



DMCS PTO Meeting Agenda

Dixon Montessori Charter School - Parent-Teacher Organization
Tuesday, December 9, 2014 @ 6:30pm

Members Present: Missy Ballance, Shelli Haaf, Stacey Galbraith, Jeff Poteet, Jennifer Felix, Krista Purdom, Jezabel Leslie, Cindy Guajardo, Brian Horak, Cinnamon Danielson, Katie Summers, Angele Boudreaux

Call To Order: 6:32

1. **Motion to adopt agenda including additions** - Motion by Brian Horak, Second by Katie Summers, Approved by PTO members
2. **Officer Reports:**
 - a. *Chair - Missy Ballance:* Several 'Thank You' cards were received from DMCS Staff thanking the PTO for Teacher Appreciation gift cards and other various PTO activities.
 - b. *Co-Chair - Katie Summers:* Katie's leadership class was able to get to donations from Walmart to be used for the middle school winter dance and the Winter Sing program.
 - c. *Secretary - Rhawnie Kraak:* Angele Boudreaux has nothing to report on behalf of the PTO Secretary position.
3. **Treasurer's Report (Shelli Haaf)**
 - a. *Financial Summary:* The current PTO bank account balance is \$22,606.46. As of this meeting, the PTO has received 35 requests for PTO funds for a total of \$12,359. There are 7 outstanding fund requests, totaling \$5,321, which have been approved but are unclaimed.
 - b. *Fund Request Deadline:* When a fund request has been submitted and approved, the requestor has 90 days to complete the purchase and submit receipts to the PTO Treasurer for payment as voted on by the PTO and reflected in the meeting minutes for the meeting on March 11, 2014. This deadline is not listed on the current form. Shelli Haaf will add this information to the new Fund Request form and Katie Summers will remind staff of the deadline in the next DMCS Staff meeting.
 - c. *Request for Funds Form:* Shelli Haaf has recreated the form and would like to submit it for feedback and review by PTO members. Angele Boudreaux will post this form to the PTO website and email the URL link to the PTO meeting attendees.
 - d. *Corporate Filings:* The DMCS PTO recently incorporated on 5/5/14. The initial Statement of Information for the CA Secretary of State was never filed. Shelli contacted the Office of the Secretary of State and was informed this form could still be filed. Shelli submitted the mailed form SI-100 on November 14, 2014. This form will need to be filed biannually on even numbered years. The next form will be required to be filed in 2016. An extension to file IRS tax form 990N for the PTO fiscal year ending on 6/30/14 was mailed on November 14. Filing this extension request includes an automatic extension to the CA State Franchise Tax board form 199N and the Attorney General's Office of Charitable Trust Registration Renewal form RRF-1.

4. New Business

a. Teacher Requests

- i. Ms. Jezabel Leslie requested a donation of \$173.41 for the remaining cost to purchase Basketball T-shirt jerseys for the new DMCS basketball. It was noted the jerseys are for students to wear for only one season.
 1. Shelli Haaf made a motion was made for \$173.41 to be allocated from the Academic Enrichment budget to cover the cost of the basketball team's jerseys. Brian Horak seconded the motion and the PTO approved.
 - ii. Ms. Krista Purdom requested the \$866.22 to purchase 6 Projector / Laptop carts. The carts would make it easier for staff as a place to hold a projector, a laptop and a document camera.
 1. Cinnamon Danielson made a motion to approve the purchase of 6 movable projector/laptop carts for \$866.22 using funds from Teacher Requests. Jezabel Leslie seconded the motion and all approved.
 - iii. Ms. Krista Purdom requested approval to purchase a \$99 MobyMax application subscription for 1 year for the 4/5 team. The team is already using this software and they love it.
 1. Cinnamon Danielson made a motion to approve \$99 from the teacher requests budget for the purchase of a MobyMax application. Jezabel Leslie seconded and the PTO approved.
- b. Ms. Krista Purdom talked with DMCS staff that had outstanding/approved PTO fund requests, related to technology, from the special PTO meeting held to spend the money earned from the fireworks booth.
- i. The Academy team, lead by Ms. Rachael, had been previously approved for \$1,500 to purchase laptops. Ms. Krista met with Ms. Rachael and determined the funds for this purchase are no longer needed as an alternate solution was found.
 1. Funds will move back into the PTO budget.
 - ii. Mr. Andrew had previously been approved to purchase balance/stability ball chairs to be used in his classroom. Mr. Andrew will be departing DMCS prior to making this purchase and the funds are no longer needed.
 1. Ms. Missy Ballance moved to approve a motion to purchase 4 stability ball chairs not to exceed \$172 that would be made available to DMCS staff for checkout. (The balls would not be assigned to one specific staff member.) Ms. Cinnamon Danielson seconded and the PTO approved.
 2. Remaining funds from the original request will move back into the PTO budget.
 - iii. Ms. Krista met with the 4/5 staff team regarding the purchase of tablets to run the MobyMax applications for students in class. The money for this purchase is still allocated in the PTO budget and has not been spent. Ms. Krista is currently testing and reviewing the MobyMax branded tablets and a decision has not yet been made on which tablets, if any, should be purchased to support the use of this application. The funds for this approved request remain allocated for this purchase pending the results of Ms. Krista's tablet review.
- c. PTO donating a prize to the Dragon Fly Dinner Auction with regard to Field Day
- i. Ms. Missy Ballance proposed the PTO donate a VIP Field Day pass to be auctioned off at the Dragonfly Dinner. This VIP pass would be a colored shirt recognizing a student as a VIP and allowing the student to skip to the front of the line during Field Day activities.
 1. Ms. Missy Ballance made a motion to approve \$10 to purchase a T-Shirt. The motion was approved.

