



General PTO Board Meeting Minutes

Date: August 10, 2016

Call to Order: A General Board Meeting of the Kyrene de los Cerritos PTO was held on August 10th, 2016 at 8:49am. The meeting convened at Cerritos Elementary School Synergy Room with President Jen Metzger presiding. A quorum was present.

Members in Attendance: The following 2016-17 Board members were present: Jen Metzger, Leslie Swanson, Janie Miller, Deb True, Sandy Morrison, Rachel Schurz, Abby Green, and Louise Yanock. Courtney Bauer and Jessica Harris were also present. Ten parents from the general PTO membership were present, as well as, a representative from a local karate business.

Minutes: Minutes of May 11th, 2016 Executive Board meeting were discussed.

Motion: Leslie Swanson moved and it was seconded by Louise Yanock to approve the Minutes from May 11th, 2016 Executive Board Meeting. Motion carried by majority vote.

Officer's Reports

President: Jen Metzger

- Jen Metzger welcomed all in attendance at the first PTO meeting of the new school year. Each person in attendance introduced themselves.
- Jen expressed her thanks for all the back-to-school efforts by various members of the Board. The Hospitality Coordinators (Louise Yanock and Anne Neal) were thanked for all the welcome back hospitality-related events. Those involved in the planning and execution of the Kindergarten Welcome Event and Meet Your Teacher Night (MYTN) were also recognized for their efforts. Appreciation was also given to Erika Uram for coordinating the EPI school supply kits. Special thanks also went out to Kathy Granese (Grandma Kathy) for all her assistance with the teachers and for Cristina Carter and her time updating the marquee.

Hospitality: Louise Yanock and Anne Neal

- Louise recapped the success of all the hospitality-related back-to-school events. Specifically, Louise mentioned that the "Welcome Back" breakfast went well and she expressed her gratitude to the PTO Board members who provided homemade dishes. The staff loved it. A Welcome Back gift was also purchased for the teachers consisting of a

“teacher” coffee mug with a special sentiment on it. On Meet Your Teacher Night, the PTO purchased Panda Express bowls for the teachers to eat prior to the evening event. She received positive feedback. Thank you to all that helped to organize and deliver the meals. During Thursday’s Leadership Training, breakfast was donated by Einstein Bagels thanks to the efforts of Amy Huffman. The PTO also had the Coffee Cart serving hot treats. Zupas Café catered lunch. Food was all gone, so she believed it was well received.

- On the upcoming Curriculum Night (Thursday), the teachers will be receiving a dinner from Perfect Pear.
- The Hospitality Team will be providing snacks and drinks at the Cerritos Staff Meetings once a month to help keep the staff’s energy up and smiles on everyone’s faces.
- Also, new this year, Hospitality will be celebrating teacher/staff birthdays by delivering a card with an adorable apple jar filled with candy.
- This year, Hospitality is being separated from Staff Appreciation to distribute the workload more evenly between volunteers. We are currently looking for someone to chair Staff Appreciation (see volunteer coordinator section).

Vice President: Leslie Swanson

- Nothing to report

Secretary: Janie Miller

- Nothing to report

Treasurer: Debbie True

- Starting Balance: \$24,743.49 Current balance as of 8/7/16: \$18,013.50.
- Total Income: \$3,388.09 Sources of income over the last month include:
 - \$500 Be a Beacon
 - \$487.50 Corporate Sponsors (mostly Tuft & Needle)
 - \$258.09 from Fry’s and \$1,182.55 from Safeway/eScrip
 - \$959.83 from EPI School Supply kits sold at MYTN
 - \$0.12 in bank interest
- Total Expenses: \$10,134.17 Categories of expenditures over the last month include:
 - \$4,746.02 -> EPI School Supply Kits
 - \$1,700 -> Classroom Grants
 - \$111.10 -> Running Club
 - \$294.19 -> Classroom Materials
 - \$202.94 -> Principal Requests
 - \$53.20 -> Staff Special Requests
 - \$262.95 -> Teacher Supply Closet
 - \$1,585.55 -> Hospitality
 - \$661.29 -> New Family Welcome

