



*Kyrene de los Cerritos
PTO Board Meeting
Sep. 8, 2009
Meeting Minutes*

CALL TO ORDER

❖ The meeting was called to order by Erica Riordan, President, at 8:07am.

❖ 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
Marquee	Maria Riggs	Historian	Janet Mooneyham
Volunteer Coord.	Frances Brakebill	Teacher Rep.	Nancy Corrion
Principal	Darcy DiCosmo	Student Advisor	Kelley Brunner

❖ *School Update* – Darcy gave a brief update on The Presidents speech is to be shown at 1:00 to avoid class Specials. It was a district decision to show the speech, but it is not mandatory. Parents can request that their children opt-out if they feel strongly about it. A room is to be set aside for those children who have opted-out to go to while the speech is being shown. Joan Doherty commented that she felt that the district should have used the Supplemental Learning materials. There was a discussion regarding the timely availability of the supplemental materials and it was stated that the children would not be watching the speech in a vacuum and that there would likely be classroom discussion following the speech.

❖ *Budget Review* –The latest budget was reviewed on a line by line basis. (See attachment). There was some discussion regarding how teachers need to be reminded to use the Staff Special Request Fund form, prior to any expenditure. It was suggested that each teacher be given a copy of the form for ease of use and as reminder to request first. There was a request for \$287, Stephanie motioned to approve, Susan seconded and everyone voted aye. The motion was passed. There was also a follow-up to the encumbered funds discussion from the August Board Meeting. Joan Sample did a review of the funds spent at the beginning of last year and discovered that the bank balance decreased by approximately \$10,000 prior to any fundraising income being received. Included in the \$10,000 was a one-time payment for the shade structure special project. In prior years the balance had decreased by significantly less than \$10,000. This year the balance has decreased by approximately \$5,000. Therefore, it was agreed that the previously approved encumbered funds of \$13,000 should be more than sufficient to cover the early expenses next year.

Committee Updates:

- ❖ Committees – Chairs are still needed for the following: Dad’s Club, Cookie Dough, Square 1 Art and the School Store. At the moment Stephanie and Erica are acting Chairs for the School Store. Janet Mooneyham volunteered to chair Cookie Dough. (Thanks Janet ☺)
- ❖ *Family Night* – A reminder that Papa John’s Pizza will be donating 20% of sales on Sep 10th to Cerritos.
- ❖ *Book Fair* – Diane Nam and Andrea Beck still need volunteers for the Book Fair, which runs Sep. 17 – 25.
- ❖ *Library* – The library has not yet received any state funding this year – we may need to step in to Help out – stay tuned.
- ❖ *Fall Fundraiser* – The \$500 incentive for prizes has been received from Sally Foster. Sales close Sep. 11th. Teachers need to remind students to turn in their orders.
- ❖ *Fall Carnival* – Janet Mooneyham has some new volunteers this year. Janet requested that the PTO purchase an EZ-Up tent to provide shade for Mr. G. Sharon motioned to approve this expenditure (from Staff Special Request Fund), Stephanie seconded, all voted aye. Motion passed.
- ❖ *Holiday Boutique* – Dates have changed to Dec 7 – 11, due to scheduling conflicts.
- ❖ *School Cents* – Stephanie reminded everyone to turn in their receipts – we will be awarded double points until Sep. 30.

New Business:

- ❖ *Otter Pop Fridays* – Sales have been over \$100 per week so far – a great success!
- ❖ *Box Tops* – The first submittal date is in October. This needs to be kicked off in the next week or two. Stephanie & Erica are leading this effort.
- ❖ *Family Directory* – This is almost complete – it is expected to be ready for sale at the Fall Carnival (\$2 a copy).
- ❖ *Beep Beep* – The next Beep Beep will be published the week of September 14th. The PTO letter in the Beep Beep will be written by a different Board member each month. The schedule is as follows: Oct. – Sharon; Nov. – Joan; Dec – Joan; Jan – Susan, Feb. – Mayme; Mar. – Maria; Apr. – Frances.
- ❖ *School Store* – The school store has been doing very well. Last week sales were over \$180.

Other:

- ❖ *School Update* – The District is providing for a shade structure next to the car pick-up lane. This will be installed in the next few weeks. It will be similar to the one installed at Monte Vista. In addition, an overhang structure will be built above the doors to the office. The sand near the office door is to be removed and replaced with gravel. Darcy reported that a total of four rattlesnakes had been found in the past week on the school field. Children were kept off the field until the grounds were thoroughly checked and no further evidence was found.

