

DRAFT – PENDING MEMBERSHIP APPROVAL**MEMBERSHIP MEETING – CENTENNIAL MIDDLE SCHOOL PSO**

Meeting Minutes For: Tuesday, September 15, 2015

Next Meeting: Tuesday, October 6, 2015

Presiding Officer: Tracy Belcher, President

Attendance: Mark present with 'X'

PSO BOARD					
<i>Present</i>	<i>Name</i>	<i>Board Role</i>	<i>Present</i>	<i>Name</i>	<i>Board Role</i>
X	Tracy Belcher	President	X	Bob Stevens	Principal
X	Dana Andresen	Secretary/Treasurer			
PSO MEMBERSHIP					
<i>Present</i>	<i>Member Name</i>	<i>Present</i>	<i>Member Name</i>	<i>Present</i>	<i>Member Name</i>
X	Jaret Folstrom	X	Paula Greve	X	Chris Andresen
X	Ann Summerfield	X	Melissa Gebhardt	X	Kristin Marshall
X	Judie Offerdahl	X	Nadine Thiele	X	Missy Montgomery
X	Kris Cardille				

Call to Order

Meeting called to order at 7:05 by Tracy Belcher. It was noted by an attendee that the correct meeting time was not posted in all communication documents/methods. Due to the change there were missed locations. CMS PSO will ensure meeting times on all organizational documents and online sources are correct and updated accordingly.

Welcome Guest(s)

Principal Bob Stevens welcomed guests, Scott Johnson, Executive Director of Teaching and Learning with ISD12 and Dan Huffman with CentennialYES.org presenting information on the upcoming levy.

LEVY PRESENTATION

Scott Johnson presented a comprehensive overview of the levy components, providing a handout and answering several audience questions. Dan Huffman offered to answer any other questions, provided a handout, and made a request for volunteers for CentennialYES.org to communicate the levy to residents. Copies of attached are to minutes. Presentation concluded at 8:00pm.

Resume Welcome and Introductions

Tracy Belcher welcomed parents and thanked all for attendance. She introduced herself as President and Dana Andresen as Secretary/Treasurer. Chris Andresen was introduced as the Box Top Coordinator. It was noted that in the interest of time CMS PSO Standing Rules would not be read aloud. Membership was encouraged to read standing rules online at www.cmspsoweebly.com/documents.html to review and to submit email comments to Tracy Belcher at centennialmiddleschool.pso@gmail.com. Meeting guidelines were also mentioned and other basic meeting housekeeping points.

Prior Minutes

It was noted that no prior minutes exist for approval.

Treasurer's Report

Dana Andresen presented an overview of CMS PSO status. Sufficient donations solicited in order to incorporate as a nonprofit in the state of Minnesota and to submit 1023EZ Federal application for nonprofit status. IRS is caught up and should notify within 90 days. Opt-in communication list status = 62 and parent volunteer sign-up at 29.

Committee Updates

No applicable committee updates for this meeting.

Unfinished Business

1. Vote in CMS PSO officers – Tracy Belcher noted that she as President and Dana Andresen as Secretary/Treasurer needed to be installed by a voice membership vote. She requested a motion. Paula Greve moved to vote to install both officers. Chris Andresen seconded. Both officers were installed by unanimous vote.

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Unfinished Business (cont.)

2. Membership meeting Day – Tracy Belcher noted that the meeting day/time for CMS PSO was adopted from the prior PTA schedule in the interest of consistency and familiarity to CMS parents. She asked if any parents saw issues with the schedule. There was no dissent so the meeting day/time stands at the first Tuesday of each month, in the CMS Media Center, at 6:30pm. Exceptions are the November meeting due to election-day; the membership meeting will be held the second Tuesday at 6:30pm.

