



## PTO Executive Board Meeting Minutes

Date: February 13, 2014

**Call to Order:** An Executive Board Meeting of the Kyrene de los Cerritos PTO was held on February 13, 2014 at 10:00 a.m. 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: Jennifer Bhagat, Heidi Grant, Janie Miller, Angie Parnell, Laura Wallis, Sarah Collins, and Darcy Dicosmo; Class Representatives: Amy Huffman, Christina Weinmann, Lisa Ramirez, Jen Metzger, Leslie Swanson, Rachel Schurz, Marisol Carrizoza, Valerie Godwin, Shefali Bhimani; Teachers: Lindsey Petrillo and Jenn Wludyga.

**Minutes:** Minutes of December 16, 2013 meeting were reviewed.

- ❖ **Motion:** Angie Parnell moved and Janie Miller seconded the motion to approve the General Board meeting minutes from December 16, 2013. Motion carried by a majority vote.

### Officer's Reports

**President:** Laura Wallis

- IRS Update: As of January 31, 2014, the IRS verbally informed us that they have forgiven approximately \$9300 in penalties due to "reasonable cause." We've been told to expect it to take 30-45 days before we receive written documentation of this decision.
- The accountant should be finished with our financial audit next week.
- A question has been raised about necessity of fundraising through the Read-A-Thon. Our projected expenditures between now and the end of the school year is approximately \$34,000. Our current bank balance is \$15,000 and we have expected income of \$18,000 leaving a shortfall which we hope to remedy through donations made during RAT. Furthermore, the RAT is giving back \$1100 in Book Fair Awards to reward readers.
- The Spring Dance is scheduled for February 21<sup>st</sup>. Lori Giesen, Chair, has asked that it be held from 5:30-8. As 8 pm is later than we have gone in the past, we will observe and document response at the event. There will be a Photo Booth (charging \$1 a group for a strip of photos), a candy booth, a hot dog cart, free popcorn and water, and music by Mr. G. Spirit Day wear for the 21<sup>st</sup> will be 80's style outfits.

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- Spring Carnival is April 4<sup>th</sup>. This is our largest event of the year. We really need involvement from Classroom Representatives. Our plan is that every class will create a raffle basket to be raffled on the night of the carnival. Before Spring Break, each classroom will draw a theme at random. (It was decided we would use sign-up genius as a way to track donations for baskets to avoid repetition). Reps will need to communicate with their teachers/parents in the classes to advertise/coordinate/assist with getting volunteers to help put baskets together. Bragging rights and a pizza party will be awarded to class that puts together the best basket. We also need volunteers to help with food, vendors, tickets, etc.
- Amy Huffman, Spring Carnival Chair, is requesting individuals to step up as key volunteers to handle certain tasks. Lisa Ramirez has volunteered to coordinate the Cake Walk; a volunteer is needed to coordinate Pizza deliveries (i.e., someone who can update pizza needs every 30 minutes and possibly coordinate Water and Popcorn booths); one person to handle cash box for raffle baskets, and one runner to be available during the carnival. We will have face painting, new bounce houses and attractions (like the human hamster balls), carnival games, and marshmallow launchers that can be used in a competition involving teachers.
- Results of the Teacher Survey are in. See attached. How to coordinate spending POD money is one area we may be able to provide assistance. It was decided we would discuss how to handle reminders and efforts to help teachers utilize POD money at March PTO meeting.

**Vice President:** Angie Parnell

- Janie put together an awesome job description table listing key skill sets, duties, and estimated time commitments for each Board Member position (see attached). We will be sending out a listserv asking for volunteers/nominations. Elections will be at the next month's general board meeting. Most of this year's board is not returning, including Laura, but we have been documenting as much as possible so that information, forms, flyers, budgets, etc. are readily available for use by the next board.
- The yearbook is being put together. We are still gathering pictures from several classrooms.

**Treasurer:** Annette Montgomery (via Laura Wallis)

- Current Balance: As of the last bank statement, our balance is \$43,430.84 with \$27,508.93 in savings and \$15,921.91 in checking.
- We have a check request from Kindergarten classes to cover the unpaid costs of t-shirts for the Patriotic Performance. The remaining balance at the printer is \$59.23
- ❖ **Motion:** Angie Parnell made the motion to pay the printer \$59.23 out of teacher special request line item to cover the cost of t-shirts for the Kindergarten Performance. Jen Bhagat seconded the motion. Motion carried by majority vote.

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- We are in need of playground balls again. It had been decided at beginning of the year to divide purchases between fall and spring. We bought \$400 worth of balls in the fall and we would like spend the other \$450 to replenish the playground.
- ❖ **Motion:** Jen Bhagat moved to spend \$450 on playground balls out of Health and Safety Line item. Janie Miller seconded the motion. Motion carried by a majority vote.
- We had a thank you note from Eileen Byrne-Quinn listing all the items she purchased with her teacher grant money.
- We received a check request for payment of receipt that was over 30 days old. Jane Miller purchased supplies for the workroom, with the total receipt being \$48.16.
- ❖ **Motion:** was made by Jen Bhagat to approve payment of the receipt. Motion seconded by Angie Parnell. Motion carried by the majority vote.
- The possibility of doing a Give Back project (e.g., shade structure, garden wall, etc) was tabled. We need to at least wait to get written documentation from IRS waiving penalties.

**Volunteer Coordinator:** Shannon Smith (via Laura Wallis)

- Lots of volunteer spots are still open for the Book Fair!
- We also have a big need for volunteers for the Spring Carnival. You may not see Board members on Sign-Up genius as many of us try to fill in last minute “holes” or as additional help above and beyond sign-up volunteers.

**Communication:** Janie Miller

- “Beep Beep”: The Beep Beep may go out a little later due to holiday.
- PTO Workroom Days – Update: Staffing has been good. We’re in a groove.
- EPI is the company we ordered school supply kits through last year. We were informed recently that we have won \$1000.00 in school supplies from them. We are planning on selling school supply kits again this year. Teachers love them because they know exactly the quality of supplies and get complete sets from each student who orders one. Jane has been working on negotiating the best price from several vendors and keeping price down for families. It was suggested that we open it up to incoming kindergarteners as well and find a way to advertise the option to incoming kindergartners. A follow-up suggestion was mentioned regarding putting together a welcome packet for new parents providing additional information about Cerritos events and answers to FAQs.

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**Hospitality:** Jenn Bhagat

- Teacher Conferences are coming up. Early Release days are February 26 and 27<sup>th</sup>. Teachers liked the individual dinner boxes we did last time but also missed the getting together in the break room. We are looking at providing dinner from Chipotle Wednesday night. We will also be putting together a snack bag for teachers that we will put in teacher mailboxes on Thursday.

**New Business**

- Jenn Wludyga and Lindsey Petrillo presented a special project to the PTO board. They are proposing a mural near the Cafe'. They requested funds for art supplies to complete the mural.
  - ❖ **Motion:** Angie Parnell made a motion to provide funds out of Teacher Special Requests Fund—not to exceed \$1,000.00—to purchase art supplies for an Art Wall/Mural. Sarah Collins seconded the motion. Motion carried with a majority vote.

**Announcements**

The next General PTO Meeting is on March 27, 2014 at 7:00 pm at Cerritos Elementary. We will be having elections at this meeting.

**Meeting Adjourned at:** 11:43 a.m.

- ❖ **Motion:** Angie Parnell moved and it was seconded to adjourn the meeting at 11:43 pm. Motion carried by a majority vote.

**Minutes Compiled by:** Angie Parnell, Vice President.

Attached:     Results from Teacher Survey  
                  Financial Statement