

"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

Wednesday, November 12, 2014

DMCS Library (Room 5) (Special Date Change due to Holiday on 11/11)

Members Present: Angele Boudreaux, Publicity, Stacey Galbraith, BoxTops/Book Fair, Missy, Ballance, Chair, Rebecca Valentino, Site Beautification, Katie Summers, Co-Chair, Shelli Haaf, Treasurer, Mindy West, Parent, Lisa Dage, Parent, Mark Hesling, Art, Cindy Guajardo, Parent, Donny Everhart, Volunteer Coordinator, JoAnn Peireira, Fundraising Co-Chair.

1. Call To Order: 6:33 pm

2. Adopt Agenda and additions:

2. Officer Report

- a. Chair - Missy Balance The previous meeting minutes swapped the percentage changes for Misc. Expenses and Academic Enrichment. 2% was taken from Misc. and ADDED to Academic Enrichment Funds. They are reflected properly on the budget report.
- b. Co-Chair - Katie Summers: The teachers were extremely grateful for the gift cards from the PTO (Spirit), and in general are very grateful to the PTO and the Parents at DMCS
- c. Secretary - Rhawnie Kraak (Rebecca)

3. Treasurer's Report: Shelli Haaf checks, receipts and invoices have been trickling in since the September 16th special meeting. The following items have not been purchased yet: School wide messaging system, Maps (price went up), Stability Balls, 20 Pioneer tablets, Hidie C. Listening Center, Ben Ruiz—Chrome Books. Hidie C. Sitting Rug. Some of the items not purchased may have to do with changing prices and changing needs.

Shelli would like to update the Teacher Request Form to PTO Funds Request Form, Angele started the process and will send it directly to Shelli to complete for approval at the next meeting. There was some discussion regarding how to make the steps easier for teachers to understand.

4. New Business

a. Teacher Requests:

- i. Ms. Jezebel requested \$236.43 in paint and painting supplies to paint the United States map on the playground. Rebecca Motioned, Katie seconded, all approved.
- ii. Ms. Gena requested \$78.60 to purchase a class-wide subscription to Scholastic News, her class raised \$60.00 in donations for the subscription and the \$78.60 will complete to "purchase" Missy interjected that her daughter loved getting the Scholastic News. Katie Motioned for approval, Angele seconded. The PTO requested that it be confirmed that Scholastic Dollars cannot be used for Scholastic News first, the purchase has been approved and may be made should Scholastic Dollars cannot be used.

- iii. Pizza Labels: A motion to purchase 6,000 Papa Murphy Pizza Stickers which will be used now into next year (we use around 330 labels a month.) The cost from Uprint was \$275.00 not including tax and shipping. Missy Moved and Katie seconded. The PTO approved the purchase of Papa Murphy Pizza stickers up to \$300 to come out of teacher request funds (where the pizza money is deposited)
- iv. Stacey Galbraith has a \$7.30 popcorn party receipt from the Box Tops popcorn party, this purchase will come out of teacher requests.
- v. Loraine Covello moved to purchase a \$25 gift card for Ms. Hope who volunteers her time as a school crossing guard. She is a huge help to the safety of our students and parents coming to school every day. The PTO approved for this to come from the Misc. PTO budget. Loraine will pick up the card.
- b. Project Projector – Missy In the 2013/14 school year the PTO discussed purchasing 4 projectors a year for the school. This was not brought up at the special spending meeting and Missy would like to see this or “technology” become a budget line item in PTO expenses. We will be revisiting this discussion at the NEXT PTO meeting as we can amend this years budget or have a PTO request form. It was also brought up that it is really important that Technology requests go through Ms. Krista. As a PTO we should ask this question when requests come in.
- c. The PTO needs a Recycling Chair. This will go in the Dragonfly Digest and Rebecca will add it to her email to her Site Beautification parents.

5. Old Business

- a. Fall Festival: JoAnn Pereira has a receipt to turn in from the Fall Festival. The School Board gushed over how wonderful the Fall Festival was this year. Justine (not present) has stated that the Festival cannot continue to grow under the current budget. The Fall Festival should have a Master List of Key elements for next year including purchased items and what is needed to make the event better. (A closeout sheet)
- b. Spirit Wear: \$178.00 made in spirit wear, and an additional \$178.00 was made on the sale of white spirit shirts for tie dye. 20 shirts were not tie dyed. A company sent a sample to Angele who passed it on to JoAnn. Which logo are we using? JoAnn will check with the school director.
- c. Cookie Dough Sales; The missed prizes are still unresolved.
- d. Book Fair: Only a few people missed shifts, but Stacey was around frequently and it really wasn't an issue. It really helped having 2 registers during the first hour of the book fair. There was 1 order made online. We made \$5,614.67 with about \$400 in taxes. We earned \$2,608.44 in scholastic dollars plus an additional \$546 in bonus dollars. \$1,362.00 was spent purchasing the remaining books in the teacher baskets. The next fair is scheduled for May 25th-June 1st and the Fall one has been tentatively booked for the 30th of October-the 6th of November. Ms. Kemp won the \$100.00 scholastic gift card.

6. Chair reports

- a. Fundraising Chair: Amy Akaka / JoAnn Pereira
 - 1. Boxtops and Labels
 - 2. Papa Murphy's
 - 3. Current fundraising event
 - 4. Script - Jeff Poteet
 - 5. Shoparoo - Kelly Kosiewicz

- b. Spirit Chair: Cinnamon Danielson
 - 1. Spirit Day: Gift cards were purchased for teachers and staff.
 - 2. Spirit Events

- c. Academic Enrichment Chair - Heather Stokes
 - 1. Art : Mark Hesling: 6 students showed up to the last Art Afterschool. Mark and Tonya would like to revamp the program after Christmas. They are considering an “involved” art project for December but are undecided.
 - 2. Science
 - 3. Music
 - 4. Physical Education - Beth Ockenden
 - 5. Technology - Donny Everhart
 - 6. Library - Jessica Hansen

- d. Site Beautification Chair - Rebecca Valentino The US. States painting will happen November 22nd barring rain. The grassy area next to the K/1 classrooms continues to be a swamp.
 - 1. Garden: Loraine Covello The money has been raised through sponsorship for the garden boxes. Sunset Landscapers would not be available to make the additional boxes until possibly February, but another contractor approached Loraine and offered to do the work at the same price. The PTO voted whether it would be better to wait until February for Sunset to build the boxes or to have an alternate contractor complete the job in November. The PTO voted to have the alternate contractor complete the job earlier so that the garden could be planted and an update could be sent to sponsors in advance of February.

- e. Publicity Committee Chair - Angele Boudreaux Angele is working on the Dragonfly Digest tonight!

- f. Review Committee

- g. Volunteer Committee: Donny Everhart

7. Confirm Next Meeting Date: Tuesday December 9th, 6:30 pm room 5

8. Adjournment 8:00