



"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, November 8, 2016 @ 6:30pm

I. Adopt Agenda and Additions – meeting begins at 6:35pm

In attendance: Brian Horak, Angele B., Ms. Jamie, Tammy A., Stephanie S., Kristen B., Carlyn J., Rebecca V., Erin J., Courtney, Missy B.

II. Approve Prior Meeting Minutes

Angele motioned to approve tonight's agenda. Rebecca seconded the motion. All were in favor. The meeting agenda passed.

Previous meeting minutes were motioned to be approved. Angele motioned to approve and Stephanie seconded the motion. All were in favor and the agenda was approved.

III. Officer Reports:

- a. President – Brian Horak

Nothing to report at this time.

- b. Co-President – Ms. Jamie

Teachers would like to extend their thanks for the books purchased at the book fair. Spirits were lifted by the chocolates given out at Halloween.

Music Masters assembly was a success. All the kids seemed to enjoy the assembly.

Teacher lunch during conference week was appreciated.

- c. Secretary – Kristen Brand

Nothing to report at this time.

IV. Treasurer's Report – Angele Boudreaux

- a. Financial Report/Budget:

Corrected sales report to be posted on the PTO Business page.

Book Fair – Two deposits for book fair. One was for last week and one was for this week. \$9.30 a day was lost from the monies that PTO supplied for the fair. \$46.98 is unaccounted for in the scholastic PTO budget. Suggestions for how to better the money were made.

V. Old Business

- a. DMCS Sign/Mural

Dave Duncan was called again to set up a time to install the sign. At this time, Dave is too busy to help. Another parent was contacted but didn't readily respond to phone calls.

Steve Neri was suggested by Ms. Jamie as a possible person who can help place the signs.

Kelly Nixon may be able to help as well.

- b. Possible PTO website revamp

Courtney likes the PTO website because it's functional and easy to navigate.

Rebecca commented that it's a low priority.

Ms. Jamie suggested that we throw it out to parents to create a new web site. Brian will craft a statement that Angele will post on the PTO facebook page.

VI. New Business

a. Teacher Requests

No teacher request this month.

Prices went down for hula hoops. Ms. Jezabel was able to get 36 hula hoops which were more than she asked for.

b. Open Committee Chairs

i. Academic Enrichment – Open

ii. Volunteer – Open

Jen Fields posted the current PTO membership names on the PTO Business Group Facebook page.

Courtney suggested that we ask the membership folks if anyone is interested in the academic enrichment chair.

Discussion occurred. It was suggested that this chair be filled by a staff member.

Ms. Jamie may report back as academic chair from ideas, suggestions, or requests she hears at staff meetings.

VII. Chair/Sub-Committee Reports

a. Social/Spirit – Courtney Hennigan/Missy Ballance

i. Scholastic Book Fair – Kimberlee Yandel

Courtney: Mummy candy bars were a success. Staff appreciation lunch was put together and was a success. Soups, salads, and sandwiches were ordered, but there may not have been enough. Soup was a big hit.

Lego night is coming up after the Winter break. School choice week is yellow and read. Other families from the community will be invited to participate in Lego Night.

At Winter Sing it gets really hot in the MPR. Perhaps we could provide fans for parents with important dates.

Discussion about Scholastic Book Fair commenced about some issues with the fair.

b. Site Beautification - Rebecca Valentino

Leadership students are excited about sprucing up DMCS. Rebecca has letters ready to go for hardware supply business like Ace to help spruce up our school.

Brian suggested that we speak with DUSD for paint supplies.

21,000 recycling points were voted on today. Clean Water, Feeding America, and Hefner International are in the running for winning student votes. Students received "I Voted" stickers donated by Solano Registrar.

Still looking for someone to replace Ms. Jenna as the recycling chair. We'd like to have this person be someone on staff.

c. Fundraising – Cassie Horak/Missy Balance

i. Baskin Robbins Thursday November 17th from 6-9 pm.

Discussion commenced that we should reconsider our fundraising with Baskin Robbins.

Discussion about promoting Amazon Smile needs to happen as well. Not much revenue is coming in from Amazon.

\$10 on Etsy for a banner that will promote Amazon Smile.

ii. Papa Murphy's every Tuesday 11:00am to 8:00 pm

iii. Box Tops – Tammy Andrews

Some tops were left over from summer. \$649.80 was submitted to Box Tops. We should be getting a check for \$655.80 as we had \$9.00 left in the account.

