

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



DMCS PTO Meeting Agenda

Dixon Montessori Charter School - Parent-Teacher Organization
Tuesday, October 14, 2014 - DMCS Campus MPR

1. **Call to Order:** 6:38pm
 2. **Motion to adopt Agenda** – Rebecca, Katie 2nd – Approved
 3. **Officer:**
 - a. Missy – be patient for surplus budget meeting, transitional period with income, E-Waste & Fall Festival
 - b. Katie – no updates
 - c. Rhawnie – no updates
 4. **Treasurer’s:**
 - a. Special meeting – approved \$10k teacher requests, getting receipts, reminders and support; the process still active.
 - i. Need Two Things for Refund: PTO Request Form, Final Receipt or Invoice
 - b. PTO Budget - *draft* was passed around
 - i. Make checks to PTO payable to: DMCS PTO
 - ii. Budget amounts have increased, but percentages remain the same as last year
 - iii. Discussion regarding the Budget:
 - Vote to Increase Miscellaneous and Decrease Academic Enrichment – Voted Yes – 2% fluctuation
 - o Academic = 6%
 - o Miscellaneous = 3%
 - Break up Spirit? – Voted Yes
 - o 12% – Kids Activities =
 - o 10% – Teacher Appreciation (Staff included) =
 - Motion to Approve Budget - Approved
- *Draft and Revised Budgets are attached
5. **New Business**
 - a. **Spirit Wear** – Shirts will be out Thursday
 - i. Tie-dye questions – hold onto the White Shirts (35 count) – Justine working on these, will be at the Tie-dye booth during Fall Festival
 - ii. Website ordering to be determined – bulk order still in question
 - iii. Book Fair – One sign is up. Nov 3-7 in Library 12-5:30 – may change to 6pm
 1. Preview of Books – requesting approval from Ms. Joanne

- iv. Have online presence for Book Fair as well – open same time, but start Oct. 31
 - 1. Books will be shipped to the school
- v. Sign-up Sheet – requesting volunteers (2 people per hour slot)
- vi. Pencils, bookmarks, erasers, etc...have been added back to the Book Fair shop selection
- vii. Diary of a Wimpy Kid – will be available during the Book Fair!
- viii. Set Up early – Oct 31 – 12:30-2:30 – Teachers who participate in their basket selection at that time will get their name in a drawing for \$100 Scholastic
- ix. Funds are needed to start the Book Fair - \$100-150 for change
 - 1. Tammy – Move to make Change Fund, Second by Angele and Katie - Approved
- x. Note – Purchasing books, is not only for the children, it's also another way to give back to the teachers as a “thank you”, or Christmas gifts.

b. Teacher Requests

i. Tabled from Finance Meeting

- 1. Ms. Guadalupe – AudioBooks \$121 – Cannot use Scholastic = Motion – Katie, 2nd Cinnamon - Approved
- 2. Ms. Heidi – Sitting Rug \$174.75 – Found less expensive one = Motion Cinnamon, Katie - Approved
- 3. Ms. Heidi – Listening Center \$152, actually \$172, reconsider to approve additional amount, tax/shipping = Motion to Approve – Tammy, 2nd Angele - Approved

ii. New Requests

- 1. Ms. Patty - \$1,500 was \$24.56 extra – approve? Motion – Katie, 2nd Tammy - Approved
- 2. Ms. Shari & Ms. Jackie - \$39.95 – Spelling Bee Kit (2) grades 1-5 and 6-8
 - a. Scheduled for January – all tools to pull this off; lists, words, sentences, definitions, recorders chart, et al. – Digital Download – Motion-Rebecca – come from Academic Enrichment, 2nd Cinnamon - Approved
- 3. Ms. Robin – Display bookstand \$194.97 – already purchased – approval to reimburse? – Motion – Katie, 2nd Amy - Approved
- 4. Ms. Justine - \$70.17 Tie-dye – pull from Miscellaneous to reimburse – Approved – Katie, 2nd Rebecca – Approved

6. Old Business

a. Fall Festival

- i. Bounce House – Reserved for a great price – in return for publicity for the supplier
 - 1. Facebook account has been updated with our suppliers, will continue
 - 2. Leadership will send Thank-You's
- ii. Cotton Candy – Free by Tammy – can use a 2nd one!
- iii. Plenty of Candy, still need some prizes
- iv. 50+ booths and events, presentations, etc.
 - 1. Ramtown, Drum-playing, Dixon Dance Studio
- v. Location is the same area as last year
- vi. No more Haunted House – cemetery set-up instead

b. Cookie Dough Sales

- i. Not done yet, still waiting for some deposits – roughly \$7,000 +/-

7. Chair Reports

a. Fundraising – No Updates

- i. Box Tops - 2014 Goal = \$1,300
 - 1. Contest ends Friday 10/18 - right now the leaders are Ms. Melissa (666) & Ms. Gena (393)
- ii. Labels for Education – October is “Double UPC Month”
- iii. Papa Murphy’s – Next: Wednesday 10/15/14
 - 1. Professional Sticker request is added back to the table - \$375 for 2 year’s worth of stickers – put on next week’s agenda
- iv. Current Fundraising Events
- b. Spirit Chair
 - i. Cinnamon passed out treats for “Super Volunteers” and “First-timers” – as well as those nominated within
 - ii. Red Ribbon Week – Eileen Perry from the Police Department will come after school at 3:05 (not sure which day yet) – to pass stuff out.
 - 1. October 23-31
 - iii. 1st Trimester Teacher Conferences
 - 1. Gift Cards for Staff
- c. Academic Enrichment
 - i. Art – Need more volunteers
 - ii. Site Beautification
 - 1. 10/15/14 - Clean-up Day with Rebecca
 - Need supplies for painting – murals, basketball court, etc.
 - Trash picked-up, breezeways swept / cleaned
 - Could use volunteers – Ms. Katie mentioned could create a committee to help with site beautification
 - iii. Publicity
 - 1. Digest is due tonight! 10/14/14
- 8. Additional Information
 - Emails Updated
 - PTO has contacts listed
- 9. Next Meeting – 11/12/14 – 6:30pm
- 10. Adjournment – 8:09pm