

"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, January 12, 2016

Call To Order: 6:34 pm

Members Present: Brian Horak, Missy Ballance, Angele Boudreaux, Rebecca Valentino, Robin Duncan, Courtney Hennigan, Kristen Brand, Cody DuBois, Jenn Fields, Erin Jefferson, Sherri Wentworth

- I. **Adopt Agenda and Additions:** Courtney Hennigan motioned to adopt the agenda, Angele Boudreaux seconded, PTO approved.
- II. **Approve Minutes from Prior Meeting:** Angele Boudreaux moved to approve minutes from December and November, Kristen Brand seconded, PTO approved.

III. Officer Reports

- a. Chair – Brian Horak
Brian did not meet with Ms. Joanne for their monthly meeting due to the holiday break. Brian did pick up blue paint for the double doors so that the doors can be painted before the decal is placed. Brief discussion ensued about the decal. The vendor will place the decal for us.
- b. Secretary – Courtney Hennigan
Courtney did not have anything new to report at this time. In reviewing past meeting minutes Courtney observed that the Co-Chair position used to have an opportunity to give a report at each PTO meeting, and expressed concern for not including co-chair report currently. Brief discussion ensued. The current Co-Chair, Ms. Robin will give monthly reports as needed but does not feel the need to be on the monthly agenda.
- c. Co-Chair – Robin Duncan
Ms. Robin reported that it seemed to be a nice holiday break for all.

IV. Treasurer's Report - Missy Ballance

This month we added \$2.00 to the account and it was recorded in staff requests. Missy reported that we have a few staff requests which have been approved but there hasn't been any action taken. Missy asked if the PTO had any updates related to the request from Ms. Jaime for the stomp supplies, updates on whether or not we hired a Blacksmith or purchased the books approved in early fall. Missy reminded the PTO that we need to spend at least \$6730 before the end of the year so that the roll-over dollar amount for next year does not exceed what is allowed. Missy reported that Cinnamon Danielson (not present) has a lot of money in the budget for spirit related expenses for both staff and for the students. Missy reported that she obtained a business license. Only one expense is up for discussion for January, a \$300 expense for a fridge for the Teachers'

Lounge. Rebecca Valentino motioned to approve \$300 from the miscellaneous budget line item, Kristen Brand seconded, PTO approved.

V. New Business

- a. There is no new business this month. There were no new staff requests submitted for discussion.

VI. Old Business

- a. New DMCS Sign/Mural – As reported earlier, the vendor will apply the decal to the double doors after the doors have been painted. Courtney has been researching signs and asked the PTO if there was any further thoughts or discussion related to the wording or sign options discussed at the December meeting. Ms. Robin thought the staff preferred the entire school name be included (Dixon Montessori Charter School). Courtney reported a concern for vandalism and shared with the group installation concerns. Courtney will move forward with a formal estimate and will hope to have it before the February meeting for PTO vote.
- b. Furnish Teachers' Lounge – PTO discussed furnishing the new Teachers' Lounge or spending a little money to "spruce it up" in some way. Paint and a few minor pieces would really finish the space for the staff. Missy motioned to spend the remaining credit at ACE in the amount of about \$70 credit at ACE to spruce up the Teachers' Lounge, Cody Dubois seconded, PTO approved.

VII. Chair reports

- a. Fundraising Chair: Heather Davis (not present)
Missy reported that Baskin Robbins is unhappy with DMCS PTO. Baskin Robbins increases staff to accommodate larger crowds but DMCS PTO does not make an effort to pick up the check or promote the fundraiser. Discussion ensued on the topic of whether or not to keep this fundraiser going and how best to preserve the relationship with Baskin Robbins. Jenn Fields agreed to pick-up the check and we will continue to keep the fundraiser going as scheduled.

Brian posted a fundraising option on the PTO Business page for PTO review. The fundraiser is related to the purchase of a boxed set of school supplies. Families have to purchase school supplies anyway; perhaps this is a useful fundraiser. Plus it offers a return to the PTO/staff as well. This fundraiser appears to be a win for students and teachers both. There were some concerns for the pricing and whether or not the box offers all of the items needed or if parents would still have to pay for additional supplies. Ms. Robin will take this to the staff to see if they can make use of the items in the box to see if this is a worthwhile fundraiser. It would be successful at the start of the school year.

- b. Site Beautification Chair – Rebecca Valentino
Rebecca is currently working on ideas for Earth Day. She is considering a February/March classroom activity to create awareness about the amount of recycling each classroom contributes. She is also working on a site beautification event to clean up the grounds and campus. Rebecca met with Ms. Joanne to view the Grade 4/5 bathrooms which are in need of fresh paint, the boys bathroom needs a mirror and there could be few other items replaced/repared (outlet covers). Discussion ensued about the responsibility of the DUSD for the facility. PTO

discussed requesting approval for a February 20th site beautification date for the bathrooms, teacher's lounge, door painting and maybe installation of the basketball hoop purchased last year. Rebecca will get Ms. Joanne's approval and confirm the dates on Facebook.

- c. Spirit Chair: Cinnamon Danielson
Cody DuBios reported that the animal assembly people are not getting back to Cinnamon and she may be looking for other options. If anyone has ideas, please let Cinnamon know. The PTO asked for updates on Lego night, sock-hop and if dates had been set for these events, and if the BMX assembly is still happening. Cody did not know the dates but reported that Cinnamon had them and was working on these items. Missy requested that Cody post the dates on the PTO Business Facebook page once they were confirmed with Cinnamon. Cody will post them for the PTO on Cinnamon's behalf.
- d. Field Day Chair – Donny Everhart (not present)
Brian reported that Donny isn't able to fulfill the Field Day position so we need to find someone to step in and take this over. Discussion ensued. The general consensus is that many PTO folks are interested in helping but finding someone to head this event up is still a concern.
- e. Boxtops – Kristen Brand reported that Tammy is working on this and has ideas. She'll be moving forward with a boxtops contest and party ideas.
- f. Spirit Shirts – Angele will coordinate a spring sale. The pricing might be different because it's based on units ordered and we should anticipate this to be a smaller order than the fall sale. Some discussion ensued about ordering a surplus of shirts and if that was necessary or a good idea.
- g. Garden Update – Justine Granillo (not present)
Angele reported that Justine was working on applying for a grant, but it seems that we don't need the grant money because there's still garden money to spend. Missy agreed that the grant was not necessary. Angele will report to Justine that she can postpone the grant application.

VIII. Confirm Next Meeting Date: Tuesday, February 9th 6:30 pm room 5

Kristen Brand moved to adjourn, Angele Boudreaux seconded, PTO approved.

Meeting Adjournment: 7:46 p.m.