



PTO General Board Meeting Minutes

Date: November 14, 2013

Call to Order: A General Board Meeting of the Kyrene de los Cerritos PTO was held on November 14th, 2013 at 7:04 pm. 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: Janie Miller, Shannon Smith, Annette Montgomery, Angie Parnell, Laura Wallis, Jazmyne Ivey, Darcy Dicosmo, Class Representatives, and general PTO members. A quorum was present.

Minutes: Minutes of October 17th, 2013 meeting were reviewed.

- ❖ **Motion:** Shannon Smith moved and Annette Montgomery seconded the motion to approve the Executive Board meeting minutes from October 17th, 2013. Motion carried by a majority vote.

Officer's Reports

President: Laura Wallis

- IRS Update: The accountant finished our taxes. The IRS received our state tax documents on 10/21/13 and our federal tax documents on 10/24/13.
- Now that the Accountant has returned our accounting documents, we need to begin our Audit. This is mostly a review of our financial controls.
- The Spring Dance that was scheduled for 2/28/14 needed to be rescheduled due to the Taste of Kyrene Fundraiser being scheduled for the same day and many staff as well as parents will be attending that event. The chairperson of the event has agreed to move the dance to 2/21/14. Darcy noted that, in the future, the Board may want to consider Thursday nights for some PTO events as that day is better for teachers.

Treasurer: Annette Montgomery

- Current Balance: As of bank statement ending 10/31/2013, our balance is \$15,703.89.
- Updated Financial Report: See attached document. (Note that starting balance increased due to adjustments for checks from last fiscal year that hadn't cleared yet.)

- ❖ **Motion:** Annette Montgomery moved to increase the Spring Book Fair line item to \$5500 Income and \$5500 Expense (a zero sum) in order to more accurately reflect our income this year. The motion was seconded by Shannon Smith. Motion carried by a majority vote.
- ❖ **Motion:** Annette Montgomery moved to increase Music Pod line item to \$1150 (expense) and \$550 (income). This reflects the money the Music Teacher collected and spent on recorders. Jazmyne Ivey seconded the motion. Motion carried by the majority vote.

At a previous meeting, the Board had discussed putting money in POD funds for part-time employees to use rather than giving them individual Teacher Grant checks. Also, we spent \$400 more than we expected on Individual Teacher Grant checks at the beginning of the year because we weren't aware of all the part-time staff at the time.

- ❖ **Motion:** Annette Montgomery moved to move \$175 from PTO operations Insurance to POD funds (as our actual costs for insurance were lower than budgeted). Motion seconded by Shannon Smith. Motion carried by the majority vote.
- ❖ **Motion:** Annette Montgomery moved that we move \$25 from Teacher Grants to Pod money (for part-time staff): \$100 to be added to Resource Pod and \$100 to Literacy/Math/Speech/Gifted Pod. Motion was seconded by Janie and passed by the majority vote.
- ❖ **Motion:** Annette Montgomery moved that we change the budget line item for accounting auditor from \$900 to \$950 to reflect the increase in cost for this service. Motion seconded by Shannon Smith and carried by the majority vote.
- ❖ **Motion:** Annette Montgomery moved that we approve the use of funds from the Health and Safety budget line item to cover the additional costs of preparing the garden beds. (We had approved \$200 from Clubs line item at last meeting but landscaping work turned out to be more extensive than originally anticipated). Motion seconded by Angie Parnell. Motion carried by the majority vote.
- ❖ **Motion:** Annette Montgomery moved that we put \$2000 in income and \$2000 in expense (for a zero sum) in Charitable Gifts line item to account for companies that are giving us cash intended for specific things (prizes for events, giveaways, etc.). We've taken in approximately \$1000 so far in charitable gifts (mostly for companies wishing to sponsor our events in some way). This increase helps with accounting when chairpersons spend that money purchasing items for their events. Motion seconded by Jazmyne Ivey. Motion carried by the majority vote.

The teachers enjoy having Reverse Osmosis Water to drink and it has been provided in the Staff Lounge in the past.

- ❖ **Motion:** Annette moved that we pay for Reverse Osmosis water (at the cost of \$389.88 for the year) out of Staff Special Requests. Janie Miller seconded the motion. Motion carried by the majority vote.

Volunteer Coordinator: Shannon Smith

- We've had over 210 documented volunteers so far this year. This doesn't count some of the PTO officers who help out without actually signing up on Sign-Up Genius. We have had some volunteer "Stars" who have helped repeatedly. (See Handout). Plan is to recognize those Stars.
- Gift of Time is on December 17th from 8am-2pm. Volunteers will wrap gifts that teachers bring in. Darcy recommended we limit teachers to 10 gifts a piece.