We'd like to get the message out about saving box tops

d. Additional Chair Reports

There was \$151.87 was left over from Fall Festival. This money will be put into "staff request" budget. Stephanie moved to transfer the money and Missy seconded. All were in favor.

Meeting adjourned at 7:36pm

VIII. Confirm Next Meeting Date: December 14, 2016 @ 6:30 pm

Meeting Agurned

Sales Report

Book Fair Dates Monday 10/31 - Friday 11/4
 Prepared By Angele Boudreaux
 School Name DMCS
 Address _____
 City _____ State _____ Zip _____
 E-mail _____

	Checks	Currency	Coin	Deposit Total	Credit Cards*	Daily Total
DAY 1						
Deposit made by:						
Monday 10/31	21 50	31 16			325 74	378 40
DAY 2						
Deposit made by:						
Tuesday 11/1	229 31	212 28			1056 70	1498 29
DAY 3						
Deposit made by:						
Wednesday 11/2	0 00	284 88			575 01	859 89
DAY 4						
Deposit made by:						
Thursday 11/3	71 99	244 05			548 35	864 39
DAY 5						
Deposit made by:						
Friday 11/4	76 32	281 03			801 83	1159 18
DAY 6						
Deposit made by:						
Total Receipts	399 12	1053 40			3307 63	4760 15
<small>Total the figures based on this report and transfer the dollar amount to the financial form. *Remit final payment to Scholastic Book Fairs.</small>						
Subtract applicable Sales Tax						(-)
Total Book Fair Sales						

Chairperson's Signature _____

1384	10/11/16	Bob's Bouncehouse Bungalows	Fall Festival	\$500.00	\$11,999.68	Bounce Houses for Fall Festival
1385	10/18/16	Stefanie Switzer	Fall Festival	\$348.13	\$11,651.55	Fall Festival Expenses
1386	10/18/16	Tammy Andrews		\$89.97	\$11,561.58	Replacement for Lost Check #1374
1387	10/27/16	Rhythm Magic Assembly	Spirit: Kids	\$750.00	\$10,811.58	
1388	10/31/16	Ink Monkey	Staff Requests	\$271.47	\$10,540.11	
1389	10/31/16	CASH		\$98.00	\$10,442.11	Change for Book Fair
	11/3/16	Book Fair Deposit #1		\$742.13	\$11,184.24	
1390	11/4/16	Jezabel Leslie	Staff Requests	\$130.00	\$10,312.11	Hula Hoops. Approved by PTO 10/11/16
	11/8/16	Baskin Robbins Ice Cream Fundraiser (October)		\$88.31	\$10,400.42	
	11/8/16	Book Fair Deposit #2		\$710.39	\$11,110.81	
1391	11/8/16	Scholastic Book Fair		\$1,452.52	\$9,658.29	
					\$9,658.29	
					\$9,643.29	

\$ **9,709.31**

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	\$ 151.87	\$ 848.13
(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	\$ 334.57	\$ 56.98
2%	Scholarships	\$ 195.77	\$ 195.77	
20%	Spirit: Kids (Assemblies, Family Nights,	\$ 1,957.74	\$ 1,207.74	\$ 750.00
10%	Spirit: Staff Appreciation	\$ 978.87	\$ 978.87	
20%	Staff Requests	\$ 2,046.05	\$ 1,414.01	\$ 632.04
18%	Carry Over for 2016-2017	\$ 1,761.97	\$ 1,761.97	
	Site Beautification and Recycling **	\$ 621.00	\$ 621.00	
100%		\$ 12,498.02	\$ 10,183.44	\$ 2,314.58

Misc Expenses
Book Fair (Spri
Spirit Shirts

** Earmarked money earned directly from Recycling

Debits (Marked as Spent in Budget)		Credits	
\$ 500.00	Bob's Bouncehouse Bungalows	\$ 742.13	Deposit Book Fair 1
\$ 348.13	Stefanie Switzer (Fall Festival)	\$ 710.39	Deposit Book Fair 2
\$ 750.00	Rhythm Music Assembly	\$ 88.31	Deposit: Baskin Robbins October
\$ 271.47	Ink Monkey	\$ 51.02	CASH: Book Fair Change
\$ 98.00	CASH: Book Fair Change		
\$ 130.00	Jezabel Leslie (Hula Hoops)		
\$ 1,452.52	Scholastic Book Fair		