



General PTO Meeting Minutes

Date: October 12, 2016

Call to Order: A General Board Meeting of the Kyrene de los Cerritos PTO was held on October 12th, 2016 at 8:54 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, Genevieve Kennedy, Rachel Schurz, Abby Green, Louise Yankock. Darcy DiCosmo, Courtney Bauer, Jessica Harris, and Wanda Wright (administrator intern) were also present. Four parents from the general PTO membership were also present.

Minutes: Minutes of September 7th, 2016 General PTO meeting were discussed.

Motion: Louise Yankock moved and it was seconded by Leslie Swanson to approve the minutes from September 7th, 2016 General PTO Meeting. Motion carried by majority vote.

Officer's Reports

President: Jen Metzger

- Jen Metzger expressed her thanks for the success of the Ice Cream Social and work performed by Sandy Morrison and Molly Wegener as co-chairs of the event. She also thanked Renee Doty, book fair chair, for her time spent making this event a big success. Appreciation was also extended to the many parent volunteers that helped Renee run this event. Jen also passed around a thank you card for members to sign thanking Janie Miller for her time as PTO Secretary. Janie Miller has accepted a job with Cerritos, and will no longer be serving as Secretary. She has served in many roles on the PTO Board in recent years, and her leadership will be greatly missed.

Hospitality: Louise Yanock

- Hospitality will be providing food for Teacher Conference Dinners on Oct. 19th and 20th in the staff lounge. Menus went out to the teachers the week of Oct. 12th. Food will be purchased from Zoopers and Jason's Deli. The unused Yoasis ice cream from the ice cream social may be offered to the teachers during this event also.
- Leadership Day is planned for Nov. 8th and plans for this event TBD.
- Hospitality will also be providing snacks to the staff during the Nov. staff meeting.
- Anne Neal was not present at the meeting.

Vice President: Leslie Swanson

- Nothing to report

Secretary: TBD

- Nothing to report

Treasurer: Jen Metzger for Debbie True

- Jen Metzger communicated Debbie True's communicated monthly financial report.
- Checking Account Balance (as of Sept. 30th): \$44,184.43. Savings account closed as of Oct. 11th and \$2,548.52 transferred into checking.
- Total Income: \$16,984.12 Sources of income over the last month include:
 - \$4,485.28 Fall Book Fair Proceeds
 - \$12,159.89 Corporate Sponsors (Tuft & Needle, Betty Theille/Edward Jones, Eden Law), Donation Drive Income, Family Dinner Night Fundraiser
 - \$312.75 Spirit Wear Proceeds
 - \$1.14 Safeway Escrip Proceeds and Uncategorized income
- Total Expenses: \$2,993.84 Categories of expenditures over the last month include:
 - \$427.03 Ice Cream Social
 - \$691.65 Donation Drive
 - \$581.79 Spirit Wear
 - Hospitality (for New Family Welcome)
 - Grants and equipment (for classrooms)
- A vote was taken to approve use of funds from Staff Special Request budget line to purchase 5 storage & craft cabinets for Resource classrooms at a cost of \$150.00.
 - **Motion:** Genevieve Kennedy moved and it was seconded by Louise Yanock seconded. The motion carried by majority vote.
- The PTO savings account was closed since the last meeting, and it a budget increase for Volunteer Coordinator was discussed. Abby Green, Volunteer Coordinator stated that the current budgeted amount of \$250.00 was sufficient and no increase of funds was needed at this time.
- Discussion shifted to moving some of the closed savings account funds to checking to increase the budget line for Garden Club. Currently the club has \$300 budgeted, and it was discussed to increase this amount by \$200 for the purchase of plants and tilling the soil by the district. Some concern was expressed by members regarding the consistent care of the garden, and whose responsibility this is if the funds are to be increased. Courtney Bauer stated that the school's new plan for the garden is for each grade to have a responsibility in the garden, and then the Garden Club will provide the rest of the work necessary for optimal upkeep.
 - **Motion:** Rachel Shurz moved and it was seconded by Leslie Swanson. The motion carried by majority vote.
 - Debbie True was not present at the meeting.

Financial Secretary: Jen Metzger communicated for Sandy Morrison.

- Parent Hike is schedule for this Friday (10/14) at 9 AM at Telegraph Pass trailhead. Activity is listed on the marquee and event was sent out via teacher emails last week.
- Rachel Schurtz plans to confirm with Jessica Harris that an reminder email will be sent to parents by Thursday the 13th. Members were encouraged to spread the word about the hike so new parents to the school receive a personal invite.
- Sandy Morrison was not present at the meeting.

Development Coordinators: Jen Metzger communicated for Amy Huffman

- Corporate platinum level sponsor banners were discussed. Some banners are already on display, and more will be put up in the near future near the drop off/pick up at the playground. Big O Tires gave a Cerritos a \$1500 check this month. Rachel Schurtz still needs Amy to forward a list of partners for acknowledgement in future communications and on the marquee.
- Amy Huffman and Carolyn Yeretian were not present at the meeting.

