

*"Where parents and teachers work in unity to serve the best interest of our children"*



## **DMCS PTO Meeting Minutes (Draft)**

Dixon Montessori Charter School - Parent-Teacher Organization  
Tuesday, December 8, 2015

### **Call To Order: 6:36 pm**

**Members Present:** Brian Horak, Missy Ballance, Rebecca Valentino, Robin Duncan, Courtney Hennigan, Erin Jefferson, Jenn Fields, Kimberlee Yandel, Cody DuBois, Tammy Andrews, JoAnn Pereira

- I. **Adopt Agenda and Additions:** Missy Ballance motioned, Courtney Hennigan seconded, PTO Approved.
- II. **Approve Minutes from Prior Meeting:** Due to a transition in the secretary position, meeting minutes are not ready for review. Angele Boudreaux (interim) and Courtney Hennigan (new Secretary) will have meeting minutes prepared for review and approval prior to the January meeting.

### **III. Officer Reports**

#### **a. Chair – Brian Horak**

**Winter Sing** - PTO will have a table at Winter Sing which will have a dual purpose for auction sales and candy canes. Rebecca and Brian will work the table but more volunteers will be needed.

**Assemblies** – In January there will be an assembly about bullying. Ms. Joanne recommends a PTO assembly in May as the best option. Ms. Joanne is in support of an academically based program but didn't seem interested in the animal visit as discussed at the last PTO meeting. Ms. Robin will ask staff for opinions/support and ideas. Cody DuBois reported that Cinnamon (not present) has been calling the animal assembly people without luck.

**Spring Book Fair** - May be canceled for various reasons. Ms. Joanne wasn't in support of holding it during conferences. Spring Sing will be using the MPR. Field Day may need more volunteers and it may compete with the Book Fair for volunteer support. Cancelling spring book fair might be the best plan.

**Teachers' Lounge** - Ms. Joanne agreed that the room to the side of the stage could be used as a Teachers' Lounge. Brian will be looking for a full sized fridge possibly a refurbished fridge or something from craigslist. He would also like to purchase a Kurig machine. The room already has a microwave. Purchase requests forthcoming. Ms. Joanne appreciates the PTO and its contribution to the school.

- b. Co-Chair – Robin Duncan**  
Nothing to report at this time.

- c. **Secretary** – Courtney Hennigan  
Nothing to report at this time.

#### IV. **Treasurer's Report** - Missy Ballance

- a. **Financial Report/Budget:** Added \$71 to the account coming from leftover spirit T-shirts, Amazon Smile, Recycling. We have money we need to spend. There was a question about Smile and what it is. Rebecca reported on how Smile works. Missy mentioned needing more focus on the tasks of the Fundraising Chair. We need to get the word out about smile.amazon.com and our other ongoing fundraisers, Baskin Robbins, etc.

#### V. **New Business**

- a. **Staff Requests:**

**Classroom Rug** - requested by Ms. Melissa Johnson various options provided in the \$300 range. Rebecca moved, Tammy seconded, PTO approved.

**Kid Blog Membership** - requested by Ms. Laura Perfecto (2/3 classroom) \$29  
Rebecca moved, Kimberlee seconded, all approved. This item will be paid from the Academic Enrichment line item rather than the Staff Requests line item.

**Middle School Tech Students Activity** –requested by Ms. Krista Purdom, for a techno-digital art project. The \$108 will cover the reaming items needed to complete the activity, which haven't been donated. Missy motioned to approve up to \$150, Rebecca seconded, PTO approved. This item will be paid from the Academic Enrichment line item rather than the Staff Requests line item.

#### VI. **Old Business**

- a. **New DMCS Sign/Mural**

Rebecca reported on behalf of Ms. Jenna. Jenna collected an estimate for a decal for the double door to the MPR which faces Almond Street. Estimated cost is \$376.69. We'll probably need to paint the door so adding an additional \$100 for paint and supplies will be necessary. Missy reported that we currently have \$400 from MISC and \$100 from emergency line items to cover this decal and paint. Kimberlee moved, Courtney seconded, PTO approved.

Courtney distributed some ideas for the school sign to be mounted above the entry overhang. Discussion ensued about what the sign should read. Ms. Robin will take this back to the staff to see if there is a preference among the staff. Courtney requested an idea of our budget for the sign. Missy reported that we have unused money in the emergency fund and garden fund which could be allocated toward the sign. A rough estimate of \$2200-2400. Courtney will do further research within this budget range.

#### VII. **Chair Reports**

- a. **Site Beautification Chair** - Rebecca Valentino

Recycling event for America Recycles. Had 101 participants. Rebecca has received good feedback. She would like to see that there be more notice before next event to hopefully collect more recycling. For this event, \$44 in recycling was collected. Rebecca also reported that she plans to meet with Ms. Joanne to talk about work that can be done on the bathrooms.

Jenna reported in an email that so far we've earned 9000+ points in teracycle.

**b. Fundraising Chair** – Reported by Tammy Andrews

Tammy is taking on the boxtops position. She requested information about budget for winning classroom party and ideas for parties. Discussion ensued. Tammy will take on the planning to get the boxtops program going.

**c. Spirit Chair** – Reported by Cody DuBois

Cinnamon Danielson (chair) has been working to get in touch with the animal people without luck.

**d. Field Day** – Donny Everhart (not present)

Donny has not been present for PTO Meetings. PTO should check in with him to see if he's still interested in planning this event. Brian will get in touch with him.

**e. Review Committee** - Cody DuBois

The Agenda included "Review Committee – Needs Filled", Cody DuBois filled the position at the November meeting. The Agenda was updated to remove the statement.

**f. UPDATE:** Missy provided an update about PTO email accounts and distributed a handout from Angele Boudreaux. Missy advised the group to read flyer and direct questions to Angele.

**VIII. Confirm Next Meeting Date: Tuesday, January 12<sup>th</sup>, 6:30 pm, Room 5**

**Meeting Adjournment: 7:27 p.m.**