



Meeting Minutes
January 18, 2023 – 5:30 pm

Our Mission: To foster close relationships between the home and the school and provide volunteer and financial support for parents and teachers to work cooperatively in the development and education of children at Mitchell Elementary School. We welcome and embrace Mitchell families and promote inclusive membership regardless of race, sex, class, sexual orientation, age, socioeconomic status, religion, or ability. Mitchell PTO strives to promote participation in broader educational programs in our community.

Welcome and Introductions

- Attending: Eddie Latour (principal), John Franks (president); Kiel Phegley (ptoc), Missy Plegue (treasurer), Dr. Bell (v. principal), Pete Finnie (fundraiser), Caitlyn Sorensen (secretary); members at large: [Mitchell PTO attendance 2022-2023](#);
- Introductions, get to know each other - we opted to skip in the interest in time

Principal's Report - Mr. Latour

- Will have a summary form the community events meetings for those who couldn't attend
- Testing coming up - NWEA
- New interventionist started - start with interventions with small groups and individual students (all levels)
- Spanish teacher - no applicants and candidates not a good fit
 - Whats next: met with Kevin Carr and [Wendy Rothman](#) about how to engage in the second language somehow without a teacher; reached out to a substitute teacher who "knows Spanish;" programs explored/brainstormed
 - Rachele: Duolingo not appropriate for Spanish at Mitchell- thoughts on different world languages?
 - For IB - language instruction is supposed to be most representative of the student body - have to think about short and long term goals for language requirement and community; IB requirement is only 2nd grad + so we could try to see about focusing on the upper grades for our world language (currently all grades participate), Marcy Harris is on these ideas.
 - Virtual Spanish teacher?
 - We are trying to get kids off computer for developmental appropriateness for that long; trying to pick another elective if anything.

Board Representative Reports:

President: none

Vice President: none

Secretary: Caitlyn Sorensen-Kowalski - attendance

- **Motion to approve minutes from 12/13/2022:** Yes (17); no (0); abstain (1)
- Website - Missy will share login information for the website

Treasurer: Missy Plegue - budget: shared in the agenda

- Two donors -
 - \$420 - not earmarked
 - \$5000 - field trip transportation
- Check not cut for transportation from last year so Missy cut a check and took care of the amount owed. \$2,696, re; budget
- Field trips - pay for the experience and then the transportation at the end of the year; you get an estimate and then pay at the end of year.
 - Line item for transportation costs to get an idea of how much we spend.
- **Plante Moran update:** everyone was contacted to upload information/documents; Missy uploaded information; there were lines of communication with Meghan and Kraig for more information; completed initial review of activities and need the rest of the questions answered;

PTOC Representative: Kiel Phegley - next PTOC meeting is 1/23 state of school from Dr. Swift; may have another meeting in between; catch up on the equity advances;

Fundraiser: Peter Finnie; no updates; in contact with some local restaurants (Fraziers Pub)

Old Business

Equity - Mr. Latour - Met to discuss partnership - identifying 1-2 people to come to Mitchell to define equity for us looking for the people to come.

- **Pop!** - Hear from Scarlett principal (could not attend last minute) and parents - Eddie was able to fill in from his conversation: Dr. Peterson reported full support, loves it as an idea; rather than this school year; better to make it a fall/September (provides us the opportunity to follow Scarlett) needs a lot of adult support and gives us 6 months apart for sending emails and sharing emails to family of the same community.

New Business

- **Finances:** Sarah A: Seems like we have a "surplus" but what would be the benefit of this undertaking and where does the money go when we just have money sitting? As a whole organization what is our values and prioritize and what (Sarah A)
 - Good question: don't have an operating book room - talked to teachers at Mitchell for needs and how can we utilize these funds - \$20,000 to do a bookroom correctly
 - Teacher stipends are \$150 could increase
 - Fundraisers - have a goal for something?
 - Book room money from the district? - annual money for the library but for an overhaul of a complete bookroom you would need to fundraise; book rooms are for targeted literacy instruction
- **Vice President** -
 - Nominated members: Ally Samborn and [Kristen Fraser](#)- both declined
 - Call for self-nominations - Kiel Phegley - we accept nomination, Heather motion, Caitlyn 2nd; Yes (20) No (0) Abstain (0)
- PTOC interim- [Sarah Anton](#) - Caitlyn motioned, Missy end; Yes (19) No (0) Abstain (1)
- **Committees**
 - Bylaw review update -(Caitlyn and Sarah) updates ongoing; timeline by the end of the year

- Policies and procedures will be added - best practices
- Book Fair -(Ally) tabled items - still need to meet with Eddie and Matt; could email community to get a vote if needed; Ally - covered most important topics for upcoming book fair
- Garden - Beth - \$3k earmarked for garden funds; granted an extension on garden and don't know the deadline yet; still in planning phases; barriers the group is overcoming (i.e., admin change and new building, no location still)
 - Possible lace could a pollinator garden in the raised bed behind the preschool playground; otherwise outside the gym door
 - Need a teacher to help
 - Goal; core group of interested people and sustained effort over time and small garden for now. Spring - get some signage, pollinator plants and get the community involved/established.
 - Reach out to Eddie to help identify grade/teacher to help connect to the curriculum. This will help with sustainability.
 - Aaron 0 previously garden chair - for Mitchell and should be linked to curriculum and 2nd grade learns about seeds and 5th grade previously was through inquiry/expedition - Aaron offered to connect with Beth on the garden
 - Call the office to reserve a room to meet
 - Garden ended because of the modular being built over it;
 - Rachele - connect Beth with Wendy Rothman - Aaron will help connect
 - January 24th meeting at the school
- Money - prioritize funds
 - Field trips
 - Supplies
 - Google form for requesting it
 - Treasurer/fundraising meeting;
 - Up teacher grants - poll teachers; very few have reimbursed for they stipend; poll for what you need/ funds typically spend/don't forget about \$150 - Caitlyn/Missy will email teachers/Eddie

Committees (need to call for members of committees): Caitlyn/Kiel will email the committees to get them started and Kiel will carry over the oversight going forward.

- Science olympiad
- International night - send an email about a committee
- Movie night committee
- Ice cream social - January

February Agenda: 2/14 zoom only because of book fair

- PTOC rep
- Call for money/fundraising meeting
 - District - bookroom
 - Sensory pathway
- Pop! Fundraiser - discussion and decide if running it/when
- **Format of meetings:** member noted that returning to full Zoom: PTOC will call out for anyone else doing zoom vs. hybrid to get feedback.

End motion: Missy motion and Caitlyn 2nd 8:06 pm