



"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, March 14, 2017 @ 6:30pm

In attendance: Missy B., Angele B., Brian H., Tammy A., Courtney H.
Kristen B., Jennifer F.

Adopt Agenda and Additions

The agenda was approved/adopted by Missy and seconded by Angele. All present were in favor. Tonight's agenda was adopted.

I. Approve Prior Meeting Minutes

The minutes from last month's meeting were motioned by Missy and seconded by Tammy. All present were in favor. The meeting minutes were approved.

II. Officer Reports:

- a. President – Brian Horak: Three new board members were sworn in to the DMCS school board.
- b. Co-President – Ms. Jamie: Not in attendance.
- c. Secretary – Kristen Brand: Nothing to report.

III. Treasurer's Report – Angele Boudreaux

- a. Financial Report/Budget: Attorney General was sent our request to be a non-profit. Still waiting to hear back.

IV. Old Business

- a. DMCS Sign/Mural: Two emails sent to DUSD to get permission to hang sign. Mr. Stevenson says that if we give him a work order, work can begin quickly. Tammy or someone from the office of DMCS needs to generate the work order. Once this is filled out, the sign can be hung. Brian will send an email to Joanne to get the work order started.

V. New Business

- a. Teacher Requests:
Mrs. Hefner would like PE equipment for snack recess and/or fun Friday. She is requesting balls and jump ropes.
Missy motioned to approve Ms. Hefner's request for P.E. supplies. Courtney seconded the motion. All were in favor. The request was submitted.

Mrs. Perfecto is asking for money for pizza and drinks as a reward for those students who complete the Math/Denomination event.

Missy moved to approve \$200.00 for a pizza celebration. Tammy seconded the motion. All were in favor.

- b. Officer Elections
 - i. Nomination Form: Angele made changes to the PTO nomination form. The date was changed and moved to the top of the page.
- c. New PTO Chair: It is imperative that we recruit and train a new cookie dough lead.
- d. New addendum needed – We need to review and amend the bylaws for DMCS PTO. Bylaws will be reviewed and edited. Missy has volunteered to post to the DMCS PTO Facebook page. Missy will take the lead with making changes with PTO members commenting on Facebook for further revisions.

VI. Chair/Sub-Committee Reports

- a. **Social/Spirit** – Courtney Hennigan/Missy Ballance : Mary's Pizza was purchased for teachers during conference week as a way to say "thank you". Teachers LOVED the lunch. Teacher appreciation is coming up, and we'd like to again show our appreciation to our teachers.
Some Ideas: Tchotchke, key chain, mug, gift card
- b. **Field Day** – Stefanie Switzer volunteers will get credit for next year's hours on their passport.
- c. **Book Fair** – Ashley : Moved to a one day event during Spring Sing – May 4th.
- d. **Fundraising** – Cassie Horak/Missy Balance
 - i. Baskin Robbins: Owner's on vacation, so Cassie will check with the owner about our new fundraiser day when she returns.
 - ii. Papa Murphy's every Tuesday 11:00 am to 8:00 pm:
 - iii. Box Tops – Tammy Andrews: We're very close to the \$1000 goal for box tops. Ms. Robin's class won and have asked for a pizza party. Tammy would like to get a sign to promote Box Top competition.
- e. **Site Beautification** - Rebecca Valentino: No report

f. Additional Chair Reports

VII. Confirm Next Meeting Date: April 11, 2017 @ 6:30 pm

Meeting adjourned at 7:35.

March budget for 2016-2017 School Year

\$

10,051.97

Percentage	Budget Item	Budget Amounts	Available	Spent
13%	Academic Enrichment	\$ 1,272.53	\$ 872.53	\$ 400.00
6%	Emergency Funds	\$ 587.32	\$ 587.32	\$ -
(Set Value)	Fall Festival	\$ 848.13	\$ -	\$ 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	\$ 244.83	\$ 146.72
2%	Scholarships	\$ 195.77	\$ 195.77	\$ -
20%	Spirit: Kids (Assemblies, Family Nights,)	\$ 1,957.74	\$ 993.95	\$ 963.79
10%	Spirit: Staff Appreciation	\$ 978.87	\$ 522.22	\$ 456.65
20%	Staff Requests	\$ 2,557.04	\$ 1,874.49	\$ 682.55
18%	Carry Over for 2016-2017	\$ 2,482.07	\$ 2,482.07	\$ -
	Site Beautification and Recycling **	\$ 621.00	\$ 621.00	\$ -
100%			\$ 10,051.97	\$ 3,525.27

** Earmarked money earned directly from Recycling

Deposits

Staff Requests: Baskin Robbins (Jan/Fe	\$	151.68
Amazon.com	\$	25.74
	\$	177.42

Checks

1400 NorCal Bats	\$	210.00
1401 Kristen Mauro (Crocker Art Lesson)	\$	100.00
1402 USPS (CA State AG Registration Mail)	\$	6.95
1403 Mary's Pizza (Staff Appreciation Lunch)	\$	300.78
1404 Missy Ballance (Staff Appreciation Lunc	\$	35.94
	\$	653.67

Adjustment

Business Expense for CA Secretary of State previously recorded as \$35.00 should have been \$30 thus added \$5 back into Business Expenses category to account for incorrect record.

Parent Teacher Organization 2017/2018 Executive Leader Nomination Form

Now is the time for PTO elections! We are seeking candidates for all three of the PTO executive board member positions for the 2017/2018 school year. Your participation and leadership is what keeps the PTO vibrant and fresh! Take a leadership role and help direct the PTO accomplish our goal of enhancing our students' educational environment.

We are actively seeking nominees to volunteers for the PTO Chair, Secretary and Treasurer positions. You are qualified for this position if you share a desire to be actively involved with planning and providing for student projects, programs and activities that contribute to a well- rounded education and welfare of all students.

With the support of awesome PTO members, each position is manageable in terms of time and effort. Come to the PTO meeting on Tuesday, April 11th to talk to current Executive board members about their position and to turn in your nomination form!

Please submit nominations forms for an Executive PTO position by Monday, April 10th. Voting will take place at the Tuesday, April 11th meeting.

As much as the officers and committee members love what they do for DMCS, we need to teach others how to do these jobs. It would be a disservice to keep some of these positions until our own children leave and then have no one trained to take our place.

Please place completed nomination forms in the PTO mailbox located in the main office behind the door or email them to ptochair@dixonmontessori.org.

To view the list of PTO Chairs and position descriptions, please visit <http://dmcs.info/contacts/>

Nominees will be presented at the PTO meeting on April 11th for voting and formal approval.

Nominee's Information:

Date submitted:

Name:

Phone number/email:

What position(s) are you interested in?

Nominator's Information (if different than Nominee)

Name:

Phone number/email:

If you are nominating someone else, is the nominee aware you are nominating him/her?

Yes No (must be checked)

Questions? Contact Brian Horak at ptochair@dixonmontessori.org.