



“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, August 27, 2019 Called to order at 6:41 pm

In Attendance: Jezabel Corona, Amanda Dannenberg, Jennifer Collins, Stefanie Switzer, Courtney Hennigan, Jorjet Potier, Miranda Castillo, Lexie Padilla, Allison Hietbrink, Charlie Baumbach, Erika Alatorre, Susan Van Tuyl, Christina Peacock, Tabitha Holman, Shaina Waller, Jen Baumbach, Angela Miller, Patricia Guizar, Elba Contreras, Nayely Salcedp, Tammy Andrews, Michelle Salow, and Angele Boudreaux.

❑ Approve and Adopt June/July meeting minutes

Shaina Waller motioned to approve the June/July Minutes. Christina Peacock seconded. All in favor.

❑ Adopt Agenda and Additions

Stefanie Switzer motioned to approve the agenda with the addition of “lost & found in other business”

Jennifer Collins seconded. All in favor.

❑ Officer Reports:

❑ **President – Michelle Salow** – Currently 442 students enrolled. Enrollment ends 9/3. Waitlist for almost all grades. So far this year volunteers are stepping up where needed, off to a good start.

❑ DMCS Board Meeting Recap: Board recap can be found on facebook page. There is an open board position. DMCS adopted a new reading program this year, AR Reading. There are 4 new staff members this year to DMCS.

❑ **Co-President – Ms. Angie** Many teachers still need PTO reps. This is something new this year and will help bring new faces to the PTO meetings but also help relay information back to the teachers. The idea is for parents not already involved to step up and be a teacher rep, not already active PTO parents.

❑ **Vice President – Shaina Waller** – No updates

❑ **ELAC President – Pati Guizar**, recap of the 8/14/19 meeting Next ELAC meeting is 9/4 at 6:30 pm in room 15. Members were reminded of the importance of attendance and being on time. If a student will be out more than 3 days, independent study may be an option. A form can be filled out in the office

❑ ELAC Vice President – Margarita Lupercio

❑ **Secretary – vacant**

❑ Treasurer’s Report

Jorjet Potier – present final budget as of June 30th & starting budget for new school year. Review overall spending in budget categories for 2018-19. Introduce new treasurer, Tammy Andrews. Introduce new budget based on same categories and percentages.

❑ **Approval of Budget** – Discussion regarding spirit and whether or not PTO would be able to sponsor school-wide assemblies. Before making changes to the budget we would speak to Mrs. A regarding holding

assemblies this year for the kids. ELAC will not be its own line item as they are under the PTO non-profit number. Angele Boudreaux motioned to approve the budget as is. Erika Alatorre seconded. All in favor.

- ❑ **Request to donate the amount in excess of \$10,000 to the school to be split among teachers.** – \$1625.66 was in addition to the \$10,000. In the bank for the start of the new school year. Tammy Andrews motioned to donate to the school to cover additional teacher room startups. Angele Boudreaux seconded. All in favor.
- ❑ **Fund Reimbursement / Teacher Requests –**
 - ❑ **Ms. Perfecto & 2nd / 3rd team - \$99.00 for annual BrainPop access** – Jennifer Collins motioned to approve out of academic enrichment line item. Angele Boudreaux seconded. All in favor.
 - ❑ **Misc.** – Lock that was accidentally charged to PTO account at ACE Hardware by Mr. Ernest in the amount of \$13.95. Jorjet Potier motioned to approve the expense out of the miscellaneous budget line. Jezabel Corona seconded. All in favor.
 - ❑ **Ms. Stanley Electric Pencil Sharpener** – Amanda Dannenberg motioned to approve the electric pencil sharpener out of the academic enrichment budget not to exceed \$40. Angele Boudreaux seconded. All in favor.

❑ **New Business**

- ❑ **WOW Wednesdays will resume 9/4. Volunteer to oversee this? Pick-up & drop-off scooters/helmets/ charms.** – **Carlyn & Shaina** – CarylN has the scooters and helmets. Volunteers are needed each Wednesday to help. Also need a point of contact for Safe Routes to School for charms and to send pictures. Christina Peacock volunteered to help in this area until a permanent liaison was found.
- ❑ **Officer and Chair Elections.**
 - ❑ **Secretary** - Miranda Castillo expressed interest in the position. Stefanie Switzer motioned to vote Miranda Castillo as Secretary. Erika Alatorre seconded. All in favor. Miranda Castillo will be 2019-2020 PTO secretary.
 - ❑ **Fundraising Chair** - Still vacant at this point
 - ❑ **Any interest in co-chair of a committee? Bylaws recommend 2-3 individuals per committee**
- ❑ **Discuss moving Coffee with the PTO & ELAC to a Friday instead of Wednesday – proposal to purchase \$5/ dozen donuts (x2) from Safeway. Discuss cost-effective coffee options. Starbucks to-go is \$16.95 each. Dutch Bros joe-to-go is \$22 each.** – Coffee with PTO & ELAC will move to Friday instead as proposed.

