



## General PTO Meeting Minutes Date: March 15, 2017

**Call to Order:** A General Board Meeting of the Kyrene de los Cerritos PTO was held on March 15<sup>th</sup>, 2017 at 8:50 am. The meeting convened at Cerritos Elementary School Synergy Room with President Jen Metzger presiding. A quorum was present.

**Members in Attendance:** The following 2016-17 Board members were present: Jen Metzger, Leslie Swanson, Molly Wegener, Debbie True, Rachel Schurtz, Amy Huffman, Louise Yanock, and Genevieve Kennedy. Jessica Harris and Courtney Bauer were also present, as were five parents from the general PTO membership.

**Minutes:** Minutes of February 15<sup>th</sup>, 2017 General PTO meeting were discussed.

- **Motion:** Amy Huffman moved and it was seconded by Leslie Swanson to approve the minutes from 02/15/17 General PTO Meeting. Motion carried by majority vote.

### Officer's Reports

**President:** Jen Metzger

- Jen expressed her thanks to all the volunteers who helped this month with Friendship Parties, Field Day, the Naturalization Ceremony, and the Spring Book Fair. Special thanks were extended to Einat Orlor for stepping in to manage the book fair, with Renee Doty's help. Thanks to Louise Yannock and the hospitality team for organizing food for student conferences, to Genevieve Kennedy for all her time and effort on the yearbook, and to Erika Uram for organizing the staff trail mix bar. The staff has requested a repeat of the trail mix bar since it was so popular!

**Hospitality:** Louise Yanock

- Jessica Harris informed the group that the spring Leadership Day has been cancelled due to standardized testing, so hospitality will no longer need to supply food for this event. Ericka Uram and Louise Yannock will work together on a plan for Teacher Appreciation week, May 1-5<sup>th</sup>. Feedback from teachers revealed that a daily gift or food item is too much, so a luncheon, snacks, and gift cards are part of the preliminary plan. Hospitality and Staff Appreciation budgets will be combined for this effort, and both chairs will check with Debbie True on the amount of total funds available.

**Vice President:** Leslie Swanson

- Nothing to report.

**Secretary:** Molly Wegener

- Attention was brought to the following upcoming events: Lunch on the Lawn 04/05, Family Dinner Night at Papa John's 04/05, Spring Carnival 04/13. All PTO Board members need to present at the next meeting, April 12<sup>th</sup> for elections and Spring Carnival planning.

**Treasurer:** Debbie True

- Debbie communicated the monthly financial report:
  - Checking Account Balance (as of Feb. 28<sup>th</sup>): \$36,659.45.
  - Total Income: \$1,668.36.
  - Total Expenses: \$3, 652.45.
  - For further details, see attached report.
- Discussion followed regarding which budget line item money would come from if the board votes yes on providing funds for field trips (See New Business: Voting, page 4 & 5). Staff Special Requests has \$300 total, which is not sufficient for the request being made. Funds could be moved from the Be A Beacon Donation Drive budget line to fill this need.
- A second count is needed following the meeting for two deposits. Two individuals volunteered.

**Financial Secretary:** Jen Metzger communicated for Sandy Morrison.

- This month's Parent Hike will take place on Friday, March 17<sup>th</sup> at the Telegraph Pass trailhead.
- This is the last hike on the PTO schedule for 2016-17.
- Sandy Morrison was not present at the meeting.

**Development Coordinators:** Amy Huffman

- Spring Carnival: The carnival is scheduled on Thursday, April 13<sup>th</sup> from 5:30-8:30 PM. There is no school Friday the 14<sup>th</sup>. See New Business: Spring Carnival on page 3 for details.
- Amy requested that someone notify Mr. Gilbert regarding the corporate sponsor banner that has fallen at the school.
- Carolyn Yeretian was not present at the meeting.

