

"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, May 10, 2016

Call To Order: 6:36 pm

Members Present: Brian Horak, Missy Ballance, Jenna Florent, Angele Boudreaux, Rebecca Valentino, Robin Duncan, Courtney Hennigan, Kimberlee Yandel, Erin Jefferson

- I. **Adopt Agenda and Additions:** Angele Boudreaux motioned to approve the agenda, Kimberlee Yandel seconded. PTO Approved.
- II. **Approve Minutes from Prior Meeting:** A draft of the April meeting minutes will be posted soon. PTO will vote to approve by email or Facebook response.
- III. **Chair Report** – Site Beautification/Recycling
Ms. Jenna reported the recycling contest results. There were three winners for each age group. The committee has already been approved for \$160 spent for all prizes. The recycling itself brought in \$287 in CRV, which covers the cost of prizes and with the additional funds Ms. Jenna would like to recognize the 50 participants and the 8 leadership students who participated in the event. Ms. Jenna would like to purchase reusable water bottles, movie passes, teracycle pencil pouches as awards and maybe talk to Ms. Joanne about presenting the recipients with their awards at the Merit Rally. PTO was in agreement with all ideas and supports Ms. Jenna's ideas for recognizing the recycling participants.
- IV. **Officer Reports**
 - a. **Chair** – Brian Horak
Brian discussed the ongoing concerns for lack of storage related to the school's use of the additional portable classroom space. Brian also reported that the School Board prohibits more than 300 volunteer hours per project (so as not to take over the work of contracted staff/employees). As PTO volunteers we need to be mindful of the hours we spend on various projects. Brian had no additional items to report.
 - b. **Co-Chair** – Robin Duncan
Nothing to report at this time.
 - c. **Secretary** – Courtney Hennigan
Courtney reported that the secretary and generally, the PTO Board might want to consider the best method for sharing electronic documents from year to year or consider developing a way to store e-files for PTO docs and notes.
- V. **Treasurer's Report** - Missy Ballance
Missy reallocated some of the current budget to account for the money approved for the school sign, and created a separate line item. This puts our budget in a good place for the end of the year, without any carryover concerns. Most budget items have been spent appropriately and account looks like it is in a good place. We may be rolling over

somewhere from \$2500 to \$5000. Missy mentioned we still need someone to perform our summer audit. Erin Jefferson agreed to do the summer audit. Missy will also file the taxes soon.

VI. New Business

a. Teacher Requests:

Ms. Robin reported a schoolwide request for LED lights (like Christmas lights) to be used for all events, i.e. winter/spring sing, graduation, bridging ceremonies, dances, etc.. Currently the school owns older, non-LED lights which are getting old. The estimated price is \$136. Missy moved to approve up to \$200 from Staff Requests line item for LED lights, Kimberlee seconded, PTO approved.

Ms. Jezebel – Angele Boudreaux reported that Ms. Jezebel had her portable speaker/microphone stolen and it might be nice to replace it. Angele motioned to purchase a replacement sound system for Ms. Jezebel, Missy seconded, PTO approved. Missy noted that the fee will come from the Staff Requests line item. Angele will price out the item at Sams or Costco and keep it under \$150-\$200.

Scooters – There is one pending staff request for playground scooters. PTO thought perhaps the labels for education program might be worth looking into for this item. PTO agreed to table this discuss until the fall.

VII. Old Business

- a. **Officer Nominations** – The PTO has not received any officer nomination forms so far. Typically we can fill positions in the first PTO meeting of the year. The two most important positions to fill are the Chair/President and the Treasurer positions. Missy nominated Angele for Treasurer and Brian for President, Brian and Angele agreed to take on these positions. Erin seconded, PTO approved. The remaining officer positions will be filled at the first meeting of the year.
- b. **School Sign** – Courtney provided an update on the sign. With the school closed for the summer, the sign will have to be shipped somewhere with enough storage space to receive several boxes and which will be “open” over the summer. Missy agreed to have the sign shipped to her employer. Brian reported that the sign can be moved to the MPR at the school after it arrives.

VIII. Chair Reports

a. Field Day – Kimberlee Yandel

Kimberlee reported that she will need a lot of volunteer help and some help making contacts with various contributors. She will be sending out a Sign-Up Genius message to help recruit enough people to run the event.

b. Book Fair – Kimberlee Yandel

Kimberlee reported that everything we need for the book fair is complete. We have to run the cash registers. She will need volunteers who can set-up, stay for the duration of Spring Sing and help close-up. There are four shifts, with three volunteers each. The plan is to set-up in the hallway outside the MPR before the Spring Sing. We will need one large table for the registers.

c. Site Beautification Chair

PTO discussed the garden improvements discussed at our last meeting, including half-barrels and plants, various garden items and umbrellas or shade sails. These items are still on the table but time is running out for funding and approval. These items may be tabled for the fall as well.

Meeting Adjournment: 7:35 p.m.