



General PTO Board Meeting Minutes Date: May 15th, 2014

Call to Order: A General Board Meeting of the Kyrene de los Cerritos PTO was held on May 15th, 2014 at 7:04 pm. The meeting convened at Cerritos Elementary School Media Center with President Laura Wallis presiding. A quorum was present.

Members in Attendance: The following 2013-2014 Board members were present: Jennifer Bhagat, Heidi Grant, Janie Miller, Annette Montgomery, Angie Parnell, Laura Wallis, and Kari Watson. Sarah Collins, Su Rogers, Eileen Byrne-Quinn, and Darcy DiCosmo were also present. Four of 2014-2015 Board members were present, as well as, three classroom representatives.

Minutes: Minutes of April 17th, 2014 Executive Board meeting were read and accepted.

Motion: Angie Parnell moved and it was seconded to approve the Minutes from April 17th, 2014 Executive Board Meeting. Motion carried by majority vote.

Officer's Reports

President: Laura Wallis

- 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 it was seconded that an amendment be made within the *Bylaws Article 10: Budget, Section 3. Financial Controls, Item P:* to state that supply grants may be issued to the Kyrene de los Cerritos staff, as deemed appropriate. Motion carried by a two-thirds majority vote.
- Correspondence: We have received many “thank you” notes regarding Teacher Appreciation week. The Bus Drivers were extremely excited that they were included in the staff appreciation, as well as, support staff.
- Mr. Gilbert would like 4 new rolling coolers so that he can easily pick them up. There are funds available under the Staff Special Requests budget line item. It has been researched and so far it was discovered that Walmart had them the cheapest for \$45 each plus tax.
 - **Motion:** Annette Montgomery made a motion and it was seconded that we get the coolers for Mr. Gilbert under the budget line item Staff Special Requests. Motion carried by majority vote.
- In order to transfer the financial records directly to the tax accountant at the end of this fiscal year, the new president, Valerie Godwin will need to sign a few papers. The papers were presented and signed.

Vice President: Angie Parnell

- Appointment of Tracy Jelinek as 2014-2015 Treasurer
 - **Motion:** Angie Parnell made the motion and it was seconded to appoint Tracy Jelinek as the 2014-2015 Cerritos PTO Treasurer. Motion carried by majority vote.
- Yearbooks: The yearbooks are in and look good. They will be passed out on Monday. In the past, the PTO has put aside a few yearbooks for 5th graders in need. This year the PTO will put 5 books per 5th grade classroom for students’ in need.

Treasurer: Annette Montgomery

- Current Balance (end of April bank statement): There currently is \$27,515.61 in our JP Morgan Chase Savings Account and \$20,745.30 in our JP Morgan Chase Checking Account. The total balance is \$48,260.91.
- A vote is needed to move the Garden Grant temporary funds from the “Special Projects” line item to the “Staff Special Requests” line item. The initial vote for the Garden Grant was taken at the September 9th, 2013 meeting, but the Garden Grant was not utilized until later in the spring semester. The Special Projects fund was then used to balance the school supply kit line item. The Garden Money has been submitted for reimbursement to the grant organization and the PTO should receive this money over the summer.

- **Motion:** Angie Parnell moved and it was seconded to move the Garden Grant temporary funds from the Special Projects line item to the Staff Special Requests line item. The motion carried by majority vote.

Communications: Janie Miller

- General Communications Update: The May edition of the *BEEP BEEP* will going out on the 16th.
- Pod Funds – We have collected and gathered lists of items needed for those grades that didn't use all or a portion of their pod funds. Janie did the shopping for the teachers at Lakeshore and other places. The teachers were very grateful.
- School Supply Kit Sales Update: We currently have sold approximately 200 kits. We will be selling them at a table on Monday of the last week of school. The online portal to buy supply kits is open through next Friday, May 23rd. Janie has been reaching out and calling incoming (kindergarten) parents and welcoming them. A few have purchased supply kits. This has been a great way to connect with new families.
- Resource Updates to Website: We are almost finished uploading all 2013-2014 suggestive guidelines for this school years PTO events. Resources included event planning and evaluation forms, flyers, and any other pertinent information for those events. They are currently available on the website, which is password protected. It is recommended that the new Board become familiar with accessing information on the website. Hard copies will also be available in the Secretary's folder. It was also noted that on the website we should include tabs stating 2013-2014 for each event and then the following event chair should add a 2014-2015 tab.

Volunteer Coordinator: Shannon Smith

- We have a final tally count on volunteers for the 2013-2014 school year. We had over 850 volunteer hours from the PTO events. Sign Up Genius has been great for keeping track of volunteers, as well as, keeping things organized. It was suggested that we really develop a relationship with the Altadena and Desert Vista students to help with social activities. In addition, it is important to keep the Cerritos Student Council members and their parents involved in the school activities. There are other groups out there (Dad's club, fraternal organizations, boy scouts, girl scouts, etc.) that may be willing to help or are in need of community service hours and this could be a great opportunity for everyone.
- Facebook -- spreading the word via our PTO leadership. It would be great if we could really increase the number of "Likes" as we move into next year. It definitely gives us a great opportunity to provide real-time updates.

Hospitality: Jen Bhagat

- Staff Appreciation Update: Wonderful reviews about the staff appreciation. Big thanks to Laura Wallis, Angie Parnell, and Jen Metzger. It was how personal the notes and packages were that made a huge difference. Jen Bhagat did an excellent job with Staff Appreciation Week. Thanks Jen for all your hard work!
- Questionnaires: It really made a difference when the PTO asked the parents and staff what they wanted. People were feeling like they have been heard.
- **Darcy DiCosmo and Sarah Collins:**
 - Thank you! It has been a great year. The 2013-2014 PTO did things that made the staff feel valued and that made a huge difference! Welcome to the new Board and we are here to support you.
 - Tomorrow is not a real Leadership day. It is for Celeste and Teri. The Leadership Assembly starts at 1:00 and please make sure to check out the legacy wall that is down by the Music room.

New Business

2014-2015 President: Valerie Godwin

- How to get more parents involved: It was suggested that a mixer/Family Dinner Night take place. At curriculum night it was suggested that the Board be visible and encourage families to become actively involved in PTO by signing up to just help with one thing. Also, to encourage parents to become classroom PTO representatives and to further develop that program using a committee or a Chair.
- The 2014-2015 calendar is done and the Board is waiting for approval from the Cerritos administration.

2014-2015 Treasurer: Tracey Jelinek

- **Motion:** Tracy Jelinek made a motion and it was seconded to approve the 2014-2015 PTO Budget. Motion carried by majority vote.

2014-2015 Hospitality: Jen Metzger

- Funds for a new coffee maker were discussed. The possibility of getting a Keurig Coffee Maker to be used for events to help save on costs, to keep the coffee warm longer, and to meet a wider range of needs (coffee versus tea). She will look into whether there already is a Keurig that the Board can have.

Meeting Adjourned At: 8:28 pm

Motion: Angie Parnell made a motion and it was seconded to adjourn the meeting at 8:28 pm. Motion carried by a majority vote.

Minutes Compiled By: Kari Watson, Secretary

The foregoing minutes were approved by the Executive Board on (date).