**Communications:** Rachel Schurz

- Refer to Communications under New Business: Spring Carnival, page 3.
- Jessica Harris brought a newsletter from another school that was concise and colorful, and discussion followed regarding if the budget would support this type of communication with parents. It could be printed and electronically sent. More discussion to come.

**Volunteer Coordinator:** Jen Metzger for Abby Green

- Nothing new to report.
- Abby Green was not present at the meeting.

**Historian:** Genevieve Kennedy

- Genevieve reported the finishing touches are being put on the yearbook. People have been asking to submit pictures past deadline, so Genevieve is doing her best to accommodate these requests.

**Principal's Report:** Jessica Harris communicated for Darcy DiCosmo

- Jessica Harris reported that the A+ visit went well overall. The judges met with parents, students, teachers, and support staff. The feedback received thus far was positive on the school environment. Cerritos will be notified in April if another A+ certification has been received. AZ Merit testing is taking place in April. Parent satisfaction surveys are being taken, but parent participation at Cerritos is lower than many other Kyrene school. Site council uses this data for decision making, so participation is important.

**Old Business**

- Friendship Parties: See the President's Report, page 1.
- Spring Book Fair: See the President's Report, page 1.
- Movie Night Credit: Since winds forced everyone inside at the recent movie night, the PTO will be credited \$800 for a movie screen from the inflatable rental company. Discussion followed regarding how best to use the inflatable. Lunch on the Lawn, or the end of year party are options. It was decided that Jen needs to find out if the credit can be used on any inflatable, or if it's designated for a movie screen. The credit could potentially be used for the Spring Carnival or Be a Beacon next year if any inflatable could be used. More discussion to come.
- Student Conferences: See the President's Report, page 1.
- Staff Appreciation for February: See the President's Report, page 1.
- Naturalization Ceremony: See the President's Report, page 1.
- Field Day: Resource Field Day is taking place at Pueblo Middle School on March 31<sup>st</sup>.
- Voting (Electronic): Leslie Swanson moved and Genevieve Kennedy seconded on 02/26/2017 to approve the transfer of \$1,000.00 from the recently closed Chase saving account and place the fund in the Classroom Supplies budget line. The funds will be used to purchase Scholastic Books for classrooms (Pre-K through 5<sup>th</sup> grades, and the Leadership Room). Motion passed with a majority vote on 02/27/2017. None were opposed.

**New Business**

- PTO Nominating Committee 2017: Leslie Swanson, Rachel Schurtz, and Janie Miller have been working to put together a list of nominees based on interest, referrals, and those who currently hold positions and are staying. Many current board members have reached their term limits, so there will be a lot of turnover on the PTO board next year. Open positions include: historian, communications, hospitality, financial secretary, treasurer, and president. There has been some interest in these positions, but the committee is requesting the current board reach out to parents so all positions can be filled. Elections will be held at the next PTO meeting, on April 12<sup>th</sup>. Jessica Harris suggested posting a sign by the front office sign-in advertising the elections and open board positions to Cerritos parents. She also suggested drafting an electronic and hard copy letter from Darcy DiCosmo to call on leaders in our parent community to step up for these positions. Even though many board positions are open next year, most large events have

chairs in place (Be a Beacon, Spirit Wear, Spring Carnival, Book Fair, etc.). This will give the opportunity for previous board members to offer support to new board members.

