



## PTO Board Meeting Minutes

Date: March 27, 2014

**Call to Order:** A General Board Meeting of the Kyrene de los Cerritos PTO was called to order on March 27, 2014 at 7:01 p.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: Janie Miller, Angie Parnell, Laura Wallis, Jazmyne Ivey, Annette Montgomery, Shannon Smith, and Darcy Dicosmo; The following Class Representatives were present: Valerie Godwin, Jennifer Metzger, Brittany Hamlin, and Rachel Schurz. John Ramirez, Deb True and Kimbo Godwin were also present.

**Minutes:** Minutes of February 13, 2014 meeting were reviewed.

- ❖ **Motion:** Rachel Schurz moved and Valerie Godwin seconded the motion to approve the Executive Board meeting minutes from February 13, 2014. Motion carried by a majority vote.

### Officer's Reports

**President:** Laura Wallis

- **IRS Update:** We have received official written notice from the IRS that all tax penalties were waived.
- **The accountant finished our financial audit of last year's books.** The word audit is a misnomer, as what we are required to do is not a full accounting audit but a review of financial controls to ensure PTO financial activities are complying with our bylaws. The accountant was concerned due to the number of "exceptions" from the financial controls listed in the by-laws. (The review was done using the existing by-laws from the last fiscal year.) The good news is that we've already fixed all of his concerns this year with our revised by-laws and updated accounting measures. Also, based on how we're keeping accounting records, the audit/review can be done much earlier next year so we can get information back sooner.
- **The PTO website:** We paid the company who created it to update it and back up all the information we have put online. We suggest to next year's board to back it up regularly, possibly using the hosting company's back up service. Also, the PTO bylaws only allow for contracts to be signed for the year in which the president is in office unless passed by a 2/3 vote, domain hosting is significantly cheaper if signed in 3-year increments. Host Gator is our current service provider at approximately \$120/year, including domain

registration and hosting. A three year contract would cost approximately \$200 for the same services.

- Introduction of Guests: Kathy Dolny, Jimmy Evans, and Wendy Darroch from Altadena PTSO personally invited attendees to get involved or encourage parents of rising 6<sup>th</sup> graders to volunteer with Altadena PTSO. They are in particular need of a President, Volunteer Coordinator and Hospitality Officer in addition to various other committees and projects such as the fall festival.
- By-law amendment. It has come to our attention that our current by-laws don't give us express permission to issue teacher grants as we do not currently require teachers to turn in receipts documenting how they spent the money. It has been Cerritos PTO tradition to give grant checks without requesting receipts in order to allow teachers to purchase items for their classrooms throughout the summer/year without the burden of keeping track of multiple receipts. This year each teacher did sign a form verifying they had received grant and promising to spend the money on their classroom. Members in attendance agreed that we should add the following by-law:

*Article 10: Budget, Section 3. Financial Controls, Item P:*

Supply grants may be issued to the Kyrene de los Cerritos staff, as deemed appropriate. Appropriate reasons include, but are not limited to, individual classroom supplies, teaching aids, classroom equipment, health office supplies, etc. These grants will not require individual receipts; however, each grant will require a signature from the recipient acknowledging the intended purpose of the grant. Amounts of the grants, and the frequency with which they are issued, will be determined by the Board. Grant money cannot be issued to non-district staff and is intended to assist the staff with the out-of-pocket expenses they incur during the course of a school year.

- ❖ **Motion:** Angie Parnell moved and Jazmyne Ivey seconded the motion to propose the addition of the above mentioned by-law, to be voted on at the next General PTO Board meeting on April 17, 2014. Motion carried by a majority vote.

**Vice President:** Angie Parnell

- Yearbook was completed and submitted prior to the deadline. Many thanks to all the classroom photographers and helpers, particularly Deanna Shah and Laura Wallis. The process for completing the yearbook on time was not without some difficulties caused by Dorian, which did a less than satisfactory job completing their promised portions of the work on the time table they promised.
- Presentation of Slate of New PTO Officers for 2014-15 school year: Valerie Godwin for President, John Ramirez for Vice President, Amy Perciballi for Secretary, Heidi Grant as Financial Secretary, Shannon Smith and Janie Miller for Communication Coordinators, Jessica Harris for Volunteer Coordinator, and Jen Metzger for Hospitality (see attached). We do not currently have individual for Treasurer but we do have a parent who would like to be second Hospitality Officer but who will not technically be eligible until next year as her children won't be enrolled at Cerritos until then. Also, Deanna Shah and

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Angie Parnell have expressed interest in chairing the yearbook next year but we are still in need of a Historian.

- ❖ **Motion:** Angie Parnell made the motion to vote new officers in by verbal vote rather than written ballot. Jane Miller seconded the motion. Motion carried by majority vote.
- ❖ **Motion:** Shannon Smith made the motion to vote on the entire slate of officers in one vote. Annette Montgomery seconded the motion. Motion carried by the majority.
- ❖ **Vote:** Laura Wallis presented the aforementioned slate of PTO Officers for 2014-2015. New officers approved by unanimous vote.

**Treasurer:** Annette Montgomery

- Current Balance: As of the last bank statement, our balance was \$27,511.03 in savings and \$14,694.38 in checking (see attached budget).
- We need a vote to increase the petty cash line item from \$1000 to \$2500, for both income and expense, to allow us to have what we need for the remainder of the year (for otter pops, carnival, etc.). This is a zero sum change.
- ❖ **Motion:** Annette Montgomery made the motion to increase the petty cash line item from \$1000 to \$2500. Angie Parnell seconded the motion. Motion carried by majority vote.

