



*Kyrene de los Cerritos
PTO Board Meeting
November 10, 2009
Meeting Minutes*

CALL TO ORDER

❖ The meeting was called to order by Erica Riordan, President, at 8:06am.

❖ Attendees for the meeting were as follows:

President	Erica Riordan	Vice President	Stephanie Hayden
Secretary	Sharon Schramm	Financial Secretary	Joan Doherty
Historian	Janet Mooneyham	Teacher Rep.	Nancy McGilvra
Principal	Darcy DiCosmo	Student Advisor	Kelley Brunner
Guest Speaker	Olga Vives	General Member	Monica Cress

- ❖ *Guest Speaker* – Olga Vives from Stand for Children gave a short presentation on her organization. Stand for Children is a citizen-led child advocacy group that uses grass-roots power to help improve public education from pre-school through to high school. Olga discussed some key accomplishments that have been achieved in other states. Cerritos is in the process of forming a team which would report in to the Kyrene Chapter, which in turn feeds back to the state level. Stephanie Hayden and Amy Alcorn have volunteered to be the Cerritos team leaders and are looking for a third leader. Olga has already met with the school board and will be presenting to the PSC shortly. Stand for Children tackles legislative issues, the first of which that impacts Cerritos could be the budget override, which will be coming up for a vote early next year.
- ❖ *Pumpkin Walk Update* – Monica Cress is provided an update on the Pumpkin Walk. It was a great success Monica had a \$300 budget but with money raised from selling popcorn and water it ended up only costing a little over \$100. The “free” donuts were donated by Fry’s and Safeway. Cub Scout Pack 879 which meets at Cerritos made and donated the scarecrows which can be used again next year. Unfortunately, DV and Altadena volunteers could not help out at the last minutes but Monica managed to get enough help to make everything run smoothly – especially that of Jim and Angela Hart.
- ❖ *Treasurers Report* – The latest budget was reviewed. (See attachment). Some upcoming expenses include \$3500 for paper from the School Paper & Supplies fund; \$4500 for yearbooks and \$500 for subscriptions. Spiritwear has only \$700 left in their fund – they typically place a new order in early spring. Escrip is expecting \$600 income and an additional \$500 from Volvo as the Gambadoro family participated in a special promotion when they purchased their new Volvo. The Cookie Dough sale has gone very well with

estimated sales of \$8600 which qualifies us for a larger profit percentage of 45%. A check from Box Tops for over \$1300 should be forthcoming shortly.

We need to get a new accountant as Jeanene Valdez will not be performing the tax and audit function this year. Kelly Tielke has offered to this at reduced hourly rate of \$35/hour (compared to her standard rate of \$50). For the tax preparation this will cost approx. \$420 – 560 and therefore the budget (currently \$250) for this will need to be increased at the next General Meeting. In addition we need to get an estimate from Kelly of what it will cost to perform the audit (budget for Audit is \$150) so as to increase that line item at the General Meeting. Sharon volunteered to call another local accountant to get an hourly rate comparison.

NOTE: Subsequent to the meeting Kelly provided an estimate to perform the three audits required by the By-laws. Her estimate was a total of 30 hours per audit which at her reduced hourly rate of \$35 would equate to \$3150. This issue will need to be discussed and resolved at the General Meeting in December.

- ❖ *Leader in Me Update* – Darcy is going to the AB Combs School in North Carolina to review and observe their application of the Leader in Me.
- ❖ *National Certification* – Ms. Talarico and Ms. Gershanov are going for Board Certification. This costs \$500 - the Board voted for and approved the request to pay the \$1000 from the Staff Special Request Fund. (Stephanie motioned, Darcy seconded the motion, all present voted in favor of the motion.)
- ❖ *Hospitality* – The Potluck for the teachers for the Parent Teacher conference evenings was very successful. The teachers really loved the Baked Potato and Chili Bar. Thanks to everyone who donated side dishes.
- ❖ *Upcoming Events* - Papa John's Pizza, Vincent's Pizza, Turkey Trot and Holiday Boutique.
- ❖ *Other* – Joan questioned the form that is used to count cash from various functions. It states that for cash over \$500 two people should count the monies independently. It was suggested that this amount be changed to \$100. Since this is specified in the by-laws, this will also have to be voted on at the General Meeting. Janet Mooneyham volunteered to change the actual form to reflect his.
- ❖ *The next meeting is Tuesday December 8th at 7:00pm*
- ❖ **The meeting was adjourned at 9:20 AM.**