- School Supply Kits: Erika Uram reports that she is waiting on three more grades to give her their class numbers, and then she plans to negotiate prices for the school kits. She needs numbers turned in by Friday, March 17th.
- Family Dinner Night: The next Family Dinner Night (FDN) is scheduled for April 5<sup>th</sup> with Papa John's Pizza. This is the same date as Lunch on The Lawn. Kyrene District has a special agreement with Papa John's, and they may be available as an option for parents who attend Lunch on the Lawn. Discussion regarding the viability of the PTO sponsoring and promoting this FDN followed. It was decided that since Pape John's prepares the flyers, that the PTO could sponsor this additional FDN by handling communications.
- Altadena PTSO: The PTSO at the middle school has contacted Jen Metzger regarding a future visit for 5<sup>th</sup> grade parents who may be interested in getting involved next year. She may be coming to the last PTO meeting of the year. More information to come.
- Boosterthon: This organization advertises to school PTO's to assist them with fundraising. They are hosting a meeting for elementary school leaders and their families at OdySea Aquarium on Thursday, March 30<sup>th</sup>. Four spots are still available and admission is free once you listen to a presentation.
- Items in need of a Vote:
  - Field Trips: The PTO has received requests from two classrooms for assistance funding additional field trips late in the school year. Currently, classrooms are allotted two field trips/year, but any add-ons at the field trip aren't allowed (i.e.: students can go to the zoo, but there are no funds to ride the train). If teachers choose to add an extra event to their first field trip, they aren't allowed a second field trip. In addition, Resource classrooms don't have designated field trips. They pick from the standard class's field trips, which are not necessarily applicable to their learning styles. Another issue that has arisen this year is that some teachers have been denied an additional field trip, even though it would have enhanced their learning experience, while other classes have received approval for an extra trip. Should the PTO assist with Field trips on a case by case basis, or create a new budget line for Field Trips? Case by case approvals could be funded under the Staff Special Requests budget line, or \$1500- 3000 could be moved from the extra funds in the Donation Drive budget line to allot \$5/child for each grade in a new budget line. Reasons to do so include that the PTO currently has \$11,000 in unencumbered funds, and assisting with applicable trips helps students deepen their learning. For example, the third graders requested a trip to the planetarium while they were studying space, and the 1<sup>st</sup> grade classes who participated in the Naturalization Ceremony at Cerritos now can attend a performance at the Naturalization Ceremony at the Federal Court House. Reasons against include setting a precedent for the PTO to assist with field trips when these have traditionally been funded by the school, encouraging an increase in the field trip budgets that isn't sustainable, and the issue of fairness for classes that have completed their field trips before this budget line would be created. The majority of the board wanted to vote only on the two current field trip requests, rather than create a new budget line. The 2017-18 PTO Board will need to consider creating a new budget line if this continues to be an issue.

- **Motion:** Amy Huffman moved and Louise Yannock seconded that the PTO purchase train tickets in the amount of no more than \$175 for the Resource Classroom Field Trip to zoo on 03/20/2017 (18 students, 9 adults = \$162.00). The motion carried by majority vote, with none opposed.
- **Motion:** Amy Huffman moved and Leslie Swanson seconded that the PTO provide no more than \$300 to provide transportation for the 1st grade to attend a Naturalization Ceremony at the Federal Court House. The motion carried by majority vote with none opposed.
- Extending Term Limits for Development Coordinator: Per our 2016/2017 PTO By-Laws, Section 3. Term of Office, No member shall serve more than two consecutive terms in the same office. Any appointment to office after January 1<sup>st</sup> during the term year shall not count towards the term limit.
  - **ARTICLE 13: AMENDMENT OF BY-LAWS:** *These By-Laws may be amended at any General Meeting of the PTO by a two-thirds vote, provided that the amendment has been submitted in writing at the previous General Meeting and at least twenty-one (21) days in advance.*
  - The position of Development Coordinator was created after January 1st during the term year, therefore the current Development Coordinator, Amy Huffman may remain in her chair after June 1, 2017.
  - Jen Metzger proposed in writing that the PTO Board amend the 2016/2017 PTO By-Laws with regards to the Development Coordinator Chair and Co-Chair, allowing the members to serve no more than 4 consecutive terms in the same office.
  - We will vote on this proposal at our next General PTO Meeting on Wednesday, April 12th.
    - Resource (March 20<sup>th</sup>) class filed trip, \$175 no more than, Amy motions, Lou seconds
    - Naturalization for 1<sup>st</sup> grade: \$300, not to exceed: not a done deal, but if this moves forward, here is vote: Amy 1<sup>st</sup>, Leslie 2<sup>nd</sup>.
- Spring Carnival: The carnival is scheduled on Thursday, April 13<sup>th</sup> from 5:30-8:30 PM. There is no school Friday the 14<sup>th</sup>.
  - Raffle Baskets: Total donations for classroom baskets to date are \$744. The goal is \$2,200 (\$125/class basket). Participation average is 5 students/classroom, which is very low. Discussion to extend the donation deadline ensued. March 17<sup>th</sup> was the original deadline, but with school just resuming on 03/14 after spring break, the deadline will be extended to March 24<sup>th</sup> to increase participation. Once the donation deadline has passed, Louise Yannock and Amy Huffman will shop for items to put in the baskets with funds received. Donated funds can't leave campus and the PTO has no line item to reimburse Amy or Louise, so they must wait to purchase basket items until the money comes in. Amy has an agreement with many local businesses as well, and many are willing to match any gift card purchase. She believes that our corporate sponsors will be willing to donate items to make up for any baskets that are lacking in funds. Discussion followed regarding whether to have donation money go to specific classes, versus a general donation fund for the next year's class baskets. Most parents felt that it's important for their money to go to their child's specific class, even though the basket