New business

1. Annual plan/upcoming events – Dana Andresen outlined the annual plan, divided by program and fundraising plans. It was noted that the plan is posted online www.cmspsso.weebly.com/documents.html and printouts were on the table for review. CMS PSO attempts to simplify programming and fundraising for the first year. The upcoming Internet Safety program was outlined including parent, Paula Greve volunteering to host a kid-friendly program in the Media Center for younger kids and a request for one or two parents to speak about how they have personally handled the technology consideration for their children entering middle school. Missy Montgomery volunteered to speak for this portion of the program. The upcoming Race to Nowhere program was summarized. Bob Stevens was asked to comment regarding the Race to Nowhere presentation. His feedback to membership:
 - a. The program helped to transition homework requirements; challenging teachers to grade smarter not harder and teachers and parents to be cognizant of the stress that students experience. In part, due to this awareness CMS has instituted homework blackouts during school breaks. Centennial High School may be following this example.
2. Volunteer needs/sign up process – Dana Andresen provided an overview of volunteer needs and how parents can sign up. It was noted, that with two officers and all of the tasks, that follow up has been challenging, but will occur within the next two weeks. The volunteer needs document is posted at www.cmspsso.weebly.com/documents.html and has linked within to sign up for specific roles.

Action Items:

- ~~Dana Andresen will complete minutes and post within 14 days.~~
- ~~Dana Andresen will contact Missy Montgomery with bullet list for preparation for the Technology Considerations portion of Internet Safety program.~~
- Tracy Belcher will create signups for remaining volunteer roles on signnupgenius.com.
- Paula Greve will send link for the kid-friendly program portion of the Internet Safety program.

Meeting was adjourned at 8:25pm.

Attached: CMS PSO Annual Plan, CMS PSO Standing Rules, CMS PSO Meeting Guidelines, CMS PSO Volunteer Needs, Centennial Referendum Overview, CentennialYES.org handout.

Respectfully Submitted,

Dana Andresen
CMS PSO Secretary

Annual Plan Worksheet

Program →



Funding ↓

September 29, 2015

Internet Safety/Technology Considerations—Partner with Lino Lakes Police to present. Ask for parent volunteers to speak to how they have addressed technology concerns (i.e. cell phone agreement, monitoring, parental security settings). Separate breakout volunteer presentation for kids whom parents would like in the 'kid-friendly' presentation.

February

Staff Appreciation Week—multiple recognition and appreciation for staff including lunch, treats, gifts.

November 5 and 11, 2015

Race to Nowhere—enlist counselors to again discuss mental health awareness and suicide awareness. Principal Stevens address the audience with the positive change that came from 2014 presentation.

Two presentations to allow options for parents to attend either night. Potential concessions and breakout groups.

Ongoing

Teacher Funding Program—Teachers submit a request for funding according to set of criteria, including the amount, the purpose, date needed; As CMS PSO funding increases, requests will be fulfilled.

April 13, 2016

Art Expo and Silent Auction—allow forum to showcase student artwork. Work with teachers artwork to submit for silent auction. Frame /display works with donated frames and auction 20-30 pieces to assist 2016-2017 event funding. Prize drawing for all student entrants.

Sponsor Program

Silver Cougar Level (6)—\$500

- Up to 3 Teacher Funding Program Sponsors
- 1 Membership Sponsor
- 1 Volunteer Sponsor

Gold Cougar Level (up to 3)—\$1,000

- Art Expo Sponsor
- Staff Appreciation Sponsor
- Internet Safety Sponsor

Platinum Cougar Level (1)—\$2,000

- Race to Nowhere
- Color Run Event Sponsor
- Tee Shirt Sponsor

Cougar Fund Drive October/November

- 50% of proceeds support the current funding initiative: 2015—2016 Media Center Renovation
- 50% of proceeds support CMS PSO operating costs not covered by sponsor program.

Color Run

Color Run proceeds to benefit 2016-2017 CMS Media Center Renovation Project. Facilitated by schoolathon.org. Planned for early May, date TBD.

Recurring Funding Streams:

- Box Tops for Education, Labels for Education
- Scrips
- Schwans, AmazonSmile
- Online donations through website
- Event table donation jars, business donation jars

Grants

Researching potential grants to apply for and potential projects to apply grants to in addition to the CMS Media Center Renovation Project.

2015 – 2016 Standing Rules
Centennial Middle School Parent Support Organization (CMS PSO)

The name of this Centennial Middle School Parent Support Organization (CMS PSO); it is an independent parent group and shall be not be affiliated any state or national organization.

