



“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, October 10, 2017 @ 6:30pm

In attendance: Erin Jefferson, Stefanie Switzer, Michelle Salow, Jenn Fields, Brian Horak, Charlie Baumbach, Jennifer Baumbach, Patricia Guizar, Jamie Myers, Carlyn Jaeger Sliben, Lexie and Ryan Padilla, Jennifer Collins, Joann Pereira, Rebecca Valentino, Rhonda Cano, Shaina Waller, Jenni Morris, Amanda Dannenberg, Robin Duncan, Angele Boudreaux

Meeting began at 6:36 pm

Adopt Agenda and Additions

The agenda was approved / adopted by Brian Horak and seconded by Charlie Baumbach. All present were in favor. Tonight's agenda was adopted.

I. Officer Reports:

- a. **President – Erin Jefferson** – Brian Horak attended the last school board meeting, which focused on insurance. Ms. Joann encourages all parents to attend the school board meetings, the next one is 10/24 @ 7pm. She appreciates the high attendance at the PTO meeting.
- b. **Co-President – Robin Duncan** – no updates
- c. **Secretary – Michelle Salow** – no updates

II. Treasurer's Report – Angele Boudreaux

- a. **Financial Report/Budget:** We made \$616.04 income from Spirit Shirts since the order count was higher than our initial projection. This has been added to the Academic Enrichment budget line item. New income from cookie dough orders (\$10,349.20) has been allocated by percentage to all budget items. There is a potential additional \$58.00 + \$546.00 due to returned checks and fees.

III. New Business

- a. **EB Fundraising:** An order of cheesecakes went bad; reimbursement of \$61.20 was requested.

Rebecca Valentino motioned to approve said request. Stefanie Switzer seconded the motion. All were in favor. The request was submitted under business expenses.

b. Teacher Requests:

Ms. Jamie – 30 ukuleles for the 5th grade music classes. She has compared prices on several outlets and would like to purchase through Watermelon Music. The school has agreed to pay 50% if the PTO will match. The PTO's portion would be \$1,130.10.

Jenn Fields motioned to approve said request. Brian Horak seconded the motion. All were in favor. The request was submitted to be paid from Academic Enrichment.

Ms. Perfecto – subscription to the global read aloud program, \$44.00

Charlie motioned to approve said request. Rebecca seconded the motion. All were in favor. The request was submitted to be paid from Academic Enrichment.

IV. Chair/Sub-Committee Reports

a. **Academic Enrichment** – Jennifer Collins – no update

b. **Fall Festival** – Stefanie Switzer – we still need a lot of volunteers for games. To be held in the MPC and parking lot area. We are down on teacher participation this year. There is a concern about air quality; a decision will be made on Friday if changes are necessary.

c. **Book Fair** – Ashley Hargrove (not present) – update from Angele and Rhonda, there are still a lot of volunteer time slots available. The book fair is held during conference week in the MPC. Teachers will turn in their wish lists on Monday; we will use scholastic dollars to help fulfill items that parents have not. Classroom volunteer participation promos are still TBD.

d. **Fundraising** – Brian Horak for Cassie Horak

i. **Baskin Robbins** – date pending, possibly late October. Will be posted on Facebook once finalized

ii. **Cookie Dough Chair** – Brian Horak – items were distributed on 9/29 and 10/3, income from sales has been added to the budget

iii. **Papa Murphy's (monthly)** - first Monday of each month. Low participation this month. Request to purchase a vinyl sign to hang in the drop-off area of the parking lot; to be paid from business expenses, not to exceed \$60. Rebecca motioned to approve said request. Shaina seconded the motion. All were in favor.

iv. **Box Tops** – Tammy Andrews (not present) – Ms. Perfecto's class won the contest, we will provide money toward a party of their choice (food, crafts, etc.)

v. **Firehouse Bistro** - dine and donate event, more information to follow.

- e. **Site Beautification** – Jennifer Baumbach, Charlie and Pat – ordered 3 more green waste bins to rake up leaves and clean up garden, painted lines out front, donations received from Ace, Walmart and Tractor Supply. Teacher survey feedback is they would like name plaques outside of their classrooms. Committee is reviewing options to fulfill this request.
- f. **Review Committee** – Rebecca Valentino – will review bylaws in mid-January
- g. **Spirit/Social** – Jennifer Felix
 - Shaina Waller – staff appreciation lunch is the Weds. of conference week. Last year Mary's pizza and pasta was a hit, recommended for this year. Student and Teacher of the Month – check with Mr. Ernest for approval and assistance. Possibly use Kickboard to gage Student of the Month. Suggestion: voting booth in front of MPR during drop-off or thank you pennants for Teachers.
 - Rhonda Cano
 - Patricia Guizar
 - Spirit Wear – Erin Jefferson – spirit wear order came in and has been delivered.

