. Teachers are also able to shop.
- Sign up on Helpcounter to volunteer and help the kids shop and make wishlists. (the register is run by Sarah and Krista)
 - Q: Are all the class volunteer times set up in helpcounter yet?
 - A: They will be soon!

○ **STEAM Night 1/24/25 - STEAM Committee**

- We're excited to bring STEAM Night back to MITCH, this year on Jan 24. Looking for a preliminary meeting time and for anyone interested from the PSO leadership team to join at this time. If you're unable to join but have a STEAM vendor connection, we would love to hear about it!
- Cheri will send out info about upcoming meeting times on the FB thread

● **OBOB - Shannon and Run by Krista and Sarah**

- OBOB list of books for 2024-25 is available
- This is PSO funded and a free afterschool program for kids 3-5th grade. Teams of 4-5 responsible for reading the 16 books and compete in trivia based on those books. Competitions at school, and in late winter there are regional and state competitions
- We have a budget line for buying books (which go to school afterwards), practice questions, OBOB bucks (rewards system), and final OBOB party.
- Balance currently in scholastic dollars is \$5224, enough to cover books, and teacher shopping during the book fair and then we will get more as well from the current fair
- In parent square you can get students signed up and volunteer.
- Will be advertising OBOB at Book fair and Harvest Festival
- Sessions starting in Nov.

Request to use \$128.68 from scholastic dollars to purchase Frizzy and Twins

-motion by Christine, 2nd by Tracy

For: all Opposed: none Abstain: -

- **Parking Lot Signs and MITCH Signage - Shannon**

- School approached us about our parking lot sign and getting it updated with our current logo. And also updating the old parking lot signs (10 minute signs. Carline volunteer sign etc.) . We've discussed with DigiType Design - and they are willing to print them at cost.
- 3 12x18 signs for "10 Minute Parking"
- 3 for "Executive director" and "reserved Mitch Office Staff"
- 3 for Reserved "Mitch Volunteer" signs
- 1 2x3 sign School Zone, Please Proceed Slowly, Traffic Proceed Left
- Handicap Parking signs? Need to be replaced or cleaned
- MITCH Building Sign (Bolted into building, metal sign) - would be updated differently, and attached with adhesive, holes filled in.
- Is this a project we would like to fund? Elisabeth put together prototypes
- 9 12x18 signs for \$10 each
- Round sign for \$45
- 2x3 signs no estimate yet.
- This would all need approval from admin
- Total + hardware - not on this year's budget (\$250 would need to be added)
- Stephanie says this could be added
- Budget ideas: we over budgeted staff grants - budget includes 32 staff and we're sitting at 30.. Budget for Kinder Meet up (\$100) which never took place could be used. Friday Snack budget hasn't had requests yet. Frontier garden fund could also be used (budget for improving for outdoor spaces)

-Motion to approve \$250 from Fontier Garden Fund pending admin approval by Shannon, 2nd Christine

For: All Opposed: none Abstain: -

- **Clothing Labels - Christine**

- Mabels Labels does fundraisers to order labels for clothing, lunchboxes, waterbottles etc. Link is sent to families, free shipping, labels shipped directly to families, 20% back from purchases and when you hit \$50 they send the check. We just have to set up the website and collect funds as we hit \$50 minimum. Ongoing fundraiser and link is pinned and sent out with Merch links etc. School logo can also be on the label - waiting to hear back about fees associated with adding our logo.
- Simple fundraiser that could be ongoing.
- We actually have an account—we need to check on that and make sure it's updated and make it active.
- There is a need for labels!

-motion by Starly to reactivate partnership with Mabels Labels, 2nd by Stephanie
For: all Opposed: none Abstain: -

- **Portland Trail Blazers Save the Date: 1/30/25 - Shannon**

- Date for our game has been set, Thursday 1/30. No school Friday. Ticket page will be up soon. Tracy will be an epic Fox :)
- Amber can get a Blazer Jersey for Mitch the Fox. Do it - 3XL!

Committee Check-In

- **Dine-Outs and Bottle Drops - Alisha**

- Pasini Dine Out today 10/10
- Next month 11/6 Chipotle
- Scheduled through Feb:
12/11 Red Robin
1/25 Cal Pizza Kit
2/7 Panda Express - nation wide
- Bottle Drop \$378 as of today. Holiday Give Event: 20% matching Nov 15-Dec 12
We are signed up for that. Drop off bags at the hoop house, we might need to brainstorm new site?
 - Q: How many get dropped at hoop house? Usually Alicia can check every morning and after school. Perhaps the drop off could be just one week of that Nov15-Dec12 time frame
 - Pass bags out during carline. Let's make a new bottle drop video with the fox

- **MITCH Merch - Christine**

- Merch trucker hats are on a back order. They will be instock on the 23rd.
- Everything else has been delivered to printers. Collegiate is printed, rainbow and embroidery is starting, Merch will be in hand sometime next week. We would just need to update those who ordered the hats on their orders about the back order. We could hand out at Kaiser after school.
- Will need to be sorted and orders put together.
- Kelly asked if Black can be a color option.
- Also looking at long sleeve options.
- Branded umbrellas suggested
 - Amber has a contact for umbrellas

- **Staff Appreciation Lunches - Fran**

- These are for inservice days - we have 5 this year
- Luncheon a couple weeks ago, Pizzacato
- Next will be Nov 1 and asking 2nd-3rd classes to donate to that. Red Robin or PDX Catering Company. Consistently under budget, so might use that? Mix during the year between buffet and individual orders.

- **Candy Buy Back**

- Extra candy from Halloween donated to Wilsonville Orthopedic. Last year we were 1st place and won \$1k. Collected in carline, candy monster, flyers will go

home, and Kelly will even drive to your house and pick up extra candy. Deadline 11/9 between 10-1

- **Social Media**

- The social media committee meets regarding the rules and policies surrounding social media. Photo release is in school paperwork, they discuss who the social is for, appropriate posts, who we allow into the group.
- Elisabeth is head of this group and manages the Facebook. Shannon is on this group and Alisha, Starly, Kelly if needed.

Public Comment

Adjourn @ 8:17PM

Next Meeting November 14, 2024 In Person with Virtual Option