



*Kyrene de los Cerritos
PTO Board Meeting
Oct. 20, 2009
Meeting Minutes*

CALL TO ORDER

❖ The meeting was called to order by Erica Riordan, President, at 8:03am.

❖ Attendees for the meeting were as follows:

President	Erica Riordan	Vice President	Stephanie Hayden
Secretary	Sharon Schramm	Treasurer	Joan Sample
Financial Secretary	Joan Doherty	Communications	Susan Kovacs
Hospitality	Amy Smith	Hospitality	Mayme McDonald
Marquee	Maria Riggs	Historian	Janet Mooneyham
Volunteer Coord.	Frances Brakebill	Teacher Rep.	Cindy Eger
Principal	Darcy DiCosmo	Student Advisor	Kelley Brunner
Guest Speaker	Kevin Arnold		

- ❖ *Guest Speaker* – Kevin Arnold made a presentation on the possibility of adding lights to the school crossing. There is, and has been for some time, the issue of cars speeding through the crossing zone and often not stopping when the crosswalk is occupied. He presented the history of the crossing guards/crosswalk. The city of Phoenix has not embraced the addition of light – possibly due to maintenance issues. There is a company in California that makes solar powered system, which would be a good solution, though there are certainly other solutions available. The lights would be manually activated by the crossing guard and would flash while students crossed. Kevin is happy to spearhead this effort and has engaged the District and the City of Phoenix; he really wanted to see if the PTO would support his efforts. The PTO thinks this is a good idea, since it does not replace the crossing guard. There was a suggestion that this could be an issue that Student Council could embrace.
- ❖ *Pumpkin Walk Update* – Monica Cress is chairing the Pumpkin Walk this year. It will be held on Friday Oct 30, on the basketball courts. Water and popcorn will be available for purchase. Classes will be decorating brown bags to identify which pumpkins belong to which class. Pumpkins can be dropped off on Thursday and Friday but cannot be brought directly to the Pumpkin Walk. The budget for this event is \$300. There will be a picture area. Photographers will be donating their time and the photos will be available on Snapfish the following day.
- ❖ *Leader in Me Update* – The leader in Me seminars have started. They were very successful so far with teachers creating personal goals during the process. Seven staff members absent on the first day. The process involves teaching the teachers first who can then

transfer their knowledge to the kids and fits very well with the Character Counts program. The expectation is that the teachers will embrace the subject this year ready implementation in the next school year. In addition, five of our teachers went to a Leader in Me conference in California a few weeks ago – Michelle Lamp, Kim Bordelon, Eileen Byrne-Quinn, Michelle Mandola and Emily Talarico. They met with the Chun family who own Panda Express and who may sponsor our program. The leaders/sponsors of this event were so very impressed with the enthusiasm of our Cerritos teachers that we may become a “lighthouse” school for the Southwest. We will have to wait to find out if this will happen.

- ❖ *Treasurers Report* –The latest budget was reviewed on a line by line basis. (See attachment). Otter Pops have made almost \$800 in profit since the beginning of the school year. So far the directories have not sold as well as anticipated, bringing in only \$164. The book Fair did great with over \$9000 in sales (\$4644 was in cash and checks the rest were electronic sales which go directly to Scholastic). All profits go directly to the library and so do not show up in our accounts. Escrip has brought in just over \$2000. The Fall Carnival made \$2900 in profit, which was great, given the economy, but was \$1300 less profit than budgeted. Sally Foster made over \$9000 in profit, including the Internet sales, which do not show in the accounts yet.
- ❖ *Cookie Dough* – Janet Mooneyham is chairing and sales will take place from Oct 21st to November 3rd.
- ❖ *Family Night* - Papa John's Pizza raised a total of \$826. Ms. Murtoff's class had the most participation.
- ❖ *Hospitality* – Mayme and Amy have organized a Potluck for the teachers for the Parent Teacher conference evenings of Oct 28 and November 5.
- ❖ *The next meeting is Tuesday November 10th at 8:00am*
- ❖ **The meeting was adjourned at 9:40 AM.**

Respectfully submitted by Sharon Schramm, with thanks to Mayme McDonald for taking notes.

