



General PTO Meeting Minutes

Date: February 15, 2017

Call to Order: A General Board Meeting of the Kyrene de los Cerritos PTO was held on February 15th, 2017 at 8:50 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, Rachel Schurtz, Amy Huffman, Abby Green, Louise Yanock, and Genevieve Kennedy. Jessica Harris was also present, as were two parents from the general PTO membership.

Minutes: Minutes of January 11th, 2017 General PTO meeting were discussed.

- **Motion:** Genevieve Kennedy moved and it was seconded by Amy Huffman to approve the minutes from 01/11/17 General PTO Meeting. Motion carried by majority vote.

Officer's Reports

President: Jen Metzger

- Jen Metzger expressed her thanks to all the volunteers who helped this month with the Kindergarten Roundup events, to Erika Uram for her work on staff appreciation, and to Kathy Grenise (Grandma Kathy) for all the hours she dedicates to volunteering at Cerritos. She also expressed gratitude to the front office staff (Jessica, Denise, and Jenna) for all their support given to the PTO.

Hospitality: Louise Yanock

- Staff appreciation for Teacher Conferences is under way. Food from Jason's Deli will be supplied on February 22nd, and Zooper's will be used for February 23rd. Menus have been given to the staff, and food will be available in the staff lounge the day of the event.

Vice President: Jen Metzger for Leslie Swanson

- Nothing to report
- Leslie Swanson was not present.

Secretary: Molly Wegener

- Attention was brought to the following upcoming events: Friendship Parties on 02/14, Family Fun Night and Spring Book Fair opening 6 pm on 02/17, Spring Book Fair 02/17-02/24, the last Kindergarten Round-Up Event at 9:30 am on 02/21, Spring Break 03/06-03/14, and the next PTO meeting 03/15/17.

Treasurer: Jen Metzger for Debbie True

- Jen communicated the monthly financial report.
- Checking Account Balance (as of Jan. 31st): \$38,638.94.
- Total Income: \$1,674.16.
- Total Expenses: \$3,268.78.
- For further details, see attached report.
- Kindergarten patriotic shirts for the upcoming naturalization ceremony cost \$300. The PTO paid for this, but will be reimbursed.
- Jessica Harris has money for Watch Dog T-shirts. John Schurz heads this group, so Rachel Schurz reported for him. John doesn't want to use the money for reimbursement at this time, but would like to use it for a Watch Dogs pizza party next year.
- A second count is needed following the meeting. Two individuals volunteered.
- Debbie True was not present.

Financial Secretary: Jen Metzger communicated for Sandy Morrison.

- This month's Parent Hike took place prior to the PTO meeting, on 02/10/17. No parents could attend, per Sandy Morrison. This may have been due to the field trip for 3rd grade on the same day.
- The next Parent hike is scheduled for March 17th, 2017.
- Sandy Morrison was not present at the meeting.

Development Coordinators: Amy Huffman

- Spring Carnival: The carnival is scheduled on Thursday, April 13th since there is no school Friday the 14th. Amy has secured all the vendors for the rides and lights. There are new rides in addition to the ones at the carnival in previous years: petting zoo, pony rides, big ball wipeout, human fuse ball (students vs. teachers), bounce houses for younger kids, mechanical shark. The new rides she is considering are a Ferris wheel and trampoline bungee jumping. The carnival has grown each year, but Amy is concerned that the budget has stayed the same. Adding the bungee jumping will cost \$900, but Amy is confident she can ask San Tan Ford, or another high-level sponsor, to fund the ride. Amy raises money easily each year through corporate sponsorship, but is concerned that the next chair of this event may have difficulties securing the same sponsors and funds when she steps down. Discussion followed regarding the need to have the carnival continue to grow. Most parents felt like it is unnecessary to make the carnival bigger each year, and it will be sufficient to change the games each year for variety. A suggestion was made to have a MC for fuse ball to draw more attention to event. New companies will be used for pony rides and petting zoo, since there were logistical and pricing issues with the companies from last year. Four to five food trucks will be available at the event. Amy will talk to Renee Doty to see if she will manage the food trucks since she did a great job last year. Discussion followed regarding

which food trucks to use and whether the trucks should donate a percentage of their purchases to Cerritos, or have lower prices per item for the carnival. Jen Metzger stated that the carnival is not a fundraiser for the PTO, but an opportunity to create community. It was decided lower food prices would be the best option.