The organization's Federal ID # is 47 – 4876850.

No dues are associated with this organization.

The unit's fiscal year shall run from July 1st to June 30th.

Quorum from each general meeting shall be six (6) voting members.

Regular (general) meetings of this association shall be held during the school year on the 1st Tuesday of each month at 6:30pm except in November and December. Executive board/committee meetings of this association shall generally meet immediately prior to membership meetings from 6:00pm – 6:25pm, and at the discretion of the President.

The officers of this association shall be: President, Vice President, Secretary, and Treasurer.

Initial officer selection, replacement of vacancies, and consideration of incoming 6th grade parents:

- Qualifications: any incoming CMS PSO member with a minimum of two years of financial/accounting experience may become Treasurer of the CMS PSO. Any member in good standing may become any other officer of the CMS PSO.
- Interviews with a minimum of two Executive Board members will determine officer nominations to then be voted upon at the next membership meeting.

Office Nominations for the following school year:

Nominations will be in writing and submitted to the current President one week prior to the March CMS PSO membership meeting. Elections will be held by secret ballot during the April meeting. Officers shall assume their duties July 1st.

- Qualifications: any CMS PSO member in good standing and with a minimum of two years of financial/accounting experience may become Treasurer of the CMS PSO. Any member in good standing may become any other officer of the CMS PSO.
- Regular meeting attendance for the current school year is an additional qualification to run for an office or vote in an election.
- Officers may hold two positions or positions may be shared among two individuals.
- The term of office for all officers is two, one-year terms, beginning immediately upon election, and ending upon officer election the following school year. Officers may serve two additional one-year terms in a different role.

Documented approval and one signature is required for any CMS PSO checks.

No more than \$100.00 will be spent without a membership vote.

PSO president must be notified, in writing, of additional business to be discussed at least 2 days prior to the next meeting. If brought up at the meeting, the president will decide (based on availability) if said business will be discussed at that meeting.

2015 – 2016 Standing Rules
Centennial Middle School Parent Support Organization (CMS PSO)

The minutes from each CMS PSO meeting will be posted within 2 weeks on the CMS PSO Website, and in the Organizational Records Binder.

The order of business for the meetings of this organization shall be:

- Call to Order
- Welcome Guest(s)
- Approval of Prior Minutes
- Guest Presentation (if applicable)
- Treasurer's Report
- Applicable Committee Reports
- Unfinished Business
- New Business
- Announcements
- Action Items
 - Follow Up
 - New/Updated
- Adjournment

Committees and Volunteers will be called on as needed.

These standing rules shall be read at the first general meeting of the school year, by the Secretary and will be read by request at any meeting and posted on the organization website. These rules may be amended or rescinded by two-thirds majority vote at any membership meeting with proper agenda notice.

Date Read: tbr @ 9/15/2015 membership meeting



1. Sign in and make a name tag – we want to recognize each other!
2. Respect membership's time; Chair will start and end meetings on time.
3. Use a consistent agenda and process.
4. Follow Roberts Rules of Order
 - Topics requiring votes need a motion and a second
 - Chair will call for vote
 - Avoid side conversations
5. Chair will follow agenda and keep meetings on topic/track
6. Meetings will be used to communicate and update the membership – planning and side work will be done within committees.
7. We will have fun!



Current CMS PSO Volunteer Needs:

Immediate First half of school year needs:

- CMS Cougar Fund Drive Coordinator (and Volunteers)
- Info Table Volunteers
- Sponsor Program Coordinator (and Volunteers)
- Social Media Coordinator
- CMS Supply Request Program Coordinator

Second half of school year needs:

- Staff Appreciation Coordinator (and Volunteers)
- Art Expo and Silent Auction (and Volunteers)
- Color Run Event (May 2016) Coordinator (and Volunteers)

Please contact us if you are interested by clicking the Email Us link within each volunteer opportunity or sign up via the link to Sign Up Genius for applicable events.