Attachments: Agenda, Latest 2009-2010 budget

**Kyrene De Los Cerritos
Executive Board Meeting
October 20, 2009**

Call to Order

Crosswalk Light - Kevin Arnold

Pumpkin Walk Update- Monica Cress

Leader in Me Training Update- Darcy DiCosmo

Treasurer's Report- Joan Sample

Old Business

Book Fair-

Sally Foster -

Fall Carnival-

Directory –

School Store-

Box Tops- Vicki McFarland

Otter Pops- ?

Family Night (Papa John's) Mrs. Murtoff \$556.20 (total \$826.74)

New Business

Cookie Dough (Starts TODAY Oct. 20th) –Janet Mooneyham

Other?

Next Meeting: Tuesday, November 10th at 8:00am

Beep Beep deadline for October: Due Today Oct. 20th!!

Adjourn

12:24 AM

10/16/09

Accrual Basis

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

	Oct 09	Budget	Jul - Oct 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	164.00		164.00	0.00	0.00
Meet Your Teacher Night Proceed	0.00		177.05	100.00	100.00
Otter Pop Sales Proceeds	137.50		874.92	0.00	0.00
Total Beginning of Year Fundraisers	301.50		1,215.97	100.00	100.00
Book Fair Proceeds	1,078.82		4,644.22	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	4,824.50		10,033.50	12,000.00	12,000.00
Total Fall Carnival Proceeds	4,824.50		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	-47.90		114.74	500.00	500.00
Fall Fundraiser Sales	-234.00		15,099.33	17,000.00	17,000.00
Total Fall Fundraiser Proceeds	-281.90		15,214.07	17,500.00	17,500.00
Fall Pumpkin Walk Proceeds	0.00		0.00	300.00	300.00
Family Dinner Night Fundraiser	0.00		-19.97	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		127.71	0.00	0.00
Total Principal's Fund	0.00		127.71	1,676.00	1,676.00
School Store Proceeds	115.00		944.00	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	590.00		2,806.00	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

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

	Oct 09	Budget	Jul - Oct 09	YTD Budget	Annual Budget
Yearbook Proceeds					
Yearbook Dedications	0.00		0.00	200.00	200.00
Yearbook Sales	0.00		2,292.00	10,000.00	10,000.00
Yearbook Proceeds - Other	240.00		432.00		
Total Yearbook Proceeds	240.00		2,724.00	10,200.00	10,200.00
Total Income	6,867.92		39,720.93	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	0.00		0.00	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	0.00		172.33	450.00	450.00
Book Fair Expenses	4,667.21		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	50.36		351.54	2,500.00	2,500.00
Subscriptions	139.21		301.81	2,500.00	2,500.00
Total Curricular	189.57		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	89.65		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	89.65		347.06	10,050.00	10,050.00

12:24 AM

10/16/09

Accrual Basis

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

	Oct 09	Budget	Jul - Oct 09	YTD Budget	Annual Budget
Fall Carnival Expenses	0.00		7,100.99	8,000.00	8,000.00
Fall Fundraiser Expenses	7,449.00		7,490.93	8,500.00	8,500.00
Fall Pumpkin Walk Expense	0.00		0.00	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	-620.00		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	-620.00		1,018.12	2,393.32	2,393.32
School Store Expenses	122.76		1,090.90	2,500.00	2,500.00
School Supplies- Refunds & Kits	0.00		0.00	4,800.00	4,800.00
Sock Hop Expenses	0.00		0.00	2,000.00	2,000.00
Special Projects	197.76		6,497.76	8,000.00	8,000.00
Spiritwear Expenses	420.00		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	12,515.95		37,827.40	119,594.32	119,594.32
Net Income	-5,648.03		1,893.53	0.00	0.00