amounts may be unequal. There was feedback from attendee's that online donation makes it hard to designate your classroom teacher, so Jessica Harris may have to match donations by students' names when she prints the donation spreadsheet. The PTO makes, on average, \$3000 from the raffle baskets each year.

- Communications: Amy will meet with Rachel to update the carnival flyer. Pricing is the same as last year. Pre-order forms will be due April 10<sup>th</sup>. Payment can be taken online through the PTO website, or with a classroom envelope. The pre-ordered wristbands will be handed out prior to the event, but will also be available for purchase April 13<sup>th</sup>.
- Volunteers: Desert Vista's Bolt newsletter will advertise service hours for this event, but we may need a parent email to sign the high school kids up since many won't have a SUG account. Amy will check with Abby Green to see if she can manually sign them up by student name versus parent name to cut down on confusion. Altadena will also be contacted in case students there need to fulfill service hours. Discussion regarding reliability of high school and middle school volunteers followed. A meeting prior to the student volunteer shifts could be used to inform them that their service hours will not be completed and signed if they don't stay for the entirety of their shift. There have been problems in the past with student leaving their posts, or not showing up for their entire shifts.
- Miscellaneous items: Amy plans on having an additional balloon vendor at the fair this year since one has not been enough in the past. It will cost an extra \$250. Since Amy is allotted 20% over the budget line, no vote was taken to add this extra item. She is procuring another sponsor for an additional ride, so if there are extra funds from this sponsor, she will use it to help pay for the extra balloon vendor. The cake walk will need volunteers on the day of the event, but Amy will purchase the cakes from Safeway. Lastly, Amy will communicate a list of what she still needs help with to the PTO board so we can help with these items before the event.
- 5<sup>th</sup> Grade Celebration: This event will take place on May 18<sup>th</sup>. The PTO funds this celebration for \$700, which includes a pancake breakfast, t-shirts, and other fun activities. Brandye Billeter, Anne Neal, and Mary Axelrod are coordinators of this event. May 18<sup>th</sup>.
- Welcome to our new Cafeteria Manager: Sandra

**Announcements:** PTO Board Elections for 2017-18 school year will take place at the General Meeting April 12<sup>th</sup>. Have nominations for a position? Contact Leslie Swanson at [jasonswanson@cox.net](mailto:jasonswanson@cox.net). REMINDER: NO SCHOOL FRIDAY, APRIL 14<sup>TH</sup> (GOOD FRIDAY)!

**Meeting Adjourned At:** 10:25 AM

**Minutes Compiled By:** Molly Wegener, Secretary

**The foregoing minutes were approved by the Executive Board on April 12, 2017.**