- \$348.00 -> Donation Drive
- \$10.60 -> Supplies/Printing
- \$158.40 -> Website
- A vote is needed to increase School Supply Kits income and expense line item to \$4500 as cost of EPI kits was incurred in 2016-17 budget rather than 2015-16 budget.
 - **Motion:** Rachel Schurz moved and it was seconded by Leslie Swanson to increase the School Supply Kits income and expense line item to \$4500. The motion carried by majority vote.
- A vote was needed to approve the use of funds from the Classroom Materials/Teaching Resources budget line item to purchase Teachers Pay Teachers gift cards (one gift card per pod including preschool and DD). Discussion was held regarding the types of resources available through the website. The group also discussed what dollar amount should be donated. Last year, teachers were provided with \$25 per teacher. This year, it was proposed that one could be purchased per pod for \$50-100. \$50 would likely last 3-4 months.
 - **Motion:** Rachel Schurz moved and it was seconded by Louise Yanock to purchase a \$50 Teachers Pay Teachers gift card per pod including preschool and DD and expense to the Classroom Materials/Teaching Resources line item. The motion carried by majority vote.
- Another vote was needed to approve the use of funds from Principal Special Requests line item to purchase materials to support the Leadership Room Project which would be completed by Karol Pacheco. A letter requesting funds of \$250-400 was read from Ms. Pacheco. Discussion was held regarding what types of activities would be performed in the room most of which involved leadership day related preparation for speeches, tour guides, Student Lighthouse Committee meetings, etc. Mrs. Bauer explained that it will be used on a weekly basis regularly throughout the school year for leadership-related activities. The group discussed what dollar amount should be allocated. The budget has \$1500 allocated to Principal Special Requests for the year and Mrs. Bauer did believe this to be a good use of those funds.
 - **Motion:** Leslie Swanson moved and it was seconded by Jessica Harris to approve use of \$300 of the Principal Special Requests line item for the purpose of creating and designing a Leadership Room. The motion carried by majority vote.
- In addition, a basketball hoop for indoor use will be purchased for the Resource classroom from the Staff Special Requests budget line item.

Financial Secretary: Sandy Morrison

- New Families welcome coffee will be held on Friday, August 12th at the Starbuck's inside Safeway from 8-9am. This event is being held for parents of new families in grades kindergarten through 5th grade to serve as a meet and greet event as well as to answer any questions from Curriculum Night.

- New Families from grades 1st through 5th are invited to a Dessert Night at Sandy Morrison's house on September 7th from 7:30-9:00pm.

Communications: Rachel Schurz

- The Beep Beep newsletter will not be published this year due to minimal response/readers in previous years. PTO information will be incorporated in Jessica's Cerritos Weekly News (emailed over each weekend).
- Executive Board members and chairs should think about Communications and what they want to communicate about their event/program/need and then get in touch with Rachel a couple weeks prior to when the communication materials are actually needed so we can formulate a plan.
- Rachel encouraged everyone to take pictures at events, staff appreciation, meetings, volunteering, running club, etc. She intends to use more visuals on the PTO Facebook page and website. Photos will also be shared with Genevieve Kennedy for yearbook.
- PTO will also be using the school's text remind more often for reminders.
- Reminder to like us on FB – Cerritos PTO!

Volunteer Coordinator: Abby Green

- Current volunteer opportunities include:
 - Staff Appreciation Chairperson – responsibilities include:
 1. Staff Appreciation Day first week in May
 2. Appreciation event once/month or once/quarter (ideas include baked potato bar, etc.)Currently, \$3850 is allocated in budget to Staff Appreciation for these purposes.
 - Ice Cream Social Chairperson(s)
Sandy Morrison and Molly Wegener expressed interest in co-chairing the event.
- Abby requested that if someone needs a Sign Up Genius created for volunteers, that they request one week prior to the desired go-live date.
- Picture Day will be Friday, August 26th. They would like 1-2 parents to assist the photo company. Cristina Carter volunteered to assist.
- We still need volunteers for tomorrow night's Curriculum Night. Only three people currently signed up.
- Please keep an eye out for a Sign Up Genius for Hearing and Vision screenings. These will be held on August 18th and 19th.

Historian: Genevieve Kennedy

- Genevieve was not present at the meeting, but she requested input on incentives for yearbook volunteers. The group discussed some suggestions and thought that holding a drawing for a free yearbook would be a good idea. Anyone who creates a page would get one entry per page into the drawing.

- Genevieve is also implementing ongoing deadlines to ensure the yearbook is completed on time. The closing date to submit photos for pages will be one month after the event date. The only exception to this will be the first day of school as the yearbook info sheet will go out too late. First Day of School photos must be submitted by October 1st. Photos are to be submitted using the pictavo app or by contacting Genevieve to get a pictavo log-in (which is the easiest way to submit a large number of photos.)

