

"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, February 9, 2016

Call To Order: 6:35 pm

Members Present: Brian Horak, Missy Ballance, Angele Boudreaux, Rebecca Valentino, Robin Duncan, Courtney Hennigan, Jenn Fields, Erin Jefferson, Jennifer Cross, Kimberlee Yandel

- I. **Adopt Agenda and Additions:** Courtney Hennigan motioned to adopt the agenda, Angele Boudreaux seconded, PTO approved.
- II. **Approve Minutes from Prior Meeting:** Rebecca Valentino moved to approve minutes from January, Kimberlee Yandel seconded, PTO approved.

III. Officer Reports

- a. Chair – Brian Horak
Brian painted the double doors over the weekend to prepare it for the decal placement. Ms. Joanne asked if PTO would supply nutritious snacks during state testing May 15-May 27th. Third grade through 8th has testing. Ms. Robin will collect number of classrooms/students so that the pricing can be estimated properly. PTO discussed supplying recognition certificates for the completion of the testing period. Jenn Fields and Jennifer Cross will head up the snack task and they will consult with Ms. Robin for coordination of the details.
- b. Co-Chair – Robin Duncan
Ms. Robin reported that staff would like a school sign for digital announcements if the PTO was still looking to make a major purchase before the end of the school year. The PTO had asked for big ticket items and ideas and this was the staff response. There was some discussion about \$3000 being an average price point for a decent sign. There are portable signs which can be wheeled in and out each day which may be less expensive. Angele will look for a quote on a sign.
- c. Secretary – Courtney Hennigan
No updates at this time.

IV. Treasurer's Report - Missy Ballance

This month we only added \$1, but Missy did receive a few checks which will be updated for the treasures budget for next month. Missy explained the history with the Site Beautification/Recycling line item. The thought was that Site Beautification and Recycling would fund itself. But the terra cycling program is for points, not money. So the current budget does not indicate a percentage of the overall budget allocated to Site Beautification or Recycling needs. The fund requests up for discussion at this meeting are strongly connected to site beautification.

V. New Business

- a. The following funding requests by Rebecca Valentino on behalf of the Site Beautification and Recycling Committee were discussed at length: (1) School Sprucing Up – bird feeders, decorative flags, plants, benches, umbrellas/shade sails, (2) Paint and supplies for grades 4/5 bathrooms, (3) Recycling Bins for Terra Cycle and Marker recycling, (4) Snacks and beverages for volunteers helping with Site Beautification Day, (5) Replacement for broken mirror in boys bathroom and (6) storage totes for PTO paint and beautification supplies.

Paint and Supplies for 4/5 bathrooms – Cinnamon moved to approve \$330 from Spirit: Kids budget line item for paint and supplies for 4/5 bathrooms, Jenn Fields, seconded, PTO approved.

Mirrors - Angele moved to purchase two mirrors, Cinnamon seconded, PTO approved.

Water and snacks for volunteers - Missy motioned to purchase snacks and refreshments from the Business Expenses budget line item, Courtney seconded. One opposed. By majority, PTO approved.

Discussion ensued about the general sprucing up request. The PTO agrees the quad areas are in desperate need of shade. There was general discussion about umbrellas, their storage and potential concerns related to the sprucing-up items. The PTO would like to explore the shade sails/canopies at greater length. Site Beautification Committee will do additional research and expenses related to this topic. The PTO discussed a general spending budget to help cover items related to the upcoming beautification event and will table the canopy/shade matter until next month.

Cinnamon motioned to move \$600 of the budget from the surplus/carryover amount to the Site Beautification budget line item to cover general site beautification items and expenses, Kimberlee seconded, PTO approved.

Four sets of recycling bins one for each wing - Courtney motioned to approve up to \$170 from the Academic Enrichment line item to be used for the recycling bins, Missy seconded, PTO approved.

Two totes to store paint supplies and PTO Site Beautification items - Kimberlee motioned to purchase two bins from the Business Expenses budget line item, Erin seconded, PTO approved.