- Raffle baskets: Each year, classroom baskets are assembled for a silent auction for the carnival. These baskets bring in approximately \$3,000 of income for the PTO each year. Usually, a theme is announced for each basket and parents donate specific items for that class's theme. This has been troublesome, since some items don't fit well with the theme or are turned in too late for basket assembly. Discussion followed regarding parent volunteers for each classroom to plan the baskets, whether it would be easier to ask for a minimum cash donation/child versus specific items, and a Yoasis ice cream party for each grade level that brings in the most cash for baskets. It was decided that a monetary donation of \$5/child would work best. Timing for monetary donations needs to be staggered with the sale of the tickets for the carnival. Amy will get a flyer out to Rachel Schurz ASAP so this can be sent out prior to Spring Break, and emails regarding carnival ticket sales will be scheduled to start after Feb. 27th, so this won't take attention away from the book fair. After break, communication will be sent out regarding basket money. The ice cream party contest didn't work well the last few years, so it was decided by the group to skip it this year. Louise Yanock volunteered to do all the basket assembly. Jessica Harris suggested having Darcy DiCosmo send a personal letter to the parents regarding the basket donation to assist with parent involvement. Other suggestions to promote the event included an information table for Spring Carnival during field day on March 3rd, using the broadcasting club to advertise the event, having signs at pick-up/drop-off, teacher emails, and having a PTO person come to each class and remind kids about basket donations. Genevieve Kennedy suggested online payment versus sending checks in envelopes for PTO donations, like these baskets, to increase parent participation. Jessica Harris will check into the viability of this option.
- Discussion regarding coordination among Kyrene schools for PTO events to decrease overlap and increase participation from other schools followed. Amy suggested reaching out to other Kyrene elementary schools by offering free wrist bands to the event. Most of the group felt this may create longer lines and decrease community among Cerritos families by adding in other schools. Other discussion items included whether to offer goodie bags at the gate with flyers and vendor advertisements, and if there should be entertainment during the carnival. It was decided the goodie bags will not be offered due to the amount of work stuffing them ahead of time. The group also felt entertainment was unnecessary, since it would take attention away from the carnival events and the balloon guy who has already been hired.
- Communications: Amy will meet with Rachel and Abby Green regarding timing of communications and Sign Up Genius for donations for raffle baskets, the event, sale of event bracelets, volunteers, etc. Amy will make a list of what she specifically needs help with, and Jen Metzger will send it out to via email to recruit help. Corporate banners for sponsors of the school will be put up for movie night by Mr. Gilbert. Then pictures of the banners up at the event will be sent by Amy to the vendors.
- Carolyn Yeretian was not present at the meeting.

Communications: Rachel Schurz

- New Road Runner logo was revealed to the group. The group felt it was much improved from the previous logo. It is a full body design versus a head shot. Discussion followed regarding when the logo will be unveiled for all of Cerritos. Jessica Harris stated that the circle design logo went out yesterday at WIG ceremony. She will communicate with Darcy DiCosmo when to unveil the logo in a more formal manner. Jessica would like to do this ASAP with A+ certification coming in 2 weeks. This was a successful collaboration between the PTO, Left Angle Graphics, and Jessica Harris. Great job!

Volunteer Coordinator: Abby Green

- Abby said there is a shortage of people to help with the Friday night Movie Night and opening of the Spring Book Fair. Jessica Harris will ask Cerritos staff to sign up for holes, and teachers will send out an email reminder for parents of their students.

Historian: Genevieve Kennedy

- Genevieve needs a picture of Watch Dogs organizer, John Schurtz, with his kids for the yearbook. She also needs someone to commit to taking pictures at Friday's Movie Night. Janie Miller oversaw organizing yearbook orders into a spreadsheet the last few years, but will be unable to do so this year. Jessica Harris or Abby Green volunteered to assist Genevieve with this task.

Principal's Report: Jessica Harris communicated for Darcy DiCosmo

- A+ Certification: A site visit is scheduled for February 27th and 28th. It will be 'business as usual' at the school. Judges will be observing how the school incorporates leadership into daily school life. They will be meeting with staff, support staff, a panel of 15-20 students, PTO community members and parents, and observing classrooms. The meetings with students and parents will not be attended by Cerritos staff. Hospitality will set up water, coffee, and breakfast for the staff and judges. Nothing else needs to be done now.
- Leadership Day: March 23rd is the next Leadership Day. Planning for this is underway, so staff and students are signing up for roles in this event. The purpose of this event is to invite people of the community as guests, and educate them how the 7 Habits are applied at our school, in our homes, and with our families and friends. Usually, 20-30 guests attend this event. Invited guests include prominent businesses, government officials, chamber of commerce members, and nonprofit organizations. Louise Yanock said hospitality will supply goodie bags for the event. Jessica Harris is asking for more guest suggestions now.

