



## General PTO Meeting Minutes

Date: January 11, 2017

**Call to Order:** A General Board Meeting of the Kyrene de los Cerritos PTO was held on January 11<sup>th</sup>, 2017 at 8:49 am. 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, Molly Wegener, Debbie True, Rachel Schurtz, Abby Green, and Genevieve Kennedy. Jessica Harris were also present, as were four parents from the general PTO membership.

**Minutes:** Minutes of December 7<sup>th</sup>, 2016 General PTO meeting were discussed.

- **Motion:** Leslie Swanson moved and it was seconded by Debbie True to approve the minutes from 12/07/16 General PTO Meeting. Motion carried by majority vote.
- After the meeting took place, an addendum was added to the minutes to include electronic motions for December. An electronic vote was required to approve the amended minutes.
  - **Motion:** Genevieve Kennedy moved and it was seconded by Sandy Morrison to approve the amended minutes by electronic vote on 01/12/17. *Final email from Jen Metzger indicates the above motion passed unanimously with none opposed.*

### Officer's Reports

**President:** Jen Metzger

- Jen Metzger expressed her thanks to Louise Yanock and Anne Neal, in addition to all the volunteers who contributed to the success of Winter Wonderfulness. The cookie craze was especially appreciated by the staff, and thanks were extended to all who contributed cookies. Leslie Swanson was thanked for her organization of 'Gift of Time'. Many parent volunteers helped create a fun atmosphere and were thanked for the success of this seasonal event. Jen also expressed thanks to all the parents for their help with December class parties. She shared how much the teachers appreciate the time and effort people put into these fun parties. Lastly, Jen thanked both Rachel Schurtz and Christina Carter for doing a great job updating the marquee throughout the school year to make parents aware of PTO events.
- **Volunteer of the month-** Stephanie Rody was recognized in December for all her time put into making Running Club a fun and successful event each week for the kids at recess.

**Hospitality:** Jen Metzger communicated for Louise Yanock

- Staff appreciation for December took place on 01/11/17. Hospitality was supplying snacks.
- Nothing additional to report.
- Louise Yanock and Anne Neal were not present at the meeting.

**Vice President:** Leslie Swanson

- Nothing to report

**Secretary:** Molly Wegener

- Attention was brought to the following upcoming events: Parent hike on 01/13 at 9 AM, Lunch on the Lawn 01/19, January Family Fun Night at Zzeeks Pizza on 01/25, and the next PTO meeting 02/15/17.

**Treasurer:** Debbie True

- Debbie communicated the monthly financial report.
- Checking Account Balance (as of Dec. 30th,): \$43,735.81.
- Total Income: \$910.61.
- Total Expenses: \$1,551.66.
- For further details, see attached report.
- The Box Top check is in. Specific amount will be noted on next month's report.
- A second count is needed following them meeting for Tuft and Needles check. Two individuals volunteered.

**Financial Secretary:** Jen Metzger communicated for Sandy Morrison.

- The next Parent hike is scheduled for January 13<sup>th</sup>, 2017.
- Sandy Morrison was not present at the meeting.

**Development Coordinators:** Molly Wegener communicated for Amy Huffman

- Amy emailed that she has secured the vendor for the Spring Carnival rides and lights, and is working on the food trucks. She stated in her email that everything is on track for the Spring Carnival.
- Amy Huffman and Carolyn Yeretian were not present at the meeting.

**Communications:** Rachel Schurz

- Rachel reports that she met with Left Angle Graphics before Christmas, but the logo redesign is not completed. She will have a sample ready to show the board at the February PTO meeting. If the logo is ready soon, Spirit Wear could be redesigned before end of school year.
- Discussion regarding Cerritos' aging marquee continued from last meeting. This is an expensive item, and corporate sponsors may need to be utilized. San Tan Ford may be a good fit for funding a new one; Amy Huffman, Development Coordinator, will be asked to reach out to them. Rachel Schurtz stated that a marquee the size of Monta Vista's would better suit Cerritos' needs since it can accommodate more line items. An electronic marquee was discussed as an option for ease of changing and updating the line items. Jen stated the district

won't pay for the electricity to operate an electronic marquee, and HOA rules from neighborhood across from Cerritos won't allow it due to light pollution.

**Volunteer Coordinator:** Abby Green

- SUG is needed to organize volunteers for Lunch on Lawn. Jessica Harris will check with Darcy DiCosmo, and give Abby the schedule.

