

*"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, April 12, 2016

Call To Order: 6:35 pm

**Members Present:** Brian Horak, Missy Ballance, Angele Boudreaux, Robin Duncan, Jezabel Leslie, Erin Jefferson, Kristen Brand, Jenn Fields

**I. Approve Minutes from Prior Meeting** – Kristen Brand motioned to approve meeting minutes from February and March 2016. Erin Jefferson seconded, PTO approved.

## **II. Officer Reports**

a. **Chair** – Brian Horak

Brian attended the School Board facilities meeting. The School Board reports that there is no funding available for site beautification so the PTO will plan to offer more support related to the facility needs.

b. **Co-Chair** – Robin Duncan

Nothing to report at this time.

c. **Secretary** – Courtney Hennigan

Not present. Nothing to report. Minutes taken by Missy Ballance and Angele Boudreaux.

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

Missy reported the current account balance is \$14,670 and to-date our expenses are \$8475.23.

## **IV. New Business**

a. **Teacher Requests**

Ms. Jezabel is requesting the purchase of six playground balls and one new volleyball net totaling \$110. Missy motioned to approve the request in the amount of \$110. Jenn Fields seconded the motion. PTO approved.

b. **Officer Elections**

The PTO is advertising now for 2016-2017 PTO Officer positions. Cody will send the nomination form to Angele for advertising via the PTO website, PTO Facebook page and DMCS Listserv.

## **V. Old Business**

a. **DMCS Sign/Mural:** New DMCS sign to be mounted along the overhang outside the MPR. CA State Contractor install will be by Dave Duncan with Brian Horak assisting. Cost including straps and mounting brackets will be less than \$6,000. Missy made a motion to approve the purchase the letters to spell "Dixon Montessori Charter School" and to purchase the supplies needed to mount them on the overhang above the MPR

not to exceed the cost of \$6,000. The funding will come from various budget line items and will be moved to a new line item to be created and called "signage". Erin seconded. PTO approved.

- b. **Snacks for State Testing in May** - Ms. Robin provided the total count of students across all the days of testing and provided the information to Jenn Fields. There will be about 1400 snacks needed across the 4 day testing period. Healthy and peanut free snacks will be purchased. PTO members approved the cost of \$ .50 per snack per student per day. Kristen made a motion for snacks to be purchased for all students taking the CASSP state testing with the cost not to exceed \$675 out of the "Staff Requests" budget line item. Ms. Robin seconded this motion. PTO approved.
- c. **Furnish Teacher Lounge** - Brian has a couch, chair, and a fridge ready for the staff lounge. He will bring these items to DMCS and contact Ms. Jezabel to arrange access to the space.
- d. **Decal** - The decal is in the room located off of the office. It is possible to install the decal on the door with the existing texture and then "edge seal" it to prevent peeling. Brian will recruit help to install the decal on the MPR door.

## **VI. Chair Reports**

**Field Day** - Kimberlee was not present but does have all of the documents from last year and has started reviewing these.

**Spirit** - The BMX assembly will be on June 2<sup>nd</sup>.

**Site Beautification** - Ms. Robin provided an update on Earth Day activities for Ms. Jenna. Ms. Jenna has a recycling collection project going throughout the school to show how much we can recycle. Leadership students are helping to count and sort the recycling. She would like to award prizes to the top recycler in each grade. PTO supports the endeavor and the members suggested she use the money already allocated to Site Beautification/Recycling to pay for any prizes she would like purchase.

**Box Tops** - Angele Boudreaux reported on behalf of Tammy Andrews. Box tops are going great and the competition will wrap up approximately May 25<sup>th</sup>. Thank you for your continued support.

**Book Fair** - Spring Sing was scheduled for May 26<sup>th</sup>. Ms. Robin reported she thinks Spring Sing was moved to the week prior on May 19<sup>th</sup>. If Spring Sing is moved we will need to arrange for the currently scheduled book fair to be moved if possible as well. Angele will contact Kimberlee, Book Fair Chair, and ask her to follow up and confirm dates for Spring Sing and the Book Fair.

## **VII. Confirm Next Meeting Date: Tuesday, May 10, 2016 at 6:30 pm room 5**

Meeting Adjournment: 7:50 p.m.