❑ **Chair/Sub-Committee Reports**

- ❑ **Fundraising, vacant**
 - ❑ **Box Tops - Tammy Andrews** – Box tops now have an electronic app. Need to communicate to the school. We will continue to accept the physical box tops that are found as well.
 - ❑ **Spirit Wear – order forms and money due 8/30. Shirts will be delivered the week of 9/23. In September, we will review and provide feedback to the PTO on our trial of the bulk order/ available now shirts.** – This will be the only order
 - ❑ **Cookie Dough – packets were distributed to students by 8/23, due 9/9. Available for pick-up 9/26. We will need volunteers on 9/26. All cookie dough *must be picked up*, we are not able to store orders.** – Help will be needed on 9/26 to distribute the cookie dough. A sign up genius will go out to fill spots.
 - ❑ **The “opt-out” fundraiser forms are also due 9/9.**

- ❑ **Baskin Robbins family ice cream night – 8/28, 9/25, 10/23, 11/20 from 6-9pm** DMCS gets 20% of sales mentioning DMCS
 - ❑ **We will plan January – May dates later in the Fall.**
 - ❑ **La Cocina “Taco Tuesday” held on 9/17 from 5-8pm**
 - ❑ **They are open to partnering with us for other fundraisers this school year.** -After this fundraiser we can look at scheduling another for possibly the spring
 - ❑ **Kona Ice – date tbd, same day that we host the cross country meet 2:30-4:30**
 - ❑ **Cenario’s Pizza held on 10/16 from 6-9pm**
 - ❑ **We will plan a second fundraiser for spring, possibly in March.**
 - ❑ **Academic Enrichment. Jorjet Potier** No updates at this point. Angele Boudreaux suggested donating \$1000.00 scholastic bucks to Mrs. Hagenian to build the “AR” approved reading library at the school. No one was opposed.
 - ❑ **Volunteer. Christina Peacock** – Explain “Caught Volunteering” & additional volunteer incentives (parking spot, row at Winter/Spring Sing) – PTO will host drawings at different events where people volunteering can be entered to win little gift cards as a thank you for stepping up. New this year for parents that exceed the 20 hours of volunteer time a special raffle. For each additional 10 hours a family does over the 20 hours, they will be entered into a drawing for upgraded seat at spring/winter sing or a special parking place. Logistics still being worked out.
 - ❑ **Fall Festival. Stefanie Switzer** – scheduled 11/16 Will need a co-lead this year as Stefanie will be out of town for the event. This year my be more of a family/pilgrim theme. Ideas are welcomed.
 - ❑ **Site Beautification. Charlie Baumbach** – If anyone has ideas for painting projects send those to Charlie. Ms. Jenna is planning on bringing more information and education to the students this year regarding recycling and sustainability. Also a deposit for \$739.68 will be made from recycling.
 - ❑ **Garden. Alli Hietbrink** – Is looking at a project to upgrade the garden by adding paths and gravel.
 - ❑ **Review Committee. Jen Collins** – Will be reviewing bylaws after the 1st of the year. Anyone interested in joining the committee to help is welcome. More to come.
 - ❑ **Scholastic Book Fair/Fall: Ashley Hargrove** – November 4-8 during parent conferences
 - ❑ **Spirit/Social. Elba Contreras**
 - ❑ **Uniform exchange** – dates? Volunteers needed? For September uniform exchange will be 9/6 and 9/20. Before and after school. A sign up genius will come out for volunteers.
 - ❑ **Encourage each teacher have a Room Parent** – Many teachers still need PTO reps. This is something new this year and will help bring new faces to the PTO meetings but also help relay information back to the teachers. The idea is for parents not already involved to step up and be a teacher rep, not already active PTO parents.
 - ❑ **Family Game Night – 9/19 at 6:30pm** – Communication will go out to encourage families to also bring their own favorite games to share. So far there will be connect 4, cornhole, snacks, water and lemondade.
 - ❑ **Movie Night – 10/17 from 6-8pm** – More to come
 - ❑ **Technology** – Website will be updated. Angele will work on finishing the emails for chair positions.
 - ❑ **Other Business** – discuss optional dates for the September, November and December meetings
 - ❑ **Halloween activity suggestion** – Christina Peacock Possibly trunk or treat. Christina will check with Mr. Ernest/Mrs. A before moving forward planning something.
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Lost & Found – Courtney Hennigan presented different ideas for a moveable lost and found storage. Dave could make it based on what was approved. Christina Peacock motioned for a cap of \$150.00 out of site beautification to be allotted to building a moveable lost and found “closet”. Jezabel Corona seconded. All in favor.

Meeting adjourned at 8:22 pm.

Next ELAC meeting to be held September 4, 2019 at 6:30pm in Rm. 15

Next PTO meeting to be held on September 18, 2019 at 6:45pm in the MPR