Summaries and additional information by role:

Immediate Needs:

- CMS Cougar Fund Drive Coordinator Click on link to [Email Us](#)
 - Start Date – Immediate – as soon as available
 - End Date – December 5, 2015
 - Time Commitment/week 2 to 4 hours
 - Responsibilities:
 - Coordinate the communication of the CMS PSO Cougar Fund Drive Fundraiser.
 - Work with Exec. Board to identify additional ways to support the fundraiser through online means, signage, website, social media.
 - Ensure physical cash and check donations are submitted to the Treasurer for accounting and deposit.
 - Enlist any needed volunteers to assist with the process.
- Info Table Volunteers Click on link to [Email Us](#) with your event/date preference
 - 2015 Dates needed (2 volunteers):
 - 9/15: CMS 7th/8th Grade Parent Night 5:00pm – 6:30pm
 - www.SignUpGenius.com/go/30E0D49A9AF28AAFF2-7th8th
 - 9/29: Internet Safety/Technology Considerations 6:00pm – 7:30pm
 - 10/8: Drug/Alcohol Prevention program 6:00pm – 7:30pm
 - www.SignUpGenius.com/go/30E0D49A9AF28AAFF2-drug
 - 10/19 – 10/23: CMS Book Fair (1 hour shifts)
 - www.SignUpGenius.com/go/30E0D49A9AF28AAFF2-book
 - 10/24: Band Bazaar 8:45am – 3:15pm (2 hour shifts)
 - www.SignUpGenius.com/go/30E0D49A9AF28AAFF2-band
 - 11/05: Race to Nowhere 6:15 pm – 7:30pm
 - 11/11: Race to Nowhere 6:15 pm – 7:30pm
 - 11/19: Choir Concert – 5:15 – 6:30pm
 - www.SignUpGenius.com/go/30E0D49A9AF28AAFF2-choir
 - 12/2 – 12/5: CMS Fall Play, times TBD
 - 12/8: 7th Grade band concert, time TBD
 - 12/10: 8th Grade Band concert, time TBD



**CENTENNIAL MIDDLE SCHOOL
PARENT SUPPORT ORGANIZATION
We Help Grow Kids**

Volunteer Needs/ Role Summaries

- Info Table Volunteers (continued) Click on link to [Email Us](#)
 - Responsibilities:
 - Set up table items
 - Answer visitor questions and hand out information
 - Chat with visitors regarding the CMS PSO, the annual plan, and how we support the students, families and staff at CMS.
 - Collect box tops
 - Monitor donation box and provide donation receipt (if requested)
 - Break down and box up table items – ensure any donations or box tops are submitted to the treasurer for accounting/deposit.
- Sponsor Program Coordinator (and Volunteers) Click on link to [Email Us](#)
 - Start Date – Immediate – as soon as possible
 - End Date – May 31, 2016
 - Time Commitment/week – 2 to 4 hours
 - Responsibilities:
 - Work with existing framework to finalize sponsor levels and sponsor benefits
 - Enlist needed volunteers to communicate program and enlist sponsors.
 - Work with Exec. Board/volunteers/membership to identify local businesses to approach as sponsors.
 - Assist in creation of forms, documents to document agreements and other program components.
- Social Media Coordinator Click on link to [Email Us](#)
 - Start Date – Immediate – as soon as available
 - End Date – June 1, 2016
 - Time Commitment/week – 1 to 3 hours
 - Responsibilities:
 - Assist with Facebook page creation
 - Weekly Facebook postings and monitoring/responding to comments
 - Posting CMS PSO events and updates
- CMS Supply Request Program Coordinator Click on link to [Email Us](#)
 - Start Date – Immediate – as soon as available
 - End Date – June 1, 2016
 - Time Commitment/week – 1 to 2 hours
 - Responsibilities:
 - Assist with program outline, criteria, process, and communication to CMS Staff.
 - Monitor staff requests and submit monthly recommendations to Exec. Board.
 - Provide update for current requests at membership meetings.

Second Half Volunteer Needs Click on link to [Email Us](#) with the opportunity that interests you.

- Staff Appreciation Coordinator (and Volunteers)
- Art Expo and Silent Auction (and Volunteers)
- Color Run Fundraiser Event (May 2016) Coordinator (and Volunteers)



Centennial Referendum Overview

3 Questions on the Ballot

Question 1: Renewal of operational levy to maintain opportunities for students in our schools.

