

"Where parents and teachers work in unity to serve the best interest of our children"



DMCS PTO Meeting Minutes

Dixon Montessori Charter School - Parent-Teacher Organization
Tuesday, November 10, 2015

Call To Order: 6:34 p.m.

Members Present: Brian Horak, Robin Duncan, Missy Balance, Jenna Florent, Angele Boudreaux, Rebecca Valentino, Courtney Hennigan, Kimberlee Yandel, Cinnamon Danielson, Cody DuBois, Kristen Brand, Jenn Fields, Erin Jefferson, Melissa Moore, Sherri Wentworth

- I. **Adopt Agenda and Additions:** Rebecca Valentino motioned, Kimberlee Yandel seconded, PTO Approved.
- II. **Approve Minutes from Prior Meeting:** Due to a transition in the secretary position, meeting minutes for September and October are not ready for review. Angele Boudreaux (interim) and Courtney Hennigan (new Secretary) will have meeting minutes prepared for review and approval prior to the December meeting.

III. Officer Reports

a. Chair – Brian Horak

Assemblies - Ms. Joanne asked about assembly ideas/dates. Cinnamon will discuss with Ms. Joanne directly.

Teachers' Lounge - Brian inquired about the storage room being used as a teachers' lounge. The storage room is not part of our current lease but Ms. Joanne is working to have it included in the lease for next year. An idea to use the room located to the side of the stage in the MPR was recommended by a member. Discussion ensued. Brian will bring this up with Ms. Joanne in his next meeting with her.

Spring Spirit Shirt Sales - Ms. Joanne approved of a second spirit shirt sale to be held after the winter break.

Winter Sing - Winter Sing is coming, Brian mentioned passing out candy canes labeled with a "from PTO"-type message. Angele mentioned having free-sample products which could also be distributed at Winter Sing. Brian will ask Ms. Joanne if PTO can have a table at the event.

PTO member mentioned the Christmas Tree lighting event in downtown Dixon as a way to promote PTO and/or DMCS. Discussion ensued. PTO recommends the Outreach person, Ben Ruiz to look into this as an outreach opportunity. The PTO members will support Ben if he decides to pursue this idea further.

b. Co-Chair – Robin Duncan

Nothing to report at this time.

c. **Secretary** – Courtney Hennigan

Courtney recommended that anyone who has headed up an event this fall should fill-out the Event Evaluation Planning form to document any important information which might be helpful in planning the same event in the future. Forms should be submitted to the PTO secretary for future reference. Courtney will post this to the facebook business page as well.

IV. Treasurer's Report: Missy Ballance

- a. **Financial Report/Budget:** This month we added \$343 to the account which was assigned to the Staff Requests budget line item. We spend \$682 to host the Fall Festival which was very low due to amazing planning and generous donations. Missy recommended that the budget remain at \$1000 for this event in the future, but the unspent money from this year's Fall Festival be moved to another budget item (total amount unspent \$317). Missy recommended the \$317 be moved to the Staff Requests budget item. Angele motioned to move \$317 to Staff Requests, Kristen Brand seconded, PTO approved.

V. New Business

a. **Teacher Requests:**

Stomp Music Supplies - previously requested by Ms. Jamie in the amount of \$400 to carry out the Stomp music unit. This item was tabled until the November meeting. Cinnamon motioned to pay the \$400, Angele seconded, all approved. Budget item: Staff Requests

Classroom Pet Care - requested by Ms. Melissa to reimburse the portion of the veterinarian bill related to removing a tumor on her classroom's rat, "Mocha". Ms. Melissa used all of the fundraising money her class earned at Fall Festival (\$152), but still had a balance which she paid out-of-pocket (\$153). PTO discussed paying the entire vet bill so that Ms. Melissa could use the fundraising money for other classroom necessities. Missy motioned to pay the entire \$305 not just the portion requested by Ms. Melissa, Cinnamon seconded, all approved. Budget Item: Staff Requests

America Recycles Art Contest Prizes - requested by Rebeccca Valentino (Site Beautification Chair) to cover the cost of student prizes for participation in the America Recycles contest. Cinnamon moved to pay \$40 for the purchase of gift cards, Missy seconded, all approved. Budget Item: Business Expenses and Prizes

America Recycles Art Contest Participation - requested by Rebeccca Valentino (Site Beautification Chair) for the cost of participation ribbons for the America Recycles contest. Angele moved to pay the \$45 requested, Kristen seconded. Discussion ensued. The members decided more ribbons may be necessary and adjusted the request. Missy moved to amend the original request and pay up to \$125 to cover the cost of 200 ribbons, Jenna seconded, all approved. Budget Item: Business Expenses and Prizes

Tricycles/Scooters for K/1 Playground - requested by Ms. Robin. Due to further research required on the use of helmets, Ms. Robin requested that this item be removed from the current pending requests.

