



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

## DMCS PTO Meeting Agenda

Dixon Montessori Charter School – Parent Teacher Organization

Tuesday, October 11, 2016 @ 6:30pm

- I. **Adopt Agenda and Additions – Called to order at 6:33pm** Angele motioned to approve the proposed agenda and Missy seconded. The agenda was adopted.

In attendance: **Rebecca Valentino, Amanda Dannenburg, Erin Jefferson, Stefanie Switzer, Stephanie Baltz, Angele B, Brian Horak, Kristen Brand, Courtney Hennigan, Amanda Lothian, Ian Harbison, Annette Sparks, Missy Balance, Jennifer Field, Ms. Robin, Ms. Jamie,**

- II. **Approve Prior Meeting Minutes** Angele approved the minutes and Erin seconded. Last month's minutes were approved.

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III. **Officer Reports:**

a. **President – Brian Horak**

i. **School Board Meeting Recap**

- Much of the discussion at the school board was about Kickboard.
- Leadership kids presented.
- Discussed more surveys for parents and teachers to take to help change policies if necessary.

b. **Co-President – Open (staff member)**

c. **Secretary – Kristen Brand**

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IV. **Treasurer's Report – Angele Boudreaux**

a. **Financial Report/Budget:**

- Current balance is \$12,409.71
- 6% was increased to the proposed budget except for field day, fall festival and spirit wear.
- Discussion occurred about why we have a Scholastic Book Fair. Consensus was that it gives back to the school and teachers. We believe that there is approximately \$1000 in Scholastic money to be spent by teachers and/or students.

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V. **Old Business**

a. **DMCS Sign/Mural (meeting contractor, Dave Duncan on October 21 @ 3:00 to discuss install.)**

Complications with work and weather have caused delays. Next Friday (10/21) is the proposed new date for installing the DMCS sign.

b. **Possible social area for parents during pick-up and drop-off.**

The idea was brought up at the school board meeting but there were no thoughts about a good place to set up the meeting place.

Ms. Robin talked about having parents meet next to the music room – in the open space by the portable classrooms. We could place tables in that area and have students excused to that area.

c. **Kickboard**

Kids earn money that they can spend in the Kickboard store. Idea that PTO could have a line item for Mr. Ernest to use for the purpose of stocking the store. We could add this to the spirit line, or we can do a donation amount.

d. **Possible PTO website revamp**

Weebly is a standard template website that DCMS can consider for a revamp of our current website page. Jacy Franceschi may be someone we can ask for help.

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**VI. New Business**

a. **Change December meeting date from the 13<sup>th</sup> to 14<sup>th</sup>**

Missy moved to move the December PTO meeting to December 14<sup>th</sup>. Erin seconded the motion. All were in favor. The meeting is moved.

b. **Teacher Requests**

Jezabel Leslie - Hula Hoop request: Missy approved the request and Rebecca seconded. All were in favor. The request has passed.

Jamie Myers - Music Magic Assemblies: Money will come from spirit budget. No vote needed.

Stephanie Baltz – Rebecca motioned to table this request until the December meeting. Erin seconded the motion. All in favor. The request has been tabled until December.

1. Firewood
2. Blacksmith
3. Food Supply
4. Candles supply

c. **Open Committee Chairs**

- i. Academic Enrichment - Open
- ii. Review – Erin is the audit review chair.
- iii. Volunteer – Open

d. **Open Sub-Committee Chairs (See Attachment)**

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**VII. Chair/Sub-Committee Reports**

a. **Social/Spirit** – Courtney Hennigan/Missy Ballance

Two teacher appreciations, two assemblies, pot luck and Lego night.

Chairs to talk with Ms. Joanne for dates.

i. **Fall Festival – Stephanie Switzer**

- Fall Festival Date October 15<sup>th</sup>

This Saturday is the annual fall festival. We still need volunteers. We will move the festival into the multi-purpose room and hall ways if it rains. Everything else is going well. We just need volunteers.

If we don't have volunteers to help with the carnival games, we'll have to shut those games down.

Suggested that we talk to Soroptimist etc. for help.

ii. **Scholastic Book Fair – Kimberlee Yandel**

- Book Fair Date October 31<sup>st</sup> – November 4<sup>th</sup>

Needs help each day with set up and opening. Several PTO members have volunteered to help including: Erin J. Missy B., Rebecca V., and Jamie M.

We will also need volunteers to help work the book fair. Sign-up won't happen until after Fall Festival.

b. **Site Beautification** - Rebecca Valentino

- i. Recycling Sub-Committee Chair – Open

Electronic recycling was difficult to track down. The company responded right away once we received the contact information. This company is booked through February.

Product has been tabled until after Fall.

Vote on November 8<sup>th</sup>. Students will vote on how they want to use the funds earned from Terra-cycling. Multiple places to donate to on Tera-cycle website. Students will choose from several of these places.

Rebecca is looking to get "I Voted" stickers for kids.

Ms. Jenna informed Rebecca that Terra-cycling is doing away with the Capris Sun recycling. Will still recycle them, but you have to pay for the boxes.