Communication: Janie Miller

- "Beep Beep": The November newsletter will be going out in a day or two.
- We want to highlight and keep getting the word out on the passive fundraisers during the holiday shopping season. We'll be sending out an email with the Amazon link soon. We've earned about \$280 so far. There is a 60-90 day lag before we receive dividends from Amazon. Only about 10% of parents are signed up for the Target card that gives rewards back to Cerritos. Also, Box Tops has a link to almost 400 online stores that if you follow their link from Box Tops site will earn Cerritos additional box tops.
- PTO Workroom Days – Update: Things are going well. We've had enough volunteers for November but we still need a few people to sign up for December dates. Teachers have been finding it VERY useful and have been appreciative of both the consistency and the professionalism in getting the work done on time.

Historian: Jazmyne Ivey

- We need a yearbook chairperson as Amy Richardson is no longer able to commit the time necessary to effectively coordinate it. We also need more volunteers to help with yearbook layout. We will contact all the classroom photographers to see if anyone wants to help with page layouts.

Principal's Report: Darcy Dicosmo

Leadership Day Report: It was the biggest event we've had so far (approx. 65 people in attendance) and it ran very smoothly. This time, the event was nearly 95% student-led and teachers seemed to really like the time they were given during the school day to prepare students for their roles (speech writing, public speaking, etc.). Thank you to PTO for providing food and coffee. The next Leadership Day is the first week of May.

New Business

- Bylaw Committee: The recommended Bylaw changes need 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 and Rachel Schurz reviewed the recommended changes within the current Bylaws. An attorney also reviewed the revisions. Bylaws were written over many years by many other Boards. Some are outdated and we also needed to

make sure they were in compliance with Robert's Rules of Order. One of our main interests is to clarify financial controls to help convince IRS not to levy fines. (See handout) The major changes are as follows:

- Changing the PTO's Fiscal Year to match the Officers' terms and the school year. This is intended to facilitate the transfer of information/documents/accounting from one Board to the new.
- In line with a modified fiscal year, the new bylaws propose a 13-month term for PTO officers. This will allow Officers to have one month of overlapping terms in the month of May as the new Board signs develops their budgets, creates a calendar (for Book Fair, fundraisers, school pictures, etc.), and necessary contracts for the following school year. The Board will be able to pass a Budget at the last meeting in May.
- General Meeting term limits are set at 2 years. Currently, anyone appointed after January 1st will not be considered to have served a full-term that year so that they may still serve two full terms in the future.
- Modifications to the nominating committee for Officer Elections
- Added the ability to use a Debit Card
- Clarifications about how audit can be conducted
- Added the power to cancel a PTO meeting
- Clarification for setting aside encumbered funds.

Following a brief discussion and minor rewording of the proposed bylaws, the Board unanimously agreed to publish said bylaws for review prior to the formal vote at the General PTO meeting in December.

Laura presented the need to collect ideas for the use of Special Request Money. Our Donation Drive was intended to fund our day-to-day operations for the year. We hope to raise somewhere in the neighborhood of \$4000 during our Read-a-thon and we would like parents to feel ownership of the project we fund. It's been suggested that we fund technology improvements, however, Darcy pointed out that the District wants all the schools to look alike and may be planning some technology improvements with the new Override that passed. Shade structures and changing ground cover under playground equipment were mentioned. Darcy likes the idea of a garden wall to keep animals out of the garden. She foresees a long-term goal of creating an outdoor area that student body can use for a variety of purposes. Laura will create a survey to send to parents to garner ideas and consensus.

Announcements

We had not planned a December Family Dinner Night, but were approached by a Cerritos Family who owns Perfect Pear Bistro. December 2nd has been set as Family Dinner Night at Perfect Pear.

October 17th, 2013

Another business owner has approached the PTO about sponsoring an “art sale” at the opening of their new restaurant in January. We will need to devise a method for choosing students to participate as the company typically provides art supplies for 30 students to create artwork.

The next General PTO Meeting is on December 12, 2013 at 7:00 pm at Cerritos Elementary. We will be voting on the proposed bylaws changes at the December meeting.

Meeting Adjourned at: 8:42 p.m.

- ❖ **Motion:** Annette Montgomery moved and it was seconded to adjourn the meeting at 8:42 pm. Motion carried by a majority vote.

Minutes Compiled by: Angie Parnell, Vice President.

Attached: Financial Statement
 Volunteer Coordinator Volunteer Count Handout
 Proposed Bylaws