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

Meeting adjourned at 7:47 pm.

Spirit Shirts

	Credit	Debit
Deposit	\$ 4,293.00	
Returned Checks + Fees		\$ 58.00
Ink Monkey		\$ 3,618.96

Total Spirit Shirts	\$	616.04
Deposits to Staff Requests		

Cookie Dough

	Credit	Debit
Deposits	\$ 27,583.00	
Returned Checks + Fees		\$ 546.00
EB Fundraising		\$ 16,687.80

Total Cookie Dough	\$	10,349.20
Deposits Across All Budget		

Percentage	Budget Item	Previous Budget A	New Income	Total
13%	Academic Enrichment (1345.40 + 616.04)	\$ 730.84	\$ 1,961.44	\$ 2,692.28
6%	Emergency Funds	\$ 337.31	\$ 620.95	\$ 958.26
(Set Value)	Fall Festival	\$ 1,000.00	\$ -	\$ 1,000.00
(Set Value)	Field Day	\$ 1,000.00	\$ -	\$ 1,000.00
5%	Garden	\$ 281.09	\$ 517.46	\$ 798.55
2%	Miscellaneous	\$ 112.44	\$ 206.98	\$ 319.42
4%	Business Expenses and prizes	\$ 224.87	\$ 413.97	\$ 638.84
2%	Scholarships	\$ 112.44	\$ 206.98	\$ 319.42
20%	Spirit: Kids (Assemblies, Family Nights, etc.)	\$ 1,124.37	\$ 2,069.84	\$ 3,194.21
10%	Spirit: Staff Appreciation	\$ 562.18	\$ 1,034.92	\$ 1,597.10
20%	Staff Requests	\$ 1,158.98	\$ 2,069.84	\$ 3,228.82
18%	Carry Over for 2016-2017	\$ 1,011.93	\$ 1,862.86	\$ 2,874.79
	Site Beautification and Recycling **	\$ 621.00	\$ -	\$ 621.00
100%		\$ 8,277.45	\$ 10,965.24	\$ 19,242.69

** Note: Added \$34.61 to Staff Requests from Amazon.com Deposit in August

COOKIE DOUGH (All Budget Items)	\$	10,349.20
Spirit Shirts (Staff Requests)	\$	616.04
	\$	10,965.24

October Budget for 2017-2018 School Year

July 1, 2017 - June 30, 2018

\$ 18,503.93

Percentage	Budget Item	Budget Amounts	Spent	Available
13%	Academic Enrichment	\$ 2,692.28	\$ 657.11	\$ 2,035.17
6%	Emergency Funds	\$ 958.26	\$ -	\$ 958.26
(Set Value)	Fall Festival	\$ 1,000.00	\$ -	\$ 1,000.00
(Set Value)	Field Day	\$ 1,000.00	\$ -	\$ 1,000.00
5%	Garden	\$ 798.55	\$ -	\$ 798.55
2%	Miscellaneous	\$ 319.42	\$ -	\$ 319.42
4%	Business Expenses and prizes	\$ 638.84	\$ 81.65	\$ 557.19
2%	Scholarships	\$ 319.42	\$ -	\$ 319.42
20%	Spirit: Kids (Assemblies, Family Nights, etc.)	\$ 3,194.21	\$ -	\$ 3,194.21
10%	Spirit: Staff Appreciation	\$ 1,597.10	\$ -	\$ 1,597.10
20%	Staff Requests	\$ 3,228.82	\$ -	\$ 3,228.82
18%	Carry Over for 2016-2017	\$ 2,874.79	\$ -	\$ 2,874.79
	Site Beautification and Recycling **	\$ 621.00	\$ -	\$ 621.00
100%			\$ 738.76	\$ 18,503.93

19,242.69

** Earmarked money earned directly from Recycling

Deposits (July / August)

Spirit Shirts (See Details) \$ 4,293.00
 Cookie Dough (All) \$ 27,583.00

Total \$ 31,876.00

Checks - September

1424 Autumn Ernest \$ 445.20 Whoo's Reading Subscription
 1425 EB Fundraising \$ 16,270.20 Cookie Dough Invoice #1
 1426 Ink Monkey \$ 3,618.96 Spirit Shirt Invoice
 1427 EB Fundraising \$ 417.60 Cookie Dough Invoice #2

Total \$ 20,751.96

Fees

Returned Checks + Fees \$ 604.00 7 Checks Returned + Fees

Total \$ 604.00

Pending Receipt Submission (Total Included above but may vary after final receipts received)

April Kemp 211.91