Respectfully submitted by Sharon Schramm, Secretary

Attachments: Latest 2009-2010 budget

Kyrene de los Cerritos PTO
Profit & Loss Budget Performance
November 2009

	Nov 09	Budget	Jul - Nov 09	YTD Budget	Annual Budget
Income					
Balance - Beginning of Year	0.00		0.00	21,218.32	21,218.32
Beginning of Year Fundraisers					
Family Directory Sales Proceeds	0.00		372.50	0.00	0.00
Meet Your Teacher Night Proceed	0.00		177.05	100.00	100.00
Otter Pop Sales Proceeds	0.00		1,034.92	0.00	0.00
Total Beginning of Year Fundraisers	0.00		1,584.47	100.00	100.00
Book Fair Proceeds	0.00		4,667.71	9,000.00	9,000.00
Cookie Dough Proceeds	0.00		0.00	7,000.00	7,000.00
Fall Carnival Proceeds					
Fall Carnival Donations	0.00		0.00	500.00	500.00
Fall Carnival Sales	0.00		10,033.50	12,000.00	12,000.00
Total Fall Carnival Proceeds	0.00		10,033.50	12,500.00	12,500.00
Fall Fundraiser Proceeds					
Fall Fundraiser Donations	0.00		0.00	0.00	0.00
Fall Fundraiser Proceeds -Other	0.00		114.74	500.00	500.00
Fall Fundraiser Sales	0.00		15,149.33	17,000.00	17,000.00
Total Fall Fundraiser Proceeds	0.00		15,264.07	17,500.00	17,500.00
Fall Pumpkin Walk Proceeds	0.00		0.00	300.00	300.00
Family Dinner Night Fundraiser	0.00		202.17	500.00	500.00
Go Green Proceeds	0.00		0.00	0.00	0.00
Labels, Receipts, & Rebates					
Box Tops Proceeds	0.00		0.00	1,600.00	1,600.00
Capri Sun Recycle Proceeds	0.00		0.00	0.00	0.00
Ink Cartridges Proceeds	0.00		0.00	0.00	0.00
Kroger/Fry's	0.00		0.00	150.00	150.00
Safeway Escrip Proceeds	0.00		2,031.43	9,000.00	9,000.00
Target Proceeds	0.00		0.00	750.00	750.00
Total Labels, Receipts, & Rebates	0.00		2,031.43	11,500.00	11,500.00
Odyssey of the mind	0.00		0.00	0.00	0.00
Parent and Community Donations	0.00		0.00	100.00	100.00
Principal's Fund					
Balance Forward	0.00		0.00	876.00	876.00
New Year Fund Addition	0.00		0.00	800.00	800.00
Pepsi Machine Income	0.00		191.28	0.00	0.00
Total Principal's Fund	0.00		191.28	1,676.00	1,676.00
School Store Proceeds	243.00		1,407.50	3,000.00	3,000.00
School Supplies Proceeds	0.00		0.00	4,400.00	4,400.00
Sock Hop Proceeds	0.00		0.00	3,000.00	3,000.00
Spiritwear Proceeds	0.00		3,343.00	4,500.00	4,500.00
Spring Family Appreciation Inco	0.00		0.00	100.00	100.00
Square 1 Art Proceeds	0.00		0.00	5,000.00	5,000.00
Winter Boutique Proceeds	0.00		0.00	8,000.00	8,000.00

