



## Executive Board Meeting Minutes

**Date:** April 17<sup>th</sup>, 2014

**Time:** 9:00 am

**Place:** Cerritos Elementary

**Call to Order:** An Executive Board Meeting of the Kyrene de los Cerritos PTO was held on April 17<sup>th</sup>, 2014 at 9:04 am. The meeting convened at Cerritos Elementary with President Laura Wallis presiding. A quorum was present.

**Members in Attendance:** The following members were present: Jennifer Bhagat, Janie Miller, Angie Parnell, Laura Wallis, and Kari Watson. PTO Class Representatives were: Lisa Ramirez, Jen Metzger, Leslie Swanson, and Valerie Godwin. Two additional participants were present as well.

**Minutes:** Minutes of March 27<sup>th</sup>, 2014 meeting read and accepted.

- **Motion:** Kari Watson moved and it was seconded to approve the Minutes from March 27<sup>th</sup>, 2014. Motion carried by majority vote.

### **Officer's Reports**

**President:** Laura Wallis

- Introductions were made.
- Carnival Update: There were so many positive carnival comments. It was awesome and Amy did an amazing job! After reviewing the financials, we did go over the budgeted expense of \$7,200 by \$692.80. We are still in the process of finding out the exact amount that was spent. We brought in substantially more than we had expected and that is why the cost was more. However, it needs to be noted that per the bylaws under Article 10: Budget Section 2: Modifications, that any expenses that "exceed the after mentioned 20% limit should brought to the Boards attention", without having to bring it to the General Board for a vote. See Bylaws for further details. For next year the spring carnival needs to have a chair and a full committee of 5. It was determined that there are 5 main tasks. It would then be beneficial if each committee member was then in charge of each task.
- District Security Update: The District is using Bond money (which was allotted to remodel and renovate our schools) to significantly increase the safety measures for our schools. Upon recommendations from the City security team, the District has decided to update the physical security of our schools. There will be two lobbies at each school. One, which the kids will be able to access (getting to the principal, dropping off attendance to the secretaries, etc.), and another that the public will have access to from the outside. The doors between the lobbies will be connected by

buzzer doors. The inside of offices will also be remodeled to help increase security measures.

- Middle School Start Times and School Boundaries: The District is looking to unify middle school start times due to busing. They will notify parents if they implement new start times. They also are going to start rearranging the school boundaries on the West side of I10 since most of the boundaries were done prior to all the new development. The new boundaries won't be implemented for another 3 or 4 years; however, Cerritos needs to be a part of this ongoing discussion. Therefore, it is highly recommended that we provide parent input and have a representative from Cerritos on that school boundary committee. Interested individuals need to contact the District Office.
- A request was received from Jenn Wludyga asking us if we were willing to pay for her Extended Resource Class' Field Day T-shirts. The total cost is approximately \$28 or \$4 per t-shirt. It was recommended that we take the funds out of the budget's line item Special Projects or Health and Safety.
  - **Motion:** Angie Parnell made a motion and it was seconded to pay for Jenn Wludyga's extended Resource Class' Field Day T-shirts out of the Health and Safety Fund and to not exceed a total amount of \$50. Motion carried by majority vote.
- According to the Bylaws, we will need an official recommendation for Tracy Jelinek to be appointed as treasurer.
  - **Motion:** Angie Parnell made a motion and it was seconded to appoint Tracy Jelinek as treasurer at the next General Board meeting in May. Motion carried by majority vote.

**Secretary:** Kari Watson

- We are still in need to collect event planning forms. So any chairs that have not completed the forms please do so ASAP and send them to Laura or myself. They are being posted on the back end of the website, specifically for PTO members.
- FDN is at Yoasis on Friday April 25<sup>th</sup>. It was recommended that next year they have a Family Dinner Night Chair.