Still looking for a sub-committee chair to replace Ms. Jenna.

Middle School students are planning on painting the main mural. It was started last year, and will be finished this year.

Looking for donations for paint.

Consumables (paint brushes etc.) will be purchased from Site Beautification budget.

c. **Fundraising** – Cassie Horak/Missy Balance

i. **Baskin Robbins Wednesday October 12<sup>th</sup> from 6-8 pm.**

Tried to set up for the same day each month. Cassie will talk with the owner each month to verify a date each month.

ii. **Papa Murphy's (working with owners to set a date)**

Very receptive for working with our school. Cassie will meet with the new owners.

iii. **No response from company about Halloween costumes**

This looks like it may be a "no-go" for this year, but something that we can look into for next year.

iv. **Box Tops – Tammy Andrews**

A rally is currently going on for Box Tops. The competition goes through November 18<sup>th</sup>. Box Tops are trickling in slowly. Email will go out next week as part of Ms. Joanne's weekly emails. Top winning class gets a pizza party. Needs a bit more publication and "hype."

Suggested and recommended that PTO members speak with their child's teacher about Box Tops and perhaps have teachers send out an email to their parents. Ms. Jamie volunteered to forward a message about Box Tops to all DCMS teachers.

d. **Additional Chair Reports**

**Meeting adjourned at 7:51pm**

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**VIII. Confirm Next Meeting Date: November 8, 2016 @ 6:30 pm**

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\$ 12,409.71

Percentage	Budget Item	Budget Amounts	Available	Spent
13%	Academic Enrichment	\$ 1,272.53	\$ 1,272.53	
6%	Emergency Funds	\$ 587.32	\$ 587.32	
(Set Value)	Fall Festival	\$ 1,000.00	\$ 1,000.00	
(Set Value)	Field Day	\$ 1,000.00	\$ 1,000.00	
5%	Garden	\$ 489.44	\$ 462.01	\$ 27.43
2%	Miscellaneous	\$ 195.77	\$ 195.77	
4%	Business Expenses and prizes	\$ 391.55	\$ 381.55	\$ 10.00
2%	Scholarships	\$ 195.77	\$ 195.77	
20%	Spirit: Kids (Assemblies, Family Nights,	\$ 1,957.74	\$ 1,957.74	
10%	Spirit: Staff Appreciation	\$ 978.87	\$ 978.87	
20%	Staff Requests	\$ 1,957.74	\$ 1,676.15	\$ 281.59
18%	Carry Over for 2016-2017	\$ 1,761.97	\$ 1,761.97	
	Site Beautification and Recycling **	\$ 621.00	\$ 621.00	
100%		\$ 12,409.71	\$ 12,090.69	\$ 319.02

Spirit Wear Dif  
\$ 120.63

Cookie Dough  
\$ 6,306.60

\$ 5,501.40

\*\* Earmarked money earned directly from Recycling

Debits (Marked as Spent in Budget)		Credits	
\$ 12.77	Patty Baldwin (Pizza Party)	\$ 15.00	Deposit: Coffee Fund
\$ 22.85	Melissa Moore (Pizza Party)	\$ 1,994.00	Deposit: Spirit Shirt Sales
\$ 1,838.37	Ink Monkey (Spirit Shirt)	\$ 3.00	Deposit Adjustment: Spirit Shirt Sales
\$ 15.00	DMCS - Coffee Fund (Passthrough)	\$ 1.46	Deposit: Electronic Script Rebate
\$ 467.19	Scholastic Book Fair (Spring 2016)	\$ 460.10	Deposit: Book Fair (Spring Sales)
\$11,189.40	EB Fundraising Cookie Dough Sales	\$ 14,523.00	Deposit: Cookie Dough
\$ 38.00	Returned Check Spirit Shirt Sales	\$ 2,973.00	Deposit: Cookie Dough
\$ 10.00	Bank Fee: Returned Check (Spirit Shirt Sales)		
\$ 156.00	Lara Perfecto (Kid Blog)		