Development Coordinator: Amy Huffman

- Amy was not present at the meeting, but she provided an update via email.
 - Corporate Sponsors are moving along.
 - Family Dinner Nights – will likely be held every other month or so. Fired Pie (pizza – next to the AMC movie theater, CK's, Native have all offered. Since we are doing Peter Piper Pizza Back-to-School Bash in August, she is looking to schedule other ones at the end of September and another one the second week in November. She does not plan to schedule one in December since it is a busy month for everyone.

Principal's Report: Ms. DiCosmo was unable to attend the meeting, but Mrs. Bauer and Mrs. Harris did not have anything to report.

Old Business

- Kindergarten Welcome Event and Meet Your Teacher Night were both a great success. Thanks to all who volunteered.
- EPI kits have all been delivered. Most of the extra kits were sold. Both teachers and parents seem pleased. Thanks to Erika Uram for chairing this and to Janie Miller for her support.
- Be a Beacon Donation Drive kicked off on Monday, August 8th. Janie Miller explained the purpose of the drive (direct donations as opposed to product sales) and the overall goal of \$20,000. Jen Metzger and Janie Miller presented the Drive to each classroom on Monday and pumped up the students about raising money for their school, winning prizes, and the weekly basket raffles. Woolaver Orthodontics donated \$500 to sponsor the grand prizes which include a Lego basket (which includes \$50 to Lego Store), Acoustic Guitar, Electric Razor Scooter, and mini iPad. Other businesses have donated to the drive including Great Arizona Puppet Theater, Biosphere, Jump Street, Bearizona, Ice Den, Phoenix Rock Gym, Pump It Up, and Main Event.
 - When student brings in a donation, they will receive a Beacon wristband which gives them access to select one prize from the Prize-a-Palooza cart at lunch recess every Tuesday and Thursday.
 - Three baskets will be raffled off every Friday. A student is entered into the raffle drawing once for every \$10 donation they bring in.

- New this year – Roadrunner Race on Tuesday, August 30th! This event is being added to add another level of fun for the students. Classes will decide a classroom theme (e.g., crazy socks, crazy hair, favorite superhero, etc.). Students can obtain “sponsors” for the run including extended family and friends. We have obtained several character costumes – Iron Man, Mickey Mouse, Minion, Elsa, etc. – to add extra excitement for the students. The PTO will need volunteers to dress up the day of the event. We will be having a planning meeting next week to plan out the Run. Any and all are welcome to join us.
- Please help spread the word about employer matches. Many companies like Intel, Schwab, and Honeywell will match dollar-for-dollar for donations made to non-profit organizations.
- If we hit our overall goal of \$20,000, we will have the students vote on what Ms. DiCosmo and Ms. Bauer will have to do. Last year, Ms. DiCosmo entered an assembly on a tricycle and kissed a pig!
- Thanks to everyone for your support of this important event!

New Business

- We need to vote to approve Carolyn Yeretian as Development Coordinator.
 - **Motion:** Rachel Schurz moved and it was seconded by Leslie Swanson to vote Carolyn Yeretian in as Development Coordinator on the PTO Executive Board. The motion carried by majority vote.
- Reminder that tomorrow night is Curriculum Night. We need volunteers to man the PTO tables. Volunteers will accept Beacon donations, sign up parents for Fry’s program, and sign up PTO volunteers.
- Back-to-School Bash will be held at Peter Piper Pizza on Thursday, August 25th from 4-8pm. Ms. DiCosmo and Ms. Bauer will even be there playing games with the students. We will also be encouraging other teachers to be there as well.
- Watch D.O.G.S. Pizza Party will be held on August 29th
- Fall Book Fair – Renee Doty discussed the possibility of including Book Talks prior to the event. She will discuss this with Ms. Nordahl, the school librarian. Einat Dolev will be co-chairing this event with her. She plans to use the Junior Crew in advance of the Book Fair to create decorations and marketing materials.
- Box Tops – We will need a chairperson for this. Rachel Schurz to advertise the open volunteer position in future communications.
- Spirit Wear – Jen Metzger is working on along with Mikel Anne Arnce. They are finalizing the order form to be distributed soon.

Meeting Adjourned At: 10:16am

Minutes Compiled By: Janie Miller, Secretary

The foregoing minutes were approved by the Executive Board on September 7, 2016.