- ❖ The next meeting will be On Tuesday, October 20th at 8:00am.

- ❖ **The meeting was adjourned at 9:11 AM.**

Respectfully submitted by Sharon Schramm.

Attachments: Agenda, Latest 2009-2010 budget

Kyrene de los Cerritos
Executive Board Meeting
September 8, 2009

Call to Order

President Obama Talks to Students-Darcy
Treasurer's Report- Joan Sample

Committee Updates:

- Committees still OPEN- Frances
- Papa John's Family Night (Sept. 10th) 20%
- Book Fair (Sept. 17-25) Andrea Beck & Diane Nam
- Library Budget- Nancy McGilvra
- Fall Fund Raiser (Ends 9/8) Andrea Cordero & Stephanie Hayden
- Fall Carnival (Sept. 25th) Janet Mooneyham
- Holiday Boutique DATE CHANGED DEC 7-11
- School Cents- Stephanie Hayden

New Business:

- Escript Update- Mayme
- Otter Pops Fridays Update
- Box Tops Update
- Directory Update
- Beep Beep deadline- **Friday, September 11, 2009!!**

Other?

Next Meeting: Tuesday, October 20th at 8:00am

Adjourn

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

	Sep 09	Budget	Jul - Sep 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		0.00	0.00	0.00
Meet Your Teacher Night Proceed	0.00		177.05	100.00	100.00
Otter Pop Sales Proceeds	0.00		252.42	0.00	0.00
Total Beginning of Year Fundraisers	0.00		429.47	100.00	100.00
Book Fair Proceeds	0.00		0.00	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		0.00	12,000.00	12,000.00
Total Fall Carnival Proceeds	0.00		0.00	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		0.00	500.00	500.00
Fall Fundraiser Sales	0.00		0.00	17,000.00	17,000.00
Total Fall Fundraiser Proceeds	0.00		0.00	17,500.00	17,500.00
Fall Pumpkin Walk Proceeds	0.00		0.00	300.00	300.00
Family Dinner Night Fundraiser	0.00		0.00	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		677.79	9,000.00	9,000.00
Target Proceeds	0.00		0.00	750.00	750.00
Total Labels, Receipts, & Rebates	0.00		677.79	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		251.62	0.00	0.00
Total Principal's Fund	0.00		251.62	1,676.00	1,676.00
School Store Proceeds	0.00		147.00	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	0.00		1,874.00	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

9:12 AM

09/17/09

Accrual Basis

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

	Sep 09	Budget	Jul - Sep 09	YTD Budget	Annual Budget
Yearbook Proceeds					
Yearbook Dedications	0.00		0.00	200.00	200.00
Yearbook Sales	0.00		2,268.00	10,000.00	10,000.00
Total Yearbook Proceeds	0.00		2,268.00	10,200.00	10,200.00
Total Income	0.00		5,647.88	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		32.24	0.00	0.00
Total Beginning of Year Fundraiser Ex	0.00		124.65	450.00	450.00
Book Fair Expenses	0.00		0.00	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		249.21	2,500.00	2,500.00
Subscriptions	0.00		0.00	2,500.00	2,500.00
Total Curricular	0.00		4,352.98	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		0.00	500.00	500.00
Office Printer Cartridges	0.00		0.00	1,500.00	1,500.00
School Paper & Supplies	0.00		0.00	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		0.00	10,050.00	10,050.00

9:12 AM

09/17/09

Accrual Basis

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

	Sep 09	Budget	Jul - Sep 09	YTD Budget	Annual Budget
Fall Carnival Expenses	0.00		0.00	8,000.00	8,000.00
Fall Fundraiser Expenses	0.00		33.00	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		1,347.07	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		0.00	100.00	100.00
Credit Card Fees	0.00		30.42	400.00	400.00
Insurance	0.00		675.00	615.00	615.00
NSF Fees	0.00		0.00	75.00	75.00
Petty Cash	0.00		50.00	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		960.73	2,393.32	2,393.32
School Store Expenses	0.00		393.95	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	0.00		0.00	8,000.00	8,000.00
Spiritwear Expenses	0.00		1,286.10	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	0.00		8,498.48	119,594.32	119,594.32
Net Income	0.00		-2,850.60	0.00	0.00