



“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, March 8, 2016

Call to Order: 6:34 p.m.

Members Present: Brian Horak, Missy Ballance, Angele Boudreaux, Cody DuBois, Kimberlee Yandel, Jenn Fields, Erin Jefferson, Courtney Hennigan, Jenna Florent, Ms. Sheri

- I. **Adopt Agenda and Additions:** Missy Ballance motioned to approve the agenda, Angele Boudreaux seconded, PTO approved.
- II. **Approve Prior Meeting Minutes** – Meeting Minutes from the February meeting will be and will be voted on at the April Meeting.
- III. **Officer Reports:**
 - a. Chair – Brian Horak
At the recent board meeting, Brian brought up the concerns about the mounting the sign to the roof using a paid professional or alternatively, using volunteers. Brian reported that among the board members, it was a toss-up as to whether we needed a contractor or not, and if it should be discussed with the lawyers or not. Brian’s meeting with Ms. Joanne was canceled, so there is nothing new to report. Courtney mentioned that Ms. Robin’s husband was willing to be the contractor and may be willing to review our plan and oversee the installation of the sign.
 - b. Co-Chair – Ms. Robin
Ms. Robin messaged the group to inform us she would be attending the Sutter’s Fort field trip and unable to attend this meeting.
 - c. Secretary – Courtney Hennigan
Courtney reminded anyone who headed-up an event or project this year should submit the proper forms for future use (Event Planning Form/Post Event Evaluation Form).
- IV. **Treasurer’s Report** – Missy Ballance
 - a. Financial Report/Budget:
This month we added \$144 to the budget which was added to the staff requests line item. Missy reported that she hasn’t filed the 2015 taxes (yet). Everything is matching up on budget and everything is current and accurate. Missy expects that with our planned expenses through the end of the year, we will come in with under the \$10K carryover limit. Everything is really looking good from a financial standpoint. Missy reported that at times this year, there were too many pending approvals which have not been followed through-on by the person(s) who requested funding, and these pending items are creating a lot of money in suspense. Missy has decided that until she receives a receipt for the actual purchase of the items, the funding/expense will not be recorded in the “spent” column of the budget. It just makes more sense and produces a more accurate snapshot of the budget overall.

V. New Business

a. Teacher Requests

One request currently needing attention, for Ms. Perfecto (2/3) for a request for snacks totaling \$200. The 2/3 students (roughly 150 students) are participating in a math contest and Ms. Perfecto would like to provide pizza fruit and waters. Angele motioned to approve \$200 for snacks from the staff requests budget, Jenn seconded, PTO approved.

b. Officer Elections

The group discussed the process for electing new PTO officers/positions. The group decided the nomination forms should be made available as soon as possible and before the next PTO meeting. A deadline of April 5th, would allow for the nominations to be collected before the next meeting (April meeting) and we should vote into office the officers for as many positions as possible at the April meeting.

VI. Old Business

a. New DMCS Sign/Mural

Jenna reported that the decal purchased earlier in the academic year for the double doors could not be installed because the surface is too bumpy and the decal could not adhere properly. The decal company reported that they could sand and repaint the doors and try to reinstall the decal. Or alternatively, hand paint the stencil (after sanding and repainting) for an additional \$200. Discussion ensued. The PTO decided we just want the sticker we purchased originally and we'll find a way to apply it ourselves. Or find a different location to install it.

b. Snacks for State Testing in May

Jenn Fields had some questions related to this request from the February meeting. Missy talked about the budget for this event, but there are many unknown factors so we need to collect more information before decisions can be made. Angele may be able to prepare certificates which are related to this request. Jenn will talk to Ms. Robin for details related to the dates, and number of students snack needs to be purchased for.

c. Furnish Teacher Lounge

The refrigerator is picked up and Brian will bring it to the school soon. Discussion ensued on the topic of stocking the fridge initially and perhaps on occasion throughout the school year. Brian is working on design for furniture and painting the room.

d. Fireworks

There was a very brief discussion about wanting to include ourselves in the lottery for a fireworks booth and everyone was in agreement that this was still something we wanted to do.

VII. Chair Reports

a. Site Beautification Chair - Rebecca Valentino (not present – Sutter's Fort field trip)

Jenna reported that the recycling bins are out and they are being used. The bins do stack, but are not very secure when stacked. So for safety reasons they are sitting side-by-side. Earth Day is coming and it's a big deal so the committee wants to do something special but are a bit stumped on what to do.

Jenna reported that one idea is finding a physical way to show a representation of what we have recycled to create a visual image for students. Another idea would be a mini assembly for Earth Day, which brings the school outside to take a photo and/or use the kids to create a mass which

demonstrates recycling quantities. Another thought is a friendly competition that teachers do not have to track, but instead have the kids do something from home and track it individually. The items could be logged from home but brought to school to be put into the bins we already have. Terra cycle has a lot of built in resources we can use certificates, logs and activities.

b. Field Day Chair – Kimberlee Yandel

Currently there aren't any updates related to Field Day. Angele mentioned the binder may have some helpful resources from the last person to coordinate Field Day. She recalls there being existing notes for this event which would help Kimberlee get this event started. Discussion ensued and Kimberlee will follow-up on some of these details before the next meeting.

c. Spirit Chair - Cinnamon Danielson (not present, report given by Cody DuBois)

Cinnamon catered a BBQ lunch for teachers. Staff was very appreciative. The next event is the sock hop which is for 5th grade and younger. The animal assembly went really well. Cinnamon still needs volunteers for the sock hop. General discussion ensued on the topic of volunteers needed for all upcoming events.

d. Box Tops – Tammy (not present)

Angele reported that Room 7 won the contest for the most boxtops. They will get a popcorn and hot chocolate party this Friday. Tammy collected \$717.40 total in boxtops. Angele reported that Labels for education (soup labels) ends this summer. Kristen (not present) may like to take this on. Sherri may also be interested in this as well.

e. Additional Chair Reports

Cody went over the bylaws and reported a few areas in need of review/updating. Cody made a few recommendations. Discussion ensued. Angele recommended creating a general rules document or resources rather than updating the bylaws too much or making it too rigid. Cody will use the facebook page to share more information.

VIII. Confirm Next Meeting Date: April 12, 2016 @ 6:30 pm

Meeting adjourned: 7:30 p.m.