Old Business

- Teacher Grant checks: The PTO voted electronically on this item on February 6th, 2017.
 - **Motion:** Leslie Swanson moved it was seconded by Amy Huffman to approve \$400.00 from the Staff Special Requests budget line be used to purchase eight \$50 Teachers Pay Teachers gift cards for grades K-5th, Pre-K, and Resource. *Final email from Jen Metzger indicated the above motion passed by unanimously with none opposed.*

- Kindergarten Round-Up: February 21st is the last one. Overall, there has been good attendance, but the crowds have been thin at the last two events. Some parents are coming separately to one on one site visits versus these Round-Up events.
- January Family Dinner Night at Zzeeks: Participation in this event was a huge success! Zzeeks stated this was one of the best family dinners they have hosted. Proceeds paid to the PTO were \$400.
- Staff Appreciation: Ericka Uram has done a great job taking over this monthly hospitality event. The next one is scheduled for March 1st and will be a 'make your own trail mix' bar. Items will be set up in the teacher lounge, and teachers will be able to come and go to make their mix throughout the day.
- Leadership Room Update: 1000 random acts of kindness have been completed! The Student Lighthouse team has new WIG for this month: to collect 800 new books for Phoenix Children's Hospital in honor of Dr. Seuss's birthday this month. This ambitious goal was completely student generated!
- Maintain, Don't Gain.... Biggest Loser: Mrs. Bell and Mrs. Farmer were the contest winners!
- Cones for Mr. Gilbert: These have already been purchased to replace ones that were damaged in the parking lot. Unfortunately, some have already been run over.
- Balls for the Playground: When site council paid for Play Works to come to Cerritos, the funds only paid for enough balls for their program. Now our kids don't have enough playground balls. PTO pays for these out of health and safety, and will be replenishing them since students cannot bring their own equipment to school. Please remind students and teachers of this rule!

New Business

- Spring Book Fair: We do not have enough volunteers for the opening night on February 17th! See Volunteer Coordinator report for more information.
- School Supply Kits: Erika Uram is considering kits where the boxes can be used as a keepsake for student papers, instead of being recycled or thrown away. There is no extra cost for this, however, it may create more work on back to school night for teachers since they would have to be sent home with students. More discussion to come later.
- Friendship Parties: These take on February 14th in all classrooms, and are coordinated by room parents. PTO will assist with parent sign-in/sign-out.
- Spring Book Fair: Co-chair Renee Doty is unable to help with set-up due to health problems now. Einat, the other co-chair, oversees set-up, and will be running the book fair this time. As stated previously, SUG participation is low and Einat needs more volunteers.
- PSC Meeting: New ergonomic chairs for Kyrene district are being discussed, since the current one's tip over easily with backpacks. New Tables that join and pull easily apart are also being considered. An \$70,000 audit of the Kyrene district was recently conducted. Some jobs will be eliminated to help use district funds more efficiently. Curriculum coordinators will be taking the place of math coaches, and there will no longer be district employees floating between schools. Interventionists will be assigned to each school instead. A local newspaper article highlighted that the district has not 'cleaned house' in a long time. Challenges Kyrene district faces are minimum wage and it's impacts on food service, Kids Club and After Care wages, teacher retention and salary concerns. Food Service contract renegotiations take place in June, and may

impact lunch prices. Jen Metzger attended the PSC meeting, and reports that a lot of good changes are happening, especially at the middle school level.

- Front Office Safe: The staff asks that if the PTO uses the safe, make sure you check it periodically and don't leave things there. It is best if the PTO uses its own safe in the PTO room instead so checks end up getting deposited on time.
- Teachers Pay Teachers: Please see Old Business on page 4 for this information.
- Vote to increase budget for new logo: No vote was initiated at this meeting. To be addressed later as needed.

Announcements: REMINDER: NO SCHOOL MONDAY, FEBRUARY 20TH and SPRING BREAK MARCH 6-13TH! School resumes March 14th, 2017.

Meeting Adjourned At: 10:14 AM

Minutes Compiled By: Molly Wegener, Secretary

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