- d. Adopt an event "wrap up sheet": PTO members discussed using an event wrap up sheet to provide a quick overview of how the PTO event went, how much money was spent, suggestions for improving the event, etc. PTO members agreed this was a good idea and would make it easier for future committee chairs.
 - i. Angele Boudreaux and Missy Ballance will draft a form
- e. Projectors: In lieu of the laptops that were to be purchased for the Academy team, Ms. Krista Purdom suggested the funds could be used to purchase much needed projectors. During the discussion, PTO member requested a detailed list of how many projectors were actually needed and for what class or purpose. Ms. Krista was able to identify an immediate need for 3 projectors. Ms. Krista will return to a future PTO meeting with the additional information requested by the PTO members.
 - i. Shelli Haaf made a motion to reallocate the funds no longer needed by the Academy back into the DMCS budget minus the amount needed to immediately purchase 3 projectors at a cost of 3 projectors at \$421 each for \$1263 and 3 HDMI cables at \$20 each for a total of \$1323 plus tax and shipping. Mr. Brian seconded the motion and all approved.
- f. Ms. Stacey announced a chair for the Scholastic Spring Book Fair is needed.

5. Old Business

- a. *Garden Boxes*: New boxes were installed in the DMCS Garden of Awesome during Thanksgiving break for \$1,500.
 - i. A new \$100 donation for the Garden was received.
- b. *Spirit Wear*: Ms. Missy Ballance will follow up with Ms. JoAnn Pereira regarding spirit shirt sales online. Missy Balance mentioned the new DMCS logo with the Dragonfly in the center of a circle and text around the outside will be the new logo used for DMCS spirit shirts going forward.
- c. *Cookie Dough Sale Prize*: A DMCS student did not receive any prizes for selling 20+ boxes fo cookie dough during the fundraiser. It was the opinion of PTO members this student had been waiting a long time with no response to when prizes might be received.
 - i. Cinnamon made a motion to purchase from the miscellaneous expense budget category to purchase a \$20 Wal-Mart gift card to be given to the DMCS student in lieu of the original prizes that were not received. Mr. Brian seconded the motion it was approved.
 - 1. Stacey Galbraith volunteered to purchase the gift card and deliver the gift card since the student shares a class with her son.

6. Chair Reports

- a. Fundraising Chair: Amy Akaka / JoAnn Pereira
 - 1. Boxtops and Labels
 - a. Ms. Stacey Galbraith reported a check for \$905.30 is expected from Box Top collection. The next contest deadline is February 6th. Ms. Stacey requested a replacement to head the Box Top collection after March. Mr. Brian agreed to help with this task. The following Box Top collection will be in May.
 - 2. Papa Murphy's
 - 3. Current fundraising event
 - 4. Script - Jeff Poteet
 - a. The PTO discussed a person needed to help promote the script programs in which DMCS currently participates.
 - 5. Shoparoo - Kelly Kosiewicz

- b. Spirit Chair: Cinnamon Danielson
 - 1. Ms. Cinnamon Danielson announced a spirit activity in which class rooms are invited to have their students decorate their door with a Holiday theme. The winner will receive a \$50 gift card to Wal-Mart. Two runner up class rooms will also be selected to receive a \$10 gift card to Wal-Mart. Judging will be on Tuesday before Winter Sing. Volunteer judges will be Ms. Shelli Haaf, Mr. Brian and Ms. Cinnamon Danielson.
 - 2. Upcoming Spirit Activities:
 - a. Lego Night - January 30th
 - b. Sock Hop all DMCS Students - Feb. 18th
 - c. Academic Enrichment Chair - Heather Stokes
 - 1. Art
 - 2. Science
 - 3. Music
 - 4. Physical Education - Beth Ockenden
 - 5. Technology - Donny Everhart
 - 6. Library - Jessica Hansen
 - d. Site Beautification Chair - Rebecca Valentino
 - 1. Ms. Rebecca Valentino provided an update on the project to paint the map of the US states on the playground. She proposed a solution that would use parent volunteers to layout the stencil followed by adult supervisors and 5 leadership kids to paint the map after school on a Wednesday. She will be discussing this proposal with DMCS administration. Rebecca is planning a site Beautification clean up day in late January or early February.
 - 2. Garden: Loraine Covello
 - e. Publicity Committee Chair - Angele Boudreaux
 - f. Review Committee
 - g. Volunteer Committee: Donny Everhart
7. **Additional Information:** It was noted several PTO fund requests for items related to technology have been made when the item(s) to be purchased were not needed. PTO members agreed prior to the purchases of a technology related item, the DMCS staff person should check with Ms. Krista to see if resources already existed.
8. **Next Meeting Date: Tuesday, January 13th, 6:30pm, Room 5**
9. **Adjournment at 7:58pm**