**Communication:** Janie Miller

- “Beep Beep”: The Beep Beep went out a little late due to Spring Break. Outline for April issue is already forming. If you have any information you’d like to have included, please let me know.
- PTO Workroom Days – Update: We’re still doing a lot of work. We are still in need of 2-3 volunteers every Thursday. We’re going through 2 rolls of laminate a quarter.
- School Supply Kits: After much price shopping and negotiations, EPI came back with the best prices and value for the kits. They are willing to give us \$1000 worth of free pencils, a sample kit, \$200.00 towards workroom supplies, plus the \$1000 we won during a contest. Kits average between \$30-40 per grade (we went back to 4<sup>th</sup> grade to make sure list was pared down so price stayed under \$40).

We would like to sell the kits in the spring and they will be delivered in the fall. We need a 2/3 vote do this as it makes a commitment for the incoming Board. Additionally, last year the school kits were not paid for in the 2012-2013 budget year, and rolled into this fiscal year. In order for us to pay for the kits we order this year, we need to vote to increase the budget item by \$3500 so we can pay for them in our budget year. The

money can be taken from the special project line item. Present members discussed raising the costs to parents of each kit in order to boost revenue for work room supplies. It was generally agreed to round up kit costs to the nearest dollar or up to \$1 if cost is already even dollar amount. Will try to market well and hope for increased quantities purchased to raise revenue.

❖ **Motion:** Janie Miller made the motion to sell EPI school kits this spring to be delivered in the fall, specifically giving Laura Wallis, President, permission to sign the contract with EPI. Shannon Smith seconded the motion. Motion carried by unanimous vote.

❖ **Motion:** Janie Miller made the motion to move \$3500 from Special Projects to School Supply Kits line item to purchase the kits. Angie Parnell seconded the motion. Motion carried by majority vote.

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

- We still have a big need for volunteers for the Spring Carnival. We need approximately 140 man hours and only 80 are filled at this point. We still need Altadena and Desert Vista student support as well as parents. Pass the word. Board members are expected to contribute if at all possible.

**Hospitality:** Laura Wallis for Jennifer Bhagat

- The Chipotle dinner boxes we served during Teacher Conferences were well received.
- Staff Appreciation is coming up in May. Based on feedback from staff, we won't be doing catered lunches each day or gift card raffle like in past years. We will be sending out surveys to each teacher to get more information about what their hobbies, likes, etc. are so we can personalize a gift basket for each one. Our plan is to provide the coffee cart and muffins on Monday, their individualized gift basket and a thank you note (which we would like to be personally written and signed by PTO staff) on Tuesday, a catered lunch (possibly Perfect Pear) on Wednesday (preferably after release so all staff can attend together), chair massages on Thursday (possibly extending into Friday), and a dessert bar on Friday.

**Principal's Report:** Darcy Dicosmo

- We have a fence installed now around the garden. It's just wire but it will keep the animals out. Unfortunately, the Bermuda grass has come back so Fernando has been contracted to come back and clean it up again. We will be laying down shade cloth for protection to keep weeds/grass from growing back until we can start planting next school year. Nancy Corrion and Cindy Eger will be in charge of the garden.
- We received funding from Panda Corporation to send four teachers to AB Combs school (charter Leadership Academy school) for a visit/workshop. Mrs. Byrne Quinn, Mr. Pysker, Mrs. McKenna, and Ms. Mandola will be attending as well as Darcy (who is paying for her own way).

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- Panda Corporation is also working with us on funding and producing a video on Cerritos detailing the Leadership Academy piece. Filming will take place, in part, during our Leadership Day in May.

### **Old Business**

- PTO Gift (aka Give Back project, e.g., shade structure, garden wall, etc.) was tabled from February meeting until we received documentation from IRS that they were waiving penalties. Now that we have that documentation, do we want to do a project and what should it be?

Members discussed options for more permanent garden wall, benches for garden, and books sets supporting Core Curriculum. Laura informed members that Superintendent feels we are at least 2 years away from knowing which books would be most useful to each grade. Garden project was discussed as potentially large project that would need further capital, may be funded in part by grants, and should possibly be done as part of larger vision for courtyard beautification rather than piece meal. Also, Cerritos' 20 year anniversary is next year and costs of celebration may require more funds. If we spent money this year, we would be leaving less to next year's Board than we started with. It was mentioned that perhaps if Carnival revenues were high enough, we may be able to set money aside for a small give back like t-shirts for all the students in acknowledge of anniversary year. Board consensus was that no monies would be spent on a project at this time.

### **Announcements**

Per by-laws, the incoming PTO Executive Board will take office on May 1.

The next General PTO Meeting is on April 17, 2014 at 9:00 a.m. at Cerritos Elementary. The meeting was moved one hour earlier than regularly scheduled as the original time would have conflicts with Lunch on the Lawn that is scheduled for that day.

- ❖ **Motion:** Shannon Smith made the motion to adjourn the meeting. Angie Parnell seconded the motion. Motion carried by majority vote.

**Meeting Adjourned at:** 8:52 p.m.

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

Attached:     Slate of Officers for 2014-15  
                  Financial Statement