**Historian:** Genevieve Kennedy

- The Yearbook is going well. There are two classes that were previously thought to have parent helpers for class pages, that do not have help. These are Mrs. Jolin and Mrs. Epolite's classes. Leslie Swanson has been working on parent's in these classes to volunteer. All other classes have parents who are doing the class pages. Cover art for the yearbook was picked by the Leadership Committee, and Genevieve showed the designs at the meeting for the front and back covers. The artwork theme for 2016-17 yearbook is: "Our dessert garden grows leaders". Rachell Schurtz will put the winners of the cover art contest in the monthly newsletter.
- Classroom parents have been meeting all deadline on time so far. Pages for each class are due March 1, 2017. Genevieve Kennedy has organized the yearbook for three years and has been historian for two years. She will be stepping down next year. A replacement for next year will be needed. Parents attending the meeting were encouraged to consider the job if they enjoy photography.
- Finally, Genevieve stated she needs pictures of the following PTO Board members for the yearbook: Louise Yanock, Anne Neal, Carolyn Yeretian, and Molly Wegener

**Principal's Report:** Jessica Harris communicated for Darcy DiCosmo

- Darcy DiCosmo is in meetings all day today.
- A+ Certification: Schools reapply for this certification every 3 years, and Cerritos submitted their application on 01/11/17. This is an intensive application process that includes possible site visits and reviews of curriculum, leadership, culture, discipline, etc. The school will be notified by the end of February if we are selected for a site visit. If Cerritos is selected, someone visits the school for 1-2 days, observes, and talks to various staff members. They also inquire about how the PTO supports Cerritos, so PTO board members and those from the General Assembly may be asked to describe how this takes place at our school. It is an honor to be selected, and Cerritos hopes to be chosen again. This year, the A+ application coincided with the Lighthouse Application.

**Old Business**

- School Directory: Erika Uram has volunteered to take charge of this item. Discussion is still taking place regarding how to present this as a School Directory versus a Business Directory so we don't jeopardize corporate sponsorship. Other Kyrene schools have this type of directory, and Rachel Schurtz brought in an example from Sierra school for the PTO to see. The directory will not go out until next school year.

- Spirit Wear: An additional order is currently being negotiated to fill the need for late orders. Costs came back very high since a smaller number was requested compared to the beginning of the year. More information to come next meeting.
- Taste of Kyrene Auction Basket: Cerritos PTO voted several meetings ago to use \$200 from the Charitable Gifts budget line to donate a bike(s) for this event. Discussion followed regarding whether one adult bike or two children's bikes would be the most desirable option. It was decided that two children's bikes were best, but bike stores are too expensive to purchase these items. Christina Carter has a contact who owns a bike store, and he might be willing to give the PTO a good price or donate the bikes. She will reach out to this vendor, and Jen will give her a tax ID for the donation. It was decided that \$200 was the amount needed to fund the bike purchase, and a vote was taken.
- Zoning for speed limit near Cerritos: Once construction on the Hawk is finished, the 15mph speed limit during school hours near Altadena and Cerritos will be removed. By law, there can't be two 'slow downs' in one area. A volunteer is needed to send an email to parents to educate them about this change, and how to petition the school board to install signs for a school speed zone of 30 MPH from 7AM-4PM. Don Cross is the contact at the school board that the petition will be sent to once it has 200 signatures. Jessica Harris suggested having a table at Family Fun Night February 17<sup>th</sup> to educate parents and solicit signatures. More information to come.

## **New Business**

- Lunch on the Lawn: This takes place during school lunch hours on January 19<sup>th</sup>. Parents can bring a sack lunch or buy one through the school and enjoy lunch with their kids, while listening to music. This year, the Desert Vista High School choir is providing music. In the past, Altadena's choir had been present at this event.
- January Family Fun Night at Zzeeks: Families will be able to purchase food and drinks from Zzeeks for dine in or carry out on January 25<sup>th</sup>. The purpose of this event is to connect the community with local businesses. The items that qualify will be for dine in or carry out, and families need to mention 'Cerritos' at checkout. The PTO gets 20% back on all food and alcohol purchases. Delivery purchases do not qualify. Rachel Schurtz has a flyer going out, and there will also be a FB post and ListServ reminder. She needs the Zzeeks logo for the flyer, and Jen Metzger will help her with this. There was a suggestion to rename the event 'Family Dinner Night' to decrease confusion with Family Fun Night in February.
- February Family Fun Night: This event takes place on February 17<sup>th</sup> at 6 PM, and will be paired with the opening night of the Spring Book Fair. Discussion centered on what movie to play for K-5<sup>th</sup> graders, and whether a teacher talent show would draw more people instead of a movie. Parents agreed that the kids would love a teacher talent show, but this has been attempted in the past and teacher participation is usually low. Jen plans to ask the teachers today in the December staff meeting whether this is a feasible idea. If it's not, PTO will plan a movie night. Here are movie suggestions from Jen Metzger's informal survey at school: Storks, Trolls, Alexander's Terrible Horrible Day. The movie must be age appropriate for K-5<sup>th</sup> grade and have clean language. Some parents believe a non-animated film will draw the older kids. Chick-Fil-A has offered to be a vendor for food, and the PTO will provide hot chocolate.

