



PTO Board Meeting Minutes

Date: October 17th, 2013

Call to Order: An Executive Board Meeting of the Kyrene de los Cerritos PTO was held on October 17th, 2013 at 10:03 am. The meeting convened at Cerritos Elementary with President Laura Wallis presiding. A quorum was present.

Members in Attendance: The following PTO Board members were present: Jenn Bhagat, Heidi Grant, Janie Miller, Angie Parnell, Laura Wallis, Kari Watson, Darcy Dicosmo; Event Chairs: Deanna Shah; Class Representatives: Leslie Swanson, Marisol Carrizoza, Christine McFerren, Shefali Bhimani, and JaNae Barrow.

Minutes: Minutes of September 12th, 2013 meeting were reviewed.

- ❖ **Motion:** Heidi Grant moved and it was seconded to approve the Executive Board meeting minutes from September 12th, 2013. Motion carried by a majority vote.

Janet Mooneyham's Presentation: "Taste of Kyrene" Fundraiser for the Kyrene Foundation: Video presentation was held, which we will link from www.KyreneFoundation.org to the Cerritos PTO website. There is a silent auction that will be held on February 28th, 2014 at The Foothills Golf Club. Janet Mooneyham requested that Cerritos donate a \$200 to \$300 gift for the Kyrene Foundation's silent auction. See attached flyer for silent auction details.

- ❖ **Motion:** Angie Parnell moved and it was seconded to spend \$226.00 that we received from the Kyrene Foundation for selling tickets last year and it for use for a basket for this year's silent auction. Motion carried by a majority vote.

Officer's Reports

President: Laura Wallis

- IRS Update: Accountant continues to work on the filing of back taxes. He reported that they will be filed by October 30th, 2013.
- Bylaw Committee: Bylaws were written over many years by many other Boards. As a result, we needed to fix and update the Bylaw formatting, as well as, add or change information (i.e., moving our fiscal year, identifying our Board's length of term, showing intent to fix our Bylaws for IRS purposes, etc.). In addition, we also needed to make sure that the Bylaws were in compliance with Robert's Rules of Order. The Board is looking

for a 3 person committee (three PTO classroom reps and/ or other PTO members) to review the recommended changes within the current Bylaws and make sure that these changes make sense. At the November General Board meeting, we will then officially present the intended changes. The recommended Bylaw changes will then have to be published to the General membership for 21 days prior to a final vote taking place at the Board meeting in December. **Marisol Carrizoza has volunteered to be on the Bylaw committee.**

Vice President: Angie Parnell

- Shade Structure Update: The shade structure was built and installed over the fall break. Pictures were posted in the October “Beep Beep”.

Treasurer: Annette Montgomery (Laura Wallis presenting report)

- Current Balance: Ending balance of September 30th, 2013 is \$46,492.57.
- Updated Financial Report: See attached document.
- Through our checking account, a savings account was set up with JP Morgan Chase Bank. This savings account is not linked as an overdraft protection. Currently, we only have encumbered funds and the IRS penalty money in the savings account. We are able to make necessary transactions from that account without penalties. It was recommended by our Accountant to set up a savings and have only our working money in the checking account for security purposes. The signatories on the accounts are those that are identified in the Bylaws (President, Vice President, Secretary, and Treasurer).

Volunteer Coordinator: Shannon Smith (Laura Wallis presenting report)

- Upcoming Events needing Chairs: Need a Chair for Otter Pop Days, which occur after school on a specific day during the spring semester. **Leslie Swanson volunteered as our Otter Pop Chair.**
- Status of Sign-Up Genius Requests: We are in need of volunteers for the Great Pumpkin Event and with helping out in the teacher’s workroom. We are also in need of volunteers to sign up for checking people in and out for classroom parties.
- PTO Reps: What are the needs of the teachers? The PTO has been receiving Email requests from classroom teachers for specific things. We are encouraging teachers to spend their Pod money first before asking for money from the special request fund. Most of the Pod money has been untouched. It was suggested that we come up with a rubric or flowchart to help teachers determine whether the items come out of Pod money versus special requests funds. It was also suggested that we send out communication to the staff regarding staff development, the changes in the distribution and/or amount of the teacher grant money, and requests for items using pod versus special requests funds.

Communication: Janie Miller

- “Beep Beep” Reminders and Feedback: The November newsletter – we are gathering information for the month. The volunteer spotlight of the month is Deanna Shah.