6:45 AM

11/10/09

Accrual Basis

Kyrene de los Cerritos PTO
Profit & Loss Budget Performance
November 2009

	Nov 09	Budget	Jul - Nov 09	YTD Budget	Annual Budget
Yearbook Proceeds					
Yearbook Dedications	0.00		0.00	200.00	200.00
Yearbook Sales	0.00		2,844.00	10,000.00	10,000.00
Total Yearbook Proceeds	0.00		2,844.00	10,200.00	10,200.00
Total Income	243.00		41,569.13	119,594.32	119,594.32
Expense					
Beep Beep Print Costs/Refunds	0.00		0.00	100.00	100.00
Beginning of Year Fundraiser Ex					
Family Directory Print Costs	474.25		474.25	350.00	350.00
Meet Your Teacher Night	0.00		92.41	100.00	100.00
Otter Pop Fundraiser Espense	0.00		79.92	0.00	0.00
Total Beginning of Year Fundraiser Ex	474.25		646.58	450.00	450.00
Book Fair Expenses	0.00		4,667.21	9,000.00	9,000.00
Box Tops Expenses	0.00		0.00	75.00	75.00
Cookie Dough Expenses	0.00		0.00	5,000.00	5,000.00
Curricular					
Agendas	0.00		3.77	2,100.00	2,100.00
Author Visit Expenses	0.00		0.00	50.00	50.00
Balanced Literacy Pgm Expenses	0.00		0.00	500.00	500.00
Character Counts Expenses	0.00		0.00	150.00	150.00
Classroom Grants	0.00		4,100.00	8,100.00	8,100.00
Staff Special Request Fund	0.00		351.54	2,500.00	2,500.00
Subscriptions	0.00		301.81	2,500.00	2,500.00
Total Curricular	0.00		4,757.12	15,900.00	15,900.00
Encumbered Funds Expense2010-11	0.00		0.00	13,000.00	13,000.00
Extra Curricular Expenses					
5th Grade Drug Awareness Party	0.00		0.00	200.00	200.00
5th Grade Promotion Party	0.00		0.00	0.00	0.00
Art Masterpiece	0.00		0.00	200.00	200.00
Birthday Bags	0.00		0.00	0.00	0.00
Field Day	0.00		0.00	50.00	50.00
Health & Safety	0.00		0.00	400.00	400.00
Kids Fit Running Team	0.00		257.41	500.00	500.00
Office Printer Cartridges	0.00		0.00	1,500.00	1,500.00
School Paper & Supplies	0.00		89.65	4,000.00	4,000.00
Spring Family Appreciation	0.00		0.00	700.00	700.00
Staff Appreciation Week	0.00		0.00	2,500.00	2,500.00
Total Extra Curricular Expenses	0.00		347.06	10,050.00	10,050.00

6:45 AM

11/10/09

Accrual Basis

Kyrene de los Cerritos PTO Profit & Loss Budget Performance November 2009

	Nov 09	Budget	Jul - Nov 09	YTD Budget	Annual Budget
Fall Carnival Expenses	0.00		7,100.99	8,000.00	8,000.00
Fall Fundraiser Expenses	0.00		7,490.93	8,500.00	8,500.00
Fall Pumpkin Walk Expense	0.00		300.00	300.00	300.00
Gift of Time Expense	0.00		0.00	0.00	0.00
Go Green Expenses	0.00		0.00	0.00	0.00
Historian	0.00		0.00	150.00	150.00
Hospitality	0.00		1,385.68	3,000.00	3,000.00
Odyssey of the Mind expenses	0.00		0.00	0.00	0.00
Principal's Fund Expenses	0.00		0.00	1,676.00	1,676.00
PSC Luncheon	0.00		0.00	0.00	0.00
PTO Operations					
Auditor	0.00		0.00	150.00	150.00
Bank Fees	0.00		1.50	100.00	100.00
Credit Card Fees	0.00		133.31	400.00	400.00
Insurance	0.00		675.00	615.00	615.00
NSF Fees	0.00		3.00	75.00	75.00
Petty Cash	0.00		0.00	0.00	0.00
Supplies & Equipment	0.00		205.31	803.32	803.32
Tax Preparation	0.00		0.00	250.00	250.00
Website/Paypal	0.00		0.00	0.00	0.00
Total PTO Operations	0.00		1,018.12	2,393.32	2,393.32
School Store Expenses	0.00		1,090.90	2,500.00	2,500.00
School Supplies- Refunds & Kits	18.55		18.55	4,800.00	4,800.00
Sock Hop Expenses	0.00		0.00	2,000.00	2,000.00
Special Projects	247.03		6,744.79	8,000.00	8,000.00
Spiritwear Expenses	0.00		3,299.30	4,000.00	4,000.00
Square 1 Art Expense	0.00		0.00	3,500.00	3,500.00
Void	0.00		0.00		
Winter Boutique Expenses	0.00		0.00	8,000.00	8,000.00
Yearbook Expenses	0.00		0.00	9,200.00	9,200.00
Total Expense	739.83		38,867.23	119,594.32	119,594.32
Net Income	-496.83		2,701.90	0.00	0.00