Spending Summary		Check #	Date	Description	Category	Withdrawal (-)	Deposit (+)	Balance	C/R	Notes?
Fall Festival	\$0.00	1374	9/15/16	Tammy Andrews	Staff Requests	\$89.97		\$6,189.73		Box Top Expenses Spring 2016
Field Day	\$0.00	1375	9/15/16	VOID				\$6,189.73		Incorrect data entry
Garden	\$27.43	1376	9/15/16	Patty Baldwin	Staff Requests	\$12.77		\$6,176.96		Water/Fruit for K-3 Students
Miscellaneous	\$13,532.56	1377	9/15/16	Melissa Moore	Staff Requests	\$22.85		\$6,154.11	R	Pizza Party for K-3 Students
Business Expenses	\$10.00	1378	9/21/16	Ink Monkey	Miscellaneous	\$1,838.37		\$4,315.74	R	Spirit Shirts
Scholarships	\$0.00	1379	9/26/16	DMCS Check Passthrough: Coffee Fund		\$15.00		\$4,300.74		Check for Coffee donation for DMCS was written to PTO. Passed check through our account to DMCS
Spirit: Kids	\$0.00	1380	9/26/16	VOID				\$4,300.74		Incorrect data entry
Spirit: Staff Appreciation	\$0.00	1381	9/26/16	Scholastic Book Fair (Spring 2016)	Miscellaneous	\$467.19		\$3,833.55	R	Balance Owed for Spring Scholastic Book Fair
Staff Requests	\$281.59		9/26/16	Deposit: Coffee Fund	Miscellaneous		\$15.00	\$3,848.55	R	Check for Coffee donation for DMCS was written to PTO. Passed check through our account to DMCS
Site Beautification and Re	\$0.00		9/26/16	Deposit: Spirit Shirt Sales	Miscellaneous		\$1,994.00	\$5,842.55	R	Spirit Shirts - Any Extra money will go to Staff Requests
			9/26/16	Deposit Adjustment: Spirit Shirt Sales			\$3.00	\$5,845.55	R	
			9/26/16	Deposit: Electronic Script Rebate			\$1.46	\$5,847.01	R	
			9/27/16	Deposit: Book Fair (Spring Sales)			\$460.10	\$6,307.11	R	
		1382	9/30/16	EB Fundraising Cookie Dough Sales	Miscellaneous	\$11,189.40		<del>-\$4,882.29</del>		
			9/29/16	Returned Check Shirt Sales	Miscellaneous	\$38.00		<del>-\$4,920.29</del>		Returned Check Insufficient Funds - Spirit Shirt Sales
			9/29/16	Bank Fee: Returned Check (Spirit Shirt Sales)	Business Expenses	\$10.00		<del>-\$4,930.29</del>		Returned Check Fee
			9/30/16	Deposit: Cookie Dough			\$14,523.00	\$9,592.71	R	
			9/30/16	Deposit: Cookie Dough			\$2,973.00	\$12,565.71	R	
		1383	10/10/16	Lara Perfecto	Staff Requests	\$156.00		\$12,409.71		Kidblog Subscriptions (Approved Meeting 9/13/16)

Modify or add new categories to the summary above. When you add entries in the check register for that category, they will be included in the summary.

### Funds requests for the meeting on 9/13/2016

REQUESTOR	Beneficiary	Description	Amount	Proposed Budget Item	Notes
Jezebel Leslie	Students K-5	Hula Hoops - 2 Sets of 12 (Total of 24)	\$ 130.00	Staff Requests	\$105.80 is actual cost but does not include shipping or tax. Approving a Not to Exceed value that allows for
Jamie Myers	All DMCS	Rhythm Magic Assemblies 1 for K-3 and 1 for 4-8	\$ 750.00	Spirit: Kids	
Stephanie Baltz	4th Grade students	Firewood - almond or valley oak and we need. 1/2 cord, delivered and stacked at the Fort, one week prior to our event	\$ 307.59	Academic Enrichment	
Stephanie Baltz	4th Grade students	Blacksmith	\$ 275.00	Academic Enrichment	
Stephanie Baltz	4th Grade students	Food Supply	\$ 250.00	Academic Enrichment	
Stephanie Baltz	4th Grade students	Candles Supply	\$ 60.00	Academic Enrichment	

**Total "Staff Requests"** \$ 130.00  
**Total "Academic Enrichment"** \$ 892.59  
**Total "Spirit: Kids"** \$ 750.00  
  
**total if all requests are approved:** \$ 1,772.59

# **Standing PTO Committees**

## **1. Fundraising Committee – Cassie Horak/Missy Ballance**

- a. Scholastic Book Fair Coordinator – Kimberlee Yandel
- b. Fall Fundraiser Coordinator – Stephanie Switzer
- c. Box Tops/Tyson etc... Coordinator - Tammy Andrews
- d. Escrip/Shop with Scrip Coordinator
- e. Dragonfly Dinner Coordinator/Liaison

## **2. Social/Spirit Committee – Courtney Hennigan/Missy Ballance**

- a. Spirit Wear coordinator– Erin Jefferson
- b. After school activities coordinator
- c. School Uniform Exchange coordinator – Mark Hesling
- d. Spirit Days Coordinator
- e. Teacher Appreciate Coordinator
- f. Monthly Activity Enrichment
- g. Fall Festival Coordinator – Stephanie Switzer
- h. Field Day Coordinator – Kimberlee Yandel

## **3. Academic Enrichment Committee -**

- a. Art Coordinator
- b. Music Coordinator
- c. Science Coordinator
- d. Athletic Coordinator
- e. Library

## **4. Review Committee -**

- a. Financial Audit Committee
- b. Bylaws Committee
- c. Nominating Committee

## **5. Publicity – Ashley Hargrove**

## **6. Volunteer Committee -**

- a. Parent Liaison Coordinator

## **7. Site Beautification Committee - Rebecca Valentino**

- a. Garden Coordinator
- b. Clean Up Coordinator
- c. Recycling Coordinator (Requires added to Bylaws)