- b. Field Day Chair – The Field Day Chair position is still vacant, Kimberlee Yandel expressed some interest in the position but will need support. Missy moved to have Kimberlee be the Field day Chair, Angele seconded, PTO approved.

VI. Old Business

- a. New DMCS Sign/Mural – Jenna was not present for a mural update. The doors have been painted and are ready. Courtney reported safety concerns for the school sign and referrals for a contractor or engineer to install the letters in order to prevent injury in the event that the letters become detached and fall off the building. Hiring a contractor would significantly increase the overall cost. Brian reported that Ms. Joanne has made it very clear that we are allowed and able to install a sign independently. Ms. Robin mentioned that her husband who is a contractor may be willing to supervise or give input on the installation of the sign. Courtney will move forward with collecting necessary information for the sign.
- b. Furnish Teachers' Lounge – Brian will pick up the fridge soon, it just hasn't happened yet.

VII. Chair reports

- a. Spirit Chair: Cinnamon Danielson
Cinnamon reported that the Wild Life assembly is scheduled and everyone is very excited. Cinnamon found a different organization than what has been used in the past. Lego night is in need of volunteers who can bake cookies and bring them. Cinnamon will pay for them, but is looking for people to bring baked cookies so that snacks can be provided. The Sock hop is scheduled tentatively for April 8th, Cinnamon asked if we can we still afford a D.J. and how to book someone on short notice. Missy made a few recommendations based on the Sock hop experience from last year. Cinnamon would also like to provide cookies, waters and maybe popcorn for the Sock hop event. Rather than balloons (which take time to inflate, and ultimately don't last because the kids enjoy popping them) Cinnamon will look into purchasing beach balls. Cinnamon mentioned asking the leadership kids to make fliers for the various upcoming events. The BMX rally is scheduled for June 2nd at 9:00 a.m. Parent Teacher Conferences are coming up. Cinnamon mentioned wanting to do a catered lunch for staff. Ms. Robin reported that the staff would really appreciate a catered lunch that week if it's something that can be done.
- b. Book fair Update: Kimberlee Yandel
We originally planned to cancel the spring book fair because of scheduling conflicts. The book fair vendor has been in touch with Kimberlee and has been very accommodating to our needs and is willing to come to DMCS for one day and stay for the night of the Spring Sing. They are willing to set up in the breezeway and do all the work of setting up and taking down, so fewer volunteers would be needed to operate the book fair overall. A shortened event would mean we wouldn't have to store the items. If we did need to store the items, the vendor would provide locks. Brian recommended talking to Ms. Joanne about these alternatives. The PTO was in support of hosting a modified book fair event.
- c. Boxtops: Tammy Andrews (not present)
Angele reported that Labels for Education (soup labels) is ending this year. Missy asked if someone could please inform Tammy that there is a huge bag of boxtops in the PTO box in the office.

VIII. Late Submission – Staff Request

Because time permitted, the PTO was willing to discuss the following three staff requests that came in after the deadline:

Request by Ms. Guadalupe for the “Yacker Tracker Noise Detector” to monitor sound in the cafeteria. Cinnamon motioned to purchase the Yacker Tracker in the amount of \$198, Jenn seconded. Majority in favor. PTO approved. The PTO would be willing to pay more toward a larger sized item.

Request by Ms. Jezebel for P.E. equipment needed. The requested amount of \$363.80, would be used for nets for pickle ball and badminton. Courtney motioned to purchase the P.E. equipment from the Staff Requests budget line item, Kimberlee seconded. PTO approved.

Request by Ms. Guadalupe for teacher training for a Science Workshop in Engineering in the amount of \$140. Discussion ensued. The PTO believes there are other resources to support teacher training. No motion to approve, PTO did not approve this staff request.

IX. Confirm Next Meeting Date: March 8th 6:30 p.m., DMCS Room 5

Meeting Adjournment: 8:04 p.m.