Question 2: Programming levy to increase academic opportunities and student support while decreasing class sizes.

Question 3: Technology levy to fund critical tools to enhance learning and prepare students for college or career success.

Question 1: Tax Impact
Renewal of Operational Levy
(continues an existing levy)
\$1.1 million

This is not an increase in the levy, but a replacement levy which would allow the District to continue to operate its current programs and services.

Estimated tax impact:

Levy Expiration: \$95 annually

Levy Renewal: \$95 annually

Net Change: 0% (tax neutral)

Estimated annual tax impact is based on a \$250,000 home, the average in the Centennial School District.

The Centennial School Board voted to place three funding requests before residents on November 3, 2015.

Three Funding Requests on the Ballot

Question 1: Renewal of operational levy to maintain opportunities for students in Centennial Schools.

Question 2: Programming levy to increase academic opportunities and student support while decreasing class sizes.

Question 3: Technology levy to enhance student learning.

We Heard from You

We know successful schools are a win-win for everyone. A great Centennial education helps students in the community prepare for the future. Great schools help homeowners maintain their home values which support overall healthy communities.

The District surveyed the community to determine priorities and where they will like to invest. The community—residents and parents surveyed—indicated they will support:

Question 1: Renewal of the Operational Levy

A renewal of the operational levy will enable to the District to:

- Continue current programs and services.
- Maintain current class sizes.

The renewal amount is not enough to keep up with inflation. Even with the approval, the District will face budget shortfalls in the future.

SCHOOL DISTRICT QUESTION 1

RENEWAL OF SCHOOL DISTRICT EXPIRING REFERENDUM REVENUE AUTHORIZATION

The board of Independent School District No. 12 (Centennial), Minnesota has proposed to renew the existing property tax referendum authorization of \$164.19 per pupil that is scheduled to expire after taxes payable in 2015. The proposed referendum revenue authorization would be first levied in 2015 for taxes payable in 2016 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

- YES Shall the renewal of the expiring property tax referendum proposed by the board of Independent School District No. 12 (Centennial), Minnesota be approved?
- NO

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING TO EXTEND AN EXISTING PROPERTY TAX REFERENDUM THAT IS SCHEDULED TO EXPIRE.

Question 2**Operational Levy: Programming Allocations****STEM**

Elementary Staffing (Grades 3-5)	\$408,000
Elementary Launch Curriculum	\$30,000
Secondary PLTW Curriculum	\$30,000

CLASS SIZE/INTERVENTIONS

Middle School Staffing	\$200,000
AVID	\$80,000
Gifted Services (Odyssey/Middle School)	\$60,000
Math and Reading Support for All Students (Elementary)	\$500,000

MENTAL HEALTH

Student and Staff Resources	\$60,000
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OTHER PRIORITIES

Instructional Resources	\$150,000
Teacher Development (MSU/Mentoring)	\$25,000
Music Staffing (1.5 Middle School; 0.5 High School)	\$200,000
Testing	\$20,000
Class Size Reduction Staff ("Hot Spots")	\$200,000
Infrastructure Support	\$100,000

STAFFING

Cost of maintaining 15-16 staffing level	\$1,160,000
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TOTAL	\$3,223,000
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Question 3**Capital Levy: Technology Allocations****STAFF**

Instructional Innovation Coaches (3) Software Specialist Mobile Device Specialist	\$420,000
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MOBILE DEVICES

Early Childhood iPad Cart Elementary	\$710,000
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<ul style="list-style-type: none"> K-3 iPad cart per grade level 4-5 Chromebook cart per grade level
<ul style="list-style-type: none"> Middle School <ul style="list-style-type: none"> iPad carts per grade level (2) Chromebook carts per grade level (6) Specialist shared iPad cart High School <ul style="list-style-type: none"> iPad carts per building (2) Chromebook carts per department (2) 1:1 Chromebook Implementation (Staggered) <ul style="list-style-type: none"> 2016-17: 9th and 10th grade Ongoing entry at 9th grade Alternative Learning <ul style="list-style-type: none"> iPad cart per building Chromebook cart per building Certified Staff <ul style="list-style-type: none"> EC-3 iPads 4-12 Chromebooks
* 3 year device replacement cycle