- Spring Book Fair: Renee Doty and her co-chair, Einat, reported the following updates: The event takes place February 20-24<sup>th</sup>, with preview days the Thursday and Friday before. Parents and kids will have the opportunity to purchase items at Family Fun Night on Feb. 17<sup>th</sup>, as well. The book fair will be open at lunch and after school. Renee plans to use the Leadership Room to meet with her junior crew to make decorations and hang flyers for the book fair. She will be going to training Jan 24<sup>th</sup> to get some ideas from Scholastic regarding the “S’more Books” camping theme. Her budget is \$250, but she projects she will not spend the entire amount since there are extra decorations from previous book fairs. Renee would like to use Hershey’s bars as a prize for the grade level coin challenge. Jessica Harris will check with Darcy DiCosmo about using candy as a prize. One concern was brought up: the prize for the 3<sup>rd</sup> grade class that won the contest in the fall has not been given their prize. Renee will consider this.
- Kindergarten Round-Up at Cerritos: The dates for this event are as follows: Thursday, January 19<sup>th</sup> at 6:30 PM, Tuesday, February 7<sup>th</sup> at 6:30 PM, and Tuesday February 21<sup>st</sup> at 9:30 AM. Cerritos uses this event to raise awareness about our school, make a good impression on parents with incoming Kindergartners, and increase enrollment. The entire school district is doing the January 19<sup>th</sup> date, but Cerritos has scheduled the extra two dates since enrollment has been low due to competition against private, charter, and Montessori schools. If enrollment decreases too much, the district can shut down local schools. Four PTO volunteers are needed for each of the above dates. Kindergarten kids/parents meet the teachers, go on a tour, and then the kids go to classrooms, while parents listen to a presentation in the MPR. Set up for the event is provided by the Cerritos staff. PTO volunteers will greet and direct people, answer questions. They will also hand out PTO welcome literature, waters and chocolates for the visitors, and coloring pages for younger siblings. It would be ideal if PTO board members wear their shirts during the event. Jessica Harris will check in with Jen Metzger with any additional details. Volunteers were secured at the meeting for each of the above dates, but a few more will be needed. An email will be sent out calling for additional volunteers. Parent raised the following concerns: communication problems about incorrect start times given to preschools, versus actual start times at Cerritos. The time has been clearly communicated in advance, so this shouldn’t be an issue this year, per Jen Metzger.
- Transportation Day: This event is coming soon and is held at God’s Garden. Vendors purchase a booth and promote their school. The fee for a booth has been reduced from \$150 to \$50 this year. Jen Metzger will work with Darcy DiCosmo on this event, but a vote is needed to utilize funds for a booth.
  - **Motion:** Genevieve Kennedy moved to spend \$50 out of Staff Special Requests budget line for a booth at Transportation Day, and Leslie Swanson seconded. Motion carried by majority vote.
- Staff Appreciation: Erika Uram suggested a snack/treat cart each month for staff appreciation. Darcy DiCosmo gave her initial approval of this idea to Jen Metzger. Some details need to be clarified, including what snacks/treats are offered, if the cart will be allowed to stop by classrooms, and if it is available to all staff or just teachers. More information to come.

- Leadership Room Update: Karol Pacheco shared with the PTO how funds are being used to support this special classroom. Using a PowerPoint presentation, she showed how Cerritos kids are connecting with the community, working on leadership skills, exploring the '7 Habits', and tapping into their creativity through puzzles, mad libs, art, music, and songs. Karol puts together monthly projects that classes can complete by reserving a time to use the Leadership Room. In November, there was community project to make 'Blankets of Valor' to be distributed locally and in the Middle East. This was paired with a presentation by two Air Force Cadets (Karol's boys), where kids learned to appreciate how our armed forces sacrifice to keep our country safe. In December, kids learned about the uniqueness of snowflakes and applied this concept to how each of us are unique. Then each class made snowflakes to be displayed in hallway. Additionally, the room has been used to work on projects for 100 Random Acts of Kindness, celebrate student of the week, Lighthouse Kid's and special needs student activities, presentations by parents/students/teachers, and to make scholastic book fair decorations. Discussion after the presentation included brainstorming for additional uses of the room, and a presentation idea where parents inform students about different careers. Darcy DiCosmo would need to give final approval for the 'Career Day' idea. This room is a vital addition to Cerritos, and helps demonstrate how our kids are being leaders inside and outside of the school.
- New Cones for Entrance: A vote needs to be taken regarding Mr. Gilbert's request for new cones, as many have been damaged during pick-up/drop off. Discussion followed regarding making wider lanes to accommodate SUV's and decrease cone damage.
  - Motion: Genevieve Kennedy moved and it was seconded by Abby Green to spend no more than \$200 out of the Health and Safety budget line to buy more cones. Motion carried with a majority vote.
- PTO Elections for 2017-18 School Year: Many PTO board member's terms are up, and some have expressed the need to step down for the 2017-18 school year. Though all positions hold a one year term, Jen Metzger stated she can change the bylaws to accommodate PTO board members who want to stay in their positions. Discussion centered around finding new people to fill positions, what parents have already expressed interest in holding a position next year, and the urgent need to continue to look for people willing to be nominated for next year.

**Announcements:** See January 11<sup>th</sup> agenda for important dates. REMINDER: NO SCHOOL MONDAY, JANUARY 16<sup>TH</sup>!

**Meeting Adjourned At:** 10:00 AM

**Minutes Compiled By:** Molly Wegener, Secretary

**The foregoing minutes were approved by the Executive Board on February 15, 2017.**