VI. Old Business

- a. **New DMCS Sign/Mural** – Brian reported that we're still exploring ideas. Jenna shared that she has a contact who can do vinyl signs and decal style signs. Courtney mentioned using the overhang area of the main entrance for freestanding letters which spell the school name. Discussion ensued. Jenna and Courtney will look into further details before the next PTO meeting.
- b. **Ms. Kemp's broken shelving update** – Brian is still looking for ideas or ways to solve this issue.
- c. **Increase community involvement/outreach and recognition of DMCS** – Members discussed ways we might get the word out about DMCS. The community might not realize the school is free. The demographics of DMCS might not be a good representation of the larger community. Discussion about utilizing members who are bilingual for outreach events might be an under-utilized resource.
- d. **Enhance current academic programs-** If members have ideas about academic programs, please bring them to the PTO.

VII. Chair Reports

- a. **Fundraising Chair** – Heather Davis (not present)
Heather communicated this update via the facebook business page: Baskin Robbins will remain the same as before. We will get those checks once a month. Papa Murphy's is under new management and since things have changed. EVERY Wednesday ALL day is fundraising for us. Plus they are willing to work with us on other fundraising campaigns. Like a \$33 coupons book that we sell for \$5-10. And doing pizza parties, themed pizza and reward certificates for special accomplishments.
- b. **Scholastic Book Fair** – Kimberlee Yandel
Kimberlee reported a 23% increase over last year. We were able to put \$2000 into the school and still have an additional \$3000 to spend. Kimberlee reported that she was able to use all credit/money which was due to expire. Scholastic dollars option gives us more "money" to spend at scholastic in their scholastic catalog. Kimberlee found a way to let teachers view the catalog and submit teacher requests directly through the book fair coordinator. The next book fair may coincide with Spring Sing or during conference week to generate parent attendance and sales. Kimberlee will email some dates to Brian to get Ms. Joanne's approval for the spring fair.
- c. **Spirit Chair** – Cinnamon Danielson
Red Ribbon Week was a success. Officer Harms was excellent and came prepared with ribbons and stickers. All students were able to get a ribbon. The luncheon didn't work out for Teacher Appreciation, but Cinnamon purchased \$5 Starbucks cards for everyone which was a big hit. Lego night is in January, which is the next spirit event. Cinnamon offered to have her spirit team walk around and hand out candy canes at the Winter Sing. She has a plan to do an end-of-the-year rally, and maybe a BMX and/or an Artist assembly/rally. The sock-hop is still in February and Cinnamon plans to use a DJ. Ms. Robin mentioned having an animal assembly instead of BMX or author. Discussion by members supported this idea. Based upon discussion, Cinnamon thinks we'll do assemblies in January and May.

- d. **Field Day Chair** – Donny Everhart (not present)
- e. **Volunteer Coordinator** – Jenn Fields
Membership list is done and posted. Jenn will work with chairs and committees to recruit and keep track of volunteers as needed.
- f. **Site Beautification Chair** – Rebecca Valentino
November 16-18 is the big recycling event. Students are making posters for the contest. Aluminum and CRV plastic will be collected before and after school on these dates. There will be the Art contest, a “guess how many bottle caps are in the jar” contest where the kids will win gift cards to Big Spoon, Scholastic Books, or \$20 gift cards to the movies. Parent supervisors are needed for the November 16-18 event to supervise the recycling collection. Rebecca plans to do something for Earth day in the spring. Ms. Jenna is trying to get the Recology truck to come out. Ms. Jenna reported on making color-coded bins (made from upcycled school materials) to collect different types of recycling.
- g. **Garden Chair** – Angele Boudreaux reporting for Justine Granillo
The clover has been planted and can be used for pets. It will also help restore the soil for future planting. Missy reported that there is also a \$1100 credit at ACE and Angele will share this information with Justine.
- h. **Publicity Committee Chair** – Kristen Brand
No updates to report at this time.

VIII. Review Committee – Needs to be filled
The duties of this position were discussed by the membership. The general outline of what the audit includes and the process for competing it, the deadlines associate with this position and ideas for recruiting a committee were discussed. Cody DuBois volunteered to take on this role. Missy motioned to have Cody DuBois fill the Review Committee Chair position, Rebecca seconded, all approved.

IX. Confirm Next Meeting Date: Tuesday, December 8, 2015 @ 6:30 p.m., DMCS Room 5

Meeting Adjourned: 7:39 p.m.