**Treasurer:** Annette Montgomery (Laura Wallis gave report)

- Current Balance (end of March bank statement): \$47,621.26 total in our account. The breakdown is as follows: Business Select checking: \$20,107.90 and Business Select High Yield Savings \$27,513.36.
- Box tops: They are turned in twice a year. We should be receiving a check for the spring within the next couple of weeks.
- Updated Financial Report: Reviewed the budget.
  - It is recommended that there be a chair for Spirit Wear.
  - It is recommended that the Budget Line Item that states "Auditor" be changed to "Review of Financial Control".

- A recommendation was made for the new Board to have two accountants for the 2014-2015 year. One accountant to file the taxes and another accountant to review the financial controls since we just had issues with the IRS. Then the 2015-2016 Board, may want to consider using a committee to review financial controls as indicated in the Bylaws.
- It is also recommended that the new Board consider having a line item in the budget for laminate and to increase the dollar amount allotted for office supplies and printing. The District Office provides the best prices for printing.

**Communication:** Janie Miller

- General Communications Update (newsletter, website): The newsletter went out this morning. There will be one more “Beep Beep” that will be going out in the middle of May. It is recommended that the introduction be done by the incoming president. A survey to parents should go out in May as well. Updating the website is in process. We will need to get pictures and profiles of the new Board.
- School Supply Kits Update: Signed the contract with EPI. Optional art kit can be bought. The flyers should go out within the next week or two. The paper forms will just be cash or check. However, they can use a credit card online.
- Pod Money: Will be encouraging the teachers to use their Pod money before the end of the year.

**Volunteer Coordinator:** Shannon Smith (Laura Wallis gave report)

- We counted PTO volunteer hours. Although we haven't finalized a number, we are confident to say that we had well over 600 hours and that doesn't account for classroom volunteers, junior achievement, art masterpiece, and Board hours. Shannon is working on developing a breakdown of PTO volunteer hours to show how much of an impact we are having.

**Hospitality:** Jennifer Bahgat

- Staff Appreciation Update: Monday is going to be a coffee and pastries cart, Tuesday will be baskets for each staff member, Wednesday is going to be lunch catered by Perfect Pear, and Thursday will be deserts. Friday will be chair massages. Lunch will be staged in 2 parts: 12:00 (Transportation) and 1:00 (staff). We have 90 appreciation cards that need to be written and handed out. Therefore, we are looking for volunteers to help write those notes of appreciation.

**Old Business**

- **By-law Amendment**

Per vote at last General Board Meeting on March 27, 2014, a vote will be taken at the next General Board meeting to ratify the amendment.

**New Business**

- Steven Yost, a Cerritos parent and general manager of Zoe's Kitchen (Mediterranean restaurant), is opening up a new location at I-10 and Ray next to Pei Wei. The restaurant is really trying to get involved within the community and the local Kyrene schools by doing fundraisers. They would like to do an Art Program for the Kyrene schools. In which, Zoe's marketing department would provide the art supplies to the school for a specific art project. Then the students' artwork would be

displayed at the store for the public to purchase. 100% of all the art proceeds will go back to the schools. For family dinner nights 15% of the net sales will go back to the schools.

- Kids Care Club would like an extra \$100 dollars so that they will be able to complete their final projects for nursing home residents and the birthday bags. There is a needed increase due to the increase in students participating this year.
  - **Motion:** Angie Parnell made a motion and it was seconded to increase the Kids Care Club money under the club funds line item from \$250 to \$350. Motion carried by majority vote.

#### **Announcements**

- Taste of Kyrene for next year is February 20, 2015
- 2014-15 Board will take office on May 1, 2014.
- Next General PTO meeting scheduled for May 15th, 2014 at 7:00pm at Cerritos Elementary Media Center.

#### **Adjournment: 10:31 am**

- **Motion:** Jane Miller made the motion and it was seconded to adjourn the meeting at 10:31am. Motion carried by majority vote.

**Minutes Compiled By:** Kari Watson, Secretary

**The foregoing minutes were approved by the Executive Board on 05/15/2013.**

*Kari Watson*

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Kari Watson, Secretary