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- PTO Workroom Days – Update: We need more volunteers to help in the teacher work room. Please help spread the word because if we don't get enough volunteers we will have to decrease the amount of help, which will directly impact the teachers. Teacher workroom volunteer days will continue to be on Tuesdays and Thursdays through the end of November. It was suggested that if we reach out to the parents through the PTO classroom representatives via an email from the teacher with a link to the sign-up genius.
- When we send out the sign-up genius, we will send out an email to classroom representatives stating what our needs are to get better representation.
- We need to encourage parents/family/friends to use the Amazon link, which is located on the PTO website. We will send out a flyer and an email via the List Serv with the embedded Amazon link, to remind families to do their online shopping, especially during the holiday season, so that Cerritos can receive a percentage of the sales.

Principal's Report: Darcy Dicosmo

- The garden is lacking the initial cleaning out of the Bermuda grass and we are in need of landscaper to help get it cleaned up and started.
 - ❖ **Motion:** Angie Parnell moved and it was seconded to set aside up to \$200 out of the Club's fund to pay a landscaper to clear out the garden area in preparation for the Garden Club to begin. Motion carried by a majority vote.

Historian: Jazmyne Ivey (Laura Wallis presenting report)

- We need more volunteers to help with yearbook layout. We will send the Pictavo link to all the classroom representatives.
- PTO Reps, please let your parents know that if they take pictures at an event they need to be uploaded to the Pictavo link a week after the event. A reminder email with the link will be sent out to the PTO reps.
- Dorian will be at the Great Pumpkin Event to take professional pictures with a Halloween background. They will also have a roaming photographer to take pictures.

Hospitality: Jenn Bhagat/Kim Young

- Effective ways to meet teacher's needs during conferences: Handing out box dinners to the teachers on the 24th.

The Great Pumpkin Chair: Deanna Shah (Laura Wallis presenting report)

- Great Pumpkin Update: Needs volunteers! We will send out the sign-up genius again.

The Ice Cream Social Chair: Christina Weinmann (Laura Wallis presenting report)

- Ice Cream Social Update: It went great and we were under budget.

Old Business

- In the last meeting, we approved a motion to give Student Council \$262.77 out of the clubs fund to pay for their glow in the dark items, with the intention that they will pay us back. The amount was incorrect because we forgot to calculate shipping. Therefore, we need to make an amendment to the motion, so that it reflects the correct total of \$289.05.
 - ❖ **Motion:** Kari Watson moved and it was seconded to amend the amount given to Student Council to pay for their glow in the dark items from \$262.77 to \$289.05. Motion carried by a majority vote.

New Business

- Teacher Request for Staff Development money for a conference: Preschool Teacher, Pat Smith, would like \$200 for the Preschool Learning through Motion Conference.
 - ❖ **Motion:** Angie Parnell moved and it was seconded to tabling the discussion about a policy for teacher development funding. Motion carried by a majority vote.
 - ❖ **Motion:** Angie Parnell moved and it was seconded to fund Pat Smith \$150 for the Preschool Learning through Motion Conference. Motion carried by a majority vote.

- Mr. Gilbert spends 2 to 3 hours trying to find out why a light has gone out. His time is exceptionally valuable. He is asking that we consider purchasing a Milwaukee Fluorescent Light Bulb Tester so that it will take him less than a minute to find the problem versus 2 to 3 hours. He has asked the district for assistance, but his request has been declined.
 - ❖ **Motion:** Angie Parnell moved and it was seconded to purchase Mr. Gilbert a Milwaukee Fluorescent Light Bulb Tester to which the cost will not exceed \$250 and to be taken out of the Staff Special Request Fund. Motion carried by a majority vote.

Announcements

Next General PTO Meeting is on November 14, 2013 at 7:00 pm at Cerritos Elementary. We will be presenting the recommended Bylaw changes at this meeting and then it will be voted on at the December meeting.

Meeting Adjourned at: 11:32 am

- ❖ **Motion:** Angie Parnell moved and it was seconded to adjourn the meeting at 11:32 am. Motion carried by a majority vote.

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Minutes Compiled by: Kari Watson, Secretary

The foregoing minutes were approved by the Executive Board on November 14th, 2013 .

Kari Watson

Kari Watson, Secretary

Attached: Financial Statement
 Kyrene Foundation Flyer