



“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, February 7, 2017 @ 6:30pm

In attendance: Brian Horak, Angele Boudreaux, Mark Stevenson, Rebecca Valentino, Jamie Myers, Amanda Dannenberg, Jenn Fields, Courtney Hennigan

Meeting Called to Order: 6:34 p.m.

I. Adopt Agenda and Additions

Angele Boudreaux moved to adopt the Meeting Agenda with the addition of the Book Fair Update. Rebecca Valentino seconded the motion. All approved.

II. Approve Prior Meeting Minutes

Courtney Hennigan moved to approve the Meeting Minutes from the February PTO Meeting. Angele Boudreaux seconded the motion. All approved.

III. Officer Reports:

a. President – Brian Horak

Brian attended the DMCS Board Meeting and reported that the board is working to set school-wide priorities. There is a lot of discussion about the middle school and its needs for the future. There will be a special meeting called for the DMCS Board, scheduled for February 22nd to discuss how the board members rank these priorities.

b. Co-President – Ms. Jamie

Ms. Jamie reported that the staff seem to be generally happy and appreciate the efforts of the PTO. She has reported back to the staff that there is still some staff money available through PTO if there are pending or future needs of the staff.

c. Secretary – Kristen Brand

Kristen was unable to attend this meeting. No secretary report for this meeting. Courtney Hennigan will be taking the minutes.

IV. Treasurer’s Report – Angele Boudreaux

- a. **Financial Report/Budget:** Angele has been working on filing necessary paperwork on behalf of the organization. There has been some challenges related to our Articles of Incorporation and Statement of Information for our Non-profit status. If our paperwork is not kept current, it may be that the State of California purges old files and documentation. Angele had to purchase certified copies of documents in the amount of \$17, which is the only expense for the month. In an attempt to make this process easier for future treasurers, Angele recommends the PTO purchase a lock box or document storage container for certified documents. And perhaps the use of scanned documents and a file-sharing option such as Google Docs as a back-up version of important PTO documents should be considered. Angele also reported that she put in a bid for a fireworks booth. She discussed with Ms. Joanne if the school was submitting a separate bid so as not to have any conflicts in the coming fireworks sale event.

V. Old Business

a. DMCS Sign/Mural

Brian is still waiting on a reply from the DUSD about installation of the sign. The PTO discussed other options and ideas for how to press forward with our request to install the sign. John Calise is the main contact at DUSD. PTO member recommended contacting Cicely Bernhardt for an update, or visiting the office in-person. Another idea is to schedule an installation date and notify the district that we'd like to move forward and have a date attached to the request. Brian will ask Ms. Joanne if this is how she would like us to proceed.

VI. New Business

a. Teacher Requests

Ms. Perfecto (Grades 2/3) would like to schedule an interactive presentation for four classrooms at the 2/3 grade level to invite NorCal Bats to DMCS for the price of \$210. Courtney Hennigan motioned to approve the \$210 for NorCal Bats paid from the Staff Requests budget line item. Rebecca seconded the motion. All approved. Angele mentioned that the PTO should inform teachers who are approved for funds to send a few photos to PTO so we can post/brag about our contributions to the school on social media.

There were no further pending staff requests but the PTO discussed current needs we may be able to support financially.

Rebecca Valentino and Angele Boudreaux reported that Ms. Lushawn is in need of curtains in the MPR to replace the damaged curtains. Currently there is a piece of cardboard being used to block the sunlight so that Ms. Lushawn can read the computer screen while working the lunch table. Rebecca will look into specs and costs associated with replacing the curtains with the same or a new option (blinds, shades, etc.).

Discussion ensued about ongoing projects which are approved, paid-for and items purchased which come to a halt due to installation limitations. The PTO has a need for trained help for installation of items. We have mirrors and other items which have been purchased, but need installation.

Ms. Jamie reported on behalf of Ms. Mauro (Grades 4/5) who has scheduled a presentation by the Crocker Art Museum. Ms. Mauro has asked for parent contribution but was short in the amount of (roughly) \$100. Ms. Jamie motioned for PTO to pay for up to \$100 for Ms. Mauro's Crocker Art Museum presentation using the Staff Requests budget line item. Rebecca seconded the motion. All approved.

There was a general conversation about the need for DMCS to consider a single fundraising effort. Currently the school seems to have various independent fundraising efforts connected to events or programs. Our fundraising efforts appear to be operating in silos. The general consensus is such that PTO should head-up the fundraising efforts and help better-manage the funding assigned to each cause, event or program.

VII. Chair/Sub-Committee Reports

- a. **Social/Spirit** – Courtney Hennigan/Missy Ballance
 - i. Courtney Hennigan reported that Lego Night was a success. There was a good turn-out and the event ran smoothly. There will be no end-of-the-year assembly hosted by the Spirit Committee per Ms. Joanne’s recommendation. The way the dates fall at the end of the year, there isn’t a day/time which would allow for an end of the year assembly. PTO discussed ideas which may be options instead of an end-of-the-year assembly. Ideas included an Ice-Cream Social, Family Movie Night in the MPR, Game Night (board games). Courtney will discuss options with Missy and connect with Ms. Joanne for possible dates. There are many events scheduled for the remainder of the school year, so this may not be an option at all. Spirit Committee plans to put together some sort of teacher appreciation for the first week of May (Teacher Appreciation Week).
 - ii. Field Day – (Stephanie Switzer) Stephanie was not present but she has been in touch with the PTO and there are plans being made for field day. She is also working with PTO and Home Depot to see that they get the paperwork/letter they require for participation in our Field Day and Fall Festival.
- b. **April Elections** – Angele Boudreaux

Angele reminded the membership that in April we will be holding PTO Officer elections for the next academic year. We should start getting the word out and be prepared to discuss the election at our next meeting in March.
- c. **Book Fair** – Ashley Hargrove

Angele reported on behalf of Ashley who was not present. The only available week in the current schedule for a Book Fair is May 22-26th. This is the only week which doesn’t already have a conflict or event scheduled. The alternative for the Book Fair would be to hold it during the Spring Sing event and have a one-day Book Fair Sale like we did last year. PTO discussed the pros and cons of each. PTO seemed to prefer the Spring Sing option with plenty of advanced notice to recruit volunteers to work the event.
- d. **Fundraising** – Cassie Horak/Missy Balance

General update reported by Brian Horack (Cassie and Missy not present). Cassie is looking into Banners to be displayed on the school for various fundraising events. Particularly Papa Murphy’s who has been very supportive and helpful should be promoted by all. Other general reminders of ongoing fundraisers:

 - i. Baskin Robbins February 23, 6 – 9 pm.
 - ii. Papa Murphy’s every Tuesday 11:00 am to 8:00 pm
 - iii. Box Tops – Tammy Andrews (not present)

Boxtops are due on February 10th.

- e. **Site Beautification** - Rebecca Valentino

Much of Rebecca’s update was discussed earlier in the meeting in regard to projects which cannot be completed due to installation delays, or finding necessary help to see that items are installed. Jenna is still working with the recycling program and is phasing out the recycling of juice pouches.

Confirm Next Meeting Date: March 14, 2017 @ 6:30 pm

Meeting Adjourned: 7:28