<u>PROFESSIONAL DEVELOPMENT</u>	\$280,000
16 hours per certified teacher	

<u>CLASSROOM SOUND AMPLIFICATION</u>	\$100,000
Elementary classroom implementation	

<u>SUSTAIN CURRENT TECHNOLOGIES</u>	\$140,000
Interactive whiteboard replacement	
Projector replacement	
Projector Maintenance	

<u>INFRASTRUCTURE & SOFTWARE MAINTENANCE</u>	\$150,000
Software and Licensing	
Wireless Expansion	
Infrastructure Expansion	

TOTAL	\$1,800,000
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Vote yes three times for Centennial Schools



Vote YES ✓
✓ **RENEWAL**
✓ **STUDENT SUPPORT**
TECHNOLOGY

Help Centennial students prepare for their future. Vote YES for all three questions on the November ballot. It's a small investment for a great return for students.

Question 1:

VOTE YES for Levy Renewal

VOTE YES so class sizes won't explode! Without a renewal, class sizes will increase and cuts to programming and services will be made.

Question 2:

VOTE YES for the Operational Levy

(Programming)

VOTE YES for STEM at the elementary level, expanded offerings at the Middle and High School, increased mental health services and support, and MINIMIZE class sizes.

We need approval of questions 1 + 2 in order to offer expanded programming.

Question 3:

VOTE YES for the Capital Levy

(Technology)

VOTE YES for mobile devices so all students have equal access to technology and are better prepared for the future.

WWW.CENTENNIALYES.ORG

Question #1

\$1.1 million Tax Impact: Tax Neutral

RENEWAL OF OPERATIONAL LEVY

Continue current services and programs; maintain class sizes.

Question #2

\$3.223 Million Tax Impact: .92/day or \$336 annually^o

OPERATIONAL/PROGRAMMING LEVY ALLOCATIONS

STEM

- Elementary Staffing
- Elementary Launch Curriculum
- Secondary PLTW Curriculum

CLASS SIZE/INTERVENTIONS

- Middle School Staffing
- Intervention Specialists (Elementary)
- Gifted Services

MENTAL HEALTH

- Student and Staff Resources

OTHER PRIORITIES

- Instructional Resources
- Music Staffing
- Class Size Reduction Staff
- Teacher Development
- Testing
- Infrastructure Support

^o Other district levies are declining. The estimated levy reduction is \$90 and is not reflected on the tax impact charts. Estimated tax impact, with the reductions, is estimated at .67/day or \$246 annually.

Question #3

\$1.8 Million Tax Impact: .46/day or \$167 annually*

TECHNOLOGY LEVY ALLOCATIONS

STAFFING

MOBILE DEVICES

- Elementary, Middle School, High School, Early Childhood, Alternative Learning, and Staff

PROFESSIONAL DEVELOPMENT

CLASSROOM AMPLIFICATION

CURRENT TECHNOLOGIES

- Interactive Whiteboards
- Maintenance
- Projectors

INFRASTRUCTURE

- Support and Maintenance

* Estimated tax impact is based on a \$250,000 home, the average in the Centennial School District.

DON'T DELAY! VOTE TODAY!

ABSENTEE VOTING BY MAIL

Complete an Application for an Absentee Ballot. Fill out the application online at mvotesinfo.sos.state.mn.us, download the absentee ballot application or call the Anoka County Elections Office at 763.323.5275 to have an application sent to you. Return your application as early as possible by any of the following methods:

MAIL: Anoka County Elections
325 East Main Street, Suite W130
Anoka, MN 55303

Fax: 763.422.7526

Email: Elections@co.anoka.mn.us

An absentee ballot will be mailed to you within two business days. The absentee ballot will contain voting instructions and a return envelope. Be sure to follow the absentee instructions very carefully and return the ballot as soon as possible. All Anoka County ballots must be received by 3:00 p.m. by the County of Anoka on Election Day to be counted.