Communications: Rachel Schurz

- Logo redesign was discussed, as was Spirit Wear redesign for next year. It was determined that working on the logo first was necessary, then Spirit Wear can be addressed. Rachel Schurtz expressed interest in spearheading the Spirit Wear redesign for next year.
- Left Age Graphics has been consulted and will charge \$55 each for a logo and Spirit Wear redesign.
- Before a vote could be taken on allocating funds to redesign, Jessica Harris stated the she is already working on the logo redesign through the district and there is no cost. Discussion followed on who has rights to the logo (Cerritos /PTO/district?). It was decided that Jessica would follow up with this person and move forward with redesign.
- PTO put this agenda item on hold until more information is acquired.

Volunteer Coordinator: Abby Green

- Sign-Up Genius (SUG) emails are in place for Trunk n' Pumpkin and will be released this week.
- The next SUG to be prepared is for the Turkey Trot. The date for this in the past has been the Tuesday before Thanksgiving. Abby will check on this and confirm date.
- There was discussion about who will organize handing out oranges following this event, and whether or not the PTO purchases them or if food service provides them.
- Other supplies needed post-race include bowls, hand wipes.
- Abby will send out an email to school parent regarding a volunteer to organize the food during this event, and communicate with food service. Genevieve Kennedy expressed interest in helping if no one else from the parent community volunteers.

Historian: Genevieve Kennedy

- Cover art for the yearbook and love notes from 5th grade parents will be due at the end of this month. Emails have gone out to notify parents of 5th graders regarding this deadline.
- Mrs. Jolin's class is the only one in need of a page designer; all other classes have a volunteer. Jessica Harris volunteered to do this for Mrs. Jolin's class.
- Genevieve needs each teacher's mission statements as soon as possible. Mrs. DiCosmo stated she would remind the teachers of this deadline later this week.
- The photo deadline for the yearbook is one month after the event. The yearbook page is due two weeks after the photo deadline.

Hospitality: Louise Yanock and Anne Neal

- Anne Neal provided the Hospitality update. Staff birthdays will continue to be recognized with the special apple filled with candy. Thank you to Jessica Harris for keeping Anne and Louise updated with the birthdays of new hires.
- Anne and Louise will be able to handle the three days of winter wonderland in December without need for additional volunteers.
- Hospitality will continue to provide snacks for teacher staff meetings.
- Louise was not able to attend the meeting.

Principal's Report: Mrs. DiCosmo updated the group on several items:

- Mrs. DiCosmo expressed one concern regarding the Ice Cream Social. Some children were seen near the sunken auditorium and Altadena stairs. Next year, she asks that caution tape be used to block these areas to avoid injury.
- The Cerritos Garden will have work started on it beginning the week of 10/17/16. Jamba Juice has donated \$500 which will be used for netting, supplies, cleaning the leaves out and tilling the plot. No seeds will be bought since this has not worked well in the past. Some members expressed concern regarding the lack of consistent care of the garden in past years, but Mrs. DiCosmo reported each class will participate in care of the garden, and the remaining duties will fall on the Garden Club.
- Mrs. Huber, (new kindergarten teacher) who has been on leave, is tentatively scheduled to return Oct 17th. Mrs. DiCosmo will communicate with Human Resources to confirm this date.
- Due to issues with challenging behavior in the cafeteria, Mrs. DiCosmo is instituting ABC order at the tables. There have been reports of children switching tables when someone sits with them that they don't like and disrespectful attitudes. Once the students demonstrate increased responsibility with ABC order, sitting by friends will be reinstated as long as kids don't take advantage of increased freedom.
- Mrs. DiCosmo also shared the results of the Root Cause Board that was filled out by students to investigate the core problem of poor behavior at recess. A small number

of 5th graders are involved in instigating these problems. The board included discussion of these topics: rules on the playground, why kids aren't following the rules, reactive behaviors, and why kids are being disrespectful towards staff and other kids. The main answer was that kids want attention, want to be in charge, and want to be viewed as popular by their peers. One solution that was suggested through this process was creating more clubs to give kids more opportunities to be in charge. PTO membership expressed concern that the kids instigating the problems at recess are not receiving direct consequences like losing recess privileges. Mrs. DiCosmo explained that this is a work in progress and that PlayWorks is helping kids find new games to play and creating more groups to diffuse the problem.

Old Business

- **Desert Night for New Cerritos parents:** Sandy Morrison hosted this successful event in September. It was a great opportunity to connect new parents with PTO members.
- **Cerritos Yearbook Training:** Genevieve Kennedy reported a good turnout at this event. All classes have a parent volunteer at this time helping with yearbook pages.
- **Ice Cream Social:** This event was a bug success this year, and outdoor games (hula hoops, ring toss, lawn bowling) were a popular addition. Thanks to Sandy and Molly for co-chairing the event.
- **Fall Book Fair:** Renee Doty reported that the "Book-aneer" event was a huge success. The fair brought in \$10,139.41 this year, exceeding the \$9,000-10,000 goal. \$4,485.28 will be given to the school library in Scholastic dollars. A big thanks to co-chairs Renee and Einat Dolev, along with all the parent volunteers that made this event a success!
- **Be a Beacon Spirit Assembly:** The students enjoyed helping 'slime' Mrs. DiCosmo as a reward for meeting their Be A Beacon goal. Plans have been made to duct tape Mrs. Bauer to the wall during lunch on Oct. 21st, since she was sick for the Spirit Assembly. Volunteers will be needed to help manage the kids and cut duct tape the day of the event. Thanks to Jen Metzger for making the slime, and an even bigger thanks to Mrs. DiCosmo and Bauer for being such good sports during these events!
- **Fall Class Parties:** Thanks to all the parents who volunteered and brainstormed to make the class parties a huge success!
- **Spirit Wear:** Mikel Anne Arnce was not present at the meeting, but reported to Jen Metzger that the 2016 Spirit Wear order is scheduled to arrive in ten business days (the week of Oct. 24th).
- **Staff Appreciation Chairs** – Erica Rathje and Jen Matthews will be co-chairing this activity. Their plan is to provide staff appreciation on a quarterly basis. More info to come.

New Business

- **Parent Hike:** Schedule for 9 AM on Oct. 14th at Telegraph Pass trailhead.
- **Taste of Kyrene:** The Kyrene Foundation, who assists district families in need with clothing, food, and learning materials, will host this annual event on Feb. 24th. Raffle tickets are part of this event and raise money for the foundation, and tickets sell for \$10. The first place prize is a trip to SeaWorld, and the second place prize is a trip to Disneyland. Cerritos receives \$5 back for each ticket sold prior to the event. Last year, only 13 tickets were sold, and Jen Metzger wants to increase this number this year. Plans were made to set up a table at Trunk n' Pumpkin to educate parents about the purpose of the Kyrene Foundation, the Taste of Kyrene, and the raffle tickets for the event. Renee Doty volunteered to man the table. Cerritos is also in need of a volunteer(s) to organize an attractive basket to be auctioned off at the Taste of Kyrene.
- **Trunk n' Pumpkin** – This event is being chaired by Leslie Swanson and will take place on Oct. 21st 6-8pm. Leslie reports she has 5 people committed so far for trunks, but her goal is 12-16 trunks total. Spacing between the trunks was an issue last year, so this year Leslie plans to mark the parking spots with cones. Anyone volunteering to do a trunk will need to arrive by 5:30 pm. Additional pumpkins are needed this year for the pumpkin walk, and voting on the pumpkins will be a new activity this year. Activities planned include: hot dogs and Chick Fil-A as cash only dinner options, music by Mr. G, Speedy the Roadrunner, and a craft for kids to complete. Doug will be setting up decorations including lights, inflatable Halloween characters, and the noodle forest. Abby will connect with Altadena to get middle school volunteers. Additional extension cords may need to be provided by PTO members for inflatables since the school has a limited supply.
- **PSC Meeting:** Jessica Harris reported the districts' updated disaster protocols:
 - Lock down protocol:
 - Lock down call be called any anytime.
 - The office has a button that locks each exterior door.
 - Magnetic Road Runner signs will be used to cover the long windows next to each door in the facility. These fold in half on the lower part of the window until needed.
 - If a PTO member is in the PTO room when lock down is announced, they are to stay in the room and call the front office to notify them of your presence.
 - If a PTO member is in the hallway, go to the nearest classroom and that teacher will direct you what to do.
 - If a PTO member is outside, and the threat is outside, come inside via the MPR room.
 - If a PTO member is outside and the threat is inside, remain outside the building.
 - Fire protocol:
 - If you are in the building when fire drill is announced, go to the nearest class and verify with office where you are.
- **Kyrene Extended Resource Field Day- Harkins Theatre Fundraising:** Resource Field Day (RFD) is a special event the Pueblo PTO puts on with games, activities, and obstacles designed for kids with special needs in the Kyrene district. The Cerritos PTO has been asked

by Christy Hedgebush to help raise money for this event via Harkins Theatre. If the PTO purchases \$250 of Harkins merchandise, \$250 will be allotted to RFD. Merchandise includes movie gift cards, Harkins cups and t-shirts. Discussion regarding which merchandise would be most appropriate to purchase was had. It was deemed that gift cards and mugs would be well received and could be used for staff appreciation gifts.

- **Motion:** Rachel Schurtz moved and it was seconded by Genevieve Kennedy approve purchase of \$250 for Harkins Theatre Fundraising. The motion carried by majority vote.
- **Secretary Chair Nomination and vote:** Molly Wegener was nominated as Janie Miller steps down from her Secretary position.
 - **Motion:** Leslie Swanson moved and it was seconded by Jessica Harris to approved nomination for Secretary Chair. The motion carried by majority vote.
- **Running Club:** Stephanie Rody will be organizing the Running Club. A start date will be determined and communicated to her by the office staff. The club takes place during Tue/Thurs lunch hour.

Announcements: Reminder that Thurs. Oct. 20th is an EARLY RELEASE for Teacher Conferences

Meeting Adjourned At: 10:15am

Minutes Compiled By: Molly Wegener, Secretary

The foregoing minutes were approved by the Executive Board on November 21, 2016.